Those persons wishing to speak on any item included on the agenda, or on any matter within the subject matter jurisdiction of the City Council, are invited fill out and submit to the City Clerk a "Request to Speak" form (name and address optional) which is available at the entrance to the City Council Chambers. Additionally, members of the public may submit electronic public comments to CityClerk@cityofchino.org no later than 4:00 p.m. on the day of the meeting. In your email, please include the meeting date, agenda item you are commenting on, and your comment. All comments received by the deadline will be forwarded to the City Council for consideration before action is taken on the matter and will be entered into the record for the meeting specified in email received.

If you require a reasonable accommodation to participate in this meeting per your rights under the Americans with Disabilities Act or for any other reason, please contact the City Clerk's Office (909) 334-3306, at least 48 hours prior to the advertised starting time of the meeting.

Any documents produced by the City and distributed to a majority of the City Council regarding any item on this agenda will be made available in the City Clerk's Office during normal business hours at City Hall located at 13220 Central Avenue, Chino. In addition, such documents will be posted on the City's website at www.cityofchino.org.

CHINO CITY COUNCIL
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY
CITY HALL COUNCIL CHAMBERS
13220 CENTRAL AVENUE
CHINO, CA 91710

TUESDAY, SEPTEMBER 16, 2025

REGULAR MEETING

AGENDA

CLOSED SESSION – 4:30 PM
OPEN SESSION – 6:00 PM

ROLL CALL

Mayor Eunice M. Ulloa, Mayor Pro Tem Curtis Burton, Council Member Karen C. Comstock, Council Member Christopher Flores, Council Member Marc Lucio.

CLOSED SESSION PUBLIC COMMENTS

This is the time and place for the general public to address the City Council about the closed session items. Ordinance No. 97-08 (Chino Municipal Code Section 2.04.090) limits speakers to no more than five (5) minutes in which to address the Council, except as provided under Government Code 54954.3(b)(2).

CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: City Manager

2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency designated representatives: Fred Galante, City Attorney
Unrepresented employee: City Manager

3. CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6; Agency Negotiator: Terry Doyle, Director of Human Resources/Risk Management Employee Organizations: Chino City Hall Confidential Employee Association; Chino Police Management Association (CPMA); Chino Police Officers Association (CPOA); Chino Police Professional Employees Association (CPPEA); Teamsters Local 1932 Professional, Technical and Clerical Unit; American Federation of State, County, and Municipal Employees (AFSCME District Council 36 - Local 3183); Unrepresented Management Sworn and Professional; Executive Management and Deputy Directors; and Part-time Employees

FLAG SALUTE

CEREMONIALS

Proclamations

Making Strides Against Breast Cancer Day - Proclaim October 4, 2025 as Making Strides Against Breast Cancer Day in the City of Chino.

Presentations

Retirement Recognition - Recognition of Chino Finance Department Employee Caryl Wheeler in recognition of 26 years of dedicated service to the City of Chino.

City of Chino Finance Department Purchasing Division Recognition - Achievement of Excellence in Procurement Award for 2025.

REPORT OUT OF CLOSED SESSION

AGENDA ADDITIONS/REVISIONS

INFORMATION

External Agency Report for September 16, 2025. Receive and file the External Agency Report for September 16, 2025 (Covering Meetings from July 1 - July 31, 2025).

PUBLIC ANNOUNCEMENTS

This is the time and place for the Mayor to inform the public of all upcoming events and past occurrences of communitywide interest and concern.

PUBLIC COMMENTS

This is the time and place for the general public to address the City Council about subjects that do not appear elsewhere on the agenda. Due to Council policy and Brown Act requirements, action will not be taken on any issues not on the Agenda. Ordinance No. 97-08 (Chino Municipal Code Section 2.04.090) limits speakers to no more than five (5) minutes in which to address Council, except as provided under Government Code 54954.3(b)(2). If more than three (3) persons seek to address the same agenda item or the same subject matter, the Mayor shall establish a maximum period of time not to exceed thirty (30) minutes.

CONSENT CALENDAR

At this time, members of the public may present testimony as to why an item should be removed from the Consent Calendar for separate discussion. Unless a member of the public or City Council requests that an item be removed from the Consent Calendar, all items will be acted upon as a whole and by one vote. Items placed on the Consent Calendar represent routine expenditures and/or actions that support ongoing City operations.

1. Warrants. Approve expenses as audited and within budget for warrants 7771996 to 7772269, and Electronic Fund Transfers 524989E to 525087E totaling $5,249,058.49

2. Minutes. Regular Meeting Minutes for (a) September 2, 2025 (Mayor Ulloa Absent-Excused) and (b) April 18, 2023 (All Members Present).

3. Elected City Officials' Report Regarding Travel, Training, and Meetings. Receive and file the Elected City Officials' Report reflecting City Council business related expenses incurred by the City.

4. Report on Priority State and Federal Legislative Issues. Receive and file the Priority Legislative Items Report dated September 16, 2025, the Tracked State Legislation Report; and Position Letters on Legislation for September 16, 2025.

5. 2024-2025 Consolidated Annual Performance and Evaluation Report (CAPER). Receive and file the 2024-2025 Consolidated Annual Performance and Evaluation Report (CAPER).

6. Adoption of Ordinance No. 2025-006 (Second Reading), Amending Title 20 (Zoning), Chapter 20.03 (Zoning Districts and Zoning Map) of the Chino Municipal Code. Approve the adoption of Ordinance No. 2025-006, amending Title 20 (Zoning), Chapter 20.03 (Zoning Districts and Zoning Map) of the Chino Municipal Code to incorporate targeted zoning map amendments proposed to better align zoning.

   ORDINANCE NO. 2025-006 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, APPROVING ZONE CHANGE (PL23-0129) AMENDING ORDINANCE NO. 2010-06, WHICH ESTABLISHED THE ZONING MAP, BY CHANGING THE DESIGNATION OF THE PROPERTIES IDENTIFIED HEREIN.

7. Approve Revisions to Job Descriptions Based on Citywide Classification and Compensation Study. Adopt Resolution No. 2025-057 approving updated job descriptions as a result of the Citywide Classification and Compensation Study.

8. Memorandum of Understanding, Compensation, and Salary Adjustments - Teamsters Local 1932 Professional, Technical and Clerical Unit. Approve Resolution No. 2025-064 approving the MOU with Teamsters; Resolution No. 2025-065 to amend the City Classification and Compensation Schedules; and Appropriations in the amount of $365,445.42 to various funds for FY 2025-26.

9. Adoption of 2025 Local Hazard Mitigation Plan Update. Adoption of Resolution No. 2025-060 (rescinding 2018-022), approving the City of Chino's 2025 Local Hazard Mitigation Plan Update and authorizing future non-substantive amendments to the plan.

10. Professional Service Agreement - Southstar Engineering and Consulting, Inc. for Civil Engineering Design Services for the Sewer Line Rehabilitation Fiscal Year 2026 Project (SW260). Award a Professional Service Agreement to Southstar Engineering, Inc. for Civil Engineering Design Services for the Sewer Line Rehabilitation Fiscal Year 2026 Project (SW260) for $363,990.

11. Adoption of the Measure I Five-Year Capital Project Needs Analysis (CPNA) for FY 2026/2027 – 2030/2031. Adopt Resolution No. 2025-059, approving the Measure I Five-Year Capital Project Needs Analysis for Fiscal Years 2026/2027 to 2030/2031.

12. Final Acceptance of Public Improvements for Site Approval PL20-0029 located at 13404 Yorba Avenue. Accept public improvements as complete for PL20-0029 (SA); authorize release of the performance bond and initiate the warranty bond; and authorize the City Manager to execute the necessary documents on behalf of the City.

13. Public Improvement Agreement with Chaffey Community College District for public improvements generally located at the intersection of Satterfield Way and Eucalyptus Avenue. Approve the Public Improvement Agreement and associated securities with Chaffey Community College District for public improvements generally located at the intersection of Satterfield Way and Eucalyptus Avenue.

14. Conditional Approval of a Covenant Agreement to Annex for Sanitary Sewer Service and request approval from the San Bernardino Local Agency Formation Commission (LAFCO) for sanitary sewer service for the property located at 12058 Roswell Avenue (proposed Accessory Dwelling Unit (ADU) and primary residence) within the City of Chino's Sphere of Influence. Adopt Resolution No. 2025-062 conditionally approving a Covenant Agreement to Annex for Sanitary Sewer; request approval from LAFCO for sanitary sewer service for the property at 12058 Roswell Avenue.

15. Conditional Approval of a Covenant Agreement to Annex for Sanitary Sewer Service and request approval from the San Bernardino Local Agency Formation Commission (LAFCO) for sanitary sewer service for the property located at 13140 Roswell Avenue (new Accessory Dwelling Unit and primary residence) within the City of Chino's Sphere of Influence. Adopt Resolution No. 2025-063 conditionally approving a Covenant Agreement to Annex for Sanitary Sewer; request approval from LAFCO for sanitary sewer service for the property at 13140 Roswell Avenue.

16. Conditional Approval of a Covenant Agreement to Annex for Sanitary Sewer Service and request approval from the San Bernardino Local Agency Formation Commission (LAFCO) for sanitary sewer service for the property located at 13252 Roswell Avenue (new Accessory Dwelling Units and primary residence) within the City of Chino's Sphere of Influence. Adopt Resolution No. 2025-061 conditionally approving a Covenant Agreement to Annex for Sanitary Sewer; request approval from LAFCO for sanitary sewer service for the property at 13252 Roswell Avenue.

PUBLIC HEARING

Prior to the vote of the City Council, any member of the audience will have the opportunity to address Council on any items listed under Public Hearings. Council requests, but it is not required, that you state your name and address prior to making any remarks.

17. Appeal of Planning Commission action approving the Chino Gateway Terminal Project. Adopt Resolution No. 2025-058, denying the appeal and thereby upholding the approval of PL24-0097, PL24-0098, and PL24-0120, based upon the findings and subject to the departmental conditions of approval.

    Staff Report By: Kim Le, Senior Planner

    RECOMMENDATION: Conduct a Public Hearing; Adopt Resolution No. 2025-058, denying the appeal and thereby upholding the approval of PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit), based upon the findings and subject to the departmental conditions of approval.

NEW BUSINESS

18. 2025 Americans with Disabilities Act (ADA) Annual Report. Receive and file the 2025 Americans with Disabilities Act (ADA) Annual Report.

    Staff Report By: Lisa Almilli, Citywide Accessibility Coordinator

    RECOMMENDATION: Receive and file the 2025 ADA Annual Report which documents the accessibility improvements completed in FY24 and FY25, outlines minor revisions to the schedule for future projects, and provides an overview of accessibility projects planned for FY26.

19. Construction credit/reimbursement agreement with Lennar Homes of California, a California corporation for the construction of public improvements for Tract Map No. 18972 (University Park). Approve Construction Reimbursement Agreement - Tract Map No.18972 Lennar Homes of California.

    Staff Report By: Sylvia Ramos, Contracts & DIF Administrator

    RECOMMENDATION: 1) Appropriate and authorize the reimbursement of $302,591.16 from the Citywide Circulation (Streets, Signals & Bridges) Development Impact Fee Fund 220; 2) appropriate and authorize the reimbursement of $250,428.00 from the Citywide Water Source Storage and Distribution Development Impact Fee Fund 253; 3) approve a Construction Credit/Reimbursement Agreement with Lennar Homes of California, LLC, a California corporation, in an amount not to exceed $553,019.16 for the construction of master-planned public facilities required as a condition of approval for Tract Map No. 18972; and 4) authorize the City Manager to execute all the necessary documents on behalf of the City.

MAYOR AND COUNCIL REPORTS

This is the time and place for the Mayor and Council Members to report on prescheduled Council Committee Assignment Meetings that were held since the last Regular Council Meeting, and any other items of interest. Upon request by an individual Council Member, the City Council may choose to take action on any of the subject matters listed below.

Mayor Ulloa

20. Community Support Fund – Mayor Ulloa. Approve community support fund $500 contribution to American Cancer Society for the Making Strides Against Breast Cancer Fundraiser.

    Staff Report By: Mayor Eunice M. Ulloa

    RECOMMENDATION: Approve community support fund contribution of $500 to the American Cancer Society Making Strides Against Breast Cancer Fundraiser.

Mayor Pro Tem Burton

Council Member Comstock

21. Community Support Fund – Council Member Comstock. Approve community support fund contributions to American Cancer Society Making Strides Against Breast Cancer Fundraiser and St. Margaret Mary School Car Show.

    Staff Report By: Council Member Karen Comstock

    RECOMMENDATION: Approve community support fund contributions of $250 to American Cancer Society Making Strides Against Breast Cancer Fundraiser and $250 to St. Margaret Mary School Car Show.

Council Member Flores

22. Community Support Fund – Council Member Flores. Approve a community support fund contribution to Rotary Club of Chino Valley and American Cancer Society.

Staff Report By: Council Member Christopher Flores.

RECOMMENDATION: Approve a community support fund contribution of $250 to Rotary Club of Chino Valley and $250 to American Cancer Society Making Strides Against Breast Cancer Fundraiser.

Council Member Lucio

City Manager's Report

City Attorney's Report

Police Chief's Report

Director's Report

Fire Chief's Report

ADJOURN

The next Regular Meeting of the City Council will be held on Tuesday, October 7, 2025 at 6:00 p.m. (Closed Session no earlier than 4:00 p.m. if necessary) in these Council Chambers.

I, Natalie Gonzaga, City Clerk of the City of Chino, hereby declare that on Friday, September 12, 2025 this agenda was posted on the south window of Chino City Hall and this agenda together with all of the agenda reports and related documents were posted on the City's website at www.cityofchino.org by myself or under my direction.

ngonzaga

Natalie Gonzaga, City Clerk.

MEMORANDUM
CITY OF CHINO
COMMUNITY SERVICES, PARKS & RECREATION DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **SILVIA AVALOS, DIRECTOR OF COMMUNITY SERVICES, PARKS & RECREATION**

SUBJECT

Making Strides Against Breast Cancer Day

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Commitment to Our Community
- Public Service Excellence through Internal and External Partnerships

C H I N O

Proclamation

WHEREAS, *the Making Strides Against Breast Cancer program is the largest network of breast cancer awareness events in the nation, uniting communities with a shared determination in the fight to end breast cancer; and*

WHEREAS, *funds raised through Making Strides Against Breast Cancer enable the American Cancer Society to save lives from breast cancer by funding groundbreaking breast cancer research; providing free, comprehensive information and support to those touched by breast cancer; and helping people reduce their breast cancer risk or find it early when it is most likely treatable; and*

WHEREAS, *participants of Making Strides Against Breast Cancer join together to celebrate breast cancer survivors, pay tribute to those lost to the disease, and raise funds to end breast cancer once and for all.*

NOW, THEREFORE, I, EUNICE M. ULLOA, MAYOR OF THE CITY OF CHINO, *do hereby proclaim October 4, 2025 as:*

"MAKING STRIDES AGAINST BREAST CANCER DAY"

in the City of Chino and encourage citizens to help save lives from breast cancer by participating in the Making Strides Against Breast Cancer of Inland Empire Walk - Chino City Hall on October 4, 2025.

PRESENTED THIS 16TH DAY OF SEPTEMBER 2025.

Eunice M. Ulloa

EUNICE M. ULLOA, Mayor

ATTEST:

ngonzaga

NATALIE GONZAGA, City Clerk

CITY OF CHINO
WHERE EVERYTHING GROWS
INCORPORATED 1910

MEMORANDUM
CITY OF CHINO
ADMINISTRATION DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **MAYOR AND CITY COUNCIL MEMBERS, CITY OF CHINO**

FROM: **LINDA REICH, CITY MANAGER**

SUBJECT

Retirement Recognition

MEMORANDUM
CITY OF CHINO
FINANCE DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **MAYOR AND CITY COUNCIL MEMBERS, CITY OF CHINO**

FROM: **KIM SAO, DIRECTOR OF FINANCE**

SUBJECT

City of Chino Finance Department Purchasing Division Recognition

MEMORANDUM
CITY OF CHINO
ADMINISTRATION DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **MAYOR AND CITY COUNCIL MEMBERS, CITY OF CHINO**

FROM: **LINDA REICH, CITY MANAGER**

SUBJECT

External Agency Report for September 16, 2025.

RECOMMENDATION

Receive and file the External Agency Report for September 16, 2025 (Covering Meetings from July 1 to July 31, 2025).

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above furthers the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built by fostering:

- Positive City Image
- Financial Stability
- Responsible Long-Range Planning
- Exemplary Leadership
- Public Service Excellence through Internal and External Partnerships

BACKGROUND

Members of the Chino City Council are assigned to represent the City on several external agencies, committees, boards, and task forces. While the frequency of meetings varies by agency, many meet monthly. Others meet quarterly, bi-monthly, or on an as-needed basis.

ISSUES/ANALYSIS

The attached Monthly Agency Report for September 16, 2025, summarizes recent discussions and actions during external meetings attended by City Council Members. It focuses on items that may impact or be of interest to the City of Chino, its residents, and its businesses. The report covers meetings that took place from July 1 to July 31, 2025.

CITY OF CHINO
MONTHLY AGENCY REPORTS
SEPTEMBER 16, 2025 - Covering meetings from July 1 – July 31, 2025

Members of the Chino City Council are assigned to represent the City on several external agencies, committees, boards, and task forces. This report summarizes the actions and discussions of those entities as they may impact or be of interest to the City of Chino, its businesses, and its residents.

ANIMAL RESOURCE CENTER OF THE INLAND EMPIRE JOINT POWERS AUTHORITY
Council Representative: Curtis Burton | Staff Report by: Rogelio Huerta

Meeting Date: July 1, 2025

The Board of Directors approved the minutes of the June 3, 2025, meeting.

Lease Agreement - A key action taken by the Board was to authorize the Executive Director, or a designated representative, to negotiate and execute a lease agreement for the property located at 2304 S. Baker Avenue, Ontario, CA. This agreement, with Geraldine C. Myers, is intended for a thirty-nine-month term and includes the flexibility to extend for up to two additional one-year terms, in a form that is substantially consistent with the provided lease terms. This property is intended to serve as both office space for staff and a storage facility for the animal services fleet.

Meeting Date: July 21, 2025 (Special Meeting)

The Animal Resource Center of the Inland Empire's Board of Directors held a special meeting on July 21, 2025. The primary focus of the meeting centered on receiving staff presentations and providing strategic direction on two critical areas. The Board received a presentation on the ARC Purpose Statement and Animal Welfare Strategies and Designation, followed by a dedicated discussion on Trap-Neuter-Release (TNR) Programs and Strategies. The Board instructed staff to create a strategic plan and a TNR plan for formal adoption.

Next anticipated meeting date: August 5, 2025

CHAFFEY COLLEGE CHINO COMMUNITY CENTER OVERSIGHT COMMITTEE
Council Representative: Marc Lucio| Staff Report By: Silvia Avalos

No meeting during this reporting period.

Next anticipated meeting date: September 16, 2025

CHINO VALLEY CHAMBER OF COMMERCE

Council Representative: Christopher Flores | Staff Report By: Ellyse Martinez

Meeting Date: July 15, 2025

- On Wednesday, July 9, Mayor Pro Tem Curtis Burton and staff member Linda Hinojos attended the Costco Wholesale Grand Opening in Chino Hills.
- On Wednesday, July 9, and Thursday, July 10, City Staff worked in partnership with the Chino Valley Chamber of Commerce and local nonprofit Music Changing Lives to host the State of the Youth Conference at the Chaffey College Chino Community Center. Eighty youths learned how to get involved in their communities, adopt inclusive economics, and develop healthy habits. On July 9, Council Member Flores spoke to the youth about his journey to local government and encouraged them to become involved.
- On Thursday, July 31, Mayor Ulloa, Mayor Pro Tem Burton, Council Member Flores, City Manager Linda Reich, and staff attended the Chino Valley Chamber Business Awards and Recognition Dinner. The Chino Youth Museum was nominated for Nonprofit of the Year; however, the award was given to the Chino Community Theater. The Chino Business of the Year award went to Vertical IT.

Next anticipated meeting date: August 19, 2025.

CHINO BASIN DESALTER AUTHORITY

Council Representative: Curtis Burton | Staff Report By: Pete Vicario

Meeting Date: July 22, 2025 (cancelled)

No meeting during this reporting period.

Next anticipated meeting date: August 26, 2025

CHINO BASIN WATERMASTER

Council Representative: Curtis Burton | Staff Report By: Benjamin Orosco

Meeting Date: July 24, 2025

Business Items

Budget Amendment A-25-07-01 – Optimum Basin Management Program Economic Analysis Scope of Work - The Board adopted a budget amendment in the amount of $92,000 and authorized the Watermaster General Manager to enter into a contract to conduct an Economic Analysis study in accordance with the Scope of Work.

Watermaster contacted four qualified bidders, comprising both academic and consulting firms, from whom to solicit proposals. Three consultants submitted proposals, which Watermaster staff are currently evaluating. On July 10, 2025, at the Pool Committee meeting, the Watermaster received feedback from the three Pools and revised the scope of work based on the comments received. The analysis aims to utilize real data to verify projections and support informed decision-making. The Appropriative Pool provided direction for Watermaster

staff to engage a consultant and commence work as soon as possible. As discussed during the Pool Committee meeting, the budget amendment provided is a sound estimate; however, the final cost may change as the work gets underway, and other scope requests are added or removed. The Watermaster board unanimously approved the motion to proceed with the budget amendment.

Peer Review of the Draft 2025 Safe Yield Reevaluation Final Report (Information only) - The information focused on the scope of work for the 2025 Safe Yield reevaluation and the peer review process. Watermaster General Manager Todd Corbin presented the scope, which includes five tasks: reviewing materials and the draft administrative report, evaluating the 2022 approved methodology, reviewing elements of the net recharge calculation, assessing model calibrations, and addressing other relevant issues. The board aims to ensure consistency with court orders and the reliability of the model for decision-making. The peer review is expected to be completed by September, with initial results presented in October. The board filed an extension with the court to allow time for peer review. Four pre-qualified firms will be invited to bid on the engagement. The Watermaster board unanimously approved the motion to proceed with the scope of work.

Next anticipated meeting date: August 28, 2025

CHINO VALLEY INDEPENDENT FIRE DISTRICT - LIAISON TO BOARD OF DIRECTORS

Council Representative: Karen Comstock | Staff Report By: Linda Reich

Meeting Date: July 9, 2025

Public Hearing

California Department of Forestry and Fire Protection (CALFIRE) Local Responsibility Area Fire Hazard Severity Zones – A hearing and second reading of Ordinance No. 2025-01, adopting the designated fire hazard severity zones and maps as released by CAL FIRE, without amendment. The map for the City of Chino was previously provided and can be accessed at https://chinovalleyfire.org/280/Fire-Hazard-Severity-Zone-Map. PDFs are available on the CVFD agenda site at https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3437982/FHSZ_Chino_and_Chino_Hills_2025_Map.pdf.

Liaison Reports to the Fire District

City of Chino Council Member Karen Comstock reported on upcoming community events, including the Summer Concert series on July 10 at 7:00 p.m., Movies in the Park on July 11 at 6:30 p.m., Seniors at the Square, and the Family Campout on July 12 at Ayala Park. She also thanked CVIFD for its support of Chino on July 4th.

New Business

Uniform Public Construction Cost Accounting - The Board unanimously adopted Resolution No. 2025-14, authorizing the CVIFD to become subject to the Uniform Public Construction Cost Accounting Procedures (UPCCAP), which will streamline and provide CVIFD flexibility in procurement by allowing it to proceed by alternative or informal bidding procedures when its public projects are within a certain cost range, with public projects of $75,000 or less authorized by negotiated contract; public projects of $220,000 or less let by specified informal procedures; and public projects of more than $220,000 let by formal bidding procedures.

Next anticipated meeting date: August 13, 2025

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Council Representative: Curtis Burton | Staff Report By: Vivian Castro

Meeting Date: July 17, 2025

Consent Calendar (Approved unanimously 5-0)

Resolution 2025/2026-06, Law Enforcement Access to District Security Surveillance System and Approval of the Accompanying Agreement Between the Chino Valley Unified School District and the San Bernardino County Sheriff's Department – The Board approved an agreement between the Chino Valley Unified School District and the San Bernardino County Sheriff's Department providing access to the District's security camera systems, including live streaming video from the surveillance with first responders.

Pulled Items - Two items on the Consent Calendar, Revision of Administrative Regulation 5010: Students-Notification, and Revision of Administrative Regulation 6115: Instruction-Ceremonies and Observances, were administratively pulled from the agenda.

Discussion

Right of Parents to Opt Out of Curriculum for Religious Reasons –The Board discussed the implications of Mahmoud v. Taylor as it relates to the right of parents to opt out of curriculum for religious reasons. No action was taken.

Board and Superintendent Comments

Chino PD School Resource Officer (SRO) Incident - Board Member and Superintendent Comments

- John Cervantes addressed the active investigation involving a Chino PD SRO, noting his support for the decision to refer the matter to the Sheriff's Department to ensure an independent investigation. He responded to community questions about the hiring and oversight of SROs, acknowledged the seriousness of the situation and its impact on the District and law enforcement, and confirmed that Chino PD is actively reviewing procedures to improve future practices with the goal of always hiring qualified and trustworthy personnel.
- Jonathan Monroe stated that there are existing safeguards and hiring policies in place within both the District and the police department, noting that, despite the best efforts, human error and misconduct can still occur. He expressed support for the statements by Superintendent Dr. Enfield and Police Chief Mensen, commending their responses as appropriate and compassionate.
- Sonja Shaw also addressed the issue, stating deep concern considering the trust placed in law enforcement and those working with children. She commended Superintendent Dr. Enfield and Police Chief Mensen for their timely and transparent communication, as well as their support of the affected students and families, and reaffirmed a zero-tolerance policy for those who harm or exploit children, pledging to continue efforts to ensure student safety and strengthen preventive measures.

- Andrew Cruz praised the Board members, Superintendent Enfield, and the Chino Police Department for their handling of the situation.
- Superintendent Enfield noted that while he understands the criticism regarding the timing of the District's response, it was necessary to allow law enforcement to complete its initial investigation before issuing a public statement. He expressed appreciation to Board members with law enforcement backgrounds for providing helpful context and confirmed that he has been in communication with Chief Mensen, noting the police department is currently reviewing and improving its SRO protocols and that District leadership meets regularly with law enforcement agencies

Next anticipated meeting date: August 21, 2025

CHINO VALLEY UNIFIED SCHOOL DISTRICT – MEASURE G OVERSIGHT COMMITTEE

Council Representative: Karen Comstock | Staff Report By: Silvia Avalos

No meeting during this reporting period.

Next anticipated meeting date: September 3, 2025

CITIZEN'S COMMITTEE FOR CIM & CIW

Council Representative: Marc Lucio | Staff Report By: Aaron Kelliher

No meeting during this reporting period.

Next anticipated meeting date: August 12, 2025

INLAND EMPIRE UTILITIES AGENCY (IEUA) REGIONAL SEWERAGE COMMITTEE

Council Representative: Curtis Burton | Staff Report by: Benjamin Orosco

Meeting Date: July 3, 2025 (Cancelled)

No meeting during this reporting period.

Next anticipated meeting date: August 7, 2025

LEAGUE OF CALIFORNIA CITIES – INLAND EMPIRE DIVISION

Council Representative: Marc Lucio | Staff Report by: Jackie Melendez

No meeting during this reporting period.

Next anticipated meeting date: October 8, 2025

OMNITRANS BOARD OF DIRECTORS

Council Representative: Eunice Ulloa | Staff Report by: Dennis Ralls

Meeting Date: July 2, 2025

Board By-Laws - The Board approved minor clarifying language revisions to their Bylaws and formally included a legislative committee within the Executive Board's responsibilities.

Short-Range Transit Plan - The Board approved initiating outreach for the Fiscal Year 2027-2032 Short-Range Transit Plan (SRTP). The SRTP is a 5–7-year business plan that establishes planned service levels, fare policy, and service standards. Included in the outreach are 16 planned public meetings to solicit feedback. Most outreach efforts will occur at transit centers and major bus stops. Participants will have multiple ways to submit feedback, which include online, email, phone, written, and other verbal communication methods. The outreach effort is expected to conclude in late September 2025. A comprehensive review of the comments will be prepared for inclusion in the draft SRTP for discussion.

Next anticipated meeting date: September 3, 2025 (Dark in August)

ONTARIO INTERNATIONAL AIRPORT AUTHORITY (OIAA) INTER-AGENCY COLLABORATIVE (ROUNDTABLE)

Council Representative: Christopher Flores | Staff Report by: Jackie Melendez

No meeting during this reporting period.

Next anticipated meeting date: TBD

SAN BERNARDINO COUNTY BOARD OF SUPERVISORS

Staff Report By: Rogelio Huerta

No meeting during this reporting period.

Next anticipated meeting date: August 8, 2025

SAN BERNARDINO COUNTY SOLID WASTE ADVISORY TASK FORCE

Council Representative: Christopher Flores | Staff Report by: Xochitl Huerta

No meeting during this reporting period.

Next anticipated meeting date: October 15, 2025

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY (SBCTA) BOARD OF DIRECTORS

Council Representative: Eunice Ulloa | Staff Report by: Dennis Ralls

Meeting Date: July 2, 2025

Toll System - The Board approved a sole-source contract with Kapsch TrafficCom USA to provide professional services for modifying the Riverside County Toll System, integrating both the RCTC and the SBCVTA toll systems into one system with minimal disruption. The contract amount of $3,030,690.42 is funded by Measure I Valley Freeway Program.

Metro Foothill Gold Line Montclair Project - The Board received an update on the Metro Foothill Gold Line Montclair Project, which will build light-rail from Glendora to Montclair. SBCTA is involved with the eastern phase, which connects the Claremont and Montclair Metrolink stations. However, several concerns have arisen that jeopardize SBCTA's portion of the project. Current cost estimates have increased significantly beyond the budget allocated by SBCTA. Additionally, the questionable method of project delivery, known as Construction Manager at Risk (CMAR), is proposed for use. CMAR is a project delivery method in which the owner hires a construction manager to oversee a project from design to construction close-out, with a guaranteed maximum price. The construction manager would be responsible for any costs exceeding the guaranteed price, necessitating close management of the project. With these concerns, the Board appointed two members of the SBCTA Board to an ad hoc committee of the Gold Line Foothill Extension Construction Authority, which oversees the project. The ad-hoc committee will review the current project status and determine whether continuing to progress the project remains sensible, bringing that information back to the SBCTA Board for consideration.

Next anticipated meeting date: September 3, 2025 (Dark in August)

SBCTA – CITY SELECTION COMMITTEE

Council Representative: Eunice Ulloa | Staff Report by: Jackie Melendez

No meeting during this reporting period.

Next anticipated meeting date: TBD

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) – GENERAL ASSEMBLY

Council Representative: Marc Lucio | Staff Report by: Jackie Melendez

No meeting during this reporting period.

Next anticipated meeting date: TBD

SANTA ANA WATERSHED ADVISORY COUNCIL

Council Representative: Karen Comstock | Staff Report by: Benjamin Orosco

Meeting Date: July 1, 2025

No current items to report.

Next anticipated meeting date: August 5, 2025

WATER FACILITIES AUTHORITY BOARD OF DIRECTORS

Council Representative: Curtis Burton | Staff Report by: Benjamin Orosco

Meeting Date: July 17, 2025

Presentation on the Chino Basin Program by Inland Empire Utilities Agency (IEUA) Staff

IEUA provided a detailed presentation on the Chino Basin Program, which aims to enhance local water supply reliability through wastewater treatment improvements, expanded recycled water, and potential storage agreements with the state. The presentation highlighted the need for advanced water treatment to address salinity and emerging contaminants, the potential for increased use of recycled water, and the complexities of cost allocation among stakeholders. The Water Facilities Authority (WFA) general manager raised concerns about potential water quality impacts from a tie-in to the Rialto Feeder pipeline.

The Rialto Feeder is a major Metropolitan Water District (MWD) transmission pipeline that delivers imported water (Colorado River Aqueduct and State Water Project supplies) into San Bernardino County. If IEUA connects the Chino Basin Program to the Rialto Feeder, it could introduce advanced purified water into a pipeline that currently delivers raw water from MWD to WFA for treatment. Any new tie-ins or operational changes could require adjustments to chemical dosing, treatment times, and overall plant operations to maintain consistent water quality. The board overall had concerns with the financial viability of the program. The board emphasized the importance of external funding and ongoing stakeholder engagement.

Next anticipated meeting date: September 18, 2025

WEST VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Council Representative: Chris Flores | Staff Report by: Vivian Castro

No meeting during this reporting period.

Next anticipated meeting date: August 26, 2025

MEMORANDUM
CITY OF CHINO
FINANCE DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **KIM SAO, DIRECTOR OF FINANCE**

SUBJECT

Warrants.

RECOMMENDATION

Approve expenses as audited and within budget for warrants 7771996 to 7772269, and Electronic Fund Transfers 524989E to 525087E, totaling $5,249,058.49.

FISCAL IMPACT

Sufficient funds have been included in the Fiscal Year 24-25 and 25-26 Adopted Budgets.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Financial Stability

Revenue:	Expenditure:

BACKGROUND

As prescribed by Government Code Sections 37202 and 37208, the following demand registers are herewith submitted for Council ratification:

NO.	WARRANTS	CHECK DATE	FY	AMOUNT
1.	7771996 – 7772075	08/14/25	25-26	$173,894.37
2.	7772076 – 7772094	08/14/25	24-25	$61,711.23
3.	7772095 – 7772171	08/21/25	25-26	$490,265.68
4.	7772172 – 7772187	08/21/25	24-25	$203,749.92
5.	7772188 – 7772192	08/28/25	24-25	$1,161,534.64
6.	7772193 – 7772269	08/28/25	25-26	$135,046.60
7.	524989E – 525018E	08/15/25	25-26	$351,182.12
8.	525019E – 525046E	08/22/25	25-26	$2,193,768.80
9.	525047E – 525052E	08/22/25	24-25	$301,700.69
10.	525053E – 525087E	08/29/25	25-26	$176,204.44
TOTAL				**$5,249,058.49**

*Check numbers now 7-digit

E: Electronic Fund Transfers

ISSUES/ANALYSIS

See attached exhibit for detailed information on warrants exceeding $50,000.

Attachment

CITY OF CHINO
A/P Warrant Register Over $50,000

Check Date	Check Number	Vendor Name	Description	Amount
08/14/2025	7772022	G&A NELOS CONSTRUCTION, INC.	HAMPSHIRE VILLAGE CONSTR. PROJECT	$112,044.25
08/15/2025	524980	ACT 1 CONSTRUCTION, INC.	CHINO RANCHO	$172,685.95
	524981	BUREAU VERITAS NORTH AMERICA, INC.	GENERAL PLAN CHECK SERVICES	$57,192.55
	524988	YUNEX LLC	CITYWIDE TRAFFIC SIGNAL MAINTENANCE	$350,938.00
	524989	ACCELA INC	LAND DEV/CODE/ASSET MODULE	$230,679.00
08/21/2025	7772102	AM-TEC TOTAL SECURITY INC	44 QTY OF TRAFFIC AXIS CCTV	$113,998.92
	7772154	S/B COUNTY FLOOD CONTROL DIST	NPDES CITY SHARED PORT	$164,286.00
	7772185	WEST COAST ARBORISTS INC	TREE SERVICES	$117,195.00
08/22/2025	525024	CHINO VALLEY INDEPENDENT FIRE DISTRICT	FIRE PROTECTION SERVICES	$1,310,147.00
	525032	LANDSCAPE WEST MANAGEMENT SERVICES, INC.	LANDSCAPE MAINTENANCE	$62,950.00
	525043	WATER FACILITIES, AUTHORITY (JPA)	IMPORTED WATER	$662,210.03
	525049	ELECNOR BELCO ELECTRIC INC	SIGNAL INSTAL- FERN @EUCALYPTUS	$90,964.51
	525052	YUNEX LLC	CITYWIDE TRAFFIC SIGNAL MAINTENANCE	$123,508.79
08/28/2025	7772190	CITY OF ONTARIO	ANIMAL RESOURCE CENTER	$1,152,455.83
08/29/2025	525060	CALGON CARBON CORPORATION	AS-NEEDED GAC REMOVAL & REPLACEMENT	$55,976.00
			TOTAL	**$4,777,231.83**

MEMORANDUM
CITY OF CHINO
ADMINISTRATION DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **NATALIE GONZAGA, CITY CLERK**

SUBJECT

Minutes.

CHINO CITY COUNCIL
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY
REGULAR MEETING - CITY HALL COUNCIL CHAMBERS
13220 CENTRAL AVENUE
CHINO, CA 91710

TUESDAY, SEPTEMBER 2, 2025

MINUTES

CLOSED SESSION – 4:00 PM
OPEN SESSION – 6:00 PM

CALL TO ORDER

The September 2, 2025, Regular Meeting of the Chino City Council / Successor Agency to the Redevelopment Agency was called to order at 4:02 pm by Mayor Pro Tem Curtis Burton in the Council Chambers.

ROLL CALL

PRESENT: Mayor Pro Tem Curtis Burton, Council Member Karen C. Comstock, Council Member Christopher Flores, and Council Member Marc Lucio

ABSENT: Mayor Eunice M. Ulloa

CLOSED SESSION PUBLIC COMMENTS

There were no requests to speak.

CLOSED SESSION

City Attorney Fred Galante announced Closed Session Agenda Items 1 and 2 will not be discussed. He read into the record Closed Session Item 3 listed on the agenda.

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: City Manager

2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency designated representatives: Fred Galante, City Attorney
Unrepresented employee: City Manager

3. CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6; Agency Negotiator: Terry Doyle, Director of Human Resources/Risk Management Employee Organizations: Chino City Hall Confidential Employee Association; Chino Police Management Association (CPMA); Chino Police Officers Association (CPOA); Chino Police Professional Employees Association (CPPEA); Teamsters Local 1932 Professional, Technical and Clerical Unit; American Federation of State, County, and Municipal Employees (AFSCME District Council 36 - Local 3183); Unrepresented Management Sworn and Professional; Executive Management and Deputy Directors; and Part-time Employees

The City Council recessed to Closed Session at 4:04 p.m. and concluded at 5:13 p.m. The City Council reconvened the regular meeting at 6:03 p.m.

FLAG SALUTE

Council Member Comstock led the Pledge of Allegiance.

Mayor Pro Tem Burton announced Mayor Ulloa had an excused absence.

CEREMONIALS

Proclamations

National Childhood Obesity Awareness Month - Proclaim September 2025 as National Childhood Obesity Month.

Mayor Pro Tem Burton presented the Proclamation designating September 2025 as National Childhood Obesity Awareness Month in Chino to Rachel Phelps, Community Services, Parks & Recreation (CSPR) Coordinator.

Suicide Prevention Awareness Month - Proclaim September 2025 as Suicide Prevention Awareness Month.

Mayor Pro Tem Burton presented the Proclamation designating September 2025 as Suicide Prevention Awareness Month in Chino to Monica Tiznado, CSPR Clinical Program Manager, Stephanie Hedrick-Harwell, LMFT, Mental Health Program Manager II, and Wendy Johansen, Clinic Supervisor.

Presentations

Don Lugo High School FFA Team - Recognition of the Don Lugo High School Future Farmers of America Horse Judging Team.

Mayor Pro Tem Burton recognized the Don Lugo High School FFA Team members Sadie Hutchinson, Archer Hasson, Alex Medina, Soraya Parra, and Coach Ashley Cuerton for earning the title of State Champions at the Cal Poly San Luis Obispo Light Horse Judging competition. Certificates of recognition were presented to Sadie Hutchinson, Archer Hasson, and Alex Medina who were in attendance.

Business of the Month - Award of Business of the Month for September 2025 to: Jersey Mike's & Cattle Ranch Cafe

Mayor Pro Tem Burton presented the September 2025 Business of the Month Award to Jersey Mike's Subs located at Central and Philadelphia Avenue. Owner Jorge Hernandez, District Manager Jennifer Rangel, and members of their team were present to accept the award.

Mayor Pro Tem Burton presented the next September 2025 Business of the Month Award to Cattle Ranch Cafe. Owner Sebastian Collado and his family were present to accept the award.

Mayor’s Home Beautification Award - Award of Mayor’s Home Beautification Award for September 2025.

Mayor Pro Tem Burton presented the Mayor's Home Beautification Award for September 2025 to Sylvia Zhang of Davidson Street in College Park.

REPORT OUT OF CLOSED SESSION

City Attorney Fred Galante noted Closed Session Items 1 and 2 were not discussed and reported out of closed session as follows:

3. CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6; Agency Negotiator: Terry Doyle, Director of Human Resources/Risk Management Employee Organizations: Chino City Hall Confidential Employee Association; Chino Police Management Association (CPMA); Chino Police Officers Association (CPOA); Chino Police Professional Employees Association (CPPEA); Teamsters Local 1932 Professional, Technical and Clerical Unit; American Federation of State, County, and Municipal Employees (AFSCME District Council 36 - Local 3183); Unrepresented Management Sworn and Professional; Executive Management and Deputy Directors; and Part-time Employees

The City Council held a discussion, provided direction, and no further reportable action was taken.

AGENDA ADDITIONS/REVISIONS

City Manager Linda Reich reported there were no additions or revisions to the agenda.

INFORMATION

West Valley Mosquito & Vector Control District (WVMVCD) Presentation - Best Management Practice Guidelines for the Feral/Community Cats Flea-Borne Typhus issue from Michelle Brown, Ph.D., District Manager, WVMVCD.

Dr. Michelle Brown, District Manager, West Valley Mosquito & Vector Control District, provided a presentation.

External Agency Report for September 2, 2025. Receive and file the External Agency Report for September 2, 2025 (Covering Meetings from June 1 - June 30, 2025).

Mayor Pro Tem Burton announced the External Agency Report was included in the agenda packet.

PUBLIC ANNOUNCEMENTS

Mayor Pro Tem Burton issued a reminder about the following scheduled community events:

- Emergency Preparedness Fair is on Saturday, September 13, 2025, from 9:00 a.m. - 12:00 p.m., at the Chino Police Department. For more information, visit cityofchino.org/CCPF.

- Inclusion Community Celebration is on Saturday, September 27, 2025, from 10:00 a.m. - 2:00 p.m., at the Neighborhood Activity Center, 5201 D Street. To register, visit cityofchino.org/inclusion.

- Stueve Family Park Grand Opening is on Saturday, September 20, 2025, at 9:00 a.m., at 16050 East Preserve Loop.

Mayor Pro Tem Burton announced the meeting will adjourn in memory of Mark Kinsey, a lifelong public servant, who worked for 40 years at the Monte Vista Water District and Inland Empire Utilities Agency, who recently passed away.

PUBLIC COMMENTS

Pastor Dustin Harrison, Calvary Chapel Chino Valley, provided the invocation.

Mayor Pro Tem Burton announced an email public comment from the League of Women Voters of Mt. Baldy Area was received regarding protection of our constitutional rights that was distributed to the City Council and saved to the meeting record.

Terri Carver, Chino resident, spoke regarding the flea borne typhus issue.

Maureen Mendoza, Chino resident, announced she submitted a letter to the City Council regarding the Animal Resource Center (ARC) and expressed concern regarding ARC transparency.

International Polytechnic High School students provided an introduction.

CONSENT CALENDAR

1. Warrants. Approve expenses as audited and within budget for warrants 776939 to 7771995, and Electronic Fund Transfers 524717E to 524978E, totaling $18,658,032.28

2. Minutes. Regular Meeting Minutes for (a) July 15, 2025, (b) April 4, 2023; (c) Special Meeting for July 29, 2025 (all members present).

3. Elected City Officials' Report Regarding Travel, Training, and Meetings. Receive and file the Elected City Officials' Report reflecting City Council business related expenses incurred by the City.

4. Designation of League of California Cities Voting Delegates. Designate Council Member Comstock as the Voting Delegate, Council Member Lucio as the 2nd Voting Delegate, and Council Member Flores as the 3rd Voting Delegate for the 2025 League of California Cities Annual Conference and Expo.

5. Lewis Companies Development Agreement Annual Compliance Certification for July 1, 2024 - June 30, 2025. Certify that Chino Development Corporation, Chino Preserve Development Corporation, and Chino Holding Company, LLC are in compliance with the requirements of the Amended and Restated Development Agreement; approve the Certificate of Compliance.

6. Ordinance No. 2025-005 Second Reading - CFD 2003-3. Adoption of Ordinance No. 2025-005 on second reading, authorizing the levy of special taxes within Community Facilities District No. 2003-3 Improvement Area 12.

   ORDINANCE NO. 2025-005 - ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2003-3 OF THE CITY OF CHINO, ON BEHALF OF IMPROVEMENT AREA NO. 12 THEREIN, AUTHORIZING THE LEVY OF A SPECIAL TAX WITHIN IMPROVEMENT AREA NO. 12 OF THE DISTRICT

7. Adoption of Resolution No. 2025-054 authorizing approval of Opioid Settlement Agreements with Pharmacy Chains Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus. Authorize the City to enter into Settlement Agreements to resolve lawsuits accusing pharmacy chains of mishandling opioid pain drugs, agree to the terms of the related State-Subdivision Agreement, and entry into the related State-Subdivision Agreement.

8. Law Enforcement Services Agreement - Chino Valley Law Enforcement Services Agreement - Chino Valley Unified School District (CVUSD) for School Resource Officers. Approve amendment to renew the Law Enforcement Services Agreement with CVUSD for School Resource Officers effective retroactive to July 1, 2025; increase the current revenue appropriation by $69,167.67 to an adjusted amount of $1,087,072.

9. Construction credit/reimbursement agreement with LS College Park, LLC for the construction of public improvements associated with the College Park Development. Approval of a Construction Credit and Reimbursement Agreement between the City of Chino and LS College Park, LLC, a Delaware limited liability company, for the construction of public improvements associated with the College Park Development.

10. Assumption and Partial Assignment of Development Agreement by and among the City of Chino, Chino Development Corporation, and Block 11 Builders (Tract Map No. 16420-6). Approve an Assumption and Partial Assignment of Development Agreement by and among the City of Chino, Chino Development Corporation, and Block 11 Builders (Tract Map No. 16420-6).

11. Professional Services Agreement - Green Badge, LLC dba UgMO Technologies for Wireless Digital Soil Moisture Sensing System Monitoring and Maintenance Services. Award a Professional Services Agreement to Green Badge, LLC dba UgMO Technologies for Wireless Digital Soil Moisture System Monitoring and Maintenance Services in the amount of $167,212.

12. Amendment No. 1 to Professional Services Agreement with Calgon Carbon Corporation for as-needed Granular Activated Carbon (GAC) removal and reactivation services. Approve Amendment No. 1 to the Professional Services Agreement for as-needed Granular Activated Carbon (GAC) removal and replacement services with Calgon Carbon Corporation in the amount of $350,000, for a total annual amount of $500,000.

13. Notice of Completion for the Kimball Avenue Preserve Improvements Project (ST232) with C.P. Construction Co., Inc. Accept the Kimball Avenue Preserve Improvements Project (ST232) with C.P. Construction Co, Inc. as complete. Authorize the Director of Public Works to file the Notice of Completion and authorize the release of retention funds after the 35-day lien period.

Motion by Council Member Comstock, seconded by Council Member Lucio, to approve the Consent Calendar items 1-13 as presented. The motion carried by the following vote:

AYES: **BURTON, COMSTOCK, FLORES, AND LUCIO**

NOES: **NONE.**

ABSENT: **ULLOA**

PUBLIC HEARING

14. Comprehensive General Plan Update. Comprehensive General Plan Update PL23-0128 (General Plan Amendment) and PL23-0129 (Zone Map Change).

Staff Report By: Michael Hitz, Principal Planner and Andrew Hill, Dyett and Bhatia

RECOMMENDATION: 1) Conduct a Public Hearing; 2) Adopt Resolution No. 2025-055, certifying the City of Chino 2045 General Plan Update Environmental Impact Report (EIR), adopt the Mitigation Monitoring and Reporting Program (MMRP), adopt the Environmental Findings of Fact and Statement of Overriding Considerations related to air quality, greenhouse gas emissions, historic resources, and transportation; 3) Adopt Resolution No. 2025-056, adopting the 2045 General Plan (PL23-0128 General Plan Amendment), and repeal the 2025 General Plan (excluding the adopted 2021-2029 Housing Element), the Majestic Spectrum Specific Plan, Eucalyptus Business Park Specific Plan and Central Avenue Specific Plan based on the findings listed in Resolution 2025-056; and 4) Approve the introduction of Ordinance No. 2025-006 (PL23-0129 (Zone Change)) for targeted zoning map amendments that propose to better align zoning with as built uses and market potential for the respective sites, to be read by number and title only, and waive further reading of the Ordinance.

Mayor Pro Tem Burton opened the public hearing.

Michael Hitz, Principal Planner, provided an introduction of the item and introduced Andrew Hill, Dyett and Bhatia.

Mr. Hill provided a presentation on the item and explained the final phase, a full comprehensive zoning code update, is planned to come before the City Council in 2026. He noted the public review period of the draft General Plan opened on June 20, 2025. Updates were implemented related to feedback received during the public review period from the July 8, City Council and Planning Commission joint study session and a letter received from the City of Pomona regarding truck routes.

Nick Larkin, Recon Environmental, provided a presentation regarding the Environmental Impact Report (EIR). He noted the impacts will lessen with this General Plan update than if the City continued with their current plan.

Ata Khan, Deputy Director for the office of Economic and Business Affairs, City of Pomona, spoke regarding the City of Chino General Plan update, and recommended the City implement updated industrial land use definitions.

Nora Garcia, City of Pomona District 3 Council Member, expressed support for a good neighbor policy between the City of Chino and City of Pomona to address the impact of the damage to residential properties caused by heavy truck traffic on Reservoir Street, recommended the City of Chino update their industrial definitions, and asked that properties in the split jurisdiction are subject to Pomona zoning standards.

There being no further requests to address the City Council on this item, Mayor Pro Tem Burton closed the public hearing.

Council Member Comstock thanked City of Pomona Council Member Garcia and Mr. Khan for attending the meeting and recommended they connect with City staff to address the concerns they expressed.

Council Member Lucio inquired about the process to modify the definitions as suggested by the City of Pomona. Warren Morelion, Director of Development Services, explained foreseen challenges, but confirmed staff will look into it further. Council Member Comstock recommended that Mr. Morelion also consult with City Attorney Galante to explore alternatives unique to this specific area of the City.

Council Member Lucio asked Mr. Larkin about the mitigation process for locations with

significant impacts. Mr. Larkin explained the impacts and shared that future projects will be responsible for the mitigation.

Council Member Lucio asked if a Measure M for the downtown area is feasible for voter consideration in 2026. Mr. Hitz explained it would be a long-term plan with the goal to partner with a developer.

Council Member Flores inquired about truck routes and enforcement. City Attorney Galante confirmed trucks not using a designated truck route are subject to a citation. Mr. Ralls shared regarding truck routes and explained he believes Reservoir Street in Pomona is a designated truck route.

Council Member Comstock asked Mr. Ralls about working with the City of Pomona staff to address the concerns raised regarding Reservoir Street and suggested Garey Avenue as an alternative.

City Attorney Galante read the Ordinance by number and title only, waiving further reading of the ordinance:

ORDINANCE NO. 2025-006 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, APPROVING ZONE CHANGE (PL23-0129) AMENDING ORDINANCE NO. 2010-06, WHICH ESTABLISHED THE ZONING MAP, BY CHANGING THE DESIGNATION OF THE 81 PROPERTIES IDENTIFIED HEREIN

Motion by Council Member Lucio, seconded by Council Member Comstock, to 1) Conduct a Public Hearing; 2) Adopt Resolution No. 2025-055, certifying the City of Chino 2045 General Plan Update Environmental Impact Report (EIR), adopt the Mitigation Monitoring and Reporting Program (MMRP), adopt the Environmental Findings of Fact and Statement of Overriding Considerations related to air quality, greenhouse gas emissions, historic resources, and transportation; 3) Adopt Resolution No. 2025-056, adopting the 2045 General Plan (PL23-0128 General Plan Amendment), and repeal the 2025 General Plan (excluding the adopted 2021-2029 Housing Element), the Majestic Spectrum Specific Plan, Eucalyptus Business Park Specific Plan and Central Avenue Specific Plan based on the findings listed in Resolution 2025-056; and 4) Approve the introduction of Ordinance No. 2025-006 (PL23-0129 (Zone Change)) for targeted zoning map amendments that propose to better align zoning with as built uses and market potential for the respective sites, to be read by number and title only, and waive further reading of the Ordinance. The motion carried by the following vote:

AYES: **BURTON, COMSTOCK, FLORES, AND LUCIO**

NOES: **NONE.**

ABSENT: **ULLOA**

NEW BUSINESS

15. Option to Ground Lease Orange County Flood Control District Property. Approve Option and Ground Lease Agreements with Orange County Flood Control District.

Staff Report By: Warren Morelion, AICP, Director of Development Services and Fred Galante, City Attorney

RECOMMENDATION: That the City Council Approve the Option Agreement with Orange County Flood Control District and form Ground Lease for a 65-year lease of open space land for recreational and open space uses.

Warren Morelion, Director of Development Services, provided a presentation on the item.

Motion by Council Member Comstock, seconded by Council Member Flores, to approve the Option Agreement with Orange County Flood Control District and form Ground Lease for a 65-year lease of open space land for recreational and open space uses. The motion carried by the following vote:

AYES: BURTON, COMSTOCK, FLORES, AND LUCIO

NOES: NONE.

ABSENT: ULLOA

16. Award of Contract – City Owned Building Restoration Project – 5210 D Street. Award a construction contract to Oak Hollow Restoration, Inc., Norco, CA for the Project IB259 in the amount of $466,007, including $46,600 for project construction contingencies, for a not-to-exceed amount of $512,607.

Staff Report By: Andrea Bauer, Assistant Parks and Facilities Manager

RECOMMENDATION: 1) Approve the rejection of the non-responsive bid received from Estate Design & Construction; 2) award a construction contract to Oak Hollow Restoration, Inc. for the Project (IB259) in the amount of $466,007; 3) authorize expenditures of up to $46,600 for project construction contingencies, for a potential not-to-exceed contract amount of $512,607; 4) appropriate $362,607 to the Building Management Fund with a year-end transfer from the General Fund balance; and 5) authorize the City Manager to execute all necessary documents on behalf of the City.

Andrea Bauer, Assistant Parks and Facilities Manager, provided a presentation on the item.

Council Member Comstock asked if the City has used Oak Hollow Restoration, Inc. before and inquired about the project timeline and schedule. Ms. Bauer explained they have not used Oak Hollow, but staff conducted a reference check and confirmed that the company has completed a minimum of five projects with a similar scope of work. The project is anticipated to take two-months to complete and will take place outside of the business hours of operation.

Mayor Pro Tem Burton inquired regarding the buildings age, past repairs, warranty on the work, and other old buildings owned by the City. Ms. Bauer shared that, according to her research, the building is estimated to be over 100 years old. She confirmed that some of the old City owned buildings had undergone repairs at various points in time. Additionally, she mentioned that there will be a 1-year warranty bond for the current project, which will involve a full repointing that typically lasts 30-100 years. To address other old City owned buildings, the City is looking into a small maintenance agreement to assess the current conditions of the buildings.

Motion by Council Member Flores, seconded by Council Member Comstock, to 1) Approve the rejection of the non-responsive bid received from Estate Design & Construction; 2) award a construction contract to Oak Hollow Restoration, Inc. for the Project (IB259) in the amount of $466,007; 3) authorize expenditures of up to $46,600 for project construction contingencies, for a potential not-to-exceed contract amount of $512,607; 4) appropriate $362,607 to the Building Management Fund with a year-end transfer from the General Fund balance; and 5) authorize the City Manager to execute all

necessary documents on behalf of the City. The motion carried by the following vote:

AYES: BURTON, COMSTOCK, FLORES, AND LUCIO

NOES: NONE.

ABSENT: ULLOA

17. Award a Construction Contract to R2Build for the Well 16 Upgrades Project (WA234). Appropriate $974,707 from the Water Fund (520) Reserves; and award a construction contract to R2Build for the Well 16 Upgrades Project (WA234) for $967,000. Authorize up to $96,700 (10% of the contract amount) for construction contingencies.

Staff Report By: Natalie Avila, Associate Engineer

RECOMMENDATION: 1) Appropriate $774,707 from the Water Fund (Fund 520) and $200,000 from The Preserve Water Source, Storage and Distribution Development Impact Fee (Fund 261) for the Well 16 Upgrades Project (WA234), for a total project additional appropriation of $974,707 ; 2) approve the plans and specifications for construction as approved by the Director of Public Works; 3) approve the rejection of the non-responsive bid received from Estate Design & Construction; 4) award a construction contract to R2Build for the Well 16 Upgrades Project (WA234) for $967,000; 5) authorize up to $96,700 (10% of the contract amount) for construction contingencies as allowable per the Public Contract Code; and 5) authorize the City Manager to execute the necessary documents on behalf of the City.

Natalie Avila, Associate Engineer, provided a presentation on the item.

Council Member Lucio asked what caused the determination for the second contractor to be deemed a non-responsive bid and Ms. Avila provided a detailed explanation as to why the bid was deemed non-responsive.

City Attorney Galante commented that non-responsive means that the outlined requirements in the bid were not met, which is cause to deny the bid.

Council Member Comstock thanked staff for their due diligence in the bid process, noting it is hoped this process will reduce change orders.

Council Member Lucio inquired about the purchase of water from other water districts. Hye Jin Lee, Director of Public Works, confirmed the goal is to be self sufficient and not rely on other agencies.

Council Member Lucio asked how many additional wells need to be fixed. Ms. Lee confirmed there are five wells, two of which are being considered for abandonment due to poor water quality and production.

Mayor Pro Tem Burton inquired about the current condition of Well 16, and Ms. Avila confirmed the well has been inoperable since 2019, and once it is back online, it is anticipated to be fairly sufficient.

Mayor Pro Tem Burton requested the well equipment be better maintained, and Ms. Lee concurred with the recommendation.

Motion by Council Member Flores, seconded by Council Member Lucio, to 1) Appropriate $774,707 from the Water Fund (Fund 520) and $200,000 from The Preserve Water Source, Storage and Distribution Development Impact Fee (Fund 261) for the Well

16 Upgrades Project (WA234), for a total project additional appropriation of $974,707 ; 2) approve the plans and specifications for construction as approved by the Director of Public Works; 3) approve the rejection of the non-responsive bid received from Estate Design & Construction; 4) award a construction contract to R2Build for the Well 16 Upgrades Project (WA234) for $967,000; 5) authorize up to $96,700 (10% of the contract amount) for construction contingencies as allowable per the Public Contract Code; and 5) authorize the City Manager to execute the necessary documents on behalf of the City. The motion carried by the following vote:

AYES: BURTON, COMSTOCK, FLORES, AND LUCIO

NOES: NONE.

ABSENT: ULLOA

MAYOR AND COUNCIL REPORTS

Mayor Ulloa

Mayor Ulloa had an excused absence.

Mayor Pro Tem Burton

18. Community Support Fund – Mayor Pro Tem Burton. Approve community support fund contributions to Food for Life Ministry and St. Margaret Mary Car Show.

Staff Report By: Mayor Pro Tem Curtis Burton

RECOMMENDATION: Approve community support fund contributions of $650 to Food for Life Ministry and $250 to the St. Margaret Mary School Car Show.

Motion by Council Member Comstock, seconded by Council Member Lucio, to Approve community support fund contributions of $650 to Food for Life Ministry and $250 to the St. Margaret Mary School Car Show. The motion carried by the following vote:

AYES: BURTON, COMSTOCK, FLORES, AND LUCIO

NOES: NONE.

ABSENT: ULLOA

Mayor Pro Tem Burton reported he attended National Night Out. He extended a special thanks to City of Ontario Deputy City Manager Jordon Villwock for ensuring the correction of a longstanding error in the street sign at Euclid and Schaefer Avenues, where "Schaefer" was misspelled as "Schaeffer" on the Ontario side of Euclid Avenue due to Caltrans ownership.

Council Member Comstock

Council Member Comstock congratulated the Businesses of the Month and Don Lugo High School FFA. She expressed sympathies to the family of Mark Kinsey.

Council Member Flores

Council Member Flores spoke regarding Saturday Night Fights that will take place on Saturday, September 6, 2025.

Council Member Lucio

Council Member Lucio expressed he is looking forward to the Saturday Night Fights.

City Manager's Report

City Manager Reich had no report.

City Attorney's Report

City Attorney Galante had no report.

Police Chief's Report

Police Chief Mensen shared information regarding the Saturday Night Fights event.

Fire Chief's Report

Fire Chief Dave Williams spoke regarding the Saturday Night Fights event, announced Fire Station 66 will host the annual recognition of 9/11 on September 11, 2025 at 9:00 a.m., and announced the constuction of Fire Station 68 has begun.

Director's Report

Hye Jin Lee, Director of Public Works, announced the construction on Pine Avenue Stage III officially commenced today.

Terry Doyle, Director of Human Resources/Risk Management, announced benefit open enrollment period information and the annual benefits fair for City employees and City Council will take place on September 18.

ADJOURN

The meeting adjourned at 8:30 p.m. in memory of Mark Kinsey. The next Regular Meeting of the City Council will be held on Tuesday, September 16, 2025 at 6:00 p.m. (Closed Session no earlier than 4:00 p.m. if necessary) in these Council Chambers.

APPROVED AND ADOPTED THIS 16TH DAY OF SEPTEMBER 2025.

_____
CURTIS BURTON, MAYOR PRO TEM

ATTEST:

_____
NATALIE GONZAGA, CITY CLERK

****

(These minutes are not official until signed.)

CHINO CITY COUNCIL
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY
REGULAR MEETING – CITY HALL COUNCIL CHAMBERS
13220 CENTRAL AVENUE
CHINO, CA 91710

TUESDAY, APRIL 18, 2023

CLOSED SESSION – 6:45 PM
OPEN SESSION – 7:00 PM

MINUTES

CALL TO ORDER

The April 18, 2023, Regular Meeting of the Chino City Council / Successor Agency to the Redevelopment Agency was called to order at 6:47 p.m. by Mayor Eunice M. Ulloa in the Council Chambers.

ROLL CALL

PRESENT: Mayor Eunice M. Ulloa, Mayor Pro Tem Karen C. Comstock, Council Member Curtis Burton, Council Member Christopher Flores, and Council Member Marc Lucio.

ABSENT: None.

CLOSED SESSION PUBLIC COMMENTS

There were no requests to speak.

CLOSED SESSION

City Attorney Fred Galante read into the record the items listed on the Closed Session agenda.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Initiation of litigation pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9.
Number of Cases: One Case.

The City Council recessed to Closed Session at 6:48 p.m. and concluded at 7:00 p.m. The City Council reconvened the regular meeting at 7:03 p.m.

FLAG SALUTE

Council Member Burton led the Pledge of Allegiance.

CEREMONIALS

Proclamations

Purple Up! For Miliary Kids – April 2003.

Mayor Ulloa announced the Proclamation designated April 2023 as Purple Up! For Military Kids Month in Chino. Erika Hernandez, Secretary and Elmer C. Jertberg, Junior Auxiliary Program Chairman, American Legion Auxiliary Unit 299, were present to accept the Proclamation.

Emergency Medical Services Week – May 21-27, 2023.

Mayor Ulloa announced the Proclamation designating May 21-27, 2023 as Emergency Medical Services Week in Chino. Jeremy Ault, Deputy Fire Chief, was present to accept the proclamation.

Wildlife Awareness Month – May 2023.

Mayor Ulloa announced the Proclamation designating May 2023 as Wildfire Awareness Month in Chino. Jeremy Ault, Deputy Fire Chief, was present to accept the proclamation.

REPORT OUT OF CLOSED SESSON

City Attorney Fred Galante reported out of closed session as follows:

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Initiation of litigation pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9.
Number of Cases: One Case.

City Attorney Fred Galante reported the City Council did not complete discussions on the closed session item and will reconvene after the regular meeting. A report out for the item will be provided at the conclusion of Closed Session.

AGENDA ADDITIONS/REVISIONS

City Manager Linda Reich reported there were no additions or revisions to the agenda.

INFORMATION

Mayor Ulloa announced the Economic Development Report for April 2023, Monthly Agency Reports, and the Legislative Update – Tracked Pieces of Legislation were included in the agenda packet.

PUBLIC ANNOUNCEMENTS

Mayor Ulloa issued a reminder about the following scheduled community events:

- Chino Kiwanis Corn Feed Run and Car Show & Cruise is Saturday, April 22, 2023 from 8:00 a.m. to 3:00 p.m. at the Chino Civic Center. For information, visit www.chinokiwanis.com.
- Community Earth Day is Thursday, April 20 from 4:00 - 7:00 p.m. at the Chino Creek Wetlands and Educational Park,6075 Kimball Avenue. For more information, call (909) 334-3282.
- The City Council regular meetings will begin at 6:00 p.m., instead of 7:00 p.m., and if needed, closed sessions will be scheduled prior to the regular meeting no earlier than 4:00 p.m. The Planning Commission and Community Services Commission will also adjust their meeting times starting in May. The Planning Commission regular meeting will be held on the third Wednesday of every month at 6:00 p.m., and the Community Services Commission regular meetings will be held on the fourth Monday of every month at 6:00 p.m.

PUBLIC COMMENTS

Imam Taleb Alsafi, Chino Valley Islamic Center, provided the invocation.

Melissa Compani, Representative, Fourth District San Bernardino County Supervisor Curt Hagman, announced upcoming events.

Sonja Shaw, President, Chino Valley Unified School District, thanked the Council for their partnership and provided an update on District events.

Mr. Trang Huynh, City of Garden Grove resident, expressed his gratitude to the City of Chino Police Department for recovering his stolen personal items.

A resident of Chino expressed appreciation for the Chino Police Department, shared concern regarding high-speed traffic on Norton Avenue, the lack of designated community parks in the Chino downtown area, and suggested the park located adjacent to the Carolyn Owens building to be restored.

Hayden Arthur, Lauren Liang, Pochan Lin, and Jalo Bailey, students from Ontario Christian High School, provided an introduction.

CONSENT CALENDAR

1. Warrants. Approve expenses as audited and within budget for warrants 764728 to 764853, and Electronic Fund Transfers 517033E to 517111E, totaling $4,525,099.33.
2. Elected City Officials' Report Regarding Travel, Training, and Meetings. Receive and file the Elected City Officials' Report reflecting City Council business related expenses incurred by the City and forecast of future events and trainings.
3. Vendor Cap Increase - CivicPlus. 1) Approve a vendor cap increase in the amount of $6,000, for a total vendor cap not-to-exceed $56,000, to CivicPlus for the SeeClickFix Application and Associated Services, and 2) authorize the City Manager to execute all necessary documents on behalf of the City.
4. Vendor Cap Increase - Am-Tec Total Security, Inc. Approve a vendor cap increase with Am-Tec Total Security, Inc., Chino, CA in the amount of $95,000 for a total not-to-exceed vendor cap amount of $145,000.
5. Vendor Cap Increase - C.E. Mechanical, Inc. Approve a vendor cap increase with C.E. Mechanical, Inc., Chino, CA in the amount of $25,000 for a total not-to-exceed amount of $114,626.80.
6. Vendor Cap Increase - Miracle Recreation Equipment Company, Inc.-PlayPower, Inc. Approve a vendor cap increase with Miracle Recreation Equipment Company, Inc.- PlayPower, Inc., Dallas, TX in the amount of $40,000 for a total not-to-exceed amount of $244,489.56.
7. Vendor Cap Increase - New Tangram, LLC. Approve a vendor cap increase with New Tangram, LLC, Newport Beach, CA in the amount of $35,000 for a total not-to-exceed amount of $95,281.30.
8. Vendor Cap Increase and Amendment to Purchase Orders - Western Water Works. Approve a vendor cap increase for Western Water Works, Chino, CA, in the amount of $14,000, for a revised vendor cap amount not-to-exceed $99,000.
9. Vendor Cap Increase - FlockSafety. Approve a vendor cap increase for Flock Safety in the amount of $2,000 for repair and replacement equipment.
10. Purchase Order and Vendor Cap Increase - H2 Environmental Consulting Services, Inc. Approve a purchase order with H2 Environmental Consulting Services, Inc., Chino, CA in the amount of $7,950 for the Water Environmental Building.
11. Purchase Order and Vendor Cap Increase - Warren Anderson Ford. Approve a purchase order to Fritts Ford, Riverside CA in the amount of $90,189.04 for the purchase of one (1) Model Year 2022 Ford F-350 8-foot service body truck and increase the vendor cap by $90,189.04, for a revised total vendor cap of $169,936.15.

12. Amendment to Professional Services Agreement for Legal Services. Approve a contract amendment to Kaplan Kirsch & Rockwell, LLC., Denver, CO in the amount of $45,000 for legal services.

13. Contract Amendment and Vendor Cap Increase - Community Works Design Group. Approve a professional services contract amendment with Community Works Design Group, Riverside, CA in the amount of $24,925 for accessibility design services.

14. Adoption of Ordinance No. 2023-008 and 2023-009, Housing Overlays (Second Reading). Adopt Ordinance No. 2023-008, adopting amendments to Title 20 (Zoning) of the Chino Municipal Code consisting of modifications and additions to several chapters, and Ordinance No. 2023-009 (Specific Plan Amendments) consisting of modifications and additions to various chapters related to the addition of the Affordable Housing and Mixed Use Overlay Districts.

    ORDINANCE NO. 2023-008

    AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, AMENDING TITLE 20 (ZONING) OF THE CHINO MUNICIPAL CODE TO UPDATE THE FOLLOWING CHAPTERS IN ACCORDANCE WITH THE AFFORDABLE HOUSING AND MIXED USE OVERLAY DISTRICTS: CHAPTER 20.03 (ZONING DISTRICTS AND ZONING MAPS), CHAPTER 20.08 (AGRICULTURAL, OPEN SPACE AND PUBLIC ZONING DISTRICTS), CHAPTER 20.09 (OVERLAY DISTRICTS), CHAPTER 20.18 (PARKING), CHAPTER 20.21 (STANDARDS FOR SPECIFIC LAND USES), CHAPTER 20.23 (ADMINISTRATION), AND CHAPTER 20.24 (GLOSSARY) AND AMENDING THE ZONING MAP TO IDENTIFY THE LOCATION OF THE AFFORDABLE HOUSING AND MIXED USE OVERLAY DISTRICT SITES TO BE CONSISTENT WITH THE CITY'S 2021-2029 HOUSING ELEMENT

    ORDINANCE NO. 2023-009

    AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, AMENDING THE EAST CHINO SPECIFIC PLAN, THE EUCALYPTUS BUSINESS PARK SPECIFIC PLAN, AND MAJESTIC SPECTRUM SPECIFIC PLAN REVISING THE TEXT OF VARIOUS SECTIONS WITHIN THESE SPECIFIC PLANS RELATED TO THE ADDITION OF THE AFFORDABLE HOUSING AND MIXED USE OVERLAY DISTRICTS TO THE ZONING CODE (TITLE 20 OF THE MUNICIPAL CODE). PL22-0089 (EUCALYPTUS BUSINESS PARK SPECIFIC PLAN AMENDMENT), PL22-0090 (MAJESTIC SPECTRUM SPECIFIC PLAN AMENDMENT), AND PL22-0091 (EAST CHINO SPECIFIC PLAN AMENDMENT)

15. Annual Comprehensive Financial Report for Fiscal Year 2021-22. Receive and file the City of Chino's Annual Comprehensive Financial Report for Fiscal Year 2021-22.

16. Community Facilities District 2023-1 (Sage Cedar) of the City of Chino. Adopt Resolution No. 2023-023, declaring the City of Chino's Intention to Establish Community Facilities District No. 2023-1 and to authorize the Levy of Special Taxes; adopt Resolution No. 2023-024, declaring the City of Chino's Intention to Incur Bonded Indebtedness for the proposed Community Facilities District No. 2023-1; and approve the Reimbursement Agreement between the City and Tri Point Homes for the payment of consulting services relating to the formation of Community Facilities District No. 2023-1.

Consent Calendar Item No. 17 was pulled by Council Member Burton for a staff report.

Motioned by Council Member Flores, seconded by Council Member Lucio, to approve the Consent Calendar items 1-16 as presented, with Item 17 pulled for separate action. The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, LUCIO.

NOES: NONE.

ABSENT: NONE.

ITEMS PULLED FROM THE CONSENT CALENDAR

17. Rescission of Drought Response Action Resolution. Adopt Resolution No. 2023-025 rescinding the significant water supply shortage declaration and corresponding implementation of Level 1 and 2 measures described in the City's Water Shortage Contingency Plan.

    Dave Crosley, Utilities/Engineering Operations Manager, provided a report on the item.

    Council Member Burton asked staff to provide a report to inform residents that California's drought continues and urged water conservation.

Motioned by Council Member Burton, seconded by Mayor Pro Tem Comstock, to approve Item 17 as presented. The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, LUCIO.

NOES: NONE.

ABSENT: NONE.

NEW BUSINESS

18. Memorandum of Understanding with City of Ontario for Storm Drain Line I. Approve a Memorandum of Understanding with the City of Ontario for the financing and construction of Storm Drain Line I.

    Jesus Plasencia, PE, Assistant City Engineer provided a report on the item. He shared the MOU outlines the cost share for Line I for City of Chino at 58%, or $29.58M, and City of Ontario's share would be 42%, or $21.42M, for a total project cost of $51M.

    City Attorney Galante provided an overview on the water law requirements that protect historic water flows.

    Mayor Ulloa requested staff negotiate cost shares with the San Bernardino Flood Control District and ensure the City does not incur the bulk of the fees. Mr. Plasencia stated he believes there is an opportunity for the San Bernardino Flood Control District to agree to the proposed cost shares.

    Council Member Lucio noted there are ongoing new development projects in this area that include new infrastructure, sewer drains, roads, along with Chino Airport who is also responsible for the runoff that comes into the City of Chino. He asked Staff to clarify if San Bernardino County will participate in the cost share to help fund the project. Mr. Plasencia explained this project is to be considered a regional facility serving more than one agency and there is confirmation of runoff coming from both City of Chino and City of Ontario and the fees would be shared.

    Mayor Pro Tem Comstock stated this project has been studied in detail by all impacted parties and while she does not support the proposed fees, she is in support of how Staff has designated this project as a regional project. She noted the commitment with all the entities involved to provide the necessary funding and expressed gratitude to the Staff for their efforts. Mayor Pro Tem Comstock noted that this project is greatly needed to help address the flooding experienced in our community and added that construction costs are not likely to decrease in the future.

Council Member Lucio asked staff to identify the funding source and provide a timeframe estimate to generate the funds, should the County decide not to fund half of the money needed for this project, and Mr. Plasencia confirmed staff are actively looking for grant and bond opportunities and noted that this is a long-term project that will be built over time. He confirmed the City has the funds to construct a portion of the storm drain and Staff will continue to seek additional funding for the remainder of the project. Mr. Plasencia explained there is a portion of the storm drain that is located south of Pine Avenue that outlets to the Prado basin that will require jurisdictional approval from the Orange County Flood Control District and Army Corps of Engineers that will be a long-term project.

Mayor Pro Tem Comstock asked staff to provide an update on whether the City's application as a regional project has been accepted, and Mr. Plasencia indicated the acceptance notification is anticipated to be received in early 2024. Mayor Pro Tem Comstock requested staff to report back to the City Council with the progress of this project.

Moved by Council Member Burton, seconded by Council Member Comstock, to 1) Approve a Memorandum of Understanding with the City of Ontario for the financing and construction of Storm Drain Line I; and 2) authorize the City Manager to execute the necessary documents on behalf of the city. The motion carried by the following vote:

AYES: ULLOA, COMSTOCK, BURTON, FLORES, LUCIO.

NOES: NONE.

ABSENT: NONE.

MAYOR AND COUNCIL REPORTS

Mayor Ulloa

Mayor Ulloa reported on the following meetings and events including the San Bernardino County Transportation Authority Boards of Director's meeting; Omnitrans meeting; City Council Workshop; Mayor's Prayer Breakfast; Omnitrans Administration and Finance Committee meeting; San Bernardino County Transportation Authority Transit Committee meeting; Metro Valley Study Session; Chino Youth Track and Field Meet Opening Ceremony at Don Lugo High School; City Manager meeting; Eastside Water Treatment Plant Ribbon Cutting Ceremony; and Closed Session.

Mayor Pro Tem Comstock

Mayor Pro Tem Comstock reported on the following meetings and events including an Annexation public meeting; City Manager meeting; Council Meeting Workshop; Cal Cities Leadership Conference in Sacramento and provided a report on the standing Assembly Bills that affect local government and expressed the importance of establishing a relationship with lobbyists to get support on bills that are being discussed in Sacramento that directly affect City of Chino.

Council Member Burton

Council Member Burton reported on the following meetings and events including Customer Service Training; Chino Valley Unified School District Board meeting; Don Lugo Sports Booster Fundraiser Event; Chino Youth Track and Field Meet Opening Ceremony at Don Lugo High School; City Manager meeting; Chino Planning Commission meeting and thanked Economic Development Manager Chris Kennedy for assisting a business owner locate a site in the City of Chino; and attended the Eastside Water Treatment Plant Ribbon Cutting Ceremony.

Council Member Flores

Council Member Flores reported on the following meetings and events including the San Bernardino County Transportation Authority Board of Director's meeting; Omnitrans meeting; an Annexation public meeting; meeting with Congresswoman Norma Torres; Chino Valley Unified School District Board meeting; Omnitrans Tour Orientation; City Manager meeting; Adrian's World Inc. meeting; Cal Cities Leadership Conference in Sacramento and noted that he concurred with Mayor Pro Tem Comstock's report and expressed support to increase efforts to strengthen lobbyist relationships; attended the Chino Valley Chamber of Commerce meeting; California Institution for Men (CIM) and California Institution for Women (CIW) Citizen's Advisory meeting; Eastside Water Treatment Plant Ribbon Cutting Ceremony; and the Customer Service Training.

Council Member Lucio

Council Member Lucio reported on the following meetings and events attended including the Emergency Managers Mitigation Training meeting; City Manager meeting; meeting with Chino Valley Unified School District President Sonja Shaw and Chino High School Coach Alex Angulo to discuss a wrestling program with the Chino Valley Unified School District or consider a wrestling program as part of the City's community services programs; California Institution for Men (CIM) and California Institution for Women (CIW) Citizen's Advisory meeting and provided a report on prison safety protocols; and attended the East Side Water Treatment Plant Ribbon Cutting Ceremony.

City Manager's Report

City Manager Reich had no report.

City Attorney's Report

City Attorney Fred Galante commented on the Mayor's interest in establishing a coalition to address the early prison release initiatives and legislation. He reported that the Orange County Coalition raised similar issues and offered the opportunity to join and expand the efforts to increase significant support. Mayor Ulloa expressed that she would like to seek a unified coalition with Orange, Riverside, and San Bernardino counties and together lobby for legislation changes to benefit all counties.

Police Chief's Report

Police Chief Wes Simmons invited residents to the Police Department Community meeting to recruit members of the public to serve as volunteers to their Community Emergency Response Team and provided an update of Police Department activities.

Fire Chief's Report

Deputy Fire Chief Jeremy Ault provided an update on upcoming events and activities.

Mayor Ulloa clarified regarding the groundbreaking ceremony for Fire Station 68 estimated to take place in 2025.

Council Member Burton thanked the Chino Valley Fire District team for their dedication to the Chino community.

CLOSED SESSION

The City Council recessed back into Closed Session at 8:39 p.m. to discuss closed session item 1.

The City Council concluded Closed Session at 9:35 p.m.

REPORT OUT OF CLOSED SESSION

City Attorney Fred Galante reported out of closed session as follows:

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Initiation of litigation pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9.
Number of Cases: One Case.

Motioned by Mayor Ulloa, seconded by Pro Tem Comstock, to authorize the initiation of a legal challenge against the Monte Vista Water District (MVWD) regarding the environmental latent sewer service. The motion carried the following vote:

AYES: LUCIO, FLORES, BURTON, COMSTOCK, ULLOA

NOES: NONE.

ABSENT: NONE.

ADJOURN

The meeting adjourned at 9:37 p.m. The next Regular Meeting of the City Council will be held on Tuesday, May 2, 2023, at 6:00 p.m. (Closed Session no sooner than 4:00 p.m. if necessary) in these Council Chambers.

APPROVED AND ADOPTED THIS 16th DAY OF SEPTEMBER 2025.

EUNICE M. ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

****

(These minutes are not official until signed.)

MEMORANDUM
CITY OF CHINO
ADMINISTRATION DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **NATALIE GONZAGA, CITY CLERK**

SUBJECT

Elected City Officials' Report Regarding Travel, Training, and Meetings.

RECOMMENDATION

Receive and file the Elected City Officials' Report reflecting City Council business related expenses incurred by the City.

FISCAL IMPACT

Sufficient funding is available in the adopted Fiscal Year 2025-26 Operating Budget.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above furthers the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Superior Customer Service
- Responsible Long-Range Planning
- Exemplary Leadership
- Public Service Excellence through Internal and External Partnerships

Revenue:	Expenditure: 1002000-43320
Transfer In:	Transfer Out:

BACKGROUND

In accordance with Government Code Sections 53232.2 and 53232.3, implementing Assembly Bill (AB) 1234 on January 1, 2006, the City adopted Resolution No. 2005-093 establishing a Business-Related Expense Policy. On December 6, 2016, the City approved Resolution No. 2016-075 adopting the latest revisions to this policy. In addition to requiring local agencies to adopt a business-related expense policy, AB 1234 requires that Elected Officials provide a brief report on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

ISSUES/ANALYSIS

In response to AB 1234, a report regarding Elected City Officials' Travel, Training, and Meetings (Exhibit A) was created and is placed on the City Council Agenda Consent Calendar, as needed. The documents that pertain to the items listed on Exhibit A are available for public inspection at the City Clerk's office located in City Hall at 13220 Central Avenue, Chino, CA.

Attachment – Exhibit A

Event Date	Meeting Purpose and Subject Matter	Location	City Official Attendees
None.			

MEMORANDUM
CITY OF CHINO
ADMINISTRATION DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **MAYOR AND CITY COUNCIL MEMBERS, CITY OF CHINO**

FROM: **LINDA REICH, CITY MANAGER**

SUBJECT

Report on Priority State and Federal Legislative Issues.

RECOMMENDATION

Receive and file the September 16, 2025 Government Relations Update, the Tracked State Legislation Report, and the Report on City Position Letters.

FISCAL IMPACT

There is no fiscal impact.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above furthers the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built by fostering:

- Positive City Image
- Financial Stability
- Responsible Long-Range Planning
- Exemplary Leadership
- Public Service Excellence through Internal and External Partnerships

BACKGROUND

On April 2, 2024, the City Council adopted the Citywide Legislative Policy, which details guiding principles organized around respective legislative, policy, and regulatory matters. It supplements the Citywide Strategic Plan to build an effective and flexible legislative advocacy strategy.

The Policy authorizes Staff to formulate and approve official City responses for those legislative items with potentially significant impacts on the City or that create an issue of timeliness for an official response, with the qualification that the position is determined to be consistent with the City's legislative policy.

Per the Policy, the Committee or Staff is to report to the City Council on any updates, recommendations, or actions taken by the Committee or Staff.

ISSUES/ANALYSIS

The Government Relations Update includes legislative and government relations issues of note to the City (Attachment 1).

The Tracked State Legislation Report (Attachment 2) reflects the City's position on active bills being tracked during the current state legislative session.

The Report on City Position Letters (Attachment 3) includes communications submitted by the City on priority legislative and regulatory issues.

City of Chino
GOVERNMENT RELATIONS UPDATE (Attachment 1)
As of September 5, 2025

FEDERAL UPDATE

Federal Budget

The House and Senate returned to DC on September 2 with one urgent priority -- funding the government before the September 30 fiscal year deadline. Congress left for the August recess without finalizing a single FY26 appropriations bill. The House has just 11 more days, and the Senate 12 days, scheduled in this session before the September 30 funding deadline. They will be on recess from September 20 until September 28 for Rosh Hashanah. The federal Fiscal Year 2026 begins on October 1.

It now appears that a continuing resolution (CR) will be enacted. There is discussion about a six-week CR until mid-November to allow time for the remaining FY 2026 appropriations bills to be passed. The status of the appropriations bills can be found at https://www.congress.gov/crs-appropriations-status-table.

If there is no CR, a federal government shutdown is possible. There is also discussion about a year-long continuing resolution (CR) as an option for Fiscal Year 2026, given the difficulty of negotiating a bipartisan spending deal. Some proposals suggest including Community Project Funding (earmarks) in the CR.

Other Federal Items

Department of War

President Donald Trump is expected to issue an order to change the Department of Defense's name to the Department of War. The Department of Defense's name is set in law, so it will require action by Congress to formally change it. No cost estimates have been released for the name change.

Elections

30 Members of the House and Senate have decided against seeking reelection — more than at the same point in the last four election cycles. That includes seven Senators and 23 Members of the House.

Retirement Savings Order

President Trump signed an executive order that opens retirement accounts to private investments and prohibits banks from denying services to certain industries or groups based on perceived risks associated with working with them. The retirement savings order would allow participants in company 401(k) plans and other defined-contribution plans to invest in alternative assets, such as private equity, real estate, digital assets, infrastructure projects, and lifetime income investment strategies, including longevity risk-sharing pools.

Census

President Trump has ordered the Commerce Department to begin working on a new census, emphasizing that those who are in the country illegally should not be counted in the total.

STATE UPDATE

California Redistricting Election

The California Legislature passed ACA 8, a proposed constitutional amendment that would allow voters to decide whether to adopt new congressional district maps that favor Democrats. The measure will appear on the November 4, 2025, special election ballot as Proposition 50. Governor Gavin Newsom

supported the measure and signed accompanying legislation to fund and organize the special election.

The move is part of a broader partisan battle over control of the U.S. House of Representatives. The legislation was framed as a response to Republican-led redistricting in states like Texas, which aims to increase Republican representation in Congress.

An emergency petition by state Republican lawmakers to block the special election on redistricting was denied by the State Supreme Court.

Update on California's Legislative Session

Upon returning from summer recess on August 18, the Legislature entered the final stretch of the first year of the two-year legislative session. The Assembly and Senate Appropriations Committees held their suspense hearings, determining which of the bills in the respective suspense files (those that would cost the state at least $50,000 in the Senate and $150,000 in the Assembly) would be passed out of the committees and proceed through the legislative process. While a significant number were held, the majority of the bills in the files passed out of both committees.

Now through adjournment, both houses will conduct floor sessions only. No committees can meet for any purpose, except the Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees. Each house has until September 12 to pass bills.

TRACKED STATE LEGISLATION REPORT (Attachment 2)

This item provides a report on state legislation currently being tracked by the City of Chino as of the current date. The positions noted on bills are based on the City Council's adopted Legislative Policy. Additional positions may be taken, or existing positions may be modified based on direction from the Legislative Committee or City Council. Two reports are included, covering the same measures – one organized by subject categories and the other by measure number.

POSITION LETTERS & MAJOR ISSUES (Attachment 3)

The City of Chino has submitted the following letters since the last update.

- AB 1231 (Elhawary), Oppose (2 letters)
- Governor Newsom - Delta Conveyance Streamlining, Support
- SB 79 (Wiener), Oppose
- SB 274 (Cervantes), Oppose (3 letters)
- SB 707 (Durazo), Oppose

CHINO CITY COUNCIL LEGISLATIVE POLICY COMMITTEE MEETING

The Legislative Policy Committee is scheduled for Tuesday, September 23, 2025, at 3:00 p.m. in Council Chambers.

STATE LEGISLATIVE CALENDAR – Recent and Upcoming Legislative Deadlines

- Sept. 5 - Last day to amend on the Floor.
- Sept. 12 - Last day for each house to pass bills. Interim Recess begins upon adjournment.
- Oct. 12 - Last day for the Governor to sign or veto bills passed by the Legislature before Sept. 12 and in the Governor's possession on or after Sept. 12.

ATTACHMENT 2
Tracked State Legislation

City of Chino
LEGISLATIVE UPDATE

13220 Central Avenue, Chino, CA 91710 | 909.334.3250 | www.cityofchino.org

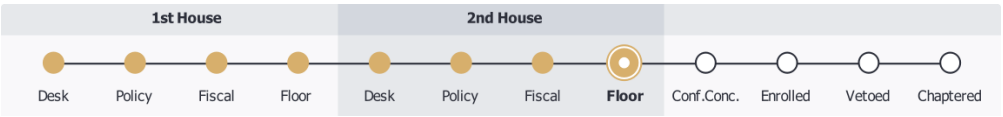
Thursday, September 4, 2025
Sorted by Subject

Governance

SB 634 (**Pérez, D**) **Local government: homelessness.**

Current Text: 06/24/2025 - Amended **HTML** **PDF**

Status: 07/17/2025 - Read second time. Ordered to third reading.



Location: 07/17/2025 - Assembly THIRD READING

Summary: Current law establishes procedures for the enactment of ordinances by counties and cities and makes a violation of a county or city ordinance, as applicable, a misdemeanor unless by ordinance it is made an infraction. This bill would prohibit a local jurisdiction from adopting a local ordinance, or enforcing an existing ordinance, that prohibits a person or organization from providing support services, as specified, to a person who is homeless or assisting a person who is homeless with any act related to basic survival. The bill would define various terms for these purposes. The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities. (Based on 06/24/2025 text)

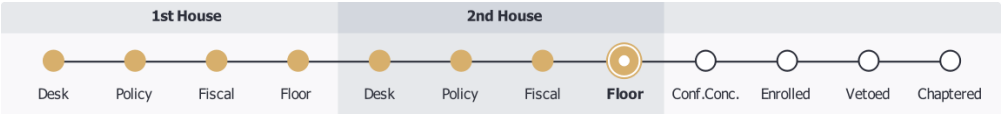
Priority: (5) Track/Watch

Subject: Governance, Human Services, Recreation, Quality of Life, Public Safety

SB 707 (**Durazo, D**) **Open meetings: meeting and teleconference requirements.**

Current Text: 09/02/2025 - Amended **HTML** **PDF**

Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: The Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. This bill would, beginning July 1, 2026, and until January 1, 2030, require an eligible legislative body, as defined, to comply with additional meeting requirements, including that, except as specified, all open and public meetings include an opportunity for members of the public to attend via a 2-way telephonic service or a 2-way audiovisual platform, as defined, and that the eligible legislative body take specified actions to encourage residents to participate in public meetings, as specified. (Based on 09/02/2025 text)

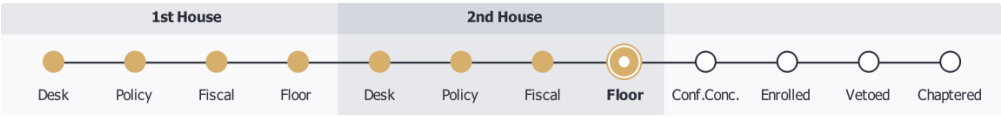
Priority: (4) Standard

Subject: Governance

SB 827 (**Gonzalez, D**) **Local agency officials: training.**

Current Text: 09/02/2025 - Amended **HTML** **PDF**

Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: Current law imposes ethics training on specified local agency officials. Current law requires each training to be 2 hours and requires the officials to receive each training every 2 years, and as described otherwise, with the first training within one year of commencing service. Existing law requires the local agency to maintain records of the trainings, as prescribed. This bill would expand which local agency officials are required to complete the above-described ethics training to include department heads, or other similar administrative officers, as specified, and would instead require officials who commence service on or after January 1, 2026, to receive their initial training within 6 months of commencing service. The bill would require the local agency to publish post clear instructions and contact information for requesting the training records on its internet website, as specified. This bill would additionally require all local agency officials, as defined, to receive at least 2 hours of fiscal and financial training, as described. The bill would require the training to be received at least once every 2 years, as provided. The bill would exempt from these requirements specified local agency officials if they are in compliance with existing education requirements specific to their positions. This bill would authorize a local agency or an association of local agencies to contract with or otherwise collaborate with a provider of a training course to offer one or more training courses, or sets of self-study materials with tests, to its local agency officials to meet the training requirement, as described. The bill would require the training courses and materials to be developed in consultation with experts in local government finance. finance, as specified. (Based on 09/02/2025 text)

Priority: (5) Track/Watch

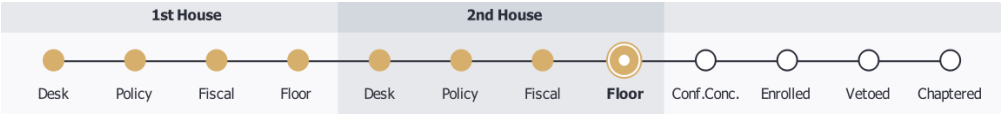
Subject: Governance

Human Resources

AB 339 (**Ortega, D**) **Local public employee organizations: notice requirements.**

Current Text: 08/29/2025 - Amended **HTML** **PDF**

Status: 09/04/2025 - Set for Hearing Supplemental File 9/4/2025



Location: 09/02/2025 - Senate THIRD READING

Summary: The Meyers-Milias-Brown Act contains various provisions that govern collective bargaining of local represented employees and delegates jurisdiction to the Public Employment Relations Board to resolve disputes and enforce the statutory duties and rights of local public agency employers and employees. Current law requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations. Current law requires the governing body of a public agency, and boards and commissions designated by law or by the governing body, to give reasonable written notice, except in cases of emergency, as specified, to each recognized employee organization affected of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be adopted by the governing body or the designated boards and commissions. This bill would require the governing body of a public agency, and boards and commissions designated by law or by the governing body of a public agency, to give the recognized employee organization no less than 45 days' written notice before issuing a request for proposals, request for quotes, or renewing or extending an existing contract to perform services that are within the scope of work of the job classifications represented by the recognized employee organization, subject to certain exceptions. The bill would require the notice to include specified information, including the anticipated duration of the contract. (Based on 08/29/2025 text)

Position: Oppose

Priority: (3) Significant

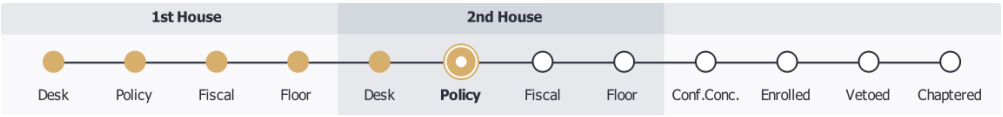
Subject: Human Resources, Public Safety

Human Services, Recreation, Quality of Life

SB 16 (**Blakespear, D**) **Ending Street Homelessness Act.**

Current Text: 06/23/2025 - Amended **HTML** **PDF**

Status: 07/10/2025 - July 16 hearing postponed by committee.



Location: 06/09/2025 - Assembly Housing and Community Development

Summary: Current law requires each city, county, and city and county to revise its housing element according to a specified schedule, as provided. Current law, for the 4th and subsequent revisions of the housing element, requires the Department of Housing and Community Development to determine the existing and projected need for housing for each region, and requires the appropriate council of governments, or the department for cities and counties without a council of governments, to adopt a final regional housing need plan that allocates a share of the regional housing need to each city, county, or city and county, as provided. At least 2 years before a scheduled revision of the housing element, as specified, existing law requires each council of governments, or delegate subregion as applicable, to develop, in consultation with the department, a proposed methodology for distributing the existing and projected regional housing need to jurisdictions, as specified. Current law requires that the final allocation plan ensure that the total regional housing need, by income category, determined as specified, is maintained, and that each jurisdiction in the region receive an allocation of units for low- and very low income households. For the 7th and subsequent revisions of the housing element, current law also requires that the allocation to each region include an allocation of units for acutely low and extremely low income households. This bill, until January 1, 2032, would require the council of governments, or delegate subregion, as applicable, in developing the proposed allocation methodology that allocates each jurisdiction's share of the regional housing need for acutely low income housing, to count any newly constructed interim housing, as specified, as meeting the needs of acutely low income households. By imposing additional duties on local governments, this bill would impose a state-mandated local program. (Based on 06/23/2025 text)

Position: Oppose

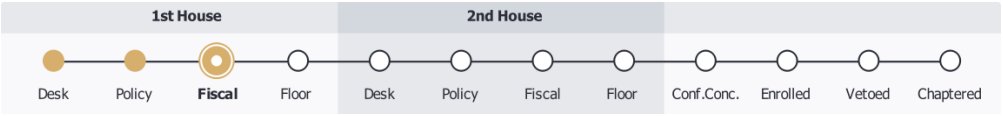
Priority: (4) Standard

Subject: Human Services, Recreation, Quality of Life

SB 38 (**Umberg, D**) **Second Chance Program.**

Current Text: 04/09/2025 - Amended **HTML** **PDF**

Status: 05/23/2025 - May 23 hearing: Held in committee and under submission.



Location: 04/28/2025 - Senate APPR. SUSPENSE FILE

Summary: Current law requires the Board of State and Community Corrections to administer a grant program to carry out the purposes of the Second Chance Program. Current law requires the grant program to, among other things, restrict eligibility to proposals that offer mental health services, substance use disorder treatment services, misdemeanor diversion programs, or a combination thereof. Current law also establishes the Second Chance Fund, a continuously appropriated fund, which is administered by the board. The Treatment-Mandated Felony Act makes it a crime for a person, who has 2 or more prior convictions for a felony or misdemeanor violation of specified controlled substances crimes, to possess a hard drug, as defined, unless it has been prescribed by a doctor, among others. Under current law, a defendant who has been charged with this crime can elect treatment, in lieu of a jail or prison sentence or probation, by pleading guilty or no contest and admitting the alleged prior convictions, waiving time for sentencing and the pronouncement of judgment, and agreeing to participate in, and complete, a detailed treatment program developed by a drug addiction expert and approved by the court. This bill would require the Second Chance grant program to authorize eligibility for proposals that offer mental health or behavioral health services and drug court or collaborative court programs, including the treatment program under the Treatment-Mandated Felony Act. By expanding the purpose of a continuously appropriated fund, this bill would make an appropriation. (Based on 04/09/2025 text)

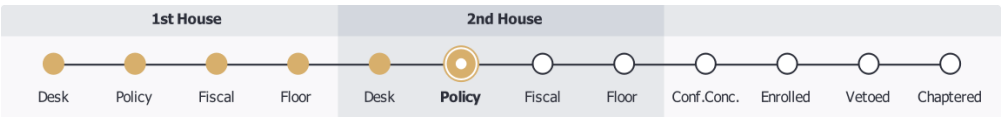
Priority: (4) Standard

Subject: Human Services, Recreation, Quality of Life

SB 360 (**Rubio, D**) **Land conservation: California Wildlife, Coastal, and Park Land Conservation Act: County of San Bernardino.**

Current Text: 05/23/2025 - Amended **HTML** **PDF**

Status: 06/05/2025 - Referred to Com. on W. P., & W.



Location: 06/05/2025 - Assembly Water, Parks and Wildlife

Summary: (1)The California Wildlife, Coastal, and Park Land Conservation Act, an initiative measure approved by the voters in the June 7, 1988, statewide primary election, provided bond funds for wildlife, coastal, and parkland conservation. The initiative measure authorizes the act to be amended by a 2/3 vote of the Legislature if the amendment is consistent with the purposes of the act. Existing law requires an applicant receiving state funds under the act to maintain any property acquired in perpetuity, as specified, to use the property only for the purposes stated in the act, and to make no other use, sale, or other disposition of the property except as authorized by a specific act of the Legislature. Existing law authorizes the County of San Bernardino to sell or exchange property it owns within the Chino Agricultural Preserve that was purchased with grant funds if it meets certain conditions. This bill would additionally authorize preservation of those lands or easements for park and recreational purposes, and would explicitly include, to the extent they are consistent with the purposes of the act, playgrounds, recreational venues, and preservation of historical resources as appropriate purposes. (Based on 05/23/2025 text)

Position: Support

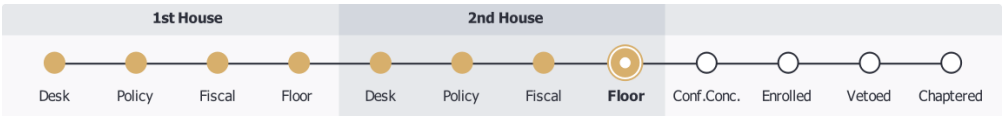
Priority: (2) Priority

Subject: Human Services, Recreation, Quality of Life

SB 634 (**Pérez, D**) **Local government: homelessness.**

Current Text: 06/24/2025 - Amended **HTML** **PDF**

Status: 07/17/2025 - Read second time. Ordered to third reading.



Location: 07/17/2025 - Assembly THIRD READING

Summary: Current law establishes procedures for the enactment of ordinances by counties and cities and makes a violation of a county or city ordinance, as applicable, a misdemeanor unless by ordinance it is made an infraction. This bill would prohibit a local jurisdiction from adopting a local ordinance, or enforcing an existing ordinance, that prohibits a person or organization from providing support services, as specified, to a person who is homeless or assisting a person who is homeless with any act related to basic survival. The bill would define various terms for these purposes. The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities. (Based on 06/24/2025 text)

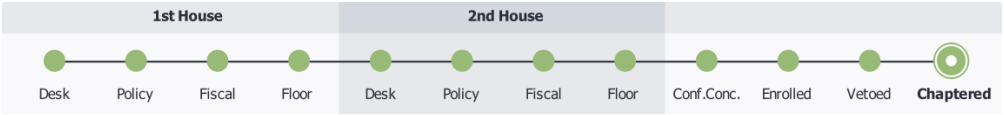
Priority: (5) Track/Watch

Subject: Governance, Human Services, Recreation, Quality of Life, Public Safety

SR 15 (**Ochoa Bogh, R**) **Relative to the "2-1-1" information and referral service.**

Current Text: 02/28/2025 - Enrolled **HTML** **PDF**

Status: 02/27/2025 - Read. Adopted. (Ayes 36. Noes 0.)



Location: 02/27/2025 - Senate ADOPTED

Summary: Would resolve that he Senate hereby proclaims the month of February 2025 as 2-1-1 Month and the day of February 11, 2025 as 2-1-1 Day to promote and strengthen the 2-1-1 service in providing Californians with free and confidential referrals to needed resources. Resolved, That the Senate commits to supporting the 2-1-1 service and infrastructure so that all Californians have equitable access to this critical service that provides resource connections regarding support for poverty, housing, family and children, aging and disability, health equity, and disasters. Resolved, That the Senate encourages all Californians to be aware of the 2-1-1 service and look up their local 2-1-1 service provider on the internet at 211.org (Based on 02/28/2025 text)

Priority: (6) Info only

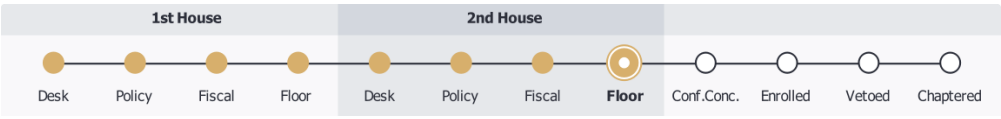
Subject: Human Services, Recreation, Quality of Life

Legal and Records Management

AB 538 (**Berman, D**) **Public works: payroll records.**

Current Text: 05/23/2025 - Amended **HTML** **PDF**

Status: 08/29/2025 - From committee: Do pass. (Ayes 6. Noes 1.) (August 29). Read second time. Ordered to third reading.



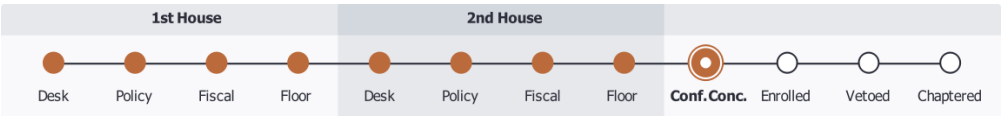
Location: 08/29/2025 - Senate THIRD READING

Summary: Current law requires the Labor Commissioner to investigate allegations that a contractor or subcontractor violated the law regulating public works projects, including the payment of prevailing wages. Current law requires each contractor and subcontractor on a public works project to keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the contractor or subcontractor in connection with the public work. Current law requires certified copies of records to be available upon request by the public and sets forth a process for the public to request the records either through the awarding body or the Division of Labor Standards Enforcement. Current law makes any contractor, subcontractor, agent, or representative who neglects to comply with the requirements to keep accurate payroll records guilty of a misdemeanor. This bill would require the awarding body, if a request is made by the public through the awarding body and the body is not in possession of the certified records, to obtain those records from the relevant contractor and make them available to the requesting entity. The bill would authorize the Division of Labor Standards Enforcement to enforce certain penalties if a contractor fails to comply with the awarding body's request within 10 days of receipt of the notice. (Based on 05/23/2025 text)

Position: Oppose
Priority: (4) Standard
Subject: Legal and Records Management

AB 712 (**Wicks, D**) **Housing reform laws: enforcement actions: fines and penalties.**

Current Text: 07/03/2025 - Amended **HTML** **PDF**
Status: 09/04/2025 - Set for Hearing Supplemental File 9/4/2025



Location: 09/04/2025 - Assembly CONCURRENCE

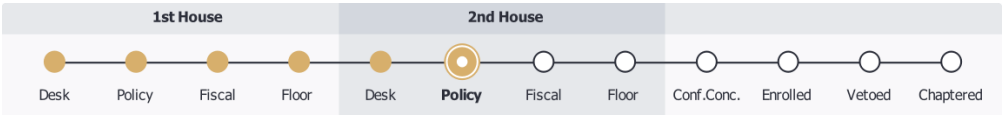
Summary: Current law within the Planning and Zoning Law describes various reforms and incentives enacted by the Legislature to facilitate and expedite the construction of affordable housing. Current law within the Planning and Zoning Law, in certain civil actions or proceedings against a public entity that has issued specified approvals for a housing development, authorizes a court to award all reasonably incurred costs of suit to a prevailing public entity or nonprofit housing corporation that is a real party in interest and the permit applicant of the low- or moderate-income housing if the court makes specified findings. This bill, where the applicant for a housing development is a prevailing party in an action brought by the applicant to enforce the public agency's compliance with a housing reform law as applied to the applicant's housing development project, would entitle an applicant for a housing development project to reasonable attorney's fees and costs and would require a court to impose fines on a local agency, as specified. The bill would extend any period of limitation for actions under any state law for a period of 60 days beginning on the date the applicant provides written notice to the local agency indicating its intent to commence an action. The bill would prohibit a public agency from requiring the applicant to indemnify, defend, or hold harmless the public agency in any action alleging the public agency violated the applicant's rights or deprived the applicant of the benefits or protection provide by a housing reform law. (Based on 07/03/2025 text)

Priority: (5) Track/Watch
Subject: Legal and Records Management, Planning, Land Use, Housing
Misc2: Fast Track Housing Package

Municipal Funding and Procurement

AB 262 (**Caloza, D**) **California Individual Assistance Act.**

Current Text: 05/23/2025 - Amended **HTML** **PDF**
Status: 06/11/2025 - Referred to Com. on G.O.



Location: 06/11/2025 - Senate Governmental Organization

Summary: The California Disaster Assistance Act requires the Director of Emergency Services to provide financial assistance to local agencies for their personnel costs, equipment costs, and the cost of supplies and materials used during disaster response activities, incurred as a result of a state of emergency proclaimed by the Governor, subject to specified criteria. The act continuously appropriates moneys in the Disaster Assistance Fund and its subsidiary account, the Earthquake Emergency Investigations Account, without regard to fiscal year, for purposes of the act. This bill would enact the California Individual Assistance Act to establish a grant program to provide financial assistance, upon appropriation by the Legislature, to local agencies, community-based organizations, and individuals for specified costs related to a disaster, as prescribed. The bill would require the director to allocate from the fund, subject to specified conditions, funds to meet the cost of expenses for those purposes. (Based on 05/23/2025 text)

Priority: (6) Info only

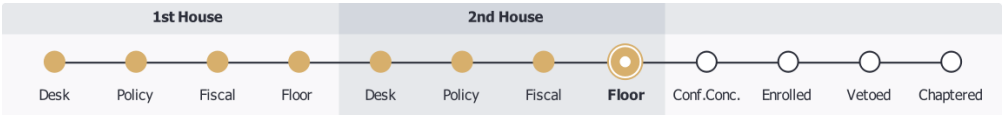
Subject: Municipal Funding and Procurement, Public Safety

Misc2: League of Cities Sponsored

AB 330 (**Rogers, D**) **Local Prepaid Mobile Telephony Services Collection Act.**

Current Text: 01/27/2025 - Introduced **HTML** **PDF**

Status: 07/08/2025 - Read second time. Ordered to third reading.



Location: 07/08/2025 - Senate THIRD READING

Summary: The Local Prepaid Mobile Telephony Services Collection Act, until January 1, 2026, suspends the authority of a city, county, or city and county to impose a utility user tax on the consumption of prepaid communications service and any charge that applies to prepaid mobile telephony service, as defined, on access to communication services or access to local “911” emergency telephone systems, and instead requires those taxes and charges to be applied during the period beginning January 1, 2016, and ending January 1, 2026, under any local ordinance to be at specified rates. The act requires that these local charges imposed by a city, county, or a city and county on prepaid mobile telephony services be collected from the prepaid consumer by a seller at the time of sale, as specified. Current law requires that all local charges be collected and paid to the California Department of Tax and Fee Administration pursuant to the Fee Collection Procedures Law and be deposited into the Local Charges for Prepaid Mobile Telephony Services Fund, and be transmitted to the city, county, or city and county, as provided. This bill would extend operation of the act until January 1, 2031. (Based on 01/27/2025 text)

Position: Support

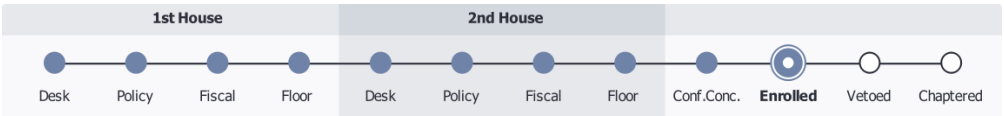
Priority: (5) Track/Watch

Subject: Municipal Funding and Procurement

SB 346 (**Durazo, D**) **Local agencies: transient occupancy taxes: short-term rental facilitator.**

Current Text: 09/02/2025 - Enrollment **HTML** **PDF**

Status: 09/02/2025 - Assembly amendments concurred in. (Ayes 40. Noes 0.) Ordered to engrossing and enrolling.



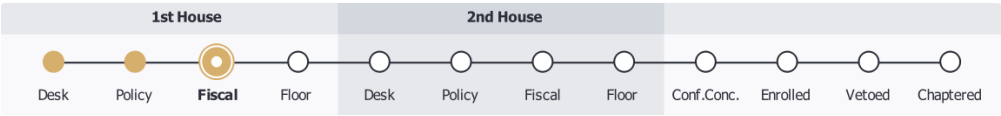
Location: 09/02/2025 - Senate ENROLLMENT

Summary: Current law authorizes a local authority, by ordinance or resolution, to regulate the occupancy of a room or rooms, or other living space, in a hotel, inn, tourist home or house, motel, or other lodging for a period of less than 30 days. This bill would authorize a local agency, defined to mean a city, county, or city and county, to enact an ordinance to require a short-term rental facilitator, as defined, to report, in the form and manner prescribed by the local agency, the physical address, including 9-digit ZIP Code, of each short-term rental, as defined, during the reporting period. The bill would also authorize a local agency to request additional information, as provided, when the physical address is not sufficient for the local agency to identify a specific short-term rental. The bill would authorize the local agency to impose an administrative fine or penalty for failure to file the report, and would authorize the local agency to initiate an audit of a short-term rental facilitator, as described. The bill would require a short-term rental facilitator, in a jurisdiction that has

adopted an ordinance, to include in the listing of a short-term rental any applicable local license number associated with the short-term rental and any transient occupancy tax certification issued by a local agency. (Based on 07/07/2025 text)

Priority: (4) Standard
Subject: Municipal Funding and Procurement, Planning, Land Use, Housing
Misc2: League of Cities Sponsored

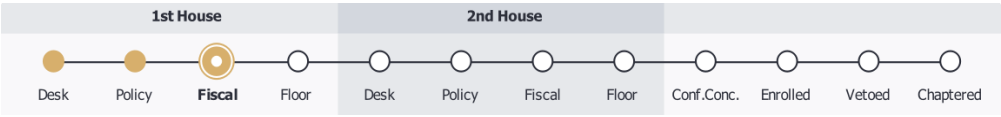
SB 696 (**Alvarado-Gil, R**) **Sales and Use Tax Law: exemptions: firefighting equipment.**
Current Text: 05/08/2025 - Amended **HTML** **PDF**
Status: 05/23/2025 - May 23 hearing: Held in committee and under submission.



Location: 05/19/2025 - Senate APPR. SUSPENSE FILE
Summary: Existing state sales and use tax laws impose a tax on retailers measured by the gross receipts from the sale of tangible personal property sold at retail in this state or on the storage, use, or other consumption in this state of tangible personal property purchased from a retailer for storage, use, or other consumption in this state. The Sales and Use Tax Law provides various exemptions from those taxes. This bill, on and after July 1, 2026, and before January 1, 2031, would exempt from those taxes the gross receipts from the sale in this state of, and the storage, use, or other consumption in this state of, firefighting apparatus, equipment, or specialized vehicles, as defined, purchased by a fire department, including an all-volunteer fire department, as defined, or a fire protection district. This bill contains other related provisions and other existing laws. (Based on 05/08/2025 text)

Priority: (5) Track/Watch
Subject: Municipal Funding and Procurement

SB 789 (**Menjivar, D**) **Taxation: information returns: vacant commercial real property.**
Current Text: 04/30/2025 - Amended **HTML** **PDF**
Status: 05/23/2025 - May 23 hearing: Held in committee and under submission.

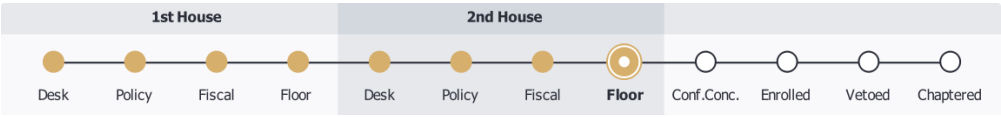


Location: 05/12/2025 - Senate APPR. SUSPENSE FILE
Summary: Current statutory law, the Documentary Transfer Tax Act, authorizes the imposition of a tax by a county or city, as provided, with respect to specified instruments that transfer specified interests in real property. Current law establishes the California Department of Tax and Fee Administration for the purpose of administering various taxes. This bill would require a person, as defined, that owns commercial property, as defined, in this state to register with the department, as provided. The bill would require every person owning commercial real property in this state to file an information return each year by a date determined by the department, as provided. The bill would require the information return to include specified information, including, among other requirements, whether any buildings or portions of buildings were vacant in the previous calendar year. The bill would authorize extensions of the time for a person to file an information return under specified circumstances, including for good cause. The bill would impose on any person who fails or refuses to timely furnish a return required by its provisions a penalty of $100 per commercial property that the person fails or refuses to timely furnish the information return. The bill would authorize the Director of Finance to make a loan from the General Fund to the department to implement those provisions, and would require any loan to be repaid from revenues from penalties imposed. (Based on 04/30/2025 text)

Priority: (4) Standard
Subject: Municipal Funding and Procurement, Planning, Land Use, Housing

Planning, Land Use, Housing

AB 39 (**Zbur, D**) **General plans: Local Electrification Planning Act.**
Current Text: 07/17/2025 - Amended **HTML** **PDF**
Status: 08/20/2025 - Read second time. Ordered to third reading.



Location: 08/20/2025 - Senate THIRD READING

Summary: The Planning and Zoning Law requires a city or county to adopt a comprehensive general plan for the city's or county's physical development that includes various elements, including, among others, a land use element that designates the proposed general distribution and general location and extent of the uses of the land in specified categories, and a circulation element that identifies the location and extent of existing and proposed major thoroughfares, transportation routes, terminals, any military airports and ports, and other local public utilities and facilities, as specified. This bill, the Local Electrification Planning Act, would require each city, county, or city and county, on or after January 1, 2027, but no later than January 1, 2030, to prepare and adopt a specified plan, or integrate a plan in the next adoption or revision of the general plan, that includes locally based goals, objectives, policies, and feasible implementation measures that include, among other things, the identification of opportunities to expand electric vehicle charging and other zero-emission vehicle fueling infrastructure, as specified, and includes policies and implementation measures that address the needs of disadvantaged communities, low-income households, and small businesses for equitable and prioritized investments in zero-emission technologies that directly benefit these groups. (Based on 07/17/2025 text)

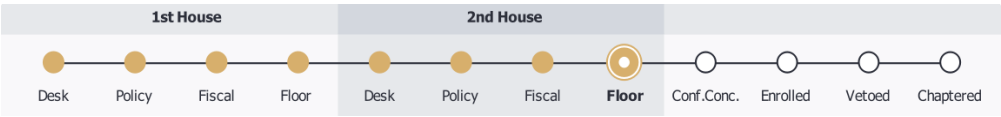
Priority: (5) Track/Watch

Subject: Planning, Land Use, Housing

AB 76 (**Alvarez, D**) **Surplus land: exempt surplus land: sectional planning area.**

Current Text: 07/17/2025 - Amended **HTML** **PDF**

Status: 07/17/2025 - Read second time and amended. Ordered to third reading.



Location: 07/17/2025 - Senate THIRD READING

Summary: Current law prescribes requirements for the disposal of surplus land by a local agency and defines terms for these purposes, including, among others, "surplus land" to mean land owned in fee simple by any local agency for which the local agency's governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency's use. Current law defines "exempt surplus land" to mean land that is subject to a sectional planning area document, as described, and meets specified requirements, including that the land identified in the adopted sectional planning area document was dedicated prior to January 1, 2019, at least 25% of the units are dedicated to lower income households, as specified, and that the land is developed at an average density of at least 10 units per acre calculated with respect to the entire sectional planning area. This bill would change those requirements so that at a minimum, 25% of units that are proposed by the sectional planning area document as adopted prior to January 1, 2019, and are not designated for students, faculty, or staff of an academic institution, or 500 units, whichever is greater, must be dedicated to lower income households, as specified, and that the land must be developed at an average density of at least 10 units per acre, in accordance with certain requirements and calculated with respect to the entire sectional planning area and inclusive of housing designated for students, faculty, and staff of an academic institution. (Based on 07/17/2025 text)

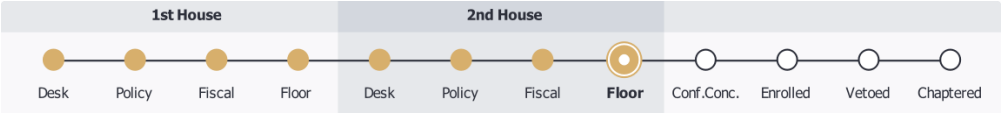
Priority: (4) Standard

Subject: Planning, Land Use, Housing

AB 253 (**Ward, D**) **California Residential Private Permitting Review Act: residential building permits.**

Current Text: 08/29/2025 - Amended **HTML** **PDF**

Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Senate THIRD READING

Summary: The State Housing Law establishes statewide construction and occupancy standards for buildings used for human habitation. Current law authorizes a county's or city's governing body to prescribe fees for permits, certificates, or other forms or documents required or authorized under the State Housing Law. This bill, the California Residential Private Permitting Review Act, would require a county or city to prepare a residential building permit fee schedule and post the schedule on the county's or city's internet website, if the county or city prescribes residential building permit fees. (Based on 08/29/2025 text)

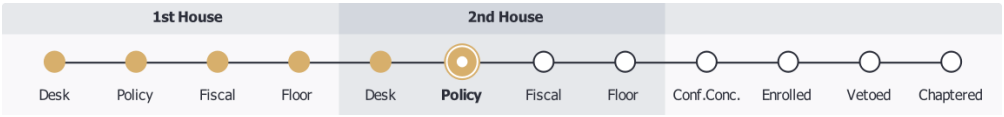
Priority: (5) Track/Watch

Subject: Planning, Land Use, Housing

AB 306 (Schultz, D) **Building regulations: state building standards.**

Current Text: 06/23/2025 - Amended **HTML** **PDF**

Status: 06/23/2025 - From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on HOUSING.



Location: 04/23/2025 - Senate Housing

Summary: Current law establishes the Department of Housing and Community Development (department) in the Business, Consumer Services, and Housing Agency. The California Building Standards Law establishes the California Building Standards Commission (commission) within the Department of General Services. Current law requires the commission to approve and adopt building standards and to codify those standards in the California Building Standards Code (code). The State Housing Law establishes statewide construction and occupancy standards for buildings used for human habitation. Current law requires, among other things, the building standards adopted and submitted by the department for approval by the commission, as specified, to be adopted by reference, with certain exceptions. Current law authorizes any city or county to make changes in those building standards that are published in the code, including to green building standards. Current law requires the governing body of a city or county, before making modifications or changes to those green building standards, to make an express finding that those modifications or changes are reasonably necessary because of local climatic, geological, or topographical conditions. This bill would, from October 1, 2025, to June 1, 2031, inclusive, prohibit a city or county from making changes that are applicable to residential units to the above-described building standards unless a certain condition is met, including that the commission deems those changes or modifications necessary as emergency standards to protect health and safety. (Based on 06/23/2025 text)

Position: Oppose

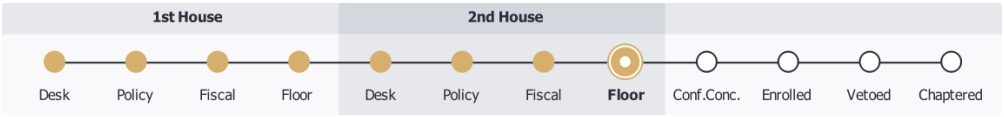
Priority: (3) Significant

Subject: Planning, Land Use, Housing

AB 357 (Alvarez, D) **Coastal resources: coastal development permit application: higher education housing project.**

Current Text: 07/10/2025 - Amended **HTML** **PDF**

Status: 08/26/2025 - Read second time. Ordered to third reading.



Location: 08/26/2025 - Senate THIRD READING

Summary: The Coastal Act of 1976, which is administered by the California Coastal Commission, requires a person wishing to perform or undertake any development in the coastal zone to obtain a coastal development permit. The act provides for the submission and approval of long-range land use development plans as an alternative to project-by-project review to promote greater efficiency for the planning of state university or college or private university development projects and provides for amendments to those plans. The act places limits on the conditions the commission may impose on projects contained in a plan that has been certified by the commission. The act authorizes the commission to, after a public hearing, by regulation, adopt procedures for the issuance by the executive director of waivers from coastal development permit requirements for any development that is de minimis, as specified. This bill would require the commission to defer to the state university or college or private university in determining the number of vehicle parking spaces necessary for residents of student, faculty, or staff housing facilities, as provided. The bill would authorize the executive director to determine that a proposed amendment to a public works plan or long-range development plan is de minimis and would provide the procedures for the determination and approval of amendments that are de minimis. (Based on 07/10/2025 text)

Priority: (6) Info only

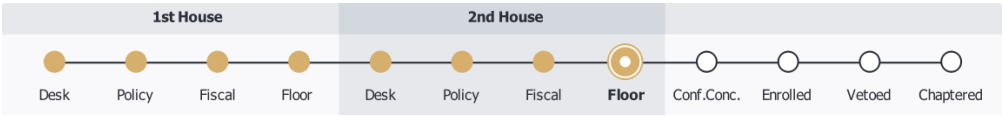
Subject: Planning, Land Use, Housing

Misc2: Fast Track Housing Package

AB 424 (Davies, R) **Alcohol and other drug programs: complaints.**

Current Text: 03/19/2025 - Amended **HTML** **PDF**

Status: 09/02/2025 - Ordered to special consent calendar.



Location: 09/02/2025 - Senate CONSENT CALENDAR

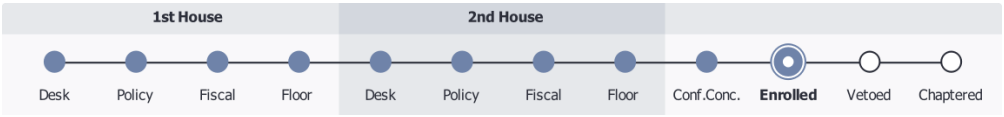
Summary: Would, when the Department of Health Care Services receives a complaint against a licensed alcohol or other drug recovery or treatment facility, or a complaint alleging that a facility is unlawfully operating without a license, from a member of the public, require the department to provide, within 30 10 days of the date of the complaint, notice to the person filing the complaint that the complaint has been received and to provide, upon closing the complaint, notice to the person filing the complaint that the complaint has been closed and whether the department found the facility to be in violation of the provisions governing facility licensure and regulation. (Based on 03/19/2025 text)

Position: Support
Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: League of Cities Sponsored

AB 492 (**Valencia, D**) **Alcohol and drug programs: licensing.**

Current Text: 09/02/2025 - Enrollment **HTML** **PDF**

Status: 09/02/2025 - Read third time. Passed. Ordered to the Assembly. (Ayes 37. Noes 1.). In Assembly. Ordered to Engrossing and Enrolling.



Location: 09/02/2025 - Assembly ENROLLMENT

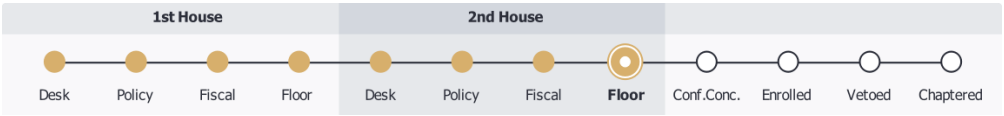
Summary: Would require the State Department of Health Care Services, whenever it issues a license to operate an alcohol or other drug recovery or treatment facility, to concurrently provide written notification of the issuance of the license to the city or county in which the facility is located. The bill would require the notice to include the name and mailing address of the licensee and the location of the facility. (Based on 02/10/2025 text)

Position: Support
Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: League of Cities Sponsored

AB 507 (**Haney, D**) **Adaptive reuse: streamlining: incentives.**

Current Text: 08/29/2025 - Amended **HTML** **PDF**

Status: 09/02/2025 - Read second time. Ordered to third reading.

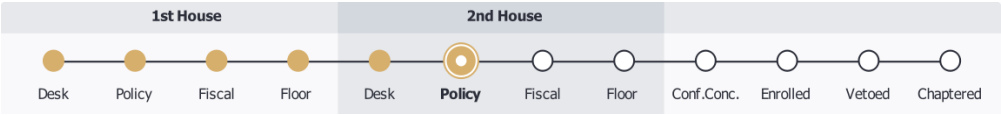


Location: 09/02/2025 - Senate THIRD READING

Summary: The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for its physical development, and the development of certain lands outside its boundaries, that includes, among other mandatory elements, a housing element. That law allows a development proponent to submit an application for a development that is subject to a specified streamlined, ministerial approval process not subject to a conditional use permit, if the development satisfies certain objective planning standards, including that the development is a multifamily housing development that contains two or more residential units. This bill would deem an adaptive reuse project a use by right in all zones, regardless of the zoning of the site, and subject to a streamlined, ministerial review process if the project meets specified requirements, subject to specified exceptions. In this regard, an adaptive reuse project, in order to qualify for the streamlined, ministerial review process, would be required to be proposed for an existing building that is less than 50 years old or meets certain requirements regarding the preservation of historic resources, including the signing of an affidavit declaring that the project will comply with the United States Secretary of the Interior's Standards for Rehabilitation for, among other things, the preservation of exterior facades of a building or structure that face a street, or receive federal or state historic rehabilitation tax credits, as specified. The bill would require an adaptive reuse project to meet specified affordability criteria. In this regard, the bill would require an adaptive reuse project for rental housing to include either 8% of the unit for very low income households and 5% of the units for extremely low income households or 15% of the units for lower income households. (Based on 08/29/2025 text)

Position: Oppose
Priority: (4) Standard
Subject: Planning, Land Use, Housing

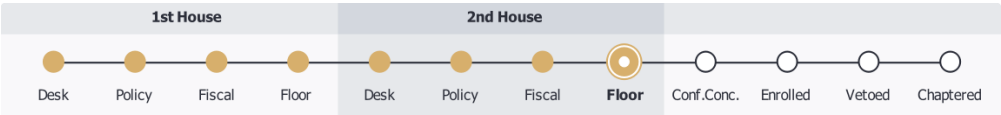
AB 609 (**Wicks, D**) **California Environmental Quality Act: exemption: housing development projects.**
Current Text: 05/05/2025 - Amended **HTML** **PDF**
Status: 05/20/2025 - In Senate. Read first time. To Com. on RLS. for assignment.



Location: 05/20/2025 - Senate Rules
Summary: The California Environmental Quality Act (CEQA) requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA exempts from its requirements various projects, including, but not limited to, housing projects that meet certain requirements. This bill would exempt from the requirements of CEQA a housing development project, as defined, that meets certain conditions relating to, for example, size, density, and location, including specific requirements for any housing on the project site located within 500 feet of a freeway. The bill would require a local government, as a condition of approval for the development, to require the development proponent to complete a specified environmental assessment regarding hazardous substance releases. If a recognized environmental condition is found, the bill would require the development proponent to complete a preliminary endangerment assessment and specified mitigation based on that assessment. Because a lead agency would be required to determine whether a housing development project qualifies for this exemption, the bill would impose a state-mandated local program. (Based on 05/05/2025 text)

Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

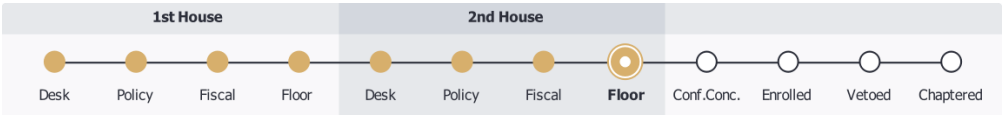
AB 610 (**Alvarez, D**) **Housing element: governmental constraints: disclosure statement.**
Current Text: 09/03/2025 - Amended **HTML** **PDF**
Status: 09/03/2025 - Read third time and amended. Ordered to second reading.



Location: 09/03/2025 - Senate SECOND READING
Summary: The Planning and Zoning Law requires a city or county to adopt a general plan for land use development that includes, among other things, a housing element. The Housing Element Law prescribes requirements for a city's or county's preparation of, and compliance with, its housing element, and requires the Department of Housing and Community Development to review and determine whether the housing element substantially complies with the Housing Element Law, as specified. Current law requires the housing element to include an analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including, among others, locally adopted ordinances that directly impact the cost and supply of residential development. Current law also requires the analysis to demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need. For adoption of the 7th and all subsequent revisions of the housing element, this bill would require the housing element to include, in addition to the above-described analysis, a potential and actual governmental constraints disclosure statement that contains, among other things, an identification of each new or amended potential or actual governmental constraint, or revision increasing the stringency of a governmental constraint, that was adopted after the due date of the previous housing element and before submittal of the current draft housing element to the department. (Based on 09/03/2025 text)

Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

AB 650 (**Papan, D**) **Planning and zoning: housing element: regional housing needs allocation.**
Current Text: 09/03/2025 - Amended **HTML** **PDF**
Status: 09/03/2025 - Read third time and amended. Ordered to second reading.



Location: 09/03/2025 - Senate SECOND READING

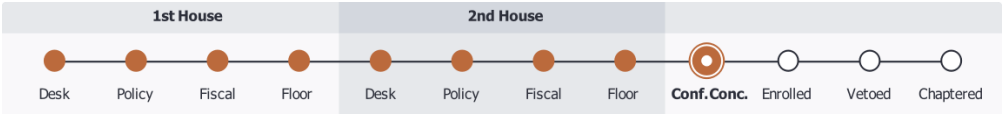
Summary: Current law requires a public agency to administer its programs and activities relating to housing and community development in a manner to affirmatively further fair housing and take no action that is materially inconsistent with its obligation to affirmatively further fair housing. Current law defines "affirmatively furthering fair housing," as provided. The Planning and Zoning Law requires that a housing element include, among other things, a program that sets forth a schedule of actions during the planning period. Existing law requires the Department of Housing and Community Development to develop a standardized reporting format for programs and actions taken pursuant to the requirement to affirmatively further fair housing. This bill would require the department to develop the above-described standardized reporting format on or before December 31, 2026. (Based on 09/03/2025 text)

Position: Support
Priority: (2) Priority
Subject: Planning, Land Use, Housing
Misc2: League of Cities Sponsored

AB 712 (**Wicks, D**) **Housing reform laws: enforcement actions: fines and penalties.**

Current Text: 07/03/2025 - Amended **HTML** **PDF**

Status: 09/04/2025 - Set for Hearing Supplemental File 9/4/2025



Location: 09/04/2025 - Assembly CONCURRENCE

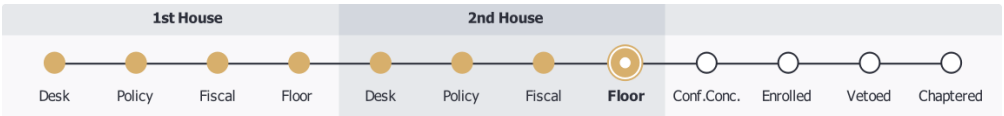
Summary: Current law within the Planning and Zoning Law describes various reforms and incentives enacted by the Legislature to facilitate and expedite the construction of affordable housing. Current law within the Planning and Zoning Law, in certain civil actions or proceedings against a public entity that has issued specified approvals for a housing development, authorizes a court to award all reasonably incurred costs of suit to a prevailing public entity or nonprofit housing corporation that is a real party in interest and the permit applicant of the low- or moderate-income housing if the court makes specified findings. This bill, where the applicant for a housing development is a prevailing party in an action brought by the applicant to enforce the public agency's compliance with a housing reform law as applied to the applicant's housing development project, would entitle an applicant for a housing development project to reasonable attorney's fees and costs and would require a court to impose fines on a local agency, as specified. The bill would extend any period of limitation for actions under any state law for a period of 60 days beginning on the date the applicant provides written notice to the local agency indicating its intent to commence an action. The bill would prohibit a public agency from requiring the applicant to indemnify, defend, or hold harmless the public agency in any action alleging the public agency violated the applicant's rights or deprived the applicant of the benefits or protection provide by a housing reform law. (Based on 07/03/2025 text)

Priority: (5) Track/Watch
Subject: Legal and Records Management, Planning, Land Use, Housing
Misc2: Fast Track Housing Package

AB 735 (**Carrillo, D**) **Planning and zoning: logistics use developments: truck routes.**

Current Text: 08/27/2025 - Amended **HTML** **PDF**

Status: 08/28/2025 - Read second time. Ordered to third reading.



Location: 08/28/2025 - Senate THIRD READING

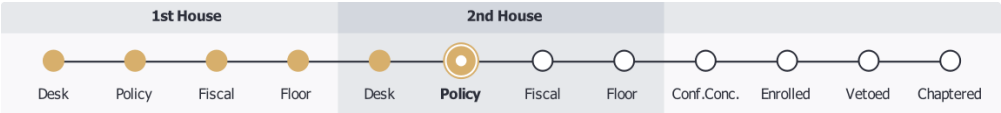
Summary: Current law, beginning January 1, 2026, prescribes various statewide warehouse design and build standards for any proposed new or expanded logistics use developments, as specified, including, among other things, standards for building design and location, parking, truck loading bays, landscaping buffers, entry gates, and signage. Current law defines various terms, including "21st century warehouse," and "tier 1 21st century warehouse," for purposes of those provisions as logistics uses that, among other things, comply with specified building and energy efficiency standards, including requirements related to the availability of conduits and electrical hookups to power climate control equipment at loading bays, as specified. Current law, subject to specified exceptions, defines "logistics use" for these purposes to mean

a building in which cargo, goods, or products are moved or stored for later distribution to business or retail customers, or both, that does not predominantly serve retail customers for onsite purchases, and heavy-duty trucks are primarily involved in the movement of the cargo, goods, or products. This bill would clarify that a 21st century warehouse and a tier 1 21st century warehouse are required to comply with those standards as are in effect at the time that the building permit for a development of a 21st century warehouse is issued and make other clarifying changes relating to permissibility of use of conduits and electrical hookups at loading bays at those locations. (Based on 08/27/2025 text)

Priority: (2) Priority
Subject: Planning, Land Use, Housing

AB 736 (**Wicks, D**) **The Affordable Housing Bond Act of 2026.**

Current Text: 04/10/2025 - Amended **HTML** **PDF**
Status: 06/04/2025 - In Senate. Read first time. To Com. on RLS. for assignment.

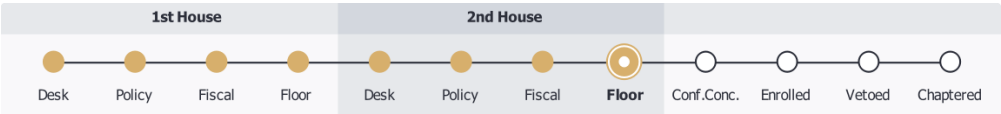


Location: 06/04/2025 - Senate Rules
Summary: Would enact the Affordable Housing Bond Act of 2026, which, if adopted, would authorize the issuance of bonds in the amount of $10,000,000,000 pursuant to the State General Obligation Bond Law. Proceeds from the sale of these bonds would be used to finance programs to fund affordable rental housing and home ownership programs, including, among others, the Multifamily Housing Program, the CalHome Program, and the Joe Serna, Jr. Farmworker Housing Grant Program. (Based on 04/10/2025 text)

Position: Support
Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing

AB 782 (**Quirk-Silva, D**) **Subdivisions: security.**

Current Text: 07/16/2025 - Amended **HTML** **PDF**
Status: 08/20/2025 - Read second time. Ordered to third reading.

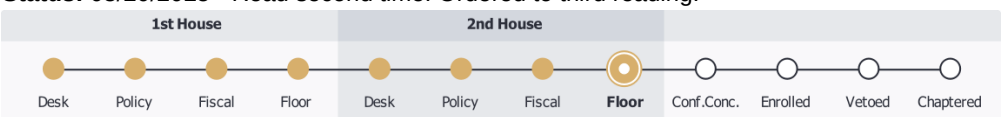


Location: 08/20/2025 - Senate THIRD READING
Summary: The Subdivision Map Act requires prescribed security from a developer if the act or a local ordinance authorizes or requires the furnishing of security in connection with the performance of any act or agreement. Current law requires the Real Estate Commissioner to make an examination of any subdivision, and to, unless there are grounds for denial, issue to the subdivider a public report authorizing the sale or lease of the lots or parcels within the subdivision. Current law specifies the grounds for denial, including, among other things, the inability to demonstrate that adequate financial arrangements have been made for all offsite improvements included in the offering or the inability to demonstrate that adequate financial arrangements have been made for any community, recreational, or other facilities included in the offering. This bill would prohibit the Real Estate Commissioner, in issuing a public report for a residential development or project, from requiring the furnishing of a security in connection with the performance of any act or agreement related to an improvement if the Real Estate Commissioner determines that security sufficient to protect the interests of purchasers, owners, and lessees, as necessary, has been furnished to a local agency for the same improvement pursuant to the provisions above requiring security under the Subdivision Map Act. (Based on 07/16/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

AB 818 (**Ávila Farías, D**) **Permit Streamlining Act: local emergencies.**

Current Text: 07/17/2025 - Amended **HTML** **PDF**
Status: 08/20/2025 - Read second time. Ordered to third reading.



Location: 08/20/2025 - Senate THIRD READING

Summary: The Permit Streamlining Act requires a public agency to determine whether an application for a development project is complete within specified time periods, as specified. The act requires a public agency that is the lead agency for a development project to approve or disapprove that project within specified time periods. The California Emergency Services Act, among other things, authorizes the governing body of a city, county, or city and county to proclaim a local emergency under certain circumstances, as specified, and grants political subdivisions various powers and authorities in periods of local emergency. This bill would exempt projects related to the rebuilding or repair of an affected property, as defined, from specified requirements for solar panel installations, as provided. The bill would require a city, county, or city and county to approve an or deny a complete application, within 10 business days of receipt of the application, for a building permit or an equivalent permit for any of the specified structures intended to be used by a person until the rebuilding or repair of an affected property is complete. By imposing new duties on local agencies, this bill would impose a state-mandated local program. (Based on 07/17/2025 text)

Priority: (5) Track/Watch

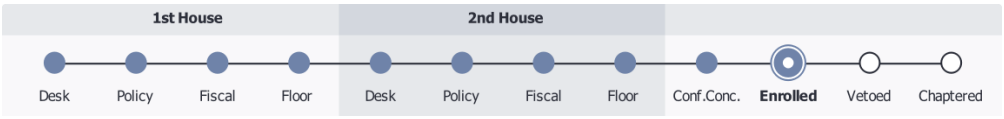
Subject: Planning, Land Use, Housing

Misc2: Fast Track Housing Package

AB 920 (**Caloza, D**) **Permit Streamlining Act: housing development projects: centralized application portal.**

Current Text: 09/02/2025 - Enrolled **HTML** **PDF**

Status: 08/28/2025 - Senate amendments concurred in. To Engrossing and Enrolling. (Ayes 76. Noes 0.).



Location: 08/28/2025 - Assembly ENROLLMENT

Summary: The Permit Streamlining Act requires a public agency that is the lead agency for a development project to approve or disapprove that project within specified time periods. Current law requires a city or county that has an internet website to, among other things, make a fee estimate tool that the public can use to calculate an estimate of fees and exactions for a proposed housing development project available on its internet website. This bill would require a city or county with a population of 150,000 or more persons to make a centralized application portal available on its internet website to applicants for housing development projects, as prescribed. The bill would, notwithstanding that provision, authorize a city or county described above to make a centralized application portal available on its internet website no later than January 1, 2030, if the legislative body of the city or county, on or before January 1, 2028, takes certain action, including initiating a procurement process to make a centralized application portal available on its internet website. The bill would require the centralized application portal to allow for tracking of the status of an application. The bill would specify that a city or county is not required to provide the status of any permit or inspection required by another local agency, a state agency, or a utility provider. (Based on 09/02/2025 text)

Priority: (5) Track/Watch

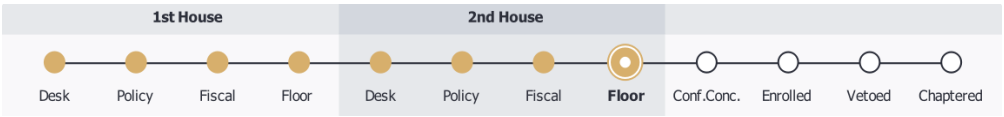
Subject: Planning, Land Use, Housing

Misc2: Fast Track Housing Package

AB 961 (**Ávila Farías, D**) **Hazardous materials: California Land Reuse and Revitalization Act of 2004.**

Current Text: 02/20/2025 - Introduced **HTML** **PDF**

Status: 09/02/2025 - Ordered to special consent calendar.

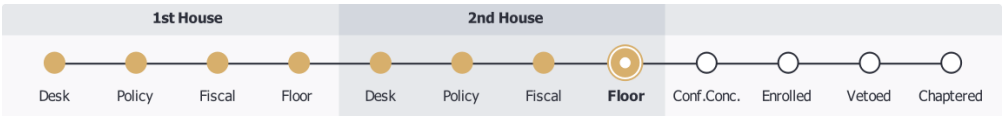


Location: 09/02/2025 - Senate CONSENT CALENDAR

Summary: The California Land Reuse and Revitalization Act of 2004 provides, among other things, that an innocent landowner, bona fide purchaser, or contiguous property owner, as defined, qualifies for immunity from liability from certain state statutory and common laws for pollution conditions caused by a release or threatened release of a hazardous material if specified conditions are met, including entering into an agreement for a specified site assessment and response plan. The act prohibits the Department of Toxic Substances Control, the State Water Resources Control Board, and a California regional water quality control board from requiring one of those persons to take a response action under certain state laws, except as specified. Existing law repeals the act on January 1, 2027. Current law provides that a person who qualifies for immunity under the act before January 1, 2027, shall continue to have that immunity on and after January 1, 2027. This bill would extend the repeal date of the act to January 1, 2037, and would provide that a person who qualifies for immunity under the act before January 1, 2037, shall continue to have that immunity on and after January 1, 2037, if the person continues to be in compliance with the requirements of the former act. (Based on 02/20/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

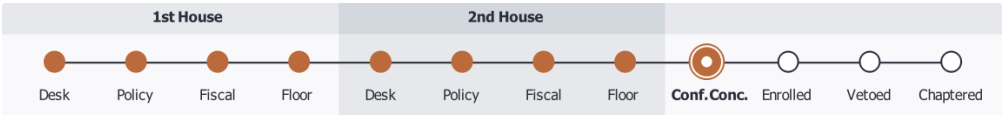
AB 996 (**Pellerin, D**) **Public Resources: sea level rise plans.**
Current Text: 05/23/2025 - Amended **HTML** **PDF**
Status: 09/02/2025 - Ordered to special consent calendar.



Location: 09/02/2025 - Senate CONSENT CALENDAR
Summary: Current law requires local governments lying in whole or in part within the coastal zone or within the jurisdiction of the San Francisco Bay Conservation and Development Commission to, on or before January 1, 2034, develop a sea level rise plan with specified required content as part of a local coastal program that is subject to approval by the California Coastal Commission or the San Francisco Bay Conservation and Development Commission. This bill would authorize the applicable commission, when approving a local coastal plan or an amendment to a local coastal plan, to deem existing sea level rise information or plans prepared by a local government to satisfy the content requirements for a sea level rise plan. (Based on 05/23/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing
Misc2: League of Cities Sponsored

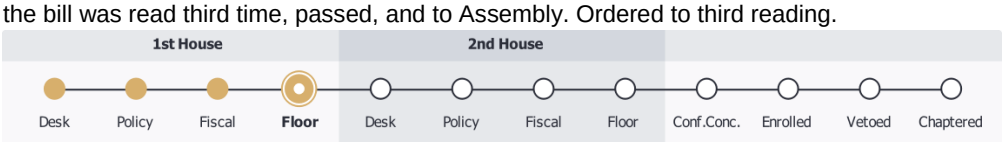
AB 1026 (**Wilson, D**) **Public utilities: electrical corporations: energization.**
Current Text: 07/08/2025 - Amended **HTML** **PDF**
Status: 09/04/2025 - Set for Hearing Supplimental File 9/4/2025



Location: 09/04/2025 - Assembly CONCURRENCE
Summary: The Powering Up Californians Act requires the Public Utilities Commission, on or before September 30, 2024, to establish reasonable average and maximum target energization time periods, as defined, and a procedure for customers to report energization delays to the commission, as provided. The act requires the commission to require the electrical corporation to take remedial actions necessary to achieve the commission's targets and requires all reports to be publicly available. This bill would require the commission, in a new or existing proceeding, to require each large electrical corporation to compile a list of information needed to approve or deny an application for energization, to post an example of a complete, approved energization application and an example of a complete energization application for a housing development project, and to make those items available on its internet website by a date specified by the commission. The bill would also require the commission to require each large electrical corporation to determine if an application for energization is complete and provide notice or otherwise provide certain information under a specified procedure. (Based on 07/08/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

AB 1050 (**Schultz, D**) **Unlawfully restrictive covenants: housing developments: reciprocal easement agreements.**
Current Text: 07/07/2025 - Amended **HTML** **PDF**
Status: 09/03/2025 - Read third time. Passed. Ordered to the Assembly. (Ayes 31. Noes 9.). Action rescinded whereby the bill was read third time, passed, and to Assembly. Ordered to third reading.

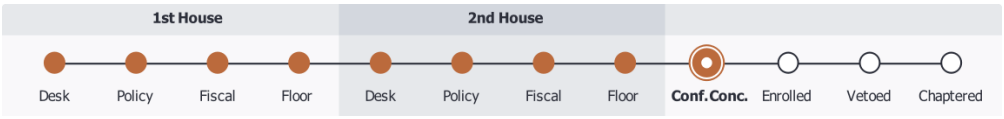


Location: 09/03/2025 - Assembly THIRD READING
Summary: Current law provides that specified recorded covenants, conditions, restrictions, or private limits on the use of land contained in specified instruments affecting the transfer or sale of any interest in real property are not enforceable

against the owner of an affordable housing development, as defined, if an approved restrictive covenant affordable housing modification document has been recorded in the public record, as provided. As part of this process, current law requires the owner to submit to the county recorder a copy of the original restrictive covenant and any documents the owner believes necessary to establish that the property qualifies as an affordable housing development and requires the county counsel to determine, among other things, if the property qualifies as an affordable housing development and if a modification document may be recorded. Current law provides that these provisions do not authorize any development that is not otherwise consistent with local general plans, zoning ordinances, and any applicable specific plan. This bill would extend those provisions to any housing development that is owned or controlled by an entity or individual that has submitted a development project application to redevelop an existing commercial property, and the development project includes residential uses permitted by state housing laws or local land use and zoning regulations and would make various conforming changes. The bill would additionally make these provisions applicable to covenants, conditions, restrictions, or private limits contained in a reciprocal easement agreement, as provided. (Based on 07/07/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

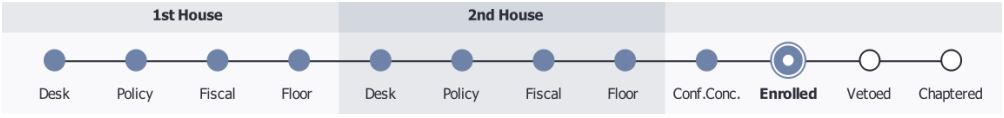
AB 1061 (**Quirk-Silva, D**) **Housing developments: urban lot splits: historical resources.**
Current Text: 07/10/2025 - Amended **HTML** **PDF**
Status: 09/04/2025 - Set for Hearing Supplimental File 9/4/2025



Location: 09/04/2025 - Assembly CONCURRENCE
Summary: Under the Planning and Zoning Law, the legislative body of a county or city may adopt ordinances that, among other things, regulate the use of buildings, structures, and land, as provided. The Subdivision Map Act vests the authority to regulate and control the design and improvement of subdivisions in the legislative body of a local agency and sets forth procedures governing the local agency's processing, approval, conditional approval or disapproval, and filing of tentative, final, and parcel maps. Current law requires a local agency to consider ministerially a specified proposed housing development or to ministerially approve a parcel map for an urban lot split if the development or parcel meets specified requirements, including, that the development or parcel is not located within a historic district or property included on the State Historic Resources Inventory or within a site that is designated or listed as a city or county landmark or historic property or district pursuant to city or county ordinance, as specified. Current law authorizes a local agency to impose specified objective standards on the development or parcel created by an urban lot split, except as specified. With respect to ministerial review of a proposed housing development under the above-described provisions, this bill would, if the other specified requirements are met, instead require a local agency to consider ministerially the development that is not located in either a contributing structure within a historic district included on the State Historical Resources Inventory or within a historic property or district pursuant to city or county ordinance or in a parcel individually listed as a historical resource included in the State Historical Resources Inventory or within a property individually designated or listed as a city or county landmark under a city or county ordinance. The bill would also authorize a local agency to adopt objective standards for the purposes of maintaining the historical value of a historic district listed in the California Register of Historical Resources, as specified. (Based on 07/10/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing

AB 1154 (**Carrillo, D**) **Junior accessory dwelling units.**
Current Text: 09/03/2025 - Enrollment **HTML** **PDF**
Status: 09/03/2025 - Senate amendments concurred in. To Engrossing and Enrolling. (Ayes 75. Noes 0.).



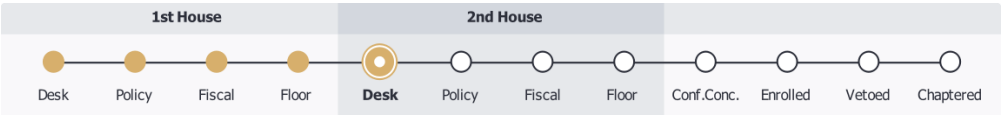
Location: 09/03/2025 - Assembly ENROLLMENT
Summary: The Planning and Zoning Law, among other things, provides for the creation of junior accessory dwelling units by local ordinance, or, if a local agency has not adopted an ordinance, by ministerial approval, in accordance with specified standards and conditions. Current law requires an ordinance that provides for the creation of a junior accessory dwelling unit to, among other things, require owner-occupancy in the single-family residence in which the junior accessory dwelling unit is permitted. Under this bill, that owner-occupancy requirement would apply only if the junior accessory dwelling unit has shared sanitation facilities with the existing structure. The bill would require an ordinance that provides for

the creation of a junior accessory dwelling unit to require that a rental of a junior accessory dwelling unit be for a term longer than 30 days. (Based on 07/03/2025 text)

Position: Oppose
Priority: (4) Standard
Subject: Planning, Land Use, Housing

AB 1308 (**Hoover, R**) **Residential building permits: inspections: Housing Accountability Act.**

Current Text: 07/10/2025 - Amended **HTML** **PDF**
Status: 08/28/2025 - Ordered to the Senate. In Senate. Held at Desk.

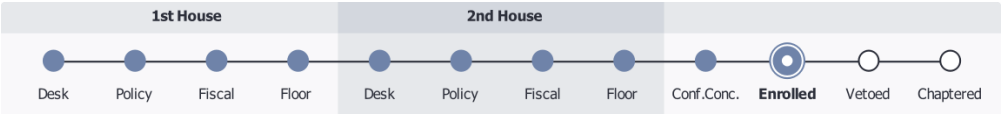


Location: 08/28/2025 - Senate DESK
Summary: The State Housing Law establishes statewide construction and occupancy standards for buildings used for human habitation. Current law requires a county's or city's building department to enforce the State Housing Law and the California Building Standards Code, and other rules and regulations promulgated pursuant to the State Housing Law pertaining to standards for buildings used for human habitation. Current law requires a county or city, upon the applicant's request, to contract with or employ temporarily a private entity or person to check the plans and specifications submitted with an application for a residential building permit to comply with the State Housing Law or local ordinances adopted pursuant to the State Housing Law, when the building department takes more than 30 days, as specified, to complete the plan check. Current law authorizes an enforcement agency to inspect any building to secure compliance with the State Housing Law and the California Building Standards Code, and other rules and regulations promulgated pursuant to the State Housing Law. This bill would require the building department to conduct an inspection of the permitted work for specified new residential constructions of a building and residential additions to an existing building within 10 business days of receiving a notice of the completion of the permitted work authorized by a building permit issued for those projects. (Based on 07/10/2025 text)

Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

SB 9 (**Arreguín, D**) **Accessory Dwelling Units: ordinances.**

Current Text: 09/03/2025 - Enrollment **HTML** **PDF**
Status: 09/03/2025 - Assembly amendments concurred in. (Ayes 30. Noes 3.) Ordered to engrossing and enrolling.

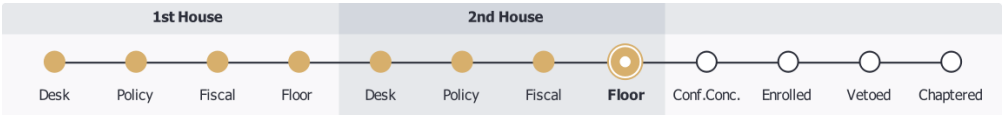


Location: 09/03/2025 - Senate ENROLLMENT
Summary: The Planning and Zoning Law requires a local agency to submit an accessory dwelling unit ordinance to the Department of Housing and Community Development within 60 days after adoption. The law authorizes the department to submit written findings to a local agency as to whether the ordinance complies with the standards. If the department finds that the ordinance does not comply with the standards, the law requires the department to provide a local agency reasonable time, no longer than 30 days, to respond to its findings. If the local agency does not amend its ordinance in response to those findings or does not adopt a resolution with findings explaining the reason the ordinance complies with the standards and addressing the department's findings, the law requires the department to notify the local agency and authorizes the department to notify the Attorney General that the local agency is in violation of state law. This bill would invalidate the ordinance if the local agency fails to submit a copy of the ordinance to the department within 60 days of adoption or fails to respond to the department's findings that the ordinance does not comply with the standards within 30 days, as described above. (Based on 06/19/2025 text)

Priority: (4) Standard
Subject: Planning, Land Use, Housing

SB 79 (**Wiener, D**) **Housing development: transit-oriented development.**

Current Text: 09/02/2025 - Amended **HTML** **PDF**
Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: The Housing Accountability Act requires a local agency that proposes to disapprove a housing development project, as defined, or to impose a condition that the project be developed at a lower density to base its decision on written findings supported by a preponderance of the evidence that specified conditions exist if that project complies with applicable, objective general plan, zoning, and subdivision standards and criteria in effect at the time that the application was deemed complete. The act authorizes the applicant, a person who would be eligible to apply for residency in the housing development project or emergency shelter, or a housing organization to bring an action to enforce the act's provisions, as provided, and provides for penalties if the court finds that the local agency is in violation of specified provisions of the act. This bill would require that a housing development project, as defined, within a specified distance of a transit-oriented development (TOD) stop, as defined, be an allowed use as a transit-oriented housing development on any site zoned for residential, mixed, or commercial development, if the development complies with applicable requirements, as specified. Among these requirements, the bill would require a project to include at least 5 dwelling units and establish requirements concerning height limits, density, and floor area ratio in accordance with a development's proximity to specified tiers of TOD stops, as provided. The bill would provide that, for the purposes of the Housing Accountability Act, a proposed development consistent with the applicable standards of these provisions as well as applicable local objective general plan and zoning standards shall be deemed consistent, compliant, and in conformity with prescribed requirements, as specified. The bill would provide that a local government that denies a project meeting the requirements of these provisions located in a high-resource area, as defined, would be presumed in violation of the Housing Accountability Act, as specified, and immediately liable for penalties, beginning on January 1, 2027, as provided. These provisions would not apply to a local agency until July 1, 2026, except as specified. The bill would specify that a development proposed pursuant to these provisions is eligible for streamlined, ministerial approval pursuant to specified law, except that the bill would exempt a project under these provisions from specified requirements, and would specify that the project is required to comply with certain affordability requirements, under that law. (Based on 09/02/2025 text)

Position: Oppose

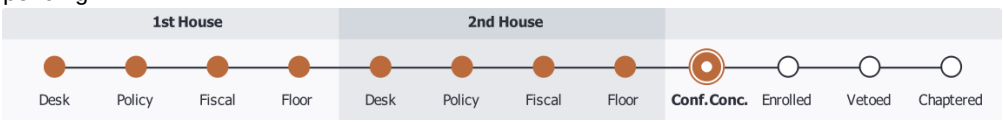
Priority: (2) Priority

Subject: Planning, Land Use, Housing

SB 92 (**Blakespear, D**) **Housing development: density bonuses.**

Current Text: 07/07/2025 - Amended **HTML** **PDF**

Status: 09/03/2025 - Read third time. Passed. Ordered to the Senate. In Senate. Concurrence in Assembly amendments pending.



Location: 09/03/2025 - Senate CONCURRENCE

Summary: The Density Bonus Law requires a city or county to provide a developer that proposes a housing development, as defined, within the city or county with a density bonus, other incentives or concessions, and waivers or reductions of development standards, as specified, if the developer agrees to construct specified units and meets other requirements. This bill would specify that a concession and incentive shall not result in a proposed project, as prescribed, with a specified commercial floor area ratio. The bill would also specify that certain provisions of the Density Bonus Law do not require a city, county, or city and county to approve, grant a concession or incentive requiring approval of, or waive or reduce development standards otherwise applicable to, transient lodging as part of a housing development, except as specified. (Based on 07/07/2025 text)

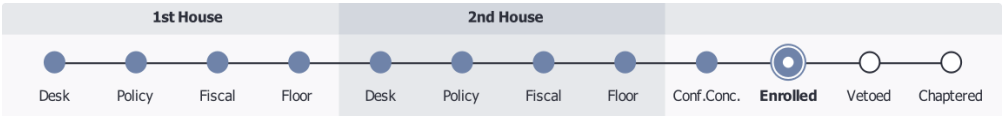
Priority: (5) Track/Watch

Subject: Planning, Land Use, Housing

SB 346 (**Durazo, D**) **Local agencies: transient occupancy taxes: short-term rental facilitator.**

Current Text: 09/02/2025 - Enrollment **HTML** **PDF**

Status: 09/02/2025 - Assembly amendments concurred in. (Ayes 40. Noes 0.) Ordered to engrossing and enrolling.



Location: 09/02/2025 - Senate ENROLLMENT

Summary: Current law authorizes a local authority, by ordinance or resolution, to regulate the occupancy of a room or rooms, or other living space, in a hotel, inn, tourist home or house, motel, or other lodging for a period of less than 30 days. This bill would authorize a local agency, defined to mean a city, county, or city and county, to enact an ordinance to require a short-term rental facilitator, as defined, to report, in the form and manner prescribed by the local agency, the physical address, including 9-digit ZIP Code, of each short-term rental, as defined, during the reporting period. The bill would also authorize a local agency to request additional information, as provided, when the physical address is not sufficient for the local agency to identify a specific short-term rental. The bill would authorize the local agency to impose an administrative fine or penalty for failure to file the report, and would authorize the local agency to initiate an audit of a short-term rental facilitator, as described. The bill would require a short-term rental facilitator, in a jurisdiction that has adopted an ordinance, to include in the listing of a short-term rental any applicable local license number associated with the short-term rental and any transient occupancy tax certification issued by a local agency. (Based on 07/07/2025 text)

Priority: (4) Standard

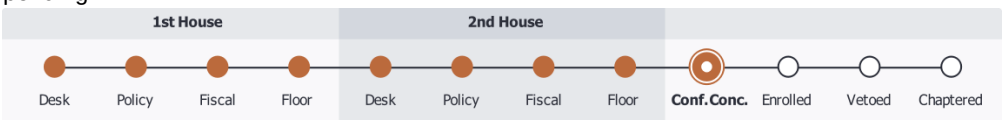
Subject: Municipal Funding and Procurement, Planning, Land Use, Housing

Misc2: League of Cities Sponsored

SB 358 (**Becker, D**) **Mitigation Fee Act: mitigating vehicular traffic impacts.**

Current Text: 07/07/2025 - Amended **HTML** **PDF**

Status: 09/03/2025 - Read third time. Passed. Ordered to the Senate. In Senate. Concurrence in Assembly amendments pending.



Location: 09/03/2025 - Senate CONCURRENCE

Summary: The Mitigation Fee Act imposes various requirements with respect to the establishment, increase, or imposition of a fee by a local agency as a condition of approval of a development project. Current law requires a local agency that imposes a fee on a housing development for the purpose of mitigating vehicular traffic impacts to set the rate for that fee, if the housing development satisfies all of certain prescribed characteristics, to reflect a lower rate of automobile trip generation associated with such housing developments in comparison with housing developments without the prescribed characteristics, unless the local agency adopts findings after a public hearing establishing that the housing development, even with those characteristics, would not generate fewer automobile trips than a housing development without those characteristics. This bill would require those findings to be supported by substantial evidence in the record before or as part of the housing development project approval process. (Based on 07/07/2025 text)

Position: Oppose

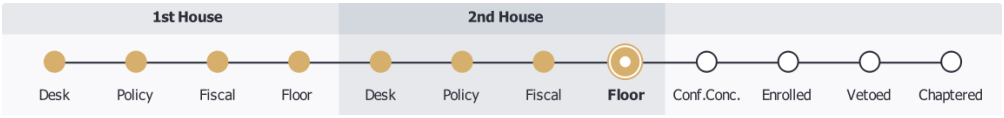
Priority: (4) Standard

Subject: Planning, Land Use, Housing

SB 415 (**Reyes, D**) **Planning and zoning: logistics use developments: truck routes.**

Current Text: 07/17/2025 - Amended **HTML** **PDF**

Status: 08/21/2025 - Read second time. Ordered to third reading.



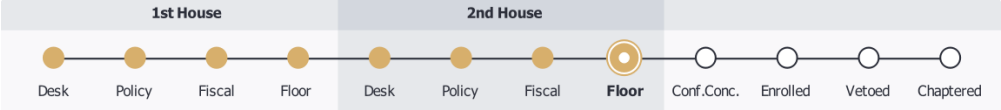
Location: 08/21/2025 - Assembly THIRD READING

Summary: Current law, beginning January 1, 2026, prescribes various statewide warehouse design and build standards for any proposed new or expanded logistics use developments, as specified, including, among other things, standards for building design and location, parking, truck loading bays, landscaping buffers, entry gates, and signage. Current law defines various terms, including “21st century warehouse,” and “tier 1 21st century warehouse,” for purposes of those provisions as logistics uses that, among other things, comply with specified building and energy efficiency standards, including requirements related to the availability of conduits and electrical hookups to power climate control equipment at loading bays, as specified. Current law, subject to specified exceptions, defines “logistics use” for these purposes to mean a building in which cargo, goods, or products are moved or stored for later distribution to business or retail customers, or both, that does not predominantly serve retail customers for onsite purchases, and heavy-duty trucks are primarily involved in the movement of the cargo, goods, or products. This bill would clarify that a 21st century warehouse and a tier 1 21st century warehouse are required to comply with those standards as are in effect at the time that the building permit for a development of a 21st century warehouse is issued and make other clarifying changes relating to permissibility of use of conduits and electrical hookups at loading bays at those locations. The bill would revise the definition of “logistics use” and instead define “logistics use development” for these purposes to mean a building that is primarily used as a warehouse for

the movement or the storage of cargo, goods, or products that are moved to business or retail customers, or both, that does not predominantly serve retail customers for onsite purchases, and heavy-duty trucks are primarily involved in the movement of the cargo, goods, or products. (Based on 07/17/2025 text)

Priority: (2) Priority
Subject: Planning, Land Use, Housing

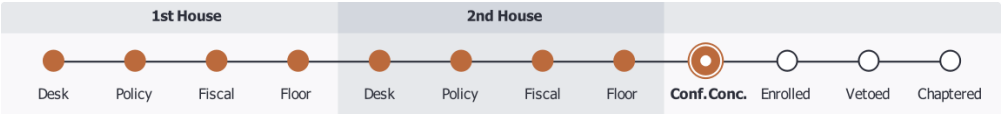
SB 456 (**Ashby, D**) **Contractors: exemptions: muralists.**
Current Text: 04/02/2025 - Amended **HTML** **PDF**
Status: 08/21/2025 - Read second time. Ordered to third reading.



Location: 08/21/2025 - Assembly THIRD READING
Summary: The Contractors State License Law establishes the Contractors State License Board within the Department of Consumer Affairs and sets forth its powers and duties relating to the licensure and regulation of contractors. Current law makes it a misdemeanor for a person to engage in the business, or act in the capacity, of a contractor without a license, unless exempted. Current law exempts from the Contractors State License Law a nonprofit corporation providing assistance to an owner, as specified. This bill would exempt from that law an artist who draws, paints, applies, executes, restores, or conserves a mural, as defined, pursuant to an agreement with a person who could legally authorize the work. (Based on 04/02/2025 text)

Position: Support
Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: League of Cities Sponsored

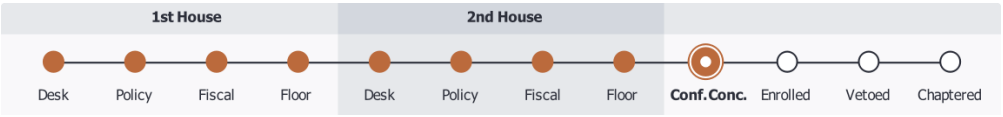
SB 489 (**Arreguín, D**) **Local agency formation commissions: written policies and procedures: Permit Streamlining Act: housing development projects.**
Current Text: 08/26/2025 - Amended **HTML** **PDF**
Status: 09/03/2025 - Read third time. Passed. Ordered to the Senate. In Senate. Concurrence in Assembly amendments pending.



Location: 09/03/2025 - Senate CONCURRENCE
Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 governs the procedures for the formation and change of organization of cities and special districts and establishes a local agency formation commission in each county consisting of members appointed as provided. The act expresses the intent of the Legislature that each local agency formation commission, by January 1, 2002, establish written policies and procedures and exercise its powers in a way that encourages and provides planned, well-ordered, efficient urban development patterns, as specified. The act requires these written policies and procedures to include forms to be used for various submittals to the commission, as provided. The act requires each commission to provide access to notices and other information to the public on an internet website, as specified, including notice of all public hearings and commission meetings. This bill would require that each local agency formation commission establish the written policies and procedures described above. The bill would require that the written policies and procedures include any forms necessary for a complete application to the commission concerning a proposed change of organization or reorganization. (Based on 08/26/2025 text)

Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

SB 499 (**Stern, D**) **Residential projects: fees and charges.**
Current Text: 08/20/2025 - Amended **HTML** **PDF**
Status: 09/03/2025 - Read third time. Passed. Ordered to the Senate. In Senate. Concurrence in Assembly amendments pending.



Location: 09/03/2025 - Senate CONCURRENCE

Summary: The Mitigation Fee Act imposes various requirements with respect to the establishment, increase, or imposition of a fee by a local agency as a condition of approval of a development project. If a local agency imposes any fees or charges on designated residential developments for the construction of public improvements or facilities, current law imposes various conditions on the fees and charges. Among these conditions, existing law prohibits the local agency from requiring the payment of those fees or charges until the date the first certificate of occupancy or first temporary certificate of occupancy is issued, whichever occurs first, except as specified. Current law, for designated residential development projects, authorizes the local agency to collect utility service fees related to connections at the time an application for service is received if those fees do not exceed the costs incurred by the utility provider resulting from the connection activities. This bill would additionally authorize a local agency to collect utility service charges related to connections at the time an application is received, as described above. (Based on 08/20/2025 text)

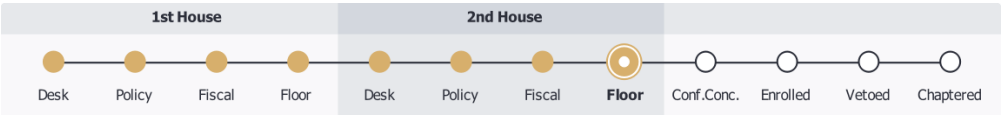
Priority: (4) Standard

Subject: Planning, Land Use, Housing, Public Safety

SB 710 (**Blakespear, D**) **Property taxation: active solar energy systems.**

Current Text: 09/02/2025 - Amended **HTML** **PDF**

Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: The California Constitution generally limits the maximum rate of ad valorem tax on real property to 1% of the full cash value of the property and defines “full cash value” for these purposes as the appraised value of real property when purchased, newly constructed, or a change in ownership has occurred after the 1975 assessment. Pursuant to constitutional authorization, current property tax law excludes from the definition of “newly constructed” for these purposes the construction or addition of any active solar energy system, as defined, through the 2025–26 fiscal year. Under current property tax law, this exclusion remains in effect only until there is a subsequent change in ownership, but an active solar energy system that qualifies for the exclusion before January 1, 2027, continues to receive the exclusion until there is a subsequent change in ownership. Current law repeals these exclusion provisions on January 1, 2027. This bill would remove the repeal of the existing active solar energy system exclusion. (Based on 09/02/2025 text)

Position: Oppose

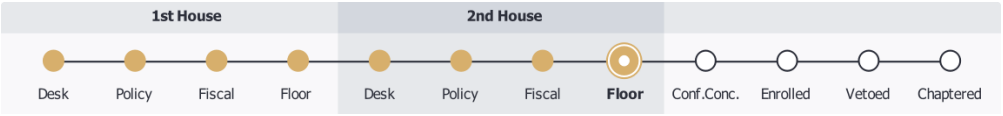
Priority: (4) Standard

Subject: Planning, Land Use, Housing

SB 786 (**Arreguín, D**) **Planning and zoning: general plan: judicial challenges.**

Current Text: 09/02/2025 - Amended **HTML** **PDF**

Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

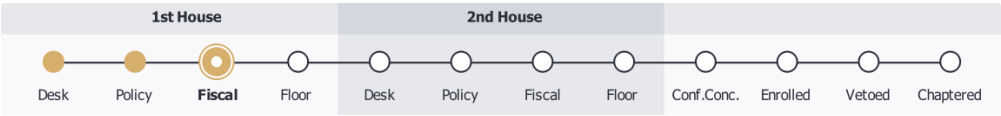
Summary: The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city, and of certain land outside its boundaries, and requires the general plan to contain specified mandatory elements. Current law specifies that these provisions generally do not apply to a charter city, but requires a charter city to adopt a general plan that contains the mandatory elements, among other things. Current law prescribes a process to challenge the validity of a general plan. Among other things, existing law requires a petitioner to request a hearing or trial, as specified. Current law requires a court to set a date for the hearing or trial to be heard no later than 120 days after the filing of the request, as specified. Current law authorizes a court to continue for a reasonable time the date of the hearing or trial upon written motion and finding of good cause. Current law requires a court to grant the petitioner temporary relief if the court grants a continuance to a respondent, as specified. This bill would apply to the above-described process to challenge the validity of a general plan to a charter city and state that this is declaratory of existing law. The bill would limit the period for which a court may continue a trial or hearing, as described above, to no more than 60 days and would additionally authorize a court to grant a continuance on the court’s own motion. The bill

would extend the requirement that a court grant temporary relief, as described above, in any instance in which the court orders a continuance, rather than only if the court grants a continuance to a respondent. (Based on 09/02/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

SB 789 (**Menjivar, D**) **Taxation: information returns: vacant commercial real property.**

Current Text: 04/30/2025 - Amended **HTML** **PDF**
Status: 05/23/2025 - May 23 hearing: Held in committee and under submission.



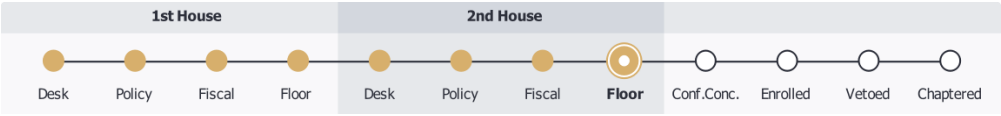
Location: 05/12/2025 - Senate APPR. SUSPENSE FILE
Summary: Current statutory law, the Documentary Transfer Tax Act, authorizes the imposition of a tax by a county or city, as provided, with respect to specified instruments that transfer specified interests in real property. Current law establishes the California Department of Tax and Fee Administration for the purpose of administering various taxes. This bill would require a person, as defined, that owns commercial property, as defined, in this state to register with the department, as provided. The bill would require every person owning commercial real property in this state to file an information return each year by a date determined by the department, as provided. The bill would require the information return to include specified information, including, among other requirements, whether any buildings or portions of buildings were vacant in the previous calendar year. The bill would authorize extensions of the time for a person to file an information return under specified circumstances, including for good cause. The bill would impose on any person who fails or refuses to timely furnish a return required by its provisions a penalty of $100 per commercial property that the person fails or refuses to timely furnish the information return. The bill would authorize the Director of Finance to make a loan from the General Fund to the department to implement those provisions, and would require any loan to be repaid from revenues from penalties imposed. (Based on 04/30/2025 text)

Priority: (4) Standard
Subject: Municipal Funding and Procurement, Planning, Land Use, Housing

Public Safety

AB 15 (**Gipson, D**) **Open unsolved homicide: review and reinvestigation.**

Current Text: 07/16/2025 - Amended **HTML** **PDF**
Status: 08/29/2025 - From committee: Do pass. (Ayes 5. Noes 0.) (August 29). Read second time. Ordered to third reading.



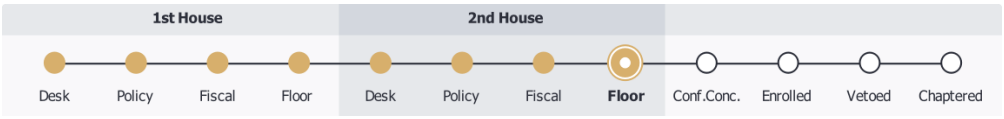
Location: 08/29/2025 - Senate THIRD READING
Summary: Current law defines murder as the unlawful killing of a human being, or a fetus, with malice aforethought. Existing law also defines manslaughter as the unlawful killing of a human being without malice, and establishes 3 kinds of manslaughter: voluntary, involuntary, and vehicular. This bill would require a law enforcement agency to review the casefile regarding an open unsolved homicide upon written application by certain persons to determine if a reinvestigation would result in probative investigative leads, as specified. The bill would define a homicide to include murder and manslaughter and an open unsolved homicide as a homicide committed after January 1, 1990, but no less than 3 years prior to the date of the application for case review, that was investigated by a law enforcement agency, for which all probative investigative leads have been exhausted and for which no suspect has been identified. If the review determines that a reinvestigation would result in probative investigative leads, this bill would require a reinvestigation, as specified. (Based on 07/16/2025 text)

Priority: (5) Track/Watch
Subject: Public Safety

AB 237 (**Patel, D**) **Crimes: threats.**

Current Text: 07/03/2025 - Amended **HTML** **PDF**

Status: 08/29/2025 - From committee: Do pass. (Ayes 7. Noes 0.) (August 29). Read second time. Ordered to third reading.



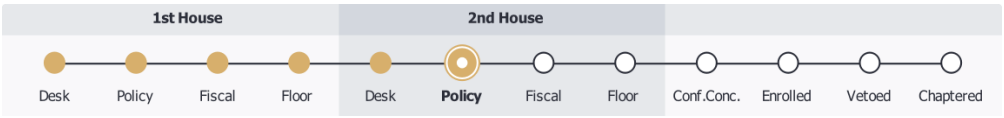
Location: 08/29/2025 - Senate THIRD READING

Summary: Current law makes it a crime to willfully threaten to commit a crime that will result in death or great bodily injury to another person, with the specific intent that the statement is to be taken as a threat that, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened a gravity of purpose and an immediate prospect of execution of the threat, and thereby reasonably causes the threatened person to be in sustained fear for their own safety or the safety of their immediate family, as defined. Under current law, this crime is punishable by imprisonment in a county jail for no more than one year for a misdemeanor, or by imprisonment in state prison for a felony. This bill would make it a crime for a person to willfully threaten, by any means, including, but not limited to, an image or threat posted or published on an internet web page, to commit a crime at specified locations, including a daycare and workplace, with specific intent that the statement is be taken as a threat, even if there is no intent of actually carrying it out, if the threat, on its face and under the circumstances in which it is made is so unequivocal, unconditional, immediate, and specific as to convey to the person or persons threatened a gravity of purpose and an immediate prospect of execution of the threat, and if the threat causes a person or person to reasonably be in sustained fear for their own safety or the safety of others at the specified locations. (Based on 07/03/2025 text)

Position: Support
Priority: (4) Standard
Subject: Public Safety

AB 262 (**Caloza, D**) **California Individual Assistance Act.**

Current Text: 05/23/2025 - Amended **HTML** **PDF**
Status: 06/11/2025 - Referred to Com. on G.O.



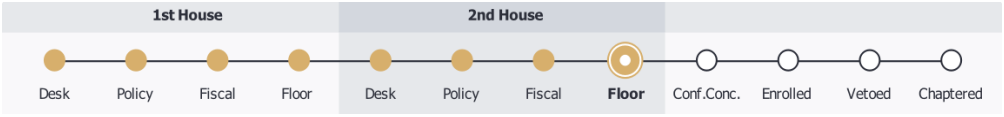
Location: 06/11/2025 - Senate Governmental Organization

Summary: The California Disaster Assistance Act requires the Director of Emergency Services to provide financial assistance to local agencies for their personnel costs, equipment costs, and the cost of supplies and materials used during disaster response activities, incurred as a result of a state of emergency proclaimed by the Governor, subject to specified criteria. The act continuously appropriates moneys in the Disaster Assistance Fund and its subsidiary account, the Earthquake Emergency Investigations Account, without regard to fiscal year, for purposes of the act. This bill would enact the California Individual Assistance Act to establish a grant program to provide financial assistance, upon appropriation by the Legislature, to local agencies, community-based organizations, and individuals for specified costs related to a disaster, as prescribed. The bill would require the director to allocate from the fund, subject to specified conditions, funds to meet the cost of expenses for those purposes. (Based on 05/23/2025 text)

Priority: (6) Info only
Subject: Municipal Funding and Procurement, Public Safety
Misc2: League of Cities Sponsored

AB 339 (**Ortega, D**) **Local public employee organizations: notice requirements.**

Current Text: 08/29/2025 - Amended **HTML** **PDF**
Status: 09/04/2025 - Set for Hearing Supplemental File 9/4/2025



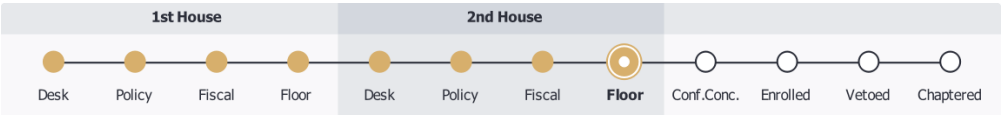
Location: 09/02/2025 - Senate THIRD READING

Summary: The Meyers-Milias-Brown Act contains various provisions that govern collective bargaining of local represented employees and delegates jurisdiction to the Public Employment Relations Board to resolve disputes and enforce the statutory duties and rights of local public agency employers and employees. Current law requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations. Current law requires the governing body of a public agency, and boards and commissions designated by law or by the governing body, to give reasonable

written notice, except in cases of emergency, as specified, to each recognized employee organization affected of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be adopted by the governing body or the designated boards and commissions. This bill would require the governing body of a public agency, and boards and commissions designated by law or by the governing body of a public agency, to give the recognized employee organization no less than 45 days' written notice before issuing a request for proposals, request for quotes, or renewing or extending an existing contract to perform services that are within the scope of work of the job classifications represented by the recognized employee organization, subject to certain exceptions. The bill would require the notice to include specified information, including the anticipated duration of the contract. (Based on 08/29/2025 text)

Position: Oppose
Priority: (3) Significant
Subject: Human Resources, Public Safety

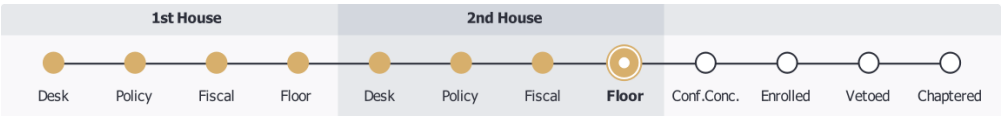
AB 400 (**Pacheco, D**) **Commission on Peace Officer Standards and Training: police canines.**
Current Text: 08/29/2025 - Amended **HTML** **PDF**
Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Senate THIRD READING
Summary: Would require, on or before July 1, 2027, the Commission on Peace Officer Standards and Training to study and issue recommendations to the Legislature on the use of canines by law enforcement. The bill would require the commission to consider in its recommendations, among other things, instances of appropriate patrol use with a canine, as specified, and instances of appropriate use with a canine for detection, as specified. The bill would repeal these provisions on July 1, 2031. (Based on 08/29/2025 text)

Position: Support
Priority: (4) Standard
Subject: Public Safety

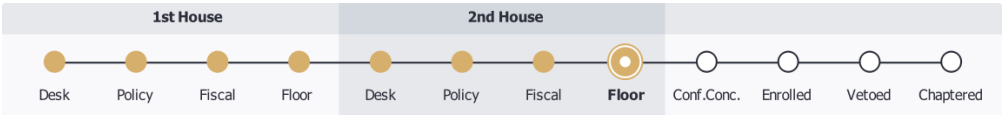
AB 476 (**González, Mark, D**) **Metal theft.**
Current Text: 08/29/2025 - Amended **HTML** **PDF**
Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Senate THIRD READING
Summary: Current law governs the business of buying, selling, and dealing in secondhand and used machinery and all ferrous and nonferrous scrap metals and alloys, also known as "junk." Current law requires junk dealers and recyclers to keep a written record of all sales and purchases made in the course of their business, including the place and date of each sale or purchase of junk and a description of the item or items, as specified. Current law requires the written record to include a statement indicating either that the seller of the junk is the owner of it, or the name of the person they obtained the junk from, as shown on a signed transfer document. This bill would require junk dealers and recyclers to include additional information in the written record, including the time and amount paid for each sale or purchase of junk made, and the name of the employee handling the transaction. The bill would revise the type of information required to be included in the description of the item or items of junk purchased or sold, as specified. The bill would require the statement referenced above indicating ownership or the name of the person from whom the seller obtained the junk from to be signed and would require the statement to include specified information, including the legal name, date of birth, and place of residence of the seller. (Based on 08/29/2025 text)

Position: Support
Priority: (4) Standard
Subject: Public Safety, Transportation & Infrastructure
Misc2: League of Cities Sponsored

AB 992 (**Irwin, D**) **Peace officers.**
Current Text: 09/03/2025 - Amended **HTML** **PDF**
Status: 09/03/2025 - Read third time and amended. Ordered to second reading.



Location: 09/03/2025 - Senate SECOND READING

Summary: Current law requires the Chancellor of the California Community Colleges, in consultation with specified entities, to develop a modern policing degree program and to prepare and submit a report to the Legislature outlining a plan to implement the program. Current law establishes the Commission on Peace Officer Standards and Training within the Department of Justice and requires the commission to approve and adopt the education criteria for peace officers, based on the recommendations in the report. This bill would repeal the requirement for the commission to approve and adopt the criteria described above. (Based on 09/03/2025 text)

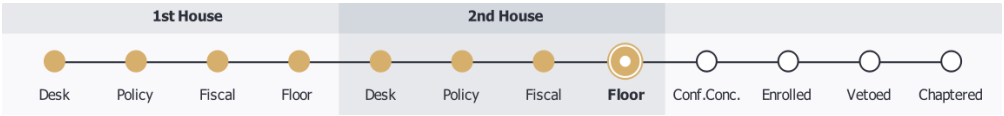
Priority: (5) Track/Watch

Subject: Public Safety

AB 1263 (**Gipson, D**) **Firearms: ghost guns.**

Current Text: 03/24/2025 - Amended **HTML** **PDF**

Status: 08/29/2025 - From committee: Do pass. (Ayes 5. Noes 2.) (August 29). Read second time. Ordered to third reading.



Location: 08/29/2025 - Senate THIRD READING

Summary: Current law makes it a crime for a person to manufacture or cause to be manufactured specified firearms. Current law prohibits a person, other than a state-licensed firearms manufacturer, from using a computer numerical control (CNC) milling machine or three-dimensional printer to manufacture a firearm. This bill would prohibit a person from knowingly or willfully causing another person to engage in the unlawful manufacture of firearms or knowingly or willfully aiding, abetting, prompting, or facilitating the unlawful manufacture of firearms, including the manufacture of assault weapons or .50 BMG rifles or the manufacture of any firearm using a three-dimensional printer or CNC milling machine, as specified. (Based on 03/24/2025 text)

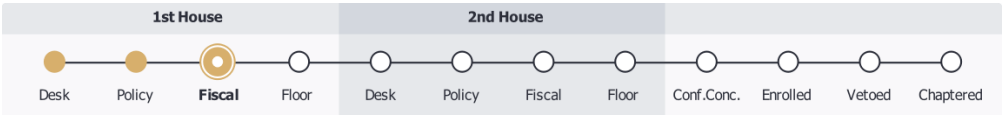
Priority: (5) Track/Watch

Subject: Public Safety

AB 1284 (**Committee on Emergency Management**) **Emergency services: catastrophic plans: recovery frameworks.**

Current Text: 02/21/2025 - Introduced **HTML** **PDF**

Status: 05/23/2025 - In committee: Held under submission.



Location: 04/30/2025 - Assembly APPR. SUSPENSE FILE

Summary: Would require the Office of Emergency Services (OES) to develop state recovery frameworks for California's catastrophic plans, as provided. The bill would also require the governing body of a political subdivision, as defined, to develop regional recovery frameworks for California's catastrophic plans and would require OES to provide technical assistance in this regard. This bill would require OES and the governing bodies of political subdivisions, in developing recovery frameworks, to incorporate lessons learned from recent major disasters. The bill would require the recovery frameworks to be consistent with guidance from the Federal Emergency Management Agency and to address, at a minimum, specified recovery support functions, including economic recovery, health and social services, and infrastructure systems. The bill would require OES to use, to the greatest extent possible, federal preparedness grant funding to offset the state, local, and tribal government costs associated with developing recovery frameworks. The bill would require the state and regional recovery frameworks to be completed by January 15, 2027. By imposing new duties on local agencies, this bill would impose a state-mandated local program. (Based on 02/21/2025 text)

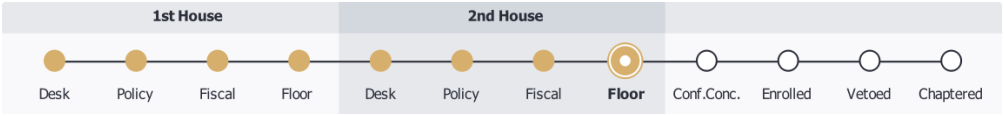
Priority: (6) Info only

Subject: Public Safety

SB 19 (**Rubio, D**) **Threats: schools and places of worship.**

Current Text: 05/23/2025 - Amended **HTML** **PDF**

Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Assembly THIRD READING

Summary: Would make a person who willfully threatens to commit a crime which will result in death or great bodily injury to any person who may be on the grounds of a school or place of worship, with specific intent and under certain circumstances, and if the threat causes a person or persons reasonably to be in sustained fear for their own safety or the safety of another person, guilty of a misdemeanor or felony punishable by imprisonment in a county jail for a specified term, except that if the person is under 18 years of age, the bill would make the person guilty of an infraction and require the person to be referred to specified services in lieu of being declared a ward of the court, as specified. By creating a new crime and imposing additional duties on local governments this bill would impose a state-mandated local program. (Based on 05/23/2025 text)

Position: Support

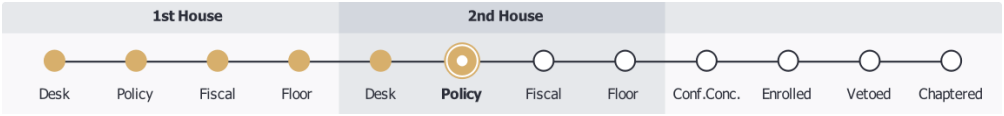
Priority: (2) Priority

Subject: Public Safety

SB 48 (**Gonzalez, D**) **Immigration enforcement: schoolsites: prohibitions on access and sharing information.**

Current Text: 07/09/2025 - Amended **HTML** **PDF**

Status: 07/14/2025 - July 15 set for first hearing canceled at the request of author.



Location: 07/02/2025 - Assembly Judiciary

Summary: Would prohibit school districts, county offices of education, or charter schools and their personnel, to the extent possible, from granting permission to an immigration authority to access the nonpublic areas of a schoolsite, producing a pupil for questioning by an immigration authority at a schoolsite, or consenting to a search of any kind of the nonpublic areas of a schoolsite by an immigration authority, unless the immigration authority presents a valid judicial warrant or court order. The bill would require a local educational agency and its personnel, when presented with a valid judicial warrant or court order to carry out the above-described actions, to (1) request valid identification and a written statement of purpose from the immigration authority and retain copies of those documents and (2), as early as possible, notify the designated local educational agency administrator of the request and advise the immigration authority that the local educational agency administrator is required to provide direction before access to the nonpublic areas of a schoolsite or pupil may be granted. The bill would require a local educational agency and its personnel, if an immigration authority does not present a valid judicial warrant or court order, to (1), as early as possible, notify the designated local educational agency administrator of the request, (2) deny the immigration authority access to the nonpublic areas of the schoolsite, and (3) make a reasonable effort to have the denial witnessed and documented. The bill would also prohibit a local educational agency and its personnel from disclosing or providing, in writing, verbally, or in any other manner, the education records of or any information about a pupil, pupil's family and household, school employee, or teacher to an immigration authority without a valid judicial warrant or court order directing the local educational agency or its personnel to do so. The bill would also require the Attorney General to publish model policies to assist K–12 schools in responding to immigration issues pursuant to the above-described requirements. By imposing additional duties on local educational agencies, the bill would impose a state-mandated local program. (Based on 07/09/2025 text)

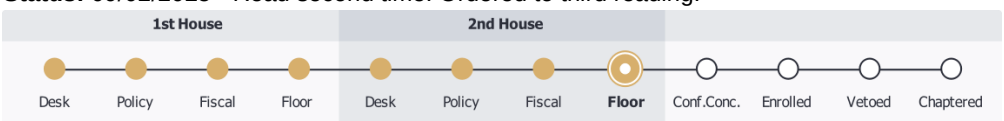
Priority: (5) Track/Watch

Subject: Public Safety

SB 274 (**Cervantes, D**) **Automated license plate recognition systems.**

Current Text: 07/17/2025 - Amended **HTML** **PDF**

Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Assembly THIRD READING

Summary: Current law prohibits a public agency, which includes the state, a city, a county, a city and county, or any agency or political subdivision of the state, a city, a county, or a city and county, including, but not limited to, a law enforcement agency, from selling, sharing, or transferring automated license plate recognition (ALPR) information, except

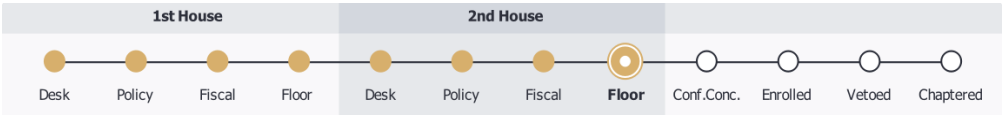
to another public agency, and only as otherwise permitted by law. Current law defines ALPR information as information or data collected through the use of an ALPR system. This bill would provide that "public agency" does not include a transportation agency, as specified. The bill would authorize a law enforcement agency to use ALPR information only for purposes of locating vehicles or persons when either are reasonably suspected of being involved in the commission of a public offense. The bill would prohibit a public agency from retaining ALPR information for more than 60 days after the date of collection if it does not match information on an authorized hot list, as defined. (Based on 07/17/2025 text)

Position: Oppose
Priority: (3) Significant
Subject: Public Safety

SB 385 (**Seyarto, R**) **Peace officers.**

Current Text: 04/10/2025 - Amended **HTML** **PDF**

Status: 07/17/2025 - From consent calendar on motion of Assembly Member Garcia. Ordered to third reading.



Location: 07/17/2025 - Assembly THIRD READING

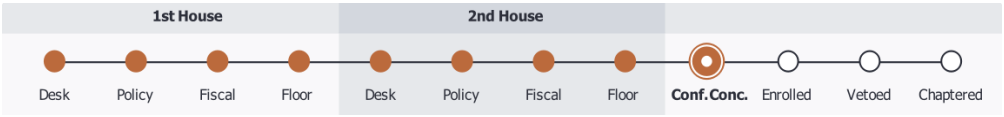
Summary: Current law required the Chancellor of the California Community Colleges, on or before June 1, 2023, in consultation with specified entities, to develop a modern policing degree program and to prepare and submit a report to the Legislature outlining a plan to implement the program. Current law establishes the Commission on Peace Officer Standards and Training within the Department of Justice and requires the commission, within 2 years of the submission of the report, to approve and adopt the education criteria for peace officers, based on the recommendations in the report. This bill would repeal the requirement for the commission to approve and adopt the criteria described above. (Based on 04/10/2025 text)

Position: Support
Priority: (4) Standard
Subject: Public Safety

SB 499 (**Stern, D**) **Residential projects: fees and charges.**

Current Text: 08/20/2025 - Amended **HTML** **PDF**

Status: 09/03/2025 - Read third time. Passed. Ordered to the Senate. In Senate. Concurrence in Assembly amendments pending.



Location: 09/03/2025 - Senate CONCURRENCE

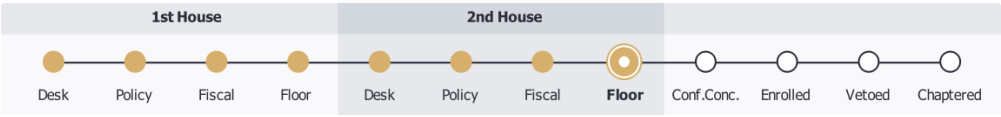
Summary: The Mitigation Fee Act imposes various requirements with respect to the establishment, increase, or imposition of a fee by a local agency as a condition of approval of a development project. If a local agency imposes any fees or charges on designated residential developments for the construction of public improvements or facilities, current law imposes various conditions on the fees and charges. Among these conditions, existing law prohibits the local agency from requiring the payment of those fees or charges until the date the first certificate of occupancy or first temporary certificate of occupancy is issued, whichever occurs first, except as specified. Current law, for designated residential development projects, authorizes the local agency to collect utility service fees related to connections at the time an application for service is received if those fees do not exceed the costs incurred by the utility provider resulting from the connection activities. This bill would additionally authorize a local agency to collect utility service charges related to connections at the time an application is received, as described above. (Based on 08/20/2025 text)

Priority: (4) Standard
Subject: Planning, Land Use, Housing, Public Safety

SB 634 (**Pérez, D**) **Local government: homelessness.**

Current Text: 06/24/2025 - Amended **HTML** **PDF**

Status: 07/17/2025 - Read second time. Ordered to third reading.



Location: 07/17/2025 - Assembly THIRD READING

Summary: Current law establishes procedures for the enactment of ordinances by counties and cities and makes a violation of a county or city ordinance, as applicable, a misdemeanor unless by ordinance it is made an infraction. This bill would prohibit a local jurisdiction from adopting a local ordinance, or enforcing an existing ordinance, that prohibits a person or organization from providing support services, as specified, to a person who is homeless or assisting a person who is homeless with any act related to basic survival. The bill would define various terms for these purposes. The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities. (Based on 06/24/2025 text)

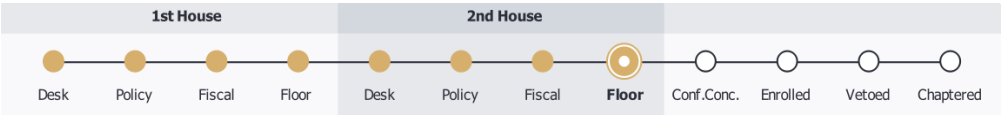
Priority: (5) Track/Watch

Subject: Governance, Human Services, Recreation, Quality of Life, Public Safety

SB 720 (**Ashby, D**) **Automated traffic enforcement system programs.**

Current Text: 09/02/2025 - Amended **HTML** **PDF**

Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: Current law authorizes the limit line, intersection, or other places where a driver is required to stop to be equipped with an automated traffic enforcement system if the governmental agency utilizing the system meets certain requirements, including identifying the system with signs and ensuring that the system meets specified criteria on minimum yellow light change intervals. Current law authorizes, until January 1, 2032, the Cities of Los Angeles, San Jose, Oakland, Glendale, and Long Beach, and the City and County of San Francisco to establish a speed safety system pilot program for speed enforcement that utilizes a speed safety system in specified areas, if the system meets specified requirements. Current law prescribes specified requirements for a notice of violation issued pursuant to these provisions, and requires a violation of a speed law that is recorded by a speed safety system to be subject only to a specified civil penalty. This bill would additionally authorize a city, county, or city and county to establish an automated traffic enforcement system program to use those systems to detect a violation of a traffic control signal, if the system meets specified requirements. The bill would require a violation of a traffic control signal that is recorded by an automated traffic enforcement system to be subject to escalating civil penalties, as specified. The bill would, among other things, provide for the issuance of a notice of violation, an initial review, an administrative hearing, and an appeals process, as specified, for a violation under this program. The bill would clarify that a local jurisdiction may utilize an automated traffic enforcement system pursuant to these provisions or the above-described provisions authorizing the utilization of an automated traffic enforcement system. (Based on 09/02/2025 text)

Priority: (5) Track/Watch

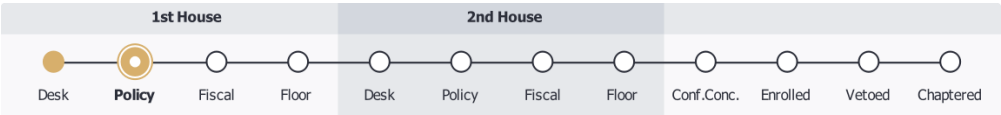
Subject: Public Safety

State Budget Act

AB 227 (**Gabriel, D**) **Budget Act of 2025.**

Current Text: 01/10/2025 - Introduced **HTML** **PDF**

Status: 02/03/2025 - Referred to Com. on BUDGET.



Location: 02/03/2025 - Assembly Budget

Summary: Would make appropriations for the support of state government for the 2025–26 fiscal year. This bill contains other related provisions. (Based on 01/10/2025 text)

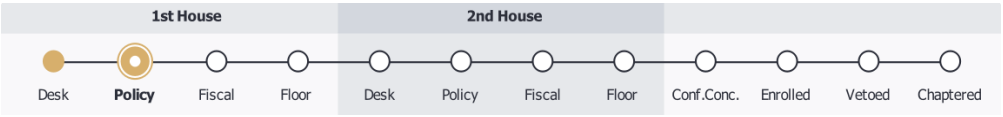
Priority: (6) Info only

Subject: State Budget Act

SB 65 (**Wiener, D**) **Budget Act of 2025.**

Current Text: 01/10/2025 - Introduced **HTML** **PDF**

Status: 01/13/2025 - Read first time.



Location: 01/10/2025 - Senate Budget and Fiscal Review

Summary: Would make appropriations for the support of state government for the 2025–26 fiscal year. (Based on 01/10/2025 text)

Priority: (5) Track/Watch

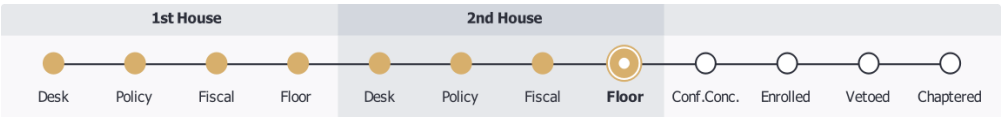
Subject: State Budget Act

Transportation & Infrastructure

AB 476 (**González, Mark, D**) **Metal theft.**

Current Text: 08/29/2025 - Amended **HTML** **PDF**

Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Senate THIRD READING

Summary: Current law governs the business of buying, selling, and dealing in secondhand and used machinery and all ferrous and nonferrous scrap metals and alloys, also known as “junk.” Current law requires junk dealers and recyclers to keep a written record of all sales and purchases made in the course of their business, including the place and date of each sale or purchase of junk and a description of the item or items, as specified. Current law requires the written record to include a statement indicating either that the seller of the junk is the owner of it, or the name of the person they obtained the junk from, as shown on a signed transfer document. This bill would require junk dealers and recyclers to include additional information in the written record, including the time and amount paid for each sale or purchase of junk made, and the name of the employee handling the transaction. The bill would revise the type of information required to be included in the description of the item or items of junk purchased or sold, as specified. The bill would require the statement referenced above indicating ownership or the name of the person from whom the seller obtained the junk from to be signed and would require the statement to include specified information, including the legal name, date of birth, and place of residence of the seller. (Based on 08/29/2025 text)

Position: Support

Priority: (4) Standard

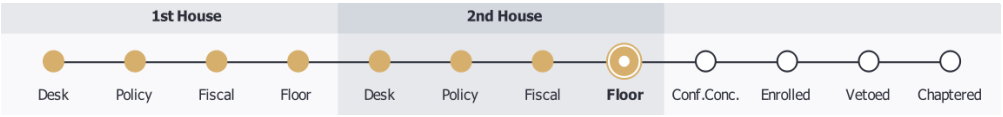
Subject: Public Safety, Transportation & Infrastructure

Misc2: League of Cities Sponsored

AB 978 (**Hoover, R**) **Department of Transportation and local agencies: streets and highways: recycled materials.**

Current Text: 07/01/2025 - Amended **HTML** **PDF**

Status: 07/08/2025 - Read second time. Ordered to third reading.



Location: 07/08/2025 - Senate THIRD READING

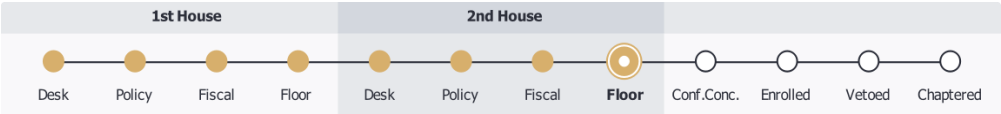
Summary: The California Integrated Waste Management Act of 1989 requires the Director of Transportation, upon consultation with the Department of Resources Recycling and Recovery, to review and modify all bid specifications relating to the purchase of paving materials and base, subbase, and pervious backfill materials using certain recycled materials. Current law requires the specifications to be based on standards developed by the Department of Transportation for recycled paving materials and for recycled base, subbase, and pervious backfill materials. Current law requires a local agency that has jurisdiction over a street or highway, to the extent feasible and cost effective, to apply standard specifications that allow for the use of recycled materials in streets and highways, except as provided. Current law requires, until January 1, 2027, those standard specifications to allow recycled materials at or above the level allowed in the department’s standard specifications that went into effect on October 22, 2018, for specified materials. This bill would

indefinitely require a local agency's standard specifications to allow recycled materials at a level no less than the level allowed in the department's specifications for those specified materials. If a local agency's standard specifications do not allow for the use of recycled materials at a level that is equal to or greater than the level allowed in the department's standard specifications on the basis that the use of those recycled materials at those levels is not feasible, the bill would authorize a person bidding on a contract to supply materials subject to those specifications to request the local agency to provide the reason for that determination upon request and would require the local agency to respond to that request, as specified. (Based on 07/01/2025 text)

Priority: (5) Track/Watch
Subject: Transportation & Infrastructure

SB 71 (**Wiener, D**) **California Environmental Quality Act: exemptions: transit projects.**

Current Text: 09/02/2025 - Amended **HTML** **PDF**
Status: 09/03/2025 - Read second time. Ordered to third reading.



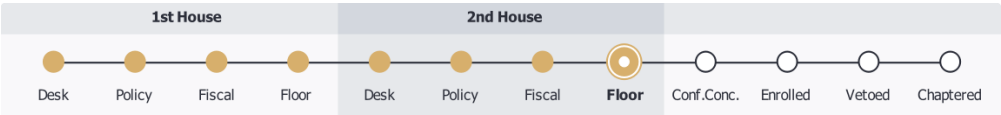
Location: 09/03/2025 - Assembly THIRD READING
Summary: The California Environmental Quality Act (CEQA) requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA, until January 1, 2030, exempts from its requirements active transportation plans, pedestrian plans, or bicycle transportation plans for the restriping of streets and highways, bicycle parking and storage, signal timing to improve street and highway intersection operations, and the related signage for bicycles, pedestrians, and vehicles. This bill would extend the operation of the above-mentioned exemption indefinitely. The bill would also exempt a transit comprehensive operational analysis, as defined, a transit route readjustment, or other transit agency route addition, elimination, or modification, from the requirements of CEQA. Because a lead agency would be required to determine whether a plan qualifies for this exemption, the bill would impose a state-mandated local program. (Based on 09/02/2025 text)

Priority: (3) Significant
Subject: Transportation & Infrastructure

Trash, Recycling, Water, Resources

AB 1207 (**Irwin, D**) **Climate change: market-based compliance mechanism: price ceiling.**

Current Text: 03/17/2025 - Amended **HTML** **PDF**
Status: 08/20/2025 - Read second time. Ordered to third reading.

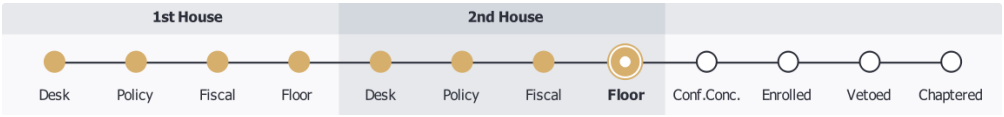


Location: 08/20/2025 - Senate THIRD READING
Summary: The California Global Warming Solutions Act of 2006, until January 1, 2031, authorizes the State Air Resources Board to adopt a regulation establishing a system of market-based declining aggregate emissions limits for sources or categories of sources that emit greenhouse gases (market-based compliance mechanism) that meets certain requirements. Current law requires the state board, in adopting the regulation to, among other things, establish a price ceiling for emission allowances sold by the state board. Current law requires the state board, in establishing the price ceiling, to consider specified factors, including the full social cost associated with emitting a metric ton of greenhouse gases. This bill would require the state board to instead consider the full social cost associated with emitting a metric ton of greenhouse gases, as determined by the United States Environmental Protection Agency in November 2023. (Based on 03/17/2025 text)

Priority: (6) Info only
Subject: Trash, Recycling, Water, Resources

SB 454 (**McNerney, D**) **State Water Resources Control Board: PFAS Mitigation Program.**

Current Text: 09/02/2025 - Amended **HTML** **PDF**
Status: 09/02/2025 - Read second time. Ordered to third reading. Read third time and amended. Ordered to third reading.



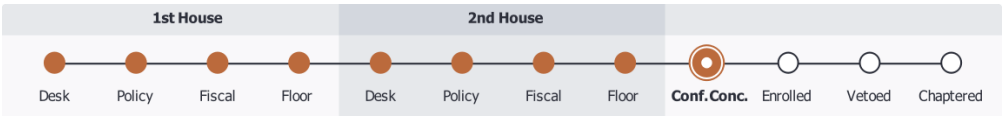
Location: 09/02/2025 - Assembly THIRD READING

Summary: Current law designates the State Water Resources Control Board as the agency responsible for administering specific programs related to drinking water, including, among others, the California Safe Drinking Water Act and the Emerging Contaminants for Small or Disadvantaged Communities Funding Program. This bill, which would become operative upon an appropriation by the Legislature, would enact a perfluoroalkyl and polyfluoroalkyl substances (PFAS) mitigation program. As part of that program, the bill would create the PFAS Mitigation Fund in the State Treasury and would authorize certain moneys in the fund to be expended by the state board, upon appropriation by the Legislature, for specified purposes. The bill would authorize the state board to seek out nonstate, federal, and private funds designated for PFAS remediation and treatment and deposit the funds into the PFAS Mitigation Fund. The bill would continuously appropriate these funds to the state board for specified purposes. The bill would authorize the state board to establish accounts within the PFAS Mitigation Fund. The bill would authorize the state board to expend moneys from the fund in the form of a grant, loan, or contract, or to provide assistance services to water suppliers and sewer system providers, as those terms are defined, for multiple purposes, including, among other things, to cover or reduce the costs for water suppliers associated with treating drinking water to meet the applicable state and federal maximum PFAS contaminant levels. (Based on 09/02/2025 text)

Position: Support
Priority: (4) Standard
Subject: Trash, Recycling, Water, Resources
Misc2: League of Cities Sponsored

SB 466 (**Caballero, D**) **Drinking water: primary standard for hexavalent chromium: exemption.**

Current Text: 08/25/2025 - Amended **HTML** **PDF**
Status: 09/03/2025 - In Senate. Concurrence in Assembly amendments pending.



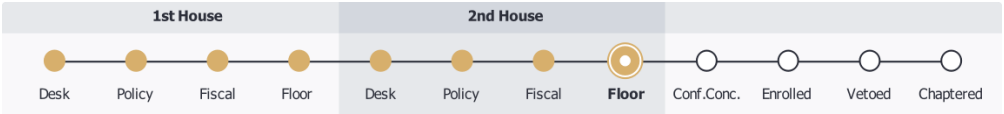
Location: 09/03/2025 - Senate CONCURRENCE

Summary: The California Safe Drinking Water Act requires the State Water Resources Control Board to adopt primary drinking water standards for contaminants in drinking water based upon specified criteria and requires a primary drinking water standard to be established for hexavalent chromium. Current law authorizes the state board to grant a variance from primary drinking water standards to a public water system. This bill would prohibit a public water system that meets the total chromium maximum contaminant level (MCL) enforceable standard for drinking water in California from being determined, held, considered, or otherwise deemed in violation of the primary drinking water standard for hexavalent chromium while implementing a state board approved compliance plan or while state board action on the proposed and submitted compliance plan is pending, except as provided. (Based on 08/25/2025 text)

Position: Support
Priority: (3) Significant
Subject: Trash, Recycling, Water, Resources

SB 682 (**Allen, D**) **Environmental health: product safety: perfluoroalkyl and polyfluoroalkyl substances.**

Current Text: 09/02/2025 - Amended **HTML** **PDF**
Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

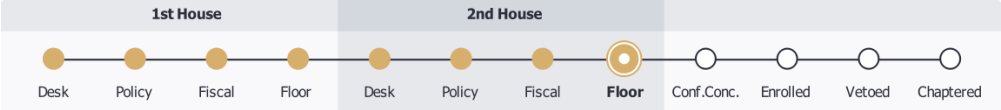
Summary: Current law requires the Department of Toxic Substances Control, on or before January 1, 2029, to adopt regulations to enforce specified covered perfluoroalkyl and polyfluoroalkyl substances (PFAS) restrictions, which include prohibitions on the distribution, sale, or offering for sale of certain products that contain specified levels of PFAS. Current law requires the department, on and after July 1, 2030, to enforce and ensure compliance with those provisions and regulations, as provided. Current law requires manufacturers of these products, on or before July 1, 2029, to register with the department, to pay a registration fee to the department, and to provide a statement of compliance certifying compliance with the applicable prohibitions on the use of PFAS to the department, as specified. Current law authorizes the

department to test products and to rely on third-party testing to determine compliance with prohibitions on the use of PFAS, as specified. Current law requires the department to issue a notice of violation for a product in violation of the prohibitions on the use of PFAS, as provided. Current law authorizes the department to assess an administrative penalty for a violation of these prohibitions and authorizes the department to seek an injunction to restrain a person or entity from violating these prohibitions, as specified. This bill would, on and after January 1, 2028, prohibit a person from distributing, selling, or offering for sale a cleaning product, dental floss, juvenile product, food packaging, or ski wax, as provided, that contains intentionally added PFAS, as defined, except for previously used products and as otherwise preempted by federal law. The bill would, on and after January 1, 2030, prohibit a person from distributing, selling, or offering for sale cookware that contains intentionally added PFAS, except for previously used products and as otherwise preempted by federal law. The bill would authorize the department, on or before January 1, 2029, to adopt regulations to carry out these provisions. (Based on 09/02/2025 text)

Priority: (5) Track/Watch
Subject: Trash, Recycling, Water, Resources

SB 840 (**Limón, D**) **Greenhouse gases: report.**

Current Text: 03/26/2025 - Amended **HTML** **PDF**
Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Assembly THIRD READING
Summary: The California Global Warming Solutions Act of 2006 requires the State Air Resources Board, in adopting rules and regulations to achieve the maximum technologically feasible and cost-effective greenhouse gas emissions reductions to ensure that the statewide greenhouse gas emissions are reduced to at least 40% below the 1990 levels no later than December 31, 2030. The act requires the Legislative Analyst's Office, until January 1, 2030, to annually submit to the Legislature a report on the economic impacts and benefits of those greenhouse gas emissions reduction targets. The act, until January 1, 2031, establishes the Independent Emissions Market Advisory Committee and requires the committee to annually report to the state board and the Joint Legislative Committee on Climate Change Policies on the environmental and economic performance of the regulations establishing the market-based compliance mechanism and other relevant climate change policies. This bill would extend indefinitely the requirement for the Legislative Analyst's Office to annually submit to the Legislature the report on the economic impacts and benefits of those greenhouse gas emissions targets. The bill would require the committee, at a public hearing, to review the annual report by the Legislative Analyst's Office. (Based on 03/26/2025 text)

Priority: (6) Info only
Subject: Trash, Recycling, Water, Resources

Total Measures: 69
Total Tracking Forms: 69

City of Chino
LEGISLATIVE UPDATE

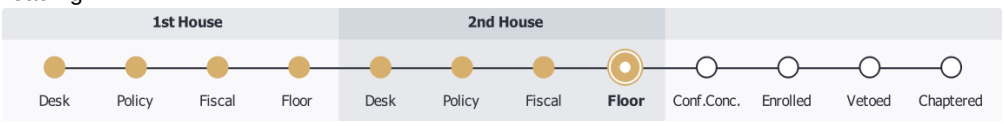
13220 Central Avenue, Chino, CA 91710 | 909.334.3250 | www.cityofchino.org

Thursday, September 4, 2025
Sorted by Measure

AB 15 (Gipson, D) **Open unsolved homicide: review and reinvestigation.**

Current Text: 07/16/2025 - Amended HTML PDF

Status: 08/29/2025 - From committee: Do pass. (Ayes 5. Noes 0.) (August 29). Read second time. Ordered to third reading.



Location: 08/29/2025 - Senate THIRD READING

Summary: Current law defines murder as the unlawful killing of a human being, or a fetus, with malice aforethought. Existing law also defines manslaughter as the unlawful killing of a human being without malice, and establishes 3 kinds of manslaughter: voluntary, involuntary, and vehicular. This bill would require a law enforcement agency to review the casefile regarding an open unsolved homicide upon written application by certain persons to determine if a reinvestigation would result in probative investigative leads, as specified. The bill would define a homicide to include murder and manslaughter and an open unsolved homicide as a homicide committed after January 1, 1990, but no less than 3 years prior to the date of the application for case review, that was investigated by a law enforcement agency, for which all probative investigative leads have been exhausted and for which no suspect has been identified. If the review determines that a reinvestigation would result in probative investigative leads, this bill would require a reinvestigation, as specified. (Based on 07/16/2025 text)

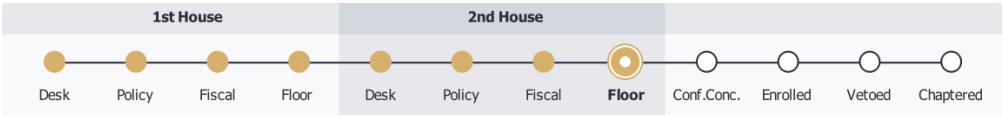
Priority: (5) Track/Watch

Subject: Public Safety

AB 39 (Zbur, D) **General plans: Local Electrification Planning Act.**

Current Text: 07/17/2025 - Amended HTML PDF

Status: 08/20/2025 - Read second time. Ordered to third reading.



Location: 08/20/2025 - Senate THIRD READING

Summary: The Planning and Zoning Law requires a city or county to adopt a comprehensive general plan for the city's or county's physical development that includes various elements, including, among others, a land use element that designates the proposed general distribution and general location and extent of the uses of the land in specified categories, and a circulation element that identifies the location and extent of existing and proposed major thoroughfares, transportation routes, terminals, any military airports and ports, and other local public utilities and facilities, as specified. This bill, the Local Electrification Planning Act, would require each city, county, or city and county, on or after January 1, 2027, but no later than January 1, 2030, to prepare and adopt a specified plan, or integrate a plan in the next adoption or revision of the general plan, that includes locally based goals, objectives, policies, and feasible implementation measures that include, among other things, the identification of opportunities to expand electric vehicle charging and other zero-emission vehicle fueling infrastructure, as specified, and includes policies and implementation measures that address the needs of disadvantaged communities, low-income households, and small businesses for equitable and prioritized investments in zero-emission technologies that directly benefit these groups. (Based on 07/17/2025 text)

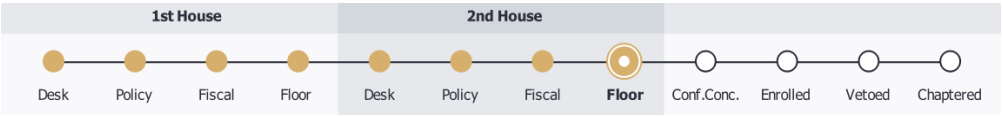
Priority: (5) Track/Watch

Subject: Planning, Land Use, Housing

AB 76 (**Alvarez, D**) **Surplus land: exempt surplus land: sectional planning area.**

Current Text: 07/17/2025 - Amended HTML PDF

Status: 07/17/2025 - Read second time and amended. Ordered to third reading.



Location: 07/17/2025 - Senate THIRD READING

Summary: Current law prescribes requirements for the disposal of surplus land by a local agency and defines terms for these purposes, including, among others, “surplus land” to mean land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use. Current law defines “exempt surplus land” to mean land that is subject to a sectional planning area document, as described, and meets specified requirements, including that the land identified in the adopted sectional planning area document was dedicated prior to January 1, 2019, at least 25% of the units are dedicated to lower income households, as specified, and that the land is developed at an average density of at least 10 units per acre calculated with respect to the entire sectional planning area. This bill would change those requirements so that at a minimum, 25% of units that are proposed by the sectional planning area document as adopted prior to January 1, 2019, and are not designated for students, faculty, or staff of an academic institution, or 500 units, whichever is greater, must be dedicated to lower income households, as specified, and that the land must be developed at an average density of at least 10 units per acre, in accordance with certain requirements and calculated with respect to the entire sectional planning area and inclusive of housing designated for students, faculty, and staff of an academic institution. (Based on 07/17/2025 text)

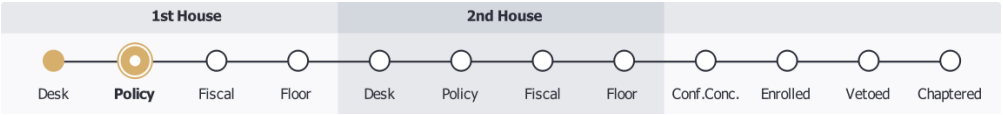
Priority: (4) Standard

Subject: Planning, Land Use, Housing

AB 227 (**Gabriel, D**) **Budget Act of 2025.**

Current Text: 01/10/2025 - Introduced HTML PDF

Status: 02/03/2025 - Referred to Com. on BUDGET.



Location: 02/03/2025 - Assembly Budget

Summary: Would make appropriations for the support of state government for the 2025–26 fiscal year. This bill contains other related provisions. (Based on 01/10/2025 text)

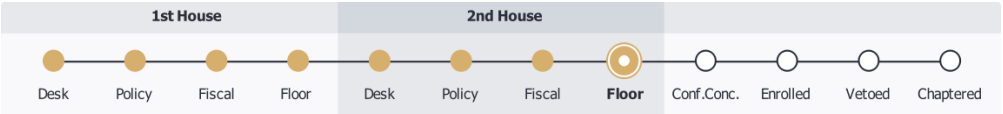
Priority: (6) Info only

Subject: State Budget Act

AB 237 (**Patel, D**) **Crimes: threats.**

Current Text: 07/03/2025 - Amended HTML PDF

Status: 08/29/2025 - From committee: Do pass. (Ayes 7. Noes 0.) (August 29). Read second time. Ordered to third reading.



Location: 08/29/2025 - Senate THIRD READING

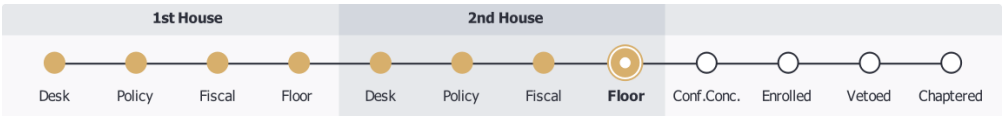
Summary: Current law makes it a crime to willfully threaten to commit a crime that will result in death or great bodily injury to another person, with the specific intent that the statement is to be taken as a threat that, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened a gravity of purpose and an immediate prospect of execution of the threat, and thereby reasonably causes the threatened person to be in sustained fear for their own safety or the safety of their immediate family, as defined. Under current law, this crime is punishable by imprisonment in a county jail for no more than one year for a misdemeanor, or by imprisonment in state prison for a felony. This bill would make it a crime for a person to willfully threaten, by any means, including, but not limited to, an image or threat posted or published on an internet web page, to commit a crime at specified locations, including a daycare and workplace, with specific intent that the statement is be taken as a threat, even if there is no intent of actually carrying it out, if the threat, on its face and under the circumstances in which it is made is so unequivocal, unconditional, immediate, and specific as to convey to the person or persons threatened a gravity of purpose and an immediate prospect of execution of the threat, and if the threat causes a person or person to reasonably be in sustained fear for their own safety or the safety of others at the specified locations. (Based on 07/03/2025 text)

Position: Support
Priority: (4) Standard
Subject: Public Safety

AB 253 (**Ward, D**) **California Residential Private Permitting Review Act: residential building permits.**

Current Text: 08/29/2025 - Amended HTML PDF

Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Senate THIRD READING

Summary: The State Housing Law establishes statewide construction and occupancy standards for buildings used for human habitation. Current law authorizes a county's or city's governing body to prescribe fees for permits, certificates, or other forms or documents required or authorized under the State Housing Law. This bill, the California Residential Private Permitting Review Act, would require a county or city to prepare a residential building permit fee schedule and post the schedule on the county's or city's internet website, if the county or city prescribes residential building permit fees. (Based on 08/29/2025 text)

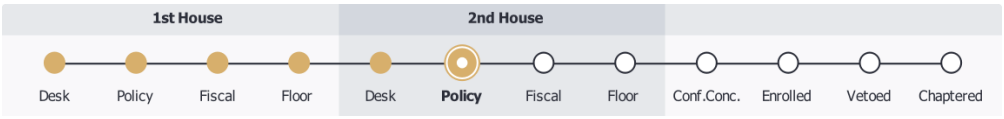
Priority: (5) Track/Watch

Subject: Planning, Land Use, Housing

AB 262 (**Caloza, D**) **California Individual Assistance Act.**

Current Text: 05/23/2025 - Amended HTML PDF

Status: 06/11/2025 - Referred to Com. on G.O.



Location: 06/11/2025 - Senate Governmental Organization

Summary: The California Disaster Assistance Act requires the Director of Emergency Services to provide financial assistance to local agencies for their personnel costs, equipment costs, and the cost of supplies and materials used during disaster response activities, incurred as a result of a state of emergency proclaimed by the Governor, subject to specified criteria. The act continuously appropriates moneys in the Disaster Assistance Fund and its subsidiary account, the Earthquake Emergency Investigations Account, without regard to fiscal year, for purposes of the act. This bill would enact the California Individual Assistance Act to establish a grant program to provide financial assistance, upon appropriation by the Legislature, to local agencies, community-based organizations, and individuals for specified costs related to a disaster, as prescribed. The bill would require the director to allocate from the fund, subject to specified conditions, funds to meet the cost of expenses for those purposes. (Based on 05/23/2025 text)

Priority: (6) Info only

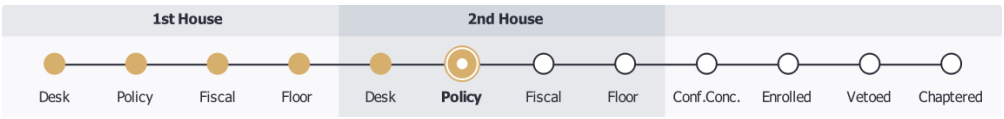
Subject: Municipal Funding and Procurement, Public Safety

Misc2: League of Cities Sponsored

AB 306 (**Schultz, D**) **Building regulations: state building standards.**

Current Text: 06/23/2025 - Amended HTML PDF

Status: 06/23/2025 - From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on HOUSING.



Location: 04/23/2025 - Senate Housing

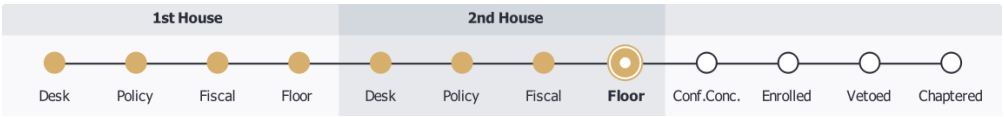
Summary: Current law establishes the Department of Housing and Community Development (department) in the Business, Consumer Services, and Housing Agency. The California Building Standards Law establishes the California Building Standards Commission (commission) within the Department of General Services. Current law requires the commission to approve and adopt building standards and to codify those standards in the California Building Standards Code (code). The State Housing Law establishes statewide construction and occupancy standards for buildings used for human habitation. Current law requires, among other things, the building standards adopted and submitted by the department for approval by the commission, as specified, to be adopted by reference, with certain exceptions. Current law

authorizes any city or county to make changes in those building standards that are published in the code, including to green building standards. Current law requires the governing body of a city or county, before making modifications or changes to those green building standards, to make an express finding that those modifications or changes are reasonably necessary because of local climatic, geological, or topographical conditions. This bill would, from October 1, 2025, to June 1, 2031, inclusive, prohibit a city or county from making changes that are applicable to residential units to the above-described building standards unless a certain condition is met, including that the commission deems those changes or modifications necessary as emergency standards to protect health and safety. (Based on 06/23/2025 text)

Position: Oppose
Priority: (3) Significant
Subject: Planning, Land Use, Housing

AB 330 (**Rogers, D**) **Local Prepaid Mobile Telephony Services Collection Act.**

Current Text: 01/27/2025 - Introduced HTML PDF
Status: 07/08/2025 - Read second time. Ordered to third reading.

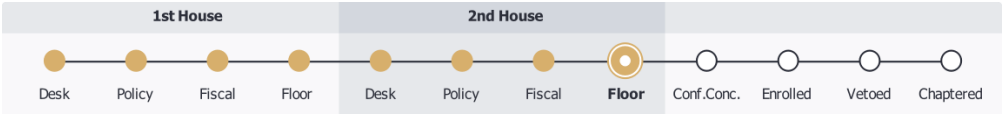


Location: 07/08/2025 - Senate THIRD READING
Summary: The Local Prepaid Mobile Telephony Services Collection Act, until January 1, 2026, suspends the authority of a city, county, or city and county to impose a utility user tax on the consumption of prepaid communications service and any charge that applies to prepaid mobile telephony service, as defined, on access to communication services or access to local "911" emergency telephone systems, and instead requires those taxes and charges to be applied during the period beginning January 1, 2016, and ending January 1, 2026, under any local ordinance to be at specified rates. The act requires that these local charges imposed by a city, county, or a city and county on prepaid mobile telephony services be collected from the prepaid consumer by a seller at the time of sale, as specified. Current law requires that all local charges be collected and paid to the California Department of Tax and Fee Administration pursuant to the Fee Collection Procedures Law and be deposited into the Local Charges for Prepaid Mobile Telephony Services Fund, and be transmitted to the city, county, or city and county, as provided. This bill would extend operation of the act until January 1, 2031. (Based on 01/27/2025 text)

Position: Support
Priority: (5) Track/Watch
Subject: Municipal Funding and Procurement

AB 339 (**Ortega, D**) **Local public employee organizations: notice requirements.**

Current Text: 08/29/2025 - Amended HTML PDF
Status: 09/04/2025 - Set for Hearing Supplemental File 9/4/2025



Location: 09/02/2025 - Senate THIRD READING
Summary: The Meyers-Milias-Brown Act contains various provisions that govern collective bargaining of local represented employees and delegates jurisdiction to the Public Employment Relations Board to resolve disputes and enforce the statutory duties and rights of local public agency employers and employees. Current law requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations. Current law requires the governing body of a public agency, and boards and commissions designated by law or by the governing body, to give reasonable written notice, except in cases of emergency, as specified, to each recognized employee organization affected of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be adopted by the governing body or the designated boards and commissions. This bill would require the governing body of a public agency, and boards and commissions designated by law or by the governing body of a public agency, to give the recognized employee organization no less than 45 days' written notice before issuing a request for proposals, request for quotes, or renewing or extending an existing contract to perform services that are within the scope of work of the job classifications represented by the recognized employee organization, subject to certain exceptions. The bill would require the notice to include specified information, including the anticipated duration of the contract. (Based on 08/29/2025 text)

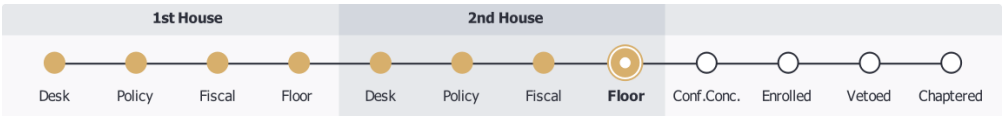
Position: Oppose
Priority: (3) Significant

Subject: Human Resources, Public Safety

AB 357 (**Alvarez, D**) **Coastal resources: coastal development permit application: higher education housing project.**

Current Text: 07/10/2025 - Amended HTML PDF

Status: 08/26/2025 - Read second time. Ordered to third reading.



Location: 08/26/2025 - Senate THIRD READING

Summary: The Coastal Act of 1976, which is administered by the California Coastal Commission, requires a person wishing to perform or undertake any development in the coastal zone to obtain a coastal development permit. The act provides for the submission and approval of long-range land use development plans as an alternative to project-by-project review to promote greater efficiency for the planning of state university or college or private university development projects and provides for amendments to those plans. The act places limits on the conditions the commission may impose on projects contained in a plan that has been certified by the commission. The act authorizes the commission to, after a public hearing, by regulation, adopt procedures for the issuance by the executive director of waivers from coastal development permit requirements for any development that is de minimis, as specified. This bill would require the commission to defer to the state university or college or private university in determining the number of vehicle parking spaces necessary for residents of student, faculty, or staff housing facilities, as provided. The bill would authorize the executive director to determine that a proposed amendment to a public works plan or long-range development plan is de minimis and would provide the procedures for the determination and approval of amendments that are de minimis. (Based on 07/10/2025 text)

Priority: (6) Info only

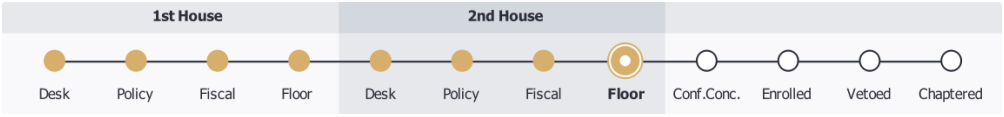
Subject: Planning, Land Use, Housing

Misc2: Fast Track Housing Package

AB 400 (**Pacheco, D**) **Commission on Peace Officer Standards and Training: police canines.**

Current Text: 08/29/2025 - Amended HTML PDF

Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Senate THIRD READING

Summary: Would require, on or before July 1, 2027, the Commission on Peace Officer Standards and Training to study and issue recommendations to the Legislature on the use of canines by law enforcement. The bill would require the commission to consider in its recommendations, among other things, instances of appropriate patrol use with a canine, as specified, and instances of appropriate use with a canine for detection, as specified. The bill would repeal these provisions on July 1, 2031. (Based on 08/29/2025 text)

Position: Support

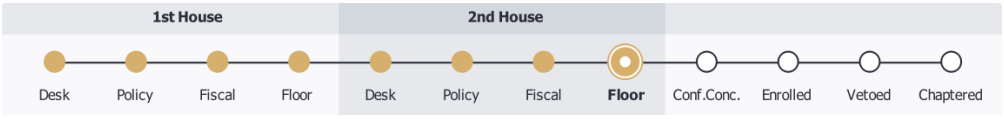
Priority: (4) Standard

Subject: Public Safety

AB 424 (**Davies, R**) **Alcohol and other drug programs: complaints.**

Current Text: 03/19/2025 - Amended HTML PDF

Status: 09/02/2025 - Ordered to special consent calendar.

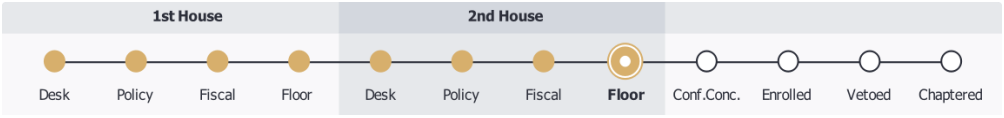


Location: 09/02/2025 - Senate CONSENT CALENDAR

Summary: Would, when the Department of Health Care Services receives a complaint against a licensed alcohol or other drug recovery or treatment facility, or a complaint alleging that a facility is unlawfully operating without a license, from a member of the public, require the department to provide, within 30 10 days of the date of the complaint, notice to the person filing the complaint that the complaint has been received and to provide, upon closing the complaint, notice to the person filing the complaint that the complaint has been closed and whether the department found the facility to be in violation of the provisions governing facility licensure and regulation. (Based on 03/19/2025 text)

Position: Support
Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: League of Cities Sponsored

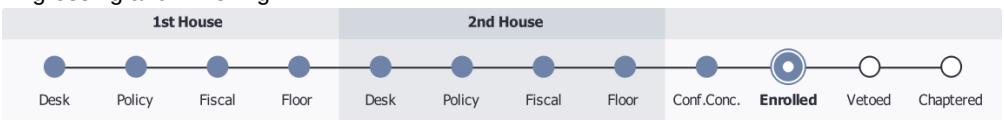
AB 476 (González, Mark, D) **Metal theft.**
Current Text: 08/29/2025 - Amended HTML PDF
Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Senate THIRD READING
Summary: Current law governs the business of buying, selling, and dealing in secondhand and used machinery and all ferrous and nonferrous scrap metals and alloys, also known as "junk." Current law requires junk dealers and recyclers to keep a written record of all sales and purchases made in the course of their business, including the place and date of each sale or purchase of junk and a description of the item or items, as specified. Current law requires the written record to include a statement indicating either that the seller of the junk is the owner of it, or the name of the person they obtained the junk from, as shown on a signed transfer document. This bill would require junk dealers and recyclers to include additional information in the written record, including the time and amount paid for each sale or purchase of junk made, and the name of the employee handling the transaction. The bill would revise the type of information required to be included in the description of the item or items of junk purchased or sold, as specified. The bill would require the statement referenced above indicating ownership or the name of the person from whom the seller obtained the junk from to be signed and would require the statement to include specified information, including the legal name, date of birth, and place of residence of the seller. (Based on 08/29/2025 text)

Position: Support
Priority: (4) Standard
Subject: Public Safety, Transportation & Infrastructure
Misc2: League of Cities Sponsored

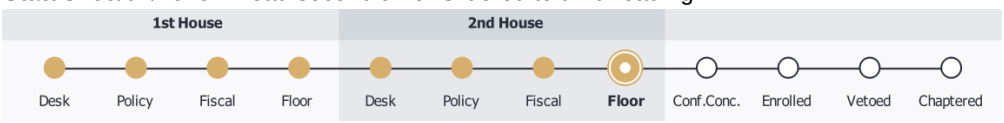
AB 492 (Valencia, D) **Alcohol and drug programs: licensing.**
Current Text: 09/02/2025 - Enrollment HTML PDF
Status: 09/02/2025 - Read third time. Passed. Ordered to the Assembly. (Ayes 37. Noes 1.). In Assembly. Ordered to Engrossing and Enrolling.



Location: 09/02/2025 - Assembly ENROLLMENT
Summary: Would require the State Department of Health Care Services, whenever it issues a license to operate an alcohol or other drug recovery or treatment facility, to concurrently provide written notification of the issuance of the license to the city or county in which the facility is located. The bill would require the notice to include the name and mailing address of the licensee and the location of the facility. (Based on 02/10/2025 text)

Position: Support
Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: League of Cities Sponsored

AB 507 (Haney, D) **Adaptive reuse: streamlining: incentives.**
Current Text: 08/29/2025 - Amended HTML PDF
Status: 09/02/2025 - Read second time. Ordered to third reading.



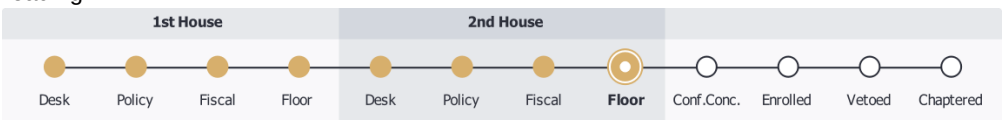
Location: 09/02/2025 - Senate THIRD READING

Summary: The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for its physical development, and the development of certain lands outside its boundaries, that includes, among other mandatory elements, a housing element. That law allows a development proponent to submit an application for a development that is subject to a specified streamlined, ministerial approval process not subject to a conditional use permit, if the development satisfies certain objective planning standards, including that the development is a multifamily housing development that contains two or more residential units. This bill would deem an adaptive reuse project a use by right in all zones, regardless of the zoning of the site, and subject to a streamlined, ministerial review process if the project meets specified requirements, subject to specified exceptions. In this regard, an adaptive reuse project, in order to qualify for the streamlined, ministerial review process, would be required to be proposed for an existing building that is less than 50 years old or meets certain requirements regarding the preservation of historic resources, including the signing of an affidavit declaring that the project will comply with the United States Secretary of the Interior's Standards for Rehabilitation for, among other things, the preservation of exterior facades of a building or structure that face a street, or receive federal or state historic rehabilitation tax credits, as specified. The bill would require an adaptive reuse project to meet specified affordability criteria. In this regard, the bill would require an adaptive reuse project for rental housing to include either 8% of the unit for very low income households and 5% of the units for extremely low income households or 15% of the units for lower income households. (Based on 08/29/2025 text)

Position: Oppose
Priority: (4) Standard
Subject: Planning, Land Use, Housing

AB 538 (**Berman, D**) **Public works: payroll records.**

Current Text: 05/23/2025 - Amended HTML PDF
Status: 08/29/2025 - From committee: Do pass. (Ayes 6. Noes 1.) (August 29). Read second time. Ordered to third reading.

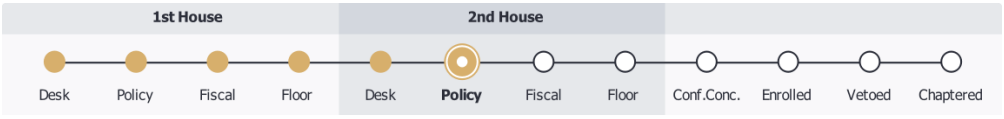


Location: 08/29/2025 - Senate THIRD READING
Summary: Current law requires the Labor Commissioner to investigate allegations that a contractor or subcontractor violated the law regulating public works projects, including the payment of prevailing wages. Current law requires each contractor and subcontractor on a public works project to keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the contractor or subcontractor in connection with the public work. Current law requires certified copies of records to be available upon request by the public and sets forth a process for the public to request the records either through the awarding body or the Division of Labor Standards Enforcement. Current law makes any contractor, subcontractor, agent, or representative who neglects to comply with the requirements to keep accurate payroll records guilty of a misdemeanor. This bill would require the awarding body, if a request is made by the public through the awarding body and the body is not in possession of the certified records, to obtain those records from the relevant contractor and make them available to the requesting entity. The bill would authorize the Division of Labor Standards Enforcement to enforce certain penalties if a contractor fails to comply with the awarding body's request within 10 days of receipt of the notice. (Based on 05/23/2025 text)

Position: Oppose
Priority: (4) Standard
Subject: Legal and Records Management

AB 609 (**Wicks, D**) **California Environmental Quality Act: exemption: housing development projects.**

Current Text: 05/05/2025 - Amended HTML PDF
Status: 05/20/2025 - In Senate. Read first time. To Com. on RLS. for assignment.



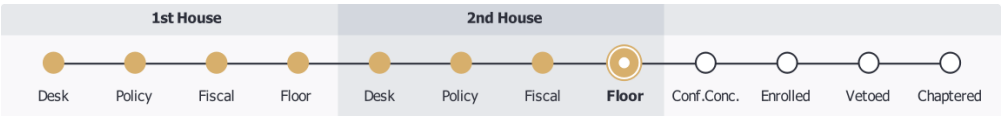
Location: 05/20/2025 - Senate Rules
Summary: The California Environmental Quality Act (CEQA) requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA exempts from its requirements various projects, including, but not limited to, housing projects that meet certain requirements. This bill would exempt from the requirements of CEQA a housing development project, as

defined, that meets certain conditions relating to, for example, size, density, and location, including specific requirements for any housing on the project site located within 500 feet of a freeway. The bill would require a local government, as a condition of approval for the development, to require the development proponent to complete a specified environmental assessment regarding hazardous substance releases. If a recognized environmental condition is found, the bill would require the development proponent to complete a preliminary endangerment assessment and specified mitigation based on that assessment. Because a lead agency would be required to determine whether a housing development project qualifies for this exemption, the bill would impose a state-mandated local program. (Based on 05/05/2025 text)

Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

AB 610 (**Alvarez, D**) **Housing element: governmental constraints: disclosure statement.**

Current Text: 09/03/2025 - Amended HTML PDF
Status: 09/03/2025 - Read third time and amended. Ordered to second reading.

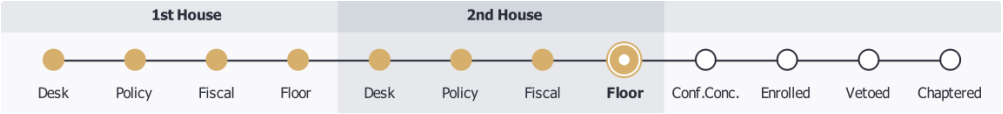


Location: 09/03/2025 - Senate SECOND READING
Summary: The Planning and Zoning Law requires a city or county to adopt a general plan for land use development that includes, among other things, a housing element. The Housing Element Law prescribes requirements for a city's or county's preparation of, and compliance with, its housing element, and requires the Department of Housing and Community Development to review and determine whether the housing element substantially complies with the Housing Element Law, as specified. Current law requires the housing element to include an analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including, among others, locally adopted ordinances that directly impact the cost and supply of residential development. Current law also requires the analysis to demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need. For adoption of the 7th and all subsequent revisions of the housing element, this bill would require the housing element to include, in addition to the above-described analysis, a potential and actual governmental constraints disclosure statement that contains, among other things, an identification of each new or amended potential or actual governmental constraint, or revision increasing the stringency of a governmental constraint, that was adopted after the due date of the previous housing element and before submittal of the current draft housing element to the department. (Based on 09/03/2025 text)

Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

AB 650 (**Papan, D**) **Planning and zoning: housing element: regional housing needs allocation.**

Current Text: 09/03/2025 - Amended HTML PDF
Status: 09/03/2025 - Read third time and amended. Ordered to second reading.



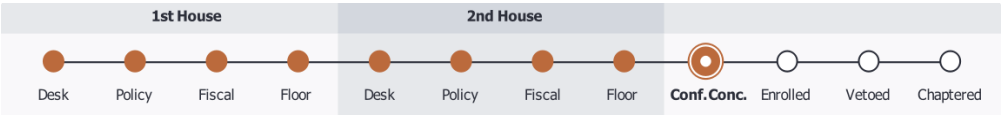
Location: 09/03/2025 - Senate SECOND READING
Summary: Current law requires a public agency to administer its programs and activities relating to housing and community development in a manner to affirmatively further fair housing and take no action that is materially inconsistent with its obligation to affirmatively further fair housing. Current law defines "affirmatively furthering fair housing," as provided. The Planning and Zoning Law requires that a housing element include, among other things, a program that sets forth a schedule of actions during the planning period. Existing law requires the Department of Housing and Community Development to develop a standardized reporting format for programs and actions taken pursuant to the requirement to affirmatively further fair housing. This bill would require the department to develop the above-described standardized reporting format on or before December 31, 2026. (Based on 09/03/2025 text)

Position: Support
Priority: (2) Priority
Subject: Planning, Land Use, Housing
Misc2: League of Cities Sponsored

AB 712 (**Wicks, D**) **Housing reform laws: enforcement actions: fines and penalties.**

Current Text: 07/03/2025 - Amended HTML PDF

Status: 09/04/2025 - Set for Hearing Supplemental File 9/4/2025



Location: 09/04/2025 - Assembly CONCURRENCE

Summary: Current law within the Planning and Zoning Law describes various reforms and incentives enacted by the Legislature to facilitate and expedite the construction of affordable housing. Current law within the Planning and Zoning Law, in certain civil actions or proceedings against a public entity that has issued specified approvals for a housing development, authorizes a court to award all reasonably incurred costs of suit to a prevailing public entity or nonprofit housing corporation that is a real party in interest and the permit applicant of the low- or moderate-income housing if the court makes specified findings. This bill, where the applicant for a housing development is a prevailing party in an action brought by the applicant to enforce the public agency's compliance with a housing reform law as applied to the applicant's housing development project, would entitle an applicant for a housing development project to reasonable attorney's fees and costs and would require a court to impose fines on a local agency, as specified. The bill would extend any period of limitation for actions under any state law for a period of 60 days beginning on the date the applicant provides written notice to the local agency indicating its intent to commence an action. The bill would prohibit a public agency from requiring the applicant to indemnify, defend, or hold harmless the public agency in any action alleging the public agency violated the applicant's rights or deprived the applicant of the benefits or protection provide by a housing reform law. (Based on 07/03/2025 text)

Priority: (5) Track/Watch

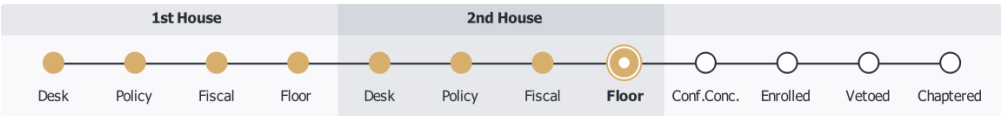
Subject: Legal and Records Management, Planning, Land Use, Housing

Misc2: Fast Track Housing Package

AB 735 (**Carrillo, D**) **Planning and zoning: logistics use developments: truck routes.**

Current Text: 08/27/2025 - Amended HTML PDF

Status: 08/28/2025 - Read second time. Ordered to third reading.



Location: 08/28/2025 - Senate THIRD READING

Summary: Current law, beginning January 1, 2026, prescribes various statewide warehouse design and build standards for any proposed new or expanded logistics use developments, as specified, including, among other things, standards for building design and location, parking, truck loading bays, landscaping buffers, entry gates, and signage. Current law defines various terms, including "21st century warehouse," and "tier 1 21st century warehouse," for purposes of those provisions as logistics uses that, among other things, comply with specified building and energy efficiency standards, including requirements related to the availability of conduits and electrical hookups to power climate control equipment at loading bays, as specified. Current law, subject to specified exceptions, defines "logistics use" for these purposes to mean a building in which cargo, goods, or products are moved or stored for later distribution to business or retail customers, or both, that does not predominantly serve retail customers for onsite purchases, and heavy-duty trucks are primarily involved in the movement of the cargo, goods, or products. This bill would clarify that a 21st century warehouse and a tier 1 21st century warehouse are required to comply with those standards as are in effect at the time that the building permit for a development of a 21st century warehouse is issued and make other clarifying changes relating to permissibility of use of conduits and electrical hookups at loading bays at those locations. (Based on 08/27/2025 text)

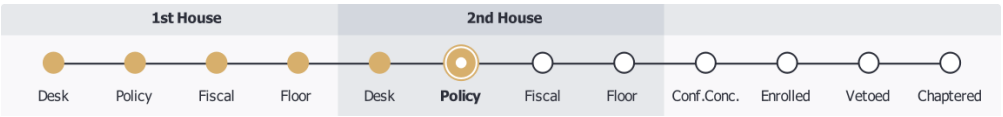
Priority: (2) Priority

Subject: Planning, Land Use, Housing

AB 736 (**Wicks, D**) **The Affordable Housing Bond Act of 2026.**

Current Text: 04/10/2025 - Amended HTML PDF

Status: 06/04/2025 - In Senate. Read first time. To Com. on RLS. for assignment.



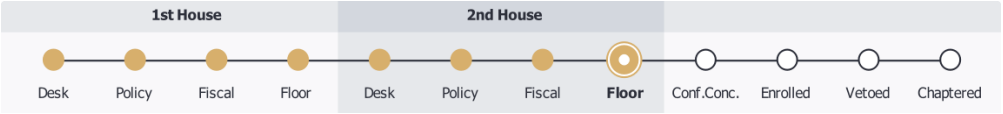
Location: 06/04/2025 - Senate Rules

Summary: Would enact the Affordable Housing Bond Act of 2026, which, if adopted, would authorize the issuance of bonds in the amount of $10,000,000,000 pursuant to the State General Obligation Bond Law. Proceeds from the sale of these bonds would be used to finance programs to fund affordable rental housing and home ownership programs, including, among others, the Multifamily Housing Program, the CalHome Program, and the Joe Serna, Jr. Farmworker Housing Grant Program. (Based on 04/10/2025 text)

Position: Support
Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing

AB 782 (**Quirk-Silva, D**) **Subdivisions: security.**

Current Text: 07/16/2025 - Amended HTML PDF
Status: 08/20/2025 - Read second time. Ordered to third reading.

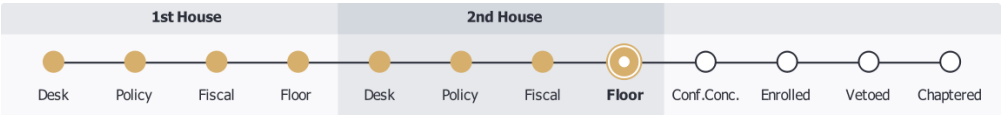


Location: 08/20/2025 - Senate THIRD READING
Summary: The Subdivision Map Act requires prescribed security from a developer if the act or a local ordinance authorizes or requires the furnishing of security in connection with the performance of any act or agreement. Current law requires the Real Estate Commissioner to make an examination of any subdivision, and to, unless there are grounds for denial, issue to the subdivider a public report authorizing the sale or lease of the lots or parcels within the subdivision. Current law specifies the grounds for denial, including, among other things, the inability to demonstrate that adequate financial arrangements have been made for all offsite improvements included in the offering or the inability to demonstrate that adequate financial arrangements have been made for any community, recreational, or other facilities included in the offering. This bill would prohibit the Real Estate Commissioner, in issuing a public report for a residential development or project, from requiring the furnishing of a security in connection with the performance of any act or agreement related to an improvement if the Real Estate Commissioner determines that security sufficient to protect the interests of purchasers, owners, and lessees, as necessary, has been furnished to a local agency for the same improvement pursuant to the provisions above requiring security under the Subdivision Map Act. (Based on 07/16/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

AB 818 (**Ávila Farías, D**) **Permit Streamlining Act: local emergencies.**

Current Text: 07/17/2025 - Amended HTML PDF
Status: 08/20/2025 - Read second time. Ordered to third reading.



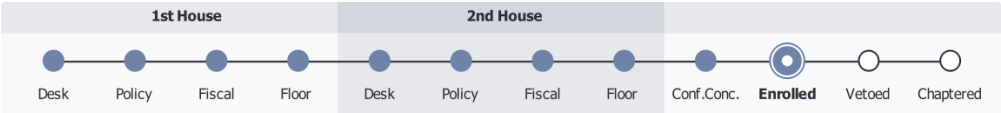
Location: 08/20/2025 - Senate THIRD READING
Summary: The Permit Streamlining Act requires a public agency to determine whether an application for a development project is complete within specified time periods, as specified. The act requires a public agency that is the lead agency for a development project to approve or disapprove that project within specified time periods. The California Emergency Services Act, among other things, authorizes the governing body of a city, county, or city and county to proclaim a local emergency under certain circumstances, as specified, and grants political subdivisions various powers and authorities in periods of local emergency. This bill would exempt projects related to the rebuilding or repair of an affected property, as defined, from specified requirements for solar panel installations, as provided. The bill would require a city, county, or city and county to approve an or deny a complete application, within 10 business days of receipt of the application, for a building permit or an equivalent permit for any of the specified structures intended to be used by a person until the rebuilding or repair of an affected property is complete. By imposing new duties on local agencies, this bill would impose a state-mandated local program. (Based on 07/17/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

AB 920 (**Caloza, D**) **Permit Streamlining Act: housing development projects: centralized application portal.**

Current Text: 09/02/2025 - Enrolled HTML PDF

Status: 08/28/2025 - Senate amendments concurred in. To Engrossing and Enrolling. (Ayes 76. Noes 0.).



Location: 08/28/2025 - Assembly ENROLLMENT

Summary: The Permit Streamlining Act requires a public agency that is the lead agency for a development project to approve or disapprove that project within specified time periods. Current law requires a city or county that has an internet website to, among other things, make a fee estimate tool that the public can use to calculate an estimate of fees and exactions for a proposed housing development project available on its internet website. This bill would require a city or county with a population of 150,000 or more persons to make a centralized application portal available on its internet website to applicants for housing development projects, as prescribed. The bill would, notwithstanding that provision, authorize a city or county described above to make a centralized application portal available on its internet website no later than January 1, 2030, if the legislative body of the city or county, on or before January 1, 2028, takes certain action, including initiating a procurement process to make a centralized application portal available on its internet website. The bill would require the centralized application portal to allow for tracking of the status of an application. The bill would specify that a city or county is not required to provide the status of any permit or inspection required by another local agency, a state agency, or a utility provider. (Based on 09/02/2025 text)

Priority: (5) Track/Watch

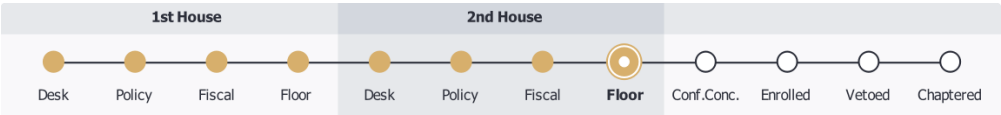
Subject: Planning, Land Use, Housing

Misc2: Fast Track Housing Package

AB 961 (**Ávila Farías, D**) **Hazardous materials: California Land Reuse and Revitalization Act of 2004.**

Current Text: 02/20/2025 - Introduced HTML PDF

Status: 09/02/2025 - Ordered to special consent calendar.



Location: 09/02/2025 - Senate CONSENT CALENDAR

Summary: The California Land Reuse and Revitalization Act of 2004 provides, among other things, that an innocent landowner, bona fide purchaser, or contiguous property owner, as defined, qualifies for immunity from liability from certain state statutory and common laws for pollution conditions caused by a release or threatened release of a hazardous material if specified conditions are met, including entering into an agreement for a specified site assessment and response plan. The act prohibits the Department of Toxic Substances Control, the State Water Resources Control Board, and a California regional water quality control board from requiring one of those persons to take a response action under certain state laws, except as specified. Existing law repeals the act on January 1, 2027. Current law provides that a person who qualifies for immunity under the act before January 1, 2027, shall continue to have that immunity on and after January 1, 2027. This bill would extend the repeal date of the act to January 1, 2037, and would provide that a person who qualifies for immunity under the act before January 1, 2037, shall continue to have that immunity on and after January 1, 2037, if the person continues to be in compliance with the requirements of the former act. (Based on 02/20/2025 text)

Priority: (5) Track/Watch

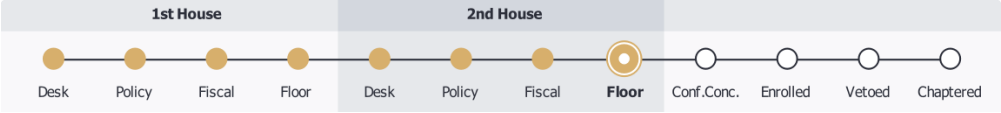
Subject: Planning, Land Use, Housing

Misc2: Fast Track Housing Package

AB 978 (**Hoover, R**) **Department of Transportation and local agencies: streets and highways: recycled materials.**

Current Text: 07/01/2025 - Amended HTML PDF

Status: 07/08/2025 - Read second time. Ordered to third reading.



Location: 07/08/2025 - Senate THIRD READING

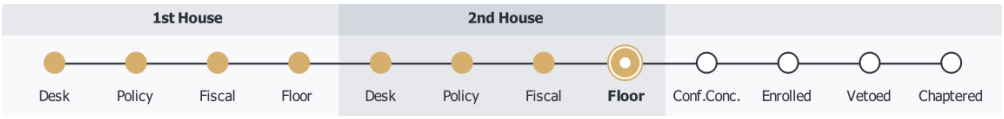
Summary: The California Integrated Waste Management Act of 1989 requires the Director of Transportation, upon consultation with the Department of Resources Recycling and Recovery, to review and modify all bid specifications relating to the purchase of paving materials and base, subbase, and pervious backfill materials using certain recycled materials. Current law requires the specifications to be based on standards developed by the Department of Transportation for recycled paving materials and for recycled base, subbase, and pervious backfill materials. Current law requires a local

agency that has jurisdiction over a street or highway, to the extent feasible and cost effective, to apply standard specifications that allow for the use of recycled materials in streets and highways, except as provided. Current law requires, until January 1, 2027, those standard specifications to allow recycled materials at or above the level allowed in the department's standard specifications that went into effect on October 22, 2018, for specified materials. This bill would indefinitely require a local agency's standard specifications to allow recycled materials at a level no less than the level allowed in the department's specifications for those specified materials. If a local agency's standard specifications do not allow for the use of recycled materials at a level that is equal to or greater than the level allowed in the department's standard specifications on the basis that the use of those recycled materials at those levels is not feasible, the bill would authorize a person bidding on a contract to supply materials subject to those specifications to request the local agency to provide the reason for that determination upon request and would require the local agency to respond to that request, as specified. (Based on 07/01/2025 text)

Priority: (5) Track/Watch
Subject: Transportation & Infrastructure

AB 992 (**Irwin, D**) **Peace officers.**

Current Text: 09/03/2025 - Amended HTML PDF
Status: 09/03/2025 - Read third time and amended. Ordered to second reading.

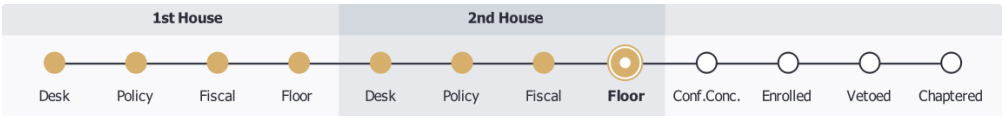


Location: 09/03/2025 - Senate SECOND READING
Summary: Current law requires the Chancellor of the California Community Colleges, in consultation with specified entities, to develop a modern policing degree program and to prepare and submit a report to the Legislature outlining a plan to implement the program. Current law establishes the Commission on Peace Officer Standards and Training within the Department of Justice and requires the commission to approve and adopt the education criteria for peace officers, based on the recommendations in the report. This bill would repeal the requirement for the commission to approve and adopt the criteria described above. (Based on 09/03/2025 text)

Priority: (5) Track/Watch
Subject: Public Safety

AB 996 (**Pellerin, D**) **Public Resources: sea level rise plans.**

Current Text: 05/23/2025 - Amended HTML PDF
Status: 09/02/2025 - Ordered to special consent calendar.

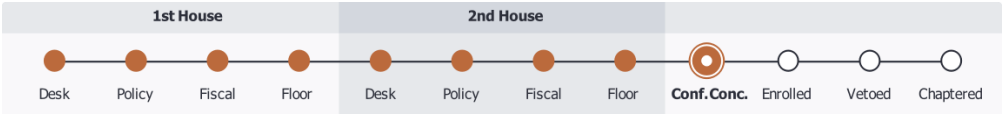


Location: 09/02/2025 - Senate CONSENT CALENDAR
Summary: Current law requires local governments lying in whole or in part within the coastal zone or within the jurisdiction of the San Francisco Bay Conservation and Development Commission to, on or before January 1, 2034, develop a sea level rise plan with specified required content as part of a local coastal program that is subject to approval by the California Coastal Commission or the San Francisco Bay Conservation and Development Commission. This bill would authorize the applicable commission, when approving a local coastal plan or an amendment to a local coastal plan, to deem existing sea level rise information or plans prepared by a local government to satisfy the content requirements for a sea level rise plan. (Based on 05/23/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing
Misc2: League of Cities Sponsored

AB 1026 (**Wilson, D**) **Public utilities: electrical corporations: energization.**

Current Text: 07/08/2025 - Amended HTML PDF
Status: 09/04/2025 - Set for Hearing Supplemental File 9/4/2025



Location: 09/04/2025 - Assembly CONCURRENCE

Summary: The Powering Up Californians Act requires the Public Utilities Commission, on or before September 30, 2024, to establish reasonable average and maximum target energization time periods, as defined, and a procedure for customers to report energization delays to the commission, as provided. The act requires the commission to require the electrical corporation to take remedial actions necessary to achieve the commission's targets and requires all reports to be publicly available. This bill would require the commission, in a new or existing proceeding, to require each large electrical corporation to compile a list of information needed to approve or deny an application for energization, to post an example of a complete, approved energization application and an example of a complete energization application for a housing development project, and to make those items available on its internet website by a date specified by the commission. The bill would also require the commission to require each large electrical corporation to determine if an application for energization is complete and provide notice or otherwise provide certain information under a specified procedure. (Based on 07/08/2025 text)

Priority: (5) Track/Watch

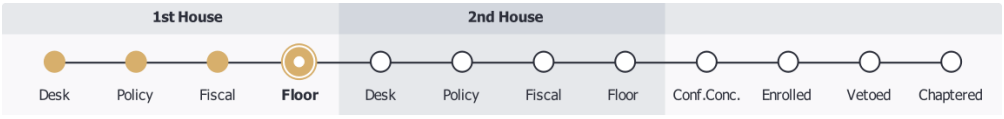
Subject: Planning, Land Use, Housing

Misc2: Fast Track Housing Package

AB 1050 (**Schultz, D**) **Unlawfully restrictive covenants: housing developments: reciprocal easement agreements.**

Current Text: 07/07/2025 - Amended HTML PDF

Status: 09/03/2025 - Read third time. Passed. Ordered to the Assembly. (Ayes 31. Noes 9.). Action rescinded whereby the bill was read third time, passed, and to Assembly. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: Current law provides that specified recorded covenants, conditions, restrictions, or private limits on the use of land contained in specified instruments affecting the transfer or sale of any interest in real property are not enforceable against the owner of an affordable housing development, as defined, if an approved restrictive covenant affordable housing modification document has been recorded in the public record, as provided. As part of this process, current law requires the owner to submit to the county recorder a copy of the original restrictive covenant and any documents the owner believes necessary to establish that the property qualifies as an affordable housing development and requires the county counsel to determine, among other things, if the property qualifies as an affordable housing development and if a modification document may be recorded. Current law provides that these provisions do not authorize any development that is not otherwise consistent with local general plans, zoning ordinances, and any applicable specific plan. This bill would extend those provisions to any housing development that is owned or controlled by an entity or individual that has submitted a development project application to redevelop an existing commercial property, and the development project includes residential uses permitted by state housing laws or local land use and zoning regulations and would make various conforming changes. The bill would additionally make these provisions applicable to covenants, conditions, restrictions, or private limits contained in a reciprocal easement agreement, as provided. (Based on 07/07/2025 text)

Priority: (5) Track/Watch

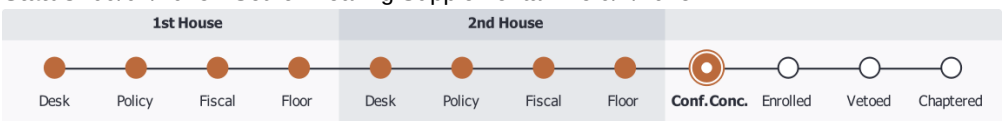
Subject: Planning, Land Use, Housing

Misc2: Fast Track Housing Package

AB 1061 (**Quirk-Silva, D**) **Housing developments: urban lot splits: historical resources.**

Current Text: 07/10/2025 - Amended HTML PDF

Status: 09/04/2025 - Set for Hearing Supplemental File 9/4/2025



Location: 09/04/2025 - Assembly CONCURRENCE

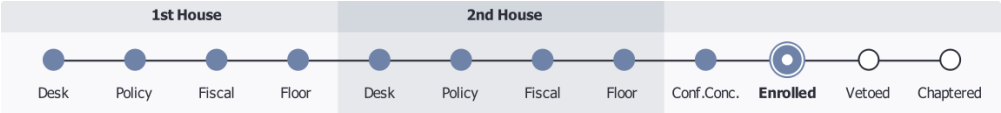
Summary: Under the Planning and Zoning Law, the legislative body of a county or city may adopt ordinances that, among other things, regulate the use of buildings, structures, and land, as provided. The Subdivision Map Act vests the authority to regulate and control the design and improvement of subdivisions in the legislative body of a local agency and sets forth procedures governing the local agency's processing, approval, conditional approval or disapproval, and filing of tentative, final, and parcel maps. Current law requires a local agency to consider ministerially a specified proposed housing development or to ministerially approve a parcel map for an urban lot split if the development or parcel meets specified requirements, including, that the development or parcel is not located within a historic district or property included on the State Historic Resources Inventory or within a site that is designated or listed as a city or county landmark or historic

property or district pursuant to city or county ordinance, as specified. Current law authorizes a local agency to impose specified objective standards on the development or parcel created by an urban lot split, except as specified. With respect to ministerial review of a proposed housing development under the above-described provisions, this bill would, if the other specified requirements are met, instead require a local agency to consider ministerially the development that is not located in either a contributing structure within a historic district included on the State Historical Resources Inventory or within a historic property or district pursuant to city or county ordinance or in a parcel individually listed as a historical resource included in the State Historical Resources Inventory or within a property individually designated or listed as a city or county landmark under a city or county ordinance. The bill would also authorize a local agency to adopt objective standards for the purposes of maintaining the historical value of a historic district listed in the California Register of Historical Resources, as specified. (Based on 07/10/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing

AB 1154 (**Carrillo, D**) **Junior accessory dwelling units.**

Current Text: 09/03/2025 - Enrollment HTML PDF
Status: 09/03/2025 - Senate amendments concurred in. To Engrossing and Enrolling. (Ayes 75. Noes 0.).

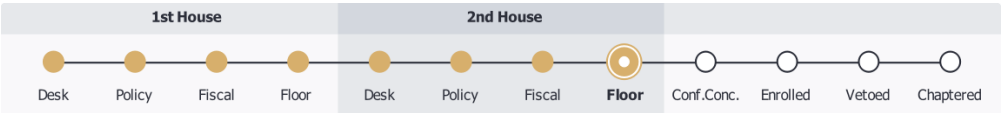


Location: 09/03/2025 - Assembly ENROLLMENT
Summary: The Planning and Zoning Law, among other things, provides for the creation of junior accessory dwelling units by local ordinance, or, if a local agency has not adopted an ordinance, by ministerial approval, in accordance with specified standards and conditions. Current law requires an ordinance that provides for the creation of a junior accessory dwelling unit to, among other things, require owner-occupancy in the single-family residence in which the junior accessory dwelling unit is permitted. Under this bill, that owner-occupancy requirement would apply only if the junior accessory dwelling unit has shared sanitation facilities with the existing structure. The bill would require an ordinance that provides for the creation of a junior accessory dwelling unit to require that a rental of a junior accessory dwelling unit be for a term longer than 30 days. (Based on 07/03/2025 text)

Position: Oppose
Priority: (4) Standard
Subject: Planning, Land Use, Housing

AB 1207 (**Irwin, D**) **Climate change: market-based compliance mechanism: price ceiling.**

Current Text: 03/17/2025 - Amended HTML PDF
Status: 08/20/2025 - Read second time. Ordered to third reading.

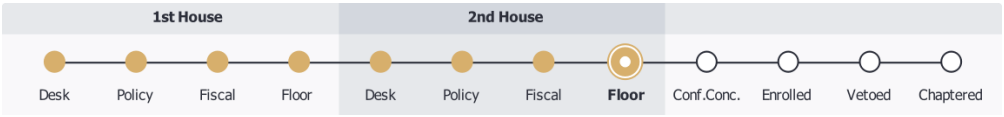


Location: 08/20/2025 - Senate THIRD READING
Summary: The California Global Warming Solutions Act of 2006, until January 1, 2031, authorizes the State Air Resources Board to adopt a regulation establishing a system of market-based declining aggregate emissions limits for sources or categories of sources that emit greenhouse gases (market-based compliance mechanism) that meets certain requirements. Current law requires the state board, in adopting the regulation to, among other things, establish a price ceiling for emission allowances sold by the state board. Current law requires the state board, in establishing the price ceiling, to consider specified factors, including the full social cost associated with emitting a metric ton of greenhouse gases. This bill would require the state board to instead consider the full social cost associated with emitting a metric ton of greenhouse gases, as determined by the United States Environmental Protection Agency in November 2023. (Based on 03/17/2025 text)

Priority: (6) Info only
Subject: Trash, Recycling, Water, Resources

AB 1263 (**Gipson, D**) **Firearms: ghost guns.**

Current Text: 03/24/2025 - Amended HTML PDF
Status: 08/29/2025 - From committee: Do pass. (Ayes 5. Noes 2.) (August 29). Read second time. Ordered to third reading.



Location: 08/29/2025 - Senate THIRD READING

Summary: Current law makes it a crime for a person to manufacture or cause to be manufactured specified firearms. Current law prohibits a person, other than a state-licensed firearms manufacturer, from using a computer numerical control (CNC) milling machine or three-dimensional printer to manufacture a firearm. This bill would prohibit a person from knowingly or willfully causing another person to engage in the unlawful manufacture of firearms or knowingly or willfully aiding, abetting, prompting, or facilitating the unlawful manufacture of firearms, including the manufacture of assault weapons or .50 BMG rifles or the manufacture of any firearm using a three-dimensional printer or CNC milling machine, as specified. (Based on 03/24/2025 text)

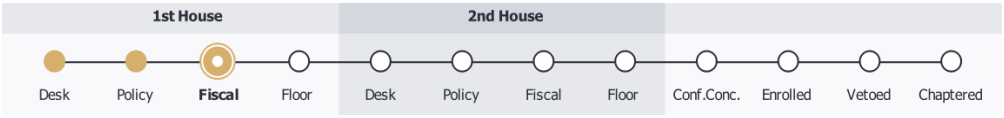
Priority: (5) Track/Watch

Subject: Public Safety

AB 1284 (**Committee on Emergency Management**) **Emergency services: catastrophic plans: recovery frameworks.**

Current Text: 02/21/2025 - Introduced HTML PDF

Status: 05/23/2025 - In committee: Held under submission.



Location: 04/30/2025 - Assembly APPR. SUSPENSE FILE

Summary: Would require the Office of Emergency Services (OES) to develop state recovery frameworks for California's catastrophic plans, as provided. The bill would also require the governing body of a political subdivision, as defined, to develop regional recovery frameworks for California's catastrophic plans and would require OES to provide technical assistance in this regard. This bill would require OES and the governing bodies of political subdivisions, in developing recovery frameworks, to incorporate lessons learned from recent major disasters. The bill would require the recovery frameworks to be consistent with guidance from the Federal Emergency Management Agency and to address, at a minimum, specified recovery support functions, including economic recovery, health and social services, and infrastructure systems. The bill would require OES to use, to the greatest extent possible, federal preparedness grant funding to offset the state, local, and tribal government costs associated with developing recovery frameworks. The bill would require the state and regional recovery frameworks to be completed by January 15, 2027. By imposing new duties on local agencies, this bill would impose a state-mandated local program. (Based on 02/21/2025 text)

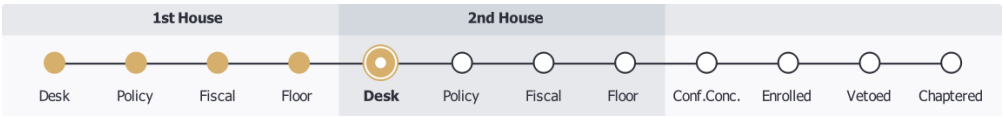
Priority: (6) Info only

Subject: Public Safety

AB 1308 (**Hoover, R**) **Residential building permits: inspections: Housing Accountability Act.**

Current Text: 07/10/2025 - Amended HTML PDF

Status: 08/28/2025 - Ordered to the Senate. In Senate. Held at Desk.



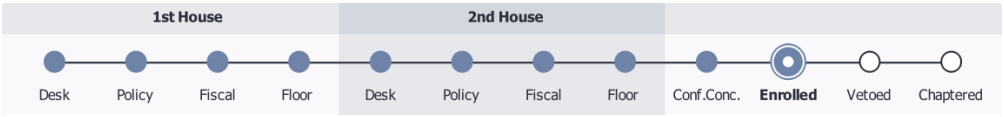
Location: 08/28/2025 - Senate DESK

Summary: The State Housing Law establishes statewide construction and occupancy standards for buildings used for human habitation. Current law requires a county's or city's building department to enforce the State Housing Law and the California Building Standards Code, and other rules and regulations promulgated pursuant to the State Housing Law pertaining to standards for buildings used for human habitation. Current law requires a county or city, upon the applicant's request, to contract with or employ temporarily a private entity or person to check the plans and specifications submitted with an application for a residential building permit to comply with the State Housing Law or local ordinances adopted pursuant to the State Housing Law, when the building department takes more than 30 days, as specified, to complete the plan check. Current law authorizes an enforcement agency to inspect any building to secure compliance with the State Housing Law and the California Building Standards Code, and other rules and regulations promulgated pursuant to the State Housing Law. This bill would require the building department to conduct an inspection of the permitted work for specified new residential constructions of a building and residential additions to an existing building within 10 business days of receiving a notice of the completion of the permitted work authorized by a building permit issued for those projects. (Based on 07/10/2025 text)

Priority: (4) Standard

Subject: Planning, Land Use, Housing
Misc2: Fast Track Housing Package

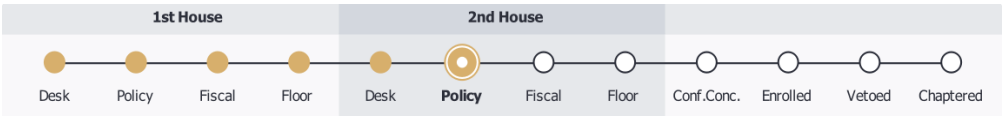
SB 9 (**Arreguín, D**) **Accessory Dwelling Units: ordinances.**
Current Text: 09/03/2025 - Enrollment HTML PDF
Status: 09/03/2025 - Assembly amendments concurred in. (Ayes 30. Noes 3.) Ordered to engrossing and enrolling.



Location: 09/03/2025 - Senate ENROLLMENT
Summary: The Planning and Zoning Law requires a local agency to submit an accessory dwelling unit ordinance to the Department of Housing and Community Development within 60 days after adoption. The law authorizes the department to submit written findings to a local agency as to whether the ordinance complies with the standards. If the department finds that the ordinance does not comply with the standards, the law requires the department to provide a local agency reasonable time, no longer than 30 days, to respond to its findings. If the local agency does not amend its ordinance in response to those findings or does not adopt a resolution with findings explaining the reason the ordinance complies with the standards and addressing the department's findings, the law requires the department to notify the local agency and authorizes the department to notify the Attorney General that the local agency is in violation of state law. This bill would invalidate the ordinance if the local agency fails to submit a copy of the ordinance to the department within 60 days of adoption or fails to respond to the department's findings that the ordinance does not comply with the standards within 30 days, as described above. (Based on 06/19/2025 text)

Priority: (4) Standard
Subject: Planning, Land Use, Housing

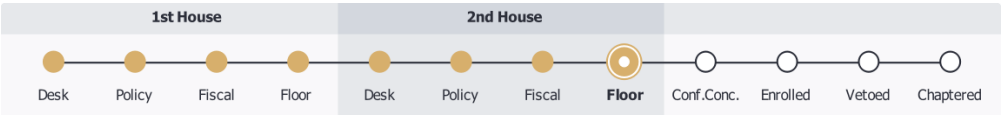
SB 16 (**Blakespear, D**) **Ending Street Homelessness Act.**
Current Text: 06/23/2025 - Amended HTML PDF
Status: 07/10/2025 - July 16 hearing postponed by committee.



Location: 06/09/2025 - Assembly Housing and Community Development
Summary: Current law requires each city, county, and city and county to revise its housing element according to a specified schedule, as provided. Current law, for the 4th and subsequent revisions of the housing element, requires the Department of Housing and Community Development to determine the existing and projected need for housing for each region, and requires the appropriate council of governments, or the department for cities and counties without a council of governments, to adopt a final regional housing need plan that allocates a share of the regional housing need to each city, county, or city and county, as provided. At least 2 years before a scheduled revision of the housing element, as specified, existing law requires each council of governments, or delegate subregion as applicable, to develop, in consultation with the department, a proposed methodology for distributing the existing and projected regional housing need to jurisdictions, as specified. Current law requires that the final allocation plan ensure that the total regional housing need, by income category, determined as specified, is maintained, and that each jurisdiction in the region receive an allocation of units for low- and very low income households. For the 7th and subsequent revisions of the housing element, current law also requires that the allocation to each region include an allocation of units for acutely low and extremely low income households. This bill, until January 1, 2032, would require the council of governments, or delegate subregion, as applicable, in developing the proposed allocation methodology that allocates each jurisdiction's share of the regional housing need for acutely low income housing, to count any newly constructed interim housing, as specified, as meeting the needs of acutely low income households. By imposing additional duties on local governments, this bill would impose a state-mandated local program. (Based on 06/23/2025 text)

Position: Oppose
Priority: (4) Standard
Subject: Human Services, Recreation, Quality of Life

SB 19 (**Rubio, D**) **Threats: schools and places of worship.**
Current Text: 05/23/2025 - Amended HTML PDF
Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Assembly THIRD READING

Summary: Would make a person who willfully threatens to commit a crime which will result in death or great bodily injury to any person who may be on the grounds of a school or place of worship, with specific intent and under certain circumstances, and if the threat causes a person or persons reasonably to be in sustained fear for their own safety or the safety of another person, guilty of a misdemeanor or felony punishable by imprisonment in a county jail for a specified term, except that if the person is under 18 years of age, the bill would make the person guilty of an infraction and require the person to be referred to specified services in lieu of being declared a ward of the court, as specified. By creating a new crime and imposing additional duties on local governments this bill would impose a state-mandated local program. (Based on 05/23/2025 text)

Position: Support

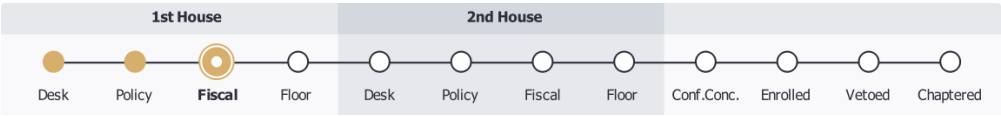
Priority: (2) Priority

Subject: Public Safety

SB 38 (**Umberg, D**) **Second Chance Program.**

Current Text: 04/09/2025 - Amended HTML PDF

Status: 05/23/2025 - May 23 hearing: Held in committee and under submission.



Location: 04/28/2025 - Senate APPR. SUSPENSE FILE

Summary: Current law requires the Board of State and Community Corrections to administer a grant program to carry out the purposes of the Second Chance Program. Current law requires the grant program to, among other things, restrict eligibility to proposals that offer mental health services, substance use disorder treatment services, misdemeanor diversion programs, or a combination thereof. Current law also establishes the Second Chance Fund, a continuously appropriated fund, which is administered by the board. The Treatment-Mandated Felony Act makes it a crime for a person, who has 2 or more prior convictions for a felony or misdemeanor violation of specified controlled substances crimes, to possess a hard drug, as defined, unless it has been prescribed by a doctor, among others. Under current law, a defendant who has been charged with this crime can elect treatment, in lieu of a jail or prison sentence or probation, by pleading guilty or no contest and admitting the alleged prior convictions, waiving time for sentencing and the pronouncement of judgment, and agreeing to participate in, and complete, a detailed treatment program developed by a drug addiction expert and approved by the court. This bill would require the Second Chance grant program to authorize eligibility for proposals that offer mental health or behavioral health services and drug court or collaborative court programs, including the treatment program under the Treatment-Mandated Felony Act. By expanding the purpose of a continuously appropriated fund, this bill would make an appropriation. (Based on 04/09/2025 text)

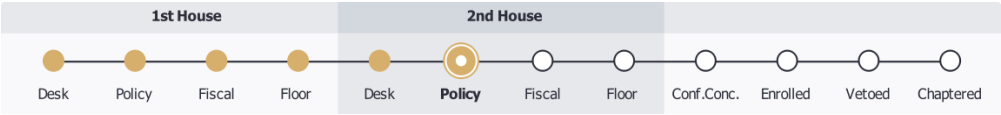
Priority: (4) Standard

Subject: Human Services, Recreation, Quality of Life

SB 48 (**Gonzalez, D**) **Immigration enforcement: schoolsites: prohibitions on access and sharing information.**

Current Text: 07/09/2025 - Amended HTML PDF

Status: 07/14/2025 - July 15 set for first hearing canceled at the request of author.



Location: 07/02/2025 - Assembly Judiciary

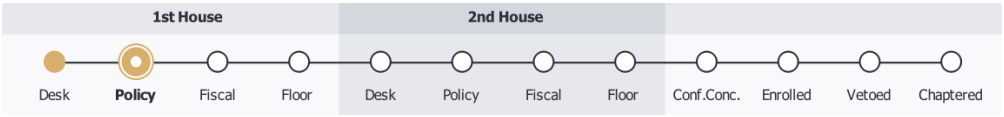
Summary: Would prohibit school districts, county offices of education, or charter schools and their personnel, to the extent possible, from granting permission to an immigration authority to access the nonpublic areas of a schoolsite, producing a pupil for questioning by an immigration authority at a schoolsite, or consenting to a search of any kind of the nonpublic areas of a schoolsite by an immigration authority, unless the immigration authority presents a valid judicial warrant or court order. The bill would require a local educational agency and its personnel, when presented with a valid judicial warrant or court order to carry out the above-described actions, to (1) request valid identification and a written statement of purpose from the immigration authority and retain copies of those documents and (2), as early as possible, notify the designated local educational agency administrator of the request and advise the immigration authority that the local educational agency administrator is required to provide direction before access to the nonpublic areas of a schoolsite

or pupil may be granted. The bill would require a local educational agency and its personnel, if an immigration authority does not present a valid judicial warrant or court order, to (1), as early as possible, notify the designated local educational agency administrator of the request, (2) deny the immigration authority access to the nonpublic areas of the schoolsite, and (3) make a reasonable effort to have the denial witnessed and documented. The bill would also prohibit a local educational agency and its personnel from disclosing or providing, in writing, verbally, or in any other manner, the education records of or any information about a pupil, pupil's family and household, school employee, or teacher to an immigration authority without a valid judicial warrant or court order directing the local educational agency or its personnel to do so. The bill would also require the Attorney General to publish model policies to assist K–12 schools in responding to immigration issues pursuant to the above-described requirements. By imposing additional duties on local educational agencies, the bill would impose a state-mandated local program. (Based on 07/09/2025 text)

Priority: (5) Track/Watch
Subject: Public Safety

SB 65 (**Wiener, D**) **Budget Act of 2025.**

Current Text: 01/10/2025 - Introduced HTML PDF
Status: 01/13/2025 - Read first time.

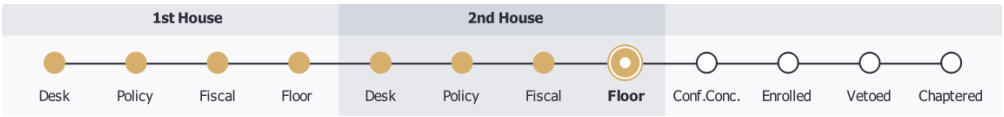


Location: 01/10/2025 - Senate Budget and Fiscal Review
Summary: Would make appropriations for the support of state government for the 2025–26 fiscal year. (Based on 01/10/2025 text)

Priority: (5) Track/Watch
Subject: State Budget Act

SB 71 (**Wiener, D**) **California Environmental Quality Act: exemptions: transit projects.**

Current Text: 09/02/2025 - Amended HTML PDF
Status: 09/03/2025 - Read second time. Ordered to third reading.

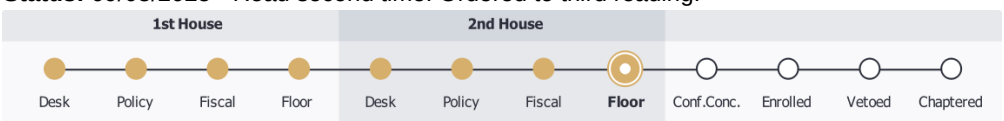


Location: 09/03/2025 - Assembly THIRD READING
Summary: The California Environmental Quality Act (CEQA) requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA, until January 1, 2030, exempts from its requirements active transportation plans, pedestrian plans, or bicycle transportation plans for the restriping of streets and highways, bicycle parking and storage, signal timing to improve street and highway intersection operations, and the related signage for bicycles, pedestrians, and vehicles. This bill would extend the operation of the above-mentioned exemption indefinitely. The bill would also exempt a transit comprehensive operational analysis, as defined, a transit route readjustment, or other transit agency route addition, elimination, or modification, from the requirements of CEQA. Because a lead agency would be required to determine whether a plan qualifies for this exemption, the bill would impose a state-mandated local program. (Based on 09/02/2025 text)

Priority: (3) Significant
Subject: Transportation & Infrastructure

SB 79 (**Wiener, D**) **Housing development: transit-oriented development.**

Current Text: 09/02/2025 - Amended HTML PDF
Status: 09/03/2025 - Read second time. Ordered to third reading.



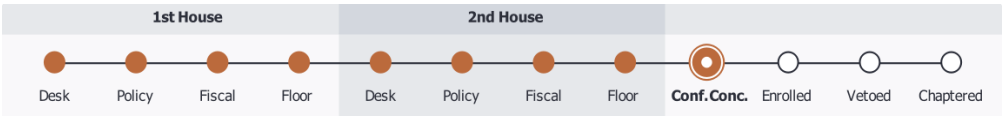
Location: 09/03/2025 - Assembly THIRD READING
Summary: The Housing Accountability Act requires a local agency that proposes to disapprove a housing development project, as defined, or to impose a condition that the project be developed at a lower density to base its decision on written

findings supported by a preponderance of the evidence that specified conditions exist if that project complies with applicable, objective general plan, zoning, and subdivision standards and criteria in effect at the time that the application was deemed complete. The act authorizes the applicant, a person who would be eligible to apply for residency in the housing development project or emergency shelter, or a housing organization to bring an action to enforce the act's provisions, as provided, and provides for penalties if the court finds that the local agency is in violation of specified provisions of the act. This bill would require that a housing development project, as defined, within a specified distance of a transit-oriented development (TOD) stop, as defined, be an allowed use as a transit-oriented housing development on any site zoned for residential, mixed, or commercial development, if the development complies with applicable requirements, as specified. Among these requirements, the bill would require a project to include at least 5 dwelling units and establish requirements concerning height limits, density, and floor area ratio in accordance with a development's proximity to specified tiers of TOD stops, as provided. The bill would provide that, for the purposes of the Housing Accountability Act, a proposed development consistent with the applicable standards of these provisions as well as applicable local objective general plan and zoning standards shall be deemed consistent, compliant, and in conformity with prescribed requirements, as specified. The bill would provide that a local government that denies a project meeting the requirements of these provisions located in a high-resource area, as defined, would be presumed in violation of the Housing Accountability Act, as specified, and immediately liable for penalties, beginning on January 1, 2027, as provided. These provisions would not apply to a local agency until July 1, 2026, except as specified. The bill would specify that a development proposed pursuant to these provisions is eligible for streamlined, ministerial approval pursuant to specified law, except that the bill would exempt a project under these provisions from specified requirements, and would specify that the project is required to comply with certain affordability requirements, under that law. (Based on 09/02/2025 text)

Position: Oppose
Priority: (2) Priority
Subject: Planning, Land Use, Housing

SB 92 (**Blakespear, D**) **Housing development: density bonuses.**

Current Text: 07/07/2025 - Amended HTML PDF
Status: 09/03/2025 - Read third time. Passed. Ordered to the Senate. In Senate. Concurrence in Assembly amendments pending.

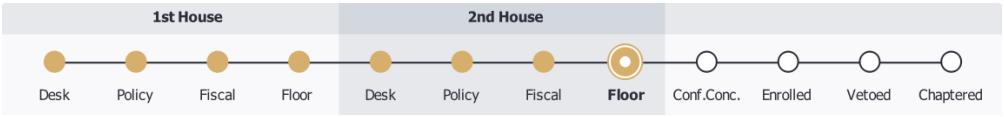


Location: 09/03/2025 - Senate CONCURRENCE
Summary: The Density Bonus Law requires a city or county to provide a developer that proposes a housing development, as defined, within the city or county with a density bonus, other incentives or concessions, and waivers or reductions of development standards, as specified, if the developer agrees to construct specified units and meets other requirements. This bill would specify that a concession and incentive shall not result in a proposed project, as prescribed, with a specified commercial floor area ratio. The bill would also specify that certain provisions of the Density Bonus Law do not require a city, county, or city and county to approve, grant a concession or incentive requiring approval of, or waive or reduce development standards otherwise applicable to, transient lodging as part of a housing development, except as specified. (Based on 07/07/2025 text)

Priority: (5) Track/Watch
Subject: Planning, Land Use, Housing

SB 274 (**Cervantes, D**) **Automated license plate recognition systems.**

Current Text: 07/17/2025 - Amended HTML PDF
Status: 09/02/2025 - Read second time. Ordered to third reading.



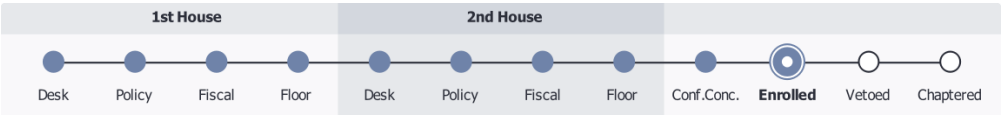
Location: 09/02/2025 - Assembly THIRD READING
Summary: Current law prohibits a public agency, which includes the state, a city, a county, a city and county, or any agency or political subdivision of the state, a city, a county, or a city and county, including, but not limited to, a law enforcement agency, from selling, sharing, or transferring automated license plate recognition (ALPR) information, except to another public agency, and only as otherwise permitted by law. Current law defines ALPR information as information or data collected through the use of an ALPR system. This bill would provide that "public agency" does not include a transportation agency, as specified. The bill would authorize a law enforcement agency to use ALPR information only for purposes of locating vehicles or persons when either are reasonably suspected of being involved in the commission of a

public offense. The bill would prohibit a public agency from retaining ALPR information for more than 60 days after the date of collection if it does not match information on an authorized hot list, as defined. (Based on 07/17/2025 text)

Position: Oppose
Priority: (3) Significant
Subject: Public Safety

SB 346 (**Durazo, D**) **Local agencies: transient occupancy taxes: short-term rental facilitator.**

Current Text: 09/02/2025 - Enrollment HTML PDF
Status: 09/02/2025 - Assembly amendments concurred in. (Ayes 40. Noes 0.) Ordered to engrossing and enrolling.

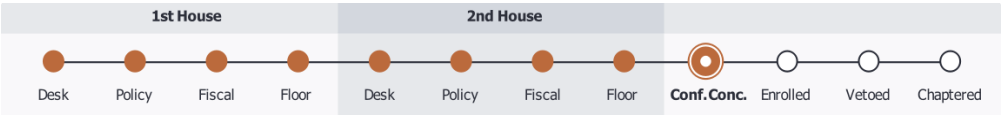


Location: 09/02/2025 - Senate ENROLLMENT
Summary: Current law authorizes a local authority, by ordinance or resolution, to regulate the occupancy of a room or rooms, or other living space, in a hotel, inn, tourist home or house, motel, or other lodging for a period of less than 30 days. This bill would authorize a local agency, defined to mean a city, county, or city and county, to enact an ordinance to require a short-term rental facilitator, as defined, to report, in the form and manner prescribed by the local agency, the physical address, including 9-digit ZIP Code, of each short-term rental, as defined, during the reporting period. The bill would also authorize a local agency to request additional information, as provided, when the physical address is not sufficient for the local agency to identify a specific short-term rental. The bill would authorize the local agency to impose an administrative fine or penalty for failure to file the report, and would authorize the local agency to initiate an audit of a short-term rental facilitator, as described. The bill would require a short-term rental facilitator, in a jurisdiction that has adopted an ordinance, to include in the listing of a short-term rental any applicable local license number associated with the short-term rental and any transient occupancy tax certification issued by a local agency. (Based on 07/07/2025 text)

Priority: (4) Standard
Subject: Municipal Funding and Procurement, Planning, Land Use, Housing
Misc2: League of Cities Sponsored

SB 358 (**Becker, D**) **Mitigation Fee Act: mitigating vehicular traffic impacts.**

Current Text: 07/07/2025 - Amended HTML PDF
Status: 09/03/2025 - Read third time. Passed. Ordered to the Senate. In Senate. Concurrence in Assembly amendments pending.

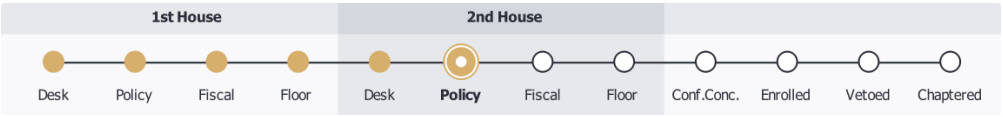


Location: 09/03/2025 - Senate CONCURRENCE
Summary: The Mitigation Fee Act imposes various requirements with respect to the establishment, increase, or imposition of a fee by a local agency as a condition of approval of a development project. Current law requires a local agency that imposes a fee on a housing development for the purpose of mitigating vehicular traffic impacts to set the rate for that fee, if the housing development satisfies all of certain prescribed characteristics, to reflect a lower rate of automobile trip generation associated with such housing developments in comparison with housing developments without the prescribed characteristics, unless the local agency adopts findings after a public hearing establishing that the housing development, even with those characteristics, would not generate fewer automobile trips than a housing development without those characteristics. This bill would require those findings to be supported by substantial evidence in the record before or as part of the housing development project approval process. (Based on 07/07/2025 text)

Position: Oppose
Priority: (4) Standard
Subject: Planning, Land Use, Housing

SB 360 (**Rubio, D**) **Land conservation: California Wildlife, Coastal, and Park Land Conservation Act: County of San Bernardino.**

Current Text: 05/23/2025 - Amended HTML PDF
Status: 06/05/2025 - Referred to Com. on W. P., & W.



Location: 06/05/2025 - Assembly Water, Parks and Wildlife

Summary: (1)The California Wildlife, Coastal, and Park Land Conservation Act, an initiative measure approved by the voters in the June 7, 1988, statewide primary election, provided bond funds for wildlife, coastal, and parkland conservation. The initiative measure authorizes the act to be amended by a 2/3 vote of the Legislature if the amendment is consistent with the purposes of the act. Existing law requires an applicant receiving state funds under the act to maintain any property acquired in perpetuity, as specified, to use the property only for the purposes stated in the act, and to make no other use, sale, or other disposition of the property except as authorized by a specific act of the Legislature. Existing law authorizes the County of San Bernardino to sell or exchange property it owns within the Chino Agricultural Preserve that was purchased with grant funds if it meets certain conditions. This bill would additionally authorize preservation of those lands or easements for park and recreational purposes, and would explicitly include, to the extent they are consistent with the purposes of the act, playgrounds, recreational venues, and preservation of historical resources as appropriate purposes. (Based on 05/23/2025 text)

Position: Support

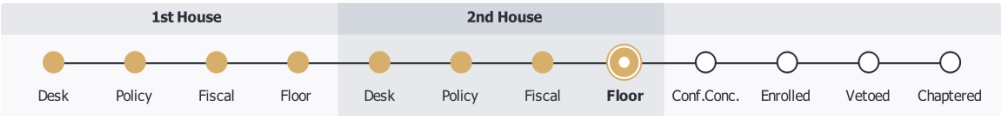
Priority: (2) Priority

Subject: Human Services, Recreation, Quality of Life

SB 385 (**Seyarto, R**) **Peace officers.**

Current Text: 04/10/2025 - Amended HTML PDF

Status: 07/17/2025 - From consent calendar on motion of Assembly Member Garcia. Ordered to third reading.



Location: 07/17/2025 - Assembly THIRD READING

Summary: Current law required the Chancellor of the California Community Colleges, on or before June 1, 2023, in consultation with specified entities, to develop a modern policing degree program and to prepare and submit a report to the Legislature outlining a plan to implement the program. Current law establishes the Commission on Peace Officer Standards and Training within the Department of Justice and requires the commission, within 2 years of the submission of the report, to approve and adopt the education criteria for peace officers, based on the recommendations in the report. This bill would repeal the requirement for the commission to approve and adopt the criteria described above. (Based on 04/10/2025 text)

Position: Support

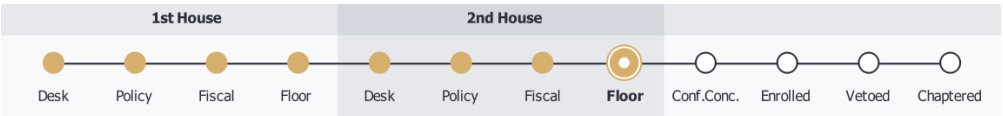
Priority: (4) Standard

Subject: Public Safety

SB 415 (**Reyes, D**) **Planning and zoning: logistics use developments: truck routes.**

Current Text: 07/17/2025 - Amended HTML PDF

Status: 08/21/2025 - Read second time. Ordered to third reading.



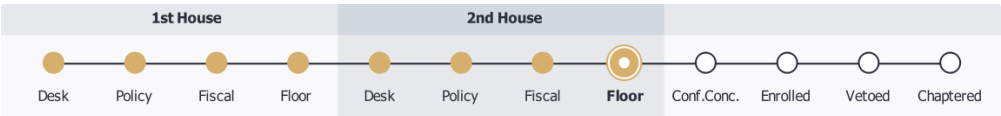
Location: 08/21/2025 - Assembly THIRD READING

Summary: Current law, beginning January 1, 2026, prescribes various statewide warehouse design and build standards for any proposed new or expanded logistics use developments, as specified, including, among other things, standards for building design and location, parking, truck loading bays, landscaping buffers, entry gates, and signage. Current law defines various terms, including “21st century warehouse,” and “tier 1 21st century warehouse,” for purposes of those provisions as logistics uses that, among other things, comply with specified building and energy efficiency standards, including requirements related to the availability of conduits and electrical hookups to power climate control equipment at loading bays, as specified. Current law, subject to specified exceptions, defines “logistics use” for these purposes to mean a building in which cargo, goods, or products are moved or stored for later distribution to business or retail customers, or both, that does not predominantly serve retail customers for onsite purchases, and heavy-duty trucks are primarily involved in the movement of the cargo, goods, or products. This bill would clarify that a 21st century warehouse and a tier 1 21st century warehouse are required to comply with those standards as are in effect at the time that the building permit for a development of a 21st century warehouse is issued and make other clarifying changes relating to permissibility of use of

conduits and electrical hookups at loading bays at those locations. The bill would revise the definition of “logistics use” and instead define “logistics use development” for these purposes to mean a building that is primarily used as a warehouse for the movement or the storage of cargo, goods, or products that are moved to business or retail customers, or both, that does not predominantly serve retail customers for onsite purchases, and heavy-duty trucks are primarily involved in the movement of the cargo, goods, or products. (Based on 07/17/2025 text)

Priority: (2) Priority
Subject: Planning, Land Use, Housing

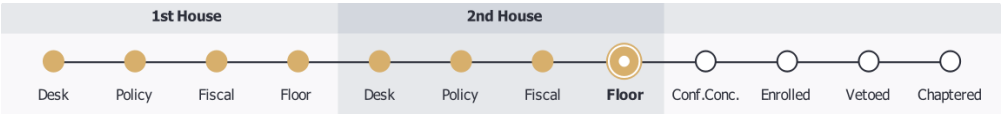
SB 454 (**McNerney, D**) **State Water Resources Control Board: PFAS Mitigation Program.**
Current Text: 09/02/2025 - Amended HTML PDF
Status: 09/02/2025 - Read second time. Ordered to third reading. Read third time and amended. Ordered to third reading.



Location: 09/02/2025 - Assembly THIRD READING
Summary: Current law designates the State Water Resources Control Board as the agency responsible for administering specific programs related to drinking water, including, among others, the California Safe Drinking Water Act and the Emerging Contaminants for Small or Disadvantaged Communities Funding Program. This bill, which would become operative upon an appropriation by the Legislature, would enact a perfluoroalkyl and polyfluoroalkyl substances (PFAS) mitigation program. As part of that program, the bill would create the PFAS Mitigation Fund in the State Treasury and would authorize certain moneys in the fund to be expended by the state board, upon appropriation by the Legislature, for specified purposes. The bill would authorize the state board to seek out nonstate, federal, and private funds designated for PFAS remediation and treatment and deposit the funds into the PFAS Mitigation Fund. The bill would continuously appropriate these funds to the state board for specified purposes. The bill would authorize the state board to establish accounts within the PFAS Mitigation Fund. The bill would authorize the state board to expend moneys from the fund in the form of a grant, loan, or contract, or to provide assistance services to water suppliers and sewer system providers, as those terms are defined, for multiple purposes, including, among other things, to cover or reduce the costs for water suppliers associated with treating drinking water to meet the applicable state and federal maximum PFAS contaminant levels. (Based on 09/02/2025 text)

Position: Support
Priority: (4) Standard
Subject: Trash, Recycling, Water, Resources
Misc2: League of Cities Sponsored

SB 456 (**Ashby, D**) **Contractors: exemptions: muralists.**
Current Text: 04/02/2025 - Amended HTML PDF
Status: 08/21/2025 - Read second time. Ordered to third reading.

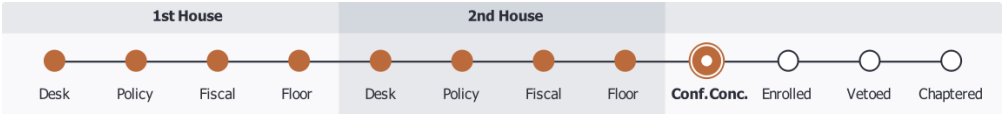


Location: 08/21/2025 - Assembly THIRD READING
Summary: The Contractors State License Law establishes the Contractors State License Board within the Department of Consumer Affairs and sets forth its powers and duties relating to the licensure and regulation of contractors. Current law makes it a misdemeanor for a person to engage in the business, or act in the capacity, of a contractor without a license, unless exempted. Current law exempts from the Contractors State License Law a nonprofit corporation providing assistance to an owner, as specified. This bill would exempt from that law an artist who draws, paints, applies, executes, restores, or conserves a mural, as defined, pursuant to an agreement with a person who could legally authorize the work. (Based on 04/02/2025 text)

Position: Support
Priority: (4) Standard
Subject: Planning, Land Use, Housing
Misc2: League of Cities Sponsored

SB 466 (**Caballero, D**) **Drinking water: primary standard for hexavalent chromium: exemption.**
Current Text: 08/25/2025 - Amended HTML PDF

Status: 09/03/2025 - In Senate. Concurrence in Assembly amendments pending.



Location: 09/03/2025 - Senate CONCURRENCE

Summary: The California Safe Drinking Water Act requires the State Water Resources Control Board to adopt primary drinking water standards for contaminants in drinking water based upon specified criteria and requires a primary drinking water standard to be established for hexavalent chromium. Current law authorizes the state board to grant a variance from primary drinking water standards to a public water system. This bill would prohibit a public water system that meets the total chromium maximum contaminant level (MCL) enforceable standard for drinking water in California from being determined, held, considered, or otherwise deemed in violation of the primary drinking water standard for hexavalent chromium while implementing a state board approved compliance plan or while state board action on the proposed and submitted compliance plan is pending, except as provided. (Based on 08/25/2025 text)

Position: Support

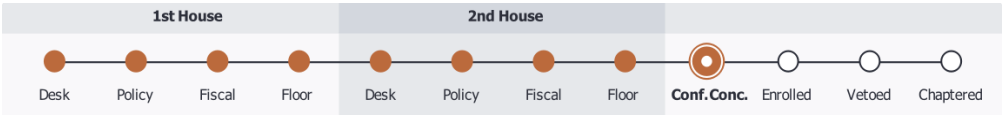
Priority: (3) Significant

Subject: Trash, Recycling, Water, Resources

SB 489 (**Arreguín, D**) **Local agency formation commissions: written policies and procedures: Permit Streamlining Act: housing development projects.**

Current Text: 08/26/2025 - Amended HTML PDF

Status: 09/03/2025 - Read third time. Passed. Ordered to the Senate. In Senate. Concurrence in Assembly amendments pending.



Location: 09/03/2025 - Senate CONCURRENCE

Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 governs the procedures for the formation and change of organization of cities and special districts and establishes a local agency formation commission in each county consisting of members appointed as provided. The act expresses the intent of the Legislature that each local agency formation commission, by January 1, 2002, establish written policies and procedures and exercise its powers in a way that encourages and provides planned, well-ordered, efficient urban development patterns, as specified. The act requires these written policies and procedures to include forms to be used for various submittals to the commission, as provided. The act requires each commission to provide access to notices and other information to the public on an internet website, as specified, including notice of all public hearings and commission meetings. This bill would require that each local agency formation commission establish the written policies and procedures described above. The bill would require that the written policies and procedures include any forms necessary for a complete application to the commission concerning a proposed change of organization or reorganization. (Based on 08/26/2025 text)

Priority: (4) Standard

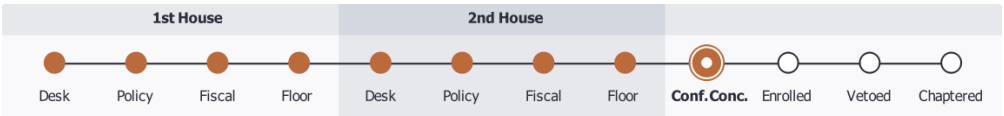
Subject: Planning, Land Use, Housing

Misc2: Fast Track Housing Package

SB 499 (**Stern, D**) **Residential projects: fees and charges.**

Current Text: 08/20/2025 - Amended HTML PDF

Status: 09/03/2025 - Read third time. Passed. Ordered to the Senate. In Senate. Concurrence in Assembly amendments pending.



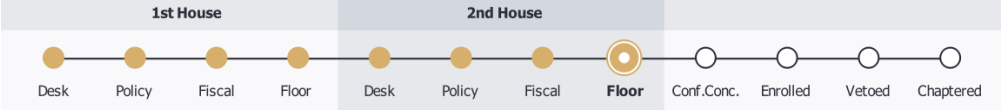
Location: 09/03/2025 - Senate CONCURRENCE

Summary: The Mitigation Fee Act imposes various requirements with respect to the establishment, increase, or imposition of a fee by a local agency as a condition of approval of a development project. If a local agency imposes any fees or charges on designated residential developments for the construction of public improvements or facilities, current law imposes various conditions on the fees and charges. Among these conditions, existing law prohibits the local agency from requiring the payment of those fees or charges until the date the first certificate of occupancy or first temporary certificate of occupancy is issued, whichever occurs first, except as specified. Current law, for designated residential development projects, authorizes the local agency to collect utility service fees related to connections at the time an

application for service is received if those fees do not exceed the costs incurred by the utility provider resulting from the connection activities. This bill would additionally authorize a local agency to collect utility service charges related to connections at the time an application is received, as described above. (Based on 08/20/2025 text)

Priority: (4) Standard
Subject: Planning, Land Use, Housing, Public Safety

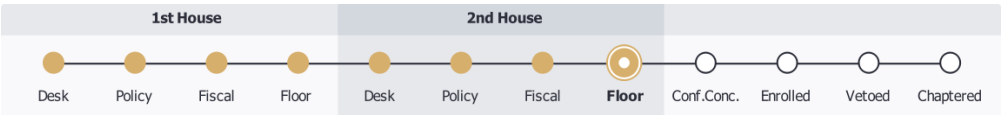
SB 634 (**Pérez, D**) **Local government: homelessness.**
Current Text: 06/24/2025 - Amended HTML PDF
Status: 07/17/2025 - Read second time. Ordered to third reading.



Location: 07/17/2025 - Assembly THIRD READING
Summary: Current law establishes procedures for the enactment of ordinances by counties and cities and makes a violation of a county or city ordinance, as applicable, a misdemeanor unless by ordinance it is made an infraction. This bill would prohibit a local jurisdiction from adopting a local ordinance, or enforcing an existing ordinance, that prohibits a person or organization from providing support services, as specified, to a person who is homeless or assisting a person who is homeless with any act related to basic survival. The bill would define various terms for these purposes. The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities. (Based on 06/24/2025 text)

Priority: (5) Track/Watch
Subject: Governance, Human Services, Recreation, Quality of Life, Public Safety

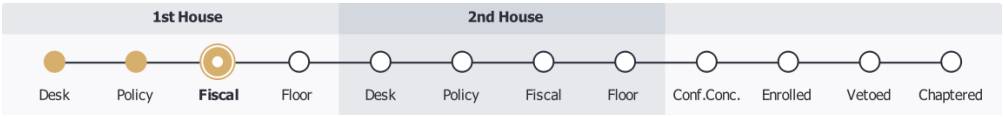
SB 682 (**Allen, D**) **Environmental health: product safety: perfluoroalkyl and polyfluoroalkyl substances.**
Current Text: 09/02/2025 - Amended HTML PDF
Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING
Summary: Current law requires the Department of Toxic Substances Control, on or before January 1, 2029, to adopt regulations to enforce specified covered perfluoroalkyl and polyfluoroalkyl substances (PFAS) restrictions, which include prohibitions on the distribution, sale, or offering for sale of certain products that contain specified levels of PFAS. Current law requires the department, on and after July 1, 2030, to enforce and ensure compliance with those provisions and regulations, as provided. Current law requires manufacturers of these products, on or before July 1, 2029, to register with the department, to pay a registration fee to the department, and to provide a statement of compliance certifying compliance with the applicable prohibitions on the use of PFAS to the department, as specified. Current law authorizes the department to test products and to rely on third-party testing to determine compliance with prohibitions on the use of PFAS, as specified. Current law requires the department to issue a notice of violation for a product in violation of the prohibitions on the use of PFAS, as provided. Current law authorizes the department to assess an administrative penalty for a violation of these prohibitions and authorizes the department to seek an injunction to restrain a person or entity from violating these prohibitions, as specified. This bill would, on and after January 1, 2028, prohibit a person from distributing, selling, or offering for sale a cleaning product, dental floss, juvenile product, food packaging, or ski wax, as provided, that contains intentionally added PFAS, as defined, except for previously used products and as otherwise preempted by federal law. The bill would, on and after January 1, 2030, prohibit a person from distributing, selling, or offering for sale cookware that contains intentionally added PFAS, except for previously used products and as otherwise preempted by federal law. The bill would authorize the department, on or before January 1, 2029, to adopt regulations to carry out these provisions. (Based on 09/02/2025 text)

Priority: (5) Track/Watch
Subject: Trash, Recycling, Water, Resources

SB 696 (**Alvarado-Gil, R**) **Sales and Use Tax Law: exemptions: firefighting equipment.**
Current Text: 05/08/2025 - Amended HTML PDF
Status: 05/23/2025 - May 23 hearing: Held in committee and under submission.



Location: 05/19/2025 - Senate APPR. SUSPENSE FILE

Summary: Existing state sales and use tax laws impose a tax on retailers measured by the gross receipts from the sale of tangible personal property sold at retail in this state or on the storage, use, or other consumption in this state of tangible personal property purchased from a retailer for storage, use, or other consumption in this state. The Sales and Use Tax Law provides various exemptions from those taxes. This bill, on and after July 1, 2026, and before January 1, 2031, would exempt from those taxes the gross receipts from the sale in this state of, and the storage, use, or other consumption in this state of, firefighting apparatus, equipment, or specialized vehicles, as defined, purchased by a fire department, including an all-volunteer fire department, as defined, or a fire protection district. This bill contains other related provisions and other existing laws. (Based on 05/08/2025 text)

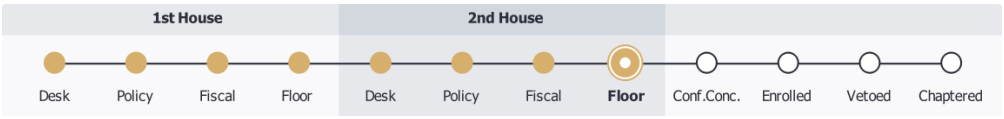
Priority: (5) Track/Watch

Subject: Municipal Funding and Procurement

SB 707 (**Durazo, D**) **Open meetings: meeting and teleconference requirements.**

Current Text: 09/02/2025 - Amended HTML PDF

Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: The Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. This bill would, beginning July 1, 2026, and until January 1, 2030, require an eligible legislative body, as defined, to comply with additional meeting requirements, including that, except as specified, all open and public meetings include an opportunity for members of the public to attend via a 2-way telephonic service or a 2-way audiovisual platform, as defined, and that the eligible legislative body take specified actions to encourage residents to participate in public meetings, as specified. (Based on 09/02/2025 text)

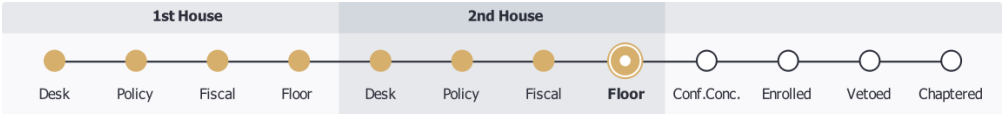
Priority: (4) Standard

Subject: Governance

SB 710 (**Blakespear, D**) **Property taxation: active solar energy systems.**

Current Text: 09/02/2025 - Amended HTML PDF

Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: The California Constitution generally limits the maximum rate of ad valorem tax on real property to 1% of the full cash value of the property and defines “full cash value” for these purposes as the appraised value of real property when purchased, newly constructed, or a change in ownership has occurred after the 1975 assessment. Pursuant to constitutional authorization, current property tax law excludes from the definition of “newly constructed” for these purposes the construction or addition of any active solar energy system, as defined, through the 2025–26 fiscal year. Under current property tax law, this exclusion remains in effect only until there is a subsequent change in ownership, but an active solar energy system that qualifies for the exclusion before January 1, 2027, continues to receive the exclusion until there is a subsequent change in ownership. Current law repeals these exclusion provisions on January 1, 2027. This bill would remove the repeal of the existing active solar energy system exclusion. (Based on 09/02/2025 text)

Position: Oppose

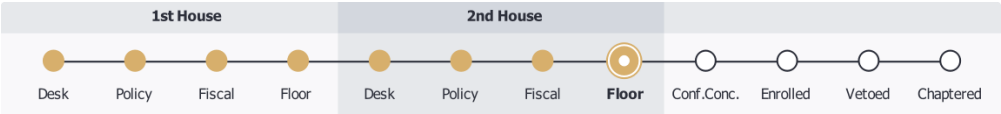
Priority: (4) Standard

Subject: Planning, Land Use, Housing

SB 720 (**Ashby, D**) **Automated traffic enforcement system programs.**

Current Text: 09/02/2025 - Amended HTML PDF

Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: Current law authorizes the limit line, intersection, or other places where a driver is required to stop to be equipped with an automated traffic enforcement system if the governmental agency utilizing the system meets certain requirements, including identifying the system with signs and ensuring that the system meets specified criteria on minimum yellow light change intervals. Current law authorizes, until January 1, 2032, the Cities of Los Angeles, San Jose, Oakland, Glendale, and Long Beach, and the City and County of San Francisco to establish a speed safety system pilot program for speed enforcement that utilizes a speed safety system in specified areas, if the system meets specified requirements. Current law prescribes specified requirements for a notice of violation issued pursuant to these provisions, and requires a violation of a speed law that is recorded by a speed safety system to be subject only to a specified civil penalty. This bill would additionally authorize a city, county, or city and county to establish an automated traffic enforcement system program to use those systems to detect a violation of a traffic control signal, if the system meets specified requirements. The bill would require a violation of a traffic control signal that is recorded by an automated traffic enforcement system to be subject to escalating civil penalties, as specified. The bill would, among other things, provide for the issuance of a notice of violation, an initial review, an administrative hearing, and an appeals process, as specified, for a violation under this program. The bill would clarify that a local jurisdiction may utilize an automated traffic enforcement system pursuant to these provisions or the above-described provisions authorizing the utilization of an automated traffic enforcement system. (Based on 09/02/2025 text)

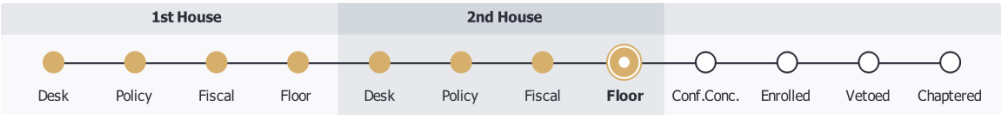
Priority: (5) Track/Watch

Subject: Public Safety

SB 786 (**Arreguín, D**) **Planning and zoning: general plan: judicial challenges.**

Current Text: 09/02/2025 - Amended HTML PDF

Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city, and of certain land outside its boundaries, and requires the general plan to contain specified mandatory elements. Current law specifies that these provisions generally do not apply to a charter city, but requires a charter city to adopt a general plan that contains the mandatory elements, among other things. Current law prescribes a process to challenge the validity of a general plan. Among other things, existing law requires a petitioner to request a hearing or trial, as specified. Current law requires a court to set a date for the hearing or trial to be heard no later than 120 days after the filing of the request, as specified. Current law authorizes a court to continue for a reasonable time the date of the hearing or trial upon written motion and finding of good cause. Current law requires a court to grant the petitioner temporary relief if the court grants a continuance to a respondent, as specified. This bill would apply to the above-described process to challenge the validity of a general plan to a charter city and state that this is declaratory of existing law. The bill would limit the period for which a court may continue a trial or hearing, as described above, to no more than 60 days and would additionally authorize a court to grant a continuance on the court's own motion. The bill would extend the requirement that a court grant temporary relief, as described above, in any instance in which the court orders a continuance, rather than only if the court grants a continuance to a respondent. (Based on 09/02/2025 text)

Priority: (5) Track/Watch

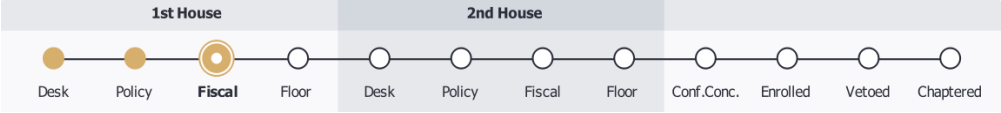
Subject: Planning, Land Use, Housing

Misc2: Fast Track Housing Package

SB 789 (**Menjivar, D**) **Taxation: information returns: vacant commercial real property.**

Current Text: 04/30/2025 - Amended HTML PDF

Status: 05/23/2025 - May 23 hearing: Held in committee and under submission.



Location: 05/12/2025 - Senate APPR. SUSPENSE FILE

Summary: Current statutory law, the Documentary Transfer Tax Act, authorizes the imposition of a tax by a county or city, as provided, with respect to specified instruments that transfer specified interests in real property. Current law establishes the California Department of Tax and Fee Administration for the purpose of administering various taxes. This bill would require a person, as defined, that owns commercial property, as defined, in this state to register with the department, as provided. The bill would require every person owning commercial real property in this state to file an information return each year by a date determined by the department, as provided. The bill would require the information return to include specified information, including, among other requirements, whether any buildings or portions of buildings were vacant in the previous calendar year. The bill would authorize extensions of the time for a person to file an information return under specified circumstances, including for good cause. The bill would impose on any person who fails or refuses to timely furnish a return required by its provisions a penalty of $100 per commercial property that the person fails or refuses to timely furnish the information return. The bill would authorize the Director of Finance to make a loan from the General Fund to the department to implement those provisions, and would require any loan to be repaid from revenues from penalties imposed. (Based on 04/30/2025 text)

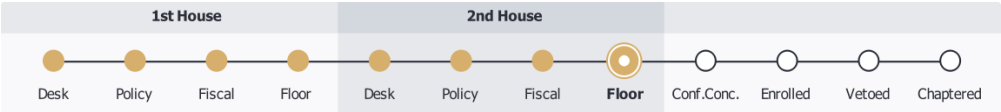
Priority: (4) Standard

Subject: Municipal Funding and Procurement, Planning, Land Use, Housing

SB 827 (**Gonzalez, D**) **Local agency officials: training.**

Current Text: 09/02/2025 - Amended HTML PDF

Status: 09/03/2025 - Read second time. Ordered to third reading.



Location: 09/03/2025 - Assembly THIRD READING

Summary: Current law imposes ethics training on specified local agency officials. Current law requires each training to be 2 hours and requires the officials to receive each training every 2 years, and as described otherwise, with the first training within one year of commencing service. Existing law requires the local agency to maintain records of the trainings, as prescribed. This bill would expand which local agency officials are required to complete the above-described ethics training to include department heads, or other similar administrative officers, as specified, and would instead require officials who commence service on or after January 1, 2026, to receive their initial training within 6 months of commencing service. The bill would require the local agency to publish post clear instructions and contact information for requesting the training records on its internet website, as specified. This bill would additionally require all local agency officials, as defined, to receive at least 2 hours of fiscal and financial training, as described. The bill would require the training to be received at least once every 2 years, as provided. The bill would exempt from these requirements specified local agency officials if they are in compliance with existing education requirements specific to their positions. This bill would authorize a local agency or an association of local agencies to contract with or otherwise collaborate with a provider of a training course to offer one or more training courses, or sets of self-study materials with tests, to its local agency officials to meet the training requirement, as described. The bill would require the training courses and materials to be developed in consultation with experts in local government finance. finance, as specified. (Based on 09/02/2025 text)

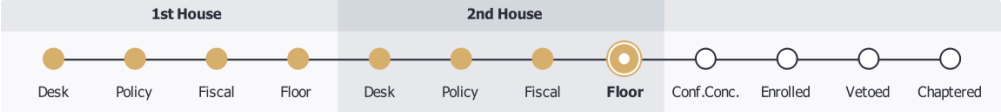
Priority: (5) Track/Watch

Subject: Governance

SB 840 (**Limón, D**) **Greenhouse gases: report.**

Current Text: 03/26/2025 - Amended HTML PDF

Status: 09/02/2025 - Read second time. Ordered to third reading.



Location: 09/02/2025 - Assembly THIRD READING

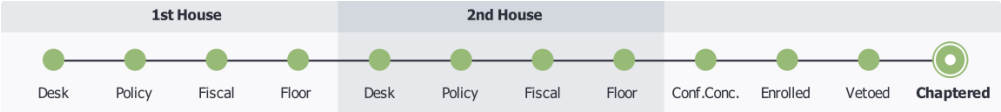
Summary: The California Global Warming Solutions Act of 2006 requires the State Air Resources Board, in adopting rules and regulations to achieve the maximum technologically feasible and cost-effective greenhouse gas emissions reductions to ensure that the statewide greenhouse gas emissions are reduced to at least 40% below the 1990 levels no later than December 31, 2030. The act requires the Legislative Analyst's Office, until January 1, 2030, to annually submit to the Legislature a report on the economic impacts and benefits of those greenhouse gas emissions reduction targets. The act, until January 1, 2031, establishes the Independent Emissions Market Advisory Committee and requires the committee to annually report to the state board and the Joint Legislative Committee on Climate Change Policies on the environmental and economic performance of the regulations establishing the market-based compliance mechanism and other relevant climate change policies. This bill would extend indefinitely the requirement for the Legislative Analyst's

Office to annually submit to the Legislature the report on the economic impacts and benefits of those greenhouse gas emissions targets. The bill would require the committee, at a public hearing, to review the annual report by the Legislative Analyst's Office. (Based on 03/26/2025 text)

Priority: (6) Info only
Subject: Trash, Recycling, Water, Resources

SR 15 (**Ochoa Bogh, R**) **Relative to the "2-1-1" information and referral service.**

Current Text: 02/28/2025 - Enrolled HTML PDF
Status: 02/27/2025 - Read. Adopted. (Ayes 36. Noes 0.)



Location: 02/27/2025 - Senate ADOPTED
Summary: Would resolve that he Senate hereby proclaims the month of February 2025 as 2-1-1 Month and the day of February 11, 2025 as 2-1-1 Day to promote and strengthen the 2-1-1 service in providing Californians with free and confidential referrals to needed resources. Resolved, That the Senate commits to supporting the 2-1-1 service and infrastructure so that all Californians have equitable access to this critical service that provides resource connections regarding support for poverty, housing, family and children, aging and disability, health equity, and disasters. Resolved, That the Senate encourages all Californians to be aware of the 2-1-1 service and look up their local 2-1-1 service provider on the internet at 211.org (Based on 02/28/2025 text)

Priority: (6) Info only
Subject: Human Services, Recreation, Quality of Life

Total Measures: 69
Total Tracking Forms: 69

ATTACHMENT 3
Position Letters & Major Issues
As of September 5, 2025

Attachment 3 includes City of Chino position letters on legislation and regulations submitted since the prior report. The attached letter(s) were submitted on behalf of the City during this reporting period.

EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN C. COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

July 28, 2025

The Honorable Sabrina Cervantes
California State Senator
1021 O Street, Suite 7330
Sacramento, CA 95814

RE: Opposition Letter for SB 274: Automated License Plate Recognition Systems

As the Chief of Police for the City of Chino and a resident of the City of Eastvale, I am writing to express my opposition to SB 274, which you have introduced. SB 274 seeks to restrict the use and storage of Automated License Plate Reader (ALPR) technology by law enforcement. While I respect and appreciate your efforts to address civil liberties and data privacy concerns, the bill, as currently written, presents serious challenges to law enforcement's ability to protect the public and effectively investigate criminal activity.

SB 274 would require agencies to associate every use of surveillance technology, including ALPRs and security footage, with a specific case number and impose a 60-day data retention limit unless the information is tied to an active investigation. While well-intentioned, this requirement does not reflect the realities of modern policing, particularly in complex investigations, where patterns and suspects often cannot be identified within such a limited timeframe.

In many cases, data such as ALPR hits or surveillance footage are instrumental in connecting the dots across jurisdictions and identifying suspects weeks or even months after a crime has occurred. Mandating the deletion of such data after 60 days would severely hinder criminal investigations, especially in cases involving organized retail theft, vehicle theft, or patterns of violent crime. Surveillance tools frequently capture suspicious activity not linked to a known crime at the time, but which later proves critical in solving major cases. Under SB 274, law enforcement risks losing potentially vital evidence simply because it is not immediately tied to a case file.

Additionally, the requirement to associate a case number at the point of data collection is impractical. Officers frequently request that our Real Time Crime Center or Dispatch conduct inquiries on vehicles possibly associated to a criminal offense via our ALPR system while responding to calls for service. In many of these instances, a crime has not yet been confirmed, and therefore, a case number has not been generated. The Chino Police Department has consistently apprehended suspects shortly after crimes are committed by using ALPR technology in real time.

13220 Central Avenue, Chino, California 91710
Mailing Address: P.O. Box 667, Chino, California 91708-0667
(909) 334-3250 • (909) 334-3720 Fax
Web Site: www.cityofchino.org

As one of your constituents living in Eastvale and serving as Chief of Police in a neighboring city, I respectfully urge you to consider the unintended consequences this bill will have on law enforcement's ability to safeguard our communities. While balancing privacy and public safety is essential, SB 274, as written, shifts too far from providing us with the tools needed to protect victims and hold offenders accountable.

As a law enforcement professional committed to public safety, I believe SB 274's approach would hinder law enforcement's ability in keeping our communities safe. Thank you for your attention to this matter. Should you require further information or wish to discuss this in more detail, please do not hesitate to contact me at (909) 334-3093 or KMensen@chinopd.org.

Sincerely,

Kevin Mensen, Chief of Police
Chino Police Department

EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN C. COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

September 2, 2025

The Honorable Blanca Rubio
California State Assembly
1021 O Street, Suite 5250
Sacramento, CA 95814

RE: Opposition Letter for SB 274: Automated License Plate Recognition Systems

As Chief of Police for the City of Chino and a resident of the City of Eastvale, I am writing to express my strong opposition to SB 274. SB 274 seeks to restrict the use and storage of Automated License Plate Reader (ALPR) technology by law enforcement. While I respect and appreciate the efforts to address civil liberties and data privacy concerns, the bill as currently written poses serious challenges to law enforcement's ability to protect the public and investigate criminal activity effectively.

SB 274 would require agencies to associate every use of surveillance technology—including ALPRs and security footage—with a specific case number and impose a 60-day data retention limit unless the information is tied to an active investigation. While well-intentioned, this requirement does not reflect the realities of modern policing, particularly in complex investigations where patterns and suspects may not be identified within that limited timeframe.

In many cases, data such as ALPR hits or surveillance footage are instrumental in connecting the dots across jurisdictions and identifying suspects weeks or even months after a crime has occurred. Officers frequently request our Real Time Crime Center (RTCC) and Dispatch to run a suspect vehicle's license plate through our ALPR system while they respond to calls for service, often helping us quickly establish a possible route of travel. The Chino Police Department has consistently apprehended suspects shortly after crimes are committed using ALPR technology. However, many incidents are reported more than 60 days after the fact. Our Patrol Officers and Criminal Investigations Bureau solve a high percentage of these cases by using ALPR data and other investigative tools to link suspects to vehicles and place those vehicles near crime scenes at the time of the incidents.

13220 Central Avenue, Chino, California 91710
Mailing Address: P.O. Box 667, Chino, California 91708-0667
(909) 334-3250 • (909) 334-3720 Fax
Web Site: www.cityofchino.org

Requiring a case number at the point of data collection and mandating deletion of data after 60 days will severely hinder both proactive and reactive investigations, particularly in cases involving organized retail theft, vehicle theft, or violent crime patterns. Surveillance tools often capture suspicious activity not linked to a known crime at the time—but which later proves critical in solving major cases. Under SB 274, law enforcement risks losing potentially vital evidence simply because it was not immediately tied to a case file.

For these reasons, I respectfully urge you to oppose SB 274 and consider the unintended consequences this bill will have on law enforcement's ability to safeguard our communities. The balance between privacy and public safety is essential—but SB 274, as written, shifts too far from providing the tools we rely on to protect victims and hold offenders accountable.

As a law enforcement professional committed to public safety, I believe SB 274's approach would ultimately harm our communities. Thank you for your attention to this critical matter. Should you require further information or wish to discuss this in more detail, please do not hesitate to contact me at (909) 334-3093 or KMensen@chinopd.org.

Sincerely,



Kevin Mensen, Chief of Police
Chino Police Department

EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN C. COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

September 2, 2025

The Honorable Phillip Chen
California State Assembly
1021 O Street, Suite 4620
Sacramento, CA 95814

RE: Opposition Letter for SB 274: Automated License Plate Recognition Systems

As Chief of Police for the City of Chino and a resident of the City of Eastvale, I am writing to express my strong opposition to SB 274. SB 274 seeks to restrict the use and storage of Automated License Plate Reader (ALPR) technology by law enforcement. While I respect and appreciate the efforts to address civil liberties and data privacy concerns, the bill as currently written poses serious challenges to law enforcement's ability to protect the public and investigate criminal activity effectively.

SB 274 would require agencies to associate every use of surveillance technology—including ALPRs and security footage—with a specific case number and impose a 60-day data retention limit unless the information is tied to an active investigation. While well-intentioned, this requirement does not reflect the realities of modern policing, particularly in complex investigations where patterns and suspects may not be identified within that limited timeframe.

In many cases, data such as ALPR hits or surveillance footage are instrumental in connecting the dots across jurisdictions and identifying suspects weeks or even months after a crime has occurred. Officers frequently request our Real Time Crime Center (RTCC) and Dispatch to run a suspect vehicle's license plate through our ALPR system while they respond to calls for service, often helping us quickly establish a possible route of travel. The Chino Police Department has consistently apprehended suspects shortly after crimes are committed using ALPR technology. However, many incidents are reported more than 60 days after the fact. Our Patrol Officers and Criminal Investigations Bureau solve a high percentage of these cases by using ALPR data and other investigative tools to link suspects to vehicles and place those vehicles near crime scenes at the time of the incidents.

13220 Central Avenue, Chino, California 91710
Mailing Address: P.O. Box 667, Chino, California 91708-0667
(909) 334-3250 • (909) 334-3720 Fax
Web Site: www.cityofchino.org

Requiring a case number at the point of data collection and mandating deletion of data after 60 days will severely hinder both proactive and reactive investigations, particularly in cases involving organized retail theft, vehicle theft, or violent crime patterns. Surveillance tools often capture suspicious activity not linked to a known crime at the time—but which later proves critical in solving major cases. Under SB 274, law enforcement risks losing potentially vital evidence simply because it was not immediately tied to a case file.

For these reasons, I respectfully urge you to oppose SB 274 and consider the unintended consequences this bill will have on law enforcement's ability to safeguard our communities. The balance between privacy and public safety is essential—but SB 274, as written, shifts too far from providing the tools we rely on to protect victims and hold offenders accountable.

As a law enforcement professional committed to public safety, I believe SB 274's approach would ultimately harm our communities. Thank you for your attention to this critical matter. Should you require further information or wish to discuss this in more detail, please do not hesitate to contact me at (909) 334-3093 or KMensen@chinopd.org.

Sincerely,



Kevin Mensen, Chief of Police
Chino Police Department

EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN C. COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

August 19, 2025

The Honorable Scott Wiener
Senator, California State Senate
1021 O St, Suite 8620
Sacramento, CA 95814

RE: SB 79 (Wiener) Transit-oriented Development, as amended July 17, 2025 - OPPOSE

Dear Senator Wiener,

The City of Chino writes to express our strong opposition to your bill, SB 79, which would disregard state-certified housing elements and bestow land use authority to transit agencies without any requirement to align development standards with local general plan and zoning requirements.

SB 79 doubles down on the recent trend of the state overriding its own mandated local housing elements. This latest overreaching effort forces cities in urban transit counties defined as "a county with more than 15 rail stations" to approve transit-oriented development projects near specified transit stops — up to seven stories high and a density of 120 homes per acre — without regard to the community's needs, environmental review, or public input. Similarly, cities in non-urban transit counties near specific transit stops would need to approve development projects by right, up to five stories high, with a density of 80 homes per acre.

Most alarmingly, SB 79 defies cities' general plans and provides transit agencies with unlimited land use authority on property they own or have a permanent easement on or before January 1, 2026, within a half mile of a transit stop. Transit agencies would have the power to determine nearly all aspects of the development, including height, density, and design, without any regard for local zoning or planning.

The City of Chino appreciates the author's desire to include an alternative transit-oriented development plan; however, as currently drafted, the local government has the option to do this through an additional analysis in the local government's housing element or through the adoption of an ordinance with approval from the Department of Housing and Community Development (HCD). In the AB 650 Senate Appropriations Analysis, HCD has determined that it will cost $11.1 million annually and 52 new staff positions to provide more clarity in the housing element review process. SB 79 would add additional requirements for state review, increasing workloads, and making it more likely that local governments will not get their housing elements or ordinances approved promptly.

13220 Central Avenue, Chino, California 91710
Mailing Address: P.O. Box 667, Chino, California 91708-0667
(909) 334-3250 • (909) 334-3720 Fax
Web Site: www.cityofchino.org

Finally, the local flexibility provided in the measure is minimal at best. The bill does not provide exemptions for cities that have adopted plans to promote taller, denser residential development near transit in consultation with the community, but fall short of the bill's rigid minimum requirements. The alternative plan would still be required to meet or exceed the required development near transit as determined by HCD across all transit-oriented development zones within the jurisdiction, without accounting for infrastructure constraints, environmental hazards, or community design goals unique to each jurisdiction. For example, a community may want to distribute density around the jurisdiction due to its infrastructure capacity. However, they must still meet the minimum requirements of the bill, regardless of whether they make sense for the community or the design of the jurisdiction. In short, the flexibility is about how to meet the state's requirements – not whether those requirements make sense for the community.

The City of Chino appreciates and respects your desire to pursue a housing production proposal. However, as currently drafted, SB 79 will not spur much-needed housing construction in a manner that supports local flexibility, decision-making, and community input. State-driven ministerial or by-right housing approval processes fail to recognize the extensive public engagement associated with developing and adopting zoning ordinances and housing elements.

California will never produce the number of homes needed with an increasingly state-driven, by-right housing approval process. What we really need is a sustainable state investment that matches the scale of this decades-in-the-making crisis. For these reasons, the City of Chino continues to strongly oppose SB 79.

Sincerely,

Linda Reich
City Manager

cc: The Honorable Susan Rubio
The Honorable Michelle Rodriguez
The Honorable Phillip Chen
Laura Varela, League of California Cities, lvarela@calcities.org
League of California Cities, cityletters@cacities.org

EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

August 19, 2025

Governor Gavin Newsom
1021 O Street, Suite 9000
Sacramento, CA 95814

Senate President Pro Tempore Mike McGuire
1021 O St., Suite 8518
Sacramento, CA 95814

Speaker of the Assembly Robert Rivas State
Capitol P.O. Box 942849
Sacramento, CA 94249-0029

RE: SUPPORT FOR DELTA CONVEYANCE PROJECT STREAMLINING TRAILER BILL

Dear Governor Newsom, Pro Tem McGuire, and Speaker Rivas,

I write on behalf of the City of Chino to express our strong support for the streamlining of processes to advance the Delta Conveyance Project (DCP) to a point where informed decisions can be made regarding construction investment and urge you to support the Delta Conveyance Project Streamlining Trailer Bill.

This budget trailer bill is NOT about circumventing public engagement and review – this budget trailer bill is all about breaking through redundant, archaic processes that have resulted in endless delays, duplicative reviews, and millions upon millions of dollars of additive costs, while impeding the State's ability to complete the DCP and other critical, needed infrastructure projects.

The DCP is a critical component of California's plans to fortify the State Water Project (SWP) in preparation for the impacts of extreme weather and climate change. The SWP delivers water to more than 27 million Californians and 750,000 acres of farmland and is the engine that powers California's economic success. However, this system is vulnerable to extreme weather and unpredictable precipitation patterns and, as a result, our state's main water supply is at serious risk.

According to the Department of Water Resources' SWP Delivery Capability Report, the SWP is expected to lose up to 23% of its supply in the next 20 years due to changing flow patterns and extreme weather shifts. It is critical that we act NOW by advancing the DCP to prepare California's water infrastructure to protect the long-term reliability and affordability of water for the millions of Californian homes and businesses that rely upon the SWP.

13220 Central Avenue, Chino, California 91710
Mailing Address: P.O. Box 667, Chino, California 91708-0667
(909) 334-3250 • (909) 334-3720 Fax
Web Site: www.cityofchino.org

The 2024 Benefit/Cost Analysis of the Delta Conveyance Project found that water conveyed through the SWP is the most affordable source of water compared to alternatives like desalination or recycling. These alternative sources are necessary, but the volume of water delivered by the SWP cannot be replaced.

For decades, the DCP has been stalled by frivolous lawsuits and duplicative reviews. These are the universal problems facing major infrastructure throughout California, and are foundational to why it is so difficult to do big things in our state and bring major infrastructure to completion.

The budget trailer bill proposal restores balance to this process – ensuring legitimate concerns are addressed, while removing tools for obstruction and delay. Every year of delay in construction of the DCP costs California's water ratepayers – including nearly 8 million people living in disadvantaged communities – approximately $600 million. The budget trailer bill proposal reduces bureaucratic red tape, which translates into real savings for Californians and for the State budget.

The proposed trailer bill smooths administrative processes to help move the Delta Conveyance Project in a way that balances environmental protections while improving the efficiency of the review and approval process.

It needs to be said, that this DCP "is not your grandparent's water conveyance project." The DCP has been redesigned to be smaller, more environmentally responsive, and less intrusive to Delta communities. At the same time, the DCP will generate thousands of good-paying union construction jobs and stimulate local economies, especially in areas hardest hit by economic downturns and drought-related agricultural cutbacks.

For these reasons, the City of Chino urges you to support the DCP trailer bill. We appreciate your consideration and look forward to working with you to advance this important legislation.

Best regards,

Eunice Ulloa
Mayor

cc: Chino City Council

EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN C. COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

September 2, 2025

The Honorable Sade Elhawary
California State Assembly
1021 O Street, Room 6320
Sacramento, CA 95814

Subject: Opposition: Assembly Bill 1231 – Safer Communities Through Opportunities Act

Dear Assembly Member Elhawary,

On behalf of the Chino Police Department, I am writing to express our strong opposition to Assembly Bill 1231, which would allow pretrial diversion for nearly all nonviolent, non-serious felony offenses, including many drug sale offenses, repeated property crimes, and crimes that qualify as "predicate offenses" under Proposition 36. The bill is titled the "Safer Communities Through Opportunities Act," yet this name creates a false narrative. Our officers and communities have already seen the negative impacts of soft-on-crime legislation such as Proposition 47.

This bill grants judges broad discretion to approve diversion plans before trial and requires them to consider input from defense counsel, pretrial services, and even "family or close contacts of the defendant." Notably, repeat offenders would remain eligible for diversion regardless of how many times they have been arrested for the same type of crime.

Governor Newsom recently announced the deployment of CHP crime suppression teams to the Bay Area, Los Angeles, San Diego, the Inland Empire, Sacramento, and the Central Valley. These teams work in partnership with local law enforcement to saturate high-crime areas, target repeat offenders, seize weapons and narcotics, and disrupt organized criminal activity. Early pilot programs in Oakland and Bakersfield reported significant reductions in violent and property crimes. In contrast, AB 1231 undermines the Governor's

13220 Central Avenue, Chino, California 91710
Mailing Address: P.O. Box 667, Chino, California 91708-0667
(909) 334-3250 • (909) 334-3720 Fax
Web Site: www.cityofchino.org

own public safety message by extending leniency to repeat offenders, sending a conflicting signal to both the public and the criminal community.

California voters clearly expressed their support for accountability by passing Proposition 36 in last year's November general election. AB 1231, unless substantially amended, goes directly against the will of the citizens of California. At a minimum, eligibility for felony diversion should be limited to first-time offenders, require prosecutorial consent, and exclude crimes with identifiable victims—particularly burglary and theft-related offenses.

Though well-intentioned, AB 1231 shifts the balance away from accountability and public safety, while placing additional burdens on law enforcement agencies already stretched thin. For these reasons, I respectfully urge you to oppose Assembly Bill 1231 unless amended to protect victims and communities.

Thank you for considering our perspective on this critical issue. Should you require additional information or wish to discuss this matter in greater detail, please do not hesitate to contact me directly at (909) 334-3093 or via email at KMensen@chinopd.org.

Sincerely,



Kevin Mensen, Chief of Police
Chino Police Department

EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN C. COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

September 2, 2025

The Honorable Susan Rubio
California State Senate
1021 O Street, Room 8710
Sacramento, CA 95814

Subject: Opposition: Assembly Bill 1231 – Safer Communities Through Opportunities Act

Dear Senator Rubio,

On behalf of the Chino Police Department, I am writing to express our strong opposition to Assembly Bill 1231, which would allow pretrial diversion for nearly all nonviolent, non-serious felony offenses, including many drug sale offenses, repeated property crimes, and crimes that qualify as "predicate offenses" under Proposition 36. The bill is titled the "Safer Communities Through Opportunities Act," yet this name creates a false narrative. Our officers and communities have already seen the negative impacts of soft-on-crime legislation such as Proposition 47.

This bill grants judges broad discretion to approve diversion plans before trial and requires them to consider input from defense counsel, pretrial services, and even "family or close contacts of the defendant." Notably, repeat offenders would remain eligible for diversion regardless of how many times they have been arrested for the same type of crime.

Governor Newsom recently announced the deployment of CHP crime suppression teams to the Bay Area, Los Angeles, San Diego, the Inland Empire, Sacramento, and the Central Valley. These teams work in partnership with local law enforcement to saturate high-crime areas, target repeat offenders, seize weapons and narcotics, and disrupt organized criminal activity. Early pilot programs in Oakland and Bakersfield reported significant reductions in violent and property crimes. In contrast, AB 1231 undermines the Governor's

13220 Central Avenue, Chino, California 91710
Mailing Address: P.O. Box 667, Chino, California 91708-0667
(909) 334-3250 • (909) 334-3720 Fax
Web Site: www.cityofchino.org

own public safety message by extending leniency to repeat offenders, sending a conflicting signal to both the public and the criminal community.

California voters clearly expressed their support for accountability by passing Proposition 36 in last year's November general election. AB 1231, unless substantially amended, goes directly against the will of the citizens of California. At a minimum, eligibility for felony diversion should be limited to first-time offenders, require prosecutorial consent, and exclude crimes with identifiable victims—particularly burglary and theft-related offenses.

Though well-intentioned, AB 1231 shifts the balance away from accountability and public safety, while placing additional burdens on law enforcement agencies already stretched thin. For these reasons, I respectfully urge you to oppose Assembly Bill 1231 unless amended to protect victims and communities.

Thank you for considering our perspective on this critical issue. Should you require additional information or wish to discuss this matter in greater detail, please do not hesitate to contact me directly at (909) 334-3093 or via email at KMensen@chinopd.org.

Sincerely,



Kevin Mensen, Chief of Police
Chino Police Department

EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN C. COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

September 4, 2025

The Honorable María Elena Durazo
California State Senate
1021 O Street, Suite 7530
Sacramento, CA 95814

Re: Senate Bill 707 — Open meetings: meeting and teleconference requirements
Oppose Unless Amended (as Amended September 2, 2025)

Dear Senator Durazo:

The City of Chino writes to express its opposition to Senate Bill (SB) 707. While we appreciate the intent to expand transparency and to encourage public participation in local government, several provisions in the bill would result in unintended operational consequences and impose additional fiscal burdens on local agencies. We oppose the bill due to the following provisions.

Implementation Timeline
SB 707 is scheduled to take effect on July 1, 2026, providing agencies with a short timeframe to implement significant operational changes. This timeline is not feasible for many jurisdictions, including Chino, which already has a significant workload that exceeds the capacity of our city clerk staff. Additionally, establishing compliance with this bill will require extensive technology upgrades, including procurement and installation of hardware, software licensing, internet enhancements, and facility modifications to integrate reliable audio-visual systems and ensure accessibility compliance.

Additionally, agencies will need to develop new policies and protocols, train their staff, and allocate additional personnel to manage remote participation during meetings. These operational and staffing impacts, combined with the fiscal constraints many agencies face, make the current implementation date unworkable.

These efforts are further complicated by procurement timelines that can take three to six months or longer. Compounding these challenges, the same staff responsible for implementing these requirements will also be administering the November 2026 election.

13220 Central Avenue, Chino, California 91710
Mailing Address: P.O. Box 667, Chino, California 91708-0667
(909) 334-3250 • (909) 334-3720 Fax
Web Site: www.cityofchino.org

Agenda Translations
The bill's language translation requirements also present implementation questions. SB 707 requires agendas to be translated into all "applicable languages," defined as those spoken by 20% or more of the local population with limited English proficiency. This could require the translation of materials that may never be requested or used, resulting in significant costs and an administrative burden, and diverting resources from other critical needs within the agency. A request-based model, similar to other public records and accessibility accommodations, would strike a more effective balance between accessibility and feasibility.

SB 707 would also require local agencies to create and maintain translated versions of their public-facing webpages, with prominent links on the homepage for each applicable language. This poses practical challenges and requires technical capacity and administrative time, adding to the large and growing list of posting mandates when many users already rely on browser-based translation tools to navigate agency websites effectively.

Remote Public Participation
SB 707 mandates real-time remote public comment via two-way telephonic or audiovisual platforms for all open meetings of "eligible legislative bodies." While we recognize the importance of expanding access, this requirement will significantly increase staffing demands, overtime, technology infrastructure, and security needs. Managing virtual participation can also present challenges such as inappropriate content and meeting disruption, which require additional oversight and planning.

Special meetings held at alternative locations, often organized to better serve community needs, could be especially challenging to support due to these technological requirements. In many cases, compliance is not as simple as bringing a computer to another site; agencies often rely on encoders, dedicated audio-visual systems, and other non-portable equipment. Hosting an entire meeting with these new requirements in a different location may therefore be very difficult.

Public-Submitted Translations
SB 707 allows members of the public to post their own translations of an agenda at the physical meeting location. While we understand that agencies would not be held liable for inaccurate postings, this could lead to potential confusion or the dissemination of inaccurate information.

Subsidiary Body Recommendations
The bill's requirements concerning subsidiary body recommendations could interfere with existing legislative workflows. For example, requiring the governing body to discuss all advisory recommendations—regardless of relevance or scope—could reduce flexibility, create procedural inefficiencies, and raise questions about the proper scope of advisory bodies' authority. In practice,

many advisory bodies make recommendations in real time and within a timeframe that aligns with the issue at hand; waiting for a delayed decision mechanism would not be practical and could undermine the purpose of the recommendation.

For these reasons, the City of Chino must respectfully oppose SB 707.

Sincerely,



Linda Reich
City Manager

cc: cityletters@cacities.org

MEMORANDUM
CITY OF CHINO
DEVELOPMENT SERVICES DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **WARREN MORELION, AICP, DIRECTOR OF DEVELOPMENT SERVICES**

SUBJECT

2024-2025 Consolidated Annual Performance and Evaluation Report (CAPER).

RECOMMENDATION

Receive and file the 2024-2025 Consolidated Annual Performance and Evaluation Report (CAPER).

FISCAL IMPACT

There is no fiscal impact related to the filing of the CAPER.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Public Service Excellence through Internal and External Partnerships

Revenue: Click or tap here to enter text.	Expenditure:
Transfer In: Click or tap here to enter text.	Transfer Out: Click or tap here to enter text.

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) requires that all jurisdictions receiving Community Development Block Grant (CDBG) funds prepare a Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER details the program year accomplishments and must be submitted within 90 days of the end of each program year.

This year's CAPER marks the fifth and final year of the 2020-2025 Consolidated Plan which outlines the City's planned CDBG activities. The attached CAPER presents the City's CDBG accomplishments for Program Year 2024-2025 (July 1, 2024, to June 30, 2025).

ISSUES/ANALYSIS

The CAPER covers subject matters including financial resources available, the number of households, people assisted, and the jurisdiction's overall annual performance. The CAPER serves to aid the City in the assessment of future programs designed to assist low and moderate-income families, economic development initiatives, social service programs, and public improvement projects.

During FY 2024-2025, the City of Chino was awarded new funds in the amount of $512,733. In addition, $376,347.65 of the prior year's unexpended carryover funds were available. Of the total amount of funds available at $889,080.65, $371,381.54 was expended on the activities listed in the table below. The remaining balance is available for project completion during FY 2025-26.

Below is the breakdown of FY 2024-25 CDBG expenditures. Any unexpended funds will be reprogrammed for future CDBG activities.

$ 62,390.03	Program Administration
$ 20,000.00	Fair Housing Services
$ 76,351.26	Public Services
$ 127,427.61	Housing Activities and Code Enforcement
$ 85,213.10	Neighborhood Facility Improvements (Alley Improvements, which include prior year funds).
$ 371,381.54	**Total Expended in PY 2024-2025**

A notice announcing the availability of the CAPER for public review was published on August 30, 2025, in the *Chino Champion*, posted in City offices, and placed on the City's website to comply with HUD's 15-day public review and comment period. This comment period will be held from September 1, 2025, to September 15, 2025. As of the publication of this report, no written comments have been received. The CAPER will be submitted to HUD on September 26, 2025, per CDBG regulations.

Attachment: CAPER FY2024-2025 (PDF)

City of
Chino

FY 2024-2025 Consolidated Annual Performance Evaluation Report (CAPER)

5th Year of the 2020-2025
Five-Year Consolidated Plan

Draft
August 2025

Development Services Department

Table of Contents

CR-05 - Goals and Outcomes 1

CR-10 - Racial and Ethnic Composition of Families Assisted 6

CR-15 - Resources and Investments 91.520(a) 7

Leveraging 9

CR-20 - Affordable Housing 91.520(b) 10

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c) 13

CR-30 - Public Housing 91.220(h); 91.320(j) 17

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j) 19

CR-40 - Monitoring 91.220 and 91.230 25

Citizen Participation Plan 91.105(d); 91.115(d) 25

CR-45 - CDBG 91.520(c) 26

CR-58 – Section 3 27

Appendix A-IDIS Reports

Appendix B- Proof of Publication and Public Comments

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The FY 2024-2025 Consolidated Annual Performance Evaluation Report (CAPER) is the fifth year-end submission of accomplishments pertaining to the FY 2020-2025 Five-Year Consolidated Plan of the City of Chino, which reports accomplishments based on the FY 2024-2025 Annual Action Plan, covering July 1, 2024, through June 30, 2025. State and local governments that directly receive Community Development Block Grant Funds (CDBG) entitlement funds from the Department of Housing and Urban Development (HUD) are required to submit the CAPER ninety (90) days after the end of the program year (due September 28, 2025). Table 1, shown below, illustrates the City's progress in meeting the one-year goals and objectives outlined in the Annual Action Plan, as related to the Five-year Consolidated Plan (Strategic Plan) priorities.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Achieve fair housing for all	Non-Homeless Special Needs	CDBG: $10,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	900	1,241	137.89%	100	285	265.00%
Achieve fair housing for all	Non-Homeless Special Needs	CDBG: $20,000	Other	Other	0	0	0%	20	53	265.00%
Effective grant administration	Planning	CDBG: $82,546	Other	Other	14,593	14,593	100.00%	14,593	14,593	100.00%
Encourage economic development	Non-Housing Community Development	CDBG: $0	Facade treatment/business building rehabilitation	Business	0	0	0%	0	0	0%
Encourage economic development	Non-Housing Community Development	CDBG: $0	Businesses assisted	Businesses Assisted	50	63	126.00%	0	0	0%
Improve existing housing through code enforcement	Affordable Housing	CDBG: $60,000	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	2,175	989	45.47%	435	283	65.06%
Improve the well-being of low-income persons	Homeless Non-Homeless Special Needs	CDBG: $ $76,910	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	65,085	16,806	25.82%	15,070	18,410	889.00%

Improve the well-being of low-income persons	Homeless Non-Homeless Special Needs	CDBG: $0	Homeless Person Overnight Shelter	Persons Assisted	0	0	0%	0	0	0%
Improve/upgrade public infrastructure & facilities	Non-Housing Community Development	CDBG: $298,868.65	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	120,000	21,900	18.25%	24,000	0	0%
Rehabilitate the existing housing stock	Affordable Housing	CDBG: $100,000	Homeowner Housing Rehabilitated	Household Housing Unit	75	58	77.33%	10	9	90.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

During FY 2024-2025, the City received a total of $512,733 in federal funds from the US Department of Housing and Urban Development (HUD). In addition, $376,347.65 of prior year unexpended carryover was available. Of the total amount of $889,080.65 funds available, $371,381.54 was expended on housing rehabilitation grants, code enforcement, administration, fair housing, and other public services. These funds were used to address the goals and needs established in the Annual Action Plan, as well as the five-year Consolidated Plan priorities established as follows (only high-priority level needs were funded):

1. Provide home improvement grants to owner-occupied housing.
2. Address the needs of homeless families with children, homeless individuals, and chronically homeless persons.
3. Address the decline of deteriorated and deteriorating areas through code enforcement activities in low- and moderate-income neighborhoods.
4. Support infrastructure improvement funding for sidewalks and street lighting.
5. Support economic development funding for business property enhancement and small business development activities.
6. Support public services funding.

Specifically, the following accomplishments were achieved for each goal as follows:

1. **Affordable Housing Needs** were addressed through the nine (9) grants provided through Neighborhood Partnership Housing Services, CDBG funded home repair program, and twelve (12) housing units were rehabbed using Affordable Housing and CalHome funds.
2. **Homeless Needs and Public Services** were addressed as follows: Chino Neighborhood House's Food Pantry Program served 1,084 people, House of Ruth's Domestic Violence Program served 21 people, Human Services Family Counseling Program served 50 people, Family Services Association Senior Nutrition Program served 492 people, and Inland Valley Hope served 123 people.
3. **Code enforcement** activities in low- and moderate-income neighborhoods provided multiple inspections, 283 cases were opened and corrected that benefited 283 households low- and moderate-income people living in the target areas. In addition, the **Graffiti Abatement** program removed 8,348 incidents throughout the low- and moderate-income areas, which benefited 16,355 living in those tracts.
4. **Infrastructure improvement needs** were reevaluated through a substantial amendment, which cancelled the Community Garden Project and moved funds to the Alley Project, which will be administered during the next fiscal year.
5. **Inland Mediation Fair Housing Board** served 53 people with fair housing discrimination complaints and 285 with landlord/tenant mediation.

Cumulative accomplishments are shown in Table 1 above, while Figure 1 below illustrates the City's Low and Moderate-Income Target Areas

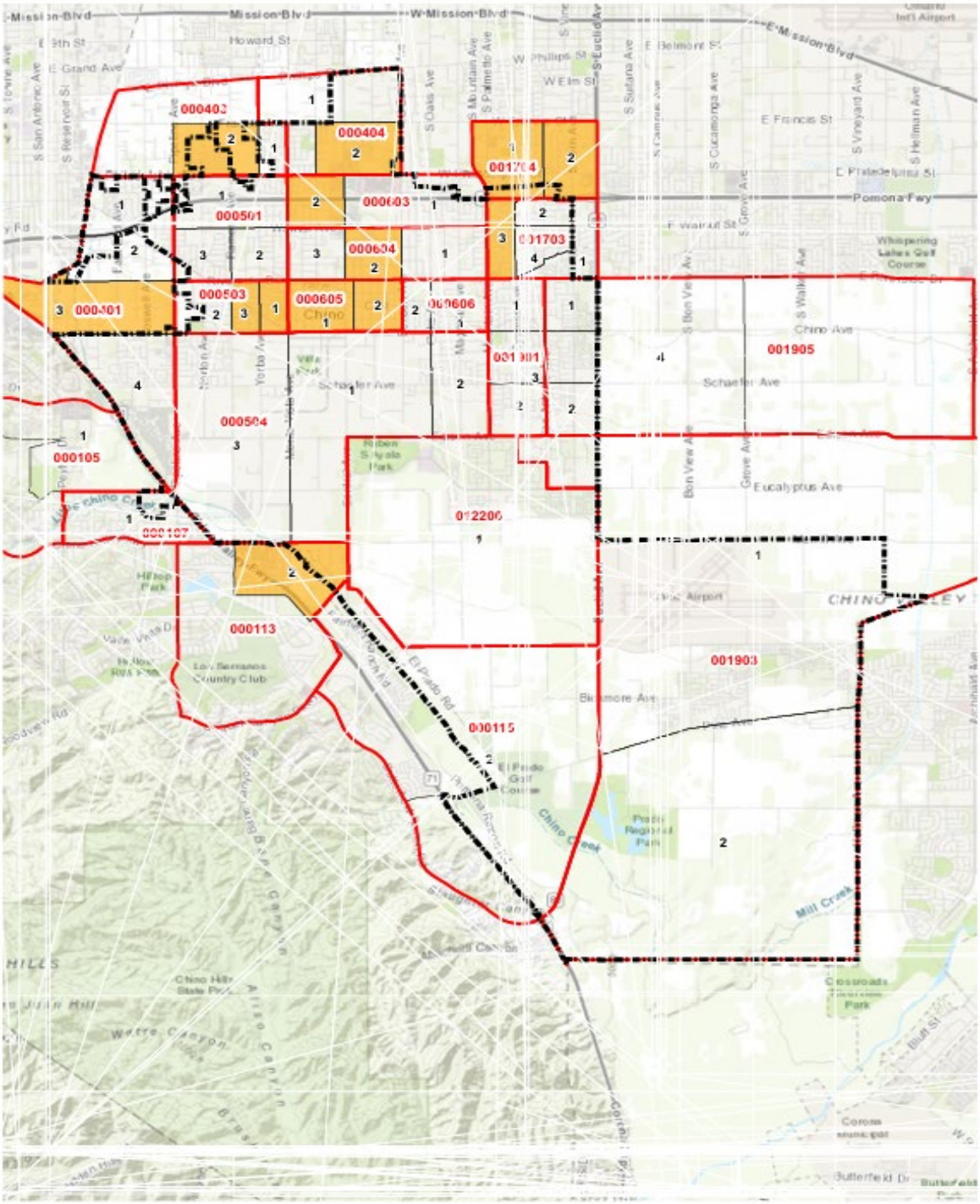


Figure 1 Low and Moderate-Income Target Area Map

CR-10 - Racial and Ethnic Composition of Families Assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	1,626
Black or African American	131
Asian	216
American Indian or American Native	12
Native Hawaiian or Other Pacific Islander	1
Total	**1,986**
Hispanic	1,352
Not Hispanic	634

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

As shown in Table 2 above, 1,986 families were assisted during FY 2024-2025 through the City's various CDBG-funded public service programs. Of these families, the majority were White and Hispanic, followed by Asian, American Indian or American Native, Native Hawaiian or Other Pacific Islander, and Black, which is consistent with the City's overall demographic composition. In addition, the County's Section 8 Housing Choice Voucher Program assisted 202 non-Hispanic and 145 Hispanic households.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	$512,733	$371,381.54

Table 3 - Resources Made Available

Narrative

During FY 2024-2025, the City received an allocation of $512,733 in federal funds entitlement from the US Department of Housing and Urban Development (HUD). In addition, $376,347.65 of prior year unexpended carryover was available. Of the total amount of $889,080.65 funds available, $371,381.54 was allocated/expended on the following activities:

- $82,546.00 was allocated to program administration and $62,390.03 was expended
- $20,000 was allocated and expended by Inland Mediation to provide fair housing services, along with an additional $10,000 allocated and expended for Landlord Tenant Mediation
- $76,910.00 was allocated and $76,351.26 was expended to public services as follows:
  - $10,955 was allocated and expended by Neighborhood House
  - $10,000 was allocated and $9,494.55 was expended by House of Ruth Domestic Violence
  - $15,000 was allocated and $14,989.25 expended by Human Services Family Counseling
  - $10,955 was allocated and expended by Family Services Association Senior Nutrition
  - $10,000 was allocated and expended by Inland Valley Hope Partners Homeless Assistance Program
  - $10,000.00 was allocated and $9,957.46 expended by the Public Works for Graffiti Abatement
- $100,000 was allocated and $86,363.30 was expended on housing activities (Home Improvement Grants) administered by Neighborhood Partnership Housing
- $60,000 was allocated and $41,063.85 was expended to provide Code Enforcement
- $219,256.00 of entitlement and $298,868.65 of carryover funds was allocated and $85,213.10 was expended for Alley Improvements
- $31,500.00 was allocated and zero expended by Economic Development Façade Improvement Program, which is scheduled to be cancelled through a sub-amendment.

As shown in Table 3, the City spent approximately 72 percent of its Entitlement allocation. Next year, the City will administer programs established in its new Consolidated Plan period covering 2025-2030.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Area benefit neighborhoods	45	45	Code Enforcement, Graffiti Abatement, Alley and Façade Improvements
City-wide	35	35	Administration, Home Improvement Grants, and Public Services
Deteriorated and deteriorating areas	45	45	Code Enforcement, Graffiti Abatement, Alley and Façade Improvements

Table 4 – Identify the geographic distribution and location of investments

Narrative

Table 4 above illustrates the geographic distribution of funds throughout the City. With respect to geographic distribution and location of investment, some of the CDBG-funded programs are targeted geographically such as Code Compliance, Graffiti Abatement, Alley Improvements, and Façade Improvements. These projects are eligible for CDBG funds as an area benefit activity/neighborhood. An area benefit activity is one that is available to benefit all the residents of an area, which is: 1) Primarily residential; 2) Where a minimum of 51% of the population is low- and moderate-income.

HUD recognizes that some cities, such as Chino, have few, if any, areas that have 51% or more low- and moderate-income residents. Therefore, HUD allows such cities to qualify a CDBG-funded area benefit activity based on a lower percentage of low- and moderate-income persons. Specifically, the exception criteria allow a percentage of low- and moderate-income persons that is not lower than that contained in the City's upper one-fourth of all areas within its jurisdiction in terms of degree of concentration of low- and moderate-income population.

In Chino, the exception percentage works out to be 44.96% (changed to 44.96% in 2020), meaning Census Tracts or Block Groups that exceed this percentage qualify as area benefit neighborhoods. All other investments are available citywide to income-eligible persons or households.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Without the authority of redevelopment to generate funds, the City has few resources for public improvements and affordable housing development. Development Services programs are typically funded with general funds and CDBG. During the Program Year, the City obtained funds from other leveraged funding from private and non-federal public sources as follows:

- **CalHome ReUse and Affordable Housing** funds were used to implement the Housing Rehabilitation Program and the Homebuyer Program, which are identified as objectives under the City's Five-Year Consolidated Plan strategies. Approximately 9 loans were issued.
- **Section 8 Rental Assistance and Public Housing** funds were available from the Housing Authority of San Bernardino County to financially assist extremely low- and very low-income families. HASBC provided 347 Housing Choice Section 8 vouchers.

Additionally, the Housing Authority owns and operates the Monte Vista Public Housing community, providing 50 persons/households with affordable single-family units. CDBG funds the Safe Home for Seniors Home Improvement grant program. Other housing support includes CalHome funds for mobile home rehabilitation, as well as the city’s continued efforts to seek funding from other potential funding sources.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	280	368
Number of Special-Needs households to be provided affordable housing units	0	0
Total	**280**	**368**

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	270	347
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	10	21
Number of households supported through Acquisition of Existing Units	0	0
Total	**280**	**368**

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

During FY 2024-2025, the City exceeded its rental housing and owner rehabilitation goals. The City implemented the following activities that go towards meeting the Affordable Housing priority needs of the Consolidated Plan and help foster and maintain affordable housing:

- **Development Services-Home Improvement Grant Program:** This program provides home improvement grants to low- and moderate-income families to address home repair problems and health and safety issues affecting the quality of life for Chino residents. Eight (8) homes were improved in FY 2024-2025, with $246,191.93 being expended through Affordable Housing Funds from the former redevelopment agency. An additional $4,025 of these funds were used to provide grants and address lead-based paint testing. Ten homes were improved in FY 2023-2024 with $232,532 being expended through Affordable Housing Funds from the former redevelopment agency. An additional

$5,905 of these funds were used to provide grants and address lead-based paint testing. Nine (9) homes were improved in FY 2022-2023, with $160,096 being expended through Affordable Housing Funds from the former redevelopment agency. An additional $3,825 of these funds were used to provide grants and address lead-based paint testing in FY 2022-2023. During the previous year FY 2021-22, (13) thirteen homes were improved, for a cumulative total of 34 homes/households assisted.

- **CalHome Housing Rehabilitation/Homebuyer Assistance Program:** This program provides home improvement loans to low- and moderate-income families to address home repair problems and health and safety issues affecting the quality of life for Chino residents. Approximately $202,200 of CalHome funds were expended in FY 2024-2025 to assist four (4) households; in 2023-2024, two (2) households received assistance for a total of $110,600, $105,800 of CalHome funds were expended in FY 2022-2023 to assist three (3) households; three (3) loans were provided in FY 2021-2022. The City was awarded a $600,000 CalHome Manufactured Rehabilitation Grant in 2023. The City also continues to utilize CalHome Re-Use Funds through loan payoffs from CalHome loan borrowers. No funds were used for down payment assistance in the last five years.
- **Section 8 Housing Choice / Project Based Voucher Program:** In Chino, the number of families receiving rental assistance under the HUD program in FY 2024-2025 was approximately 347 households. Three hundred -one (301) of these families were assisted through the housing choice voucher program (extremely low income) and forty-seven (46) were through the project-based voucher program (very low income). Additionally, 145 were Hispanic and 202 were non-Hispanic households.

Discuss how these outcomes will impact future annual action plans.

Based on the City's limited resources, future action plans will continue to focus on utilizing existing funding. In addition, the City has recently increased the amount of grant funds allocated to each homeowner to enhance the scope of repairs available through each rehabilitation programs.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	3	0
Low-income	6	0
Moderate-income	0	0
Total	**9**	**0**

Table 7 – Number of Households Served

Narrative Information

During FY 2024-2025, Neighborhood Partnership Housing Services (NPHS) provided grants to nine (9) owner households (3 extremely low income, 6 very- low income); eight (8) grants were provided in 2023-24 (1 extremely low income, 5 very- low income, and 2 low income); nine (9) grants were provided in FY 2022-23, all of which were low-income households. During FY 2021-2022, NPHS provided ten (10) grants for a cumulative total of 36 Households served to date.

Home rehabilitation services were also funded by the City's Affordable Housing Fund. In FY 2024-25 twelve (12) homes were assisted. In FY 2023-24, ten (10) homes received assistance; in FY 2022-23 nine (9) homes were assisted; five (5) homes in FY 2021-2022 and thirteen (13) in 2020-21 for a cumulative total of 32 owner-occupied housing units rehabilitated.

The City provided rental, utility or motel voucher assistance to 79 households in FY 2024-2025, seventy-six (76) households in FY 2023-24, eighty-six (86) in FY 2022-23, sixty-five (65) households in FY 2021-2022, and twenty-five (25) in FY 2020-2021, as well as (69) rental assistance utilizing CARES-Act Funds for a cumulative total of 400. These combined programs helped foster and maintain affordable housing in addition to the Housing Authority's rental assistance programs that helped 347 households in 2024-2025, 345 in FY 2023-2024, 319 low-income households in FY 2022-23, 307 in FY 2021-2022 and 275 low-income households in FY 2020-2021 for a total of 1,593.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The FY 2020-2025 Consolidated Plan established a medium priority for homeless needs in Chino. The City continued its efforts in the prevention of homelessness by supporting the County and its outreach programs, supporting the operation of homeless shelters through CDBG funding, providing CDBG funding for homeless support services, and providing referrals to public assistance programs offered by the County. The intended outcomes are the provision of a Suitable Living Environment (SL) and expansion of Availability/Accessibility (1). The City's Community Services staff attended meetings at the Office of Homeless Services.

To aid in this effort, a Quality-of-Life Team and two Homeless Outreach Coordinators have recently been implemented as a new component of the City's strategy to assist individuals/families who are most at risk. The Quality-of-Life Team and Outreach Coordinators is a collaborative effort between the City of Chino Police Department, non-profit and faith-based organizations, case management staff, and medical/mental health facilities. As Chino Police Officers or Outreach Coordinators encounter homeless individuals, this team intervenes quickly by arranging for emergency shelter, providing medical or mental health resources, counseling, and other interventions needed to enable a holistic approach to meet the needs of this special population. The City also collaborates with faith-based groups, nonprofits, businesses, and community members to effectively address and reduce the homeless population. The team will provide homeless prevention activities to individuals and families at risk of homelessness. The Outreach Coordinators will provide consistent and intensive case management services to individuals living on the streets. Assisting these most vulnerable and service-resistant individuals will result in direct savings to City facilities and staff, law enforcement, paramedics/fire, and businesses, and improve the overall quality of life for the City of Chino. The City also partnered with a few organizations to address the City's homeless issues. The Police Department has formed a team (Quality of Life Team Program), which Community Services staff and PD approach the homeless on the street and counsel them, and provide them with resources for assistance. Community Services staff also partner with the Chino Unified School District (HOPE Program) to provide services needed to homeless students.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Chino provided funding to public service providers to help mitigate homelessness by serving both the homeless and the at-risk of homelessness populations. During FY 2024-2025, the City provided funding to: Neighborhood House Food Pantry, House of Ruth, Inland Valley Hope Partners, and Human

Services Family Counseling to address the needs of homeless persons and those at-risk of becoming homeless.

The City of Chino, Housing Division, in collaboration with the Community Services Department, continues to assess the needs of the community through outreach and community involvement to identify gaps in services available to the low-income residents.

To address the increased needs in our community, the Housing Division, Development Services Department administers several assistance programs to aid income-eligible residents facing emergency housing or crisis situations. The Emergency Housing Assistance Program (EHAP) provides assistance with security deposits, rental assistance, motel vouchers, and/or emergency utility payment assistance. The goal of the program is to prevent imminent homelessness. The City of Chino works diligently to provide a variety of programs and services to assist homeless persons with information and resources, such as food, clothing, shelter, and applying for CalFresh/CalWorks, and Medi-Cal/Covered California health insurance. The Community Services and Police Departments conduct outreach events in partnership with the San Bernardino County Department of Behavioral Health. The purpose of these outreach events is to contact known homeless individuals and offer assistance. The Police Department has also formed a Homeless Outreach Team (HOT) and Crisis Intervention Team (CIT) to specifically deal with the City's homeless population and those suffering from mental illness.

To aid in this effort, a Quality-of-Life Team and two Homeless Outreach Coordinators were established as a new component of the City's strategy to assist individuals/families who are most at risk. The Quality-of-Life Team and Outreach Coordinators is a collaborative effort between the City of Chino Police Department, non-profit and faith-based organizations, case management staff, and medical/mental health facilities. As Chino Police Officers or Outreach Coordinators encounter homeless individuals, this team intervenes quickly by arranging for emergency shelter, providing medical or mental health resources, counseling, and other interventions needed to enable a holistic approach to meet the needs of this special population. The City also collaborates with faith-based groups, nonprofits, businesses, and community members to effectively address and reduce the homeless population. The team will provide homeless prevention activities to individuals and families at risk of homelessness. The Outreach Coordinators will provide consistent and intensive case management services to individuals living on the streets. Assisting these most vulnerable and service-resistant individuals will result in direct savings to City facilities and staff, law enforcement, paramedics/fire, and businesses, and improve the overall quality of life for the City of Chino.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City of Chino does not administer homeless programs directly, but will continue to offer and consider requests from agencies that work with helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) making the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again. To address the increased needs in our community, the Housing Division, Development Services Department, has introduced new assistance programs. The availability of these programs will help income-eligible residents facing emergency housing or crisis situations. The Emergency Housing Assistance Program (EHAP) will provide assistance with security deposit, rental assistance, motel voucher, and/or emergency utility payment assistance. The goal of the program is to prevent imminent homelessness. The City of Chino works diligently to provide a variety of programs and services to assist homeless persons with information and resources, such as food, clothing, shelter, and applying for CalFresh/CalWorks, and Medi-Cal/Covered California health insurance. The Community Services and Police Departments have conducted outreach events in partnership with the San Bernardino County Department of Behavioral Health. The purpose of these outreach events is to contact known homeless individuals and offer assistance. The Police Department has also formed a Homeless Outreach Team (HOT) and Crisis Intervention Team (CIT) to specifically deal with the City's homeless population and those suffering from mental illness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The most recent homeless count for the City of Chino was thirty-one (31) (Source: San Bernardino County 2025 Homeless Count and Survey Report). Collaborative efforts in the County include the following:

- Develop a multi-jurisdictional strategic plan that will be initiated and implemented by the County of San Bernardino, cities, and the San Bernardino County Continuum of Care (CoC).
- Encourage each city to adopt its unsheltered homeless count numbers as baseline numbers.
- Increase the Number of Permanent Supportive Housing Units.
- Set an annual quantifiable number of permanent supportive housing units to be developed based on the number of unsheltered chronically homeless individuals identified in the recent Point-in-Time homeless count, Homeless Management Information System (HMIS), and Coordinated Entry System (CES).
- Prioritize through the Coordinated Entry System the most vulnerable and frail persons who are languishing on the streets, including those with life-threatening health conditions and/or who are aging on the streets.

- Completely align with a Housing First model and low-barrier approach for chronically homeless individuals and families consistent with federal, state, and local approaches.
- Completely align with a rapid rehousing and low-barrier approach for non-chronically homeless individuals and families.
- Align the current homeless services delivery system with a goal of ending homelessness among unaccompanied women.
- Increase Rapid Rehousing Assistance.

The City will continue to coordinate with the County and local cities to enhance collaborative efforts to minimize the effects of homelessness.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The one public housing project that exists in Chino is the 50-unit Monte Vista complex is owned and operated by the Housing Authority of San Bernardino County. The bedroom distribution is:

- 8 1-bedroom units
- 18 2-bedroom units
- 24 3-bedroom units

In 2010, the HACSB expended approximately $5.1 million in American Recovery and Reinvestment Act (ARRA) grant funding to upgrade four housing developments in the cities of Chino, Colton, Redlands, and San Bernardino. The Housing Authority of the County of San Bernardino Resident Services Program connects residents and participants to services and activities that encourage self-sufficiency and support a mission of enhancing the quality of life in the community. The Housing Authority provides the following supplemental programs to residents:

- **Family Self-Sufficiency Program:** Coordinates housing assistance with public and private resources to enable families to achieve economic self-sufficiency.
- **After School Programs:** Various providers offer teen mentoring, self-esteem building, homework help, and job training classes.
- **College Scholarships:** An annual college scholarship award program is offered for students enrolled in higher education classes.
- **Homeownership Assistance Program:** Helps qualifying families to become homeowners.
- **Self-Sufficiency Workshops:** Offer budget management, counseling, and a wide array of workshops to help families achieve self-sufficiency.
- **Broadband Technologies Opportunities Program (BTOP):** Provides access to technology, career, education, and job counseling for all community members.

The HACSB seeks to maintain the number of extremely low- and very low-income families that will receive rental assistance under the provisions of the HCV Program. In Chino, the number of families receiving rental assistance under the HUD program on average is approximately 347 households. The number of assisted families fluctuates, not only due to funding availability, but also as families move in or out of the city. In FY 2024-2025, 347 vouchers were issued, 2023-2024- 345, FY 2022-2023- 319, FY 2021-2022- 307, and in FY 2020-2021, 225 vouchers were issued.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

HACSB's Homeownership Assistance Program helps qualifying families to become homeowners. In addition, the City partners with Neighborhood Partnership Housing Services (NPHS), who promote homeownership workshops, financial/budget management, credit repair, and a wealth of other valuable housing program opportunities and resources.

Actions taken to provide assistance to troubled PHAs

The Housing Authority of the County of San Bernardino administers the HCV program on behalf of the City of Chino. In 2008, HACSB was designated as a Move to Work (MTW) Agency by HUD, which exempts the agency from Public Housing Assessment Systems (PHAs) and Section 8 Management Assessment Program (SEMAP) evaluation and scoring. Regardless of being exempt from PHAs and SEMAP evaluation and scoring, HACSB continues to meet the “High Performer” standards.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The 2021-2029 Housing Element identifies barriers/constraints in regard to the lack of certain zoning provisions, permit processing, and fee impacts on the cost of housing. The City continues to work on the following Housing Element recommendations:

The City of Chino 2021-2029 Housing Element was adopted in March of 2023. The following strategies will be monitored and updated as applicable on a continuous basis:

- Evaluate the City's Zoning Ordinance during annual updates to determine whether additional amendments are necessary to accommodate affordable and special needs housing.
- Evaluate and improve the one-stop processing system in an effort to provide quick project entitlement processing.
- Offer priority processing of affordable and special needs housing applications.
- Consider fee deferrals for affordable and special needs housing on a case-by- case basis, if requested by the project owner/developer.
- Work to identify a new funding source to finance fee waivers for affordable and special needs housing.
- Pursue funding for infrastructure improvements needed to support affordable and special needs housing.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Underserved needs include long-term rental assistance for lower-income households that are cost-burdened. The primary obstacle to meeting this need is limited funding/resources. The Section 8 rental assistance available from HUD and the Housing Authority of the County of San Bernardino (HACSB) is limited. Federal budget cutbacks have decreased the amount of funding allocated to the Section 8 Housing Choice Voucher Program, and the City is unable to sustain such a program.

The primary obstacle to meeting all of the identified needs, including those identified as priority, is the lack of funding available to the public and private agencies who serve the needs of low- and moderate-income residents. Underserved needs cannot be satisfied entirely with CDBG funds. However, over time, some of these needs can be addressed with CDBG as well as other resources. Ongoing efforts to address obstacles to meeting underserved needs may include the following:

- Obtain data from the HACSB on the number of Section 8 households assisted by race, ethnicity, age, and disability status. The City can then compare who is being served to the demographic

characteristics of the community. In this way, the City will be able to estimate more precisely underserved populations.

- The City will encourage and support the efforts of HASBC to seek additional Section 8 Housing Choice Vouchers. The City recognizes that this may be difficult due to the Federal budget cutbacks that impacted all housing and community development programs.
- The City will encourage and support the efforts of non-profit housing development corporations to seek funding from federal, state, and local sources for special needs housing in relation to projects that are consistent with the City's Consolidated, General, and Housing Element Plans.

Additionally, the City continues to maximize its resources by networking with other county, local, and non-profit organizations to overcome common obstacles. The City of Chino has continuously assisted with business expansion, infill housing projects, and expansion of public service programs to close the gaps identified, through the coordination of community outreach, job training, accessibility to food and utility assistance, and low-cost or no-cost childcare services.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

To reduce lead in existing housing, and in order to prevent possible exposure to lead in City rehabilitation projects, Chino adheres to HUD guidelines for lead-safe work practices in all rehabilitation and minor home repair projects funded with CDBG and/or non-federal funds. During the program year, nine homes were improved with the use of non-CDBG funds.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Although the City set goals to reduce poverty, it is an exceedingly challenging goal to meet. The loss of jobs and wage stagnation have caused an increase in poverty throughout San Bernardino County. In order to contribute to a reduction of poverty-income level families, the City continues to support the Section 8 Housing Choice Voucher Program. The City worked with the Housing Authority of the County of San Bernardino to increase the number of households that obtain rental assistance. In addition, the City aims to aid in the prevention of poverty through the case management services including valuable resources and emergency assistance programs such as rental assistance, hotel vouchers, utility payment assistance, childcare resources, job training, budget management and counseling to help struggling working families meet their financial obligations and find growth opportunities.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The Development Services Department continues to maintain and strengthen the existing structure for the delivery of programs and services funded by CDBG. The Department coordinates with the Departments responsible for administering a CDBG-funded activity: Development Services, Community Services, and Public Works, as well as funded public service agencies. The City also developed the institutional structure for the delivery of housing assistance by the County of San Bernardino Housing

Authority. The Housing Authority assists local residents through the Section 8 Housing Choice Voucher Program that operates 50 public housing units located in Chino.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City enhanced the delivery of housing assistance to Chino residents by working with the local Housing Authority Office to obtain information on: Geographic distribution/ concentration of Section 8 assisted housing units; number of families enrolled in the Family Self-Sufficiency Program (FSS); number of graduates from the FSS program; plans for maintenance and modernization of public housing units; and admission preferences for local residents. The City has hired two full-time Homeless Outreach Case Managers who provide intensive homeless intervention services. They address homelessness in the City of Chino through intensive field case management in addition to the services and programs the City provides. The City works diligently to provide a variety of programs and services to assist homeless persons with information and resources, such as food, clothing, shelter, and applying for CalFresh/CalWorks, and Medi-Cal/Covered California health insurance. The Community Services and Police Departments have conducted outreach events in partnership with the San Bernardino County Department of Behavioral Health. The purpose of these outreach events is to contact known homeless individuals and offer assistance. The Police Department has also formed a Homeless Outreach Team (HOT) and Crisis Intervention Team (CIT) to specifically deal with the City's homeless population and those suffering from mental illness.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The Code of Federal Regulations (CFR) governing the CDBG Program requires that entitlement cities identify impediments to providing fair housing choice within their jurisdiction (CFR 570.904 [c][1]). Fair housing choice means: the ability of persons of similar income levels, regardless of race, color, religion, sex, national origin, disabilities, and familial status, to have available to them the same housing choices. In 2020, the City updated the Analysis of Impediments to Fair Housing Choice. The following impediments were identified and outline the City's commitment to actions for addressing impediments to fair housing for the upcoming 2025-2030 planning period.

Actions Carried Forward from Last AI

1. Preserving and Expanding Affordable Housing Opportunities

<u>Homeownership Assistance</u>

Impediment: Low-income households have difficulty achieving homeownership due to high prices and access to financing. Hispanic households are disproportionately impacted by low income and significantly underrepresented in the mortgage lending activities.

Action: The City can provide affordable homeownership through development agreements. For example, developers of the Artisan project, College Park Specific Plan, and The Preserve Specific Plan have agreed to set aside a portion of the units as housing affordable to lower-and moderate-income households through rental and ownership housing. The City will continue to seek, identify and secure new funding resources to continue the implementation of its homebuyer assistance programs.

Rehabilitation Assistance

Impediment: Access to home improvement financing is limited.

Action: The City will continue to provide rehabilitation assistance to income-qualified homeowners through the Home Improvement Deferred Loan and CalHome Mobile Home Improvement Grant programs as well as seek new funding opportunities.

Affordable Housing Development

Impediment: Affordable housing opportunities in the City are limited. Seniors, the disabled, large households, and Hispanic households are disproportionately impacted by low income.

Action: The City will facilitate the development and preservation of quality affordable housing, as well as the provision of housing assistance. Specifically, the City will pursue various opportunities, including but not limited to the following:

- Acquisition/rehabilitation/conversion of market-rate rental housing into affordable housing;
- Infill housing development;
- Abatement of dangerous properties (such as abandoned or boarded up buildings) that threaten public health and safety;
- Gap financing of affordable housing development; and
- Provision of homebuyer and rehabilitation assistance.

The City will emphasize the development of affordable rental housing for extremely low, very low, and low-income households, affordable ownership housing for low- and moderate-income households, and housing for persons with special needs (such as persons with disabilities, including persons with developmental disabilities). The City is currently in the process of rehabilitating a City-owned property to provide an affordable housing rental unit to a low-moderate income household.

2. Education and Outreach

Information and Brochures

Impediment: Seniors, the disabled, large households, and Hispanic households are disproportionately impacted by low income. Market-rate housing is rarely affordable to lower-income households.

Affordable housing opportunities and supportive services are available to Chino residents through public agencies and nonprofit organizations.

Action: The City will provide brochures and information on homeownership assistance and rental assistance at the public counter, library, senior center, and on the City's website. Information will be provided in both English and Spanish.

Action: The City will encourage workshops to be held in Chino by local lending institutions and the Inland Fair Housing and Mediation Board (IFHMB) regarding the home loan process, credit counseling, and resources available to low- and moderate-income homebuyers. These workshops will be held in both English and Spanish.

3. Fair Housing Services

Fair Housing Program

Impediment: The most frequent bases of fair housing complaints in Chino are disability and race. Furthermore, based on the review of for-rent and for-sale listings conducted for this AI, discriminatory language is used in a portion of the listings. Such listings typically emphasize the preference for families. Further outreach and education on fair housing rights and responsibilities should be continued.

Action: IFHMB will continue conducting fair housing workshops for residents, real estate professionals, apartment owners, and property managers. Specific efforts should be made to expand community participation in these workshops, including a greater awareness among property owners and managers.

Action: The City will continue to require an affirmative marketing plan as a condition of approval for all subdivisions and as a condition of a business license issuance for apartments. Apartment managers are required to provide evidence of training in fair housing and landlord/tenant laws as conditions for the issuance of a business permit for rental properties.

New Impediments and Actions

The following is a list of new impediments identified in the 2020 AI update and key actions to address these impediments. Access to Financing: Disparate Lending Patterns

Impediment: In reviewing the Home Mortgage Disclosure Act (HMDA) data, several issues in lending patterns with potential fair housing implications were identified:

Disparate Representation in Applicant Pool: Hispanic applicants were significantly underrepresented in the applicant pools in the City during 2011.

Lenders with Noticeably Disparate Approval Rates: Among the top ten lenders in 2011, Flagstar Bank and Provident Savings Bank had significantly higher approval rates and Ally Bank and U.S. Bank had substantially lower approval rates.

Noticeably High Fallout Rates by Race/Ethnicity: Low-income Hispanic applicants had a substantially higher percentage of withdrawn/incomplete applications compared to other racial/ethnic groups in 2011.

Minority Applicants and Smaller Financial Institutions: Some financial institutions appeared to be more popular among certain racial/ethnic groups. Hispanic applicants in the City were much more likely to apply for loans at smaller, less established financial institutions. In 2011, Hispanic applicants made up about 27.7 percent of the applicant pool for all lenders. However, Provident Savings Bank (36.8 percent) and Prospect Mortgage, LLC (35.0 percent) had substantially higher proportions of Hispanic applicants. Similarly, the top five lenders for Asian loan applicants in Chino were all lesser-known financial institutions. Asians represented approximately 29.9 percent of the total applicant pool for all lenders in 2011. However, Asians comprised the vast majority of the applicant pool for PMC Bancorp (71.4 percent) and Flagstar Bank (46.0 percent).

Subprime Lending Discrepancies by Race/Ethnicity: Although the incidence of loans with reported spread decreased overall since 2007, Black applicants continue to be more likely to receive subprime loans than any other race/ethnic group.

Loans Purchased: Loan originators can minimize their risk by selling off the mortgage loans to investors. This practice has resulted in the mortgage crisis in the recent past. In 2011, Hispanic applicants were the most likely to have their government-backed home loans purchased by investors in the secondary market.

Action: The City, through its fair housing service provider, may include the monitoring of lending practices as part of the fair housing program scope of services. The City will also continue to provide information on financial literacy, foreclosure prevention services, and homebuyer education for residents. Finally, the City will continue to coordinate with local lenders to expand outreach activities with the goal of diversifying the lenders applicant profiles.

Advertising

Impediment: Both for-rent and for-sale listings on the internet show uses of potentially discriminatory language.

Action: The City, through its fair housing service provider, may consider increasing outreach and education to property owners, management companies, and real estate offices regarding appropriate language in advertising. Include local newspapers and outreach to internet listing sites regarding fair housing workshops and services available.

The City contracts with the Inland Fair Housing and Mediation Board (IFHMB) for the provision of fair housing and tenant/landlord counseling services in an effort to overcome the effects of the impediments identified.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Chino Development Services Department required all sub-recipients under the CDBG program to submit a quarterly grantee performance report, documenting the number, income, race/ethnicity, and household characteristics of the persons/households assisted. In addition, the Department conducted annual site visits to subrecipients to ensure the quality and location of services, and the targeted beneficiaries are consistent with CDBG program guidelines, as well as the contracted scope of services specified in the sub-recipient agreements.

All the programs were monitored and received an excellent rating. All subrecipients have a good understanding of the CDBG requirements. The City pursued all resources and did not hinder Consolidated Plan implementation by action or willful inaction. All efforts were made to implement quality programs and complete projects within estimated time frames.

The City did not receive any requests to provide Certification of Consistency with its Consolidated Plan during the program year.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The Draft CAPER report was available for a 15-day public review and comment period starting September 1, 2025 – September 15, 2025, which was public noticed in the Chino Champion on August 30, 2025. The Draft CAPER was available for public review at two locations:

- City of Chino City Hall, 13220 Central Avenue, Chino
- City's website: https://www.cityofchino.org/city_hall/departments/community_development/cdbg

Comments from the public are addressed and included in the final CAPER document submitted to HUD.

No public comments were received, and the document was brought before the City Council on September 16, 2025.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City made significant progress in meeting the quantified objectives established for Program Year 2024-2025. During the last fiscal year, the City made a substantial amendment in April 2024 to the FY 2024-2025 Annual Action Plan for the Community Development Block Grant (CDBG) Program to reallocate funds from FY 2024-2052 in the amount of $298,868.65 to the Alley Improvement Project. This project will benefit 6,810 people living in the low- and moderate-income Census tracts, as well as 2,238 people living with limited abilities.

The City previously made a substantial amendment to the FY 2022-2023 Annual Action Plan for the Community Development Block Grant (CDBG) Program to appropriate $549,597.94 to Monte Vista Park Project for project completion.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding childcare.					
Assisted residents to apply for, or attend community college or a four-year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

Appendix A IDIS Reports

CDBG

- ***PR01 – HUD Grants and Program Income***
- ***PRO2 – List of Activities by Program Year and Project***
- ***PRO3 - CDBG Activity Summary Report (GPR)***
- ***PR23 – Summary of Accomplishments Report***
- ***PR26 – CDBG Financial Summary Report (CDBG and CV)***

IDIS

Program	Fund Type	Grantee Name	Grantee State Code	Grant Year	Grant Number	Authorized Amount	Suballocated Amount	Amount Committed to Activities	Net Drawn Amount	FY YTD Net Draw Amount	Available to Commit	Available to Draw
CDBG	EN	CHINO	CA	1988	B88MC060564	$370,000.00	$0.00	$370,000.00	$370,000.00	$0.00	$0.00	$0.00
				1989	B89MC060564	$391,000.00	$0.00	$391,000.00	$391,000.00	$0.00	$0.00	$0.00
				1990	B90MC060564	$389,000.00	$0.00	$389,000.00	$389,000.00	$0.00	$0.00	$0.00
				1991	B91MC060564	$435,000.00	$0.00	$435,000.00	$435,000.00	$0.00	$0.00	$0.00
				1992	B92MC060564	$461,000.00	$0.00	$461,000.00	$461,000.00	$0.00	$0.00	$0.00
				1993	B93MC060564	$543,000.00	$0.00	$543,000.00	$543,000.00	$0.00	$0.00	$0.00
				1994	B94MC060564	$591,000.00	$0.00	$591,000.00	$591,000.00	$0.00	$0.00	$0.00
				1995	B95MC060564	$759,000.00	$0.00	$759,000.00	$759,000.00	$0.00	$0.00	$0.00
				1996	B96MC060564	$738,000.00	$0.00	$738,000.00	$738,000.00	$0.00	$0.00	$0.00
				1997	B97MC060564	$727,000.00	$0.00	$727,000.00	$727,000.00	$0.00	$0.00	$0.00
				1998	B98MC060564	$700,000.00	$0.00	$700,000.00	$700,000.00	$0.00	$0.00	$0.00
				1999	B99MC060564	$704,000.00	$0.00	$704,000.00	$704,000.00	$0.00	$0.00	$0.00
				2000	B00MC060564	$702,000.00	$0.00	$702,000.00	$702,000.00	$0.00	$0.00	$0.00
				2001	B01MC060564	$726,000.00	$0.00	$726,000.00	$726,000.00	$0.00	$0.00	$0.00
				2002	B02MC060564	$709,000.00	$0.00	$709,000.00	$709,000.00	$0.00	$0.00	$0.00
				2003	B03MC060564	$745,000.00	$0.00	$745,000.00	$745,000.00	$0.00	$0.00	$0.00
				2004	B04MC060564	$733,000.00	$0.00	$733,000.00	$733,000.00	$0.00	$0.00	$0.00
				2005	B05MC060564	$697,721.00	$0.00	$697,721.00	$697,721.00	$0.00	$0.00	$0.00
				2006	B06MC060564	$636,623.00	$0.00	$636,623.00	$636,623.00	$0.00	$0.00	$0.00
				2007	B07MC060564	$635,673.00	$0.00	$635,673.00	$635,673.00	$0.00	$0.00	$0.00
				2008	B08MC060564	$615,031.00	$0.00	$615,031.00	$615,031.00	$0.00	$0.00	$0.00
				2009	B09MC060564	$628,588.00	$0.00	$628,588.00	$628,588.00	$0.00	$0.00	$0.00
				2010	B10MC060564	$678,911.00	$0.00	$678,911.00	$678,911.00	$0.00	$0.00	$0.00
				2011	B11MC060564	$564,658.00	$0.00	$564,658.00	$564,658.00	$0.00	$0.00	$0.00
				2012	B12MC060564	$437,125.00	$0.00	$437,125.00	$437,125.00	$0.00	$0.00	$0.00
				2013	B13MC060564	$487,492.00	$0.00	$487,492.00	$487,492.00	$0.00	$0.00	$0.00
				2014	B14MC060564	$476,296.00	$0.00	$476,296.00	$476,296.00	$0.00	$0.00	$0.00
				2015	B15MC060564	$486,851.00	$0.00	$486,851.00	$486,851.00	$0.00	$0.00	$0.00
				2016	B16MC060564	$451,402.00	$0.00	$451,402.00	$451,402.00	$0.00	$0.00	$0.00
				2017	B17MC060564	$469,987.00	$0.00	$469,987.00	$469,987.00	$0.00	$0.00	$0.00
				2018	B18MC060564	$514,103.00	$0.00	$514,103.00	$514,103.00	$0.00	$0.00	$0.00
				2019	B19MC060564	$554,114.00	$0.00	$554,114.00	$554,114.00	$0.00	$0.00	$0.00
				2020	B20MC060564	$561,684.00	$0.00	$561,684.00	$561,684.00	$0.00	$0.00	$0.00
				2021	B21MC060564	$594,876.00	$0.00	$594,876.00	$594,876.00	$2,025.00	$0.00	$0.00
				2022	B22MC060564	$591,996.00	$0.00	$591,996.00	$452,875.95	$17,971.60	$0.00	$139,120.05
				2023	B23MC060564	$537,317.00	$0.00	$537,317.00	$262,914.99	$23,909.00	$0.00	$274,402.01
				2024	B24MC060564	$512,733.00	$0.00	$431,652.99	$286,161.28	$286,161.28	$81,080.01	$226,571.72
				CHINO Subtotal:		**$21,556,181.00**	**$0.00**	**$21,475,100.99**	**$20,916,087.22**	**$330,066.88**	**$81,080.01**	**$640,093.78**
		EN Subtotal:				**$21,556,181.00**	**$0.00**	**$21,475,100.99**	**$20,916,087.22**	**$330,066.88**	**$81,080.01**	**$640,093.78**
	SL	CHINO	CA	2002	B02MC060564	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					B02MC060564-OLD	$2,000,000.00	$0.00	$0.00	$0.00	$0.00	$2,000,000.00	$2,000,000.00
				CHINO Subtotal:		**$2,000,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$2,000,000.00**	**$2,000,000.00**
		SL Subtotal:				**$2,000,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$2,000,000.00**	**$2,000,000.00**
	PI	CHINO	CA	1996	B96MC060564	$16,316.00	$0.00	$16,316.00	$16,316.00	$0.00	$0.00	$0.00
				1999	B99MC060564	$57,260.00	$0.00	$57,260.00	$57,260.00	$0.00	$0.00	$0.00
				2001	B01MC060564	$9,695.00	$0.00	$9,695.00	$9,695.00	$0.00	$0.00	$0.00
				2004	B04MC060564	$34,835.40	$0.00	$34,835.40	$34,835.40	$0.00	$0.00	$0.00
				2007	B07MC060564	$225.00	$0.00	$225.00	$225.00	$0.00	$0.00	$0.00
				2014	B14MC060564	$8,090.00	$0.00	$8,090.00	$8,090.00	$0.00	$0.00	$0.00

IDIS

Program	Fund Type	Grantee Name	Grantee State Code	Grant Year	Grant Number	Recapture Amount
CDBG	EN	CHINO	CA	1988	B88MC060564	$0.00
				1989	B89MC060564	$0.00
				1990	B90MC060564	$0.00
				1991	B91MC060564	$0.00
				1992	B92MC060564	$0.00
				1993	B93MC060564	$0.00
				1994	B94MC060564	$0.00
				1995	B95MC060564	$0.00
				1996	B96MC060564	$0.00
				1997	B97MC060564	$0.00
				1998	B98MC060564	$0.00
				1999	B99MC060564	$0.00
				2000	B00MC060564	$0.00
				2001	B01MC060564	$0.00
				2002	B02MC060564	$0.00
				2003	B03MC060564	$0.00
				2004	B04MC060564	$0.00
				2005	B05MC060564	$0.00
				2006	B06MC060564	$0.00
				2007	B07MC060564	$0.00
				2008	B08MC060564	$0.00
				2009	B09MC060564	$0.00
				2010	B10MC060564	$0.00
				2011	B11MC060564	$0.00
				2012	B12MC060564	$0.00
				2013	B13MC060564	$0.00
				2014	B14MC060564	$0.00
				2015	B15MC060564	$0.00
				2016	B16MC060564	$0.00
				2017	B17MC060564	$0.00
				2018	B18MC060564	$0.00
				2019	B19MC060564	$0.00
				2020	B20MC060564	$0.00
				2021	B21MC060564	$0.00
				2022	B22MC060564	$0.00
				2023	B23MC060564	$0.00
				2024	B24MC060564	$0.00
				CHINO Subtotal:		**$0.00**
		EN Subtotal:				**$0.00**
	SL	CHINO	CA	2002	B02MC060564	$0.00
					B02MC060564-OLD	$0.00
				CHINO Subtotal:		**$0.00**
		SL Subtotal:				**$0.00**
	PI	CHINO	CA	1996	B96MC060564	$0.00
				1999	B99MC060564	$0.00
				2001	B01MC060564	$0.00
				2004	B04MC060564	$0.00
				2007	B07MC060564	$0.00
				2014	B14MC060564	$0.00

IDIS

Program	Fund Type	Grantee Name	Grantee State Code	Grant Year	Grant Number	Authorized Amount	Suballocated Amount	Amount Committed to Activities	Net Drawn Amount	FY YTD Net Draw Amount	Available to Commit	Available to Draw
CDBG	PI	CHINO	CA	**CHINO Subtotal:**		**$126,421.40**	**$0.00**	**$126,421.40**	**$126,421.40**	**$0.00**	**$0.00**	**$0.00**
		PI Subtotal:				**$126,421.40**	**$0.00**	**$126,421.40**	**$126,421.40**	**$0.00**	**$0.00**	**$0.00**
CDBG-R	EN	CHINO	CA	2009	B09MY060564	$167,064.00	$0.00	$167,064.00	$167,064.00	$0.00	$0.00	$0.00
				CHINO Subtotal:		**$167,064.00**	**$0.00**	**$167,064.00**	**$167,064.00**	**$0.00**	**$0.00**	**$0.00**
		EN Subtotal:				**$167,064.00**	**$0.00**	**$167,064.00**	**$167,064.00**	**$0.00**	**$0.00**	**$0.00**
GRANTEE						**$23,849,666.40**	**$0.00**	**$21,768,586.39**	**$21,209,572.62**	**$330,066.88**	**$2,081,080.01**	**$2,640,093.78**

IDIS

Program	Fund Type	Grantee Name	Grantee State Code	Grant Year	Grant Number	Recapture Amount
CDBG	PI	CHINO	CA	**CHINO Subtotal:**		**$0.00**
		PI Subtotal:				**$0.00**
CDBG-R	EN	CHINO	CA	2009	B09MY060564	$0.00
				CHINO Subtotal:		**$0.00**
		EN Subtotal:				**$0.00**
GRANTEE						**$0.00**

REPORT FOR CPD PROGRAM: CDBG
PGM YR: ALL
Formula and Competitive Grants only

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
1994	2	CONVERTED CDBG ACTIVITIES	5	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			6	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			7	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			8	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			9	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			10	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			11	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			12	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			13	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			14	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			15	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			16	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			17	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			18	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			19	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			20	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			21	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			22	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			23	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			24	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			25	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			26	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			27	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			28	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			29	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			30	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			31	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			32	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			33	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			34	Unknown	Completed	CDBG	$0.00	$0.00	$0.00
			35	Unknown	Open	CDBG	$0.00	$0.00	$0.00
			109	NEIGHBORHOOD SERVICES FACILITY	Completed	CDBG	$115,945.40	$115,945.40	$0.00
		Project Total					**$115,945.40**	**$115,945.40**	**$0.00**
	3	CONVERTED ESG ACTIVITIES	110	NEIGHBORHOOD SERVICES FACILITY	Completed	CDBG	$226,826.00	$226,826.00	$0.00
		Project Total					**$226,826.00**	**$226,826.00**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
1994	7	CONVERTED CDBG ACTIVITIES	2	CDBG COMMITTED FUNDS ADJUSTMENT	Open	CDBG	$2,845,618.20	$2,845,618.20	$0.00
		Project Total					**$2,845,618.20**	**$2,845,618.20**	**$0.00**
	Program Total					**CDBG**	**$3,188,389.60**	**$3,188,389.60**	**$0.00**
	1994 Total						**$3,188,389.60**	**$3,188,389.60**	**$0.00**
1995	2	IMPEDIMENT ANALYSIS-AI	38	IMPEDIMENT ANALYSIS	Completed	CDBG	$3,125.00	$3,125.00	$0.00
			75	IMPEDIMENT ANALYSIS - AI	Completed	CDBG	$7,154.50	$7,154.50	$0.00
		Project Total					**$10,279.50**	**$10,279.50**	**$0.00**
	18	NEIGHBORHOOD FACILITY PROJECT	74	NEIGHBORHOOD SERVICES FACILITY	Completed	CDBG	$216,270.89	$216,270.89	$0.00
		Project Total					**$216,270.89**	**$216,270.89**	**$0.00**
	19	SEISMIC RETROFIT CHILDREN'S MUSEUM	36	SEISMIC RETROFIT/YOUTH MUSEUM	Completed	CDBG	$93,370.41	$93,370.41	$0.00
		Project Total					**$93,370.41**	**$93,370.41**	**$0.00**
	20	HOME REPAIR PROGRAM	39	GONZALES	Completed	CDBG	$185.90	$185.90	$0.00
			40	RESSEGUE	Completed	CDBG	$5,000.00	$5,000.00	$0.00
			41	BARNABY	Completed	CDBG	$5,000.00	$5,000.00	$0.00
			42	CORTEZ	Completed	CDBG	$5,000.00	$5,000.00	$0.00
			43	FISHER	Completed	CDBG	$5,000.00	$5,000.00	$0.00
			44	GUNN	Completed	CDBG	$5,665.00	$5,665.00	$0.00
			45	MARTINEZ	Completed	CDBG	$4,870.00	$4,870.00	$0.00
			46	KENNEDY	Completed	CDBG	$7,525.00	$7,525.00	$0.00
			47	INDABURY	Completed	CDBG	$6,640.00	$6,640.00	$0.00
			48	LUJAN	Completed	CDBG	$7,002.70	$7,002.70	$0.00
			49	BLUNDELL	Completed	CDBG	$6,065.00	$6,065.00	$0.00
			50	HARRIS	Completed	CDBG	$5,592.00	$5,592.00	$0.00
			51	ROBLES	Completed	CDBG	$3,458.12	$3,458.12	$0.00
			52	COLWELL	Completed	CDBG	$6,730.00	$6,730.00	$0.00
			100	VASQUEZ	Completed	CDBG	$230.00	$230.00	$0.00
			101	GARDUNO	Completed	CDBG	$1,036.30	$1,036.30	$0.00
		Project Total					**$75,000.02**	**$75,000.02**	**$0.00**
	21	CODE ENFORCEMENT	37	CODE ENFORCEMENT	Completed	CDBG	$20,274.57	$20,274.57	$0.00
		Project Total					**$20,274.57**	**$20,274.57**	**$0.00**
	Program Total					**CDBG**	**$415,195.39**	**$415,195.39**	**$0.00**
	1995 Total						**$415,195.39**	**$415,195.39**	**$0.00**
1996	5	FAMILY COUNSELING	54	FAMILY COUNSELING	Completed	CDBG	$14,842.20	$14,842.20	$0.00
		Project Total					**$14,842.20**	**$14,842.20**	**$0.00**
	6	DOMESTIC VIOLENCE	55	DOMESTIC VIOLENCE	Completed	CDBG	$20,485.81	$20,485.81	$0.00
		Project Total					**$20,485.81**	**$20,485.81**	**$0.00**
	8	CHINO NEIGHBORHOOD HOUSE	63	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$2,149.05	$2,149.05	$0.00
		Project Total					**$2,149.05**	**$2,149.05**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
1996	9	COMMUNITY OUTREACH	57	COMMUNITY OUTREACH	Completed	CDBG	$15,300.00	$15,300.00	$0.00
		Project Total					**$15,300.00**	**$15,300.00**	**$0.00**
	10	KID CARE PROGRAM	56	KID CARE	Completed	CDBG	$4,000.00	$4,000.00	$0.00
		Project Total					**$4,000.00**	**$4,000.00**	**$0.00**
	11	GRAFFITI ABATEMENT	58	GRAFFITI ABATEMENT	Completed	CDBG	$10,559.03	$10,559.03	$0.00
		Project Total					**$10,559.03**	**$10,559.03**	**$0.00**
	12	PROJECT SISTER SEXUAL ASSAULT CRISIS	59	PROJECT SISTER	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	13	ALETHEIAN CHRISTIAN FOUNDATION	60	ALETHEIAN CHRISTIAN FOUNDATION	Completed	CDBG	$5,150.00	$5,150.00	$0.00
		Project Total					**$5,150.00**	**$5,150.00**	**$0.00**
	14	HOUSE OF RUTH	61	HOUSE OF RUTH	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	15	HILLVIEW ACRES CHILDREN'S HOME	66	HILLVIEW ACRES	Completed	CDBG	$2,150.00	$2,150.00	$0.00
		Project Total					**$2,150.00**	**$2,150.00**	**$0.00**
	16	CHINO VALLEY YMCA	64	CHINO VALLEY YMCA	Completed	CDBG	$2,150.00	$2,150.00	$0.00
		Project Total					**$2,150.00**	**$2,150.00**	**$0.00**
	17	YWCA OF THE WEST END	65	YWCA OF THE WEST END	Completed	CDBG	$2,150.00	$2,150.00	$0.00
		Project Total					**$2,150.00**	**$2,150.00**	**$0.00**
	20	HOME REPAIR PROGRAM	103	REINALDO BUSTOS	Completed	CDBG	$6,455.00	$6,455.00	$0.00
			104	PAULINE AGUIRRE	Completed	CDBG	$6,690.31	$6,690.31	$0.00
			105	GREGORY LEONARD	Completed	CDBG	$7,500.00	$7,500.00	$0.00
			106	RAMONA ROBLES	Completed	CDBG	$81.25	$81.25	$0.00
			107	SARA GARDUNO	Completed	CDBG	$3,583.70	$3,583.70	$0.00
			108	MANUAL & INEZ VICARIO	Completed	CDBG	$6,995.00	$6,995.00	$0.00
			111	ELENOR BUSTAMENTE	Completed	CDBG	$6,118.00	$6,118.00	$0.00
			112	FRANCES NOLEN	Completed	CDBG	$5,946.00	$5,946.00	$0.00
			113	HELEN ARMSTRONG	Completed	CDBG	$4,380.00	$4,380.00	$0.00
			143	OPAL MARKELL	Completed	CDBG	$2,070.00	$2,070.00	$0.00
			144	AARON AVILA	Completed	CDBG	$7,500.00	$7,500.00	$0.00
			145	REYNALDO & ARMIDA HERNANDEZ	Completed	CDBG	$7,495.00	$7,495.00	$0.00
			146	ARTEMIO RAMIREZ	Completed	CDBG	$7,500.00	$7,500.00	$0.00
			148	MARY NAVARRETTE	Completed	CDBG	$216.58	$216.58	$0.00
			150	VICTORIA LOPEZ	Completed	CDBG	$6,100.00	$6,100.00	$0.00
			151	EMMA MARTINEZ	Completed	CDBG	$8,375.00	$8,375.00	$0.00
			152	VIRGINA BRAUN	Completed	CDBG	$4,947.14	$4,947.14	$0.00
			153	ELVIRA HERNANDEZ	Completed	CDBG	$8,047.00	$8,047.00	$0.00
		Project Total					**$99,999.98**	**$99,999.98**	**$0.00**
	21	CODE ENFORCEMENT	62	CODE ENFORCEMENT	Completed	CDBG	$76,000.00	$76,000.00	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
1996	21	**Project Total**					**$76,000.00**	**$76,000.00**	**$0.00**
	22	RELOCATION ASSISTANCE	73	RELOCATION ASSISTANCE	Completed	CDBG	$30,500.00	$30,500.00	$0.00
		Project Total					**$30,500.00**	**$30,500.00**	**$0.00**
	23	ADMINISTRATION	53	ADMINISTRATION	Completed	CDBG	$110,405.80	$110,405.80	$0.00
		Project Total					**$110,405.80**	**$110,405.80**	**$0.00**
	25	AFTER SCHOOL RECREATION	70	AFTER SCHOOL RECREATION	Completed	CDBG	$19,994.95	$19,994.95	$0.00
		Project Total					**$19,994.95**	**$19,994.95**	**$0.00**
	26	BOY SCOUTS	67	BOY SCOUTS OF AMERICA	Completed	CDBG	$1,195.00	$1,195.00	$0.00
		Project Total					**$1,195.00**	**$1,195.00**	**$0.00**
	27	ISIAH'S ROCK	68	ISAIAH'S ROCK	Completed	CDBG	$1,195.00	$1,195.00	$0.00
		Project Total					**$1,195.00**	**$1,195.00**	**$0.00**
	28	STREET LIGHT INSTALLATION	72	STREET LIGHT INSTALLATION	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	30	SIDEWALK INSTALLATION	71	SIDEWALK INSTALLATION	Completed	CDBG	$60,000.00	$60,000.00	$0.00
		Project Total					**$60,000.00**	**$60,000.00**	**$0.00**
	31	SECTION 108 LOAN REPAYMENT	69	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$227,099.00	$227,099.00	$0.00
		Project Total					**$227,099.00**	**$227,099.00**	**$0.00**
	32	DOWNTOWN SENIOR HOUSING	102	DOWNTOWN SENIOR HOUSING	Completed	CDBG	$177,756.77	$177,756.77	$0.00
		Project Total					**$177,756.77**	**$177,756.77**	**$0.00**
	Program Total					**CDBG**	**$889,082.59**	**$889,082.59**	**$0.00**
	1996 Total						**$889,082.59**	**$889,082.59**	**$0.00**
1997	1	Program Administration	76	ADMINISTRATION	Completed	CDBG	$83,982.64	$83,982.64	$0.00
		Project Total					**$83,982.64**	**$83,982.64**	**$0.00**
	2	Housing Element Update	99	HOUSING ELEMENT UPDATE	Completed	CDBG	$12,700.00	$12,700.00	$0.00
			191	HOUSING ELEMENT UPDATE STUDY	Completed	CDBG	$0.00	$0.00	$0.00
		Project Total					**$12,700.00**	**$12,700.00**	**$0.00**
	3	Fair Housing Services	97	INLAND MEDIATION BOARD	Completed	CDBG	$9,212.80	$9,212.80	$0.00
		Project Total					**$9,212.80**	**$9,212.80**	**$0.00**
	4	Landlord/Tenant Mediation Services	98	INLAND MEDIATION BOARD	Completed	CDBG	$4,621.25	$4,621.25	$0.00
		Project Total					**$4,621.25**	**$4,621.25**	**$0.00**
	5	Family Counseling Program	77	FAMILY COUNSELING	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	6	Domestic Violence Intervention Program	78	DOMESTIC VIOLENCE PROGRAM	Completed	CDBG	$19,146.37	$19,146.37	$0.00
		Project Total					**$19,146.37**	**$19,146.37**	**$0.00**
	7	Kid Care Program	79	KID CARE	Completed	CDBG	$4,000.00	$4,000.00	$0.00
		Project Total					**$4,000.00**	**$4,000.00**	**$0.00**
	8	Community Outreach Program	80	COMMUNITY OUTREACH	Completed	CDBG	$15,300.00	$15,300.00	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
1997	8	**Project Total**					**$15,300.00**	**$15,300.00**	**$0.00**
	9	After School Recreation Program	81	AFTERSCHOOL RECREATION	Completed	CDBG	$23,260.00	$23,260.00	$0.00
		Project Total					**$23,260.00**	**$23,260.00**	**$0.00**
	10	Graffiti Abatement Program	82	GRAFFITI ABATEMENT	Completed	CDBG	$10,321.00	$10,321.00	$0.00
		Project Total					**$10,321.00**	**$10,321.00**	**$0.00**
	11	Aletheian Christian Foundation	83	ALETHEIAN CHRISTIAN FOUNDATION	Completed	CDBG	$3,500.00	$3,500.00	$0.00
		Project Total					**$3,500.00**	**$3,500.00**	**$0.00**
	12	House of Ruth	84	HOUSE OF RUTH	Completed	CDBG	$3,500.00	$3,500.00	$0.00
		Project Total					**$3,500.00**	**$3,500.00**	**$0.00**
	13	Project Sister	85	PROJECT SISTER	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	14	Hillview Acres Childrens Home	86	HILLVIEW ACRES CHILDREN'S HOME	Completed	CDBG	$2,500.00	$2,500.00	$0.00
		Project Total					**$2,500.00**	**$2,500.00**	**$0.00**
	15	Chino Neighborhood House	87	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$2,400.00	$2,400.00	$0.00
		Project Total					**$2,400.00**	**$2,400.00**	**$0.00**
	16	Chino Valley YMCA	88	CHINO VALLEY YMCA	Completed	CDBG	$2,150.00	$2,150.00	$0.00
		Project Total					**$2,150.00**	**$2,150.00**	**$0.00**
	17	YWCA of the West End	89	YWCA OF THE WEST END	Completed	CDBG	$2,150.00	$2,150.00	$0.00
		Project Total					**$2,150.00**	**$2,150.00**	**$0.00**
	18	Boy Scouts of America	90	BOY SCOUTS OF AMERICA, OLD BALDY COUNCIL	Completed	CDBG	$1,290.00	$1,290.00	$0.00
		Project Total					**$1,290.00**	**$1,290.00**	**$0.00**
	19	STREET LIGHT INSTALLATION PROJECT	91	STREET LIGHT INSTALLATION	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	20	HOME REPAIR	92	SIDEWALK INSTALLATION	Completed	CDBG	$64,365.00	$64,365.00	$0.00
			154	VIRGINA BRAUN	Completed	CDBG	$3,099.86	$3,099.86	$0.00
			155	KATHLEEN WISEMAN	Completed	CDBG	$4,315.00	$4,315.00	$0.00
			156	CARL SAMUEL	Completed	CDBG	$9,411.00	$9,411.00	$0.00
			157	FLOYD MODE	Completed	CDBG	$9,004.00	$9,004.00	$0.00
			158	VICTORIA LOPEZ	Completed	CDBG	$850.00	$850.00	$0.00
			194	ALFREDO GALLARDO	Completed	CDBG	$7,972.00	$7,972.00	$0.00
			195	IVA COSTA WIRJOMIHARDJO	Completed	CDBG	$6,741.00	$6,741.00	$0.00
			196	FORREST & VELMA ALDERMAN	Completed	CDBG	$7,133.00	$7,133.00	$0.00
			197	MARCIA RICHARDSON	Completed	CDBG	$1,474.14	$1,474.14	$0.00
		Project Total					**$114,365.00**	**$114,365.00**	**$0.00**
	21	Home Repair Grant Program	93	HOME REPAIR PROGRAM	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	22	Lead-Based Paint Hazard Reduction Program	94	LEAD BASED PAINT REDUCTION	Completed	CDBG	$1,286.79	$1,286.79	$0.00
		Project Total					**$1,286.79**	**$1,286.79**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
1997	23	Code Enforcement Program	95	CODE ENFORCEMENT PROGRAM	Completed	CDBG	$62,550.00	$62,550.00	$0.00
		Project Total					**$62,550.00**	**$62,550.00**	**$0.00**
	24	Section 108 Loan Repayment	142	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$92,070.53	$92,070.53	$0.00
		Project Total					**$92,070.53**	**$92,070.53**	**$0.00**
	25	Chino Branch Library/Literacy Program	96	SAN BDNO. COUNTY LIBRARY-CHINO BRANCH	Completed	CDBG	$2,500.00	$2,500.00	$0.00
		Project Total					**$2,500.00**	**$2,500.00**	**$0.00**
	26	7TH STREET THEATRE PAINTING	147	7TH STREET THEATER PAINTING	Completed	CDBG	$4,077.00	$4,077.00	$0.00
		Project Total					**$4,077.00**	**$4,077.00**	**$0.00**
	27	VILLA PARK REHABILITATION	203	VILLA PARK	Completed	CDBG	$1,735.44	$1,735.44	$0.00
		Project Total					**$1,735.44**	**$1,735.44**	**$0.00**
	29	STREET LIGHT INSTALLATION	114	STREET LIGHT INSTALLATION	Completed	CDBG	$50,000.00	$50,000.00	$0.00
		Project Total					**$50,000.00**	**$50,000.00**	**$0.00**
	30	SIDEWALK INSTALLATION	141	SIDEWALK INSTALLATION	Completed	CDBG	$60,000.00	$60,000.00	$0.00
		Project Total					**$60,000.00**	**$60,000.00**	**$0.00**
	Program Total					**CDBG**	**$606,618.82**	**$606,618.82**	**$0.00**
	1997 Total						**$606,618.82**	**$606,618.82**	**$0.00**
1998	1	Administration	115	ADMINISTRATION	Completed	CDBG	$108,287.10	$108,287.10	$0.00
		Project Total					**$108,287.10**	**$108,287.10**	**$0.00**
	2	West End Legal Services	116	WEST END LEGAL AID CLINIC	Completed	CDBG	$2,500.00	$2,500.00	$0.00
		Project Total					**$2,500.00**	**$2,500.00**	**$0.00**
	3	Fair Housing Services	117	FAIR HOUSING MEDIATION	Completed	CDBG	$10,840.76	$10,840.76	$0.00
		Project Total					**$10,840.76**	**$10,840.76**	**$0.00**
	4	Landlord Tenant Mediation	118	LANDLORD/TENANT MEDIATION	Completed	CDBG	$7,582.14	$7,582.14	$0.00
		Project Total					**$7,582.14**	**$7,582.14**	**$0.00**
	5	Family Counseling	119	FAMILY COUNSELING	Completed	CDBG	$11,935.95	$11,935.95	$0.00
		Project Total					**$11,935.95**	**$11,935.95**	**$0.00**
	6	Domestic Violence Intervention	120	DOMESTIC VIOLENCE	Completed	CDBG	$16,695.02	$16,695.02	$0.00
		Project Total					**$16,695.02**	**$16,695.02**	**$0.00**
	7	Kid Care	121	KID CARE	Completed	CDBG	$3,250.00	$3,250.00	$0.00
		Project Total					**$3,250.00**	**$3,250.00**	**$0.00**
	8	Community Outreach	122	COMMUNITY OUTREACH	Completed	CDBG	$26,000.00	$26,000.00	$0.00
		Project Total					**$26,000.00**	**$26,000.00**	**$0.00**
	9	After School Recreation	123	AFTER SCHOOL RECREATION	Completed	CDBG	$9,500.00	$9,500.00	$0.00
			124	GRAFFITI ABATEMENT	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$9,500.00**	**$9,500.00**	**$0.00**
	10	Graffiti Abatement	125	GRAFFITI ABATEMENT	Completed	CDBG	$10,446.30	$10,446.30	$0.00
		Project Total					**$10,446.30**	**$10,446.30**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
1998	11	Aletheian Christian Foundation	126	ALETHEIAN CHRISTIAN FOUNDATION	Completed	CDBG	$3,100.00	$3,100.00	$0.00
		Project Total					**$3,100.00**	**$3,100.00**	**$0.00**
	12	House of Ruth	127	HOUSE OF RUTH	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	13	Project Sister	128	PROJECT SISTER	Completed	CDBG	$2,000.00	$2,000.00	$0.00
		Project Total					**$2,000.00**	**$2,000.00**	**$0.00**
	14	Hillview Acres	129	HILLVIEW ACRES CHILDREN'S HOME	Completed	CDBG	$2,300.00	$2,300.00	$0.00
		Project Total					**$2,300.00**	**$2,300.00**	**$0.00**
	15	Chino Neighborhood House	130	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$2,200.00	$2,200.00	$0.00
		Project Total					**$2,200.00**	**$2,200.00**	**$0.00**
	16	Chino Valley YMCA	131	CHINO VALLEY YMCA	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	17	YWCA of the West End	132	YWCA OF THE WEST END	Completed	CDBG	$1,250.00	$1,250.00	$0.00
		Project Total					**$1,250.00**	**$1,250.00**	**$0.00**
	18	Pomona Valley Micro-Enterprise	133	POMONA INLAND VALLEY MICRO ENTERPRISE	Completed	CDBG	$4,999.79	$4,999.79	$0.00
		Project Total					**$4,999.79**	**$4,999.79**	**$0.00**
	19	Street Light Installation	134	STREET LIGHT INSTALLATION	Completed	CDBG	$45,000.00	$45,000.00	$0.00
		Project Total					**$45,000.00**	**$45,000.00**	**$0.00**
	20	Sidewalk Installation	136	SIDEWALK INSTALLATION	Completed	CDBG	$45,000.00	$45,000.00	$0.00
		Project Total					**$45,000.00**	**$45,000.00**	**$0.00**
	21	INFILL HOUSING PROJECT	135	INFILL HOUSING PROJECT	Completed	CDBG	$44,364.36	$44,364.36	$0.00
		Project Total					**$44,364.36**	**$44,364.36**	**$0.00**
	22	COMMUNITY BUILDING PLAY EQUIPMENT	137	COMMUNITY BUILDING PLAY EQUIPMENT	Canceled	CDBG	$0.00	$0.00	$0.00
			179	COMMUNITY BUILDING PLAY EQUIPMENT	Completed	CDBG	$13,000.00	$13,000.00	$0.00
		Project Total					**$13,000.00**	**$13,000.00**	**$0.00**
	23	Code Enforcement	138	CODE ENFORCEMENT	Completed	CDBG	$62,550.00	$62,550.00	$0.00
		Project Total					**$62,550.00**	**$62,550.00**	**$0.00**
	24	Section 108 Loan Repayment	139	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$17,726.25	$17,726.25	$0.00
		Project Total					**$17,726.25**	**$17,726.25**	**$0.00**
	25	S.B. County Library	140	CHINO BRANCH LIBRARY	Completed	CDBG	$2,500.00	$2,500.00	$0.00
		Project Total					**$2,500.00**	**$2,500.00**	**$0.00**
	26	STREET LIGHT INTSTALLATION	149	STREET LIGHT INSTALLATION	Completed	CDBG	$176,000.00	$176,000.00	$0.00
		Project Total					**$176,000.00**	**$176,000.00**	**$0.00**
	27	YOUTH MUSEUM IMPROVEMENTS	184	YOUTH MUSEUM IMPROVEMENTS	Completed	CDBG	$100,000.00	$100,000.00	$0.00
		Project Total					**$100,000.00**	**$100,000.00**	**$0.00**
	28	INFILL HOUSING PROJECT	185	INFILL HOUSING PROJECT	Completed	CDBG	$14,653.00	$14,653.00	$0.00
		Project Total					**$14,653.00**	**$14,653.00**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
1998	29	MONTE VIST PARK RENOVATIONS	186	MONTE VISTA PARK RENOVATIONS	Completed	CDBG	$45,000.00	$45,000.00	$0.00
		Project Total					**$45,000.00**	**$45,000.00**	**$0.00**
	30	CENTRAL PARK RECREATION CENTER RENOVATIONS	187	CENTRAL PARK BUILDING RENOVATIONS	Completed	CDBG	$22,109.21	$22,109.21	$0.00
		Project Total					**$22,109.21**	**$22,109.21**	**$0.00**
	31	HUMAN SERVICES BUILDING RENOVATIONS	188	HUMAN SERVICES RENOVATIONS	Completed	CDBG	$2,028.46	$2,028.46	$0.00
		Project Total					**$2,028.46**	**$2,028.46**	**$0.00**
	32	SENIOR CENTER IMPROVEMENTS	189	SENIOR CENTER IMPROVEMENTS	Completed	CDBG	$14,999.83	$14,999.83	$0.00
		Project Total					**$14,999.83**	**$14,999.83**	**$0.00**
	33	BUILDING SECURITY UPGRADES	190	FACILITY SECURITY UPGRADES	Completed	CDBG	$1,925.00	$1,925.00	$0.00
		Project Total					**$1,925.00**	**$1,925.00**	**$0.00**
	Program Total					**CDBG**	**$835,743.17**	**$835,743.17**	**$0.00**
	1998 Total						**$835,743.17**	**$835,743.17**	**$0.00**
1999	1	ADMINISTRATION	159	ADMINISTRATION	Completed	CDBG	$80,835.92	$80,835.92	$0.00
		Project Total					**$80,835.92**	**$80,835.92**	**$0.00**
	2	West End Legal Services	160	WEST END LEGAL CLINIC	Completed	CDBG	$2,500.00	$2,500.00	$0.00
		Project Total					**$2,500.00**	**$2,500.00**	**$0.00**
	3	Fair Housing Services	161	INLAND FAIR HOUSING AND MEDIATION BOARD	Completed	CDBG	$11,979.37	$11,979.37	$0.00
		Project Total					**$11,979.37**	**$11,979.37**	**$0.00**
	4	Landlord Tenant Mediation	162	INLAND FAIR HOUSING AND MEDIATION BOARD	Completed	CDBG	$8,000.00	$8,000.00	$0.00
		Project Total					**$8,000.00**	**$8,000.00**	**$0.00**
	5	Family Counseling	163	FAMILY COUNSELING	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	6	Domestic Violence Intervention	165	DOMESTIC VIOLENCE	Completed	CDBG	$15,500.00	$15,500.00	$0.00
		Project Total					**$15,500.00**	**$15,500.00**	**$0.00**
	7	Students On A Rise (SOAR)	164	STUDENTS ON A RISE (SOAR)	Completed	CDBG	$8,500.00	$8,500.00	$0.00
		Project Total					**$8,500.00**	**$8,500.00**	**$0.00**
	8	Community Outreach	166	COMMUNITY OUTREACH	Completed	CDBG	$19,159.94	$19,159.94	$0.00
		Project Total					**$19,159.94**	**$19,159.94**	**$0.00**
	9	After School Recreation	167	AFTER SCHOOL RECREATION	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	10	Graffiti Abatement	168	GRAFFITI ABATEMENT	Completed	CDBG	$9,616.38	$9,616.38	$0.00
		Project Total					**$9,616.38**	**$9,616.38**	**$0.00**
	11	Aletheian Christian Foundation	169	ALETHEIAN CHRISTIAN FOUNDATION	Completed	CDBG	$3,092.33	$3,092.33	$0.00
		Project Total					**$3,092.33**	**$3,092.33**	**$0.00**
	12	House of Ruth	170	HOUSE OF RUTH	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
1999	13	Project Sister	171	PROJECT SISTER	Completed	CDBG	$2,000.00	$2,000.00	$0.00
		Project Total					**$2,000.00**	**$2,000.00**	**$0.00**
	14	Hillview Acres	172	HILLVIEW ACRES CHILDRENS HOME	Completed	CDBG	$1,000.00	$1,000.00	$0.00
		Project Total					**$1,000.00**	**$1,000.00**	**$0.00**
	15	Chino Neighborhood House	173	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$2,200.00	$2,200.00	$0.00
		Project Total					**$2,200.00**	**$2,200.00**	**$0.00**
	16	Chino Valley YMCA	174	CHINO VALLEY YMCA	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	17	Jobs Utilizing Motivational Programs (JUMP)	175	JOBS UTILIZING MOTIVATIONAL PROGRAMS	Completed	CDBG	$4,899.43	$4,899.43	$0.00
		Project Total					**$4,899.43**	**$4,899.43**	**$0.00**
	18	Pomona Valley Micro-Enterprise	176	POMONA INLAND VALLEY MICRO ENTERPRISE	Completed	CDBG	$3,261.97	$3,261.97	$0.00
		Project Total					**$3,261.97**	**$3,261.97**	**$0.00**
	19	Street Light Installation	177	STREET LIGHT INSTALLATION	Completed	CDBG	$52,500.00	$52,500.00	$0.00
		Project Total					**$52,500.00**	**$52,500.00**	**$0.00**
	20	Sidewalk Installation	178	SIDEWALK INSTALLATION	Completed	CDBG	$52,500.00	$52,500.00	$0.00
		Project Total					**$52,500.00**	**$52,500.00**	**$0.00**
	21	Infill Housing Project	192	INFILL HOUSING PROJECT	Completed	CDBG	$28,548.00	$28,548.00	$0.00
		Project Total					**$28,548.00**	**$28,548.00**	**$0.00**
	22	HOME REPAIR PROGRAM	198	MARCIA RICHARDSON	Completed	CDBG	$6,380.86	$6,380.86	$0.00
			199	EVA SOARES	Completed	CDBG	$7,728.00	$7,728.00	$0.00
			200	LISA BLANDINO	Completed	CDBG	$8,545.00	$8,545.00	$0.00
			201	FORREST & VELMA ALDERMAN	Completed	CDBG	$1,363.00	$1,363.00	$0.00
			231	LUCIA CERVERA	Completed	CDBG	$8,720.00	$8,720.00	$0.00
			232	SALLY RIVERA	Completed	CDBG	$8,025.00	$8,025.00	$0.00
			233	GREGORIA JUAREZ	Completed	CDBG	$7,475.00	$7,475.00	$0.00
		Project Total					**$48,236.86**	**$48,236.86**	**$0.00**
	23	Code Enforcement	180	CODE ENFORCEMENT	Completed	CDBG	$56,550.00	$56,550.00	$0.00
		Project Total					**$56,550.00**	**$56,550.00**	**$0.00**
	24	Section 108 Loan Repayment	181	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$224,583.00	$224,583.00	$0.00
		Project Total					**$224,583.00**	**$224,583.00**	**$0.00**
	25	S.B. County Library	182	SAN BERNARDINO COUNTY LIBRARY	Completed	CDBG	$2,000.00	$2,000.00	$0.00
		Project Total					**$2,000.00**	**$2,000.00**	**$0.00**
	26	Small Business Loan Program	183	SMALL BUSINESS LOAN PROGRAM	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	27	Five Year Consolidated Plan	193	FIVE YEAR CONSOLIDATED PLAN	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	Program Total					**CDBG**	**$668,463.20**	**$668,463.20**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
1999	**1999 Total**						**$668,463.20**	**$668,463.20**	**$0.00**
2000	1	Administration	202	ADMINISTRATION	Canceled	CDBG	$0.00	$0.00	$0.00
			204	ADMINSTRATION	Completed	CDBG	$74,121.68	$74,121.68	$0.00
		Project Total					**$74,121.68**	**$74,121.68**	**$0.00**
	2	West End Legal Services	205	WEST END LEGAL AID CLINIC	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	3	Fair Housing Services	206	FAIR HOUSING MEDIATION	Completed	CDBG	$12,117.69	$12,117.69	$0.00
		Project Total					**$12,117.69**	**$12,117.69**	**$0.00**
	4	Landlord Tenant Mediation	207	LANDLORD/TENANT MEDIATION	Completed	CDBG	$8,000.00	$8,000.00	$0.00
		Project Total					**$8,000.00**	**$8,000.00**	**$0.00**
	5	Family Counseling	208	FAMILY COUNSELING	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	6	Domestic Violence Intervention	209	DOMESTIC VIOLENCE	Completed	CDBG	$16,187.26	$16,187.26	$0.00
		Project Total					**$16,187.26**	**$16,187.26**	**$0.00**
	7	Students On A Rise (SOAR)	210	STUDENTS ON A RISE (SOAR)	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	8	Community Outreach	211	COMMUNITY OUTREACH	Completed	CDBG	$13,800.00	$13,800.00	$0.00
		Project Total					**$13,800.00**	**$13,800.00**	**$0.00**
	9	After School Recreation	212	AFTER SCHOOL RECREATION	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	10	Graffiti Abatement	213	GRAFFITI ABATEMENT	Completed	CDBG	$8,154.46	$8,154.46	$0.00
		Project Total					**$8,154.46**	**$8,154.46**	**$0.00**
	11	Aletheian Christian Foundation	214	ALETHEIAN CHRISTIAN FOUNDATION	Completed	CDBG	$4,000.00	$4,000.00	$0.00
		Project Total					**$4,000.00**	**$4,000.00**	**$0.00**
	12	House of Ruth	215	HOUSE OF RUTH	Completed	CDBG	$3,500.00	$3,500.00	$0.00
		Project Total					**$3,500.00**	**$3,500.00**	**$0.00**
	13	Project Sister	216	PROJECT SISTER	Completed	CDBG	$2,000.00	$2,000.00	$0.00
		Project Total					**$2,000.00**	**$2,000.00**	**$0.00**
	14	Hillview Acres	217	HILLVIEW ACRES CHILDREN'S HOME	Completed	CDBG	$1,000.00	$1,000.00	$0.00
		Project Total					**$1,000.00**	**$1,000.00**	**$0.00**
	15	Chino Neighborhood House	218	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$2,200.00	$2,200.00	$0.00
		Project Total					**$2,200.00**	**$2,200.00**	**$0.00**
	16	Chino Valley YMCA	219	CHINO VALLEY YMCA	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	17	Jobs Utilizing Motivational Programs (JUMP)	220	JOBS UTILIZING MOTIVATIONAL PROGRAMS	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	19	Street Light Installation	221	STREET LIGHT INSTALLATION	Completed	CDBG	$45,867.00	$45,867.00	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2000	19	**Project Total**					**$45,867.00**	**$45,867.00**	**$0.00**
	20	Sidewalk Installation	222	SIDEWALK CONSTRUCTION	Completed	CDBG	$46,250.00	$46,250.00	$0.00
		Project Total					**$46,250.00**	**$46,250.00**	**$0.00**
	22	Home Repair Program	234	JACQUELINE SOUTHFIELD	Completed	CDBG	$7,500.00	$7,500.00	$0.00
			235	T. FERNANDEZ	Completed	CDBG	$7,500.00	$7,500.00	$0.00
			236	ARLENE VRTIS	Completed	CDBG	$8,625.00	$8,625.00	$0.00
			237	HOME REPAIR ADMINISTRATION	Completed	CDBG	$1,575.00	$1,575.00	$0.00
			238	DEBBIE KASHIMA	Completed	CDBG	$7,500.00	$7,500.00	$0.00
			239	LUCIA CERVERA	Canceled	CDBG	$0.00	$0.00	$0.00
			240	SALLY RIVERA	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$32,700.00**	**$32,700.00**	**$0.00**
	23	Code Enforcement	223	CODE ENFORCEMENT	Completed	CDBG	$69,345.00	$69,345.00	$0.00
		Project Total					**$69,345.00**	**$69,345.00**	**$0.00**
	24	Section 108 Loan Repayment	224	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$212,756.25	$212,756.25	$0.00
		Project Total					**$212,756.25**	**$212,756.25**	**$0.00**
	25	S.B. County Library	225	SAN BERNARDINO COUNTY LIBRARY	Completed	CDBG	$2,000.00	$2,000.00	$0.00
		Project Total					**$2,000.00**	**$2,000.00**	**$0.00**
	26	Seismic Upgrade, 6th Court Cafe	226	SEISMIC UPGRADE, 6TH COURT CAFE	Completed	CDBG	$46,250.00	$46,250.00	$0.00
		Project Total					**$46,250.00**	**$46,250.00**	**$0.00**
	27	Central Avenue Corridor Improvement	227	CENTRAL AVENUE CORRIDOR IMPROVEMENTS	Completed	CDBG	$130,130.88	$130,130.88	$0.00
		Project Total					**$130,130.88**	**$130,130.88**	**$0.00**
	28	Analysis of Impediments	228	ANALYSIS OF IMPEDIMENTS STUDY	Completed	CDBG	$13,285.00	$13,285.00	$0.00
		Project Total					**$13,285.00**	**$13,285.00**	**$0.00**
	29	Chino Youth Museum	229	CHINO YOUTH MUSEUM	Completed	CDBG	$1,000.00	$1,000.00	$0.00
		Project Total					**$1,000.00**	**$1,000.00**	**$0.00**
	30	Chino Youth Boxing (YES)	230	CHINO YOUTH BOXING (YES)	Completed	CDBG	$2,500.00	$2,500.00	$0.00
		Project Total					**$2,500.00**	**$2,500.00**	**$0.00**
	Program Total					**CDBG**	**$790,165.22**	**$790,165.22**	**$0.00**
	2000 Total						**$790,165.22**	**$790,165.22**	**$0.00**
2001	1	Administration	242	ADMINISTRATION	Canceled	CDBG	$0.00	$0.00	$0.00
			274	ADMINISTRATION	Completed	CDBG	$84,339.70	$84,339.70	$0.00
		Project Total					**$84,339.70**	**$84,339.70**	**$0.00**
	2	West End Legal Services	241	WEST END LEGAL SERVICES	Canceled	CDBG	$0.00	$0.00	$0.00
			259	WEST END LEGAL AID CLINIC	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	3	Fair Housing Services	243	FAIR HOUSING SERVICES	Canceled	CDBG	$0.00	$0.00	$0.00
			244	FAIR HOUSING MEDIATION	Completed	CDBG	$13,848.54	$13,848.54	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2001	3	**Project Total**					**$13,848.54**	**$13,848.54**	**$0.00**
	4	Landlord Tenant Mediation	245	LANDLORD/TENANT MEDIATION	Completed	CDBG	$9,498.34	$9,498.34	$0.00
		Project Total					**$9,498.34**	**$9,498.34**	**$0.00**
	5	Family Counseling	246	FAMILY COUNSELING	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	6	Domestic Violence Intervention	247	DOMESTIC VIOLENCE	Completed	CDBG	$17,000.00	$17,000.00	$0.00
		Project Total					**$17,000.00**	**$17,000.00**	**$0.00**
	7	Students On A Rise (SOAR)	248	STUDENTS ON A RISE (SOAR)	Completed	CDBG	$12,000.00	$12,000.00	$0.00
		Project Total					**$12,000.00**	**$12,000.00**	**$0.00**
	8	Community Outreach	249	COMMMUNITY OUTREACH	Completed	CDBG	$18,500.00	$18,500.00	$0.00
		Project Total					**$18,500.00**	**$18,500.00**	**$0.00**
	9	Inland Empire Christian Charities	250	ADULT MENTORING AND ESL PROGRAM	Completed	CDBG	$1,423.02	$1,423.02	$0.00
		Project Total					**$1,423.02**	**$1,423.02**	**$0.00**
	10	Graffiti Abatement	251	GRAFFITI ABATEMENT	Completed	CDBG	$10,012.01	$10,012.01	$0.00
		Project Total					**$10,012.01**	**$10,012.01**	**$0.00**
	11	Aletheian Christian Foundation	252	ALETHEIAN CHRISTIAN FOUNDATION	Completed	CDBG	$4,994.60	$4,994.60	$0.00
		Project Total					**$4,994.60**	**$4,994.60**	**$0.00**
	12	House of Ruth	253	HOUSE OF RUTH	Canceled	CDBG	$0.00	$0.00	$0.00
			254	HOUSE OF RUTH	Completed	CDBG	$4,000.00	$4,000.00	$0.00
		Project Total					**$4,000.00**	**$4,000.00**	**$0.00**
	13	Project Sister	255	PROJECT SISTER	Completed	CDBG	$3,500.00	$3,500.00	$0.00
		Project Total					**$3,500.00**	**$3,500.00**	**$0.00**
	14	Hillview Acres	256	HILLVIEW ACRES CHILDREN'S HOME	Completed	CDBG	$1,500.00	$1,500.00	$0.00
		Project Total					**$1,500.00**	**$1,500.00**	**$0.00**
	15	Chino Neighborhood House	257	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$2,400.00	$2,400.00	$0.00
		Project Total					**$2,400.00**	**$2,400.00**	**$0.00**
	16	Chino Valley YMCA	258	CHINO VALLEY YMCA	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	17	Jobs Utilizing Motivational Programs (JUMP)	260	JOBS UTILIZING MOTIVATIONAL PROGRAMS	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	18	Senior Center Expansion	261	SENIOR CENTER EXPANSION	Completed	CDBG	$66,840.00	$66,840.00	$0.00
		Project Total					**$66,840.00**	**$66,840.00**	**$0.00**
	19	Street Light Installation	262	STREET LIGHT INSTALLATION	Completed	CDBG	$48,788.00	$48,788.00	$0.00
		Project Total					**$48,788.00**	**$48,788.00**	**$0.00**
	20	Sidewalk Installation	263	SIDEWALK CONSTRUCTION	Completed	CDBG	$48,787.00	$48,787.00	$0.00
		Project Total					**$48,787.00**	**$48,787.00**	**$0.00**
	21	Neighborhood Clean up	273	NEIGHBORHOOD CLEAN-UP	Completed	CDBG	$8,500.00	$8,500.00	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2001	21	**Project Total**					**$8,500.00**	**$8,500.00**	**$0.00**
	22	Home Repair Program	276	BERNARD SLATOR	Completed	CDBG	$7,500.00	$7,500.00	$0.00
			277	HOME REPAIR ADMINISTRATION	Canceled	CDBG	$0.00	$0.00	$0.00
			278	JOSEPHINE TEILBORG	Completed	CDBG	$7,500.00	$7,500.00	$0.00
			280	ROBIN MEARES	Completed	CDBG	$55.00	$55.00	$0.00
			281	WENDY AND LELAND HORNE	Completed	CDBG	$5,000.00	$5,000.00	$0.00
			312	ROBIN MEARES	Completed	CDBG	$7,945.00	$7,945.00	$0.00
			313	HOME REPAIR PROGRAM	Completed	CDBG	$1,243.00	$1,243.00	$0.00
			314	JOE AND VICTORIA SANCHEZ	Completed	CDBG	$320.00	$320.00	$0.00
			315	EDWARD SIGDA	Completed	CDBG	$7,500.00	$7,500.00	$0.00
			346	JOYCE MARQUEZ	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$42,063.00**	**$42,063.00**	**$0.00**
	23	Code Enforcement	267	CODE ENFORCEMENT	Completed	CDBG	$75,920.00	$75,920.00	$0.00
		Project Total					**$75,920.00**	**$75,920.00**	**$0.00**
	24	Section 108 Loan Repayment	275	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$195,899.50	$195,899.50	$0.00
		Project Total					**$195,899.50**	**$195,899.50**	**$0.00**
	25	S.B. County Library	264	SAN BERNARDINO COUNTY LIBRARY	Completed	CDBG	$2,000.00	$2,000.00	$0.00
		Project Total					**$2,000.00**	**$2,000.00**	**$0.00**
	26	Monte Vista Park Building Improvements	269	MONTE VISTA PARK BUILDING IMPROVEMENTS	Completed	CDBG	$16,267.00	$16,267.00	$0.00
		Project Total					**$16,267.00**	**$16,267.00**	**$0.00**
	27	Chino Youth Museum	266	CHINO YOUTH MUSEUM	Completed	CDBG	$1,000.00	$1,000.00	$0.00
		Project Total					**$1,000.00**	**$1,000.00**	**$0.00**
	28	Chino Youth Boxing (YES)	265	CHINO YOUTH BOXING (YES)	Completed	CDBG	$2,500.00	$2,500.00	$0.00
		Project Total					**$2,500.00**	**$2,500.00**	**$0.00**
	29	7th Street Theater Improvements	270	7TH STREET THEATER IMPROVEMENTS	Completed	CDBG	$17,750.00	$17,750.00	$0.00
		Project Total					**$17,750.00**	**$17,750.00**	**$0.00**
	30	Small Business Loan Program	268	SMALL BUSINESS LOAN PROGRAM	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	31	Central Park Recreation & Human Services Building Improvemen	271	CENTRAL PARK RECREATION & HUMAN SERVICES	Completed	CDBG	$4,675.00	$4,675.00	$0.00
		Project Total					**$4,675.00**	**$4,675.00**	**$0.00**
	32	Neighborhood Activity Center	272	NAC CARPET REPLACEMENT	Completed	CDBG	$4,351.06	$4,351.06	$0.00
		Project Total					**$4,351.06**	**$4,351.06**	**$0.00**
	33	NEIGHBORHOOD REVITALIZATION PROGRAM	279	NEIGHBORHOOD PRIDE DAYS & CLEAN-UPS	Completed	CDBG	$50,000.00	$50,000.00	$0.00
			347	NEIGHBORHOOD REVITALIZATION	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$50,000.00**	**$50,000.00**	**$0.00**
	Program Total					**CDBG**	**$806,356.77**	**$806,356.77**	**$0.00**
	2001 Total						**$806,356.77**	**$806,356.77**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2002	1	Administration	282	CDBG ADMINISTRATION	Completed	CDBG	$114,408.69	$114,408.69	$0.00
		Project Total					**$114,408.69**	**$114,408.69**	**$0.00**
	2	Fair Housing Services	283	FAIR HOUSING PROGRAM	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	3	Landlord Tenant Mediation	284	LANDLORD/TENANT MEDIATION SERVICES	Completed	CDBG	$9,996.13	$9,996.13	$0.00
		Project Total					**$9,996.13**	**$9,996.13**	**$0.00**
	4	Family Counseling Program	285	FAMILY COUNSELING PROGRAM	Completed	CDBG	$13,923.64	$13,923.64	$0.00
		Project Total					**$13,923.64**	**$13,923.64**	**$0.00**
	5	Family Violence and Intervention Program	286	FAMILY VIOLENCE AND INTERVENTION PROGRAM	Completed	CDBG	$15,699.35	$15,699.35	$0.00
		Project Total					**$15,699.35**	**$15,699.35**	**$0.00**
	6	Aletheian Christian Foundation	287	ALETHEIAN CHRISTIAN FOUNDATION	Completed	CDBG	$4,895.34	$4,895.34	$0.00
		Project Total					**$4,895.34**	**$4,895.34**	**$0.00**
	7	Project Sister	288	PROJECT SISTER	Completed	CDBG	$3,500.00	$3,500.00	$0.00
		Project Total					**$3,500.00**	**$3,500.00**	**$0.00**
	8	House of Ruth	289	HOUSE OF RUTH	Completed	CDBG	$4,000.00	$4,000.00	$0.00
		Project Total					**$4,000.00**	**$4,000.00**	**$0.00**
	9	Chino Neighborhood House	290	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$2,400.00	$2,400.00	$0.00
		Project Total					**$2,400.00**	**$2,400.00**	**$0.00**
	10	Chino Youth Boxing Foundation -Youth Employement in Sports	291	YOUTH EMPLOYMENT IN SPORTS (YES)	Completed	CDBG	$2,960.00	$2,960.00	$0.00
		Project Total					**$2,960.00**	**$2,960.00**	**$0.00**
	11	San Bernardino County Library - Chino Branch Library	292	LITERACY PROGRAM	Completed	CDBG	$444.72	$444.72	$0.00
		Project Total					**$444.72**	**$444.72**	**$0.00**
	12	Hillview Acres	293	SUMMER RECREATION PROGRAM	Completed	CDBG	$1,500.00	$1,500.00	$0.00
		Project Total					**$1,500.00**	**$1,500.00**	**$0.00**
	13	Chino Valley YMCA	294	CHILDCARE SERVICES AT RICHARD GIRD	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	14	Senior Minor Home Repair Program	295	OLDTIMERS FOUNDATION - MINOR HOME REPAIR	Completed	CDBG	$2,771.08	$2,771.08	$0.00
		Project Total					**$2,771.08**	**$2,771.08**	**$0.00**
	15	Inland Empire Christian Charities	296	ESL CLASSES	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	16	Whiz Kids (After-School Tutoring Program)	297	WHIZ KIDS	Completed	CDBG	$6,911.84	$6,911.84	$0.00
		Project Total					**$6,911.84**	**$6,911.84**	**$0.00**
	17	Neighborhood Nino's Program	298	NINO'S PROGRAM	Completed	CDBG	$11,645.13	$11,645.13	$0.00
		Project Total					**$11,645.13**	**$11,645.13**	**$0.00**
	18	Community Outreach	299	COMMUNITY OUTREACH	Completed	CDBG	$11,885.34	$11,885.34	$0.00
		Project Total					**$11,885.34**	**$11,885.34**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2002	19	Graffiti Abatement	300	GRAFFITI ABATEMENT	Completed	CDBG	$10,998.76	$10,998.76	$0.00
		Project Total					**$10,998.76**	**$10,998.76**	**$0.00**
	20	Street Light Installation	306	STREET LIGHT INSTALLATION	Completed	CDBG	$45,000.00	$45,000.00	$0.00
		Project Total					**$45,000.00**	**$45,000.00**	**$0.00**
	21	Sidewalk Installation	305	SIDEWALK INSTALLATION	Completed	CDBG	$45,000.00	$45,000.00	$0.00
		Project Total					**$45,000.00**	**$45,000.00**	**$0.00**
	22	Code Enforcement	307	CODE COMPLIANCE PROGRAM	Completed	CDBG	$65,000.00	$65,000.00	$0.00
		Project Total					**$65,000.00**	**$65,000.00**	**$0.00**
	23	Chaffey College - Entrepreneur Network	302	ENTREPRENUER NETWORK	Completed	CDBG	$29,785.79	$29,785.79	$0.00
		Project Total					**$29,785.79**	**$29,785.79**	**$0.00**
	24	Career Development Club - Baldy View ROP	303	CAREER DEVELOPMENT CLUB	Completed	CDBG	$21,599.72	$21,599.72	$0.00
		Project Total					**$21,599.72**	**$21,599.72**	**$0.00**
	26	Property Abatement Program	308	PROPERTY ABATEMENT PROGRAM	Completed	CDBG	$25,000.00	$25,000.00	$0.00
		Project Total					**$25,000.00**	**$25,000.00**	**$0.00**
	27	Infill Housing Project	309	HABITAT FOR HUMANITY AFFORDABLE HOUSING	Completed	CDBG	$130,000.00	$130,000.00	$0.00
		Project Total					**$130,000.00**	**$130,000.00**	**$0.00**
	28	Small Business Consulting	311	SMALL BUSINESS CONSULTING	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	29	"G" Street Improvements	310	"G" STREET SITE IMPROVEMENTS	Completed	CDBG	$35,000.00	$35,000.00	$0.00
		Project Total					**$35,000.00**	**$35,000.00**	**$0.00**
	30	Community Services Center	304	COMMUNITY SERVICES CENTER	Completed	CDBG	$56,200.00	$56,200.00	$0.00
		Project Total					**$56,200.00**	**$56,200.00**	**$0.00**
	31	SENIOR CENTER EXPANSION PROJECT	301	SENIOR CENTER EXPANSION PROJECT	Completed	CDBG	$39,850.00	$39,850.00	$0.00
		Project Total					**$39,850.00**	**$39,850.00**	**$0.00**
	Program Total					**CDBG**	**$733,375.53**	**$733,375.53**	**$0.00**
	2002 Total						**$733,375.53**	**$733,375.53**	**$0.00**
2003	1	FAIR HOUSING SERVICES	316	FAIR HOUSING PROGRAM	Completed	CDBG	$14,000.00	$14,000.00	$0.00
		Project Total					**$14,000.00**	**$14,000.00**	**$0.00**
	2	LANDLORD/TENANT MEDIATION	317	LANDLORD TENANT MEDIATION	Completed	CDBG	$9,967.92	$9,967.92	$0.00
		Project Total					**$9,967.92**	**$9,967.92**	**$0.00**
	3	FAMILY COUNSELING PROGRAM	318	FAMILY COUNSELING PROGRAM	Completed	CDBG	$13,500.00	$13,500.00	$0.00
		Project Total					**$13,500.00**	**$13,500.00**	**$0.00**
	4	FAMILY VIOLENCE AND INTERVENTION PROGRAM	319	FAMILY VIOLENCE AND INTERVENTION PROGRAM	Completed	CDBG	$14,752.60	$14,752.60	$0.00
		Project Total					**$14,752.60**	**$14,752.60**	**$0.00**
	5	PROJECT SISTER	320	PROJECT SISTER	Completed	CDBG	$4,000.00	$4,000.00	$0.00
		Project Total					**$4,000.00**	**$4,000.00**	**$0.00**
	6	HOUSE OF RUTH	321	HOUSE OF RUTH	Completed	CDBG	$4,500.00	$4,500.00	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2003	6	**Project Total**					**$4,500.00**	**$4,500.00**	**$0.00**
	7	CHINO NEIGHBORHOOD HOUSE	322	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$4,000.00	$4,000.00	$0.00
		Project Total					**$4,000.00**	**$4,000.00**	**$0.00**
	8	YOUTH EMPLOYMENT IN SPORTS AND SCHOLASTICS	323	YOUTH EMPLOYMENT IN SPORTS/SCHOLASTICS	Completed	CDBG	$2,859.99	$2,859.99	$0.00
		Project Total					**$2,859.99**	**$2,859.99**	**$0.00**
	9	SAN BERNARDINO COUNTY LIBRARY-CHINO BRANCH LIBRARY	324	S.B. COUNTY LIBRARY-CHINO BRANCH LIBRARY	Completed	CDBG	$2,000.00	$2,000.00	$0.00
			373	LITERACY PROGRAM	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$2,000.00**	**$2,000.00**	**$0.00**
	10	HILLVIEW ACRES	325	HILLVIEW ACRES	Completed	CDBG	$1,500.00	$1,500.00	$0.00
		Project Total					**$1,500.00**	**$1,500.00**	**$0.00**
	11	CHINO VALLEY YMCA	326	CHINO VALLEY YMCA	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	12	SENIOR MINOR HOME REPAIR PROGRAM	327	SENIOR MINOR HOME REPAIR PROGRAM	Completed	CDBG	$3,472.93	$3,472.93	$0.00
		Project Total					**$3,472.93**	**$3,472.93**	**$0.00**
	13	NEIGHBORHOOD NINOS	328	NEIGHBORHOOD NINOS PROGRAM	Completed	CDBG	$11,800.00	$11,800.00	$0.00
		Project Total					**$11,800.00**	**$11,800.00**	**$0.00**
	14	COMMUNITY OUTREACH	329	COMMUNITY OUTREACH	Completed	CDBG	$11,000.00	$11,000.00	$0.00
		Project Total					**$11,000.00**	**$11,000.00**	**$0.00**
	15	GRAFFITI ABATEMENT	330	GRAFFITI ABATEMENT	Completed	CDBG	$11,000.00	$11,000.00	$0.00
		Project Total					**$11,000.00**	**$11,000.00**	**$0.00**
	16	STREET LIGHT INSTALLATION	331	STREET LIGHT INSTALLATION	Completed	CDBG	$50,000.00	$50,000.00	$0.00
		Project Total					**$50,000.00**	**$50,000.00**	**$0.00**
	17	SIDEWALK INSTALLATION	332	SIDEWALK INSTALLATION	Completed	CDBG	$80,000.00	$80,000.00	$0.00
		Project Total					**$80,000.00**	**$80,000.00**	**$0.00**
	18	CODE ENFORCEMENT	333	CODE ENFORCEMENT	Completed	CDBG	$81,500.00	$81,500.00	$0.00
		Project Total					**$81,500.00**	**$81,500.00**	**$0.00**
	19	CHINO ECONOMIC PARTNERSHIP	334	CHINO ECONOMIC PARTNERSHIP	Completed	CDBG	$31,244.00	$31,244.00	$0.00
		Project Total					**$31,244.00**	**$31,244.00**	**$0.00**
	20	PROPERTY ABATEMENT PROGRAM	335	PROPERTY ABATEMENT PROGRAM	Completed	CDBG	$26,000.00	$26,000.00	$0.00
		Project Total					**$26,000.00**	**$26,000.00**	**$0.00**
	21	MONTE VISTA PARK HEALTH CLINIC	336	MONTE VISTA LOW-INCOME CLINIC	Completed	CDBG	$105,000.00	$105,000.00	$0.00
		Project Total					**$105,000.00**	**$105,000.00**	**$0.00**
	22	COMMUNITY BUILDING ADA IMPROVEMENTS	337	COMMUNITY BUILDING ADA IMPROVEMENTS	Canceled	CDBG	$535.00	$535.00	$0.00
		Project Total					**$535.00**	**$535.00**	**$0.00**
	23	COMMUNITY SERVICES CENTER	338	COMMUNTIY SERVICES CENTER	Completed	CDBG	$40,000.00	$40,000.00	$0.00
		Project Total					**$40,000.00**	**$40,000.00**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2003	24	LEGAL AID SERVICES	339	LEGAL AID SERVICES	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	25	NEIGHBORHOOD REVITALIZATION PROGRAM	340	NEIGHBORHOOD REVITALIZATION PROGRAM	Completed	CDBG	$13,227.77	$13,227.77	$0.00
		Project Total					**$13,227.77**	**$13,227.77**	**$0.00**
	26	CON PLAN STUDY AND REPORT	341	CON PLAN STUDY AND REPORT	Completed	CDBG	$7,500.00	$7,500.00	$0.00
		Project Total					**$7,500.00**	**$7,500.00**	**$0.00**
	27	SCHOLASTIC IMPROVEMENT THROUGH EDUCATION	342	SCHOLASTIC IMPRROVEMENT- EDUCATION	Completed	CDBG	$14,537.27	$14,537.27	$0.00
		Project Total					**$14,537.27**	**$14,537.27**	**$0.00**
	28	ADMINSTRATION	343	ADMINSTRATION	Completed	CDBG	$99,994.04	$99,994.04	$0.00
		Project Total					**$99,994.04**	**$99,994.04**	**$0.00**
	29	ALETHEIAN FOOD AND SENIOR BROWN BAG	344	ALETHEIAN- FOOD ASSISTANCE	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	30	ALETHEIAN UTILITY AND EMERGENCY ASSISTANCE	345	ALETHEIAN- UTILITY AND MOTEL VOUCHERS	Completed	CDBG	$1,000.00	$1,000.00	$0.00
		Project Total					**$1,000.00**	**$1,000.00**	**$0.00**
	Program Total					**CDBG**	**$671,891.52**	**$671,891.52**	**$0.00**
	2003 Total						**$671,891.52**	**$671,891.52**	**$0.00**
2004	1	CODE ENFORCEMENT	348	CODE ENFORCEMENT	Completed	CDBG	$121,000.00	$121,000.00	$0.00
		Project Total					**$121,000.00**	**$121,000.00**	**$0.00**
	2	STREETLIGHTS	349	STREETLIGHT INSTALLATION	Completed	CDBG	$90,722.23	$90,722.23	$0.00
		Project Total					**$90,722.23**	**$90,722.23**	**$0.00**
	3	CDBG ADMINISTRATION	356	CDBG ADMINISTRATION	Completed	CDBG	$97,206.17	$97,206.17	$0.00
		Project Total					**$97,206.17**	**$97,206.17**	**$0.00**
	4	ALETHEIAN CHRISTIAN FOUNDATION	354	ALETHEIAN FOUNDATION - FOOD ASSISTANCE	Completed	CDBG	$4,987.74	$4,987.74	$0.00
		Project Total					**$4,987.74**	**$4,987.74**	**$0.00**
	5	ALETHEIAN UTILITY & EMERGENCY SHELTER ASSISTANCE	355	ALETHEIAN-UTILITY/SHELTER	Completed	CDBG	$1,725.51	$1,725.51	$0.00
		Project Total					**$1,725.51**	**$1,725.51**	**$0.00**
	6	PROJECT SISTER - SEXUAL ASSAULT PREVENTION	369	PROJECT SISTER	Canceled	CDBG	$0.00	$0.00	$0.00
			370	PROJECT SISTER - SEXUAL ASSAULT PREV.	Completed	CDBG	$3,300.00	$3,300.00	$0.00
		Project Total					**$3,300.00**	**$3,300.00**	**$0.00**
	7	CHINO NBHD HOUSE - FOOD & CLOTHING ASSISTANCE	371	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$3,948.90	$3,948.90	$0.00
		Project Total					**$3,948.90**	**$3,948.90**	**$0.00**
	8	YOUTH EMPLOYMENT IN SPORTS & SCHOLASTICS (YESS)	372	YOUTH EMPLOYMENT IN SPORTS	Completed	CDBG	$1,700.69	$1,700.69	$0.00
		Project Total					**$1,700.69**	**$1,700.69**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2004	10	HOUSE OF RUTH DOMESTIC VIOLENCE REDUCTION PROGRAM	357	HOUSE OF RUTH	Completed	CDBG	$4,500.00	$4,500.00	$0.00
		Project Total					**$4,500.00**	**$4,500.00**	**$0.00**
	11	YMCA CHILDCARE SUBSIDY	374	CHINO VALLEY YMCA CHILD CARE SUBSIDY	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	12	FAMILY COUNSELING	352	FAMILY COUNSELING PROGRAM	Completed	CDBG	$14,500.00	$14,500.00	$0.00
		Project Total					**$14,500.00**	**$14,500.00**	**$0.00**
	13	FAMILY VIOLENCE PREVENTION AND INTERVENTION PROGRAM	353	FAMILY VIOLENCE AND INTERVENTION PROGRAM	Completed	CDBG	$15,750.00	$15,750.00	$0.00
		Project Total					**$15,750.00**	**$15,750.00**	**$0.00**
	14	STUDENT IMPROVEMENT THROUGH EDUCATION	358	STUDENT IMPROVMENT (SITE)	Completed	CDBG	$14,250.00	$14,250.00	$0.00
		Project Total					**$14,250.00**	**$14,250.00**	**$0.00**
	15	NEIGHBORHOOD NINO'S	359	NEIGHBORHOOD NINO'S	Completed	CDBG	$12,500.00	$12,500.00	$0.00
		Project Total					**$12,500.00**	**$12,500.00**	**$0.00**
	16	COMMUNITY OUTREACH	360	COMMUNITY OUTREACH	Completed	CDBG	$12,000.00	$12,000.00	$0.00
		Project Total					**$12,000.00**	**$12,000.00**	**$0.00**
	17	LEGAL AID SERVICES	361	LEGAL AID SERVICES	Completed	CDBG	$4,700.00	$4,700.00	$0.00
		Project Total					**$4,700.00**	**$4,700.00**	**$0.00**
	18	GRAFFITI ABATEMENT	362	GRAFFITI ABATEMENT	Completed	CDBG	$9,409.44	$9,409.44	$0.00
		Project Total					**$9,409.44**	**$9,409.44**	**$0.00**
	20	CDBG CON PLAN	363	CON PLAN PREPARATION	Completed	CDBG	$8,730.00	$8,730.00	$0.00
		Project Total					**$8,730.00**	**$8,730.00**	**$0.00**
	21	LANDLORD TENANT MEDIATION SERVICES	351	LANDLORD TENANT MEDIATION	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	22	FAIR HOUSING SERVICES	350	FAIR HOUSING PROGRAM	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	23	CHINO BUSINESS RESOURCE CENTER	364	CHINO BUSINESS RESOURCE CENTER	Completed	CDBG	$50,450.00	$50,450.00	$0.00
		Project Total					**$50,450.00**	**$50,450.00**	**$0.00**
	24	SIDEWALK PROJECT	375	PUBLIC WORKS SIDEWALK PROJECT	Completed	CDBG	$135,000.00	$135,000.00	$0.00
		Project Total					**$135,000.00**	**$135,000.00**	**$0.00**
	25	SCHOOL HOUSE HISTORIC PRESERVATION	376	SCHOOL HOUSE PRESERVATION PROJECT	Completed	CDBG	$3,557.50	$3,557.50	$0.00
		Project Total					**$3,557.50**	**$3,557.50**	**$0.00**
	26	SECTION 108 REPAYMENT	365	SECTION 108 LOAN	Completed	CDBG	$50,703.71	$50,703.71	$0.00
			377	SECTION 108 LOAN REPAYMENT	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$50,703.71**	**$50,703.71**	**$0.00**
	27	ENTREPRENUER NETWORK	366	ENTREPRENUER NETWORK	Completed	CDBG	$10,214.00	$10,214.00	$0.00
		Project Total					**$10,214.00**	**$10,214.00**	**$0.00**
	28	CDBG NEIGHBORHOOD REVITALIZATION	367	NEIGHBORHOOD REVITALIZATION	Canceled	CDBG	$0.00	$0.00	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2004	28	**Project Total**					**$0.00**	**$0.00**	**$0.00**
	29	ECONOMIC PARTNERSHIP	368	ECONOMIC PARTNERSHIP	Completed	CDBG	$18,756.00	$18,756.00	$0.00
		Project Total					**$18,756.00**	**$18,756.00**	**$0.00**
	30	LIBRARY LITERACY PROJECT	378	LIBRARY LITERACY PROGRAM	Completed	CDBG	$1,500.00	$1,500.00	$0.00
		Project Total					**$1,500.00**	**$1,500.00**	**$0.00**
	31	SENIOR MINOR HOME REPAIR	379	SENIOR MINOR HOME REPAIR	Completed	CDBG	$4,809.07	$4,809.07	$0.00
		Project Total					**$4,809.07**	**$4,809.07**	**$0.00**
	Program Total					**CDBG**	**$723,920.96**	**$723,920.96**	**$0.00**
	2004 Total						**$723,920.96**	**$723,920.96**	**$0.00**
2005	1	CDBG ADMINISTRATION	380	CDBG ADMINISTRATION	Completed	CDBG	$113,257.97	$113,257.97	$0.00
		Project Total					**$113,257.97**	**$113,257.97**	**$0.00**
	2	SECTION 108 LOAN REPAYMENT	381	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$237,741.55	$237,741.55	$0.00
		Project Total					**$237,741.55**	**$237,741.55**	**$0.00**
	3	HOME REPAIR PROGRAM	382	HOME IMPROVEMENT GRANT PROGRAM	Completed	CDBG	$51,277.00	$51,277.00	$0.00
		Project Total					**$51,277.00**	**$51,277.00**	**$0.00**
	4	CODE COMPLIANCE PROGRAM	383	CODE COMPLIANCE PROGRAM	Completed	CDBG	$81,000.00	$81,000.00	$0.00
		Project Total					**$81,000.00**	**$81,000.00**	**$0.00**
	5	FAMILY COUNSELING	384	FAMILY COUNSELING PROGRAM	Completed	CDBG	$30,000.00	$30,000.00	$0.00
		Project Total					**$30,000.00**	**$30,000.00**	**$0.00**
	6	COMMUNITY OUTREACH	385	COMMUNITY OUTREACH PROGRAM	Completed	CDBG	$14,258.00	$14,258.00	$0.00
		Project Total					**$14,258.00**	**$14,258.00**	**$0.00**
	7	SITE: STUDENT IMPROVEMENT THROUGH EDUCATION	386	STUDENT IMPROVEMENT THROUGH EDUCATION	Completed	CDBG	$14,924.98	$14,924.98	$0.00
		Project Total					**$14,924.98**	**$14,924.98**	**$0.00**
	8	GRAFFITI ABATEMENT	387	GRAFFITI ABATEMENT PROGRAM	Completed	CDBG	$9,735.56	$9,735.56	$0.00
		Project Total					**$9,735.56**	**$9,735.56**	**$0.00**
	9	SIDEWALK INSTALLATION PROJECTS	388	SIDEWALK INSTALLATION PROJECTS	Completed	CDBG	$40,000.00	$40,000.00	$0.00
		Project Total					**$40,000.00**	**$40,000.00**	**$0.00**
	10	STREETLIGHT INSTALLATION PROJECT	389	STREETLIGHT INSTALLATION PROJECTS	Completed	CDBG	$40,000.00	$40,000.00	$0.00
		Project Total					**$40,000.00**	**$40,000.00**	**$0.00**
	11	CHINO NEIGHBORHOOD HOUSE	390	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	12	CHINO YOUTH BOXING PROGRAM	391	YOUTH EMPLOYMENT IN SPORTS/SCHOLASTICS	Completed	CDBG	$890.00	$890.00	$0.00
		Project Total					**$890.00**	**$890.00**	**$0.00**
	13	FOOD ASSISTANCE AND SENIOR BROWN BAG PROGRAM	392	FOOD ASSISTANCE & BROWN BAG PROGRAM	Completed	CDBG	$4,987.41	$4,987.41	$0.00
		Project Total					**$4,987.41**	**$4,987.41**	**$0.00**
	14	UTILITY AND EMERGENCY SHELTER ASSISTANCE	393	UTILITY & EMERGENCY SHELTER ASSISTANCE	Completed	CDBG	$2,991.56	$2,991.56	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2005	14	**Project Total**					**$2,991.56**	**$2,991.56**	**$0.00**
	15	CHINO VALLEY YMCA	394	CHINO VALLEY YMCA CHILD CARE SUBSIDY	Completed	CDBG	$3,000.00	$3,000.00	$0.00
		Project Total					**$3,000.00**	**$3,000.00**	**$0.00**
	16	HILLVIEW ACRES	395	HILLVIEW ACRES SUMMER RECREATION PROGRAM	Completed	CDBG	$2,000.00	$2,000.00	$0.00
		Project Total					**$2,000.00**	**$2,000.00**	**$0.00**
	17	HOUSE OF RUTH	396	HOUSE OF RUTH DOMESTIC VIOLENCE PROGRAM	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	18	FAIR HOUSING SERVICES	397	FAIR HOUSING SERVICES	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	19	LANDLORD/TENANT MEDIATION	398	LANDLORD & TENANT MEDIATION SERVICES	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	20	LEGAL AID SOCIETY OF SAN BERNARDINO	399	LEGAL AID SOCIETY	Completed	CDBG	$4,699.97	$4,699.97	$0.00
		Project Total					**$4,699.97**	**$4,699.97**	**$0.00**
	21	OLDTIMERS FOUNDATION	400	SENIOR MINOR HOME REPAIR PROGRAM	Completed	CDBG	$3,139.17	$3,139.17	$0.00
		Project Total					**$3,139.17**	**$3,139.17**	**$0.00**
	22	PROJECT SISTER	401	PROJECT SISTER SEXUAL ASSAULT PREVENTION	Completed	CDBG	$3,400.00	$3,400.00	$0.00
		Project Total					**$3,400.00**	**$3,400.00**	**$0.00**
	23	LITERACY PROGRAM	402	COUNTY LIBRARY LITERACY PROGRAM	Completed	CDBG	$1,800.00	$1,800.00	$0.00
		Project Total					**$1,800.00**	**$1,800.00**	**$0.00**
	Program Total					**CDBG**	**$694,103.17**	**$694,103.17**	**$0.00**
	2005 Total						**$694,103.17**	**$694,103.17**	**$0.00**
2006	1	CDBG ADMINISTRATION	403	ADMINISTRATION OF THE CHINO CDBG PROGRAM	Completed	CDBG	$85,804.19	$85,804.19	$0.00
		Project Total					**$85,804.19**	**$85,804.19**	**$0.00**
	2	FAIR HOUSING SERVICES	404	FAIR HOUSING SERVICES-LANDLORD/TENANT	Completed	CDBG	$9,000.00	$9,000.00	$0.00
		Project Total					**$9,000.00**	**$9,000.00**	**$0.00**
	3	FAIR HOUSING SERVICES	405	FAIR HOUSING SERVICES	Completed	CDBG	$14,000.00	$14,000.00	$0.00
		Project Total					**$14,000.00**	**$14,000.00**	**$0.00**
	4	FOOD ASSISTANCE AND SENIOR BROWN BAG PROGRAM	406	ALETHIAN CHRISTIAN FOUNDATION	Completed	CDBG	$4,300.00	$4,300.00	$0.00
		Project Total					**$4,300.00**	**$4,300.00**	**$0.00**
	5	UTILITY AND EMERGENCY SHELTER ASSISTANCE	407	UTILITY AND EMERGENCY SHELTER ASSISTANCE	Completed	CDBG	$4,000.00	$4,000.00	$0.00
		Project Total					**$4,000.00**	**$4,000.00**	**$0.00**
	6	SEXUAL ASSAULT CRISIS INTERVENTION AND PREVENTION	408	PROJECT SISTER CRISIS INTERVENTION	Completed	CDBG	$2,700.00	$2,700.00	$0.00
		Project Total					**$2,700.00**	**$2,700.00**	**$0.00**
	7	FOOD AND CLOTHING ASSISTANCE PROGRAM	409	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$4,800.00	$4,800.00	$0.00
		Project Total					**$4,800.00**	**$4,800.00**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2006	8	YOUTH EMPLOYMENT IN SPORTS/SCHOLASTICS (YESS)	410	CHINO YOUTH BOXING PROGRAM (YESS)	Completed	CDBG	$700.00	$700.00	$0.00
		Project Total					**$700.00**	**$700.00**	**$0.00**
	9	LITERACY PROGRAM	411	COUNTY LIBRARY LITERACY PROGRAM	Completed	CDBG	$1,400.00	$1,400.00	$0.00
		Project Total					**$1,400.00**	**$1,400.00**	**$0.00**
	10	DOMERSTIC VIOLENCE ASSISTANCE PROGRAM	412	HOUSE OF RUTH DOMESTIC VIOLENCE PROGRAM	Completed	CDBG	$4,400.00	$4,400.00	$0.00
		Project Total					**$4,400.00**	**$4,400.00**	**$0.00**
	11	CHILDCARE SUBSIDY	413	YMCA AFTERSCHOOL CHILDCARE SUBSIDY	Completed	CDBG	$2,400.00	$2,400.00	$0.00
		Project Total					**$2,400.00**	**$2,400.00**	**$0.00**
	12	FAMILY COUNSELING	414	HUMAN SERVICES FAMILY COUNSELING PROGRAM	Completed	CDBG	$28,000.00	$28,000.00	$0.00
		Project Total					**$28,000.00**	**$28,000.00**	**$0.00**
	13	STUDENT IMPROVEMENT THROUGH EDUCATION (SITE)	415	STUDENT IMPROVEMENT THROUGH EDUCATION	Completed	CDBG	$8,120.00	$8,120.00	$0.00
		Project Total					**$8,120.00**	**$8,120.00**	**$0.00**
	14	RECREATION PROGRAM FOR ABUSED AND NEGLECTED CHILDREN	416	HILLVIEW ACRES' RECREATION PROGRAM	Completed	CDBG	$1,500.00	$1,500.00	$0.00
		Project Total					**$1,500.00**	**$1,500.00**	**$0.00**
	15	COMMUNITY OUTREACH	417	HUMAN SERVICES COMMUNITY OUTREACH	Completed	CDBG	$12,122.33	$12,122.33	$0.00
		Project Total					**$12,122.33**	**$12,122.33**	**$0.00**
	16	LEGAL AID SERVICES	418	LEGAL AID SERVICES	Completed	CDBG	$4,700.00	$4,700.00	$0.00
		Project Total					**$4,700.00**	**$4,700.00**	**$0.00**
	17	GRAFFITI ABATEMENT	419	PUBLIC WORKS GRAFFITI ABATEMENT	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	18	HOME REPAIR PROGRAM	420	HOME REPAIR PROGRAM	Completed	CDBG	$36,500.00	$36,500.00	$0.00
		Project Total					**$36,500.00**	**$36,500.00**	**$0.00**
	19	BUSINESS PROPERTY ENHANCEMENT PROJECT	421	BUSINESS PROPERTY ENHANCEMENT PROJECT	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	20	CHINO BUSINESS RESOURCE CENTER	422	CHINO BUSINESS RESOURCE CENTER	Completed	CDBG	$22,000.00	$22,000.00	$0.00
		Project Total					**$22,000.00**	**$22,000.00**	**$0.00**
	21	SIDEWALK INSTALLATION PROJECT	423	PUBLIC WORKS SIDEWALK INSTALLATION	Completed	CDBG	$24,999.95	$24,999.95	$0.00
		Project Total					**$24,999.95**	**$24,999.95**	**$0.00**
	22	STREETLIGHT INSTALLATION PROGRAM	424	PUBLIC WORKS STREETLIGHT INSTALLATION	Completed	CDBG	$23,557.34	$23,557.34	$0.00
		Project Total					**$23,557.34**	**$23,557.34**	**$0.00**
	23	CODE COMPLIANCE PROGRAM	425	COMMUNITY DEVELOPMENT CODE COMPLIANCE	Completed	CDBG	$67,833.00	$67,833.00	$0.00
		Project Total					**$67,833.00**	**$67,833.00**	**$0.00**
	24	SECTION 108 LOAN REPAYMENT	426	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$242,471.50	$242,471.50	$0.00
		Project Total					**$242,471.50**	**$242,471.50**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2006	**Program Total**					**CDBG**	**$625,308.31**	**$625,308.31**	**$0.00**
	2006 Total						**$625,308.31**	**$625,308.31**	**$0.00**
2007	1	ALTHENIAN CHRISTIAN FOUNDATION-FOOD PROGRAM	427	ALETHIAN CHRISTIAN FOUNDATION	Completed	CDBG	$4,300.00	$4,300.00	$0.00
		Project Total					**$4,300.00**	**$4,300.00**	**$0.00**
	2	ALTHENIAN CHRISTIAN FOUNDATION-SHELTER	428	UTILITY AND EMERGENCY SHELTER ASSISTANCE	Completed	CDBG	$4,000.00	$4,000.00	$0.00
		Project Total					**$4,000.00**	**$4,000.00**	**$0.00**
	3	BUSINESS PROPERTY ENHANCEMENT PROGRAM	429	BUSINESS PROPERTY ENHANCEMENT PROJECT	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	4	CHINO BUSINESS RESOURCE CENTER	430	CHINO BUSINESS RESOURCE CENTER	Completed	CDBG	$33,000.00	$33,000.00	$0.00
		Project Total					**$33,000.00**	**$33,000.00**	**$0.00**
	5	ADMINISTRATION	431	ADMINISTRATION OF THE CHINO CDBG PROGRAM	Completed	CDBG	$76,470.65	$76,470.65	$0.00
		Project Total					**$76,470.65**	**$76,470.65**	**$0.00**
	6	CHINO BRANCH LIBRARY- LITERACY PROGRAM	432	COUNTY LIBRARY LITERACY PROGRAM	Completed	CDBG	$1,400.00	$1,400.00	$0.00
		Project Total					**$1,400.00**	**$1,400.00**	**$0.00**
	7	CHINO NEIGHBORHOOD HOUSE	433	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	8	CHINO VALLEY YMCA	434	YMCA AFTERSCHOOL CHILDCARE SUBSIDY	Completed	CDBG	$2,400.00	$2,400.00	$0.00
		Project Total					**$2,400.00**	**$2,400.00**	**$0.00**
	9	CODE COMPLIANCE PROGRAM	435	COMMUNITY DEVELOPMENT CODE COMPLIANCE	Completed	CDBG	$73,085.00	$73,085.00	$0.00
		Project Total					**$73,085.00**	**$73,085.00**	**$0.00**
	10	HUMAN SERVICES-COMMUNITY OUTREACH PROGRAM	436	HUMAN SERVICES COMMUNITY OUTREACH	Completed	CDBG	$13,500.00	$13,500.00	$0.00
		Project Total					**$13,500.00**	**$13,500.00**	**$0.00**
	11	INLAND FAIR HOUSING AND MEDIATION BOARD-FAIR HOUSING SERVICE	437	FAIR HOUSING SERVICES	Completed	CDBG	$13,997.24	$13,997.24	$0.00
		Project Total					**$13,997.24**	**$13,997.24**	**$0.00**
	12	HUMAN SERVICES-FAMILY COUNSELING	438	HUMAN SERVICES FAMILY COUNSELING PROGRAM	Completed	CDBG	$28,000.00	$28,000.00	$0.00
		Project Total					**$28,000.00**	**$28,000.00**	**$0.00**
	13	PUBLIC WORKS-GRAFFITI ABATEMENT	439	PUBLIC WORKS GRAFFITI ABATEMENT	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	14	HILLVIEW ACRES	440	HILLVIEW ACRES' RECREATION PROGRAM	Completed	CDBG	$1,000.00	$1,000.00	$0.00
		Project Total					**$1,000.00**	**$1,000.00**	**$0.00**
	15	HOME REPAIR PROGRAM	441	HOME REPAIR PROGRAM	Completed	CDBG	$25,000.00	$25,000.00	$0.00
		Project Total					**$25,000.00**	**$25,000.00**	**$0.00**
	16	HOUSE OF RUTH	442	HOUSE OF RUTH DOMESTIC VIOLENCE PROGRAM	Completed	CDBG	$4,400.00	$4,400.00	$0.00
		Project Total					**$4,400.00**	**$4,400.00**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2007	17	INLAND FAIR HOUSING AND MEDIATION BOARD-LANLORD/TENANT SERVS	443	FAIR HOUSING SERVICES-LANDLORD/TENANT	Completed	CDBG	$8,993.25	$8,993.25	$0.00
		Project Total					**$8,993.25**	**$8,993.25**	**$0.00**
	18	LEGAL AID SOCIETY-LEGAL AID SERVICES	444	LEGAL AID SERVICES	Completed	CDBG	$5,451.00	$5,451.00	$0.00
		Project Total					**$5,451.00**	**$5,451.00**	**$0.00**
	19	PROJECT SISTER	445	PROJECT SISTER CRISIS INTERVENTION	Completed	CDBG	$2,700.00	$2,700.00	$0.00
		Project Total					**$2,700.00**	**$2,700.00**	**$0.00**
	20	SECTION 108 LOAN REPAYMENT	446	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$246,855.40	$246,855.40	$0.00
		Project Total					**$246,855.40**	**$246,855.40**	**$0.00**
	21	SIDEWALK INSTALLATION PROJECT	447	PUBLIC WORKS SIDEWALK INSTALLATION	Completed	CDBG	$10,075.49	$10,075.49	$0.00
		Project Total					**$10,075.49**	**$10,075.49**	**$0.00**
	22	COMMUNITY SERVICES-SITE PROGRAM	448	STUDENT IMPROVEMENT THROUGH EDUCATION	Completed	CDBG	$12,000.00	$12,000.00	$0.00
		Project Total					**$12,000.00**	**$12,000.00**	**$0.00**
	23	CHINO YOUTH BOXING-YESS PROGRAM	449	CHINO YOUTH BOXING PROGRAM (YESS)	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	24	STREETLIGHT INSTALLATION PROGRAM	450	PUBLIC WORKS STREETLIGHT INSTALLATION	Completed	CDBG	$25,000.00	$25,000.00	$0.00
		Project Total					**$25,000.00**	**$25,000.00**	**$0.00**
	25	VILLA PARK IMPROVEMENT PROJECT	451	VILLA PARK IMPROVEMENT PROJECT	Completed	CDBG	$77,000.00	$77,000.00	$0.00
		Project Total					**$77,000.00**	**$77,000.00**	**$0.00**
	Program Total					**CDBG**	**$693,628.03**	**$693,628.03**	**$0.00**
	2007 Total						**$693,628.03**	**$693,628.03**	**$0.00**
2008	1	CDBG ADMINISTRATION	452	CDBG ADMINISTRATION	Canceled	CDBG	$0.00	$0.00	$0.00
			454	ADMINISTRATION	Canceled	CDBG	$0.00	$0.00	$0.00
			455	ADMINISTRATION OF THE CHINO CDBG PROGRAM	Completed	CDBG	$88,044.20	$88,044.20	$0.00
		Project Total					**$88,044.20**	**$88,044.20**	**$0.00**
	2	LANDLORD/TENANT SERVICES	453	LANDLORD TENANT SERVICES	Completed	CDBG	$11,000.00	$11,000.00	$0.00
		Project Total					**$11,000.00**	**$11,000.00**	**$0.00**
	3	FAIR HOUSING SERVICES	456	FAIR HOUSING SERVICES	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	4	ALETHIAN FOOD ASSISTANCE	457	FOOD ASSISTANCE/SENIOR BROWN BAG PROGRAM	Completed	CDBG	$4,300.00	$4,300.00	$0.00
		Project Total					**$4,300.00**	**$4,300.00**	**$0.00**
	5	ALETHIAN UTILITY AND EMERGENCY SHELTER ASSISTANCE	458	UTILITY AND EMERGENCY SHELTER ASSISTANCE	Completed	CDBG	$3,980.63	$3,980.63	$0.00
		Project Total					**$3,980.63**	**$3,980.63**	**$0.00**
	6	CHINO NEIGHBORHOOD HOUSE	459	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$4,700.00	$4,700.00	$0.00
		Project Total					**$4,700.00**	**$4,700.00**	**$0.00**
	7	CHINO VALLEY YMCA	460	CHINO VALLEY YMCA	Completed	CDBG	$2,328.00	$2,328.00	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2008	7	**Project Total**					**$2,328.00**	**$2,328.00**	**$0.00**
	8	CHINO YOUTH BOXING	461	CHINO YOUTH BOXING - YESS PROGRAM	Completed	CDBG	$300.00	$300.00	$0.00
		Project Total					**$300.00**	**$300.00**	**$0.00**
	9	COMMUNITY CHARITY CONNECTION	462	COMMUNITY CHARITY CONNECTION	Completed	CDBG	$1,000.00	$1,000.00	$0.00
		Project Total					**$1,000.00**	**$1,000.00**	**$0.00**
	10	STUDENT IMPROVEMENT THROUGH EDUCATION (SITE)	463	STUDENT IMPROVEMENT THROUGH EDUCATION	Completed	CDBG	$9,674.10	$9,674.10	$0.00
		Project Total					**$9,674.10**	**$9,674.10**	**$0.00**
	11	COMMUNITY OUTREACH	464	COMMUNITY OUTREACH	Completed	CDBG	$12,984.74	$12,984.74	$0.00
		Project Total					**$12,984.74**	**$12,984.74**	**$0.00**
	12	HOUSE OF RUTH	465	HOUSE OF RUTH	Completed	CDBG	$4,600.00	$4,600.00	$0.00
		Project Total					**$4,600.00**	**$4,600.00**	**$0.00**
	13	FAMILY COUNSELING	466	FAMILY COUNSELING	Completed	CDBG	$24,971.41	$24,971.41	$0.00
		Project Total					**$24,971.41**	**$24,971.41**	**$0.00**
	14	INLAND VALLEY COUNCIL OF CHURCHES	467	INLAND VALLEY COUNCIL OF CHURCHES	Completed	CDBG	$1,000.00	$1,000.00	$0.00
		Project Total					**$1,000.00**	**$1,000.00**	**$0.00**
	15	LEGAL AID SOCIETY	468	LEGAL AID SERVICES	Completed	CDBG	$5,200.00	$5,200.00	$0.00
		Project Total					**$5,200.00**	**$5,200.00**	**$0.00**
	16	PROJECT SISTER FAMILY SERVICES	469	PROJECT SISTER	Completed	CDBG	$2,650.00	$2,650.00	$0.00
		Project Total					**$2,650.00**	**$2,650.00**	**$0.00**
	17	GRAFFITI ABATEMENT	470	GRAFITTI ABATEMENT	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	18	SAN BERNARDINO COUNTY LIBRARY	471	COUNTY LIBRARY LITERACY PROGRAM	Completed	CDBG	$1,300.00	$1,300.00	$0.00
		Project Total					**$1,300.00**	**$1,300.00**	**$0.00**
	19	CAROLYN OWENS COMMUNITY CENTER PLAY EQUIPMENT	472	COCC PLAY EQUIPMENT	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	20	SECTION 108 LOAN REPAYMENT	473	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$250,102.00	$250,102.00	$0.00
		Project Total					**$250,102.00**	**$250,102.00**	**$0.00**
	21	CODE ENFORCEMENT PROGRAM	474	COMMUNITY DEVELOPMENT CODE COMPLIANCE	Completed	CDBG	$65,000.00	$65,000.00	$0.00
		Project Total					**$65,000.00**	**$65,000.00**	**$0.00**
	22	HOME IMPROVEMENT GRANT PROGRAM	475	HOME IMPROVEMENT GRANT PROGRAM	Completed	CDBG	$24,250.00	$24,250.00	$0.00
		Project Total					**$24,250.00**	**$24,250.00**	**$0.00**
	23	SIDEWALK INSTALLATION PROJECT	476	PUBLIC WORKS SIDEWALK INSTALLATION	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	24	BUSINESS PROPERTY ENHANCEMENT	477	BUSINESS PROPERTY ENHANCEMENT PROJECT	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	25	CHINO BUSINESS RESOURCE CENTER	478	CHINO BUSINESS RESOURCE CENTER	Completed	CDBG	$28,230.00	$28,230.00	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2008	25	**Project Total**					**$28,230.00**	**$28,230.00**	**$0.00**
	26	STREETLIGHT INSTALLATION	479	PUBLIC WORKS STREETLIGHT INSTALLATION	Completed	CDBG	$19,999.80	$19,999.80	$0.00
		Project Total					**$19,999.80**	**$19,999.80**	**$0.00**
	Program Total					**CDBG**	**$595,614.88**	**$595,614.88**	**$0.00**
	2008 Total						**$595,614.88**	**$595,614.88**	**$0.00**
2009	1	CDBG ADMINISTRATION	480	ADMINISTRATION OF THE CHINO CDBG PROGRAM	Canceled	CDBG	$0.00	$0.00	$0.00
			481	ADMINISTRATION OF THE CHINO CDBG PROGRAM	Completed	CDBG	$101,259.87	$101,259.87	$0.00
		Project Total					**$101,259.87**	**$101,259.87**	**$0.00**
	2	INLAND FAIR HOUSING	482	FAIR HOUSING SERVICES	Completed	CDBG	$15,680.00	$15,680.00	$0.00
		Project Total					**$15,680.00**	**$15,680.00**	**$0.00**
	3	LANDLORD/TENANT SERVICES	483	LANDLORD/TENANT MEDIATION SERVICES	Completed	CDBG	$11,680.00	$11,680.00	$0.00
		Project Total					**$11,680.00**	**$11,680.00**	**$0.00**
	4	ALETHEIAN FOOD ASSISTANCE	484	ALETHEIAN FOOD ASSISTANCE PROGRAM	Completed	CDBG	$99.92	$99.92	$0.00
		Project Total					**$99.92**	**$99.92**	**$0.00**
	5	ALETHEIAN UTILITY ASSISTANCE	485	ALETHEIAN UTILITY ASSISTANCE PROGRAM	Completed	CDBG	$169.16	$169.16	$0.00
		Project Total					**$169.16**	**$169.16**	**$0.00**
	6	CVUSD CARE PROGRAM	486	CVUSD CARE PROGRAM	Completed	CDBG	$6,495.80	$6,495.80	$0.00
		Project Total					**$6,495.80**	**$6,495.80**	**$0.00**
	7	CHINO NEIGHBORHOOD HOUSE FOOD ASSISTANCE	487	CHINO NEIGHBORHOOD HOUSE FOOD PROGRAM	Completed	CDBG	$11,030.00	$11,030.00	$0.00
		Project Total					**$11,030.00**	**$11,030.00**	**$0.00**
	8	CHINO VALLEY YMCA	488	YMCA AFTERSCHOOL CHILDCARE SUBSIDY	Completed	CDBG	$2,328.00	$2,328.00	$0.00
		Project Total					**$2,328.00**	**$2,328.00**	**$0.00**
	9	COMMUNITY CHARITY CONNECTION	489	CCC VOUCHER PROGRAM	Completed	CDBG	$6,000.00	$6,000.00	$0.00
		Project Total					**$6,000.00**	**$6,000.00**	**$0.00**
	10	COMMUNITY OUTREACH	490	COMMUNITY SERVICES COMMUNITY OUTREACH	Completed	CDBG	$12,987.76	$12,987.76	$0.00
		Project Total					**$12,987.76**	**$12,987.76**	**$0.00**
	11	HOUSE OF RUTH	491	HOUSE OF RUTH DOMESTIC VIOLENCE PROGRAM	Completed	CDBG	$4,600.00	$4,600.00	$0.00
		Project Total					**$4,600.00**	**$4,600.00**	**$0.00**
	12	HUMAN SERVICES	492	HUMAN SERVICES FAMILY COUNSELING	Completed	CDBG	$23,611.93	$23,611.93	$0.00
		Project Total					**$23,611.93**	**$23,611.93**	**$0.00**
	13	INLAND VALLEY COUNCIL OF CHURCHES	493	INLAND VALLEY COUNCIL OF CHURCHES FOOD	Completed	CDBG	$3,630.00	$3,630.00	$0.00
		Project Total					**$3,630.00**	**$3,630.00**	**$0.00**
	14	LEGAL AID SOCIETY OF SAN BERNARDINO	494	LEGAL AID SERVICES	Completed	CDBG	$5,200.00	$5,200.00	$0.00
		Project Total					**$5,200.00**	**$5,200.00**	**$0.00**
	15	OLDTIMERS FOUNDATION	495	OLDTIMERS FOUNDATION SENIOR NUTRITION	Completed	CDBG	$6,629.00	$6,629.00	$0.00
		Project Total					**$6,629.00**	**$6,629.00**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2009	16	PROJECT SISTER	496	PROJECT SISTER CRISIS INTERVENTION	Completed	CDBG	$2,650.00	$2,650.00	$0.00
		Project Total					**$2,650.00**	**$2,650.00**	**$0.00**
	17	PUBLIC WORKS - GRAFFIT ABATEMENT	497	PUBLIC WORKS GRAFFITI ABATEMENT	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	18	CHINO BRANCH LIBRARY	498	COUNTY LIBRARY LITERACY PROGRAM	Completed	CDBG	$2,039.00	$2,039.00	$0.00
		Project Total					**$2,039.00**	**$2,039.00**	**$0.00**
	19	SECTION 108 LOAN REPAYMENT	499	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$225,231.10	$225,231.10	$0.00
		Project Total					**$225,231.10**	**$225,231.10**	**$0.00**
	20	CODE COMPLIANCE PROGRAM	500	COMMUNITY DEVELOPMENT CODE COMPLIANCE	Completed	CDBG	$76,691.00	$76,691.00	$0.00
		Project Total					**$76,691.00**	**$76,691.00**	**$0.00**
	21	HOME IMPROVEMENT GRANTS PROGRAM	501	HOME IMPROVEMENT GRANT PROGRAM	Completed	CDBG	$81,767.00	$81,767.00	$0.00
		Project Total					**$81,767.00**	**$81,767.00**	**$0.00**
	22	PUBLIC WORKS STREETLIGHT INSTALLATION	502	PUBLIC WORKS STREETLIGHT INSTALLATION	Completed	CDBG	$24,678.16	$24,678.16	$0.00
		Project Total					**$24,678.16**	**$24,678.16**	**$0.00**
	23	BUSINESS PROPERTY ENHANCEMENT PROGRAM	503	BUSINESS PROPERTY ENHANCEMENT PROJECT	Completed	CDBG	$5,258.45	$5,258.45	$0.00
		Project Total					**$5,258.45**	**$5,258.45**	**$0.00**
	24	CHINO BUSINESS RESOURCE CENTER	504	CHINO BUSINESS RESOURCE CENTER	Completed	CDBG	$16,767.00	$16,767.00	$0.00
		Project Total					**$16,767.00**	**$16,767.00**	**$0.00**
	Program Total					**CDBG**	**$656,483.15**	**$656,483.15**	**$0.00**
	2009 Total						**$656,483.15**	**$656,483.15**	**$0.00**
2010	1	SIDEWALK INSTALLATION PROJECT	528	SIDEWALK INSTALLATION PROJECT	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	2	CDBG ADMINISTRATION	507	ADMINISTRATION OF THE CHINO CDBG PROGRAM	Completed	CDBG	$99,347.04	$99,347.04	$0.00
		Project Total					**$99,347.04**	**$99,347.04**	**$0.00**
	3	INLAND FAIR HOUSING	508	FAIR HOUSING SERVICES	Completed	CDBG	$16,498.00	$16,498.00	$0.00
		Project Total					**$16,498.00**	**$16,498.00**	**$0.00**
	4	LANDLORD/TENANT SERVICES	509	LANDLORD/TENANT MEDIATION SERVICES	Completed	CDBG	$12,429.00	$12,429.00	$0.00
		Project Total					**$12,429.00**	**$12,429.00**	**$0.00**
	5	CHINO NEIGHBORHOOD HOUSE FOOD ASSISTANCE	510	CHINO NEIGHBORHOOD HOUSE FOOD ASSISTANCE PROGRAM	Completed	CDBG	$11,945.00	$11,945.00	$0.00
		Project Total					**$11,945.00**	**$11,945.00**	**$0.00**
	6	CHINO VALLEY YMCA	511	YMCA AFTERSCHOOL CHILDCARE SUBSIDY	Completed	CDBG	$2,100.00	$2,100.00	$0.00
		Project Total					**$2,100.00**	**$2,100.00**	**$0.00**
	7	COMMUNITY CHARITY CONNECTION	513	CCC VOUCHER PROGRAM	Completed	CDBG	$5,250.00	$5,250.00	$0.00
		Project Total					**$5,250.00**	**$5,250.00**	**$0.00**
	8	COMMUNITY OUTREACH	514	COMMUNITY SERVICES COMMUNITY OUTREACH	Completed	CDBG	$9,227.77	$9,227.77	$0.00
		Project Total					**$9,227.77**	**$9,227.77**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2010	9	HOUSE OF RUTH	515	HOUSE OF RUTH DOMESTIC VOILENCE PROGRAM	Completed	CDBG	$4,025.00	$4,025.00	$0.00
		Project Total					**$4,025.00**	**$4,025.00**	**$0.00**
	10	HUMAN SERVICES	516	HUMAN SERVICES FAMILY COUNSELING	Completed	CDBG	$22,291.41	$22,291.41	$0.00
		Project Total					**$22,291.41**	**$22,291.41**	**$0.00**
	11	INLAND VALLEY COUNCIL OF CHURCHES	517	INLAND VALLEY COUNCIL OF CHURCHES FOOD SECURITY PROGRAM	Completed	CDBG	$4,375.00	$4,375.00	$0.00
		Project Total					**$4,375.00**	**$4,375.00**	**$0.00**
	12	LEGAL AID SOCIETY OF SAN BERNARDINO	518	LEGAL AID SERVICES	Completed	CDBG	$4,550.00	$4,550.00	$0.00
		Project Total					**$4,550.00**	**$4,550.00**	**$0.00**
	13	OLDTIMERS FOUNDATION	519	OLDTIMERS FOUNDATION SENIOR NUTRITION PROGRAM	Completed	CDBG	$5,800.00	$5,800.00	$0.00
		Project Total					**$5,800.00**	**$5,800.00**	**$0.00**
	14	PROJECT SISTER	520	SEXUAL ASSAULT CRISIS & PREVENTION SERVICES	Completed	CDBG	$2,320.00	$2,320.00	$0.00
		Project Total					**$2,320.00**	**$2,320.00**	**$0.00**
	15	PUBLIC WORKS - GRAFFIT ABATEMENT	521	PUBLIC WORKS GRAFFITI ABATEMENT	Completed	CDBG	$8,723.77	$8,723.77	$0.00
		Project Total					**$8,723.77**	**$8,723.77**	**$0.00**
	16	CHINO BRANCH LIBRARY	523	SAN BERNARDINO COUNTY LIBRARY LITERACY PROGRAM	Completed	CDBG	$1,785.00	$1,785.00	$0.00
		Project Total					**$1,785.00**	**$1,785.00**	**$0.00**
	17	SECTION 108 LOAN REPAYMENT	525	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$256,440.35	$256,440.35	$0.00
		Project Total					**$256,440.35**	**$256,440.35**	**$0.00**
	18	CODE COMPLIANCE PROGRAM	526	COMMUNITY DEVELOPMENT/REDEVELOPMENT CODE COMPLIANCE	Completed	CDBG	$88,641.00	$88,641.00	$0.00
		Project Total					**$88,641.00**	**$88,641.00**	**$0.00**
	19	HOME IMPROVEMENT GRANTS PROGRAM	527	HOME IMPROVEMENT GRANT PROGRAM	Completed	CDBG	$20,000.00	$20,000.00	$0.00
		Project Total					**$20,000.00**	**$20,000.00**	**$0.00**
	20	PUBLIC WORKS STREETLIGHT INSTALLATION	529	PUBLIC WORKS STREETLIGHT INSTALLATION	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	21	BUSINESS PROPERTY ENHANCEMENT PROGRAM	530	BUSINESS PROPERTY ENHANCEMENT GRANT PROJECT	Completed	CDBG	$1,900.00	$1,900.00	$0.00
		Project Total					**$1,900.00**	**$1,900.00**	**$0.00**
	22	CHINO BUSINESS RESOURCE CENTER	531	CHINO BUSINESS RESOURCE CENTER	Completed	CDBG	$13,500.00	$13,500.00	$0.00
		Project Total					**$13,500.00**	**$13,500.00**	**$0.00**
	23	DEVELOPMENTALLY DISABLED PROGRAM	512	DEVELOPMENTALLY DISABLED (DD) PROGRAM	Completed	CDBG	$10,273.56	$10,273.56	$0.00
		Project Total					**$10,273.56**	**$10,273.56**	**$0.00**
	24	SUSTAINMENT & IMPLEMENTATION OF SPECIALIZED CONSULTANT SERVICES	522	SALEM CHRISTIAN HOMES SPECIALIZED CONSULTANT SERVICES	Completed	CDBG	$1,474.09	$1,474.09	$0.00
		Project Total					**$1,474.09**	**$1,474.09**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2010	25	SYMPHONY OF HOPE	524	TOGETHER WE RISE SYMPHONY OF HOPE PROGRAM	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	Program Total					**CDBG**	**$602,895.99**	**$602,895.99**	**$0.00**
	2010 Total						**$602,895.99**	**$602,895.99**	**$0.00**
2011	1	CHINO BUSINESS RESOURCE CENTER	532	CHINO BUSINESS RESOURCE CENTER	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	2	SIDEWALK INSTALLATION PROJECT	551	SIDEWALK INSTALLATION PROJECT	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	3	CDBG ADMINISTRATION	533	ADMINISTRATION OF THE CHINO CDBG PROGRAM	Completed	CDBG	$89,528.50	$89,528.50	$0.00
		Project Total					**$89,528.50**	**$89,528.50**	**$0.00**
	4	INLAND FAIR HOUSING	535	FAIR HOUSING SERVICES	Completed	CDBG	$9,109.00	$9,109.00	$0.00
		Project Total					**$9,109.00**	**$9,109.00**	**$0.00**
	5	LANDLORD/TENANT SERVICES	534	LANDLORD/TENANT MEDIATION SERVICES	Completed	CDBG	$8,153.00	$8,153.00	$0.00
		Project Total					**$8,153.00**	**$8,153.00**	**$0.00**
	6	CHINO NEIGHBORHOOD HOUSE FOOD ASSISTANCE	536	CHINO NEIGHBORHOOD HOUSE FOOD ASSISTANCE PROGRAM	Completed	CDBG	$10,339.00	$10,339.00	$0.00
		Project Total					**$10,339.00**	**$10,339.00**	**$0.00**
	7	CHINO VALLEY YMCA	537	YMCA AFTERSCHOOL CHILDCARE SUBSIDY	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	8	COMMUNITY CHARITY CONNECTION	538	CCC VOUCHER PROGRAM	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	9	COMMUNITY OUTREACH	539	COMMUNITY SERVICES COMMUNITY OUTREACH	Completed	CDBG	$4,989.04	$4,989.04	$0.00
		Project Total					**$4,989.04**	**$4,989.04**	**$0.00**
	10	HOUSE OF RUTH	540	HOUSE OF RUTH DOMESTIC VOILENCE PROGRAM	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	11	HUMAN SERVICES	541	HUMAN SERVICES FAMILY COUNSELING	Completed	CDBG	$19,289.52	$19,289.52	$0.00
		Project Total					**$19,289.52**	**$19,289.52**	**$0.00**
	12	LEGAL AID SOCIETY OF SAN BERNARDINO	542	LEGAL AID SERVICES	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	13	OLDTIMERS FOUNDATION	543	OLDTIMERS FOUNDATION SENIOR NUTRITION PROGRAM	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	14	TEEN PREVENTION EDUCATION PROGRAMS	544	SEXUAL ASSAULT CRISIS & PREVENTION SERVICES	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	15	PUBLIC WORKS - GRAFFIT ABATEMENT	545	PUBLIC WORKS GRAFFITI ABATEMENT	Completed	CDBG	$8,386.90	$8,386.90	$0.00
		Project Total					**$8,386.90**	**$8,386.90**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2011	16	CHINO BRANCH LIBRARY	546	SAN BERNARDINO COUNTY LIBRARY LITERACY PROGRAM	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	17	SECTION 108 LOAN REPAYMENT	547	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$258,558.95	$258,558.95	$0.00
		Project Total					**$258,558.95**	**$258,558.95**	**$0.00**
	18	CODE COMPLIANCE PROGRAM	548	COMMUNITY DEVELOPMENT/REDEVELOPMENT CODE COMPLIANCE	Completed	CDBG	$86,053.00	$86,053.00	$0.00
		Project Total					**$86,053.00**	**$86,053.00**	**$0.00**
	19	HOME IMPROVEMENT GRANTS PROGRAM	549	HOME IMPROVEMENT GRANT PROGRAM	Completed	CDBG	$24,659.00	$24,659.00	$0.00
		Project Total					**$24,659.00**	**$24,659.00**	**$0.00**
	20	PUBLIC WORKS STREETLIGHT INSTALLATION	550	PUBLIC WORKS STREETLIGHT INSTALLATION	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	Program Total					**CDBG**	**$574,065.91**	**$574,065.91**	**$0.00**
	2011 Total						**$574,065.91**	**$574,065.91**	**$0.00**
2012	1	CHINO NEIGHBORHOOD HOUSE FOOD ASSISTANCE	552	CHINO NEIGHBORHOOD HOUSE FOOD ASSISTANCE PROGRAM	Completed	CDBG	$10,569.00	$10,569.00	$0.00
		Project Total					**$10,569.00**	**$10,569.00**	**$0.00**
	2	CDBG ADMINISTRATION	566	CDBG ADMINISTRATION	Completed	CDBG	$70,275.35	$70,275.35	$0.00
		Project Total					**$70,275.35**	**$70,275.35**	**$0.00**
	3	INLAND FAIR HOUSING	568	FAIR HOUSING	Completed	CDBG	$8,100.00	$8,100.00	$0.00
		Project Total					**$8,100.00**	**$8,100.00**	**$0.00**
	4	LANDLORD/TENANT SERVICES	567	LANDLORD/TENANT SERVICES	Completed	CDBG	$7,500.00	$7,500.00	$0.00
		Project Total					**$7,500.00**	**$7,500.00**	**$0.00**
	5	CHINO VALLEY YMCA	553	CHINO VALLEY YMCA	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	6	COMMUNITY CHARITY CONNECTION	554	COMMUNITY CHARITY CONNECTION	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	7	HOUSE OF RUTH	555	HOUSE OF RUTH	Canceled	CDBG	$0.00	$0.00	$0.00
			556	HOUSE OF RUTH	Completed	CDBG	$4,999.94	$4,999.94	$0.00
		Project Total					**$4,999.94**	**$4,999.94**	**$0.00**
	8	HUMAN SERVICES	557	HUMAN SERVICES	Completed	CDBG	$4,998.00	$4,998.00	$0.00
		Project Total					**$4,998.00**	**$4,998.00**	**$0.00**
	9	LEGAL AID SOCIETY OF SAN BERNARDINO	558	LEGAL AID SOCIETY OF SAN BERNARDINO	Completed	CDBG	$4,997.72	$4,997.72	$0.00
		Project Total					**$4,997.72**	**$4,997.72**	**$0.00**
	10	OLDTIMERS FOUNDATION	559	OLDTIMERS FOUNDATION	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	11	TEEN PREVENTION EDUCATION PROGRAMS	560	PROJECT SISTER	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2012	12	PUBLIC WORKS - GRAFFIT ABATEMENT	562	GRAFFITI ABATEMENT	Completed	CDBG	$9,742.27	$9,742.27	$0.00
		Project Total					**$9,742.27**	**$9,742.27**	**$0.00**
	13	CHINO BRANCH LIBRARY	561	SAN BERNARDINO COUNT LIBRARY	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	14	SECTION 108 LOAN REPAYMENT	563	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$261,633.00	$261,633.00	$0.00
		Project Total					**$261,633.00**	**$261,633.00**	**$0.00**
	15	CODE COMPLIANCE PROGRAM	564	CODE COMPLIANCE PROGRAM	Completed	CDBG	$40,996.68	$40,996.68	$0.00
		Project Total					**$40,996.68**	**$40,996.68**	**$0.00**
	16	HOME IMPROVEMENT GRANTS PROGRAM	565	HOME IMPROVEMENT GRANTS PROGRAM	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	17	PUBLIC WORKS SIDEWALKS PROJECT	569	SIDEWALK INSTALLATION PROJECT	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	21	CDBG SIDEWALK RETENTION	570	SIDEWALK RETENTION	Completed	CDBG	$500.03	$500.03	$0.00
		Project Total					**$500.03**	**$500.03**	**$0.00**
	22	SIDEWALK RETENTION	571	SIDEWALK RETENTION	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	23	SIDEWALKS	572	SIDEWALKS	Completed	CDBG	$82,260.00	$82,260.00	$0.00
		Project Total					**$82,260.00**	**$82,260.00**	**$0.00**
	24	CHINO BUSINESS RESOURCE CENER	573	CHINO BUSINESS RESOURCE CENTER	Completed	CDBG	$10,440.00	$10,440.00	$0.00
		Project Total					**$10,440.00**	**$10,440.00**	**$0.00**
	25	2012 BUSINESS PROPERTY ENHANCEMENT GRANT	574	BUSINESS PROPERTY ENHANCEMENT GRANT	Canceled	CDBG	$0.00	$0.00	$0.00
			575	BUSINESS PROPERTY ENHANCEMENT GRANT	Completed	CDBG	$5,964.55	$5,964.55	$0.00
		Project Total					**$5,964.55**	**$5,964.55**	**$0.00**
	Program Total					**CDBG**	**$552,976.54**	**$552,976.54**	**$0.00**
	2012 Total						**$552,976.54**	**$552,976.54**	**$0.00**
2013	1	CHINO NEIGHBORHOOD HOUSE	576	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$11,562.00	$11,562.00	$0.00
		Project Total					**$11,562.00**	**$11,562.00**	**$0.00**
	2	CHINO VALLEY YMCA	577	CHINO VALLEY YMCA	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	3	CCC VOUCHER PROGRAM	578	CCC VOUCHER PROGRAM	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	5	FAMILY COUNSELING PROGRAM	579	FAMILY COUNSELING PROGRAM	Completed	CDBG	$11,549.05	$11,549.05	$0.00
		Project Total					**$11,549.05**	**$11,549.05**	**$0.00**
	6	LEGAL AID	580	LEGAL AID	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	7	SENIOR NUTRITION PROGRAM	581	SENIOR NUTRITION PROGRAM	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2013	8	PROJECT SISTER	582	TEEN PREVENTION EDUCATION	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	9	GRAFFITI ABATEMENT	583	GRAFFITI ABATEMENT	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	10	ADULT LITERACY SERVICES	584	ADULT LITERACY SERVICES	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	11	CHINO OLD SCHOOLHOUSE MUSEUM	585	CHINO OLD SCHOOLHOUSE MUSEUM	Completed	CDBG	$8,900.00	$8,900.00	$0.00
		Project Total					**$8,900.00**	**$8,900.00**	**$0.00**
	12	SECTION 108 LOAN REPAYMENT	586	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$259,042.28	$259,042.28	$0.00
		Project Total					**$259,042.28**	**$259,042.28**	**$0.00**
	13	CODE COMPLIANCE PROGRAM	587	CODE COMPLIANCE PROGRAM	Completed	CDBG	$40,000.00	$40,000.00	$0.00
		Project Total					**$40,000.00**	**$40,000.00**	**$0.00**
	14	HOME IMPROVEMENT PRORAM	588	HOME IMPROVEMENT PROGRAM	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	15	CHINO BUSINEES RESOURCE CENTER	589	CHINO BUSINESS RESOURCE CENTER	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	16	INLAND FAIR HOUSING - LANDLORD TENANT	591	LANDLORD TENANT	Completed	CDBG	$10,802.00	$10,802.00	$0.00
		Project Total					**$10,802.00**	**$10,802.00**	**$0.00**
	17	INLAND FAIR HOUSING - FAIR HOUSING	590	FAIR HOUSING	Completed	CDBG	$14,871.00	$14,871.00	$0.00
		Project Total					**$14,871.00**	**$14,871.00**	**$0.00**
	18	ADMINISTRATION	592	ADMINISTRATION	Completed	CDBG	$37,355.22	$37,355.22	$0.00
		Project Total					**$37,355.22**	**$37,355.22**	**$0.00**
	19	HOUSE OF RUTH	593	HOUSE OF RUTH	Completed	CDBG	$5,000.00	$5,000.00	$0.00
		Project Total					**$5,000.00**	**$5,000.00**	**$0.00**
	20	HOME IMPROVEMENT PROGRAM	594	HOME IMPROVEMENT PROJECT	Completed	CDBG	$20,000.00	$20,000.00	$0.00
		Project Total					**$20,000.00**	**$20,000.00**	**$0.00**
	Program Total					**CDBG**	**$479,081.55**	**$479,081.55**	**$0.00**
	2013 Total						**$479,081.55**	**$479,081.55**	**$0.00**
2014	1	CHINO NEIGHBORHOOD HOUSE	595	CHINO NEIGHBORHOOD HOUSE	Completed	CDBG	$11,073.00	$11,073.00	$0.00
		Project Total					**$11,073.00**	**$11,073.00**	**$0.00**
	2	YMCA CHILDCARE SUBSIDY	596	YMCA CHILDCARE SUBSIDY	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	3	CCC VOUCHER PROGRAM	597	CCC VOUCHER PROGRAM	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	4	SENIOR NUTRITION PROGRAM	598	SENIOR NUTRITION PROGRAM	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2014	5	SERVICES FOR BATTERED WOMEN AND THEIR CHILDREN	599	SERVICES FOR BATTERED WOMEN AND THEIR CHILDREN	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	6	FAMILY COUNSELING	600	FAMILY COUNSELING	Completed	CDBG	$11,068.51	$11,068.51	$0.00
		Project Total					**$11,068.51**	**$11,068.51**	**$0.00**
	7	GRAFFITI ABATEMENT	601	GRAFFITI ABATEMENT	Completed	CDBG	$8,417.39	$8,417.39	$0.00
		Project Total					**$8,417.39**	**$8,417.39**	**$0.00**
	8	SECTION 108 LOAN REPAYMENT	608	SECTION 108 LOAN REPAYMENT	Completed	CDBG	$248,279.90	$248,279.90	$0.00
		Project Total					**$248,279.90**	**$248,279.90**	**$0.00**
	9	CODE ENFORCEMENT PROGRAM	602	CODE ENFORCEMENT PROGRAM	Completed	CDBG	$29,351.00	$29,351.00	$0.00
		Project Total					**$29,351.00**	**$29,351.00**	**$0.00**
	10	HOME IMPROVEMENT GRANT PROGRAM	603	HOME IMPROVEMENT GRANT PROGRAM	Completed	CDBG	$20,000.00	$20,000.00	$0.00
		Project Total					**$20,000.00**	**$20,000.00**	**$0.00**
	11	CHNO BUSINESS RESOURCE CENTER	604	CHINO BUSINESS RESOURCE CENTER	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	12	LANDLORD/TENANT SERVICES	605	LANDLORD/TENANT SERVICES	Completed	CDBG	$12,429.00	$12,429.00	$0.00
		Project Total					**$12,429.00**	**$12,429.00**	**$0.00**
	13	FAIR HOUSING SERVICES	606	FAIR HOUSING SERVICES	Completed	CDBG	$16,498.00	$16,498.00	$0.00
		Project Total					**$16,498.00**	**$16,498.00**	**$0.00**
	15	ADMINISTRATION	607	ADMINISTRATION	Completed	CDBG	$49,023.87	$49,023.87	$0.00
		Project Total					**$49,023.87**	**$49,023.87**	**$0.00**
	23	CHINO OLD SCHOOLHOUSE MUSEUM	609	CHINO OLD SCHOOLHOUSE MUSEUM	Completed	CDBG	$31,297.50	$31,297.50	$0.00
		Project Total					**$31,297.50**	**$31,297.50**	**$0.00**
	Program Total					**CDBG**	**$492,438.17**	**$492,438.17**	**$0.00**
	2014 Total						**$492,438.17**	**$492,438.17**	**$0.00**
2015	1	CDBG Administration	610	CDBG Administration	Completed	CDBG	$37,731.60	$37,731.60	$0.00
		Project Total					**$37,731.60**	**$37,731.60**	**$0.00**
	2	Landlord Tenant Mediation Services	611	Landlord Tenant Mediation Services	Completed	CDBG	$10,850.00	$10,850.00	$0.00
		Project Total					**$10,850.00**	**$10,850.00**	**$0.00**
	3	Fair Housing Services	612	Fair Housing Services	Completed	CDBG	$14,900.00	$14,900.00	$0.00
		Project Total					**$14,900.00**	**$14,900.00**	**$0.00**
	4	Chino Valley YMCA	614	Chino Valley YMCA	Completed	CDBG	$10,432.43	$10,432.43	$0.00
		Project Total					**$10,432.43**	**$10,432.43**	**$0.00**
	5	Chino Neighborhood House	613	Chino Neighborhood House	Completed	CDBG	$10,432.43	$10,432.43	$0.00
		Project Total					**$10,432.43**	**$10,432.43**	**$0.00**
	6	Chino Neighborhood House	615	Community Charity Connection (CCC)	Completed	CDBG	$10,432.43	$10,432.43	$0.00
		Project Total					**$10,432.43**	**$10,432.43**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2015	8	Public Improvements Program-Streetlights	624	Public Improvement-Streetlights	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	9	House of Ruth	616	House of Ruth	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	10	Human Services Family Counseling Program	617	Family Counseling Program	Completed	CDBG	$10,426.76	$10,426.76	$0.00
		Project Total					**$10,426.76**	**$10,426.76**	**$0.00**
	11	Food for Life Ministries Food Assistance Program	618	Senior Nutrition Program	Completed	CDBG	$10,432.43	$10,432.43	$0.00
		Project Total					**$10,432.43**	**$10,432.43**	**$0.00**
	12	Graffiti Abatement	619	Graffiti Abatement	Completed	CDBG	$10,426.10	$10,426.10	$0.00
		Project Total					**$10,426.10**	**$10,426.10**	**$0.00**
	13	Public Improvements Program-Sidewalks	620	Public Improvements Program-Sidewalks	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	14	Code Enforcement Program	621	Code Enforcement	Completed	CDBG	$86,256.83	$86,256.83	$0.00
		Project Total					**$86,256.83**	**$86,256.83**	**$0.00**
	15	Home Improvement Grants	622	Home Improvement Grants	Completed	CDBG	$16,800.00	$16,800.00	$0.00
		Project Total					**$16,800.00**	**$16,800.00**	**$0.00**
	16	Business Resource Center	623	Business Resource Center	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	Program Total					**CDBG**	**$254,121.01**	**$254,121.01**	**$0.00**
	2015 Total						**$254,121.01**	**$254,121.01**	**$0.00**
2016	1	CDBG Administration	625	CDBG Administration	Completed	CDBG	$39,750.10	$39,750.10	$0.00
		Project Total					**$39,750.10**	**$39,750.10**	**$0.00**
	2	Landlord Tenant Mediation Services	626	Landlord Tenant Mediation Services	Completed	CDBG	$10,847.60	$10,847.60	$0.00
		Project Total					**$10,847.60**	**$10,847.60**	**$0.00**
	3	Fair Housing Services	627	Fair Housing Services	Completed	CDBG	$14,890.30	$14,890.30	$0.00
		Project Total					**$14,890.30**	**$14,890.30**	**$0.00**
	4	Chino Valley YMCA	628	Chino Valley YMCA	Completed	CDBG	$12,490.00	$12,490.00	$0.00
		Project Total					**$12,490.00**	**$12,490.00**	**$0.00**
	5	Chino Neighborhood House	629	Chino Neighborhood House	Completed	CDBG	$12,490.00	$12,490.00	$0.00
		Project Total					**$12,490.00**	**$12,490.00**	**$0.00**
	6	Senior Nutrition Program	630	Senior Nutrition Program	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	7	Public Improvements Program-Streetlights	633	Public Improvements Program-Streetlights	Completed	CDBG	$197,735.46	$197,735.46	$0.00
		Project Total					**$197,735.46**	**$197,735.46**	**$0.00**
	8	House of Ruth	631	House of Ruth	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	9	Family Counseling Program	632	Family Counseling Program	Completed	CDBG	$12,445.44	$12,445.44	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2016	9	**Project Total**					**$12,445.44**	**$12,445.44**	**$0.00**
	10	Graffiti Abatement	634	Graffiti Abatement	Completed	CDBG	$12,364.39	$12,364.39	$0.00
		Project Total					**$12,364.39**	**$12,364.39**	**$0.00**
	11	Public Improvements Program-Sidewalks	635	Public Improvements Program-Sidewalks	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	12	Code Enforcement Program	636	Code Enforcement Program	Completed	CDBG	$104,642.64	$104,642.64	$0.00
		Project Total					**$104,642.64**	**$104,642.64**	**$0.00**
	13	Home Improvement Grants	637	Home Improvement Grants	Completed	CDBG	$41,568.42	$41,568.42	$0.00
		Project Total					**$41,568.42**	**$41,568.42**	**$0.00**
	15	Economic Development	638	Economic Development	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	Program Total					**CDBG**	**$479,224.35**	**$479,224.35**	**$0.00**
	2016 Total						**$479,224.35**	**$479,224.35**	**$0.00**
2017	1	CDBG Administration	639	CDBG Administration	Completed	CDBG	$44,944.57	$44,944.57	$0.00
		Project Total					**$44,944.57**	**$44,944.57**	**$0.00**
	2	Landlord Tenant Mediation Services	640	Landlord Tenant Mediation Services	Completed	CDBG	$10,850.00	$10,850.00	$0.00
		Project Total					**$10,850.00**	**$10,850.00**	**$0.00**
	3	Fair Housing Services	641	Fair Housing Services	Completed	CDBG	$14,900.00	$14,900.00	$0.00
		Project Total					**$14,900.00**	**$14,900.00**	**$0.00**
	4	Chino Valley YMCA	642	Chino Valley YMCA	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	5	Chino Neighborhood House	643	Chino Neighborhood House	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	6	Food For Life Ministry, Inc.	644	Food For Life Ministry, Inc.	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	8	House of Ruth	646	House of Ruth	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	9	Family Counseling Program	647	Family Counseling Program	Completed	CDBG	$25,089.92	$25,089.92	$0.00
		Project Total					**$25,089.92**	**$25,089.92**	**$0.00**
	10	Graffiti Abatement	648	Graffiti Abatement	Completed	CDBG	$14,017.47	$14,017.47	$0.00
		Project Total					**$14,017.47**	**$14,017.47**	**$0.00**
	11	Public Improvements Program-Sidewalks	645	Public Works Improvements	Completed	CDBG	$455,315.64	$455,315.64	$0.00
		Project Total					**$455,315.64**	**$455,315.64**	**$0.00**
	12	Code Enforcement Program	649	Code Enforcement Program	Completed	CDBG	$101,452.91	$101,452.91	$0.00
		Project Total					**$101,452.91**	**$101,452.91**	**$0.00**
	13	Home Improvement Grants	650	Home Improvement Grants	Completed	CDBG	$26,888.72	$26,888.72	$0.00
		Project Total					**$26,888.72**	**$26,888.72**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2017	**Program Total**					**CDBG**	**$723,459.23**	**$723,459.23**	**$0.00**
	2017 Total						**$723,459.23**	**$723,459.23**	**$0.00**
2018	1	CDBG Administration	654	CDBG Program Administration	Completed	CDBG	$45,866.36	$45,866.36	$0.00
		Project Total					**$45,866.36**	**$45,866.36**	**$0.00**
	2	Landlord Tenant Mediation Services	655	Landlord/Tenant Mediation Services	Completed	CDBG	$11,935.00	$11,935.00	$0.00
		Project Total					**$11,935.00**	**$11,935.00**	**$0.00**
	3	Fair Housing Services	653	Fair Housing Services	Completed	CDBG	$16,390.00	$16,390.00	$0.00
		Project Total					**$16,390.00**	**$16,390.00**	**$0.00**
	4	Chino Valley YMCA	656	Chino Valley YMCA	Completed	CDBG	$13,423.00	$13,423.00	$0.00
		Project Total					**$13,423.00**	**$13,423.00**	**$0.00**
	5	Chino Neighborhood House	657	Chino Neighborhood House	Completed	CDBG	$13,423.00	$13,423.00	$0.00
		Project Total					**$13,423.00**	**$13,423.00**	**$0.00**
	6	House of Ruth	658	House of Ruth	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	7	Family Counseling Program	659	Family Counseling Program	Completed	CDBG	$13,415.01	$13,415.01	$0.00
		Project Total					**$13,415.01**	**$13,415.01**	**$0.00**
	8	Graffiti Abatement	660	Graffiti Abatement	Completed	CDBG	$13,423.00	$13,423.00	$0.00
		Project Total					**$13,423.00**	**$13,423.00**	**$0.00**
	9	Code Enforcement Program	662	Code Enforcement Program	Completed	CDBG	$79,894.15	$79,894.15	$0.00
		Project Total					**$79,894.15**	**$79,894.15**	**$0.00**
	10	Home Improvement Grants	663	Home Improvement Grants	Completed	CDBG	$39,984.90	$39,984.90	$0.00
		Project Total					**$39,984.90**	**$39,984.90**	**$0.00**
	11	Public Improvements Program-Streetlights	664	Public Improvement Program-Streetlights	Completed	CDBG	$80,237.04	$80,237.04	$0.00
		Project Total					**$80,237.04**	**$80,237.04**	**$0.00**
	12	Family Services Association Senior Nutrition Program	661	FSA Senior Nutrition Program	Completed	CDBG	$13,423.00	$13,423.00	$0.00
		Project Total					**$13,423.00**	**$13,423.00**	**$0.00**
	Program Total					**CDBG**	**$351,414.46**	**$351,414.46**	**$0.00**
	2018 Total						**$351,414.46**	**$351,414.46**	**$0.00**
2019	1	CDBG Administration	665	CDBG Administration (2019)	Completed	CDBG	$58,155.37	$58,155.37	$0.00
		Project Total					**$58,155.37**	**$58,155.37**	**$0.00**
	2	Fair Housing Services	666	Fair Housing Services (2019)	Completed	CDBG	$16,390.00	$16,390.00	$0.00
		Project Total					**$16,390.00**	**$16,390.00**	**$0.00**
	3	Landlord Tenant Mediation Services	667	Landlord Tenant Mediation Services (2019)	Completed	CDBG	$11,935.00	$11,935.00	$0.00
		Project Total					**$11,935.00**	**$11,935.00**	**$0.00**
	4	THINK Together	668	THINK Together (2019)	Completed	CDBG	$480.00	$480.00	$0.00
		Project Total					**$480.00**	**$480.00**	**$0.00**
	5	Chino Neighborhood House	669	Chino Neighborhood House (2019)	Completed	CDBG	$14,999.16	$14,999.16	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2019	5	**Project Total**					**$14,999.16**	**$14,999.16**	**$0.00**
	6	House of Ruth	670	House of Ruth (2019)	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	7	Family Counseling Program	671	Family Counseling Program (2019)	Completed	CDBG	$21,064.42	$21,064.42	$0.00
		Project Total					**$21,064.42**	**$21,064.42**	**$0.00**
	8	Inland Valley HOPE Partners	672	Inland Valley HOPE Partners (2019)	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	9	Code Enforcement Program	673	Code Enforcement Program (2019)	Completed	CDBG	$61,555.30	$61,555.30	$0.00
		Project Total					**$61,555.30**	**$61,555.30**	**$0.00**
	10	Home Improvements Grants	674	Home Improvements Grants (2019)	Completed	CDBG	$35,810.20	$35,810.20	$0.00
		Project Total					**$35,810.20**	**$35,810.20**	**$0.00**
	11	Public Improvements Program-Monte Vista Park Project	675	Monte Vista Park Project (2019)	Completed	CDBG	$862,290.43	$862,290.43	$0.00
		Project Total					**$862,290.43**	**$862,290.43**	**$0.00**
	12	Family Services Association Senior Nutrition Program	676	Senior Nutrition Program (2019)	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	Program Total					**CDBG**	**$1,117,679.88**	**$1,117,679.88**	**$0.00**
	2019 Total						**$1,117,679.88**	**$1,117,679.88**	**$0.00**
2020	3	Public Works Graffiti Abatement	680	Public Works Graffiti Abatement (2020)	Completed	CDBG	$10,546.34	$10,546.34	$0.00
		Project Total					**$10,546.34**	**$10,546.34**	**$0.00**
	4	Landlord Tenant Mediation Services	681	Landlord Tenant Mediation Services (2020)	Completed	CDBG	$13,000.00	$13,000.00	$0.00
		Project Total					**$13,000.00**	**$13,000.00**	**$0.00**
	5	Family Counseling Program	682	Family Counseling Program (2020)	Completed	CDBG	$18,548.72	$18,548.72	$0.00
		Project Total					**$18,548.72**	**$18,548.72**	**$0.00**
	6	Inland Valley HOPE Partners	683	Inland Valley HOPE Partners (2020)	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	7	Code Enforcement Program	684	Code Enforcement Program (2020)	Completed	CDBG	$51,555.99	$51,555.99	$0.00
		Project Total					**$51,555.99**	**$51,555.99**	**$0.00**
	8	Home Improvement Grants	685	Home Improvement Grants (2020)	Completed	CDBG	$47,718.00	$47,718.00	$0.00
		Project Total					**$47,718.00**	**$47,718.00**	**$0.00**
	9	Public Improvements Program- Old School House Museum Improvements	686	Old School House Museum Improvements (2020)	Completed	CDBG	$120,164.66	$120,164.66	$0.00
		Project Total					**$120,164.66**	**$120,164.66**	**$0.00**
	10	Family Services Association Senior Nutrition Program	687	Family Services Association Senior Nutrition Program (2020)	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	11	CDBG Administration	688	CDBG Administration (2020)	Completed	CDBG	$57,276.74	$57,276.74	$0.00
		Project Total					**$57,276.74**	**$57,276.74**	**$0.00**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2020	12	Fair Housing Services	689	Fair Housing Services (2020)	Completed	CDBG	$18,000.00	$18,000.00	$0.00
		Project Total					**$18,000.00**	**$18,000.00**	**$0.00**
	13	Chino Neighborhood House	690	Chino Neighborhood House (2020)	Completed	CDBG	$11,624.98	$11,624.98	$0.00
		Project Total					**$11,624.98**	**$11,624.98**	**$0.00**
	14	House of Ruth	691	House of Ruth (2020)	Completed	CDBG	$9,999.58	$9,999.58	$0.00
		Project Total					**$9,999.58**	**$9,999.58**	**$0.00**
	Program Total					**CDBG**	**$383,435.01**	**$383,435.01**	**$0.00**
	2020 Total						**$383,435.01**	**$383,435.01**	**$0.00**
2021	1	CDBG Administration	696	CDBG Administration (2021)	Completed	CDBG	$44,184.86	$44,184.86	$0.00
		Project Total					**$44,184.86**	**$44,184.86**	**$0.00**
	2	Fair Housing Services	697	Fair Housing Services (2021)	Completed	CDBG	$18,000.00	$18,000.00	$0.00
		Project Total					**$18,000.00**	**$18,000.00**	**$0.00**
	3	Landlord Tenant Mediation Services	698	Landlord Tenant Mediation Services (2021)	Completed	CDBG	$13,000.00	$13,000.00	$0.00
		Project Total					**$13,000.00**	**$13,000.00**	**$0.00**
	4	Public Works Graffiti Abatement	699	Public Works Graffiti Abatement (2021)	Completed	CDBG	$10,679.55	$10,679.55	$0.00
		Project Total					**$10,679.55**	**$10,679.55**	**$0.00**
	5	Family Counseling Program	700	Family Counseling Program (2021)	Completed	CDBG	$25,933.74	$25,933.74	$0.00
		Project Total					**$25,933.74**	**$25,933.74**	**$0.00**
	6	Inland Valley HOPE Partners	701	Inland Valley HOPE Partners (2021)	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	7	Home Improvement Grants	702	Home Improvement Grants (2021)	Completed	CDBG	$69,980.19	$69,980.19	$0.00
		Project Total					**$69,980.19**	**$69,980.19**	**$0.00**
	8	Family Services Association Senior Nutrition Program	703	Family Services Association Senior Nutrition Program (2021)	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	9	Chino Neighborhood House	704	Chino Neighborhood House (2021)	Completed	CDBG	$14,996.23	$14,996.23	$0.00
		Project Total					**$14,996.23**	**$14,996.23**	**$0.00**
	10	House of Ruth	705	House of Ruth (2021)	Completed	CDBG	$12,597.00	$12,597.00	$0.00
		Project Total					**$12,597.00**	**$12,597.00**	**$0.00**
	11	Code Enforcement Program	706	Code Enforcement Program (2021)	Completed	CDBG	$29,525.96	$29,525.96	$0.00
		Project Total					**$29,525.96**	**$29,525.96**	**$0.00**
	12	Public Improvements Program- Alley Improvement Project	707	Public Improvements Program- Alley Improvement Project (2021)	Completed	CDBG	$372,799.54	$372,799.54	$0.00
		Project Total					**$372,799.54**	**$372,799.54**	**$0.00**
	Program Total					**CDBG**	**$636,697.07**	**$636,697.07**	**$0.00**
	2021 Total						**$636,697.07**	**$636,697.07**	**$0.00**
2022	1	CDBG Administration	708	CDBG Administration (2022)	Completed	CDBG	$39,202.33	$39,202.33	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2022	1	**Project Total**					**$39,202.33**	**$39,202.33**	**$0.00**
	2	Fair Housing Services	709	Fair Housing Services (2022)	Completed	CDBG	$20,000.00	$20,000.00	$0.00
		Project Total					**$20,000.00**	**$20,000.00**	**$0.00**
	4	Public Works Graffiti Abatement	714	Public Works Graffiti Abatement (2022)	Completed	CDBG	$10,683.86	$10,683.86	$0.00
		Project Total					**$10,683.86**	**$10,683.86**	**$0.00**
	5	Family Counseling Program	710	Human Services Family Counseling Program (2022)	Completed	CDBG	$27,454.34	$27,454.34	$0.00
		Project Total					**$27,454.34**	**$27,454.34**	**$0.00**
	6	Inland Valley HOPE Partners	712	Inland Valley HOPE Partners Food and Shelter Assistance Program (2022)	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	7	Home Improvement Grants	717	Home Improvement Grants (2022)	Completed	CDBG	$53,517.14	$53,517.14	$0.00
		Project Total					**$53,517.14**	**$53,517.14**	**$0.00**
	8	Family Services Association Senior Nutrition Program	711	Family Services Association Senior Nutrition Program (2022)	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	9	Chino Neighborhood House	715	Chino Neighborhood House (2022)	Completed	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	10	House of Ruth	713	House of Ruth Domestic Violence Program (2022)	Completed	CDBG	$15,000.00	$15,000.00	$0.00
		Project Total					**$15,000.00**	**$15,000.00**	**$0.00**
	11	Economic Development Facade Program	718	Economic Development Facade Program (2022)	Open	CDBG	$31,500.00	$0.00	$31,500.00
		Project Total					**$31,500.00**	**$0.00**	**$31,500.00**
	12	Code Enforcement Program	716	Code Enforcement Program (2022)	Completed	CDBG	$30,748.60	$30,748.60	$0.00
		Project Total					**$30,748.60**	**$30,748.60**	**$0.00**
	13	Public Improvements Program- Alley Improvement Project	719	Public Improvements Program- Alley Improvement Project (2022)	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	Program Total					**CDBG**	**$263,106.27**	**$231,606.27**	**$31,500.00**
	2022 Total						**$263,106.27**	**$231,606.27**	**$31,500.00**
2023	1	CDBG Administration	720	CDBG Administration (2023)	Completed	CDBG	$42,900.63	$42,900.63	$0.00
		Project Total					**$42,900.63**	**$42,900.63**	**$0.00**
	2	Fair Housing Services	721	Fair Housing Services (2023)	Completed	CDBG	$20,000.00	$20,000.00	$0.00
		Project Total					**$20,000.00**	**$20,000.00**	**$0.00**
	3	Human Services - Family Counseling Program	722	Human Services - Family Counseling Program (2023)	Completed	CDBG	$11,344.08	$11,344.08	$0.00
		Project Total					**$11,344.08**	**$11,344.08**	**$0.00**
	4	Family Services Association Senior Nutrition Program	723	Family Services Association Senior Nutrition Program (2023)	Completed	CDBG	$13,228.00	$13,228.00	$0.00
		Project Total					**$13,228.00**	**$13,228.00**	**$0.00**
	5	Inland Valley HOPE Partners	724	Inland Valley HOPE Partners (2023)	Completed	CDBG	$10,000.00	$10,000.00	$0.00

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2023	5	**Project Total**					**$10,000.00**	**$10,000.00**	**$0.00**
	6	House of Ruth	725	House of Ruth (2023)	Completed	CDBG	$6,331.17	$6,331.17	$0.00
		Project Total					**$6,331.17**	**$6,331.17**	**$0.00**
	7	Public Works Graffiti Abatement	726	Public Works Graffiti Abatement (2023)	Completed	CDBG	$9,905.04	$9,905.04	$0.00
		Project Total					**$9,905.04**	**$9,905.04**	**$0.00**
	8	Chino Neighborhood House	727	Chino Neighborhood House (2023)	Completed	CDBG	$13,228.00	$13,228.00	$0.00
		Project Total					**$13,228.00**	**$13,228.00**	**$0.00**
	9	Code Compliance	728	Code Compliance (2023)	Completed	CDBG	$40,176.07	$40,176.07	$0.00
		Project Total					**$40,176.07**	**$40,176.07**	**$0.00**
	10	NPHS Home Improvement Grants	729	NPHS Home Improvement Grants (2023)	Completed	CDBG	$60,513.00	$60,513.00	$0.00
		Project Total					**$60,513.00**	**$60,513.00**	**$0.00**
	11	Public Improvements Program- Alley Improvement Project	730	Public Improvements Program- Alley Improvement Project (2023)	Open	CDBG	$518,124.65	$43,905.60	$474,219.05
		Project Total					**$518,124.65**	**$43,905.60**	**$474,219.05**
	12	Landlord Tenant Mediation Services	731	Landlord Tenant Mediation Services (2023)	Completed	CDBG	$11,380.00	$11,380.00	$0.00
		Project Total					**$11,380.00**	**$11,380.00**	**$0.00**
	Program Total					**CDBG**	**$757,130.64**	**$282,911.59**	**$474,219.05**
	2023 Total						**$757,130.64**	**$282,911.59**	**$474,219.05**
2024	1	CDBG Administration	732	CDBG Administration (2024)	Open	CDBG	$82,546.00	$62,390.03	$20,155.97
		Project Total					**$82,546.00**	**$62,390.03**	**$20,155.97**
	2	Fair Housing Services	733	Fair Housing Services (2024)	Open	CDBG	$20,000.00	$20,000.00	$0.00
		Project Total					**$20,000.00**	**$20,000.00**	**$0.00**
	3	Human Services - Family Counseling Program	734	Human Services - Family Counseling Program (2024)	Open	CDBG	$15,000.00	$14,989.25	$10.75
		Project Total					**$15,000.00**	**$14,989.25**	**$10.75**
	4	Family Services Association Senior Nutrition Program	735	Family Services Association Senior Nutrition Program (2024)	Open	CDBG	$10,955.00	$10,955.00	$0.00
		Project Total					**$10,955.00**	**$10,955.00**	**$0.00**
	5	Inland Valley HOPE Partners	736	Inland Valley HOPE Partners (2024)	Open	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	6	House of Ruth	737	House of Ruth (2024)	Open	CDBG	$10,000.00	$9,494.55	$505.45
		Project Total					**$10,000.00**	**$9,494.55**	**$505.45**
	7	Public Works Graffiti Abatement	738	Public Works Graffiti Abatement (2024)	Open	CDBG	$10,000.00	$9,957.46	$42.54
		Project Total					**$10,000.00**	**$9,957.46**	**$42.54**
	8	Chino Neighborhood House	739	Chino Neighborhood House (2024)	Open	CDBG	$10,955.00	$10,955.00	$0.00
		Project Total					**$10,955.00**	**$10,955.00**	**$0.00**
	9	Code Compliance Program	741	Code Compliance Program (2024)	Open	CDBG	$60,000.00	$41,056.69	$18,943.31
		Project Total					**$60,000.00**	**$41,056.69**	**$18,943.31**
	10	NPHS Home Improvement Grants	742	NPHS Home Improvement Grants (2024)	Open	CDBG	$100,000.00	$86,363.30	$13,636.70

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
2024	10	**Project Total**					**$100,000.00**	**$86,363.30**	**$13,636.70**
	11	Public Improvements Alley Project	743	Public Improvements Program- Community Park Project (2024)	Canceled	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	12	Landlord Tenant Mediation Services	740	Landlord Tenant Mediation Services (2024)	Open	CDBG	$10,000.00	$10,000.00	$0.00
		Project Total					**$10,000.00**	**$10,000.00**	**$0.00**
	Program Total					**CDBG**	**$339,456.00**	**$286,161.28**	**$53,294.72**
	2024 Total						**$339,456.00**	**$286,161.28**	**$53,294.72**
2025	1	CDBG Administration	744	CDBG Administration (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	2	Fair Housing Services	745	Fair Housing Services (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	3	Human Services - Family Counseling Program	746	Human Services - Family Counseling Program (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	4	Family Services Association Senior Nutrition Program	747	Family Services Association Senior Nutrition Program (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	5	Inland Valley HOPE Partners	748	Inland Valley HOPE Partners (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	6	House of Ruth	749	House of Ruth (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	7	Chino Neighborhood House	750	Chino Neighborhood House (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	8	Sunrise Church of California Food Distribution Program	751	Sunrise Church of California Food Distribution Program (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	9	Public Works Graffiti Abatement	752	Public Works Graffiti Abatement (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	10	Code Compliance Program	753	Code Compliance Program (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	11	NPHS Home Improvement Grants	754	NPHS Home Improvement Grants (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	12	Public Improvements Program- Monte Vista Park Project	755	Public Improvements Program- Monte Vista Park Project (2025)	Open	CDBG	$0.00	$0.00	$0.00
		Project Total					**$0.00**	**$0.00**	**$0.00**
	Program Total					**CDBG**	**$0.00**	**$0.00**	**$0.00**
	2025 Total						**$0.00**	**$0.00**	**$0.00**
Program Grand Total						**CDBG**	**$21,601,522.39**	**$21,042,508.62**	**$559,013.77**

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Status	Program	Funded Amount	Draw Amount	Balance
Grand Total							**$21,601,522.39**	**$21,042,508.62**	**$559,013.77**

PGM Year: 1994
Project: 0007 - CONVERTED CDBG ACTIVITIES
IDIS Activity: 2 - CDBG COMMITTED FUNDS ADJUSTMENT

Status: Open 10/10/2001 12:00:00 AM
Location: ,

Objective:
Outcome:
Matrix Code: Other Public Services Not Listed in 05A-05Y, 03T (05Z)
National Objective: LMA

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 01/01/0001

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		$2,860,618.20	$0.00	$0.00
		1988	B88MC060564		$0.00	$370,000.00
		1989	B89MC060564		$0.00	$391,000.00
		1990	B90MC060564		$0.00	$375,293.28
		1991	B91MC060564		$0.00	$400,065.32
		1992	B92MC060564		$0.00	$342,179.14
		1993	B93MC060564		$0.00	$421,788.02
		1994	B94MC060564		$0.00	$306,123.32
		1995	B95MC060564		$0.00	$258,844.12
		2001	B01MC060564		$0.00	($4,675.00)
		2009	B09MC060564		$0.00	$0.00
		2016	B16MC060564	($15,000.00)	$0.00	($15,000.00)
Total	**Total**			**$2,845,618.20**	**$0.00**	**$2,845,618.20**

Proposed Accomplishments

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.

PGM Year: 2022
Project: 0011 - Economic Development Facade Program
IDIS Activity: 718 - Economic Development Facade Program (2022)

Status: Open
Location: 13220 Central Ave Chino, CA 91710-4127

Objective: Create economic opportunities
Outcome: Availability/accessibility
Matrix Code: Rehab; Publicly or Privately-Owned Commercial/Industrial (14E)
National Objective: LMA

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 10/22/2022

Description:

Funds will be used to provide facade improvements to businesses in the low- and moderate-income target areas

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2022	B22MC060564	$31,500.00	$0.00	$0.00
Total	**Total**			**$31,500.00**	**$0.00**	**$0.00**

Proposed Accomplishments

Businesses : 5
Total Population in Service Area: 1,670
Census Tract Percent Low / Mod: 54.79

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2022	During the first quarter the Economic Development Department researched existing program provided in surrounding areas. We began revising our existing plan to make it more comprehensive and effective. We created program information for outreach and advertising but had to wait to distribute due to the lack of staffing changes/issues to administer the program. Due to staffing challenges, we had delays in the start of the program. During the second quarter we continued to experience staffing issues with many staffing changes going on citywide which prevented Economic Development from implementing the program. We continued to work on the program plan and details, although did not start any projects. During the third quarter we completed an online portal for applicants. We decided to start the program as an invite only, to reach out to local businesses having code issues that need immediate attention. During the fourth quarter we have continued to reach out to local businesses with code violations that need assistance to make corrections or update the business exterior. We have given out a few applications and are currently waiting to receive them back from the businesses to determine eligibility. We also determined we needed to revise the application and guidelines to be clearer for the applicants. We plan on starting a few projects the first quarter of the next program year 2023-24. This project will remain open and funds to be expended next program year.	

Years	Accomplishment Narrative	# Benefitting
2023	During the 1st quarter staff was working on developing the program, revising guidelines, program application, and contract agreements. During the second quarter staff worked on making applications available online with a link to apply. The link is given to local businesses by invite only, those who require facade improvements within the city's low-mod areas, specifically those with code violations and do not have the funds to make the improvements. During the program year 2023-2024, Economic Development has continued to experience staffing challenges. Staff has been working to hire an Economic Development Manager to administer this project. Economic Development plans on prioritizing this activity in 2024-2025.	
2024	Progress to date includes a completed draft of the proposed Business Facade Program. This draft includes all materials needed to launch a successful program. The following components are included in the completed draft. Program description, program application, contract templates, link to a specially created webpage for the program informational material with graphics and QR code for easy access to application, boundary map, and a press release. Various factors have contributed to the delay of the Business Facade Program. Primarily the staff person initially assigned to the development of the program transitioned to a new job elsewhere leaving an incomplete draft. This change caused a great delay in program development for nearly one year. As new staff were hired, the onboarding process was prioritized as necessary. Staff were able to redesign the program and complete the draft as stated above. High workload and staff shortages have also played a substantial role in the delay. The program has not been promoted publicly as provided in the reasons above. However, we have developed draft materials. A finalized program will also include individual business outreach. With the City of Chino currently not meeting their timeliness percentages, the city is currently looking into cancelling this program and reallocating the funds to a program that will make use of the funds within this fiscal year.	

PGM Year: 2023
Project: 0001 - CDBG Administration
IDIS Activity: 720 - CDBG Administration (2023)

Status: Completed 8/19/2024 8:34:27 PM
Location: ,

Objective:
Outcome:
Matrix Code: General Program Administration (21A)
National Objective:

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2023

Description:

Funds are used for general management, monitoring, and oversight of the CDBG Program, including the preparation of the 5-Year Consolidated Plan, Analysis of Impediments to Fair Housing, Annual Action Plan and CAPER.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$42,900.63	$0.00	$42,900.63
Total	**Total**			**$42,900.63**	**$0.00**	**$42,900.63**

Proposed Accomplishments

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Female-headed Households: 0

Income Category:	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.

PGM Year: 2023
Project: 0002 - Fair Housing Services
IDIS Activity: 721 - Fair Housing Services (2023)

Status: Completed 8/19/2024 8:23:15 PM
Location: ,

Objective:
Outcome:
Matrix Code: Fair Housing Activities (subject to 20% Admin Cap) (21D)
National Objective:

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2023

Description:

The Inland Fair Housing and Mediation Board offers comprehensive fair housing services and investigatesprocesses housing discrimination complaints.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$20,000.00	$0.00	$20,000.00
Total	**Total**			**$20,000.00**	**$0.00**	**$20,000.00**

Proposed Accomplishments

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Female-headed Households:					0			

Income Category:	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.

PGM Year: 2023
Project: 0003 - Human Services - Family Counseling Program
IDIS Activity: 722 - Human Services - Family Counseling Program (2023)

Status: Completed 8/19/2024 8:24:10 PM
Location: 13201 Central Ave Chino, CA 91710-4128

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Services for victims of domestic violence, dating violence, sexual assault or stalking (05G)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2023

Description:

City operated public service program to assist families with resolving family problems and disputes with specific emphasis on those that have been victims or are potential victims of family violence.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$11,344.08	$0.00	$11,344.08
Total	**Total**			**$11,344.08**	**$0.00**	**$11,344.08**

Proposed Accomplishments

People (General) : 300

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	58	52
Black/African American:	0	0	0	0	0	0	2	0
Asian:	0	0	0	0	0	0	4	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	4	3
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	3	2
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0

Total:	**0**	**0**	**0**	**0**	**0**	**0**	**71**	**57**
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	39
Low Mod	0	0	0	30
Moderate	0	0	0	2
Non Low Moderate	0	0	0	0
Total	0	0	0	71
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2023	During the 1st quarter 32 Chino residents were assisted with counseling services. In addition to counseling services, Human Services staff provide referrals to clients to local resources like food, shelter, healthy living, childcare and other agencies that can provide drug and alcohol counseling as well as referrals to licensed mental health professionals. During the 2nd quarter, 10 Chino residents were assisted with counseling services and given assistance and referrals to local resources. During the 3rd quarter, 6 Chino residents were provided counseling services and given assistance and referrals to local resources. Family Counseling continues to provide information through social media, city website, brochures and community Chino Connection booklet. During the 4th quarter, 23 Chino residents were provided counseling. In addition to counseling services, Human Services staff provide referrals to clients to local resources like food, shelter, healthy living, childcare, an other agencies that can provide drug and alcohol counseling as well as referrals to licensed mental health professionals. Family counseling met 118% of the annual goal. The staff largely made up of volunteer trainees and associates, have provided services to 23 new clients during this quarter. Family Counseling services are promoted via City of Chino website, flyers and brochures and the Chino Connection, also on the cities social media platforms.Lastly, Counselors attended Open House events at select schools to further promote Counseling services for the community.	

PGM Year: 2023
Project: 0004 - Family Services Association Senior Nutrition Program
IDIS Activity: 723 - Family Services Association Senior Nutrition Program (2023)

Status: Completed 8/19/2024 8:24:56 PM
Location: 21250 Box Springs Rd Ste 212 Moreno Valley, CA 92557-8712

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Senior Services (05A)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2023

Description:

The City will contract with the Family Services Association to administer this program, which provides a home-delivered meal to seniors.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$13,228.00	$0.00	$13,228.00
Total	**Total**			**$13,228.00**	**$0.00**	**$13,228.00**

Proposed Accomplishments

People (General) : 465

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	353	196
Black/African American:	0	0	0	0	0	0	33	0
Asian:	0	0	0	0	0	0	71	0
American Indian/Alaskan Native:	0	0	0	0	0	0	8	1
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	2	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	13	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**480**	**197**

Female-headed Households:	0	0	0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	480
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	480
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2023	During the 1st quarter 288 Chino Seniors were provided with hot meals congregate-style, which promotes client socialization. FSA also delivered packages of five frozen meals, plus milk, bread and fruit to seniors who are homebound. During the second quarter FSA served hot meals congregate-style which promotes client socialization to participants at the Chino Senior Center located 13170 Central Ave in Chino. We also delivered packages of five frozen meals, plus milk, bread and fruit to seniors who are homebound. Qualifying seniors were 62 years and up and we served a total of 154 new unduplicated clients throughout the second quarter. During the 3rd quarter 70 Chino seniors were served with hot meals congregate-style at the Senior Center. Frozen food meals, plus milk were delivered to homebound seniors. During the 4th quarter 89 Chino residents were provided meals at the senior center. Also meals were delivered to homebound seniors.	

PGM Year: 2023
Project: 0005 - Inland Valley HOPE Partners
IDIS Activity: 724 - Inland Valley HOPE Partners (2023)

Status: Completed 8/19/2024 8:26:08 PM
Location: 5581 Daniels St Chino, CA 91710-9035

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Food Banks (05W)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2023

Description:

Non-profit public service program families who are homeless or on the verge of homelessness with food, shelter and clothing assistance.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$10,000.00	$0.00	$10,000.00
Total	**Total**			**$10,000.00**	**$0.00**	**$10,000.00**

Proposed Accomplishments

People (General) : 400

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	121	99
Black/African American:	0	0	0	0	0	0	10	0
Asian:	0	0	0	0	0	0	13	0
American Indian/Alaskan Native:	0	0	0	0	0	0	9	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	1	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	5	2
Other multi-racial:	0	0	0	0	0	0	14	12
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**173**	**113**

Female-headed Households:	0	0	0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	155
Low Mod	0	0	0	18
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	173
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2023	During the 1st quarter, 25 Chino residents were assisted with food from the food pantry. Hope Partners provides food distribution at the Chino Senior Center every two weeks as well. There have been no delays in running this program. During the 2nd quarter 60 unduplicated clients were provided food from the food bank. An additional 25 clients returned for services as well as 794 non-Chino residents were provided with food. Hope Partners continues to provide bi-monthly food food distribution at the Chino Senior Center. During the 3rd quarter 56 unduplicated Chino residents were provided with food from the food bank. An additional 1216 non-Chino residents were also provided with food. During the 4th quarter 57 Chino residents were provided with food including fresh produce, non-perishable staples, bread products, dairy products, fresh meats and other items twice per month. IV Hope Partners also provides available resource information in the community to all of our clients at all our pantries. IV Hope Partners also delivered food to the senior community at the Chino Senior Center.	

PGM Year: 2023
Project: 0006 - House of Ruth
IDIS Activity: 725 - House of Ruth (2023)

Status: Completed 8/19/2024 8:30:45 PM
Location: 599 N Main St Pomona, CA 91768-3108

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Services for victims of domestic violence, dating violence, sexual assault or stalking (05G)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2023

Description:

This program assists persons who are victims of domestic violence by providing short-term shelter and transitional housing, counseling, outreach, education, and prevention services to battered and abused spouses and their children.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$6,331.17	$0.00	$6,331.17
Total	**Total**			**$6,331.17**	**$0.00**	**$6,331.17**

Proposed Accomplishments

People (General) : 55

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	2	1
Black/African American:	0	0	0	0	0	0	1	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	1	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	1	0
Other multi-racial:	0	0	0	0	0	0	2	1
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0

Total:	**0**	**0**	**0**	**0**	**0**	**0**	**7**	**2**
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	5
Low Mod	0	0	0	1
Moderate	0	0	0	1
Non Low Moderate	0	0	0	0
Total	0	0	0	7
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2023	House of Ruth did not have activity in this program in the first two quarters of the fiscal year. House of Ruth have had struggles recruiting and retaining staff across the agency and specifically with this initiative. We have now hired the position outlined in our application and have begun efforts with housing retention and data management. We will have expenses to report for the third quarter. During the third quarter House of Ruth provided assistance to 6 Chino residents. House of Ruth is in the process of hiring two housing case managers to assist with client housing issues. House of Ruth is also in the process of recruiting two Family law Attorneys to meet the crucial demand for legal representation that survivors require. We are thrilled to enhance our array of services and look forward to the positive impact these additions will bring. In February, our prevention team held our annual Awareness through Art showcase in which teens from local high schools are invited to showcase their creativity while educating on healthy relationships and teen dating violence. March saw the reopening of our outreach building following the accident last year, which damaged the building. An open house and ribbon cutting was held for the re-opening of the building. During the 4th Quarter 1 Chino resident was assisted with a DV issue. HOR has experienced significant transitions, including the departure of our lead clinical therapist. We are actively recruiting new therapists. This has been challenging for our team. House of Ruth continues to collaborate with multiple agencies for resources.	

PGM Year: 2023
Project: 0007 - Public Works Graffiti Abatement
IDIS Activity: 726 - Public Works Graffiti Abatement (2023)

Status: Completed 8/19/2024 8:29:05 PM
Location: 13220 Central Ave Chino, CA 91710-4127

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Neighborhood Cleanups (05V)
National Objective: LMA

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2023

Description:

This program removes incidents of graffiti in order to avoid slumblight.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$9,905.04	$0.00	$9,905.04
Total	**Total**			**$9,905.04**	**$0.00**	**$9,905.04**

Proposed Accomplishments

People (General) : 13,000
Total Population in Service Area: 30,760
Census Tract Percent Low / Mod: 46.64

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2023	During the first 1st quarter there were 1,595 incidents of graffiti removed throughout the city LMI areas. The graffiti crew continues using recycled paint that is obtained through the purchasing process. During the second quarter, there were 4,069 incidents of graffiti removed throughout the city LMI areas. There also 828 incidents removed within the city limits not in LMI areas. During the 3rd quarter 2,877 incidents of graffiti were removed in the low-mod areas of Chino. There were also 480 graffiti removals citywide. During the 4th quarter 2,491 incidents of graffiti were removed in the low-mod areas of chino. Methods of removal for accomplishing this goal include painting, sandblasting and chemical removal.	

PGM Year: 2023
Project: 0008 - Chino Neighborhood House
IDIS Activity: 727 - Chino Neighborhood House (2023)

Status: Completed 8/19/2024 8:31:33 PM
Location: 13130 6th St Chino, CA 91710-4105

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Food Banks (05W)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2023

Description:

Non-profit public service program to assist families who are homeless or on the verge of homelessness with food and clothing assistance.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$13,228.00	$0.00	$13,228.00
Total	**Total**			**$13,228.00**	**$0.00**	**$13,228.00**

Proposed Accomplishments

People (General) : 750

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	1,012	906
Black/African American:	0	0	0	0	0	0	17	0
Asian:	0	0	0	0	0	0	107	0
American Indian/Alaskan Native:	0	0	0	0	0	0	6	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**1,142**	**906**

Female-headed Households:	0	0	0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	603
Low Mod	0	0	0	308
Moderate	0	0	0	180
Non Low Moderate	0	0	0	51
Total	0	0	0	1,142
Percent Low/Mod				95.5%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2023	During the first quarter, 709 Chino families (2,131 individuals) were provided with groceries. Chino Neighborhood House partners with the Chino Valley School District HOPE program to provide school supplies to children. Chino Neighborhood House also provided home delivery meals to home-bound seniors. During the second quarter, 252 unduplicated Chino families (2,961 individuals) were provided with groceries. In December for Christmas, 349 Chino children were provided with gifts and new bikes or scooters. Home-delivery meals were provided to 60 senior citizens. During the third quarter, 91 unduplicated Chino families (3,376 individuals) were provided meals. Home-delivery meals were provided to 60 home-bound seniors. During the 4th quarter, 107 unduplicated Chino families/individuals were provided groceries and toiletries. Meals were also provided to homebound Chino seniors.	

PGM Year: 2023
Project: 0009 - Code Compliance
IDIS Activity: 728 - Code Compliance (2023)

Status: Completed 8/19/2024 8:33:00 PM
Location: 13220 Central Ave Chino, CA 91710-4127

Objective: Create suitable living environments
Outcome: Sustainability
Matrix Code: Code Enforcement (15)
National Objective: LMA

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2023

Description:

CDBG funding is used by City staff to implement the code enforcement program to eliminate slumblight conditions.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$40,176.07	$0.00	$40,176.07
Total	**Total**			**$40,176.07**	**$0.00**	**$40,176.07**

Proposed Accomplishments

Housing Units : 435
Total Population in Service Area: 29,245
Census Tract Percent Low / Mod: 47.84

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2023	During the 1st quarter 66 multiple inspections at various locations within the LMI areas were performed to address property maintenance issues, code violations, illegal vending, sign code violations, business's operating without a license. During the 2nd quarter multiple inspections at various locations with the CDBG LMI areas were performed to address property maintenance issues and building code violations. There was also continued assistance with previous open code violations cases. Eight previous code violation cases were brought into compliance and cases were closed. During the 3rd quarter multiple inspections (80) at various locations within the CDBG low-mod areas were addressed for property maintenance and building code violations. Continued assistance with the properties that have open case violations. Code continues to receive calls from residents concerning code violations and addresses each concern. During the 4th quarter Code addressed 68 violations in the CDBG low-mod area. Code continues to address property maintenance, building code violations, illegal vending. Eight building code violations were brought to code and cases were closed.	

PGM Year: 2023
Project: 0010 - NPHS Home Improvement Grants
IDIS Activity: 729 - NPHS Home Improvement Grants (2023)

Status: Completed 11/14/2024 12:00:00 AM
Location: 12400 Cypress Ave Spc 13 Chino, CA 91710-2812

Objective: Create suitable living environments
Outcome: Sustainability
Matrix Code: Rehab; Single-Unit Residential (14A)
National Objective: LMH

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 03/26/2024

Description:

This program funds home rehabilitation of qualified senior citizen households or homeowners with mobility disabilities.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$60,513.00	$0.00	$60,513.00
Total	**Total**			**$60,513.00**	**$0.00**	**$60,513.00**

Proposed Accomplishments

Housing Units : 10

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	1	0	0	0	1	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	7	7	0	0	7	7	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**8**	**7**	**0**	**0**	**8**	**7**	**0**	**0**

Female-headed Households:	5	0	5

Income Category:

	Owner	Renter	Total	Person
Extremely Low	1	0	1	0
Low Mod	7	0	7	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	8	0	8	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2023	During the first and second quarter of program year 2023-24 NPHS worked on collecting applications for assistance. They went through the review process 2 projects were approved although construction has not commenced. During the 3rd quarter, 3 Chino Senior residents were provided Home Improvement repairs to address health and safety issues in their homes. The Healthy Homes Grant program information is available on the NPHS and City of Chino website and on social media platforms. Brochures are available at the Senior Center and also provided to seniors by Senior Center Case Managers. During the 4th quarter 5 Chino Seniors were provided Home Improvement repairs to address health and safety issues in the home. NPHS hs built relationships with the seniors it has assisted over the years and many new seniors have been referred by them. Also we receive referrals from mobile home park management offices.	

PGM Year: 2023
Project: 0011 - Public Improvements Program- Alley Improvement Project
IDIS Activity: 730 - Public Improvements Program- Alley Improvement Project (2023)

Status: Open
Location: 13220 Central Ave Chino, CA 91710-4127
Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Street Improvements (03K)
National Objective: LMA

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 03/26/2024

Description:

The City's Community Services Department will be provided funds to improve alley infrastructure in a low- and moderate-income neighborhood.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2021	B21MC060564	$2,025.00	$2,025.00	$2,025.00
		2022	B22MC060564	$125,591.65	$17,971.60	$17,971.60
		2023	B23MC060564	$298,311.01	$23,909.00	$23,909.00
		2024	B24MC060564	$92,196.99	$0.00	$0.00
Total	**Total**			**$518,124.65**	**$43,905.60**	**$43,905.60**

Proposed Accomplishments

People (General) : 24,000
Total Population in Service Area: 3,715
Census Tract Percent Low / Mod: 49.53

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2023	During the 1st and 2nd quarters of this program year Public Works had staffing changes which put this project on hold for the first and second quarters. There were other projects prioritized which delayed this project to commence. During the 3rd quarter project research and preparation of a scope of work occurred. Research of the alley's condition, city staff informed local residents of the upcoming design and construction of the alley segment. During the 4th quarter the project was advertised and a request for a designer was requested. No expenditures were used during this program year. The project is scheduled to officially begin the 1st quarter of 2024-25 program year.	

Years	Accomplishment Narrative	# Benefitting
2024	During the first and second quarter of 2024-25 this project has been in the design and planning phase. The City Engineer requested a change in scope to the agreement. City Staff is amending and presenting the contract to City Council in January 2025. The amendment to the contract has caused a delay to the design schedule. An updated design schedule shall be finalized once the agreement is amended and presented to the City Council. During the third quarter, on April 1st Council approved a substantial amendment, which was also submitted to HUD to transfer additional funds into this project. The transfer of funds allows public works to increase the scope of the remaining portion of the alley. Once the design phase is completed, we will begin the construction process. The City's designer has submitted plans for 1st round of reviews for the initial scope of work to amend the design contract to increase by an additional $46,198. Thus, increasing the design total to $98,846.10. The design portion should be completed by September and the Construction phase should begin in October 2025.	

PGM Year: 2023
Project: 0012 - Landlord Tenant Mediation Services
IDIS Activity: 731 - Landlord Tenant Mediation Services (2023)

Status: Completed 8/19/2024 8:21:30 PM
Location: 1500 S Haven Ave Ontario, CA 91761-2969

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Tenant/Landlord Counseling (05K)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2023

Description:

The City will contract with the Inland Fair Housing and Mediation Board to provide landlord-tenant mediation services.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060564	$11,380.00	$0.00	$11,380.00
Total	**Total**			**$11,380.00**	**$0.00**	**$11,380.00**

Proposed Accomplishments

People (General) : 100

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	204	155
Black/African American:	0	0	0	0	0	0	46	4
Asian:	0	0	0	0	0	0	11	3
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	3	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**264**	**162**

Female-headed Households:	0	0	0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	89
Low Mod	0	0	0	92
Moderate	0	0	0	62
Non Low Moderate	0	0	0	21
Total	0	0	0	264
Percent Low/Mod				92.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2023	During the first quarter, IFHMB assisted 51 Chino residents with landlord-tenant issues. 27 residents were assisted with issues related to evictions, 1 resident was assisted with issues related to rights and responsibilities 8 were assisted with issues related to repairs, 10 residents were assisted with issues related to rent increases, 4 with security deposit, and 1 with shared utilities. IFHMB continues to see an increase in calls related to landlord-tenant services. We will continue to build our relationship with the community-based organizations in the area. IFHMB is also promoting and encouraging residents to utilize our services to receive assistance addressing housing discrimination issues and landlord-tenant-related concerns. During the second quarter 56 Chino residents were assisted/counseled with landlord-tenant issues. 20 were related to evictions, 14 issues related to tenants rights and responsibilities, 9 issues related to repairs, and 13 related to rent increases. During the 3rd quarter IFHMB assisted 102 Chino residents with landlord tenant related issues. 46 residents were assisted with issues related to evictions, 24 residents were assisted with issues related to rights and responsibilities, 13 wee assisted with issues related to repairs, 8 residents were assisted with security deposit, and 11 residents were assisted with issues related to rent increases. During the 4th quarter 55 residents were assisted with landlord tenant issues. 37 eviction issues, 2 illegal entry, 2 rent increase, 1 repair issues. IFHMB continues to assist Chino residents with Fair Housing issues as well.	

PGM Year: 2024
Project: 0001 - CDBG Administration
IDIS Activity: 732 - CDBG Administration (2024)

Status: Open
Location: ,

Objective:
Outcome:
Matrix Code: General Program Administration (21A)
National Objective:

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2024

Description:

Funds are used for general management, monitoring, and oversight of the CDBG Program, including the preparation of the 5-Year Consolidated Plan, Analysis of Impediments to Fair Housing, Annual Action Plan and CAPER.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$82,546.00	$62,390.03	$62,390.03
Total	**Total**			**$82,546.00**	**$62,390.03**	**$62,390.03**

Proposed Accomplishments

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Female-headed Households: 0

Income Category:	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.

PGM Year: 2024
Project: 0002 - Fair Housing Services
IDIS Activity: 733 - Fair Housing Services (2024)

Status: Open
Location: ,

Objective:
Outcome:
Matrix Code: Fair Housing Activities (subject to 20% Admin Cap) (21D)
National Objective:

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2024

Description:

The Inland Fair Housing and Mediation Board offers comprehensive fair housing services and investigatesprocesses housing discrimination complaints.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$20,000.00	$20,000.00	$20,000.00
Total	**Total**			**$20,000.00**	**$20,000.00**	**$20,000.00**

Proposed Accomplishments

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Female-headed Households:					0			

Income Category:	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.

PGM Year: 2024
Project: 0003 - Human Services - Family Counseling Program
IDIS Activity: 734 - Human Services - Family Counseling Program (2024)

Status: Open
Location: 13201 Central Ave Chino, CA 91710-4128

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Services for victims of domestic violence, dating violence, sexual assault or stalking (05G)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2024

Description:

City operated public service program to assist families with resolving family problems and disputes with specific emphasis on those that have been victims or are potential victims of family violence.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$15,000.00	$14,989.25	$14,989.25
Total	**Total**			**$15,000.00**	**$14,989.25**	**$14,989.25**

Proposed Accomplishments

People (General) : 300

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	41	36
Black/African American:	0	0	0	0	0	0	2	2
Asian:	0	0	0	0	0	0	1	1
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	6	3
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0

Total:	**0**	**0**	**0**	**0**	**0**	**0**	**50**	**42**
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	31
Low Mod	0	0	0	19
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	50
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2024	During the first quarter 25 Chino residents were offered counseling services. In addition to counseling services, Human Services staff provide referrals to clients to local resources like food, shelter, healthy living, childcare and other agencies that can provide drug and alcohol counseling, as well as referrals to licensed mental health professionals. Chino Human Services continues to see an increase in the number of individuals seeking mental health services. During this quarter many new volunteer counselors joined the team and have become familiar with the process of offering CDBG opportunities. Counselors will continue to inform clients and encourage them to apply for the counseling program. During this quarter, the Human Services Program was able to meet with all school-site administrators to discuss the school-based and Family Counseling Programs. Additionally, the City's social media channels featured posts highlighting Counseling Programs. During the second quarter and additional 12 residents were given counseling services. In December, many of the volunteer Counselors completed their internship with the program. Human Services connect clients with valuable local resources, including food, shelter, housing, childcare, and specialized agencies for drug and alcohol counseling. During the third quarter counseling services were provided to 4 new clients. In addition to counseling services, Human Services staff provide referrals to clients to local resources like food, shelter, healthy living, childcare and other agencies that can provide drug and alcohol counseling as well as referrals to licensed Mental health professionals. During the fourth quarter, 9 Chino residents were provided counseling services as well as referrals to other services as needed. In addition to counseling services Human Services provides referrals to local resources like food, shelter, healthy living, childcare adn other agencies that can provide drug and alcohol counseling. The Chino community continues to have access to the Family Counseling information via the City of Chino website, Chino Human Services flyers and brochures, the Chino Connection and social media reels on Instagram/Facebook. The City of Chino Human Services interviewed and successfully recruited 12 new trainees to start in the 2026 Fall who will be fully trained in the CDBG counseling program and process providing more support for the counseling program.	

PGM Year: 2024
Project: 0004 - Family Services Association Senior Nutrition Program
IDIS Activity: 735 - Family Services Association Senior Nutrition Program (2024)

Status: Open
Location: 21250 Box Springs Rd Moreno Valley, CA 92557-8705
Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Senior Services (05A)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2024

Description:

This program provides a home-delivered meal to seniors.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$10,955.00	$10,955.00	$10,955.00
Total	**Total**			**$10,955.00**	**$10,955.00**	**$10,955.00**

Proposed Accomplishments

People (General) : 465

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	360	211
Black/African American:	0	0	0	0	0	0	33	0
Asian:	0	0	0	0	0	0	88	0
American Indian/Alaskan Native:	0	0	0	0	0	0	4	1
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	1	1
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	1	0
Other multi-racial:	0	0	0	0	0	0	5	5
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**492**	**218**

Female-headed Households:	0	0	0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	492
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	492
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2024	During the first quarter, 470 seniors (unduplicated) were served hot meals congregate style, which promotes socialization to participants at the Chino Senior Center. We also delivered packages of five (5) frozen meals, plus milk, bread, and fruit to seniors who are homebound. During the second quarter, an additional 130 unduplicated seniors were served hot meals at the Chino Senior Center. FSA also delivered packages of five frozen meals, plus milk, bread, and fruit, to seniors who are homebound. During the third quarter, FSA served hot meals at the Chino Senior Center to 59 Chino residents. During the 4th quarter, FSA served hot meals congregate style at the Chino Senior Center. 48 unduplicated seniors were provided meals. FSA also delivered packages of five frozen meals, plus milk, bread and fruit, to seniors who are homebound.	

PGM Year: 2024
Project: 0005 - Inland Valley HOPE Partners
IDIS Activity: 736 - Inland Valley HOPE Partners (2024)

Status: Open
Location: 5581 Daniels St Ste F Chino, CA 91710-9039

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Food Banks (05W)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2024

Description:

Non-profit public service program families who are homeless or on the verge of homelessness with food, shelter and clothing assistance.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$10,000.00	$10,000.00	$10,000.00
Total	**Total**			**$10,000.00**	**$10,000.00**	**$10,000.00**

Proposed Accomplishments

People (General) : 400

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	71	52
Black/African American:	0	0	0	0	0	0	23	5
Asian:	0	0	0	0	0	0	12	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	4	4
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	13	8
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**123**	**69**

Female-headed Households:	0	0	0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	102
Low Mod	0	0	0	21
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	123
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2024	During the first quarter, 19 Chino residents were given food and toiletries at our food pantry. During the second quarter, 32 Chino residents were given food and toiletries at our food pantry. During the second quarter, 32 Chino residents received food and toiletries from our food pantry. During the third quarter, 4 unduplicated Chino residents (77 total) were provided food and toiletries at our food pantry. During the fourth quarter, 68 unduplicated Chino residents received food and toiletries from our food bank. To date, 123 Chino residents have been served.	

PGM Year: 2024
Project: 0006 - House of Ruth
IDIS Activity: 737 - House of Ruth (2024)

Status: Open
Location: 599 N Main St Pomona, CA 91768-3108

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Services for victims of domestic violence, dating violence, sexual assault or stalking (05G)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2024

Description:

This program assists persons who are victims of domestic violence by providing short-term shelter and transitional housing, counseling, outreach, education, and prevention services to battered and abused spouses and their children.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$10,000.00	$9,494.55	$9,494.55
Total	**Total**			**$10,000.00**	**$9,494.55**	**$9,494.55**

Proposed Accomplishments

People (General) : 55

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	3	3
Black/African American:	0	0	0	0	0	0	5	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	1	0
Other multi-racial:	0	0	0	0	0	0	12	11
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0

Total:	**0**	**0**	**0**	**0**	**0**	**0**	**21**	**14**
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	18
Low Mod	0	0	0	3
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	21
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2024	During the first quarter of PY 24-25, House of Ruth assisted 7 Chino residents. An increasing number of potential clients have been reaching out for assistance. Clients are requesting help with food, personal care support and financial assistance for housing. The Housing Navigator is actively engaging with landlord advocacy. Staff are working to ensure clients can remain in their current units or, when necessary, facilitate the release of clients from lease agreements to assist with relocation to new apartments. Clients have also been reaching out to staff regarding challenges related to managing full rent payments independently. During the second quarter ten Chino residents were assisted. One family received a shelter. During the third quarter, one Chino resident was assisted. During the third quarter, 1 Chino resident entered the HOR shelter program. With the support of the HOR team she successfully secured safe and permanent housing. During the fourth quarter 3 Chino residents were provided assistance through the HOR housing services providing security deposits, furniture, and rental support. As part of our ongoing efforts to enhance efficiency and ensure compliance with multiple funding contracts, we are reconfiguring our shelter rooms to better align with contractual expectations. This strategic adjustment will streamline daily operations, optimize resource allocation, and improve our ability to meet the diverse needs of the individuals and families we serve.	

PGM Year: 2024
Project: 0007 - Public Works Graffiti Abatement
IDIS Activity: 738 - Public Works Graffiti Abatement (2024)

Status: Open
Location: 13220 Central Ave Chino, CA 91710-4127

Objective: Create suitable living environments
Outcome: Sustainability
Matrix Code: Neighborhood Cleanups (05V)
National Objective: LMA

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/06/2024

Description:

Approximately 13,000 incidents of graffiti will be removed benefitting the residents of the low- and moderate-income areas.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$10,000.00	$9,957.46	$9,957.46
Total	**Total**			**$10,000.00**	**$9,957.46**	**$9,957.46**

Proposed Accomplishments

People (General) : 13,000
Total Population in Service Area: 16,355
Census Tract Percent Low / Mod: 50.26

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2024	it is estimated that approximately 13,000 removals annually will be made within the CDBG LMI areas. Methods of removal for accomplishing this goal include painting, sandblasting, and chemical removal. During the first quarter 2,172 incidents were removed in the LMI areas. 382 incidents were removed throughout the city. The graffiti crew continues using recycled paint that is obtained through the purchasing process. During the 2nd quarter, 2,721 incidents were removed in the LMI areas of the city. Also, 391 incidents were removed throughout the city. During the third quarter, there were 1,932 incidents of graffiti removal in the low-mod area of the city. During the fourth quarter, there were 1,523 incidents of graffiti removed in the LMI areas of the city. The graffiti crew continues using recycled paint that is obtained through the purchasing process. Approximately 8,348 graffiti incidents were removed this year. Methods of removal for accomplishing this goal include painting, sandblasting, and chemical removal.	

PGM Year: 2024
Project: 0008 - Chino Neighborhood House
IDIS Activity: 739 - Chino Neighborhood House (2024)

Status: Open
Location: 13130 6th St Chino, CA 91710-4105

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Food Banks (05W)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 04/21/2025

Description:

Non-profit public service program to assist families who are homeless or on the verge of homelessness with food and clothing assistance.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$10,955.00	$10,955.00	$10,955.00
Total	**Total**			**$10,955.00**	**$10,955.00**	**$10,955.00**

Proposed Accomplishments

People (General) : 750

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	936	850
Black/African American:	0	0	0	0	0	0	18	0
Asian:	0	0	0	0	0	0	110	0
American Indian/Alaskan Native:	0	0	0	0	0	0	4	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**1,068**	**850**

Female-headed Households:	0	0	0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	574
Low Mod	0	0	0	440
Moderate	0	0	0	54
Non Low Moderate	0	0	0	0
Total	0	0	0	1,068
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2024	During the first quarter of FY24- 25, groceries were provided to 724 Chino residents. Chino Neighborhood House partnered with the City of Chino Hope Program to provide school supplies to Chino school children. Additionally, home delivery groceries were provided to approximately 60 homebound Chino Senior citizens. During the second quarter, 273 Chino residents were provided with groceries. Additionally, Chino Neighborhood House had its annual Christmas luncheon for Chino residents. 356 children were provided with Christmas gifts, new bikes or scooters. Also, 60 home-delivered groceries to Chino Seniors. During the third quarter, 71 unduplicated Chino residents were provided with groceries, and 60 home deliveries were given to homebound Chino seniors.	

PGM Year: 2024
Project: 0012 - Landlord Tenant Mediation Services
IDIS Activity: 740 - Landlord Tenant Mediation Services (2024)

Status: Open
Location: 1500 S Haven Ave Ontario, CA 91761-2969

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Tenant/Landlord Counseling (05K)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/11/2024

Description:

The Inland Fair Housing and Mediation Board offers comprehensive landlord-tenant mediation services and investigatesprocesses housing discrimination complaints.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$10,000.00	$10,000.00	$10,000.00
Total	**Total**			**$10,000.00**	**$10,000.00**	**$10,000.00**

Proposed Accomplishments

People (General) : 100

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	215	182
Black/African American:	0	0	0	0	0	0	50	4
Asian:	0	0	0	0	0	0	5	0
American Indian/Alaskan Native:	0	0	0	0	0	0	4	4
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	1	0
Black/African American & White:	0	0	0	0	0	0	2	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	8	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**285**	**190**

Female-headed Households:	0	0	0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	92
Low Mod	0	0	0	151
Moderate	0	0	0	42
Non Low Moderate	0	0	0	0
Total	0	0	0	285
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2024	During the first quarter, IFHMB assisted 72 residents within the city with landlord-tenant-related issues. Twenty-one (21) residents were assisted with issues related to evictions, nine (9) residents were assisted with issues related to rights and responsibilities, twenty-two (22) were assisted with issues related to repairs, seven residents were assisted with a security deposit and thirteen residents were assisted with issues related to rent increases. During the second quarter, IFHMB assisted 70 residents in Chino with landlord-tenant-related issues. Thirty-one (31) residents were assisted with issues related to evictions, (22) were assisted with issues related to rights and responsibilities, two (2) were assisted with issues related to repairs, one (1) resident was assisted with a security deposit, and fourteen (14) residents were assisted with issues related to rent increases. During the third quarter of FY 24-25 IFHMB assisted eighty-two (82) residents within the City of Chino with landlord-tenant related issues. Thirty-five (35) residents were assisted with issues related to evictions, twenty-six (26) residents were assisted with issues related to rights and responsibilities, four (4) were assisted with issues related to repairs, eleven (11) residents were assisted with security deposit, and six (6) residents were assisted with issues related to rent increases. During the 4th quarter 61 persons were provided landlord tenant counseling assistance. Thirty-nine (39) residents were assisted with issues related to evictions, fourteen (14) residents were assisted with issues related to rights and responsibilities, five (5) were assisted with issues related to repairs, and three (3) residents were assisted with issues related to rent increases. IFHMB continues to see an increase in calls related to landlord-tenant services. IFHMB will continue to assist the City of Chino with its obligation to affirmatively further fair housing by conducting outreach with the city and providing fair housing training opportunities to educate city staff, housing providers, residents, and other stakeholders about their rights and obligations under federal and state fair housing laws.	

PGM Year: 2024
Project: 0009 - Code Compliance Program
IDIS Activity: 741 - Code Compliance Program (2024)

Status: Open
Location: 13220 Central Ave Chino, CA 91710-4127

Objective: Provide decent affordable housing
Outcome: Sustainability
Matrix Code: Code Enforcement (15)
National Objective: LMA

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/11/2024

Description:

CDBG funding is used by City staff to implement the code enforcement program to eliminate slumblight conditions.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$60,000.00	$41,056.69	$41,056.69
Total	**Total**			**$60,000.00**	**$41,056.69**	**$41,056.69**

Proposed Accomplishments

Housing Units : 435
Total Population in Service Area: 23,040
Census Tract Percent Low / Mod: 53.30

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2024	During the first quarter multiple inspections at various locations within the LMI area to address property maintenance and building code violations. Continued assistance with the properties three properties in the LMI area. Nine (9) open violations were addressed and brought to code. During the second multiple inspections at various locations within the LMI area to address property maintenance and building code violations. Continued assistance with three (3) properties that have not brought violations up to code. Eight (8) cases were closed violations were brought up to code. During the 3rd quarter 86 code violations were addressed. Code performed multiple inspections at various locations with the CDBG low-mod areas in the city to address property maintenance and building code violations. Along with continued assistance to address violations located at various addresses in the city that had not completed full compliance. During the 4th quarter 64 code violations were address in the low-mod area of the city along with various open cases that had not completed full compliance. Nine cases were brought to full compliance and the cases were closed.	

PGM Year: 2024
Project: 0010 - NPHS Home Improvement Grants
IDIS Activity: 742 - NPHS Home Improvement Grants (2024)

Status: Open
Location: 12400 Cypress Ave Spc 119 Chino, CA 91710-2818

Objective: Create suitable living environments
Outcome: Sustainability
Matrix Code: Rehab; Single-Unit Residential (14A)
National Objective: LMH

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 12/16/2024

Description:

This program funds home rehabilitation of qualified senior citizen households or homeowners with mobility disabilities.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2024	B24MC060564	$100,000.00	$86,363.30	$86,363.30
Total	**Total**			**$100,000.00**	**$86,363.30**	**$86,363.30**

Proposed Accomplishments

Housing Units : 10

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	4	0	0	0	4	0	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	5	5	0	0	5	5	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**9**	**5**	**0**	**0**	**9**	**5**	**0**	**0**

Female-headed Households:	6	0	6

Income Category:

	Owner	Renter	Total	Person
Extremely Low	3	0	3	0
Low Mod	6	0	6	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	9	0	9	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2024	During the First Quarter, NPHS worked on reviewing applications. application did not receive approvals until into the second quarter. During the second quarter, NPHS completed 4 home improvement projects to repair health and safety issues for Chino Senior residents. During the 3rd quarter, NPHS completed 3 home improvement projects to address health and safety issues for Chino Senior residents. During the 4th quarter, NPHS provided assistance to 2 Chino Senior residents with home improvement repairs in their homes. Over the years NPHS has help create and maintain a relationship with local homeowners and mobile home parks to continue the home repairs program and provide a safe and healthy environment to live in.	

PGM Year: 2024
Project: 0011 - Public Improvements Alley Project
IDIS Activity: 743 - Public Improvements Program- Community Park Project (2024)

Status: Canceled 4/7/2025 12:48:25 PM
Location: 13220 Central Ave Chino, CA 91710-4127
Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Parks, Recreational Facilities (03F)
National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 11/11/2024

Description:

The City's Community Services Department will be provided funds to improve a community parkgarden in a low- and moderate-income neighborhood (Community Garden to make ADA improvements).ACTIVITY CANCELLED AND FUNDS REALLOCATED TO THE fy 2023-24 ALLEY PROJECT

Financing

No data returned for this view. This might be because the applied filter excludes all data.

Proposed Accomplishments

Public Facilities : 1

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0

Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Female-headed Households:	0	0	0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2024	During the first quarter, staff conducted multiple site visits and held meetings with project stakeholders from other divisions and departments. These scoping meetings provided feedback on the mandatory elements required to comply with accessibility guidelines as well as the facilities required to optimize future programming. This information was used to prepare the RFP which currently being solicited to design firms. The Community Garden project has been canceled indefinitely, and the City is currently seeking other projects to redirect CDBG grant funds in eligible areas. Once the project has been determined, it will be presented to Council for approval.	

Total Funded Amount:	**$3,973,704.84**
Total Drawn Thru Program Year:	**$3,414,691.07**
Total Drawn In Program Year:	**$330,066.88**

CHINO

Count of CDBG and CDBG-CV Activities with Disbursements by Activity Group & Matrix Code

Activity Group	Activity Category	Open Count	Open Activities Disbursed	Completed Count	Completed Activities Disbursed	Program Year Count	Total Activities Disbursed
Economic Development	Rehab; Publicly or Privately-Owned Commercial/Industrial (14E)	1	$0.00	0	$0.00	1	$0.00
	Total Economic Development	1	$0.00	0	$0.00	1	$0.00
Housing	Rehab; Single-Unit Residential (14A)	1	$86,363.30	1	$0.00	2	$86,363.30
	Code Enforcement (15)	1	$41,056.69	1	$0.00	2	$41,056.69
	Total Housing	2	$127,419.99	2	$0.00	4	$127,419.99
Public Facilities and Improvements	Street Improvements (03K)	1	$43,905.60	0	$0.00	1	$43,905.60
	Total Public Facilities and Improvements	1	$43,905.60	0	$0.00	1	$43,905.60
Public Services	Senior Services (05A)	1	$10,955.00	1	$0.00	2	$10,955.00
	Services for victims of domestic violence, dating violence, sexual assault or stalking (05G)	2	$24,483.80	2	$0.00	4	$24,483.80
	Tenant/Landlord Counseling (05K)	1	$10,000.00	1	$0.00	2	$10,000.00
	Neighborhood Cleanups (05V)	1	$9,957.46	1	$0.00	2	$9,957.46
	Food Banks (05W)	2	$20,955.00	2	$0.00	4	$20,955.00
	Other Public Services Not Listed in 05A-05Y, 03T (05Z)	1	$0.00	0	$0.00	1	$0.00
	Total Public Services	8	$76,351.26	7	$0.00	15	$76,351.26
General Administration and Planning	General Program Administration (21A)	1	$62,390.03	1	$0.00	2	$62,390.03
	Fair Housing Activities (subject to 20% Admin Cap) (21D)	1	$20,000.00	1	$0.00	2	$20,000.00
	Total General Administration and Planning	2	$82,390.03	2	$0.00	4	$82,390.03
Grand Total		14	$330,066.88	11	$0.00	25	$330,066.88

CHINO

CDBG and CDBG-CV Sum of Actual Accomplishments by Activity Group and Accomplishment Type

Activity Group	Matrix Code	Accomplishment Type	Open Count	Completed Count	Program Year Totals
Economic Development	Rehab; Publicly or Privately-Owned Commercial/Industrial (14E)	Business	1,670	0	1,670
	Total Economic Development		1,670	0	1,670
Housing	Rehab; Single-Unit Residential (14A)	Housing Units	9	8	17
	Code Enforcement (15)	Housing Units	23,040	29,245	52,285
	Total Housing		23,049	29,253	52,302
Public Facilities and Improvements	Street Improvements (03K)	Persons	3,715	0	3,715
	Total Public Facilities and Improvements		3,715	0	3,715
Public Services	Senior Services (05A)	Persons	492	480	972
	Services for victims of domestic violence, dating violence, sexual assault or stalking (05G)	Persons	71	78	149
	Tenant/Landlord Counseling (05K)	Persons	285	264	549
	Neighborhood Cleanups (05V)	Persons	16,355	30,760	47,115
	Food Banks (05W)	Persons	1,191	1,315	2,506
	Total Public Services		18,394	32,897	51,291
Grand Total			46,828	62,150	108,978

CHINO

CDBG and CDBG-CV Beneficiaries by Racial / Ethnic Category

Housing-Non Housing	Race	Total Persons	Total Hispanic Persons	Total Households	Total Hispanic Households
Housing	White	0	0	4	0
	American Indian/Alaskan Native	0	0	1	0
	Other multi-racial	0	0	12	12
	Total Housing	0	0	17	12
Non Housing	White	3,376	2,743	0	0
	Black/African American	240	15	0	0
	Asian	422	4	0	0
	American Indian/Alaskan Native	35	6	0	0
	Native Hawaiian/Other Pacific Islander	7	4	0	0
	American Indian/Alaskan Native & White	7	4	0	0
	Asian & White	3	0	0	0
	Black/African American & White	2	0	0	0
	Amer. Indian/Alaskan Native & Black/African Amer.	8	2	0	0
	Other multi-racial	76	42	0	0
	Total Non Housing	4,176	2,820	0	0
Grand Total	White	3,376	2,743	4	0
	Black/African American	240	15	0	0
	Asian	422	4	0	0
	American Indian/Alaskan Native	35	6	1	0
	Native Hawaiian/Other Pacific Islander	7	4	0	0
	American Indian/Alaskan Native & White	7	4	0	0
	Asian & White	3	0	0	0
	Black/African American & White	2	0	0	0
	Amer. Indian/Alaskan Native & Black/African Amer.	8	2	0	0
	Other multi-racial	76	42	12	12
	Total Grand Total	4,176	2,820	17	12

CHINO

CDBG and CDBG-CV Beneficiaries by Income Category (Click here to view activities)

	Income Levels	Owner Occupied	Renter Occupied	Persons
Housing	Extremely Low (<=30%)	3	0	0
	Low (>30% and <=50%)	6	0	0
	Mod (>50% and <=80%)	0	0	0
	Total Low-Mod	9	0	0
	Non Low-Mod (>80%)	0	0	0
	Total Beneficiaries	9	0	0
Non Housing	Extremely Low (<=30%)	0	0	817
	Low (>30% and <=50%)	0	0	1,126
	Mod (>50% and <=80%)	0	0	96
	Total Low-Mod	0	0	2,039
	Non Low-Mod (>80%)	0	0	0
	Total Beneficiaries	0	0	2,039

PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	592,571.18
02 ENTITLEMENT GRANT	512,733.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,105,304.18
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	247,676.85
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	247,676.85
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	82,390.03
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	330,066.88
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	775,237.30
PART III: LOWMOD BENEFIT THIS REPORTING PERIOD	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	247,676.85
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	247,676.85
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2024 PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	76,351.26
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	76,351.26
32 ENTITLEMENT GRANT	512,733.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	512,733.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.89%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	82,390.03
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	82,390.03
42 ENTITLEMENT GRANT	512,733.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	512,733.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	16.07%

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

No data returned for this view. This might be because the applied filter excludes all data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2023	11	730	6971390	Public Improvements Program- Alley Improvement Project (2023)	03K	LMA	$23,909.00
2023	11	730	7028342	Public Improvements Program- Alley Improvement Project (2023)	03K	LMA	$19,996.60
					03K	Matrix Code	$43,905.60
2024	4	735	6971390	Family Services Association Senior Nutrition Program (2024)	05A	LMC	$10,955.00
					05A	Matrix Code	$10,955.00
2024	3	734	6971390	Human Services - Family Counseling Program (2024)	05G	LMC	$4,677.98
2024	3	734	7028342	Human Services - Family Counseling Program (2024)	05G	LMC	$8,535.89
2024	3	734	7056050	Human Services - Family Counseling Program (2024)	05G	LMC	$1,775.38
2024	6	737	6971390	House of Ruth (2024)	05G	LMC	$3,770.79
2024	6	737	7028342	House of Ruth (2024)	05G	LMC	$5,230.84
2024	6	737	7056050	House of Ruth (2024)	05G	LMC	$492.92
					05G	Matrix Code	$24,483.80
2024	12	740	6971390	Landlord Tenant Mediation Services (2024)	05K	LMC	$4,156.17
2024	12	740	7028342	Landlord Tenant Mediation Services (2024)	05K	LMC	$5,755.62
2024	12	740	7056050	Landlord Tenant Mediation Services (2024)	05K	LMC	$88.21
					05K	Matrix Code	$10,000.00
2024	7	738	6971390	Public Works Graffiti Abatement (2024)	05V	LMA	$9,367.98
2024	7	738	7028342	Public Works Graffiti Abatement (2024)	05V	LMA	$111.52
2024	7	738	7056050	Public Works Graffiti Abatement (2024)	05V	LMA	$477.96
					05V	Matrix Code	$9,957.46
2024	5	736	7028342	Inland Valley HOPE Partners (2024)	05W	LMC	$5,669.00
2024	5	736	7056050	Inland Valley HOPE Partners (2024)	05W	LMC	$4,331.00
2024	8	739	7028342	Chino Neighborhood House (2024)	05W	LMC	$10,366.17
2024	8	739	7056050	Chino Neighborhood House (2024)	05W	LMC	$588.83
					05W	Matrix Code	$20,955.00
2024	10	742	6973288	NPHS Home Improvement Grants (2024)	14A	LMH	$12,836.40
2024	10	742	7028342	NPHS Home Improvement Grants (2024)	14A	LMH	$48,937.44
2024	10	742	7056050	NPHS Home Improvement Grants (2024)	14A	LMH	$24,589.46
					14A	Matrix Code	$86,363.30
2024	9	741	6971390	Code Compliance Program (2024)	15	LMA	$17,695.69
2024	9	741	7028342	Code Compliance Program (2024)	15	LMA	$17,284.21
2024	9	741	7056050	Code Compliance Program (2024)	15	LMA	$6,076.79
					15	Matrix Code	$41,056.69
Total							$247,676.85

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	**Activity to prevent, prepare for, and respond to Coronavirus**	Activity Name	**Grant Number**	**Fund Type**	Matrix Code	National Objective	**Drawn Amount**
2024	4	735	6971390	No	Family Services Association Senior Nutrition Program (2024)	B24MC060564	EN	05A	LMC	$10,955.00
								05A	Matrix Code	$10,955.00
2024	3	734	6971390	No	Human Services - Family Counseling Program (2024)	B24MC060564	EN	05G	LMC	$4,677.98
2024	3	734	7028342	No	Human Services - Family Counseling Program (2024)	B24MC060564	EN	05G	LMC	$8,535.89
2024	3	734	7056050	No	Human Services - Family Counseling Program (2024)	B24MC060564	EN	05G	LMC	$1,775.38
2024	6	737	6971390	No	House of Ruth (2024)	B24MC060564	EN	05G	LMC	$3,7
2024	6	737	7028342	No	House of Ruth (2024)	B24MC060564	EN	05G	LMC	$5,2

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2024	6	737	7056050	No	House of Ruth (2024)	B24MC060564	EN	05G	LMC	$492.92
								05G	Matrix Code	$24,483.80
2024	12	740	6971390	No	Landlord Tenant Mediation Services (2024)	B24MC060564	EN	05K	LMC	$4,156.17
2024	12	740	7028342	No	Landlord Tenant Mediation Services (2024)	B24MC060564	EN	05K	LMC	$5,755.62
2024	12	740	7056050	No	Landlord Tenant Mediation Services (2024)	B24MC060564	EN	05K	LMC	$88.21
								05K	Matrix Code	$10,000.00
2024	7	738	6971390	No	Public Works Graffiti Abatement (2024)	B24MC060564	EN	05V	LMA	$9,367.98
2024	7	738	7028342	No	Public Works Graffiti Abatement (2024)	B24MC060564	EN	05V	LMA	$111.52
2024	7	738	7056050	No	Public Works Graffiti Abatement (2024)	B24MC060564	EN	05V	LMA	$477.96
								05V	Matrix Code	$9,957.46
2024	5	736	7028342	No	Inland Valley HOPE Partners (2024)	B24MC060564	EN	05W	LMC	$5,669.00
2024	5	736	7056050	No	Inland Valley HOPE Partners (2024)	B24MC060564	EN	05W	LMC	$4,331.00
2024	8	739	7028342	No	Chino Neighborhood House (2024)	B24MC060564	EN	05W	LMC	$10,366.17
2024	8	739	7056050	No	Chino Neighborhood House (2024)	B24MC060564	EN	05W	LMC	$588.83
								05W	Matrix Code	$20,955.00
				No	Activity to prevent, prepare for, and respond to Coronavirus					$76,351.26
Total										$76,351.26

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2024	1	732	6971390	CDBG Administration (2024)	21A		$20,998.78
2024	1	732	7028342	CDBG Administration (2024)	21A		$28,276.03
2024	1	732	7056050	CDBG Administration (2024)	21A		$13,115.22
					21A	Matrix Code	$62,390.03
2024	2	733	6971390	Fair Housing Services (2024)	21D		$2,258.13
2024	2	733	7028342	Fair Housing Services (2024)	21D		$7,270.74
2024	2	733	7056050	Fair Housing Services (2024)	21D		$10,471.13
					21D	Matrix Code	$20,000.00
Total							$82,390.03

Appendix B Proof of Publication and Public Comments

PUBLIC NOTICE
CITY OF CHINO
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

The public is invited to comment on the City of Chino's Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER outlines the accomplishments made during the 2024-2025 Community Development Block Grant (CDBG) program year. Major subject areas in the CAPER include a narrative that discusses financial resources, the number of households and persons assisted, an assessment of annual performance, a financial summary, and the Integrated Disbursement and Information System (IDIS) reports. The CAPER assesses programs for low- and moderate-income families, social service programs, and various public improvement projects. The CAPER is available for a 15-day public review period (September 1, 2025 – September 15, 2025). A copy of the Consolidated Annual Performance and Evaluation Report (CAPER) is available for review at Chino City Hall, 13220 Central Avenue, Chino, CA, or on the City's website at https://www.cityofchino.org/185/Community-Development-Block-Grant

ACCESSIBILITY TO MEETINGS AND DOCUMENTS. In compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964, the city will ensure that no person is discriminated against or denied the benefits of its services, programs, or activities. If you require public documents in an alternative format due to a disability or to be translated into another language, the city will make reasonable efforts to accommodate your request. If you require an accommodation due to a disability to attend or participate in a hearing or meeting, please contact the City Clerk's Office at least 48 hours in advance of the scheduled meeting at (909) 334-3306.

Questions may be directed to Pat Cacioppo, Management Assistant, at (909) 334-3355 or pcacioppo@cityofchino.org. Written comments concerning the CAPER will be accepted until 5:30 p.m. on September 15, 2025, at the addresses listed above.

Publish Date: August 30, 2025

AVISO PÚBLICO
CIUDAD DE CHINO
SUBVENCIÓN GLOBAL PARA EL DESARROLLO COMUNITARIO (CDBG)
INFORME ANUAL CONSOLIDADO DE DESEMPEÑO Y EVALUACIÓN (CAPER)

Se invita al público a comentar sobre el Informe Anual Consolidado de Evaluación y Desempeño (CAPER) de la Ciudad de Chino. El CAPER describe los logros alcanzados durante el año del programa de-Subvención en Bloque para el Desarrollo Comunitario (CDBG) 2024-2025. Las principales áreas temáticas del CAPER incluyen una narrativa que analiza los recursos financieros, el número de hogares y personas asistidas, una evaluación del desempeño anual, un resumen financiero y los informes del Sistema Integrado de Información y Desembolsos (IDIS). El CAPER evalúa programas para familias de ingresos bajos y moderados, programas de servicios sociales y varios proyectos de mejora pública. El CAPER está disponible por un período de revisión pública de 15 días (1 de septiembre de 2025 - 15 de septiembre de 2025). Una copia del Informe Anual Consolidado de Desempeño y Evaluación (CAPER) está disponible para su revisión en el Ayuntamiento de Chino, 13220 Central Avenue, Chino, CA, o en el sitio web de la Ciudad en https://www.cityofchino.org/185/Community-Development-Block-Grant

ACCESIBILIDAD A REUNIONES Y DOCUMENTOS. De conformidad con la Ley de Estadounidenses con Discapacidades de 1990, la Sección 504 de la Ley de Rehabilitación de 1973 y el Título VI de la Ley de Derechos Civiles de 1964, la ciudad se asegurará de que ninguna persona sea discriminada o se le nieguen los beneficios de sus servicios, programas o actividades. Si necesita documentos públicos en un formato alternativo debido a una discapacidad o para ser traducidos a otro idioma, la ciudad hará todos los esfuerzos razonables para satisfacer su solicitud. Si necesita una adaptación debido a una discapacidad para asistir o participar en una audiencia o reunión, comuníquese con la Oficina del Secretario Municipal al menos 48 horas antes de la reunión programada al (909) 334-3306.

Las preguntas pueden dirigirse a Pat Cacioppo, Asistente de Administración, al (909) 334-3355 o pcacioppo@cityofchino.org. Se aceptarán comentarios por escrito sobre el CAPER hasta las 5:30 p.m. del 15 de septiembre de 2025 en las direcciones indicadas anteriormente.

Fecha de publicación: 30 de agosto de 2025

No Comments were received.

MEMORANDUM
CITY OF CHINO
DEVELOPMENT SERVICES DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **WARREN MORELION, AICP, DIRECTOR OF DEVELOPMENT SERVICES**

SUBJECT

Adoption of Ordinance No. 2025-006 (Second Reading), Amending Title 20 (Zoning), Chapter 20.03 (Zoning Districts and Zoning Map) of the Chino Municipal Code.

RECOMMENDATION

Approve the adoption of Ordinance No. 2025-006 (Second Reading), amending Title 20 (Zoning), Chapter 20.03 (Zoning Districts and Zoning Map) of the Chino Municipal Code to incorporate targeted zoning map amendments proposed to better align zoning with as built uses and market potential for the respective sites. All the map amendments involve a change from one existing zoning district to another and all amendments are consistent with the requirements of Measure M, the City's residential growth control measure.

FISCAL IMPACT

There is no fiscal impact.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above will further the City’s values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Positive City Image
- Financial Stability
- Responsible Long-Range Planning

Revenue: Click or tap here to enter text.	Expenditure:
Transfer In: Click or tap here to enter text.	Transfer Out: Click or tap here to enter text.

BACKGROUND

Ordinance No. 2025-006 was introduced on first reading by the City Council at its September 2, 2025 meeting. The Ordinance will amend Title 20 (Zoning), Chapter 20.03 (Zoning Districts and Zoning Map) of the Chino Municipal Code to incorporate targeted zoning map amendments proposed to better align zoning with as built uses and market potential for the respective sites. All the map amendments involve a change from one existing zoning district to another and all amendments are consistent with the requirements of Measure M, the City's residential growth control measure.

Once adopted on second reading, the Ordinance will go into effect thirty (30) days thereafter.

ISSUES/ANALYSIS

Ordinance No. 2025-006:

Second reading of Ordinance, entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, APPROVING ZONE CHANGE (PL23-0129) AMENDING ORDINANCE NO. 2010-06, WHICH ESTABLISHED THE ZONING MAP, BY CHANGING THE DESIGNATION OF THE PROPERTIES IDENTIFIED HEREIN.

Attachment: Ordinance No. 2025-006

ORDINANCE NO. 2025-006

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, APPROVING ZONE CHANGE (PL23-0129) AMENDING ORDINANCE NO. 2010-06, WHICH ESTABLISHED THE ZONING MAP, BY CHANGING THE DESIGNATION OF THE PROPERTIES IDENTIFIED HEREIN

WHEREAS, this proposed ordinance will not have a significant adverse impact on the environment, as an Environmental Impact Report (SCH No. 2024090833) has been prepared for the City of Chino 2045 General Plan Update Project (Project) and approved concurrently with the first reading of this Ordinance (Ordinance 2025-006).

NOW, THEREFORE, the City Council of the City of Chino does hereby ordain as follows:

Section 1. Ordinance No. 2010-06 is hereby amended to affect a Zone Change on the parcels within the City of Chino identified on the map and parcels identified in Exhibit A (attached). The City Council further authorizes the Development Services Director or his designee to make any non-substantive corrections to the Ordinance attached to Exhibit A as deemed reasonably necessary consistent with the approval granted herein by the City Council.

Section 2. CEQA Findings. The City of Chino 2045 General Plan Update Environmental Impact Report (SCH No. 2024090833) (EIR) has been prepared for the Project. Pursuant to Section 15162 of the CEQA Guidelines, the City Council has determined that this Project is within the scope of the EIR, and there are no changes to the Project from what was described and analyzed in the EIR. The proposed zone changes are consistent with the Project described in the EIR, and all mitigation measures from the EIR are incorporated as conditions of approval for the Project.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Chino declare that they would have enacted this Ordinance and each section, subsection, sentence, clause or phrase hereof irrespective of any determination of invalidity.

Section 4. Effective Date. This ordinance shall be in full force and effect thirty (30) days after its second reading and adoption.

Section 5. The City Clerk of the City of Chino shall certify to the passage and adoption of this Ordinance and shall cause the same to be published in a newspaper of general circulation, printed and published within the City in accordance with the provisions of the Government Code.

APPROVED AND ADOPTED THIS 16TH DAY OF SEPTEMBER 2025.

EUNICE M. ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

Exhibit A – Map and List of Sites Receiving Zoning Amendments

State of California)
County of San Bernardino) §
City of Chino)

I, Natalie Gonzaga, City Clerk of the City of Chino, do hereby certify the foregoing Ordinance was duly adopted by the Chino City Council at a regular meeting held on the 16th day of September 2025, by the following votes:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

NATALIE GONZAGA, CITY CLERK

Exhibit A

Proposed Zoning Map Amendments

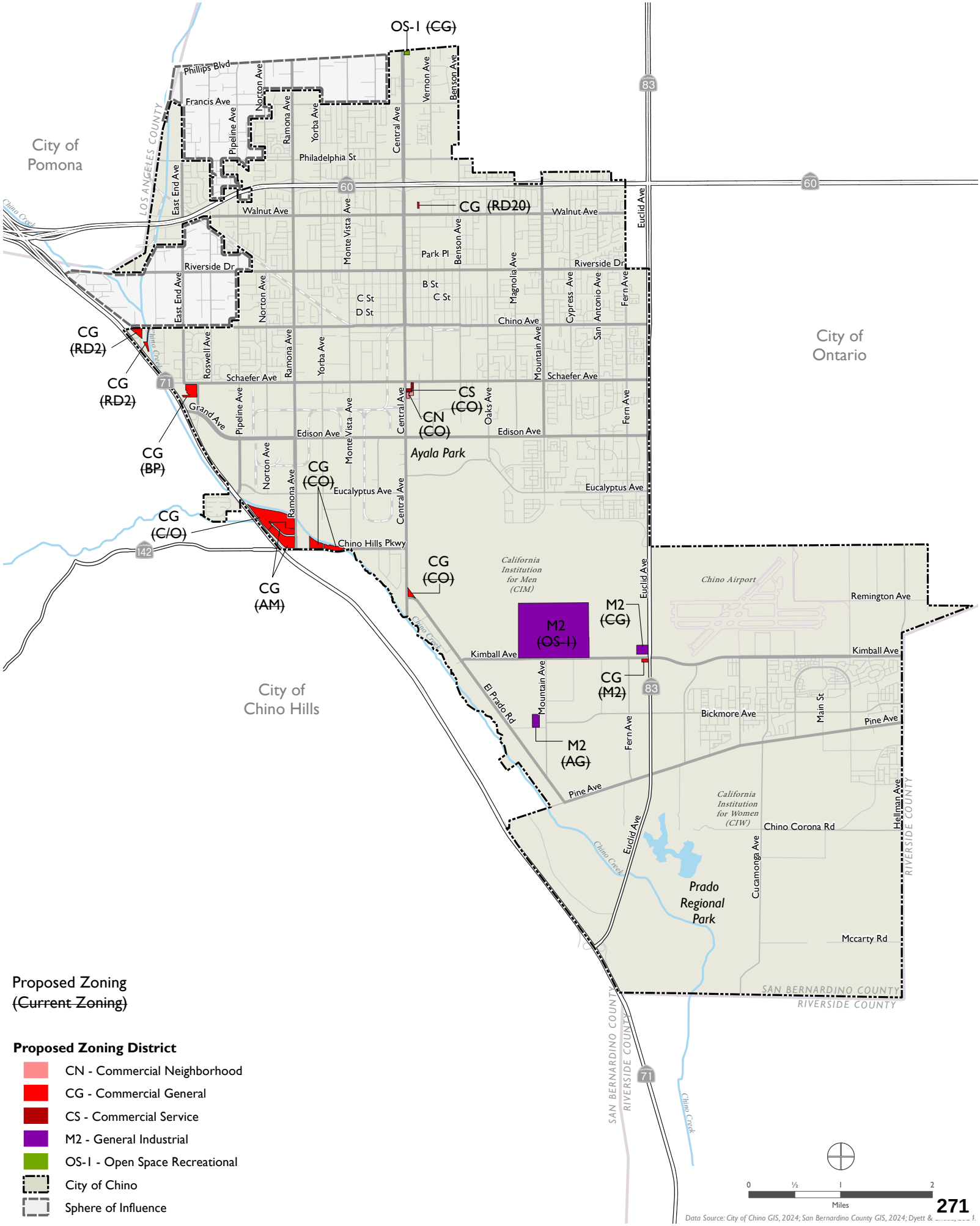


Exhibit A.2 - List of Parcels to be Rezoned			
APN	**ADDRESS**	**CURRENT ZONING**	**PROPOSED ZONING**
1014-052-03-0000	5325 PHILLIPS BLVD	CG	OS-1
1015-281-24-0000	10TH ST	RD20	CG
1019-331-01-0000	3321 CHINO AVE	RD2	CG
1019-331-02-0000	3417 CHINO AVE	CG	CG
1019-331-07-0000	3415 CHINO AVE	RD2	CG
1021-031-17-0000	5345 SCHAEFER AVE	CS	CS
1021-031-22-0000	CENTRAL AVE	CO	CS
1021-031-25-0000	13759 CENTRAL AVE	CO	CN
1021-031-26-0000	13779 CENTRAL AVE	CO	CN
1022-051-07-0000	ROSWELL AVE	BP	CG
1022-051-10-0000	13700 ROSWELL AVE	BP	CG
1022-051-11-0000	13788 ROSWELL AVE	BP	CG
1022-051-13-0000	13768 ROSWELL AVE 1 #105	BP	CG
1022-051-14-0000	13768 ROSWELL AVE 2 #103	BP	CG
1022-051-15-0000	13768 ROSWELL AVE 3 #102	BP	CG
1022-051-16-0000	13768 ROSWELL AVE 4 #101	BP	CG
1022-051-17-0000	13768 ROSWELL AVE 5 #100	BP	CG
1022-051-18-0000	13768 ROSWELL AVE 6 #111	BP	CG
1022-051-19-0000	13768 ROSWELL AVE 7 #112	BP	CG
1022-051-20-0000	13768 ROSWELL AVE 8 #115	BP	CG
1022-051-21-0000	13768 ROSWELL AVE 9 #116	BP	CG
1022-051-22-0000	13768 ROSWELL AVE 117	BP	CG
1022-051-23-0000	13768 ROSWELL AVE 118	BP	CG
1022-051-24-0000	13768 ROSWELL AVE 119	BP	CG
1022-051-25-0000	13768 ROSWELL AVE 120	BP	CG
1022-051-26-0000	13768 ROSWELL AVE 121	BP	CG
1022-051-27-0000	13768 ROSWELL AVE 122	BP	CG
1022-051-28-0000	13768 ROSWELL AVE 110	BP	CG
1022-051-29-0000	13768 ROSWELL AVE 109	BP	CG
1022-051-30-0000	13768 ROSWELL AVE 108	BP	CG
1022-051-31-0000	13768 ROSWELL AVE 107	BP	CG
1022-051-32-0000	13768 ROSWELL AVE 106	BP	CG
1022-051-33-0000	13768 ROSWELL AVE 205	BP	CG
1022-051-34-0000	13768 ROSWELL AVE 203	BP	CG
1022-051-35-0000	13768 ROSWELL AVE 202	BP	CG
1022-051-36-0000	13768 ROSWELL AVE 201	BP	CG
1022-051-37-0000	13768 ROSWELL AVE 200	BP	CG
1022-051-38-0000	13768 ROSWELL AVE 211	BP	CG
1022-051-39-0000	13768 ROSWELL AVE 212	BP	CG
1022-051-40-0000	13768 ROSWELL AVE 215	BP	CG
1022-051-41-0000	13768 ROSWELL AVE 216	BP	CG
1022-051-42-0000	13768 ROSWELL AVE 217	BP	CG
1022-051-43-0000	13768 ROSWELL AVE 218	BP	CG
1022-051-44-0000	13768 ROSWELL AVE 219	BP	CG
1022-051-45-0000	13768 ROSWELL AVE 220	BP	CG

Exhibit A.2 - List of Parcels to be Rezoned			
APN	**ADDRESS**	**CURRENT ZONING**	**PROPOSED ZONING**
1022-051-46-0000	13768 ROSWELL AVE 221	BP	CG
1022-051-47-0000	13768 ROSWELL AVE 222	BP	CG
1022-051-48-0000	13768 ROSWELL AVE 210	BP	CG
1022-051-49-0000	13768 ROSWELL AVE 209	BP	CG
1022-051-50-0000	13768 ROSWELL AVE 208	BP	CG
1022-051-51-0000	13768 ROSWELL AVE 207	BP	CG
1022-051-52-0000	13768 ROSWELL AVE 206	BP	CG
1022-051-53-0000	13768 ROSWELL AVE	BP	CG
1025-092-02-0000	14670 RAMONA AVE	C/O	CG
1025-121-08-0000	RAMONA AVE	C/O	CG
1025-151-07-0000	CHINO HILLS PKWY	C/O	CG
1025-151-08-0000	CHINO HILLS PKWY	C/O	CG
1025-191-06-0000	CHINO HILLS PKWY	C/O	CG
1025-211-12-0000	CORPORATE CENTER AVE	C/O	CG
1025-211-16-0000	CORPORATE CENTER AVE	AM	CG
1025-211-18-0000	RAMONA AVE	C/O	CG
1025-211-19-0000	RAMONA AVE	C/O	CG
1025-211-22-0000	RAMONA AVE	C/O	CG
1025-211-23-0000	14726 RAMONA AVE	C/O	CG
1025-211-24-0000	14740 RAMONA AVE	AM	CG
1025-211-26-0000	4325 CORPORATE CENTER AVE	C/O	CG
1025-211-28-0000	14740 RAMONA AVE	AM	CG
1025-211-29-0000	CORPORATE CENTER AVE	AM	CG
1025-211-30-0000	4480 CHINO HILLS PKWY	AM	CG
1025-482-01-0000	CHINO HILLS PKWY	C/O	CG
1025-491-01-0000	CHINO HILLS PKWY	C/O	CG
1026-101-05-0000	15180 EUCLID AVE	CG	M2
1026-101-06-0000	15180 EUCLID AVE	CG	M2
1026-101-07-0000	15180 EUCLID AVE	CG	M2
1026-101-09-0000	15616 EUCLID AVE	CG	M2
1026-101-10-0000	15180 EUCLID AVE	CG	M2
1026-101-12-0000	15180 EUCLID AVE	OS-1	M2
1028-202-21-0000	EL PRADO RD	CO	CG
1056-061-04-0000	7031 KIMBALL AVE	M2	CG
A portion of the following parcels is proposed for rezoning as shown on the attached map.			
1026-111-01-0000	KIMBALL AVE	OS-1	M2; OS-1
1027-211-05-0000	FLOWERS ST	AG	M2
1026-071-02-0000	EUCLID AVE	OS-1	OS-1; M2
1026-031-01-0000	15180 EUCLID AVE	OS-1	OS-1; M2

MEMORANDUM
CITY OF CHINO
HUMAN RESOURCES DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **TERRY DOYLE, DIRECTOR OF HUMAN RESOURCES/RISK MANAGEMENT**

SUBJECT

Approve Revisions to Job Descriptions Based on Citywide Classification and Compensation Study.

RECOMMENDATION

Adopt Resolution No. 2025-057 approving revisions to job descriptions as a result of the Citywide Classification and Compensation Study.

FISCAL IMPACT

There is no fiscal impact.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation described above supports the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Positive City Image
- Superior Customer Service
- Responsible Long-Range Planning
- Exemplary Leadership

Revenue: Click or tap here to enter text.	Expenditure:
Transfer In: Click or tap here to enter text.	Transfer Out: Click or tap here to enter text.

BACKGROUND

In February 2022, the City contracted with Gallagher (formerly Koff & Associates) to conduct a Classification and Compensation Study as outlined in the 2019-2023 Memorandum of Understanding between the City and American Federation of State, County, and Municipal Employees (AFSCME) Unit. On November 21, 2023, the City Council adopted Resolution No. 2023-073, amending portions of the City's Classification Plan and Salary Schedule to implement the results of the AFSCME Study.

Following directions from the City Council, Gallagher expanded the effort to include a Citywide Classification and Compensation Study. The same comprehensive and methodical process used in the AFSCME Study was applied to all remaining City positions, excluding sworn employees who are subject to a separate labor agreement timeline. This citywide effort culminated in the adoption of Resolution No. 2024-029, which implemented recommended salary adjustments and updated job titles in the City's Classification Plan and Salary Schedule. The Citywide Classification and Compensation Study is now complete.

ISSUES/ANALYSIS

Based on data collected through the Citywide Classification and Compensation Study, Gallagher updated the City's job descriptions to accurately reflect the current duties and qualifications of each position. This was a collaborative process that included input from employees, managers, department heads, employee associations. To begin, employees completed Position Description Questionnaires (PDQs), which provided detailed baseline information about their roles and responsibilities. Following this, employees participated in interviews that allowed for clarification, additional context, and further insight into their job functions and responsibilities. Together, these steps ensured that the study was informed by both comprehensive written input and dialogue with employees.

As a result of the Citywide Classification and Compensation Study, 152 job descriptions were revised. These revisions will support the City's recruitment efforts and ensure alignment with the current job market standards. In accordance with Resolution No. 85-52, the City Council must formally adopt the revised job descriptions as part of the City's Classification Plan.

Adoption of the revised job descriptions carries no fiscal impact. All related salary adjustments and reclassifications through the Citywide Classification and Compensation Study have been completed and were adopted by the City Council under Resolution Nos. 2023-073 and 2024-029.

Attachments: 1) Resolution No. 2025-057
2) Job Descriptions

RESOLUTION NO. 2025-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, ADOPTING UPDATED JOB DESCRIPTIONS BASED ON THE CITYWIDE CLASSIFICATION AND COMPENSATION STUDY

WHEREAS, the City Council of the City of Chino authorized the completion of a Citywide Classification and Compensation Study to ensure that classifications and pay structures aligned with the local government market and are fair, competitive, and compliant; and

WHEREAS, based on data collected through the Citywide Classification and Compensation Study, job descriptions were updated to accurately reflect the current duties and qualifications of each position; and

WHEREAS, in accordance with Resolution No. 85-52, the City Council must formally adopt the updated job descriptions as part of the City's Classification Plan; and

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Chino does hereby adopt updated job descriptions for the following classifications, as described in Exhibit A attached hereto:

Accessibility Coordinator
Accountant
Accounting Technician
Administrative Assistant
Aging Services Coordinator
Assistant Budget Manager
Assistant City Engineer
Assistant City Manager
Assistant Engineer/Assistant Civil Engineer
Assistant Homeless Outreach Coordinator
Assistant Parks & Facilities Manager
Assistant Planner
Assistant Public Works Services Manager
Assistant to the City Manager
Associate Civil Engineer
Associate Engineer
Associate Planner
Billing Supervisor
Broadcast Associate
Broadcast Coordinator
Budget Manager
Building Inspector
Building Official
Case Manager I/II
City Clerk
City Clerk Records Technician

City Planner
City Traffic Engineer
Clinical Program Manager
Code Compliance Inspector I/II
Code Compliance Technician
Communications Manager
Community Liaison
Contracts and DIF Administrator
Council Liaison
Counselor I
Counselor II
Counselor III
Crime Analyst
Crime Prevention and Community Outreach Specialist
Crime Prevention and Community Outreach Supervisor
Cross Connection Specialist
CSPR Boxing Trainer
CSPR Coordinator
CSPR Leader
CSPR Manager
CSPR Shuttle Driver
CSPR Specialist
CSPR Supervisor
Customer Service Representative I/II
Deputy City Clerk
Deputy City Manager
Deputy Director of Community Services, Parks & Recreation
Deputy Director of Development Services
Deputy Director of Finance
Deputy Director of Human Resources/Risk Management
Deputy Director of Public Works/City Engineer
Deputy Director of Public Works/Services
Director of Community Services, Parks & Recreation
Director of Development Services
Director of Finance
Director of Human Resources/Risk Management
Director of Public Works
Economic Development Analyst
Economic Development Manager
Emergency Services Coordinator
Engineering Aide
Engineering Technician
Environmental Compliance Coordinator

Environmental Compliance Technician
Equipment Lead Mechanic
Equipment Mechanic
Equipment Mechanic Supervisor
Executive Assistant to the City Council
Facilities Maintenance Lead Technician
Facilities Maintenance Supervisor
Facilities Maintenance Technician
Facilities Worker
Facility Coordinator
Fiscal Services Manager
Grounds Maintenance Lead Worker
Grounds Maintenance Worker
Grounds Supervisor
Homeless Outreach Coordinator
Human Resources Specialist I/II
Human Resources/Risk Management Analyst
Information Technology Analyst
Information Technology Manager
Information Technology Specialist I/II
Information Technology Supervisor
Maintenance Coordinator
Management Aide
Management Analyst
Management Assistant
Parks & Facilities Manager
Payroll Supervisor
Payroll Technician
Permit & Inspection Supervisor
Permit Center Coordinator
Permit Technician
Planning Technician
Plans Examiner
Police Payroll Assistant
Police Records & Evidence Coordinator
Police Records & Evidence Supervisor
Police Records Technician
Police Service Officer I/II
Police Technical Services Manager
Police Training Coordinator
Principal Planner
Project Coordinator
Property & Evidence Technician

Public Information Officer
Public Safety Dispatch Supervisor
Public Safety Dispatcher I/II
Public Works Inspector
Public Works Lead Inspector
Public Works Services Manager
Public Works Supervisor
Purchasing Manager
Recycled Water Coordinator
Revenue Manager
Risk Manager
Senior Accountant
Senior Building Inspector
Senior Customer Service Representative
Senior Engineer
Senior Human Resources/Risk Management Analyst
Senior Information Technology Analyst
Senior Management Analyst
Senior Permit Technician
Senior Planner
Storekeeper
Storekeeper Aide
Strategic Initiatives Manager
Streets Maintenance Lead Worker
Streets Maintenance Worker
Streets Supervisor
Supervising Building Inspector
Supervising Code Compliance Inspector
Supervising Plans Examiner
Wastewater Maintenance Lead Worker
Wastewater Maintenance Worker
Water Distribution Lead Operator
Water Distribution Operator
Water Meter Lead Technician
Water Meter Technician
Water Quality Technician
Water Treatment Lead Operator
Water Treatment Operator
Water Utilities Superintendent
Water Utilities Supervisor

APPROVED AND ADOPTED THIS 16th day of September 2025.

_____
EUNICE M. ULLOA, MAYOR

ATTEST:

_____
NATALIE GONZAGA
CITY CLERK

State of California)
County of San Bernardino) §
City of Chino)

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting held on the 16th day of September 2025 by the following votes:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

_____
NATALIE GONZAGA, CITY CLERK

September 2025
FLSA: Exempt

ACCESSIBILITY COORDINATOR

DEFINITION

Under general direction, serves as the Citywide Americans with Disabilities Act (ADA) Coordinator; provides oversight, guidance, administration, training, and implementation of the ADA and other federal and state accessibility codes and regulations; serves as the Citywide Title VI Coordinator to ensure compliance with federal and state requirements; researches, investigates, and resolves and addresses complaints of noncompliance and civil rights discrimination within the City's programs and services to the general public;; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of the City's accessibility programs, compliance efforts, and related training programs. Incumbents have responsibility for independently coordinating and implementing an assigned program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, plans, coordinates, promotes, and participates in the administration, training, and implementation of the Americans with Disabilities Act (ADA), the California Disabled Persons Act, ADA Standards, California Building Code access requirements, and all other laws, regulations, standards, and codes related to disability access for the City.

- Performs compliance monitoring and technical assistance, complaint investigations, policy and procedure development, training and outreach, community engagement and data analysis, and reporting and documentation in accordance with Title VI.

- Monitors and evaluates assigned programs, activities, and services; identifies opportunities for improving service delivery and procedures; recommends improvements, reasonable modifications, and process changes and reviews with appropriate management staff; implements improvements.

- Consults, oversees, and coordinates the removal of structural and ideological barriers to accessibility; identifies needs and develops, maintains, and implements compliance programs with disability access requirements.

- Implements Title II ADA self-evaluation and transition plans; coordinates with multiple departments on the planning, execution and remediation of programs and structural barriers to address accessibility

issues identified; completes annual progress reports, any required reporting by federal and state agencies, and updates to the transition plan.

- Manages and implements the City's Title VI compliance program, including regularly evaluating Limited English Proficiency Assessments to determine needed updates to plans and/or policies; disseminates information to the general public about the City's Title VI plan and policies; coordinates the completion of all required reporting to state and federal agencies.
- Manages the grievance process related to program access under Title II of the ADA and discrimination under Title VI of the Civil Rights Act, including receiving and logging complaints, reviewing and analyzing complaints, proposing resolutions, working with other departments to enact resolutions, following up with complainants, and documenting all steps of the process.
- Develops policies and creates various training mechanisms to explain, examine, and apply laws and regulations in the City's programs and services; monitors and assesses efforts and adjusts training approach and materials as needed to be effective and compliant.
- Provides Citywide training programs on the ADA Title II requirements, Title VI of the Civil Rights Act, disability and civil rights related topics, and best practices.
- Addresses accessibility issues that may arise and works with individual departments to problem solve in accordance with regulations and best practices.
- Performs in-field troubleshooting and design review checks; reviews and analyzes Development Review Committee and City Project submittals for access compliance; recommends and implements revisions and updates.
- Reviews alterations to pedestrian facilities in the public right-of-way and ensures they are compliant with federal, state and local accessibility regulations.
- Serves as subject matter expert and provides support to City staff in handling access issues for the City's programs, services and activities.
- Communicates with City and ADA attorneys on a variety of issues related to legal ramifications of City actions or directions related to disability access.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; presents reports, trainings, and information to and participates as a member of various commissions, committees, and task forces.
- Attends and participates in professional group meetings; stays abreast of new legislation, regulations, trends, and innovations in accessibility related to the ADA and Title VI; researches emerging products and enhancements and their applicability to City needs.
- Maintains accurate records of services and activities related to programs; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.

- Principles and practices of program and training development, implementation, review, and evaluation.
- Data collection and analysis techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility, including ADA with emphasis on Title II, ADA Standards, the California Disabled Persons Act, and related statutes and regulations as well as access provisions of the California Building Standards and other relevant federal and state statutes, laws, regulations, codes, and standards pertaining to disability rights and accessibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Conduct research of barriers and remediation or legal guidance related to disability.
- Create and provide presentations or training to staff on topics related to disability access and civil rights protections.
- Oversee expenditures and adhere to budgeted allocations.
- Maintain accurate logs, records, and written records of work performed.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in public administration, legal, disability studies, or related field.

Experience:
- Two (2) years increasingly responsible experience state and federal accessibility regulations and codes, including the ADA Standards, California Building Code access requirements, civil rights compliance, or other related fields and experience working with people with a broad range of disabilities.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

- Possession of a valid ADA Coordinator Certification, or ability to obtain within twelve (12) months, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

ACCOUNTANT

DEFINITION

Under direction, performs a variety of professional accounting duties, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual budgets; prepares accounting reports and schedules; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional accounting work in support of the Finance Department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of professional tasks in support of the City's accounting programs with areas of responsibility including, but not limited to, accounts payable, accounts receivable, payroll, grant funding and reporting, general accounting, and budget development.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, investments, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Performs bank account reconciliations verifying accuracy of recorded transactions; prepares related work sheets, cash balances, proofs, and other schedules; prepares daily cash flow analysis.
- Reconciles annual sales tax collections and payments received; verifies accuracy.
- Monitors daily activity of pooled investments; ensures balances are in compliance with investment policy; reviews interest rates; prepares and processes trade purchases; prepares wire transfers based on account balances and interest rates; monitors settlement and maturity dates.
- Conducts and/or coordinates internal/external audits of financial records; examines, analyzes and verifies documents to ensure adherence to established internal controls and accepted professional standards
- Performs duties related to the City's fixed assets program; maintains and updates asset records; tracks additions, deletions, and transfers to departments of fixed assets for all funds; calculates depreciation expense based on asset type.

- Assists in monitoring budgets for various City departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; assists in annual budget preparation.
- Conducts a variety of analytical and operational studies regarding departmental activities including financial, operational, or administrative issues; evaluates alternatives, makes recommendations, and assists with implementation of procedures.
- Prepares a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data, including the Annual Comprehensive Financial Report (AFCR); ensures fiscal transactions to are in compliance with Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), municipal codes and ordinances, and state and federal requirements.
- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes corrections of entries.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting, general accounting, and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Principles and practices of fund accounting.
- Principles and practices of municipal budget development and monitoring.
- Principles and procedures of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Review, analyze, record, and document a diverse range of financial transactions.
- Perform general ledger duties.
- Audit, reconcile, and balance bank statements.
- Audit and verify financial transactions.
- Analyze financial data and draw sound conclusions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Prepare clear, complete, and concise financial statements and reports.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to an associate's degree.

Experience:
- Three (3) years of professional accounting program experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of routine technical and administrative account support duties in the updating, preparation, review, verification, maintenance, and processing of customer account records, transactions, and balances in support of the City's account receivables, utility record keeping, meter reading, and customer account inquiry activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified journey-level classification is responsible for independently performing a diverse range of routine technical and administrative account support duties. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Performs a variety of routine administrative and technical accounting support duties related to accounts receivable, accounts payable, accounting, and purchasing duties, including posting, balancing, adjusting, and maintaining manual and/or computerized accounting and financial records according to established policies and procedures.
- Maintains and reconciles a variety of general ledgers, reports, and records according to established account policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records; prepares and posts journal entries.
- Gathers, checks, and tabulates data used in the preparation of records and reports; researches account histories; assists customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions.
- Reviews, compiles, and researches various source documents including invoices, reimbursements for staff, purchase card forms, committee, budget, and expenditure ledger reports and purchase orders for accuracy, receipt of necessary information, and compliance with rules, regulations, and procedures; confers with appropriate parties as needed and processes purchase requisitions and invoices for payment; maintains accurate data and records.
- Monitor and balance various accounts; verifies availability of funds and classification of expenditures.
- Reviews, audits, and distributes invoices from vendors and service providers; confers with vendors regarding purchase orders, invoices and payments; review statements for accuracy and completeness; process invoices for approval for payment; prepare payments for mailing.

- Reviews related processes such as cash handling to ensure compliance with established policies and procedures; oversees and monitors incoming check payments and other department revenues to ensure timely processing and deposits.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generates reports by computer.
- Collects money for various accounts and processes payments; posts, reconciles, and adjusts account balances.
- Tracks and monitors related budgets including general fund and grant-funded budgets; processes budget transfers, coding corrections, and budget amendments as needed.
- Assists with preparation and coordination of annual audits.
- Performs administrative support duties which may include coordinating and scheduling related meetings and events, taking and/or maintaining meetings minutes and attendance records, and assisting with special events and activities as assigned.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and account document processing.
- Cash handling and basic bookkeeping practices and principles.
- Accounting methods, procedures, and techniques to conduct analysis, validate transactions, and resolve inconsistencies.
- Various billing applications, accounting systems, and computer file systems to resolve problems of processed transactions, establish new accounts, and rectify account issues.
- Report and statement preparation which requires research to identify and select appropriate data.
- Automated systems, interfacing files, and account records to correct issues, imbalances, and determine actions to be taken to rectify issues and bring accounts into balance.
- Account relationships and techniques for compiling and verifying the accuracy of data in and across various systems.
- Arithmetic, mathematical reasoning, and basic financial and statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- City and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read different water meter types and models.
- Determine consistency of meter readings and report unusual cases or errors.
- Operate computer to input data, conduct extensive record research, perform reconciliations, and initiate corrective actions.
- Maintain prompt and regular attendance.

- Understand and follow verbal and written directions and procedures.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in accounting, bookkeeping, finance, or a related field.

Experience:
- Three (3) years of experience in processing financial transactions or performing related work.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of moderately difficult and complex office administrative support duties for a department director, their designee, and other department staff, as assigned; maintains calendars and schedules meetings and appointments; prepares, edits, and distributes a variety of documents and correspondence including meeting agendas, memos, and reports; processes and responds to e-mail and U.S. mail; answers telephones and responds to inquiries from the public, other departments, and outside agencies; establishes and maintains department files and file retrieval systems; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a department director or their designee. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing a variety of moderately difficult and complex office administrative support duties for a department director, their designee, and other department staff, as assigned. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides direct, confidential, moderately difficult, and complex office administrative support duties for a department director, their designee, and other department staff, as assigned.
- Schedules and coordinates a variety of meetings, appointments, seminars, conferences, training sessions, and travel arrangements for department staff; maintains calendars for management staff and for the department.
- Answers telephone calls; receives and responds to inquiries from the public, other departments, and outside agencies; retrieves voicemail messages; receives and assists visitors at the front counter; generates service requests as needed.
- Prepares, edits, formats, assembles, and distributes a variety of documents including memos, reports, forms, agendas, address lists, office directories, rosters, and other correspondence; serves as a meeting secretary and prepares agendas and information packets, sets up meeting rooms, and takes minutes.
- Distributes incoming mail; monitors and responds to incoming emails, requests for service, and/or public records requests; emails confirmation of received requests and provides status updates as needed; distributes other requests to proper departments.
- Orders office supplies, awards, plaques, and other needed supplies; monitors budget expenditures; maintains supply inventory; enters and processes petty cash reimbursements; maintains petty cash for the department; documents and tracks petty cash expenditures and replenishments.

- Tracks employee performance evaluation due dates; prepares, proofreads, prints, routes, and processes completed employee performance evaluation forms; ensures signed original evaluations are submitted to Human Resources.
- Prepares and processes Personnel Action Forms (PAFs) for a variety of personnel transactions including employee merit increases, new hires, promotions, transfers, budget allocation changes, and separations; serves as a liaison between Human Resources and department staff to address related personnel transactions; enters and reconciles timesheets for department employees, as required.
- Establishes and maintains department files and file retrieval systems; creates and maintains confidential employee files; retains department files according to City records retention policies; coordinates destruction of records with the City Clerk's Office, as required.
- Processes invoices, as required; reconciles City credit card statements for section managers.
- Develops new administrative processes to enhance efficiency and effectiveness of department operations and systems, as directed.
- Oversees and/or participates in special projects at the direction of the department director or their designee; participates in various committees in support of departmental goals.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, time management, prioritization of tasks, and project management.
- Business letter writing and the standard format for reports and correspondence.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles and practices of data collection, database input, maintenance, querying, and report preparation.
- Records retention and destruction practices.
- Business arithmetic.
- Rules and procedures governing the notice and conduct of public meetings.
- Purchasing, accounting, and budgeting practices and procedures.
- Research techniques, methods, and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform varied, responsible, complex, and difficult office administrative support work requiring the use of tact and discretion.

- Maintain confidentiality and ensure discreet handling in all aspects of personnel or sensitive situations.
- Prepare clear, accurate, and concise records and reports, including a variety of confidential documents.
- Compose correspondence and reports independently or from brief instructions.
- Organize and maintain a variety of automated and hardcopy records, logs, and specialized and sensitive department personnel files.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, interpret, apply, and explain Citywide as well as departmental and divisional administrative policies, procedures, practices, principles, rules, programs, processes, and labor agreements applicable to departmental operations.
- Enter and retrieve data from a computer system and prepare written materials with enough speed and accuracy to perform the work.
- Handle disputes and complaints and resolve problems in a calm and tactful manner.
- Make accurate arithmetic calculations.
- Make and confirm travel arrangements, including requests for travel advances.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Four (4) years of increasingly responsible clerical and secretarial experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

AGING SERVICES COORDINATOR

DEFINITION

Under general direction, plans, organizes, and coordinates aging services and Senior Center programs, operations, and events within the Community Services, Parks, and Recreation (CSPR) Department; provides administrative support and program assistance to assigned management personnel; performs professional social work to obtain health, financial, and social services for residents of the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Community Services, Parks and Recreation Department. Incumbents have responsibility for independently coordinating and implementing an assigned program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, plans, coordinates, promotes, and participates in the day-to-day operations of aging services and the City's Senior Center; establishes schedules and methods for providing community services and social services.
- Monitors and evaluates aging services programs, activities, and services; identifies opportunities for improving service delivery and procedures; recommends improvements, modifications, and process changes and reviews with appropriate management staff; implements improvements.
- Supervises college volunteers to operate aging services programs and activities; provides supervision, training, orientation, and guidance to assigned volunteers; prepares volunteer schedules; provides input and documentation for performance evaluations to the university.
- Identifies staff development and training needs; schedules and coordinates meetings and training programs for staff and volunteers; monitors and assesses training to ensure staff is properly trained and certified.
- Evaluates aging services program attendance, participant responses, and costs; makes recommendations regarding the continuance or cancellation of programs; assists in the development of new programs.
- Coordinates aging services program registration, including the collection and accounting of monies, as applicable.

- Administers and oversees contracts between the City and partner agencies.
- Participates in the preparation, promotion, and execution of Senior Center events; coordinates with community and professional groups to promote programs and activities; seeks sponsorships for special events and programs.
- Prepares and coordinates the development of publicity for events and programs, including flyers, pamphlets, brochures, and announcements.
- Assess the needs of the client and the client's family, when appropriate.
- Coordinate, monitor, evaluate, and advocate for multiple services in order to meet the client's specific need(s).
- Provide extensive outreach services.
- Effectively plan, provide, and evaluate case management services related to the client.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of program operations, activities, and services.
- Provide advocacy in instances when a client's right to social services or public assistance may have been abridged or denied; advocates on behalf of clients or significant others unable to register complaints.
- Meet with other service providers and agencies to facilitate needed services, resources, and opportunities for the client; establish and maintain effective relationships with governmental and community agencies regarding program and services.
- Participates in City, community, and advisory meetings.
- Assists in the determination of personnel, equipment, and material needs for program activities; prepares and processes purchase of and payment for equipment, supplies, and services.
- Prepares budget recommendations for the allocation of personnel, equipment, and supplies for program activity areas; monitors assigned program budgets.
- Maintains accurate records of services and activities related to programs; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Methods and techniques of identifying community, social, and/or program needs for recreational, age-specific programs.
- Procedures for planning, implementing, and maintaining a variety of community, recreation, social services, and special events, programs, and activities.
- Principles and practices of program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Case management principles, methods, and techniques.
- Function and organization of public assistance and social service systems.
- City site management and oversight.
- Local community groups, organizations, and businesses.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary

resuscitation (CPR) methods.
- Statistical analysis and report preparation.
- Operations and services of recreation programs.
- Local community groups, organizations, and businesses.
- Facility scheduling software and online registration systems and software.
- Mathematical principles.
- Principles and procedures of recordkeeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Plan and prepare activity schedules, staffing schedules, reports, and other related program materials.
- Manage multiple projects and tasks of varying complexities.
- Prepare and implement case management plans.
- Interpret and explain complex laws and regulations to clients and the public.
- Handle medical emergencies and injuries in a calm and effective manner.
- Develop, plan, organize, coordinate, promote, implement, supervise, and evaluate a variety of services and programs, activities, and special events.
- Oversee expenditures and adhere to budgeted allocations; ensure program revenues are collected appropriately.
- Perform mathematical calculations.
- Maintain accurate logs, records, and written records of work performed.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in human services, social work, psychology, or a related field.

Experience:

- Three (3) years of increasingly responsible experience in coordinating and administering aging services including case management, programming, and compliance.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Exempt

ASSISTANT BUDGET MANAGER

DEFINITION

Under general direction, performs the full range of professional and technical budget analysis functions; plans and coordinates preparation of the annual City budget; conducts budget and financial studies; prepares various statements and reports; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This advanced journey-level classification is responsible for independently performing professional duties in support of assigned department managerial functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans and coordinates administrative services required to prepare the Citywide annual budget; develops the budget calendar; prepares budget instructions and materials for departmental use; monitors and projects City revenues and expenditures; analyzes budget requests; prepares and presents reports of budget activity; prepares the draft and final City budget.
- Provides staff assistance by performing research and analysis of Citywide financial issues requiring knowledge of related laws, ordinances, codes, and interpretation of City or department policy; prepares and presents reports of findings and recommendations.
- Conducts organizational analysis of the budget and recommends modifications; performs periodic reviews and revenue analysis by department; sets up and establishes the structure for the chart of accounts; assists departments in preparing budget adjustments and corrections into the accounting system.
- Coordinates and processes budget amendments; researches City Council actions to identify budgetary funding availability and allocation of resources; monitors budgets for each departments grant and capital project financing; collaborates with departments on analyzing revenue sources.
- Serves as liaison to other City departments; administers or participates in special projects relating to ongoing Citywide issues and programs; coordinates or conducts activities with other City departments, agencies, and organizations; contributes Department and City views and interests in the execution of assigned duties; represents the Department before boards and commissions, as required.

- Participates in the development of departmental goals and objectives; makes recommendations regarding new and current policies and procedures that will benefit the department.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal government budget preparation, administration, and control.
- Generally Accepted Accounting Principles.
- Governmental and fund accounting principles and procedures.
- City accounting system requirements and procedures.
- Principles of budget preparation, analysis, and monitoring.
- Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.
- Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
- General principles and practices of data processing and its applicability to accounting and City operations.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research, analyze, evaluate, understand, interpret, and apply programs, policies, procedures, and guidelines, and develop sound recommendations.
- Perform responsible and difficult budgeting and fiscal work involving the use of independent judgment and personal initiative.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop recommendations for problematic areas and implement and monitor changes.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations, and policies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Research, prepare, and present complex reports on a variety of subjects.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, public administration, or a related field.

Experience:
- Three (3) years of increasingly responsible experience in municipal budgeting.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

ASSISTANT CITY ENGINEER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Land Development Division of the Public Works Department, including private land development and infrastructure projects; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Public Works Department. The incumbent is responsible for developing and implementing policies and procedures for an assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Engineering Division, including private land development and infrastructure projects.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages the processing, review, and approval of various improvement plans, cost estimates, technical reports, and specifications associated with land development projects.

- Works with engineers, architects, developers, and others to resolve conflicts and facilitate solutions; negotiates conditions of approval prescribed by the City; inspects project sites to ensure compliance with project specifications and City policies.
- Recommends and implements changes to City codes, procedures, policies, and objectives, including City ordinances, fee schedules, and engineering standard drawings.
- Prepares and presents staff and agenda reports, and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in engineering and land development; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Theory, principles, practices, and techniques of civil engineering and project management as they apply to a public agency.
- Principles and practices of municipal public works administration, planning, and design.
- Practices of civil engineering, infrastructure design, and construction including hydraulics and hydrology.
- Methods of civil engineering design review.
- Land development approval process.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Engineering Division in the Department of Development Services.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Review civil engineering plans and technical studies.
- Interpret and clearly communicate highly technical subject matter.
- Present proposals and recommendations clearly, logically, and persuasively in public meetings.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Experience:

- Five (5) years of professional public sector engineering experience, including two (2) years in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Certificate of Registration as a Professional Engineer in the State of California, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

ASSISTANT CITY MANAGER

DEFINITION

Under administrative direction, performs a variety of administrative assignments and coordinates City administrative activities; serves as a subject matter expert on the City's resources, responsibilities, and opportunities related to the quality of life for residents; coordinates the activities of assigned departments; makes decisions with the authority of the City Manager in areas of responsibility; represents the City Manager in their absence; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over management, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in all activities of the City's operations, including short- and long-term planning, as well as development and administration of Citywide policies, procedures, and services. This class also manages assigned departments and provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions, and municipal government activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the City and assigned departments with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the City. The incumbent is accountable for accomplishing Citywide planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides advice and assistance to the City Council, the public, City committees, and other agencies; responds to inquiries; provides information regarding City policies, procedures, and other general information relating to City operations; facilitates communications between citizens, City staff, and the City Council; ensures consistent implementation of City Council decisions.
- Monitors program planning and coordination of departmental activities as they relate to the delivery of services and quality of life for residents; ensures the development and utilization of performance related mechanisms.
- Represents the City in relations with the community, advisory committees, local, state, and federal agencies, and professional organizations; provides leadership in addressing emerging issues related to community life; participates with community leaders and representatives of other public agencies in task forces and coalitions related to assigned areas of responsibilities; facilitates the development of community networks to address quality of life issues.

- Conducts research and performs analysis for special projects; coordinates or provides administrative assistance in the implementation of project recommendations; reviews, analyzes, and makes recommendations on state and federal legislation.
- Prepares and recommends revision of policies, procedures, and other information pertaining to the administration of City business; conducts analysis; prepares recommendations regarding policies and procedures requiring knowledge of legal requirements and an understanding of City operations; reviews and makes recommendations on administrative controls, records, files, and documents.
- Provides staff assistance to the City Manager; screens and routes inquiries and requests; makes recommendations as to disposition; represents the City Manager at meetings; acts in the capacity of City Manager in their absence.
- Administers computerized information systems for the City, including computer-based network and mainframe financial systems.
- Coordinates and participates in processes necessary to prepare the budget; monitors budget requests; compiles materials in preparation for City Manager evaluation and related review activities.
- Participates in City management staff meetings and serves on special task forces; directs and coordinates the conduct of projects having a general Citywide impact.
- Selects staff; plans, organizes, and assigns work; develops and establishes work methods and standards; directs or conducts staff training and development; reviews and evaluates employee performance; executes disciplinary action.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration, personnel management, and finance.
- Principles and practices of supervision and disciplinary processes.
- Municipal budgeting processes.
- Data processing systems and applications in a public agency.
- Data collection and analysis techniques.
- Operations typical of municipal services including several of the following: economic development, human services, recreation, the arts, community relations, communications, neighborhood enhancement services, and public safety and welfare.
- Operations of community-based organizations and private and governmental funding agencies for human services.
- Techniques of maintaining effective Council and public relations.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, direct, and coordinate municipal programs.
- Interpret complex regulations, laws, and guidelines.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Develop comprehensive plans to meet future City needs and services.
- Select, train, supervise, and evaluate employees.
- Deal constructively with conflict and develop effective resolutions.
- Research, prepare, and present complex reports on a variety of subjects.
- Understand, explain, and apply policies and procedures.
- Plan and enforce a balanced budget.
- Represent the City and Department effectively in a variety of meetings, including making presentations.
- Interpret financial statements and cost accounting reports.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance, or a related field.

Experience:
- Six (6) years of increasingly responsible administrative experience in a public agency which would have included experience in functions related to community life, including four (4) years of experience in a supervisory or manager capacity.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

ASSISTANT ENGINEER/ASSISTANT CIVIL ENGINEER

DEFINITION

Under general supervision, performs field and office engineering work involved in the planning, design, construction, operation, and maintenance of public works facilities; reviews subdivision improvement plans, parcel and tract maps, road and grading plans, related maps, and specifications for accuracy; prepares and submits specifications and cost estimates for public works projects; conducts inspections of municipal works projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the professional, unlicensed Engineer series. Initially under close supervision, incumbents learn and perform routine professional and technical engineering duties and coordinate project tasks. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Associate Engineer level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

Positions at this level may perform some of these duties and responsibilities in a learning capacity.

- Performs a variety of professional engineering work; prepares plans and designs public works projects according to general guidelines, objectives, and specifications.
- Reviews subdivision improvement plans, parcel and tract maps, road and grading plans, related maps, specifications, and other information for accuracy and formatting; reviews plans for conformance to established engineering practices, and compliance with federal, state, county, and local laws, ordinances, and regulations, as directed.
- Serves as liaison to contractors and their representatives in coordinating contract engineering projects; monitors project construction activity.
- Prepares and submits specifications and cost estimates for public works and other projects; compiles data and prepares reports, as directed; drafts ordinances according to general instruction, as directed; prepares, reviews, and evaluates technical and financial reports.
- Conducts inspections of municipal works projects, such as roads, subdivisions, and grading; conducts inspections of municipal works projects, such as water, sewer, and storm drains; conducts inspections

of new construction and existing developments for compliance with environmental regulations; directs and coordinates the work of inspection personnel, as required.

- Prepares change orders as necessary to recommend alteration of plans and specifications.
- Meets with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City capital project requirements.
- Participates in field surveys as party member or crew chief; operates a variety of survey equipment.
- Reviews and evaluates reports of soils and materials tests and related information to assess conformance with project plans and specifications.
- Makes recommendations on various projects to other City departments concerning environmental issues; prepares and presents City Council reports, testimony at public hearings, and other public information items.
- Evaluates and recommends methods to control or treat water and wastewater contamination; evaluates feasible alternative treatment methods to comply with water and wastewater regulations; plans, estimates costs, and conducts studies related to water and wastewater quality control; researches and recommends uses for non-potable water.
- Implements and enforces federally regulated Pretreatment Program and Non-point Source Regulations; implements regulations relating to Safe Drinking Water Regulations, Non-point Source, Resource Conservation and Recovery Act (RCRA), and Title 22 regulations.
- Maintains records for Industrial User Discharge Permits, inspections, sampling, and enforcement actions; prepares reports for local, state, and federal regulatory agencies.
- Acts as liaison to public agencies on water and environmental subjects; conducts public education activities related to water and environmental subjects.
- Performs a variety of engineering calculations on assigned projects.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Positions at this level may exercise some of these knowledge and abilities statements in a learning capacity.

- Principles, methods, materials, and equipment utilized in surveying and construction.
- Principles, methods, materials, and equipment utilized in construction of water facilities (e.g., pipelines, wells, pumps, etc.).
- Regulations governing the Federal Pretreatment Program, RCRA, Title 22, Non-point Source, Pollution Prevention, Clean Water Act, and Safe Drinking Water Act, including implementation procedures of related regulations and their effects on the City.
- Engineering principles and practices as applied to public works.
- Methods and techniques utilized in the preparation of public works projects, designs and related plans, specifications, and cost estimates.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform professional engineering work, including project design.
- Conduct public works construction inspections and evaluate construction relative to approved plans and specifications.
- Analyze and respond to unusual situations through application of management principles and practices.
- Prepare and present reports.
- Maintain accurate records.
- Analyze data and information and draw logical conclusions.
- Understand and follow verbal and written directions.
- Interpret and apply rules, regulations, legislation, and policies.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, mechanical engineering, or a related field.

Experience:
- One (1) year of responsible work in the field of civil engineering or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Assistant Civil Engineer: Possession of a valid California Professional Civil Engineer's license, to be maintained throughout employment.

PHYSICAL DEMANDS

When working within an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, and periodically work in a field environment where they are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

ASSISTANT HOMELESS OUTREACH COORDINATOR

DEFINITION

Under general supervision, coordinates and performs daily outreach to provide homeless services for those affected within the community; maintains effective working relationships with homeless individuals to provide intervention, referral, and case management services; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Homeless Outreach Coordinator. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Homeless Outreach series. Initially under close supervision, incumbents learn and perform routine daily outreach to provide homeless services for those affected within the community, while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Homeless Outreach Coordinator level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Conducts intakes and assesses client needs; coordinates, monitors, evaluates, and advocates for multiple services to meet the client's specific needs.
- Provides extensive outreach services out in the field; establishes good rapport with a diverse homeless population.
- Plans, provides, and evaluates case management services related to the client.
- Assists in the implementation of program goals and objectives and provides recommendations for improvement.
- Transports homeless individuals in City vehicle to appointments, shelters, and rehabilitation centers.
- Meets with service providers and agencies to facilitate needed services, resources, and opportunities for the client; establishes and maintains effective relationships with governmental and community agencies regarding programs and services.
- Maintains detailed client service records and prepares reports and correspondence as needed.
- Ensures client right to privacy and ensures appropriate confidentiality.
- Makes off-site visits as needed; assists with facilitating workshops, trainings, and meetings.
- Participates in public outreach and education.

- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Case management principles, methods, and techniques.
- Available medical, housing, psychological, educational, and social service resources.
- Trends, functions, and organization of public assistance and social service systems.
- Narrative case report writing practices.
- Ethnic and economic groups and cultural differences.
- Local government operations and the functions of City departments.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and maintain an effective caseworker relationship with clients.
- Prepare and implement case management plans.
- Interpret and explain complex laws and regulations to clients and the public.
- Work effectively in the absence of supervision.
- Use diagnostic assessment tools to assess physical and psycho-social needs of homeless clients.
- Maintain accurate logs, records, and written records of work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- One (1) year of related work experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions. The job involves fieldwork requiring frequent walking in operational areas. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Positions require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Exempt

ASSISTANT PARKS AND FACILITIES MANAGER

DEFINITION

Under general direction, assists the Parks and Facilities Manager in planning, developing, renovating, and administering contracts of parks and related public facilities; assists in planning, directing, managing, and coordinating the maintenance of City facilities, buildings, and related equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Facilities Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This assistant manager classification is responsible for assisting with managing the functions, operations, and activities of the Parks and Facilities section of the Community Services, Parks and Recreation (CSPR) Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in assisting with overseeing the day-to-day operations of the section. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with City senior management positions, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assists in developing and implementing policies relating to the use of land for development of parks and related facilities; assists in the acquisition of land for future park and facilities; inspects future park sites and works in progress.
- Assists in planning, directing, and coordinating park and public facility planning activities.
- Supervises and coordinates the activities of staff responsible for servicing and maintaining City facilities, buildings, and related equipment; inspects the work of staff.
- Receives inquiries and provides information regarding parks activities; interprets and explains policies and procedures; responds to complaints; investigates and resolves service problems.
- According to established procedures, authorizes the purchase of equipment, materials, and supplies necessary to maintain park grounds, facilities, and programs; maintains records and prepare reports regarding materials, supplies, and equipment used in the completion of projects.
- Participates in the selection of employees; plans and implements employee training; evaluates employee performance; initiates disciplinary action.
- Recommends and participates in developing and administering the Parks and Facilities section budget.
- Approves contracts related to the maintenance and custodial services of City buildings and facilities.

- Prepares requests for proposals, reviews proposals, and recommends the selection and hiring of consultants for projects; advertises for and reviews construction bids for selected projects; supervises and inspects completed work.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, and techniques of parks and facilities planning and development relating to the management of public buildings, park and facility capital projects, and internal services funded projects.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- Design principles of architecture, landscape architecture, and civil, electrical, and mechanical engineering design principals.
- The State's Department of Industrial Relations, Public Works Contact Code, and Building and Fire Codes relating to capital improvements and internal services fund projects.
- Federal and state regulations relating to grant proposals.
- Methods and techniques of research and statistical analysis, report preparation, administrative analysis, and problem solving.
- Modern equipment and tools utilized in the section's maintenance activities.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards as well as developing plans to meet future City needs and services.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Plan, organize, oversee, and manage assigned projects.

- Plan and schedule work, set priorities, and monitor work progress.
- Make decisions regarding operational and personnel functions.
- Operate programs within allocated amounts.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to city parks and facilities projects.
- Direct and maintain multiple projects simultaneously consisting of a variety of contractual activity in multiple areas.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Three (3) years of increasingly responsible experience in parks maintenance and construction and/or building maintenance and construction, including one (1) year of experience in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with

exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

ASSISTANT PLANNER

DEFINITION

Under general supervision, performs professional current or long-range planning duties involving land use, populations, structures, economic activities, housing, transportation, and related subjects; conducts basic research and analysis, site plan, and architecture plan review; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Planner series. Initially under close supervision, incumbents learn and perform routine current or long-range planning duties while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Completes assigned current or long-range planning projects involving land use, populations, structures, economic activities, housing, transportation, and related subjects; conducts basic research and analysis, site plan, and architecture plan review; confers with applicants and agency representatives to identify problems and solutions.
- Analyzes data with respect to relevant laws, ordinances, regulations, and policies; determines methods to reconcile project conflicts with zoning requirements and state environmental law.
- Assists with planning projects, including area calculations, scaling, and data collection.
- Assists at the public counter to provide information and answer questions both orally and over the phone.
- Serves as staff to the Planning Commission, Development Review Committee, and other commissions and committees.
- Prepares professional staff reports of summarized data, conclusions, and recommendations; participates in oral presentations.
- Receives and reviews permit applications; assesses fees and records payments; responds to inquiries both orally and in writing; interprets planning policies, state laws, and local ordinances; explains procedures.

- Assists in the coordination of planning projects with other departments and outside agencies.
- Assists others in the performance of related tasks.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Operations typical of a municipal planning division.
- Data collection and analysis techniques.
- Data processing systems and applications.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research, prepare, and present reports.
- Maintain accurate records.
- Perform moderately difficult analytical work requiring sensitivity to issues.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in urban planning, regional planning, or a related field.

Experience:
- One (1) year of relevant work experience in current or long-range planning.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

ASSISTANT PUBLIC WORKS SERVICES MANAGER

DEFINITION

Under general direction, assists the Public Works Services Manager with planning, organizing, overseeing, coordinating, and managing the staff and operations of the Public Works Services Division, including supervision of City and contract crews responsible for the repair and maintenance of street, sewer, storm drain, water and wastewater systems, park maintenance, facility maintenance, fleet maintenance, and rights-of-way; provides complex and responsible support to the Director of Public Works in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Services Manager. Exercises supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is an assistant management classification responsible for managing one or more areas of operation with the Public Works Services Division. The incumbent participates in short- and long-term planning, development, and administration of division policies, procedures, and services, and is responsible for providing technical support to the Public Works Services Manager in a variety of areas. Successful performance of the work requires the ability to oversee and implement projects in assigned areas or operation. Responsibilities include coordinating the activities of the division with those of other divisions, departments, and public and private agencies.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of assigned areas of operation within the Public Works Services Division, including repair and maintenance of street, sewer, storm drain, water and wastewater systems, park maintenance, facility maintenance, fleet maintenance, and rights-of-way.
- Assists in the development, administration, and oversight of division budget; monitors staffing, equipment, materials, and supply expenditures; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Prepares estimates for proposed professional and/or contracted services; drafts scope of work and technical specifications; reviews and evaluates construction plans; administers contracts to ensure compliance with City specifications and service quality.
- Supervises crews performing street, bridge, sidewalk, curb, gutter, and sewer and storm drain maintenance and repair activities including concrete and asphalt installation and repair, striping, and signage; coordinates maintenance projects including the patching and repair of streets and street sweeping; oversees the removal or replacement of traffic control devices; monitors the operation of City streetlights and traffic control devices.

- Oversees crew performing maintenance and repair activities of City parks, public landscaping, and irrigation systems; coordinates landscaping, playground equipment maintenance and inspection, graffiti abatement, and trash removal.
- Manages custodial staff performing routine and special maintenance and repairs to building structures and systems.
- Plans, organizes, directs, and manages the maintenance and repair of City vehicles and equipment fleet; evaluates service and equipment needs with available service vendors and products; writes or reviews bid specifications.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of special studies as directed.
- Attends and participates in professional group meetings; stays abreast of trends and innovations in public works services; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Operational characteristics, services, and activities of a public works maintenance program.
- Principles, practices, and techniques of public works administration, sewer, storm drain, street, equipment maintenance, building maintenance, and parks and grounds.
- Methods, techniques, and practices employed in public works design and construction, including methods, procedures, and materials.
- Methods, tools, and techniques employed in construction and maintenance operations.
- Cost accounting.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned areas of operation.

- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of assigned areas.
- Provide administrative, management, and professional leadership for assigned areas.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Provide oversight for assigned street, storm drainage, and park maintenance projects.
- Administer contracts for maintenance activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Five (5) years of increasingly responsible relevant work experience in a supervisory capacity in construction, maintenance, public works maintenance, or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.
- Possession of a valid Qualified Applicator License (QAL), or successful acquisition within 12 months, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to 24-hour emergency call out with little or no notice.

September 2025
FLSA: Exempt

ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general direction, provides professional-level managerial support to the City Council and City Manager on a variety of difficult, complex, and sensitive administrative matters; provides high-level research and analysis; reviews, reports, and monitors legislative and other intergovernmental activities; coordinates assigned activities with other City departments, officials, outside agencies, and the public; plans, coordinates, and participates in the development of the City's long-term strategic plan; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or assigned supervisory or management personnel. Exercises direct supervision over administrative staff.

CLASS CHARACTERISTICS

This is classification is assigned to regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment in the City Manager's Office. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides highly complex staff assistance to the City Council and City Manager or their designee, including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, budgets, and services.
- Monitors, analyzes, and evaluates legislation and other intergovernmental activities affecting the City; assists in preparing and/or coordinates appropriate responses to legislation impacting City operations and the community at large; prepares reports for the Legislative Policy Committee; collaborates with legislative advocates and City departments to identify funding opportunities for major projects and City Council initiatives.
- Independently composes a variety of technical reports, letters, memoranda, correspondence, and other written materials for the City Manager and Assistant City Manager; prepares, reviews, submits, and presents City Council agenda reports and various other commission, committee, and board resolutions, ordinances, and related documents; prepares scripts and/or proclamations for City Council presentations.
- Attends a variety of meetings and civic functions; serves as the City Manager's representative/staff liaison at meetings of City management, staff, commissions, committees, and other organizations as needed.

- Participates in the development and administration of departmental budgets; gathers, analyzes, and makes recommendations on budget requests; monitors revenues and expenditures; identifies and recommends resolutions for budgetary challenges; negotiates and oversees a variety of vendor contracts.
- Plans, coordinates, and participates in the development of the City's long-term strategic plan; assists in developing Citywide and departmental goals, objectives, policies, procedures, work standards, and administrative control systems.
- Plans, organizes, coordinates, directs, or conducts complex analytical, administrative, research, or management studies relating to Citywide issues and/or programs; identifies problems, determines analytical techniques and information-gathering processes, and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management staff and prepares reports of study conclusions.
- Serves as a liaison and represents the City with public and private organizations, community groups, advisory boards, and other organizations on behalf of the City Manager; provides information and assistance to the public regarding assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions; maintains effective and extensive professional relationships with representatives of other local, state, and federal agencies.
- Provides guidance to City departments according to the directives of the City Manager; coordinates activities with other departments and outside agencies; supports the City Manager, Department Directors, and Administration Department staff on matters pertaining to assigned functions, programs, and projects.
- Attends professional training and educational opportunities to stay abreast of industry best practices.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal government administration, including goal setting, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Public administration policies, procedures, functions, authorities, and regulations.
- Methods and techniques for the development of presentations and information distribution.
- Methods and techniques of contract negotiation and administration.
- Methods and techniques of research, statistical analysis, report preparation, and presentation.
- Principles and methods of municipal government budget development, administration, and revision.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Current social, political, and economic trends and challenges of municipal government.
- Operational characteristics, services, and activities of municipal programs.
- Principles and practices of sound business communication.
- Principles and procedures of recordkeeping, document processing, and filing systems.

- Mathematical principles and statistical techniques.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of established goals.
- Prepare and administer program and project budgets; allocate resources in a cost-effective manner.
- Manage a variety of complex and challenging projects simultaneously to completion.
- Research, analyze, and evaluate complex administrative, operational, economic, political, and organizational problems.
- Work cooperatively with, provide staff support to, and implement the policies of the City Manager.
- Plan and conduct effective management, administrative, and operational studies.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct meetings, give effective presentations, and accurately convey messages.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, contractors, vendors, various business, professional, and regulatory organizations, and in meetings with individuals.
- Use mathematical functions and principles and perform complex arithmetic calculations accurately.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Handle sensitive and confidential information.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, political science, or a related field.

Experience:

- Five (5) years of increasingly responsible professional experience in administrative, management, operations, budgetary, and/or management analysis in a public agency setting.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; and to operate a motor vehicle and visit various City sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

ASSOCIATE CIVIL ENGINEER

DEFINITION

Under direction, performs a diverse range of professional engineering duties in support of an assigned program area including capital improvement projects and land development,; prepares and/or participates in the preparation and review of preliminary and final engineering plans, cost estimates, cost analysis, specialized studies, specifications, and schedules; performs complex engineering mathematical calculations; reviews engineering designs for quality control; performs plan checks of development plans and plans submitted by private developers; provides technical support to management in assigned engineering program area; acts as project manager for public works construction and private projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional work to support the City's civil engineering programs. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Performs responsible engineering and project management work in Public Works and land development; performs a variety of administrative engineering functions.
- Conducts inspections of construction projects and existing structures to determine adequacy; meets with contractors to resolve items of non-compliance; reviews plans of consulting architectural/ engineering firms performing work for the City and evaluates their performance; performs or approves construction contract design modifications and negotiates contract change orders.
- Prepares plans and specifications for the design, construction, and maintenance or operation of a variety of public works facilities and projects, including streets, storm drains, storm water management, and traffic/transportation systems; ensures conformance to federal, state, and local legal requirements and professional engineering design practices.
- Prepares and/or participates in the preparation and review of preliminary and final engineering plans, cost estimates, cost analysis, specialized studies, specifications, and schedules for public works projects; plans include, but are not limited to, demolition, entitlement process and conditions, grading, water and sewer projects, street improvement, storm drains, traffic control, erosion control, and irrigation.
- Reviews and approves public works project modifications; validates plan specifications, technical studies, calculations, engineering estimates, and material submittals for compliance with regulations;

cross references with other known sites in context to the original recommendations provided in the master facilities plan.

- Recommends improvements for residential, commercial, and industrial development projects; prepares documents for approval or specific requirements.
- Determines departmental goals for public works projects and plans implementation based on infrastructure and maintenance needs; consults with supervisors and management.
- Researches project design requirements and performs related calculations; prepares time and material cost estimates, especially as related to existing or anticipated project budgets; assists in the preparation of department annual budget estimates.
- Prepares and administers contracts for engineering services; determines scope of projects; prepares requests for proposals; conducts pre-bid and pre-construction conferences; provides input into the selection process; directs the work of contracted service providers.
- Serves as project manager on assigned engineering and construction projects; analyzes and resolves design and engineering issues; settles disputes and issues with inspectors, engineers, and contractors; conducts negotiations and prepares contract modifications for change orders; coordinates relocation/ adjustments of existing utilities for projects.
- Coordinates public works construction improvements with utility companies and other agencies including relocation, removal, and/or installation of utility improvements.
- Meets with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City capital project requirements.
- Provides information to the public and resolves questions and complaints regarding the interpretation and application of relevant codes, rules, and regulations relating to traffic and construction.
- Observes and complies with City and mandated safety rules, regulations, and protocols
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering as applied to public works methods, materials, and techniques used in the construction of complex public works projects including water, storm water, street, and traffic systems design.
- Methods and techniques of conducting comprehensive inspections on infrastructure projects.
- Principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.
- Principles and practices of project management.
- Principles and practices of environmental impact assessment and related regulatory processes for assigned projects.
- Contract management practices in a public agency setting.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to engineering work.
- General principles of risk management related to engineering project design and construction.
- Drafting and mapping principles and techniques.
- Recent and on-going developments, current literature, and sources of information related to the engineering, development, and construction fields.

- Record keeping principles and procedures.
- Applicable federal, state, and local laws, regulatory codes, and procedures relevant to assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of professional engineering duties in support of the City's capital improvement projects.
- Prepare complex engineering computations and check, design, and oversee the preparation of various engineering plans and reports.
- Utilize advanced engineering techniques to determine grade, drainage, and potential traffic requirements.
- Prepare accurate estimates of costs, schedules, and personnel resources.
- Effectively perform project management responsibilities.
- Gather, analyze, and interpret a variety of complex technical data.
- Plan, coordinate, and supervise the environmental review, plan checking, and conditional approval of tentative maps and related street improvement plans for various private development projects.
- Prepare specifications, reports, correspondence, plans, plats, petitions, diagrams, profiles, cross sections, and material and cost estimates, as well as utility and drainage improvements.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Establish and maintain a variety of filing, record keeping, and tracking systems; make and keep accurate construction project files and logs, including funding sources and budgeting.
- Coordinate public works construction improvements with the utility companies and other agencies such as relocation, removal, or installation of utility improvements.
- Manage capital improvement projects from the planning through the construction phases including compliance with project specifications, quality, timeline, and budget.
- Oversee and coordinate the work of contracted service providers.
- Oversee and/or conduct comprehensive construction project inspections.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the

course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or related field.

Experience:
- Three (3) years of increasingly responsible professional civil engineering program experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of a valid Certificate of Registration as a Civil Engineer in the State of California, to be maintained throughout employment.

PHYSICAL DEMANDS

When working within an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, and periodically work in a field environment where they are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

ASSOCIATE ENGINEER

DEFINITION

Under direction, performs a diverse range of professional engineering duties in support of City programs and activities, including capital improvement projects, land development, water resources, environmental engineering programs, utility infrastructure projects and programs, and transportation projects; prepares and/or participates in the preparation and review of preliminary and final engineering plans, cost estimates, cost analysis, specialized studies, specifications, and schedules; performs complex engineering mathematical calculations; coordinates activities with other City staff, contractors, developers, and outside agencies and ensures engineering projects and activities meet all applicable standards, codes, and regulations; provides technical assistance, recommendations, and complex support to City staff and management; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional engineering work in support of capital improvement projects, land development, water resources, environmental engineering programs, utility infrastructure projects and programs, and transportation projects. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a diverse range of professional engineering duties in support of City programs, projects, and activities; manages capital improvement projects including planning and design construction phases; reviews and prepares plan specifications and relevant reports; recommends, reviews, and approves/denies development plans; ensures engineering projects and activities meet all applicable standards, codes, and regulations.
- Performs and/or oversees planning, design, and construction management duties for traffic systems projects; develops plans, specifications, and instructions for the installation, operation, and maintenance of traffic signals; conducts project feasibility studies; oversees and/or performs survey tasks; ensures construction materials used on City projects meet project quality and quantity standards and expectations.
- Conducts professional engineering studies relating to current activities and future projects; prepares reports and makes recommendations relating to the conduct of engineering activities or to the acceptance of contracts and bids received for proposed projects.
- Reviews project specifications and performs environmental impact assessments to ensure regulatory compliance with local laws, regulations and ordinances

- Reviews and makes recommendations on the approval of engineering plans, drawings, specifications, cost estimates, contract provisions, legal descriptions, and maps, ensuring compliance with policies and local and state codes, ordinances, and regulations; evaluates and reviews the appropriateness of implementing new methods, products, and materials related to engineering projects.
- Prepares and/or participates in the preparation and review of preliminary and final engineering plans, cost estimates, cost analysis studies, specifications, schedules, and review of reports and documents relevant to the project for public works and other City infrastructure projects.
- Prepares and administers contracts for a variety of engineering consulting services; determines scope of projects; prepares requests for proposals; conducts pre-bid and pre-construction conferences; provides input into the consultant selection process; directs the work of contracted service providers.
- Performs construction contract administration on capital improvement projects, land development, water resources, environmental engineering programs, utility infrastructure projects and programs, and transportation projects
- Serves as project manager on routine to complex projects; prepares and monitors project schedules; monitors and reviews project design and construction activities; monitors contractor's work; inspects project sites to monitor progress and ensure conformance to design specifications and safety and quality standards.
- Schedules, coordinates, attends, and participates in meetings with City staff, contractors, engineers, developers, architects, a variety of outside agencies, and the general public to acquire information and coordinate engineering activities; provides information regarding City standards, codes, and regulations related to the assigned areas of responsibility.
- Provides support and collaboration to other City staff; provides assistance and guidance to developers, property owners, and contractors.
- Provides support to maintain, update, and analyze planning information and tools in databases; uses computers, software programs, and technical databases for various planning projects and studies.
- Prepares reports and makes recommendations; makes presentations to boards, community groups, committees, and the City Council, as necessary.
- Collects, researches, compiles, analyzes, and evaluates information and data from a variety of sources related to assigned area of responsibility.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Maintains files, databases, and records related to assigned programs, activities, and projects; prepares a variety of written reports, memoranda, and correspondence.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering as applied to methods, materials, and techniques used in the construction of complex projects including infrastructure.
- Principles and practices of environmental impact assessment and related regulatory processes for assigned projects.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to engineering work.

- Project documentation development techniques including drafting, mapping, drawings, and specifications.
- Practices and technology of engineering computer applications, computer-aided drafting concepts and applications, and Geographic Information Systems programs.
- Land development, traffic, water resources, environmental, and utility engineering principles and associated documentation such as property legal descriptions.
- Traffic engineering plans, specifications, and design requirements.
- Project and construction management principles and practices.
- Basic principles and practices of capital improvement program budgeting, cost estimation, funding, and contract administration.
- Recent and on-going developments, current literature, and sources of information related to the engineering, development, and construction fields.
- City and mandated safety rules, regulations, and protocols.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of professional engineering duties in support of the City's construction and environmental development projects.
- Utilize basic and advanced engineering techniques to evaluate complex project design or construction issues.
- Prepare complex engineering computations and check, design, and oversee the preparation of various engineering plans and reports; interpret and explain design criteria, policies, ordinances, and procedures.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare accurate estimates of costs, schedules, materials, and personnel resources required for assigned projects.
- Plan and coordinate environmental review, plan checking, and conditional approval of tentative maps and related plans for various public and private development projects.
- Prepare specifications, reports, plans, plats, petitions, diagrams, profiles, cross sections, and material and cost estimates.
- Prepare, analyze, understand, and interpret engineering construction plans, specifications, and other contract documents, and determine conformance with applicable laws and standards.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Serve as project lead on engineering and construction projects, as directed; oversee and coordinate the work of contracted service providers.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil, mechanical, or environmental engineering or a related field.

Experience:
- Three (3) years of increasingly responsible professional engineering experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

ASSOCIATE PLANNER

DEFINITION

Under direction, provides professional planning services to City staff, developers, contractors, and the general public; performs professional, technical, statistical, and analytical duties involving land use or other planning studies for a variety of public or private development projects; conducts project management work; prepares a variety of documents for compliance with state and/or federal environmental laws; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of the City's planning and community development functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Planner in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Conducts complex assignments involving current or long-range planning projects; confers with applicants and agency representatives to identify problems; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impact.
- Serves as project manager for major assignments and programs; prepares project reports including related recommendations; leads or participates in oral presentations.
- Reviews and processes entitlement projects to ensure plans meet the City's regulations; reviews plans and environmental documents; makes or compiles review comments and shares with applicants; writes and presents reports to boards and commissions; creates public notices and conducts community meetings; issues project approval or denial; updates project status in the City's tracking system.
- Processes annexations; reviews land use and legislative items and environmental documentation; researches City and County service areas; performs public outreach including coordinating, scheduling, and facilitating meetings; presents items to the Planning Commission and City Council; submits applications to external agencies.
- Develops maps and graphics and compiles data for the Planning Division and other City departments using GIS programs; gathers, analyzes, and presents data on a range of urban planning matters in the form of written, graphic, and/or oral reports for the Director, Planning Commission, City Council, or special committees.
- Performs site inspections for entitlement projects and zoning compliance.

- Drafts and updates various reports, including the Climate Action Plan Progress Report and General Plan Progress Report; schedules and presents reports at meetings; files reports with government oversight agencies.
- Provides information and assistance at the public counter and over the telephone to the public, developers, property owners, other departments, and outside agencies regarding planning and land use inquiries, specific properties, development policies, and processing procedures; troubleshoots and resolves issues; provides customers with a better understanding of City policies and codes; provides decisive code interpretations and solutions.
- Contributes to the review and revision of local ordinances; conducts research; coordinates interdepartmental reviews; schedules public hearings and participates in the discussion of proposed changes.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- Prepares and updates files and records.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and techniques of current and advance planning, architecture, urban design, and historic preservation.
- Methods, plans, systems, forms, maps, and tools common to land use planning work.
- Geographic Information Systems and their application to planning.
- Principles, practices, theories, and trends of municipal, land use, and regional planning, zoning, and environmental review.
- Geographic, socio-economic, transportation, political, and other elements related to urban planning.
- Comprehensive plans and current planning and development processes.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, trends, current literature, and sources of information related to federal, state, regional, and local planning, zoning, and environmental review.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Principles and procedures of recordkeeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Organize, conduct, and present major planning research studies.
- Interpret planning and zoning programs for the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Assess, monitor, and report environmental impact on various City programs and services; write and review complex CEQA documents.
- Research planning and zoning issues, evaluate alternatives, make sound recommendations, and prepare and present effective staff and technical reports.
- Read and interpret plans and specifications and make effective site visits.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, statistical, and planning computations.
- Coordinate assigned activities with other City departments and agencies, as required.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Establish and maintain accurate databases, records, and files.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies and procedures, and standards relevant to zoning and planning work.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Coordinate assigned activities with other City departments and agencies as required.
- Evaluate architectural proposals and urban design/site plans.
- Perform plan checks.
- Conduct onsite inspections of various properties.
- Assist the public with answers to planning questions.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in urban planning, land development, economics, public administration, architecture, or a related field.

Experience:
- Three (3) years of increasingly responsible experience performing professional work in a planning or land use program.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

BILLING SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing utility billing duties within the Utility Billing Division; plans and coordinates a comprehensive utility billing system for water, wastewater, and sanitation billing; supervises billing system activities; oversees all aspects of utility fees, charges, accounts receivable collection functions, and customer relations; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Revenue Manager. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within the Utility Billing Division that exercises independent judgment on diverse and specialized utility fees, charges, and accounts receivable collection functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Revenue Manager in that the latter has full management authority in planning, organizing, and directing the full scope of utility billing within the division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, and directs the activities of the utility billing office; responds to non-routine utility-related and customer service-related inquiries and complaints; oversees and participates in all aspects of billing, payment collection, cash balancing, and customer relations.
- Participates in the establishment of division goals, objectives, policies, and procedures; reviews and evaluates assigned staff; evaluates work methods and procedures for improving section performance and meeting goals; ensures goals are achieved.
- Maintains detailed financial records of all revenue billed and collected for water, wastewater, and sanitation accounts; prepares statistical and/or analytical reports on operations as necessary; oversees and performs special account research and analysis for the Department, City staff, and the public.
- Performs the more difficult and complex billing duties of the work section including resolution of customer complaints, payments, service issues, and interpretation of administrative policies; coordinates utility billing activities with other City departments and the public; establishes and maintains a quality customer service orientation.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Oversees computerized online utility billing system; maintains system and consults with information technology staff regarding system issues or changes.
- Coordinates with Public Works staff (Engineering Division/Water Section) on timing of new water meter installations as well as the availability of those meters.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Plans, organizes, assigns, supervises, and reviews the work of staff providing support to the billing function; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Assists management with budget-related activities and development, including tracking and reconciliation processes; gathers and analyzes data related to revenues, expenditures, and projections; researches and works with management to resolve budget questions and reconcile inconsistencies; monitors and tracks expenditures and revenues, as requested.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Determines and recommends equipment, materials, supplies, and staffing levels to maintain efficient and effective operations with appropriate justifications, as required; prepares cost estimates and forecasts; maintains a variety of records and prepares routine reports of work performance, staffing, materials, services, and supplies; develops staffing levels and schedules based on division budget.
- Performs a variety of division and department support functions such as reviewing a variety of data, records, and information to ensure compliance with policies, procedures, and state and federal regulations; acts as a liaison to the public, coordinating resolutions to issues, problems, and complaints, as appropriate; functions as a liaison between the department and outside auditors and vendors by providing information and resolving issues, questions, and complaints.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Cashiering, accounts receivable, and customer service procedures and techniques.
- Technical accounting practices, procedures, and terminology.
- Record keeping and filing systems and methods.
- Principles and practices of data collection and report preparation.
- Basic business arithmetic and bookkeeping.

- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program, department, or division
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Perform detailed cashiering, accounting support, and customer service work accurately and in a timely manner.
- Perform arithmetic and financial computations accurately.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, databases, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by college level course work or an associate degree from an accredited college or university in accounting or a related field.

Experience:
- Three (3) years of increasingly responsible experience in billing and collections accounting, including one (1) year of lead or supervisory experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and cash register; vision to read printed materials and a computer screen and cash register; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the equipment mentioned above. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

BROADCAST ASSOCIATE

DEFINITION

Under general supervision, performs a variety of specialized work in video production requiring creative uses of video equipment, safe use of video equipment, punctuality, and script writing ability; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for performing the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Sets up, operates, and maintains studio, control room, and field production equipment, such as television cameras, Digital Single Lens Reflex (DSLR) cameras, video recorders, microphones, and lights.
- Performs post-production duties of editing importing, exporting to multiple formats, captioning, audio mixing, and designing video text and graphics.
- Operates all post-production equipment.
- Assists in the daily operation of the City's automated playback and electronic Bulletin Board.
- Performs proper equipment maintenance.
- Operates robotic camera controls and video switcher.
- Prepares draft scripts for news features and special features and conducts background research on cable television productions.
- Performs camera work, video library work, and other related tasks.
- Maintains proper video files, tape logs, and video library system.
- Maintains records of equipment used to monitor performance, preventive maintenance schedule for production facilities and equipment, equipment inventory system, and facilities planning for maintenance and supplies.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Video systems, scripting, lighting, camera operation, and editing techniques.
- Library filing.
- Cable television operations.
- Television engineering and operations.
- Maintenance and operation of a wide variety of technical equipment used in video, audio, media, and broadcast productions.
- Applicable federal, state, and local laws, regulations, codes, and guidelines related to the program area.
- Principles and procedures of record keeping and report preparation.
- Proper storage and care of equipment and tools.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist, coordinate, and participate in the production of all assigned cable television productions.
- Set up, operate, and maintain television/video production equipment.
- Interpret, apply, and explain applicable federal, state, and local policies, procedures, laws, and regulations.
- Maintain accurate logs, records, and basic written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to the completion of the twelfth (12th) grade.

Experience:
- One (1) year of professional experience in video production.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

BROADCAST COORDINATOR

DEFINITION

Under general direction, plans, coordinates, leads, and oversees the production of videos for the City of Chino; installs, operates, and maintains video production equipment; performs a variety of multi-media and cable operations technical duties; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination and oversight of the City's cable television program operations and activities. Incumbents have responsibility for independently coordinating and implementing an assigned program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, coordinates, leads, oversees, and participates in the production, editing, directing, and filming of single or multiple camera videos for the City of Chino, including for City Council meetings, City ceremonies, and special events.
- Monitors and evaluates assigned activities and projects; identifies opportunities for improving service delivery and procedures; recommends improvements, modifications, and process changes and reviews with appropriate management staff; implements improvements.
- Oversees the maintenance of the broadcast station and related facilities and audio/visual equipment; troubleshoots or schedules and coordinates repairs and maintenance; updates software.
- Organizes, schedules, and implements cable programming activities including script development, production and editing, and other related activities.
- Diagnoses production related problems; recommends and performs modifications; performs minor repairs to lighting, audio, and video equipment.
- Sets up, operates, and takes down audio and video equipment such as television cameras, video recorders, microphones, and lights.
- Serves as director and producer for the cablecasting and streaming of City Council meetings; sets up graphics; verifies camera equipment is working properly; monitors audio; troubleshoots technical, visual, audio, or camera control issues.
- Performs editing of various promotional videos, council meeting recordings, and storytelling videos.

- Participates in cable television program operations planning meetings; creates the agenda and identifies talking points.
- Coordinates with the Accessibility Coordinator to ensure compliance with accessibility regulations and best practices, including closed captioning.
- Maintains and directs a camera and editing education program for the Chino Teen Center; works with teens to create videos to be featured in the City's social media.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; corresponds with vendors for troubleshooting, software updates, and system additions.
- Takes photographs for City events or photoshoots; uses photo editing software.
- Provides technical support to other departments and community organizations on audiovisual procedures and techniques.
- Assists with budget preparation and budget monitoring.
- Tracks and maintains accurate records and logs of services and activities related to programs and projects; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Practices, procedures, techniques, tools, and materials used in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast television facilities.
- Principles and practices of government and education cable programming and video production development, planning, and implementation.
- Production techniques and procedures for video, audio, media, and broadcast production and post-production.
- Broadcasting rules and regulations, including what is permissible to be aired on a local government television station.
- Modern and complex principles and practices of video production.
- Operational characteristics of audio, video, and communications equipment.
- Local government operations and the functions of City departments.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.

- Oversee and participate in the design, installation, configuration, operation, modification, and maintenance of broadcast television facilities and locations.
- Lead and participate in inspecting, troubleshooting, diagnosing, and resolving equipment and communication problems and malfunctions.
- Develop, plan, and implement video production operations and activities.
- Produce original video, audio, media, and broadcast production, including performing editing, copywriting, broadcasting, voice acting, developing production schedules, operating master control, and audio/video processing.
- Implement accessibility best practices and regulations, including the Americans with Disabilities Act.
- Maintain accurate logs, records, and written records of work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in broadcasting, journalism, communications, or a related field.

Experience:
- Three (3) years of increasingly responsible cable access program, mass communication, television production, or broadcasting experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions. The job involves fieldwork requiring frequent walking in operational areas. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a

weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

BUDGET MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the City's entire budgetary process; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to management in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the City's budgetary process. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to financial processing, reporting, and recordkeeping activities. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees administrative services required to prepare the Citywide annual budget; develops the budget calendar; prepares budget instructions and materials for departmental use; monitors and projects City revenues and expenditures; analyzes budget requests; prepares and presents reports of budget activity; prepares the draft and final City budget.
- Provides highly responsible staff assistance by performing research and analysis of Citywide financial issues requiring knowledge of related laws, ordinances, codes, and interpretation of City or department policy; prepares and presents reports of findings and recommendations.
- Plans and oversees organizational analysis of the budget and recommends modifications; performs periodic reviews and revenue analysis by department; sets up and establishes the structure for the chart of accounts; assists departments in preparing budget adjustments and corrections into the accounting system.
- Oversees and processes budget amendments; researches City Council actions to identify budgetary funding availability and allocation of resources; monitors and reviews department budgeted grant and capital project financing; collaborates with departments on analyzing revenue sources; provides recommendations for department budget.
- Review and implement system changes, updates to the Enterprise Resource Planning (ERP) system as related to the budget cycle.

- Participates in the selection of, directs, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures; develops, implements, and monitors work plans and priorities to achieve department goals and objectives.
- Assists in the preparation of long-range financial plans and forecasts for the City's General Fund; reviews and analyzes revenue projections compared to actual activity; reviews and analyzes expenditure budgets and actual activity; analyzes costs impacting future fiscal years.
- Serves as liaison to other City departments; administers or participates in special projects relating to ongoing Citywide issues and programs; coordinates or conducts activities with other City departments, agencies, and organizations; contributes Department and City views and interests in the execution of assigned duties; represents the Department before boards and commissions, as required.
- Plans and participates in the development of departmental goals and objectives; makes recommendations regarding new and current policies and procedures that will benefit the department.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations to the executive team for improvement and implements solutions.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal government budget preparation, administration, and control.
- Generally Accepted Accounting Principles.
- Governmental and fund accounting principles and procedures.
- City accounting system requirements and procedures.
- Principles of budget preparation, analysis, and monitoring.
- Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.
- Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
- General principles and practices of data processing and its applicability to accounting and City operations.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Principles and practices of leadership.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research, analyze, evaluate, understand, interpret, and apply programs, policies, procedures, and guidelines, and develop sound recommendations.
- Perform responsible and difficult budgeting and fiscal work involving the use of independent judgment and personal initiative.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop recommendations for problematic areas and implement and monitor changes.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations, and policies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Research, prepare, and present complex reports on a variety of subjects.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, public administration, or a related field.

Experience:
- Five (5) years of increasingly responsible experience in fiscal management, municipal accounting, budgeting, or related experience, including three (3) years of management or supervisory experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and

closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

BUILDING INSPECTOR

DEFINITION

Under general supervision, performs skilled building inspection work in the interpretation of structural, mechanical, electrical, plumbing, and related codes and regulations pertaining to new construction, remodels, and repair of single family and multi-family residential buildings and commercial properties; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Building Inspector series. Positions at this level are distinguished from lower-level positions by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives assigned inspection requests; retrieves and reviews permits; schedules and conducts daily field inspections for single-family residential dwellings, multi-family residential properties, and commercial or industrial properties; interprets and enforces compliance to building, mechanical, electrical, plumbing, and other related codes and regulations; inspects a variety of structural member factors; examines grade, quality, and treatment of a variety of materials; responds to and answers questions and concerns related to field inspections.
- Manages customer relations on all commercial and industrial building inspection projects; deals with difficult situations in a constructive manner.
- Reviews plans and construction documents for code compliance; works with and responds to staff and the public to address and correct areas of concern that arise during plan check and construction activities; issues building permits; makes final inspections and issues certificates of occupancy.
- Consults with architects, engineers, designers, contractors, and homeowners concerning deficiencies with structural and non-structural requirements.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist; makes code interpretations; resolves problems that arise due to code or structural design.
- Performs non-structural plan checking as appropriate for completeness, accuracy, and code compliance for new construction, alterations, or remodeling of existing structures; ensures compliance with applicable codes and accepted engineering practices.

- Conducts follow-up inspections to ensure compliance; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.
- Writes "stop work" notices for work being performed without permits or in an unsafe manner; works with Code Compliance staff on violations; assists contractors and homeowners to obtain permits.
- Performs administrative support duties such as providing customer service, preparing correspondence and reports, receiving and reviewing requests for permits, and cataloging and maintaining incoming paperwork and related documents.
- Partners with the Fire and Police Departments and Code Compliance Unit to assist with special circumstances.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of residential structural and building plan review.
- Principles and techniques of building inspection work.
- Principles and practices in general construction and electrical and mechanical systems.
- Principles of structural design and engineering mathematics.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances.
- Terminology and technical report writing requirements related to building and safety programs.
- Research methods and sources of information related to building code enforcement.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read and interpret building and construction plans, diagrams, and specifications.
- Enforce a wide range of building and related codes and regulations.
- Perform thorough and accurate inspections of the construction, alteration, or repair of buildings and site development.
- Analyze and interpret plans and specifications and detecting deviations from approved plans.
- Review and advise homeowners of corrections required for basic residential plan checks.
- Perform required mathematical computations with accuracy.
- Maintain accurate records.
- Collect, interpret, and analyze office and field inspection data accurately.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Two (2) years of increasingly responsible building inspection experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid International Code Council Residential Building Inspector Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

BUILDING OFFICIAL

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Building Division, including building inspection, plans examination, and enforcement of building and related codes; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Deputy Director of Development Services in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Development Services. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Development Services Department. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Building Division, including building inspection, plans examination, and enforcement of building and related codes.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Performs discretionary interpretation and application of building codes, related regulations, and restrictions.

- Checks plans on original construction, alterations, or remodeling of existing structures for compliance with applicable building codes; recommends and establishes plan check policies and procedures.
- Conducts research and prepares reports regarding work unit activities, selected inspections, complaints, or disputes; enforces new property owner ordinances; abates unsafe buildings.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in building inspections; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Building tools and materials.
- Methods of building construction.
- Principles and techniques of building inspection
- Principles and practices of structural and civil engineering.
- Uniform building, plumbing, mechanical, and national electric codes, and other related codes.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.

- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Building Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Interpret and explain building plans, blueprints, specifications, and building codes.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Five (5) years increasingly responsible professional experience in building inspection, construction administration, or related activities, including two (2) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Building Official Certificate from the International Code Council, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

CASE MANAGER I/II

DEFINITION

Under general supervision (Case Manager I) or direction (Case Manager II), performs professional social work case management activities in support of meeting the needs of vulnerable City residents facing challenges, including abuse, homelessness, poverty, aging, and diminished independent living skills; maintains current and detailed case files; conducts site and home visits; coordinates activities with other City departments and outside agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Case Manager I) or direction (Case Manager II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Case Manager I: This is the entry-level classification in the Case Manager series. Initially under close supervision, incumbents learn and perform a wide variety of diverse, specialized, and complex work in performing case management activities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Case Manager II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Case Manager II: This is the fully qualified journey-level classification in the Case Manager series. Positions at this level are distinguished from the Case Manager I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Case Manager class series are flexibly staffed; positions at the Case Manager II level are normally filled by advancement from the Case Manager I level; progression to the Case Manager II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Case Manager II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Performs professional social work case management activities in support of meeting specific social services, health, and financial needs of vulnerable participants, including children and their families/support systems; coordinates, monitors, evaluates, and advocates for services.

- Conducts needs assessments; collaborates with interdisciplinary teams, participants, and their support systems to develop individualized treatment and service plans including specific goal setting; implements and monitors plans to meet participant needs; makes referrals to crisis intervention services, as appropriate.
- Identifies and refers appropriate resources for participants; researches publicly and privately funded services; determines qualifications; presents options to participants and their support systems and guides them in the process.
- Performs extensive outreach activities to identity potential participants in the general public or via referral from other public and private agencies and schools; receives and reviews referrals from within City departments, including Utility Billing, the Housing Division, and Code Enforcement.
- Meets with service providers and agencies to facilitate needed services, resources, and opportunities for participants; monitors service provider activities to ensure compliance with related regulations and best practices.
- Establishes and maintains effective relationships with public and private agencies and resources regarding programs and services.
- Ensures participants' confidentiality as appropriate and right to privacy.
- Facilitates workshops and meetings as directed.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Serves as an information resource to the public; assists in resolving difficult and sensitive citizen inquiries and complaints.
- Receives and responds to participant communication, including drop in visits and crisis calls; makes offsite and home visits.
- Monitors changes in laws and regulations that may affect operations; implements policy and procedural changes after approval.
- Maintains detailed participant case file records and notes; prepares a variety of written documents, memoranda, and correspondence.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of social casework including assessment, case management, counseling methods, and trends and issues in the field.
- Principles of human behavior, gerontology, and the aging process.
- Available medical, psychological, educational, and social service programs and resources.
- Principles, practices, methods, and techniques of interviewing for the purpose of acquiring information to make assessments, identify needs, and record participant information.
- Principles and methods of behavioral health case management particularly as related to assessment of ongoing client needs.
- Techniques for dealing with disturbed individuals and/or their families.
- Basic medical and psychiatric terminology.
- Community resources and service agencies.
- Standard medical recordkeeping, and the processing and maintenance of required documentation.

- Standard office administrative practices and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage assigned caseload.
- Plan and schedule work, set priorities, and monitor work progress.
- Use diagnostic assessment tools to perform physical and psycho-social testing.
- Appropriately identify and assess participant needs and develop plans for care and support services.
- Interview effectively for the purposes of acquiring participant information and developing treatment and service plans.
- Conduct home and offsite visits to check on the wellbeing of participants and to follow up on care plan goals.
- Perform crisis counseling and follow up care and services.
- Develop and maintain an effective caseworker relationship with participants.
- Perform crisis intervention, respond promptly to client emergency situations and take effective action.
- Document detailed client histories and maintain accurate records and files.
- Establish and maintain cooperative working relationships with community agencies and service providers.
- Interpret and explain complex laws and regulations to participants, their families/support systems, and the public.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Case Manager I/II: Equivalent to the completion of the twelfth (12th) grade.

Experience:
- Case Manager I: This is an entry-level position; no prior experience is required.
- Case Manager II: One (1) year of professional experience in social work case management for a public agency.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various community sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the community and may be exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

CITY CLERK

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Office of the City Clerk, including City Council administrative support, City records management, and municipal elections; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a department head classification that oversees, leads, and participates in all activities of the Office of the City Clerk, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and City Council on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Office of the City Clerk programs, services, and activities, including City Council administrative support, City records management, and municipal elections.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.

- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Provides administrative support to the City Council; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings of the City Council.
- Plans and supervises the retention, maintenance, distribution, and filing of City records and documents, including ordinances, resolutions, deeds, contracts, agreements, and other documents, notices, minutes, reports, and related papers; oversees the maintenance and updating of the Chino Municipal Code and California statutes.
- Directs the Citywide Records Management Program; plans and administers the annual destruction of records; provides information to other departments concerning records management.
- Serves as the City's Election Official; participates in conducting municipal elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes; oversees the preparation of appropriate resolutions and ordinances in conjunction with requirements for, and results of, elections; schedules and prepares necessary documentation for the City Council to certify elections; posts election results; administers and files oaths of office.
- Accepts, verifies, and maintains Fair Political Practices Commission filings from candidates for office; provides necessary information to candidates, committees, and the public; oversees the transmittal of candidate information to the County; processes the filing of Conflict of Interest and election campaign statements; oversees bi-annual updates to the City’s Conflict of Interest Code.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the functional areas of the City Clerk
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Principles and methods of records management and related legal requirements.
- State and local laws concerning public meetings, the conduct of elections, and voting requirements.
- Meeting protocols, parliamentary procedures, and proper conduct and reporting of actions taken by a legislative body.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Recent and on-going developments, current literature, and sources of information related to City Clerk operations and services.
- Minute taking procedures.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Fair Political Practices Commission (FPPC) procedures and regulations.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Read and interpret legal documents.
- Administer oaths of office.
- Address confidential matters with discretion.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the City's official records.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in business administration.

Experience:
- Five (5) years of increasingly responsible administrative support and records management experience in a City Clerk's office, including two (2) years of experience in a lead or supervisory capacity.

Licenses and Certifications:
- Possession of, or successful acquisition within twelve (12) months of appointment, Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC), to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Notary Public Commission Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs.

September 2025
FLSA: Non-Exempt

CITY CLERK RECORDS TECHNICIAN

DEFINITION

Under general supervision, performs a variety of general and specialized clerical tasks in the Administration Department involving the development, maintenance, retention, transition, and retrieval of City records; provides general clerical support to Department staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing a variety of general and specialized clerical tasks and other assigned duties in support of the Administration Department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Serves as a point of contact at the public counter for the Administration Department.
- Determines how visitors, customers, and incoming calls should be directed; answers routing questions; explains routine procedures, processes, or activities.
- Assists the City Clerk and Deputy City Clerk in managing the City's compliance responsibilities for maintenance and disposition of official City records, ordinances, resolutions, City codes, and other official documents.
- Assists with implementation and administration of the Citywide Records Management Program; coordinates maintenance of active records, archival and retrieval of inactive records, and the destruction of records; maintains a comprehensive indexing and filing system for tracking official records, documents, and actions.
- Coordinates and responds to requests and production of records under the California Public Records Act (CPRA); conducts research and retrieves information and documents per CPRA regulations.
- Prepares, validates, processes, and/or checks a variety of documents and records, such as requests for public information for completeness, accuracy, and submission standards.
- Administers the processing of contracts from all City departments to ensure compliance with City policies and procedures.
- Receives subpoenas and summons and coordinates with the appropriate departments; submits documents for management and/or legal review.
- Supports the Administration Department to maintain document retention and destruction schedules and provide quality control for document imaging process.

- Attends and assists with planning and set-up of City Council and Committee meetings at the request of the City Clerk or Deputy City Clerk.
- Assists with preparation, distribution, and posting of agenda packets and minutes.
- Types a variety of documents, such as correspondence, standard forms, charts, and reports using a computer; types from written, recorded, or printed sources and/or oral instructions; proofreads materials for correct grammar, spelling, and punctuation.
- Maintains database records; performs data entry; generates reports; conducts database searches.
- Compiles routine reports by extracting and/or tabulating information from a variety of sources, such as files, database records, correspondence, meeting notes, logs, previous reports, and/or oral instructions.
- Sorts and/or files materials such as correspondence, records, applications, and documents.
- Recommends and assists in implementing office programs and clerical systems, procedures, and policies.
- Prepares mailings and sorts and distributes mail.
- Receives fees; prepares receipts, standard forms, and records in accordance with established procedures.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Regulations governing the Public Records Act and Brown Act, including implementation procedures of related regulations and their effects on the City.
- City government activities and the responsibilities of a City Clerk's office.
- Principles and practices of research, data collection, and report preparation.
- Record-keeping principles and procedures.
- Policies, procedures, personnel rules, and methods related to areas of assignment.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform technical and analytical work requiring attention to detail and accuracy.
- Prepare and present information on a variety of subjects in a clear and concise manner.
- Understand, explain, and apply laws, rules, regulations, policies, and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.

- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Make accurate arithmetic and statistical computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to the completion of the twelfth (12th) grade.

Experience:
- Three (3) years of experience in office clerical work involving a variety of public contact, typing, data entry, and/or office operation responsibilities.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs.

September 2025
FLSA: Exempt

CITY PLANNER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Planning Division, including current and long-range planning, zoning, development, and wildlife habitat conservation; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Development Services Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Development Services Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Development Services Department. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Planning Division, including current and long-range planning, zoning, development, and wildlife habitat conservation.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Conducts the most complex assignments or directs the work of others involved in the preparation and review of current or long-range planning projects; ensures planning activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations.

- Coordinates the conduct of environmental impact studies, including the preparation of requests for proposal; coordinates project review by other agencies; evaluates conclusions of environmental impact reports and prepares recommendations.
- Supervises preparation of the agenda for the City Planning Commission and the compilation of required reports and documents; attends meetings of the Planning Commission; makes presentations and responds to questions as required; serves as staff to the Planning Commission.
- Oversees the management of all long-range planning projects, including zoning code updates, Housing Element updates, Comprehensive General Plan updates, and current and future annexations.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in urban planning and community development; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Theories, principles, procedures, practices, laws, and trends in the field of planning, redevelopment, housing, economic development, and environmental analysis.
- Land use, physical design, demographic, zoning, environmental, and social concepts as applied to municipal planning.
- Comprehensive plans and current planning processes and the development process.

- Site planning and architectural design principles.
- Principles of advanced mathematics and their application to planning work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Planning Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Administer complex, technical, and sensitive planning, development, and related programs in an independent and cooperative manner.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to City planning activities.
- Supervise and participate in the collection, analysis, and interpretation of data pertaining to planning, advanced planning, economic development, and housing functions.
- Evaluate proposals and recommend denial, approval, or conditional approval, or make changes, as necessary.
- Make clear public presentations.
- Perform mathematical calculations quickly and accurately.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

September 2025
FLSA: Exempt

CITY TRAFFIC ENGINEER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Transportation and Right of Way Permits and Inspection Divisions, including traffic engineering, transportation planning, permitting, and inspection activities related to the City's utility, land development engineering and capital improvement projects; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Public Works in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing divisions in the Public Works Department. The incumbent is responsible for developing and implementing policies and procedures for assigned divisions, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Transportation & Right of Way Permits & Inspection Divisions, including traffic engineering, permitting, inspection, and transportation planning activities related to the City's transportation, utility, land development engineering and capital improvement projects. Participates in the development and implementation of goals, objectives, policies, and priorities for these divisions; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budgets; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.

- Advises City staff regarding traffic, transportation, Right of Way permitting, and inspection related topics, including planning, design, construction, operation, and maintenance.
- Approves encroachment permits, traffic control, signal construction, and signal modification plans; manages the City's Traffic Management Center.
- Participates in and provides expertise and support to the Police Department Traffic Unit, Development Review Committee, Planning Commission, and City Council on matters relating to transportation and traffic; chairs the City's Traffic Advisory Committee.
- Administers grants for transportation projects; directs the preparation of grant applications; develops expenditure plans and monitors expenditures to maintain funding eligibility.
- Prepares and presents staff and agenda reports, and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in traffic engineering and transportation planning; research emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Principles, practices, and methods of transportation planning and traffic engineering.
- Laws, ordinances, and regulations governing right-of-way permitting and inspection, the design and construction of traffic and transportation improvements.

- Municipal government and issues of concern to developers, property owners, contractors, private engineers, and others when dealing with permits, inspection, traffic, and transportation matters.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned divisions.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Transportation and Right of Way Permits & Inspection Divisions.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the divisions.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Develop, understand, explain, and apply comprehensive plans and policies to meet the City's permits, inspection, and transportation needs.
- Interpret financial statements and cost accounting reports.
- Plan, schedule, prioritize, and monitor work progress.
- Interpret construction related challenges; provide technical guidance to staff.
- Write grants for permitting, inspection, and transportation projects.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, traffic engineering, transportation planning, urban planning, or a related field.

Experience:
- Five (5) years of increasingly responsible traffic engineering experience, including three (3) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Certificate of Registration as a Traffic or Civil Engineer in the State of California, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in urban planning, land development, economics, public administration, architecture, or a related field.

Experience:
- Five (5) years of responsible experience performing complex work related to planning, economic development, or a related field, including two (2) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

CLINICAL PROGRAM MANAGER

DEFINITION

Under general direction, provides clinical supervision of unlicensed clinicians; supports the work of licensed staff conducting individual, small group, and family and marriage counseling and court-mandated classes; oversees the completion and maintenance of client and program files; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises clinical supervision over unlicensed clinicians, and technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for providing clinical supervision for unlicensed staff and planning, organizing, and managing the work of licensed staff conducting individual, small group, and family and marriage counseling and court-mandated classes. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with City senior management positions, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; trains employees in work methods; inspects and evaluates work in progress and upon completion to ensure activities are performed in accordance with City standards, policies, and procedures.
- Continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities and makes recommendations for improvement.
- Evaluates program effectiveness in meeting client needs in line with scope of work; recommends and implements procedural changes to enhance program effectiveness, including those required for program compliance.
- Conducts clinical case conferences with licensed and non-licensed staff to evaluate case progress; provides consultative direction to staff; develops staff awareness and skills; provides information and training on the latest service techniques.
- Provides individual and group supervision, training, and chart auditing for interns completing pre-and post-master's internships and unlicensed clinical staff; teaches and supervises clinical skills, appropriate roles and boundaries, and ethical and legal criteria; reviews intern strategies for behavioral health treatment and case management; provides critical and constructive feedback.
- Reviews, audits, and ensures staff maintain and submit accurate, detailed, and thorough documentation, case records, and notes of activities and services related to client care; provides feedback.

- Performs crisis intervention; evaluates individuals to identify level of stable behavior; provides support and assistance in problem resolution; coordinates or arranges for the provision of appropriate care services.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies.
- Prepares a variety of written reports, memoranda, and correspondence; prepares statistical information as requested; researches, prepares, and presents various reports to management.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principals, procedures, and practices of record keeping.
- Laws and regulations pertaining to the supervision of trainees and the practice of marriage, family, and child counseling.
- Recognized methods of treatment in dealing with individuals with behavioral and emotional problems.
- Principles, methods, and techniques of marriage, family, and child counseling.
- Characteristics of family relationships and family and group dynamics.
- Principles and practices of crisis intervention, group and individual therapy, and case management.
- Methods and techniques of interviewing clients to assess and evaluate service needs.
- Methods and techniques of observing and accurately describing and documenting client behaviors.
- Community demographics including socioeconomic and cultural factors.
- Community resources available which assist clients in recovery including housing, employment, education, medical and behavioral health sources.
- Principles and practices of case documentation and maintenance of complex and comprehensive records.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Supervise, evaluate, and train college level student interns.
- Plan and schedule work, set priorities, and monitor work progress.
- Assess and evaluate client program eligibility and treatment option needs.
- Conduct effective individual and small group counseling.

- Recognize potential crisis situations and intervene accordingly.
- Maintain client confidentiality.
- Assess situations involving clients and respond in a timely and effective manner utilizing a variety of appropriate techniques.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a master's degree from an accredited college or university with major coursework in counseling, social work, clinical psychology, or a related field.

Experience:
- Two (2) years of experience providing marriage and family therapy, clinical supervision, or psychotherapy, with an average of 5 client contact hours per week.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Marriage and Family Therapist license from the California Board of Behavioral Sciences, a Psychologist license from the California Board of Psychology, or a Physician certified in psychiatry by the American Board of Psychiatry and Neurology, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

CODE COMPLIANCE INSPECTOR I/II

DEFINITION

Under immediate supervision (Code Compliance Inspector I) or general supervision (Code Compliance Inspector II), performs a variety of routine to complex technical and public contact duties related to the City's code compliance program, including the identification, investigation, and correction of violations of the City's municipal, zoning, housing, development, and signage codes; investigates citizen complaints of public nuisances and health and safety issues; seeks voluntary compliance and implements compliance techniques; issues citations, as needed; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision (Code Compliance Inspector I) or general supervision (Code Compliance Inspector II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Code Compliance Inspector I: This is the entry-level classification in the Code Compliance Inspector series. Initially under close supervision, incumbents learn and perform a wide variety of code violation identification, investigation, and correction work. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Code Compliance Inspector II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Code Compliance Inspector II: This is the fully qualified journey-level classification in the Code Compliance Inspector series. Positions at this level are distinguished from the Code Compliance Inspector I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Code Compliance Inspector class series are flexibly staffed and positions at the II-level may be filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the II-level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Code Compliance Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Informs property owners, business owners, and citizens of City municipal, zoning, and related codes; provides information, directions, and guidance for compliance.
- Develops innovative approaches to encourage property owners and business managers to voluntarily maintain and upgrade properties to achieve compliance with applicable codes.
- Identifies alternative methods to achieve code compliance involving interpretation and application of related laws, ordinances, and regulations.
- Coordinates the receipt of complaints regarding public nuisances and zoning, sign, parking, and land use ordinance violations; prepares investigatory files by establishing identity of the responsible party, verifying parcel address, and compiling other information necessary to the conduct of investigations and enforcement actions.
- Conducts inspections; documents violations by securing photographs and other pertinent data; prepares case reports and maintains detailed records and logs; issues citations, notices of violation, and other related notices as required by the City's municipal code.
- Prepares abatement letters; receives inquiries and provides information to complainants, attorneys, and property owners involved in code violation cases; prepares other related correspondence.
- Enforces business license and home occupation permit requirements; performs inspections for the license/permit approval process; posts notices on properties; interviews applicants and neighbors.
- Conducts inspections based on building department violations or lack of building permits; monitors building permit violations to ensure they are corrected in a safe and timely manner.
- Assists the Public Works Department with jobsite inspections and leads compliance efforts to address identified violations on jobsites, including unpermitted contract work or working outside the scope of approved permits.
- Prepares cases for legal action; summarizes evidence; may testify as a witness.
- Provides code compliance related technical assistance to the Police Department; assists Building Inspectors in the performance of their duties, as requested; assists the Code Compliance Supervisor with providing training and guidance to code compliance volunteers.
- Provides input to management regarding the process of reviewing and updating the City's municipal codes.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Code Compliance Inspector I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare documents used in the legal process.
- Practices for documenting inspections, correcting violations, and carrying through on enforcement options.
- Planning, zoning, building inspection, and safety laws and concepts.
- Court etiquette and rules of evidence including photographic evidence.

- Requirements of municipal code, zoning, and related codes, ordinances, and regulations.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research and reporting methods, techniques, and procedures.
- Recordkeeping principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Explain codes and regulations to property owners, residents, and others.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Deescalate conflict and develop effective solutions.
- Read and interpret maps, plans, and legal descriptions.
- Maintain accurate logs, records, and basic written records of work performed.
- Read and interpret laws and other pertinent documentation governing zoning, development standards, property maintenance, and vehicle abatement.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Code Compliance Inspector I/II: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training.

Experience:
- Code Compliance Inspector I: One (1) year of technical or clerical experience in code compliance, building inspections, or a related field.
- Code Compliance Inspector II: Two (2) years of increasingly responsible code compliance experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Code Enforcement Officer certification, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months from appointment, a valid P.C. 832 Arrest, Search, and Seizure certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months or appointment, a valid Oleoresin Capsicum Aerosol (Pepper Spray) Training certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid CPR certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

CODE COMPLIANCE TECHNICIAN

DEFINITION

Under general supervision, receives and responds to complaints and general inquiries related to City's Code Compliance program; explains municipal code sections related to zoning, signs, property maintenance, inoperative vehicles, and related codes; assists Code Compliance Inspectors in research and investigation of municipal code violations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the Code Compliance Unit. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides information to the public including residents, property owners, business owners, and vendors to ensure an understanding of department and City policies and procedures and general code enforcement procedures and services.
- Explains City procedures according to existing guidelines; coordinates or resolves problems of a moderate nature, when appropriate.
- Receives complaints and prepares case files regarding zoning, signs, inoperative vehicles, property maintenance, public nuisances, and various other municipal code violations; generates work orders for Code Compliance Inspectors; maintains the integrity of assigned case files.
- Participates in the implementation of the short-term rental ordinance compliance program; conducts site visits; issues notices of violation and administration citations to obtain compliance.
- Collects evidence, performs research, and confers with other City departments and outside agencies as necessary regarding violations.
- Attempts to achieve code compliance through public education and verbal and written warnings.
- Inputs and processes parking, administrative, and related citations in appropriate databases.
- Prepares and mails various time sensitive notifications including notices of violation, letters of consent to inspect property, notices and orders of abatement, and notices of amended letters.
- Attends meetings and gives presentations on code-related matters; testifies in court and administrative hearings, as required.
- Assists the Fire District with the implementation of the City's Weed Abatement Program.

- Prepares reports, memos, notices of violations, and other materials under strict timelines.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Planning, zoning, building inspection, and safety laws and concepts.
- The organization and functions of various agencies involved in planning, zoning, and land use processes.
- Investigative techniques useful in inspecting residential and business violations to ensure compliance with applicable codes and regulations.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand, explain, and apply policies and procedures.
- Read and interpret laws and other pertinent documentation governing zoning, development standards, property maintenance, and vehicle abatement.
- Read and interpret building and housing codes related to code enforcement.
- Read and interpret maps, plans, and legal descriptions.
- Maintain related files and records.
- Effectively use photographic equipment.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One (1) year of clerical or customer service experience in a public agency.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

COMMUNICATIONS MANAGER

DEFINITION

Under general direction, manages, plans, and executes information dissemination, public relations activities, website and municipal cable television channel content, media relations, and general communication regarding events, operations, and programs of the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the journey-level classification in communications. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Serves as a key spokesperson and representative for the City Manager; answers inquiries from the community, media, and other organizations.
- Manages all City's community media relations; implements and updates a strategic communication plan to effectively support the City's image.
- Acts as the City spokesperson during emergency operations and other media events; acts as the Public Information Officer for the Chino Police Department at the scene of police emergencies as directed by the Professional Standards Lieutenant.
- Conducts special projects or be assigned to assist departments at the City Manager's request.
- Maintains regular media contacts and keeps them informed of issues and events of importance to the City.
- Oversees and participates in the work of staff involved in community relations and outreach.
- Researches, prepares, edits, and disseminates public information, news releases, promotional flyers, newsletter, brochures, and press kits.
- Advises and trains City Council Members and City management on appropriate and effective ways to convey City messages and provide information on programs and activities.
- Coordinates and assists with the preparation and response to correspondence received by the City Council.
- Designs, writes, prepares layout, and takes photographs for the City newsletter.

- Acts as an event manager for City events such as the Mayor's State of the City address, the Annual Volunteer Recognition Dinner, the Employee Holiday Luncheon, park dedications, photo opportunities, and groundbreaking ceremonies.
- Interprets, administers, and monitors franchise agreements and related ordinances.
- Directs the operations of the Municipal Cable Television Channel and consults and provides technical support to other City departments and community organizations on cable production issues.
- Supervises and participates in programming activities for the Municipal Cable Television Channel to ensure quality and compliance with Federal Communications Commission regulations.
- Receives and responds to complaints regarding cable services.
- Coordinates electronic information needs; oversees the content, design, and layout of the City's website; makes updates to the website on a regular basis.
- Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles of public administration, including the specialized areas of statistics, administrative research and analysis, and program planning.
- Municipal organization and programs, local government relationships, and community relations.
- Methods, resources, and operations of telecommunications.
- Operation of audio and video equipment.
- Organizational structures of government.
- Municipal ordinances and franchise agreements.
- Techniques for successful event management.
- Data collection and analysis techniques and data processing systems and applications.
- Municipal budgeting processes.
- Office management.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Operate programs within allocated amounts.
- Act as spokesperson for the City during television, radio, and newspaper interviews and other public speaking engagements.

- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze organizational, administrative, and technical problems and situations, adopt effective courses of action, and resolve them through application of management principles and practices.
- Develop and implement positive public relations and informational programs.
- Develop comprehensive plans to meet future City needs and services.
- Demonstrate a working knowledge of social media outlets.
- Deal constructively with conflict and develop effective resolutions.
- Plan and enforce a balanced budget.
- Interpret financial statements and cost accounting reports.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in public administration, business administration, journalism, communications, marketing, or public relations.

Experience:
- Five (5) years of responsible public information, marketing, and public relations experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Positions require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Non-Exempt

COMMUNITY LIAISON

DEFINITION

Under general supervision, serves as a liaison between the City Council and community stakeholders; provides a full range of varied, highly responsive, responsible, and administrative and legislative support to the City Council and assigned division; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a department director or their designee. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing specialized paraprofessional duties in support of the City Council and departmental/division operations. The incumbent exercises judgment and initiative in their assigned tasks, receives only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Establishes and maintains intergovernmental relations between the City and a variety of agencies and organizations including the Inland Empire Utilities Agency, various water districts, the Chino Valley Chamber of Commerce, the Chino Valley Independent Fire District board, the Chino Valley Unified School District board, and others.
- Serves as a liaison to, and field representative for, the City Council; attends events with, and on behalf of, the Mayor and City Council members.
- Organizes meetings with citizens and other interested participants to gather broad-based community input on various issues and to identify community needs.
- Leads employee committees, plans special events, and completes special projects, as needed; assists in the coordination of the public art program.
- Tracks and serves as a catalyst on pending legislation affecting local government.
- Prepares various reports and responses regarding grant opportunities; prepares publications related to community relations and outreach.
- Performs research and analysis on administrative, fiscal, and operational problems or issues; prepares technical reports to interpret data; identifies alternatives and makes and justifies recommendations.
- Prepares memoranda, letters, summaries, lists, and reports; responds to written correspondence.
- Responds to the community, outside agencies, and internal departments/divisions regarding City programs.
- Inputs data into databases and maintains record keeping and filing systems.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, time management, prioritization of tasks, and project management.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles, practices, and procedures for grant preparation and administration.
- Principles and practices of data collection, database input, maintenance, querying, and report preparation.
- Records retention and destruction practices.
- Business arithmetic.
- Research techniques, methods, and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform varied, responsible, complex, and difficult office paraprofessional administrative work requiring the use of tact and discretion.
- Prepare clear, accurate, and concise records and documentation.
- Organize and maintain a variety of automated and hardcopy records, logs, and specialized and sensitive department personnel files.
- Interpret, apply, and explain City-wide, departmental, and divisional administrative policies, procedures, practices, principles, rules, programs, and processes applicable to departmental operations.
- Make accurate arithmetic calculations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an associate's degree from an accredited college with major coursework in public administration, business administration, marketing, communications, or a related field.

Experience:

- Three (3) years of increasingly responsible legislative and administrative experience supporting an executive, administrator, or elected official.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

CONTRACTS AND DIF ADMINISTRATOR

DEFINITION

Under general direction, the Contracts and DIF Administrator performs a variety of complex professional administrative and analytical tasks to support the managerial functions of the Engineering Division; manages the entire lifecycle of contracts; ensures compliance with relevant laws and regulations; provides strategic support to departmental operations; conducts detailed analyses, prepares comprehensive reports, and offers recommendations to enhance efficiency and effectiveness; manages budgets; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over administrative staff.

CLASS CHARACTERISTICS

This is a program manager classification responsible for monitoring public works contracts, budgets, and grants, within the parameters of desired objectives, methods to be utilized, and scheduling constraints. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include program evaluation and recommendation, and implementation of policies, procedures, goals, objectives, priorities, and standards related to sustainability programs. Performance of the work requires the use of independence, initiative, and discretion within broad guidelines. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with City senior and executive management, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Conducts or directs assigned projects or program activity; performs research and statistical analysis; prepares and presents reports of findings and recommendations as to appropriate action.
- Administers contract or grant-funded program activity, directing and monitoring work performed; prepares or drafts related proposals, reports, and records; monitors budget expenditures.
- Compiles information and prepares manuals, documents, resolutions, or publications relating to administrative, fiscal, or operational issues.
- As designated representative, leads or participates in committee activity; coordinates or conducts activities with other City departments, agencies, organizations, and the community, contributing views and interests of the Department in execution of assigned duties.
- Provides assistance to Department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, and procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within department policy, appropriate service, and staffing levels; recommends

and administers policies and procedures.

- Develops, administers, and oversees program budget; determines funding needed for staffing, equipment, materials, and supplies; conducts studies to forecast spending and cost benefits for assigned special projects and potential services; monitors expenditures and submits invoices for supplies and equipment; ensures compliance with budgeted funding.
- Schedules, assigns, supervises, and evaluates the work of environmental programs inspection staff; coordinates staff training and education involving assigned programs, in compliance with current federal and state mandated regulations and standards.
- Prepares and monitors the Capital Improvement Program and Sanitation Fund budgets; calculates refuse and recycling customer rates; reviews and tracks contract payments and tonnages.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administer Development Impact Fees reimbursements. Coordinate reimbursement requests with developers.
- Analyze Capital Project Needs Analysis (CPNA) to determine eligibility for reimbursement and analyze cash flow
- Administration of Community Facilities District (CFD) special tax district for public services and improvements
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Municipal administration, including principles of accounting, auditing, budget management, and grants administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, guidelines, and procedures relating to assigned programs and contracts.
- Research methodologies, statistical analysis, and report preparation.
- Data processing systems and applications
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and ongoing developments, current literature, and sources of information related to assigned areas.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, develop, implement, and administer a solid waste collection contract, comprehensive recycling program and other mandated environmental programs.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner; monitor budget expenditures to ensure financial accountability and compliance.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, apply, and explain all pertinent federal, state, and local laws, codes, rules, regulations, policies, procedures, and standards pertaining to environmental programs.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Gather data and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Execute complex administrative and analytical tasks with a high degree of sensitivity to pertinent issues.
- Administer contract or grant-funded programs, overseeing and monitoring the work performed.
- Strategically plan and organize work to ensure efficiency and effectiveness.
- Serve as a liaison to City personnel, other agencies, and the public, fostering strong relationships.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, recordkeeping, and tracking systems.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, accounting, or a related field.

Experience:
- Minimum three (3) years of responsible governmental administrative and contract experience, including one (1) year experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

COUNCIL LIAISON

DEFINITION

Under general supervision, performs a variety of providing highly accountable administrative support to the City Council and City Manager; manages the City Council and City Manager's schedule; coordinates meetings, events, and travel arrangements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing administrative and secretarial duties in support of the City Council and City Manager. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assists the City Manager with various highly responsible administrative tasks and secretarial duties supporting the Administration Department, including serving as the main clerical support to the City Manager, the Mayor, and the City Council.
- Manages the City Council and City Manager's schedule; coordinates meetings, events, and travel arrangements; assists City Attorney with meeting requests and administrative duties, as assigned.
- Provides confidential staff support; receives visitors and answers telephones; maintains calendars and schedules appointments; coordinates events; ensures materials, certificates, agendas, and notes are prepared for various functions.
- Coordinates and administers programs such as Mayor's Home Beautification and Business of the Month.
- Coordinates and attends conferences, workshops, and events with or on behalf of the City Council and City Manager.
- Prepares correspondence from verbal instruction and initiates routine correspondence in accordance with established practices; drafts complex reports, documents, or other materials.
- Directs and participates in the preparation of various documents, including correspondence, reports, resolutions, ordinances, contracts, and presentation materials.
- Researches, prepares, and presents oral and written reports; responds to citizen inquiries.
- Ensures the accurate and timely information flow between the City Manager, Elected Officials, and City Departments.

- Serves and coordinates the work of various City committees, including State of the City, Employee Luncheon, and Student Government Day.
- Performs investigative and analytical work in researching administrative systems, policies, and procedures.
- Meets with constituent groups on behalf of the City Council and City Manager and respond to concerns.
- Responds to inquiries from the public and City employees; understands and explains City policies and procedures; and refers inquiries to appropriate staff.
- Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Secretarial and general office procedures and office equipment used in secretarial work.
- Modern office practices and research methods.
- City organization and functions of the various City departments.
- Minute taking procedures.
- Records processing and maintenance procedures and systems.
- Investigative techniques useful in resolving citizen's inquiries.
- Data processing systems and applications.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Use good judgment in handling highly sensitive and confidential matters with discretion and maintain the privacy of such information.
- Analyze administrative and technical problems and implement effective courses of action toward resolving problems.
- Perform moderately difficult analytical work requiring sensitivity to issues.
- Prepare and present reports.
- Represent the Department in a variety of meetings.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Five (5) years of responsible secretarial or executive assistant experience, including administrative responsibilities of a highly sensitive nature.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Non-Exempt

COUNSELOR I

DEFINITION

Under general supervision, provides counseling services to individuals with substance abuse disorders, or school, marriage, family, and peer difficulties; conducts individual, small group, and family counseling and court-mandated classes; maintains case files; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Counselor series. Initially under close supervision, incumbents learn and perform routine individual, small group, and family counseling and court-mandated classes, while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Counselor II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives referrals from schools, law enforcement, courts, and other agencies on prospective clients requiring counseling services; provides appropriate information and feedback to referring sources.
- Conducts initial screenings of prospective clients; gathers and assesses relevant background information; evaluates client substance use severity and determines appropriate level of care; formulates treatment and discharge plans.
- Assists with conducting individual, small group, and family counseling sessions and court-mandated classes; assists clients and family members in understanding and accepting substance abuse, school, marriage, family, and peer dysfunctions and the need for treatment.
- Monitors treatment and documents progress; advocates for clients with outside agencies.
- Supports crisis intervention counseling; refers clients and prospective clients to appropriate treatment sources.
- Observes and records client behavior; maintains case files; prepares and maintains records, correspondence, and reports.
- Reports documented or suspected abuse and neglect as mandated by law.
- Maintains equipment, materials, and supplies necessary for program services.

- Remains current on prevention literature, statistical information, legislative activities, and community resources and activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Psychological, physiological, sociological, and behavioral aspects indicative of substance use disorders.
- Substance abuse life cycle symptoms and behaviors.
- Recognized methods of treatment in dealing with individuals with behavioral, emotional, alcohol, and drug related problems.
- Medications associated with medical alcohol and drug treatment and their effects.
- Alcohol and drug diagnoses and admission criteria for persons served in a specific program.
- Principles, methods, and techniques of marriage, family, and child counseling.
- Characteristics of family relationships and family and group dynamics.
- Principles and practices of crisis intervention, group and individual therapy, and case management.
- Methods and techniques of interviewing clients to assess and evaluate service needs.
- Methods and techniques of observing and accurately describing and documenting client behaviors.
- Community demographics including socioeconomic and cultural factors.
- Community resources available which assist clients in recovery including housing, employment, education, medical and behavioral health sources.
- Principles and practices of case documentation and maintenance of complex and comprehensive records.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assess and evaluate client program eligibility.
- Assist with conducting effective individual and small group counseling.
- Recognize potential crisis situations and intervene accordingly.
- Maintain client confidentiality.
- Assess situations involving clients and respond in a timely and effective manner utilizing a variety of appropriate techniques.
- Prepare clear, concise, and accurate technical and administrative reports.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- None.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

COUNSELOR II

DEFINITION

Under general supervision, provides counseling services to individuals with substance abuse disorders, or school, marriage, family, and peer difficulties; conducts individual, small group, and family counseling and court-mandated classes; maintains case files; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Counselor series. Positions at this level are distinguished from the Counselor I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Counselor III in that the latter performs the more complex work assigned to the series, such as supervising graduate students or those with an Associate Marriage and Family Therapist (AMFT) license or Associate Clinical Social Worker (ASW) license from the California Board of Behavioral Sciences and/or provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives referrals from schools, law enforcement, courts, and other agencies on prospective clients requiring counseling services; provides appropriate information and feedback to referring sources.
- Conducts initial screenings of prospective clients; gathers and assesses relevant background information; evaluates client substance use severity and determines appropriate level of care; formulates treatment and discharge plans.
- Conducts individual, small group, and family counseling sessions and court-mandated classes; assists clients and family members in understanding and accepting substance abuse, school, marriage, family, and peer dysfunctions and the need for treatment.
- Monitors treatment and evaluates progress; advocates for clients with outside agencies.
- Performs crisis intervention counseling; refers clients and prospective clients to appropriate treatment sources.
- Responds with members of the Police Department to assist with pre-delinquent behavior, gang activity, child abuse, unfit homes, and other situations.
- Observes and records client behavior; maintains case files; prepares and maintains records, correspondence, and reports.

- Reports documented or suspected abuse and neglect as mandated by law.
- Maintains equipment, materials, and supplies necessary for program services.
- Establishes and updates required curriculum topics as dictated by the program.
- Remains current on prevention literature, statistical information, legislative activities, and community resources and activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Psychological, physiological, sociological, and behavioral aspects indicative of substance use disorders.
- Substance abuse life cycle symptoms and behaviors.
- Recognized methods of treatment in dealing with individuals with behavioral, emotional, alcohol, and drug related problems.
- Medications associated with medical alcohol and drug treatment and their effects.
- Alcohol and drug diagnoses and admission criteria for persons served in a specific program.
- Principles, methods, and techniques of marriage, family, and child counseling.
- Characteristics of family relationships and family and group dynamics.
- Principles and practices of crisis intervention, group and individual therapy, and case management.
- Methods and techniques of interviewing clients to assess and evaluate service needs.
- Methods and techniques of observing and accurately describing and documenting client behaviors.
- Community demographics including socioeconomic and cultural factors.
- Community resources available which assist clients in recovery including housing, employment, education, medical and behavioral health sources.
- Principles and practices of case documentation and maintenance of complex and comprehensive records.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assess and evaluate client program eligibility and treatment option needs.
- Conduct effective individual and small group counseling.
- Recognize potential crisis situations and intervene accordingly.
- Maintain client confidentiality.
- Assess situations involving clients and respond in a timely and effective manner utilizing a variety of appropriate techniques.
- Prepare clear, concise, and accurate technical and administrative reports.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in counseling, social work, clinical psychology, or a related field.

Experience:
- Three (3) years of experience in individual, small group, and family counseling, or the treatment and rehabilitation of substance abuse.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid PC 1000 Program (Deferred Entry of Judgment) Group Facilitator certification, to be maintained throughout employment.
- Possession of a valid Choices Program Group Facilitator certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

COUNSELOR III

DEFINITION

Under general supervision, provides professional counseling services to individuals with substance abuse disorders, or school, marriage, family, and peer difficulties; conducts individual, small group, and family counseling and court-mandated classes; maintains case files; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Counselor series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises graduate students or those with an Associate Marriage and Family Therapist (AMFT) license or Associate Clinical Social Worker (ASW) license from the California Board of Behavioral Sciences.
- Receives referrals from schools, law enforcement, courts, and other agencies on prospective clients requiring counseling services; provides appropriate information and feedback to referring sources.
- Conducts initial screenings of prospective clients; gathers and assesses relevant background information; evaluates client substance use severity and determines appropriate level of care; formulates treatment and discharge plans.
- Conducts individual, small group, and family counseling sessions and court-mandated classes; assists clients and family members in understanding and accepting substance abuse, school, marriage, family, and peer dysfunctions and the need for treatment.
- Monitors treatment and evaluates progress; advocates for clients with outside agencies.
- Performs crisis intervention counseling; refers clients and prospective clients to appropriate treatment sources.
- Responds with members of the Police Department to assist with pre-delinquent behavior, gang activity, child abuse, unfit homes, and other situations.
- Observes and records client behavior; maintains case files; prepares and maintains records, correspondence, and reports.
- Reports documented or suspected abuse and neglect as mandated by law.

- Maintains equipment, materials, and supplies necessary for program services.
- Establishes and updates required curriculum topics as dictated by the program.
- Remains current on prevention literature, statistical information, legislative activities, and community resources and activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Psychological, physiological, sociological, and behavioral aspects indicative of substance use disorders.
- Substance abuse life cycle symptoms and behaviors.
- Recognized methods of treatment in dealing with individuals with behavioral, emotional, alcohol, and drug related problems.
- Medications associated with medical alcohol and drug treatment and their effects.
- Alcohol and drug diagnoses and admission criteria for persons served in a specific program.
- Principles, methods, and techniques of marriage, family, and child counseling.
- Characteristics of family relationships and family and group dynamics.
- Principles and practices of crisis intervention, group and individual therapy, and case management.
- Methods and techniques of interviewing clients to assess and evaluate service needs.
- Methods and techniques of observing and accurately describing and documenting client behaviors.
- Community demographics including socioeconomic and cultural factors.
- Community resources available which assist clients in recovery including housing, employment, education, medical and behavioral health sources.
- Principles and practices of case documentation and maintenance of complex and comprehensive records.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assess and evaluate client program eligibility and treatment option needs.
- Conduct effective individual and small group counseling.
- Recognize potential crisis situations and intervene accordingly.
- Maintain client confidentiality.
- Assess situations involving clients and respond in a timely and effective manner utilizing a variety of appropriate techniques.
- Prepare clear, concise, and accurate technical and administrative reports.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a master's degree from an accredited college or university with major coursework in counseling, social work, clinical psychology, or a related field.

Experience:
- Four (4) years of experience in individual, small group, and family counseling, or the treatment and rehabilitation of substance abuse.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Marriage and Family Therapist (LMFT) license from the California Board of Behavioral Sciences, to be maintained throughout employment.
- Possession of a valid Clinical Social Worker (LCSW) license from the California Board of Behavioral Sciences, to be maintained throughout employment.
- Possession of a valid PC 1000 Program (Deferred Entry of Judgment) Group Facilitator certification, to be maintained throughout employment.
- Possession of a valid Choices Program Group Facilitator certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

CRIME ANALYST

DEFINITION

Under direction, completes intelligence profiles for the Police Department; provides real time actionable information to law enforcement in the field; monitors and reports on statistical crime data and trends; conducts mobile forensic extractions; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level, non-sworn classification is responsible for independently performing professional duties in support of crime prevention strategies. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Completes intelligence profiles and address work ups to aide in the identification of suspects, victims, and witnesses; gathers relevant information by searching various databases for information including criminal history checks, prior police contacts, driver license status, registered and associated vehicles, wants/warrants status, probation/parole status, registered firearms, associated people to the subject or residence, contact information, social media profiles, current or associated residences, aliases/monikers, gang association, employment, and business or professional licenses.
- Monitors incoming service calls, surveillance operations, and search warrant radio traffic for actionable information to begin investigating, monitoring, or identifying involved subjects; provides accurate real-time intelligence and information to law enforcement in the field.
- Conducts follow-up on cases with little or no suspect information; utilizes video footage and information databases to identify suspects.
- Completes geographic profiling; analyzes crime locations and possible suspect locations.
- Reviews police reports and calls for service to monitor crime sprees and trends and to generate suspect leads.
- Reviews and analyzes various documents and database information to provides actionable analysis and information to law enforcement staff.
- Performs mobile forensic extractions, including password detection, extraction of device, and copying of extracted data; submits related reports.
- Performs research and complex statistical analysis on crime data; prepares analytical and statistical reports, charts, graphs, maps, bulletins, and other written reports; provides problem-solving recommendations.

- Prepares crime statistical summaries and reports on projections of long-term changes and crime trends; assists with the development of tactics, strategies, and planning in response to crime trends.
- Formulates theories regarding crime trends, patterns, and suspects; develops hypothetical links between crime trends, criminals, and crime groups; makes recommendations of possible solutions to criminal investigative problems.
- Researches compliance status and checks wants/warrants status for monthly National Crime Information Center audit on PC 290 sex offenders; completes intelligence profiles for quarterly compliance sweeps.
- Corresponds with other law enforcement agency staff on related cases; collects and distributes crime bulletins from outside agencies.
- Monitors and checks daily all technology and databases; troubleshoots or arranges for immediate repair as needed.
- Attends information meeting, including unit briefings, patrol briefings, search warrant briefings, operations briefings, and debriefing after operations.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and procedures of conducting crime analysis and research, including data collection, statistical analyses, and report preparation.
- Functions, organization, principles, and practices of law enforcement agencies.
- Police terminology and law enforcement codes.
- Principles and practices of administrative and operational analyses, research evaluation, and methodology.
- Techniques, methods, and procedures of criminal investigative procedures.
- Complex arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform complex professional and analytical work.
- Extract data and develop a variety of customized reports, charts, graphs, and maps.
- Conduct complex investigations for patrol officers and detectives.
- Make sound recommendations on next steps in an active investigation.
- Effectively utilize a variety of databases and computer driven systems including crime mapping, digital

imaging software, and related programs.
- Collect, analyze, interpret, and document complex statistical data.
- Recognize, identify, and document crime series and patterns.
- Understand the functions, principles, and practices of municipal police services.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Analyze operational objectives and issues, evaluate alternatives, and reach sound, logical, fact-based conclusions and recommendations; prepare reports and recommendations.
- Properly develop and interpret complex tables, charts, and graphs.
- Interpret, apply, and explain applicable federal, state, and local laws, codes, regulations, and departmental policies and procedures.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminal justice, psychology, or a related field.

Experience:
- Three (3) years of professional level experience performing research, statistical, or crime analysis.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset

staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

CRIME PREVENTION AND COMMUNITY OUTREACH SPECIALIST

DEFINITION

Under general direction, plans, organizes, coordinates, and participates in the work of staff responsible for the direct delivery of one or more police community programs, services, and activities including community outreach initiatives, drug prevention and awareness, and crime prevention practices; assists in the development and disbursement of crime prevention materials; provides technical and specialized assistance to management staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for coordinating one or more crime prevention outreach programs in the Police Department. Incumbents have responsibility for independently coordinating and implementing the program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, coordinates, and participates in the work of staff responsible for police community crime prevention and safety programs; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates and schedules related meetings involving crime prevention and/or safety including area commander and business watch meetings and neighborhood watch; participates in and addresses various crime prevention and/or safety topics and/or issues.
- Plans and coordinates police community events for the public, fundraising events, and other related events or activities.
- Designs, develops, markets, coordinates, and presents neighborhood/community public safety and crime prevention programs to schools, community groups, property and business owners.
- Prepares and distributes crime prevention literature and materials including preparation of flyers, brochures, visual displays, and bulletin boards.
- Coordinates and participates in various assigned educational programs, presentations, and learning activities in the area of assignment; interacts with and facilitates the awareness of related topics including substance abuse and gang prevention to children.

- Monitors program budgets; processes appropriate payments, paperwork, and/or expenditures; updates and maintains records as appropriate.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides technical and specialized assistance to management staff; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Maintains accurate records of services and activities.
- Represents the City in meetings with members of other public and private organizations, community groups, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community crime prevention and safety.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, procedures, and methods for coordinating and implementing variety of police community crime prevention and safety programs and activities.
- Current principles, techniques, and methods of public information, outreach, and community relations programs.
- Arithmetic and statistical techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand the organization and operation of police community crime prevention and safety programs and activities.
- Perform a variety of public outreach and community relations activities for the department.
- Identify target audiences and develop pertinent messages.
- Prepare and conduct a diverse range of presentations and public information materials.
- Perform accurate mathematical calculations.
- Maintain accurate program records and files.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent an associate degree from an accredited college or university with major course work in business administration, communications, public administration, or a related field.

Experience:
- Two (2) years of experience performing community liaison and administrative functions for a public office or government agency, including one (1) year of experience supporting police community crime prevention and safety or related programs.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in an outside environment, position requires sitting, standing, walking on slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Employees must possess the ability to lift, carry, push, and pull materials and objects up to a weight of 60 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

CRIME PREVENTION AND COMMUNITY OUTREACH SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff responsible for the direct delivery of one or more police community programs, services, and activities including community outreach initiatives, drug prevention and awareness, and crime prevention practices duties within the Police Department; develops and disburses crime prevention materials; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises supervision over technical staff.

CLASS CHARACTERISTICS

This classification is responsible for supervising one or more crime prevention outreach programs in the Police Department and exercises independent judgment on diverse and specialized Police functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff responsible for the direct delivery of one or more police community programs, services, and activities including community outreach initiatives, drug prevention and awareness, and crime prevention practices duties within the Police Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Leads crime prevention and safety conferences including area commander, business watch, and neighborhood watch meetings; addresses various crime prevention and safety topics and issues.
- Plans and coordinates police community events for the public, fundraising events, and other related events or activities.
- Designs, develops, markets, coordinates, and presents neighborhood and community public safety and crime prevention programs to schools, community groups, and property and business owners.
- Prepares and distributes crime prevention literature and materials including preparation of flyers, brochures, visual displays, and bulletin boards.
- Implements educational programs, presentations, and learning activities; interacts with and facilitates the awareness of related topics including substance abuse and gang prevention.
- Represents the City in meetings with members of other public and private organizations, community groups, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of implementing police community crime prevention and safety programs and activities.
- Current principles, techniques, and methods of public information, outreach, and community relations programs.
- Principles of public speaking, conducting formal presentations, and group facilitation.
- Principle of developing and implementing marketing strategies and promotional tools and resources.
- Principles of program evaluation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex crime prevention and community outreach work.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand the organization and operation of police community crime prevention and safety programs and activities.
- Perform a variety of public outreach and community relations activities.
- Identify target audiences and develop pertinent messages.
- Prepare and conduct a diverse range of presentations and public information materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent an associate degree from an accredited college or university with major course work in business administration, communications, public administration, or a related field.

Experience:
- Four (4) years of experience performing community liaison and administrative functions for a public office or government agency, including two (2) years of experience supporting police community crime prevention and safety or related programs.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in an outside environment, position requires sitting, standing, walking on slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Employees must possess the ability to lift, carry, push, and pull materials and objects up to a weight of 60 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

CROSS CONNECTION SPECIALIST

DEFINITION

Under direction, administers the City's cross-connection control program; administers the City's backflow prevention device installation, inspection, and repair program; implements water conservation programs; coordinates the operations and activities of the City's Recycled Water Program to ensure compliance with City and mandated regulations governing the use of recycled water; ensures City departments and customers are consistently and accurately informed on recycled water usage and capacity; assists in resolving water quality related concerns/issues; collects a variety of water samples; performs program administrative and billing duties; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of administering the City's cross-connection control program, as well as the City's backflow prevention testing and device installation, inspection, and repair program, water conservation programs, resolving water quality related concerns/issues, and administrative and systematic activities for the City's Recycled Water Program. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Reviews and revises landscape irrigation plans and blueprints with landscape architects to determine backflow prevention requirements for new and existing water services and to meet required recycled water standards; confers with the public, developers, contractors, and others to explain and discuss backflow prevention requirements; compiles, drafts, and assists with approval of reports as mandated by the California Division of Drinking Water (DDW).
- Conducts surveys of commercial and industrial buildings to identify the degree of potential health hazard to the water supply by evaluating the existence of cross connections, materials used on the properties, probability of backflow, complexity of piping system, and potential for piping system modifications.
- Inspects backflow prevention devices for correct installation to meet City and state requirements; verifies testing and certifications as current and acceptable; spot checks tests conducted by backflow testers by retesting devices; assists with repair and testing of potable water backflow devices and related components for annual inspections; conducts retrofitting of potable and recycled water meters and backflow devices for new construction.
- Develops and implements a periodic inspection schedule to ensure customer compliance with annual backflow testing requirements; prints out backflow notices and backflow reports and mails out notices

with a list of approved backflow testers to inform customers of annual backflow testing requirements and completion dates; tracks responses and prepares follow-up notices for non-compliance; locks off water services in cases of non-compliance, as necessary.

- Coordinates the operations and activities of the City's Recycled Water Program to ensure compliance with City and mandated regulations governing the use of recycled water; ensures departments and customers are consistently and accurately informed on system usage and capacity; monitors recycled water production, use, and storage; collaborates with other departments to resolve customer use and water availability; assists in promoting the expanded use of recycled water services; promotes the sale of recycled water to District customers; assists in developing incentives to customers to use recycled water for appropriate, permissible purposes.
- Oversees the City's cross connection control program files and records for state audits; performs cross connection control program shut down tests to evaluate hazards and compliance with State and County health agencies; prepares and notifies residents and businesses of scheduled water shut off when cross connection tests are performed.
- Collaborates with other City departments to implement water conservation programs and to establish annual and seasonal allocations of recycled water by service area and individual customer; analyzes and monitors water supply availability and makes recommendations regarding allocations and future market planning; monitors water conservation measures throughout the City's water service area.
- Monitors a variety of agricultural, irrigation, commercial, and municipal use areas to ensure compliance with City and regulatory requirements regarding quantity, location, use, and distribution of recycled water; provides daily systems data to internal departments for their information and action; notifies customers of usage guidelines so they may make the necessary adjustments; schedules and coordinates activities with customers and other City personnel.
- Collects samples for bacteriological, chemical, general physical analysis, gross alpha test, and other potable water quality samples and tests, as required; repairs potable water sample stations to ensure accurate routine samples; inspects on-site system installation compliance with state and local standards.
- Performs physical maintenance to repair recycled water infrastructure; manages water distribution operator and installs recycled water air vacuums, blow offs, pluming fittings, and more.
- Gathers and analyzes drawings and locations to maintain and update GIS maps and software for recycled water systems.
- Investigates and resolves complaints regarding water quality and the use of recycled water; coordinates onsite inspections; enforces compliance with relevant ordinances and regulations.
- Records and maintains a variety of records and reports related to inspection and billings; enters and retrieves data from a computer; prepares written reports and correspondence as required.
- Tracks, evaluates, and generates systems reports on recycled water program usage and operations for City management which include, but is not limited to, program revenue and expenditures, new customers, impacts of conservation methods on system capacity, and measures to balance system demand and capacity.
- Collaborates with City staff on issues such as purchase of water meters for new developments and determining the appropriate size and type of meter necessary to meet the needs of the customers.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Equipment, tools, materials, methods, and techniques used in the inspection, testing, and repair of various backflow prevention devices.
- Methods, materials, and techniques for cross-connection prevention and testing, site retrofit and connection to recycled water systems.
- Principles and practices of recycled water program administration.
- Bacteriological, chemical, and related water sampling tests.
- Landscaping and irrigation plans.
- Business math and record keeping practices.
- Operational characteristics of recycled water systems as it affects capacity and resource availability.
- Best management practices for reclaimed water system administration.
- Requirements of a cross connection control survey.
- Recycled water use site inspections, construction, site conversions, and retrofits.
- District rate structures and billing practices for recycled water services.
- Methods and techniques of determining, tracking, and reporting on recycled water allocation needs.
- Methods and techniques of conducting research, program analysis, and report preparation.
- District policies, procedures, and practices applicable to the installation and approval of a variety of services, with particular emphasis on recycled water.
- Title 17 and Title 22 of the California Code of Regulations related to drinking water, Guidelines for Water Reuse, and other California Regulations related to recycled water.
- Principles and practices of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Effectively inspect and test backflow prevention devices.
- Make accurate arithmetic calculations.
- Conduct bacteriological, chemical, and related water sampling tests.
- Coordinate reclaimed water services among internal departments, external agencies, and customers.
- Independently perform responsible administrative activities for the recycled water program.
- Read and interpret written materials, drawings, plans, blueprints, standards, specifications, and codes.
- Maintain a cross connection program using computer software.
- Maintain accurate records and prepare and submit a variety of state mandated reports.
- Oversee the installation of new recycled water use sites, site conversions, and retrofits.
- Conduct site inspections and oversee coverage testing.
- Collect routine water quality samples per American Water Works Association (AWWA) sampling guidelines.
- Use a variety of hand and power tools, devices, and equipment specific to backflow and cross-connection testing.
- Specify water meter equipment and associated backflow protection devices.
- Read meters and determine if operating properly.

- Understand and follow oral and written directions.
- Effectively resolve public concerns and difficult customer complaints; provide effective resolutions within established guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in backflow prevention device testing and certification.

Experience:
- Four (4) years of increasingly responsible experience in the operation and/or maintenance of water distribution facilities, including the inspection and testing of backflow prevention devices; experience coordinating services within a water utility program, preferably for recycled water, or water distribution related experience may be substituted for direct operation and/or maintenance experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Backflow Prevention Assembly Tester Certificate from the County of San Bernardino, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Cross-Connection Specialist Certificate from an appropriate agency, to be maintained throughout employment.
- Possession of a valid Grade II (D-2) Water Distribution Operator Certificate, to be maintained throughout employment.
- Possession of a valid Grade II (T-2) Water Treatment Plant Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Confined Space Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid CPR/First Aid Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Forklift Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When working within an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels and controlled temperature conditions, and periodically work in a field environment where they are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, including frequent exposure to toxic or poisonous substances and biologic or infectious agents, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

COMMUNITY SERVICES, PARKS AND RECREATION BOXING TRAINER

DEFINITION

Under general supervision, provides boxing training for participants; assists with the activities of the Chino Youth Boxing program; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the Chino Youth Boxing program. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Trains and motivates young athletes and adults in the sport of boxing; supervises and instructs boxing participants on safe boxing techniques and physical training regimens.
- Monitors boxing activities during training and practice times; evaluates performances of program participants, explains techniques, and assists with skills improvement.
- Creates a supportive and competitive environment that supports social and emotional youth development; promotes a positive recreation environment, competition, and personal behavior.
- Coordinates, promotes, implements, and evaluates program activities.
- Organizes and coordinates boxing team practices and physical workouts.
- Monitors guests and program participants and program activities; enforces rules, regulations, and safety precautions; maintains discipline, monitors behavior, and resolves issues.
- Sets up and takes down equipment and prepares venue for activities and events; maintains equipment and facilities in clean and safe condition.
- Assists in determining equipment and material needs for program activities.
- Promotes boxing activities; interacts with the public, community resource agencies, and other organizations.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, concepts, principles, and practices common to the field of boxing.
- Supplies and equipment required for a boxing program.
- Rules and regulations governing the conduct and safety of persons using boxing facilities and equipment.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.
- Basic principles of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Promote activities of the boxing program.
- Travel to a variety of locations for boxing shows.
- Work with individuals having varied socio-economic backgrounds.
- Promote a positive recreation environment and good personal behavior.
- Monitor facility and guests for violations of rules and safety standards.
- Use emergency techniques for standard first aid, CPR, and blood borne pathogens.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Three (3) years of experience as a boxing training participant or coaching a boxing program.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

- Possession of a valid USA Boxing Coach Certification issued by USA Boxing to be maintained throughout employment.
- Possession of a valid First Aid, AED, CPR, and Blood Borne Pathogens certification, or ability to obtain within six (6) months, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a boxing gym; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk for several continuous hours daily on level, uneven, or slippery surfaces; agility to move quickly and easily; frequently reach, twist, turn, kneel, bend, crawl, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties; and vision to inspect and operate equipment. Finger dexterity is needed to operate and repair boxing equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in indoor and outdoor boxing facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Employees in this classification work evenings, Monday through Friday, and occasional weekends.

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Non-Exempt

COMMUNITY SERVICES, PARKS AND RECREATION COORDINATOR

DEFINITION

Under general direction, plans, organizes, and coordinates one or more programs, operations, and events within the Parks and Facilities, Recreation, Social Services, or Clinical Divisions of the Community Services, Parks and Recreation (CSPR) Department; provides administrative support and program assistance to assigned management personnel; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Community Services, Parks and Recreation Department. Incumbents have responsibility for independently coordinating and implementing an assigned program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Coordinators may be assigned or moved to any number of functional areas within the Community Services, Parks and Recreation Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, plans, coordinates, promotes, and participates in the day-to-day operations of parks and facilities, recreation programs, social services programs, and/or clinical services; establishes schedules and methods for providing community and recreation services and social services.
- Monitors and evaluates assigned programs, activities, and services; identifies opportunities for improving service delivery and procedures; recommends improvements, modifications, and process changes and reviews with appropriate management staff; implements improvements.
- Recruits and selects part-time staff and volunteers to operate programs and activities; provides supervision, training, orientation, and guidance to assigned part time staff; prepares staff schedules; provides input and documentation for performance evaluations.
- Identifies staff development and training needs; schedules and coordinates meetings and training programs for staff and volunteers; monitors and assesses training to ensure staff is properly trained and certified.
- Evaluates program attendance, participant responses, and costs; makes recommendations regarding the continuance or cancellation of programs; assists in the development of new programs.
- Coordinates program registration, including the collection and accounting of monies, as applicable.
- Administers and oversees contracts between the City and partner agencies.

- Participates in the preparation, promotion, and execution of Citywide events; coordinates with community and professional groups to promote programs and activities; seeks sponsorships for major special events and programs.
- Prepares and coordinates the development of publicity for events and programs, including news releases, flyers, pamphlets, brochures, and announcements.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of program operations, activities, and services.
- Participates in City, community, and advisory meetings.
- Assists in the determination of personnel, equipment, and material needs for program activities; prepares and processes purchase of and payment for equipment, supplies, and services.
- Prepares budget recommendations for the allocation of personnel, equipment, and supplies for program activity areas; and tracking assigned program budgets.
- Maintains accurate records of services and activities related to programs; prepares a variety of written reports, memoranda, and correspondence.
- Seeks sponsorships for special events and programs as assigned.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When assigned to Parks and Facilities:
- Oversees, schedules, and coordinates the daily use of City owned parks, fields, and facilities.
- Conducts periodic inspections of parks and facilities; ensures areas of concern are addressed; provides updated information and progress on maintenance and renovation projects at park sites; communicates emergency issues that may arise at park and facility sites.

When assigned to Youth Programs:
- Assists in planning, developing, organizing, and supervising leisure and recreation activities for participants of all ages.
- Oversees and schedules transportation options; ensures maintenance and repair of transportation vehicles; administers related grant or transportation funding programs.

When assigned to Social Services:
- Assists in planning, developing, organizing, and supervising after-school programs, seasonal camps, and other activities for school-aged children as well as sport activities for participants of all ages.
- Monitors requirements of county, state, and federal funding sources.

When assigned to Clinical:
- Implements and administers intervention and supportive activities and programs to prevent or address mental, physical, or emotional conditions such as substance abuse, child abuse, domestic violence, and homelessness; ensures legal restrictions and requirements are followed.
- Oversees case management and counseling staff executing counseling, case management services, and educational programs.

QUALIFICATIONS

Knowledge of:
- Principles of providing functional direction and training.

- Methods and techniques of identifying community, social, and/or program needs for recreational, age-specific, programs.
- Procedures for planning, implementing, and maintaining a variety of community, recreation, social services, and special events, programs, and activities.
- Principles and practices of program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Special event permits, permit regulations, and applicable City Municipal Codes.
- City site management and oversight.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Statistical analysis and report preparation.
- Operations and services of recreation programs.
- Principles, practices, methods, and techniques of recreation, sports, and childcare programs.
- Local community groups, organizations, and businesses.
- Facility scheduling software and online registration systems and software.
- Mathematical principles.
- Principles and procedures of recordkeeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Manage multiple projects and tasks of varying complexities.
- Handle medical emergencies and injuries in a calm and effective manner.
- Understand the organization and operation of recreation and sports programs and facilities necessary to assume assigned responsibilities.
- Develop, plan, organize, coordinate, promote, implement, supervise, and evaluate a variety of services and recreation programs, activities, and special events.
- Oversee expenditures and adhere to budgeted allocations; ensure program revenues are collected appropriately.
- Perform mathematical calculations.
- Maintain accurate logs, records, and written records of work performed.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to an associate's degree with coursework in social services, communications, recreation, social services, or a related field.

Experience:
- Three (3) years of increasingly responsible full-time program experience in the area of assignment.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Non-Exempt

COMMUNITY SERVICES, PARKS AND RECREATION SHUTTLE DRIVER

DEFINITION

Under general supervision, operates shuttle buses providing scheduled and special transportation services within the City on fixed and non-fixed routes; picks up and transports passengers; inspects vehicles and equipment for safe operating conditions; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing transportation vehicle operations in support of Community Services, Parks and Recreation (CSPR) activities and programs. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Transports Community Services, Parks and Recreation participants to essential services, such as medical appointments, grocery store, pharmacy, and bank visits; provides transportation for Senior Trips and Tours and City personnel.
- Assists participants in onboarding and disembarking the shuttle bus; assists disabled passengers using specialized equipment.
- Performs thorough pre- and post-trip shuttle bus and equipment inspections; ensures shuttle bus meets safe operating standards; reports the need for maintenance and repair work.
- Makes prompt and accurate accident and incident reports; provides first-aid assistance as necessary; contacts supervisor and emergency services as directed.
- Compiles data on passengers served; assists in preparing and maintaining a variety of records and reports related to services provided.
- Ensures shuttle bus is maintained in a clean and orderly condition; searches shuttle bus for trash and lost items; sweeps and cleans windows.
- Responds to questions regarding routes, schedules, and transfer points.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics of shuttle buses.
- Safe driving practices related to the operation of shuttle buses.
- First Aid/AED/CPR methods and safety practices.
- Supplies and activities of assigned program.
- Americans with Disabilities Act (ADA) regulations regarding public transit operations.
- Methods and techniques of conducting daily and routine vehicle safety inspection within established guidelines.
- City geography, maps, streets, landmarks, and driving directions.
- Basic principles of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate shuttle bus and specialized equipment for disabled passengers safely.
- Respond decisively and effectively in emergency situations.
- Read and interpret maps and schedules.
- Maintain schedules on assigned routes.
- Work with individuals having varied socio-economic backgrounds.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Two (2) years of experience operating public transport vehicles.

Licenses and Certifications:

- Possession of a valid California Class "B" Driver's License with passenger endorsement, school bus endorsement, and/or school bus driver certificate, to be maintained throughout employment.
- Possession of valid First Aid, AED, and CPR certification, or ability to obtain within six (6) months, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a predominantly vehicle driving/operation environment; to operate a motor vehicle and drive on highways, surface streets, and city roads in light to heavy traffic conditions; strength, stamina, and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Vehicle operation visual requirements include near and distance, color vision, night vision, peripheral vision, depth perception, and the ability to adjust focus. This classification requires sitting for long periods of time while operating vehicles and walking on multiple types of surfaces to inspect vehicles and assist passengers. Finger dexterity, reaching with hands and arms, and using leg/foot to reach or handle vehicle controls and lifting devices to operate assigned equipment is needed. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a driving environment and are frequently exposed to road and traffic conditions, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, and fumes, hazardous substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

COMMUNITY SERVICES, PARKS AND RECREATION LEADER

DEFINITION

Under general supervision, provides support in conducting recreation activities in connection with a specific recreation or leisure program, service, activity, or function; leads, teaches, and conducts diversified recreation activities at various recreational facilities; continuously supervises and monitors participants to ensure their safety and well-being; performs a variety of clerical duties in support of program operations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing program support duties for the Community Services, Parks and Recreation Department's recreation and leisure programs which includes leading groups of youth, teens, and/or adults in structured activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, teaches, and conducts diversified recreation activities at various recreational facilities, including parks, schools, and the recreation center.
- Supervises and schedules established programs of recreational activities for children and adults.
- Follows structured curriculum and facilitates daily recreational and enrichment activities which include but are not limited to games, sports, art, music, and crafts for program participants.
- Assists with the preparation and operation of recreation/sports camps or other large programs and events; provides oversight and conducts classes/activities for program participants under the guidance and direction of a Community Services, Parks, and Recreation Specialist or Community Services, Parks, and Recreation Coordinator.
- Implements and monitors City procedures with respect to participant safety.
- Resolves program issues within established guidelines; suggests program improvements.
- Inspects program areas and equipment and recommends maintenance and repair as needed.
- Transports, issues, receives, and controls the use of recreational equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.
- Performs general office duties, including basic cashiering, answering the telephone, greeting patrons, light typing, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities.

- Assists in the encouragement of participation and good sportsmanship.
- Responds to patrons' needs for assistance or information.
- Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday and performing basic custodial duties; assists with opening, closing, and securing buildings for events, as directed.
- Administers first aid and CPR, as necessary.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When assigned to After School Programs:
- Monitors students, classrooms, and recreational activities for the purpose of ensuring a safe and positive learning environment for after school participants.
- Leads organized learning activities for students to develop and strengthen their academic, physical, and social skills.
- Serves as a positive role model for students by showing enthusiasm, initiative, and a mature work ethic.
- Assists participants with daily homework.
- Communicates effectively with peers, parents, and volunteers; consistently communicates any behavior incidents, injuries, or any other pertinent information to the program Specialist in a timely manner.

When assigned to Batting Cages:
- Assists with program registration by collecting fees, accounting for money, and issuing receipts.
- Diagnoses and makes minor adjustments and repairs to the equipment.

When assigned to Facility Rentals:
- Interacts with contracted instructors, renters, and patrons; ensures facility rules and regulations are followed at all times.
- Reviews facility schedule and submit a log on a daily basis.
- Monitors the outside perimeter of the facility during open hours.
- Submits service requests for facility needs.

When assigned to Chino Youth Museum:
- Interacts with parents, children, and party hosts; ensures facility rules and regulations are followed at all times.
- Leads organized activities for school tours, Museum guests, and party guests.
- Assists with program registration by collecting fees, accounting for money, and issuing receipts.
- Assists guests with booking parties and tours by ensuring all paperwork is properly filled out and fees are collected.
- Maintains accurate records.
- Makes sure the Museum exhibits are clean and organized.
- Assists with special events as needed.

Neighborhood Activity Center (NAC) Services:

- Sets up multi-purpose rooms for events, meetings, and classes.
- Monitors participant activities while the facility is open.
- Monitors the outside perimeter of the facility during open hours.
- Assists Customer Service Representatives at the front counter when needed.
- Update display boards inside and outside the facility.

When assigned to Park Operations:

- Responsible for ensuring the daily facility rental schedule is followed by all users; also documenting pertinent rental information, i.e., exact times of field usage, on and off times for lights, rental attendance, and report all maintenance and safety hazards at the park.

When assigned to Old Schoolhouse Museum:

- Assists in cataloging museum artifacts.
- Assists in planning the layout and display of museum artifacts.
- Plans tours and other programs for museum visitors of all ages.
- Keeps track of all museum artifacts and maintain records of ownership and borrowing.
- Assists volunteer docents with tours.

When assigned to Teen Center:

- Assists in shuttling registered Teen Center participants after school from school sites during the school year.
- Engages with participants during pre-planned activities, which include sports, cooking, life-skills building, and craft activities.
- Assists participants with homework help as needed.
- Actively participates with the Coordinator/Specialist to help design and develop program activities.
- Plans, prepares, and leads weekly activities.
- Communicates actively and effectively with co-workers, participants, parents, and volunteers.
- Enforces and/or administers site, program and City guidelines, boundaries, and rules in order to keep participants safe.

When assigned to Tiny Tots Program:

- Works closely with and ensures the safety of participants ages 3-5.
- Assists with instructing age-appropriate group games, crafts, light physical activities, and planning activities in a safe and positive learning environment.

When assigned to Youth Sports Program:

- Interact with parents, volunteers, participants, officials, and customers.
- Assist with conducting programs for Pee Wee baseball, soccer, and basketball.
- Conduct youth basketball practices and games.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of assigned program.
- General office and business administrative practices.
- Methods and techniques of implementing program activities.
- Age-appropriate program content.
- Instructional methods and techniques.
- Care and proper use of recreational equipment and supplies.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Principles and procedures of recordkeeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Oversee the operations and activities of assigned programs.
- Lead and conduct assigned program classes or activities.
- Interpret and apply facility use policies and procedures.
- Conduct age-appropriate activities.
- Monitor program participants on a continuous basis to ensure safety and well-being, discipline, and order.
- Understand, interpret, and apply all applicable laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Provide courteous assistance to program participants, parents, patrons, and the general public.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Maintain accurate logs, records, and written records of work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One (1) year of experience facilitating a recreation or after-school program.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, valid certifications in First Aid, cardiopulmonary resuscitation (CPR), and Automatic External Defibrillator (AED) use for adult, child, and infant, provided by the City, to be maintained throughout employment.
- *For After School Programs:* Complete secondary fingerprint requirement to obtain Activity Supervisor Clearance Certificate from the California Commission on Teacher Credentialing upon appointment.
- *For After School Programs:* Successfully pass Chino Valley Unified School District's Instructional Aide test within one year of appointment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Exempt

COMMUNITY SERVICES, PARKS AND RECREATION MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of one or more divisions in the Community Services, Parks and Recreation (CSPR) Department, including Parks and Facilities, Recreation, and Social Services; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Community Services, Parks and Recreation in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community Services, Parks and Recreation. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division or divisions in the Community Services, Parks and Recreation Department. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of a division in the Community Services Department, including Parks and Facilities, Recreation, and Social Services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Prepares and administers grants and other proposals which provide funding; maintains and monitors requirements of county, state, and federal funding sources.

- Participates in the evaluation of activities and their effectiveness in serving the public; monitors program compliance with Department policies.
- Develops and sustains public and private partnerships within the community to support the needs of those served; works with organized community groups, school districts, and committees to promote and coordinate programs.
- Directs and reviews the creation of the Citywide brochure, flyers, letters, and invitations to upcoming events and programs.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in recreation, parks, and social services programs; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Activities, facilities, arrangements, resources, and equipment common to modern comprehensive recreation and social services programs.
- Programs for maintaining security and enforcing regulations at parks and recreational facilities.
- Public relations principles and techniques.
- State and federal regulations related to funding and grant proposals.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Recreation and Social Services Divisions.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze program needs, identify solutions, and implement recommendations for events and programs.
- Elicit community and organizational support for recreation and social services programs.
- Create and maintain productive and supportive relationships with community groups and agencies.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Develop and implement recreation, social services, and education programs.
- Understand cultural factors important to behavior patterns.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in parks and recreation administration, public administration, human services, sociology, or a related field.

Experience:
- Five (5) years of responsible community services programming administration experience, including three (3) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various community sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the community and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

COMMUNITY SERVICES, PARKS AND RECREATION SPECIALIST

DEFINITION

Under general supervision, conducts and implements varied Community Services, Parks and Recreation (CSPR) programs and activities; manages participant behavior to ensure the safety of all participants; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory personnel. Exercises technical and functional direction and provide training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing administrative duties in support of a Community Services, Parks and Recreation Division program. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Community Services, Parks and Recreation Coordinator in that the latter performs the more complex work assigned to the series, such as the planning and oversight of programs and provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts and implements community services activities, special events, and programs including recreation, community center, and prevention intervention and social services programs.
- Monitors the proper and safe use of program facilities; ensures the safety and well-being of program participants including managing participant behavior.
- Assists in developing, planning, and evaluating programs and activities; monitors program attendance and participant comments; provides feedback for the improvement of service delivery and procedures.
- Participates in program registration, including the collection and accounting of monies as applicable.
- Participates in the preparation, promotion, and execution of Citywide events; works with community groups and interacts with schools, parents, and children.
- Communicates with patrons and residents regarding questions, problems, concerns, and activities in the provision of program operations, activities, and services.
- Communicates and coordinates with partner agencies to resolve routine operational program issues.
- Resolves program issues within established guidelines; suggests program improvements.
- Maintains facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials and performing basic custodial duties and minor facility maintenance; opens, closes, and secures buildings for events.
- Responds to requests for assistance for services and programs provided to the community.

- Recommends staffing, equipment, and material needs for program activities.
- Tracks and maintains accurate records of services and activities related to programs.
- Conducts research; prepares and generates reports; compiles and analyzes statistical data.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Procedures for implementing and maintaining a variety of community, recreation, social services, and special events, programs, and activities.
- Recreational, cultural, age-specific, and social needs of the community.
- Local community groups, organizations, and businesses.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Determine personnel, equipment, and material needs for program activities.
- Develop program guidelines, procedures, and forms.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in social services, communications, recreation, social services, or a related field.

Experience:

- One (1) year of responsible program experience in the area of assignment.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Completion of First Aid, AED, and CPR training within six (6) months of employment, as provided and required by the City.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Exempt

COMMUNITY SERVICES, PARKS AND RECREATION SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff coordinating programs, operations, and events within the Parks and Facilities, Recreation, or Social Services Division of the Community Services, Parks and Recreation (CSPR) Department; plans and coordinates comprehensive community-centered service programs; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within a Community Services, Parks and Recreation division that exercises independent judgment on diverse and specialized community services and programmatic functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Community Services, Parks, and Recreation Manager in that the latter has full management authority in planning, organizing, and directing the full scope of programs and services within the department. Supervisors may be assigned or moved to any number of functional areas within the Community Services, Parks and Recreation Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff providing support to community services and programs within the Parks and Facilities, Recreation, or Social Services Divisions of the Community Services, Parks, and Recreation Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs and recommends funding for staffing, equipment, materials, and supplies; prepares detailed cost estimates with appropriate justifications; oversees compliance with budgeted funding.

- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Creates collaborative and supportive relationships with community groups, school districts, and committees to develop, coordinate, and promote services and programs to meet the needs of the community.
- Analyzes trends in recreation and social services programming, community attitudes, programs being offered, program requests, socio-economic issues, population age groupings, and other factors in program planning.
- Monitors the effectiveness of programs; evaluates program attendance, participant responses, and costs; makes recommendations regarding the continuance of programs.
- Develops and administers marketing efforts to promote program activities; prepares or approves news releases, brochures, social media posts, and other announcements.
- Oversees and participates in the maintenance of various databases.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of community services programming.
- Methods and techniques of identifying community program, services, or activity needs.
- First aid methods and safety practices related to recreational program planning and evaluation.
- Methods and techniques of case management.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex community services programming work.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Administer and supervise a variety of programs and projects.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in parks and recreation administration, public administration, human services, sociology, or a related field.

Experience:
- Five (5) years of increasingly responsible community services programming administration experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer

keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Non-Exempt

CUSTOMER SERVICE REPRESENTATIVE I/II

DEFINITION

Under immediate (Customer Service Representative I) or general (Customer Service Representative II) supervision, performs a variety of clerical and administrative duties in support of City staff and functions which may include account processing and recordkeeping activities in support of the City's operations; provides assistance to staff and the public at the front desk and via phone and email which may include billing and water utility service inquiries; reviews, processes, and files documents and records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Customer Service Representative I) to general (Customer Service Representative II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Customer Service Representative I: This is the entry-level classification in the Customer Service Representative series. Initially under close supervision, incumbents learn and perform a wide variety of office support functions, clerical duties, and other customer service work. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Customer Service Representative II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Customer Service Representative II: This is the fully qualified journey-level classification in the Customer Service Representative series. Positions at this level are distinguished from the Customer Service Representative I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Customer Service Representative class series are flexibly staffed and positions at the II-level may be filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the II-level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

Positions at the Customer Service Representative I level may perform some of these duties and responsibilities in a learning capacity.

- Answers incoming telephone calls; provides information and answers questions; addresses issues and concerns from members of the public, vendors, and City staff; refers issues to the appropriate staff or department; checks and replies to voicemail and email messages; greets visitors and residents at City facilities; distributes literature pertaining to City services and events.

- Composes, types, formats, and proofreads a variety of documents and correspondence from written, recorded, or printed sources and verbal instructions, including presentations, staff reports, public notices, letters, emails, memoranda, budget reports, spreadsheets, flyers, and directories; checks drafts for punctuation, spelling, and grammar, and suggests corrections.

- Collects and distributes incoming mail, packages, email communications, correspondence, reports, requests for service, and complaints to appropriate staff; receives, processes, and tracks documents for completeness and accuracy, including work orders, permits, timesheets, invoices, purchase orders, requisitions, and deposit slips.

- Organizes, archives, scans, copies, maintains, and retrieves records, documents, reports, and files; maintains and/or establishes filing systems; audits files for compliance with federal, state, and local laws and records retention schedules; purges files in accordance with established rules.

- Compiles and records statistical data; creates routine reports by extracting and/or tabulating information from a variety of sources.

- Accepts payments by phone or in person; accurately enters payments, adjustments, deposits, and address changes to customer accounts; adjusts accounts to reflect account accuracy of balances; efficiently and accurately handles cash transactions; operates cash register system; verifies accuracy of payments to accounts and balances cash drawers, as directed; accesses department safe and transfers daily cash/check deposits to armed security.

- Processes various applications for City services; collects and enters account information and ensures accuracy of demographic information.

- Prepares correspondence and mails forms and letters; provides notice to customers regarding account status and processes necessary account actions and applies account fees; applies adjustments to accounts; provides refunds to customers as necessary; prepares revenue reports to the Finance Department.

- Prepares, prints, and files various listings and reports; monitors, maintains, and orders supplies for the section; maintains supply of forms, applications, door hangers, and perforated paper.

- Creates and edits department media, including website content, online forms, calendars, and newsletters.

- Collects fees and payments from the public; maintains records of and reconciles revenues collected; prepares and coordinates cash deposits; provides support to cashiering staff.

- Orders supplies, equipment, and materials; ensures adequate inventory of department supplies; seeks competitive price quotes from various vendors; schedules equipment repairs and maintenance issues.

- Schedules and coordinates appointments, meetings, seminars, conferences, and training sessions; acts as meeting and/or committee secretary; prepares meeting agendas and informational packets.

- Maintains customer services files and records; accurately enters, maintains, and updates customer account information into the City's computerized system; prepares service orders for new utility sign-ups, turn on/offs, meter reads, meter rereads, and related matters.

- Observes and complies with all City and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Customer Service Representative I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles and practices of effective reception and telephone techniques including proper telephone etiquette.
- Basic mathematical practices.
- Basic principles of handling cash including making cash deposits.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles of business letter writing and basic report preparation.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply general administrative and departmental policies and procedures.
- Enter data at a speed necessary for successful job performance.
- Set up and maintain a variety of files and records.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Customer Service Representative I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:
- Customer Service Representative I: One (1) year of clerical experience.
- Customer Service Representative II: Two (2) years of increasingly responsible clerical experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

DEPUTY CITY CLERK

DEFINITION

Under direction, performs a variety of highly responsible and complex administrative and clerical duties in support of the City Clerk's Office; maintains a comprehensive indexing and filing system for records of action and official documents; prepares and distributes the City Council agenda; coordinates Fair Political Practices Commission filing obligations; ensures compliance with Brown Act requirements; conducts official activities of the City Clerk's office in the absence of the City Clerk; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Clerk. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing complex clerical duties in support of the City Clerk's Office. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares and distributes City Council meeting agenda and agenda packets; coordinates meeting room set up; posts agenda and staff reports on the website; attends and participates in the production of City Council meetings; records and transcribes meeting minutes; performs any required follow-up pertaining to City Council action taken at meetings.
- Reviews, researches, and responds to requests made under the California Public Records Act (CPRA).
- Performs and ensures the retention, maintenance, distribution, and filing of City records and documents, including ordinances, resolutions, deeds, contracts, agreements, and other documents, notices, minutes, reports, and related papers; maintains and update the Chino Municipal Code and California statutes.
- Maintains a comprehensive indexing and filing system for tracking official records, documents, and actions; coordinates the maintenance of active City records, archival and retrieval of inactive records, and the destruction of records.
- Maintains official files and records of Council proceedings and actions; prepares, processes, distributes, and posts public notices, bulletins, recorded documents, and contracts following applicable laws and procedures; prepares proclamations, commendations, ordinances, and resolutions in accordance with written instructions.
- Coordinates with other departments to process all public hearing notices and other legal advertisements.
- Coordinates and processes Fair Political Practices Commission filing obligations required of City Council Members, Commissioners, and designated employees; assists with providing information to candidates about the City, responsibilities of elected officials, and requirements for filing campaign

expenditures and donations; transmits information on candidates to the County for the printing of ballots.

- Processes the filing of Conflict-of-Interest documentation and semi-annual election campaign statements; updates the City's Conflict of Interest code bi-annually.
- Assists with the coordination of municipal elections; prepares appropriate resolutions, ordinances, and other necessary documentation related to elections; prepares the Candidate Handbook; assists with processing candidate paperwork; coordinates activities with the County Election Office.
- Provides routine office support related to preparation of correspondence, documents, and information; provides coverage of the front office and answers phones.
- Administers the processing of contracts and County recordings from all City departments to ensure compliance with City policies and procedures.
- Researches, retrieves, and provides information and assistance to the public pertaining to minutes, ordinances, resolutions, and history of the City; provides documents to the public, other departments, and agencies; researches and provides information on State statutes.
- Continuously monitors legislation that affects the Ralph M. Brown Act, the Maddy Act, Fair Political Practices Commission Regulations, and/or the California Public Records Act
- Provides assistance to technical Committee meetings, Commission meetings, and other related meetings as needed.
- Performs official duties of the City Clerk in their absence; assists others in the performance of related tasks.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the City Clerk function.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- The Ralph M. Brown Act, the Maddy Act, and the Public Records Act.
- Fair Political Practices Commission procedures and regulations.
- Preparation of agendas and minutes.
- City organizational structure, programs, and services.
- Modern methods of records retrieval and archiving.
- City formatting and document preparation standards.
- Principles, practices, and procedures related to the diverse functions within the Office of the City Clerk.
- Basic arithmetic.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task

coordination, including computers and software programs relevant to work performed.

Ability to:

- Enforce municipal laws and procedures.
- Implement election laws and political reform requirements.
- Accurately maintain complex records, summarize written materials, and interpret a variety of documents, contracts, and ordinances.
- Meet the public, understand the public's questions, and respond effectively.
- Draft correspondence for the City Manager, City Council, City Clerk, and Department staff.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Coordinate and implement records management programs suited to the needs of the City and in compliance with mandated requirements.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Four (4) years of increasingly responsible clerical and administrative support experience in a public agency.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs.

September 2025
FLSA: Exempt

DEPUTY CITY MANAGER

DEFINITION

Under general direction, oversees and performs a variety of highly complex administrative projects and coordinates City administrative activities, as assigned; serves as a subject matter expert on the City's resources, responsibilities, and opportunities related to the quality of life for residents; participates in the development of policies and strategies for City operations; provides complex and responsible support to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or assigned supervisory or management personnel. Exercises direct supervision over supervisory, professional, technical, and/or administrative support staff, as assigned.

CLASS CHARACTERISTICS

This is a management classification that provides administrative oversight and direction for the activities of assigned City projects and functions, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, oversees, and coordinates complex interdepartmental projects and activities and Citywide programs, as assigned, with an emphasis on issues and subject matter of special interest to the City Manager, including strategic priorities, City Council goals, legislative advocacy, public information, and regional and intergovernmental affairs; oversees and coordinates the work of staff and consultants to ensure successful completion.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.

- Supports the development and implementation of the City's legislative program; monitors and analyzes legislation; makes position recommendations; works with state and federal representatives and the City's legislative advocates in support of City projects and programs; serves as a City representative in relations with local, regional, state and federal agencies, and professional organizations as directed.
- Oversees grant applications and services.
- Oversees special projects and programs as assigned.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in municipal administration and resident quality of life initiatives; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Operations typical of municipal services, including public infrastructure, community development and redevelopment, public finance, human services, recreation, community relations, communications, neighborhood enhancement services, information technology, and public safety and welfare.
- Operations of community-based organizations and private and government funding agencies for public services.
- Legislative and budget processes, timelines, and procedures of government agencies with jurisdiction over issues impacting municipal activities and funding.

- Principles, practices, and techniques used in effective legislative and regulatory advocacy on behalf of the City.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage operations of special projects and City initiatives.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, understand, and communicate highly complex policies and issues.
- Analyze complex administrative concepts and communicate information in a concise, relatable manner.
- Analyze and make sound recommendations on complex community and intergovernmental relations, media relations, community outreach and public affairs, economic development, and resident empowerment issues and strategies.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, government, communication studies, social services, urban studies, or a related field.

Experience:
- Five (5) years of progressively responsible administrative experience in a public agency in functions related to community life, including three (3) years of experience in a mid-management capacity.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DEPUTY DIRECTOR OF COMMUNITY SERVICES, PARKS AND RECREATION

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for major functions and activities of the Community Services, Parks and Recreation (CSPR) Department including community services and programs, park development and maintenance, building maintenance, capital improvements, and social and human services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among department divisions and various public and private groups; provides highly responsible and complex professional assistance to the Director of Community Services, Parks and Recreation in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Community Services, Parks and Recreation. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a deputy director classification that oversees, directs, and participates in major activities and programs of the Community Services, Parks and Recreation Department. The incumbent participates in short- and long-term planning, development and administration of departmental policies, procedures, and services, and is responsible for providing professional-level support to the Director of Community Services, Parks and Recreation in a variety of areas. Successful performance of the work requires an extensive professional background and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other divisions, departments, and public and private agencies and managing and overseeing the complex and varied functions of the department. This class is distinguished from the Director of Community Services, Parks and Recreation in that the latter has overall management responsibility for all Community Services, Parks and Recreation Department services programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assists the Director in establishing and achieving department priorities, goals, and objectives; oversees a range of community, parks, recreation, and facilities programs and services, such as building maintenance, park development, capital improvements, community programming, and human and social services.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; recommends the implementation of change.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Stays abreast of new trends and innovations in the field of community services, parks and recreation.
- Oversees the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director of Community Services, Parks, and Recreation.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned areas of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for assigned areas of responsibility.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation, social sciences, public administration, or a related field.

Experience:
- Five (5) years of increasingly responsible relevant work experience, including three (3) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DEPUTY DIRECTOR OF DEVELOPMENT SERVICES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for major functions and activities of the Development Services Department including the Building, Planning, Code Enforcement, Housing, Accessibility, and Inspections Divisions; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among department divisions and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Director of Development Services in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Development Services. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a deputy director classification that oversees, directs, and participates in major activities and programs of the Development Services Department. The incumbent participates in short- and long-term planning, development and administration of divisional policies, procedures, and services, and is responsible for providing professional-level support to the Director of Development Services in a variety of areas. Successful performance of the work requires an extensive professional background and the ability to develop, oversee, and implement division projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions, departments, and public and private agencies and managing and overseeing the complex and varied functions of the division. This class is distinguished from the Director of Development Services in that the latter has overall management responsibility for all Development Services Department services programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assists the Director in establishing and achieving department priorities, goals, and objectives; oversees the administration and coordination of a range of development programs and services, such as permits, building, planning, code enforcement, housing, accessibility, and inspections.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; recommends the implementation of change.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; conducts or directors staff training and development; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Conducts the most complex assignments or directs the work of others involved in the preparation and review of current or long-range development projects; ensures development activities are conducted in accordance with federal and state law, applicable accessibility standards, City ordinances, rules, and regulations.
- Coordinates the plan review, permitting, and inspection process on private and public property.
- Supervises the building inspection, plan review, and permitting and code compliance staff on private and public property.
- Meets with design professionals to discuss and provide interpretation of relevant codes.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Stays abreast of new trends and innovations in the field of development services.
- Oversees the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director of Development Services.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities; makes presentations and responds to questions as required at Planning Commission and City Council Meetings.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Code compliance requirements and practices.
- Organization and management practices as applied to the development, analysis, and evaluation of

programs, policies, and operational needs of assigned areas of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Theories, advanced principles, laws, practices, and techniques related to plan review, inspections, and permit issuance on private and public property.
- Advanced social, political, economic, and environmental issues influencing planning program/project development and implementation.
- Real estate, architectural, and development principles and practices.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for assigned areas of responsibility.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to plan review, inspections, and permit issuance on private and public property.
- Operate programs within allocated budgets.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.

- Analyze unusual situations and resolve them through application of management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in planning, engineering, public administration, construction, or a related field.

Experience:
- Five (5) years of increasingly responsible experience in municipal development services to include the functions of building, planning, code enforcement, housing, accessibility, and/or inspections programs, including three (3) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of the following International Code Council (ICC) certifications to be maintained throughout employment:
  - Certified Building Official
  - Certified Building Inspector
  - Certified Plans Examiner
  - Certified Plumbing Inspector
  - Certified Mechanical Inspector

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DEPUTY DIRECTOR OF FINANCE

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for major functions and activities of the Finance Department, including preparation of the City budget; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among department divisions and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Director of Finance in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Finance. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a deputy director classification that oversees, directs, and participates in major activities and programs of the Finance Department. The incumbent participates in short- and long-term planning, development and administration of divisional policies, procedures, and services, and is responsible for providing professional-level support to the Director of Finance in a variety of areas. Successful performance of the work requires an extensive professional background and the ability to develop, oversee, and implement department projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Finance Department with those of other divisions, departments, and public and private agencies and managing and overseeing the complex and varied functions of the division. This class is distinguished from the Director of Finance in that the latter has overall management responsibility for all Finance Department services programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assists the Director in establishing and achieving department priorities, goals, and objective,; including the preparation of the City's budget.
- Assists the Director for all financial programs and activities including audits, accounting, purchasing, utility billing, revenue collection, payroll, and accounts payable.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; recommends the implementation of change.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Prepares or directs the preparation of financial records and reports, including state-mandated accounting reports and the City's Annual Comprehensive Financial Report.
- Coordinates and participates in processes necessary to prepare the City budget; monitors budget requests and compiles materials in preparation for Director of Finance evaluation and related review activities.
- Assists in the implementation of the fiscal management program of the City, including budget monitoring, forecasting, collection and disbursement of revenues, accounting, financial reporting, and auditing.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Stays abreast of new trends and innovations in the field of municipal finance and budget administration.
- Oversees the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director of Finance.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned areas of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Advanced principles, practices, and processes of municipal budget administration.
- Principles and practices of contract management.
- General principles of finance administration related to the functions of the assigned area.
- Principles, practices, and procedures of public and finance administration in a municipal setting.
- Municipal accounting and finance administration principles, practices, and systems.
- Treasury management and investment programs available for municipal funds.
- Sources of revenue to fund municipal services.
- Functions, authority, and responsibilities of an elected City Council.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for assigned areas of responsibility.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Plan and enforce a balanced budget.
- Perform professional accounting work.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, public administration, or a related field.

Experience:
- Five (5) years of increasingly responsible experience in municipal finance operations and budget administration, including three (3) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DEPUTY DIRECTOR OF HUMAN RESOURCES/RISK MANAGEMENT

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for major functions and activities of the Human Resources/Risk Management Department including preparation of the City budget; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among department divisions and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Director of Human Resources/Risk Management in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Human Resources/Risk Management. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a deputy director classification that oversees, directs, and participates in major activities and programs of the Human Resources/Risk Management Department. The incumbent participates in short- and long-term planning, development and administration of City-wide policies, procedures, and services, and is responsible for providing professional-level support to the Director of Human Resources/Risk Management in a variety of areas. Successful performance of the work requires an extensive professional background and the ability to develop, oversee, and implement Department projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Department with those of other divisions, departments, and public and private agencies and managing and overseeing the complex and varied functions of the division. This class is distinguished from the Director of Human Resources/Risk Management in that the latter has overall management responsibility for all Human Resources/Risk Management Department services programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assists the Director in establishing and achieving department priorities, goals, and objectives; oversees the preparation of the City's budget.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; recommends the implementation of change.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Assists the Director with labor relations activities including preparing reports and materials, attending negotiation meetings, explaining and interpreting survey data, researching issues, and responding to requests for information
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Prepares or directs the preparation of financial records and reports, including state-mandated accounting reports.
- Coordinates and participates in processes necessary to prepare the City budget; monitors budget requests and compiles materials in preparation for Director of Human Resources/Risk Management evaluation and related review activities.
- Assists with the daily administration of human resources operations; oversees the administration of employee benefits programs; conducts difficult/complex studies, makes recommendations; implements policies and procedures; handles a variety of sensitive and highly confidential matters.
- Conducts investigations into allegations of violation of City policy, including improper activities, harassment, and discrimination.
- Conducts and oversees salary and benefit surveys; performs data analysis functions and prepares oral and written recommendations regarding salary adjustments, reclassifications, reorganizations, and related matters.
- Assists in the administration of the risk management program, including workers' compensation, liability, and other insurance programs; reviews and analyzes liability and work-related illness and injury claims; makes recommendations regarding claims handling and actions to reduce future loss exposure; works closely with claims adjusters to develop claims management plan.
- Participates in the review of insurance plans and recommend coverage revisions.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Stays abreast of new trends and innovations in the field of human resources and risk management.
- Oversees the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director of Human Resources/Risk Management.

- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned areas of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Advanced principles, practices, methods, and techniques of human resources management and administration in a public agency setting, including recruitment and selection, labor negotiations, classification and compensation, leave and benefits program administration, and the interpretation of laws, regulations, policies, and procedures.
- Advanced principles, practices, and processes of municipal budget administration.
- Management of workers' compensation claims and human resources administration.
- Sources of information and agencies that may be utilized in conducting research and addressing human resources matters.
- Operations typical of a municipal human resources division.
- Functions, authority, and responsibilities of an elected City Council.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for assigned areas of responsibility.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Make decisions regarding operational and personnel functions.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in public administration, business administration, human resources management, or a related field.

Experience:
- Five (5) years of increasingly responsible relevant work experience, including three (3) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DEPUTY DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Capital Improvement Program and Development Engineering Division of the Public Works Department, including land development, capital projects, traffic, and special projects such as water, wastewater, and drainage systems; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Public Works in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Public Works Department. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Capital Improvement Program and Development Engineering Division of the Public Works Department, including land development, capital projects, traffic, and special projects such as water, wastewater, and drainage systems.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.

- Oversees and consults in the design, preparation, and review of construction plans, site investigations, cost estimates, specifications, and reports for the construction and/or improvement of public facilities.
- Meets with developers and contractors to facilitate projects and resolve issues; coordinates development engineering and capital projects with other City departments and outside agencies.
- Reviews operational procedures to ensure compliance with applicable policies and quality control standards as well as to ensure currency in technique; recommends and implements changes to departmental procedures, policies, and regulations including engineering design standards.
- Directs the conduct of studies and the preparation and presentation of reports regarding engineering related issues and the activities of the Engineering Division; reviews, edits, writes, and approves Council agenda reports in the workflow.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in engineering and land development; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Engineering principles, methods, and practices as applied in the planning, design, and construction of municipal public works projects.

- Laws and regulations governing the design and construction of streets, water, sewer and drainage systems, capital projects, and other public works projects.
- Methods employed in the preparation of land development projects.
- Contracts, agreements, plans, specifications, procedures, and forms associated with public works projects.
- Laws and processes relevant to the establishment of assessment districts.
- City government and issues of concern to developers, property owners, contractors, private engineers, and other when dealing with the City on engineering matters.
- Varied and alternative financing mechanisms for public works projects, including municipal finance principles and special assessment districts.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Capital Improvement Program and Development Engineering Division of the Public Works Department.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Review and check complex engineering designs, computations, plans, and studies.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Develop comprehensive plans to meet future City needs/services.
- Plan and enforce a balanced budget.
- Interpret financial statements and cost accounting reports.
- Interpret and clearly communicate highly technical subject matter.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Experience:
- Five (5) years of professional public sector engineering experience, including three (3) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Certificate of Registration as a Professional Engineer in the State of California, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DEPUTY DIRECTOR OF PUBLIC WORKS/SERVICES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for major functions and activities of the Public Works Department's Public Works Services Division including the maintenance operations of streets, grounds, parks, fleet, sewer and storm drain systems, and water systems; coordinates assigned activities with other City departments, officials, external agencies, and the public; fosters cooperative working relationships among department divisions and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Director of Public Works in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Public Works. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a deputy director classification that oversees, directs, and participates in major activities and programs of the Public Works Department. The incumbent participates in short- and long-term planning, development and administration of divisional policies, procedures, and services, and is responsible for providing professional-level support to the Director of Public Works in a variety of areas. Successful performance of the work requires an extensive professional background and the ability to develop, oversee, and implement division projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions, departments, and public and private agencies and managing and overseeing the complex and varied functions of the division. This class is distinguished from the Director of Public Works in that the latter has overall management responsibility for all Public Works Department services programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assists the Director in establishing and achieving department priorities, goals, and objectives; oversees a range of public works programs and services, such as the maintenance of streets, grounds, parks, fleet, sewer and storm drain systems, and water systems.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; recommends the implementation of change.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Guides the development of comprehensive plans to satisfy future needs for department services, including assessment of needed construction or repair of City infrastructure and other related department services.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Stays abreast of new trends and innovations in the field of public works maintenance and administration.
- Oversees the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director of Public Works.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned areas of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Principles, practices, and techniques of public works planning, engineering, maintenance, and construction, including fleet, streets, grounds, and utilities maintenance programs.
- Data collection and analysis techniques.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for assigned areas of responsibility.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Develop comprehensive plans to meet future City needs and services.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, public administration, or a related field.

Experience:
- Five (5) years of increasingly responsible experience in municipal public works services to include the functions of maintenance and construction, utilities, and/or public works programs, including three (3) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DIRECTOR OF COMMUNITY SERVICES, PARKS AND RECREATION

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Community Services, Parks and Recreation (CSPR) Department including community services, facilities maintenance, park development, recreation programming, and human services; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department head classification that oversees, leads, and participates in all activities of the Community Services, Parks and Recreation Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and City Council on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Community Services, Parks and Recreation, including facilities maintenance, park development, recreation programming, and human services.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.

- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Develops and implements policies and regulations relating to recreational activity, facility maintenance, park development, and community services; ensures policies are administered equitably; develops procedures to conduct activities; develops comprehensive plans to satisfy future needs for Department services.
- Administers contractual joint powers agreements with school districts, other governmental agencies, and private organizations; serves as liaison with contracting agencies and service providers; ensures adherence with contract provisions.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to a wide variety of committees, boards, and commissions.; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community services, facilities maintenance, park development, recreation programming, and human services.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.

- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Intergovernmental and private recreation programs, facilities, and resources.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in recreation, park administration, or a related field.

Experience:
- Six (6) years of increasingly responsible administrative experience in the field of public recreation, including the functions of recreation programming, community services activities and programs, facilities development and maintenance, and park acquisition and development, including four (4) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DIRECTOR OF DEVELOPMENT SERVICES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Development Services Department including the planning, engineering, building, housing, code enforcement, and grants functions related to land use; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department head classification that oversees, leads, and participates in all activities of the Development Services Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and City Council on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Development Services Department programs, services, and activities including planning, engineering, building, housing, code enforcement, and grants functions related to land use.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.

- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Conducts or directs the conduct of studies, and the preparation and presentation of reports, regarding the use of land, development of infrastructure, building permitting and inspection, code enforcement, and workforce housing programs in the City and related Department activities.
- Administers contract services pertaining to planning, housing, building, and safety services, engineering, plan checking, and other consultant services; maintains liaison with service providers and ensures adherence to contract provisions.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to a wide variety of committees, boards, and commissions.; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of development services.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.

- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Principles, practices, and techniques of planning, building, engineering, and housing.
- Building, electrical, mechanical, and related codes, and regulations.
- Methods, materials, techniques, and practices employed in building inspection design and construction.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Develop comprehensive plans to meet future City needs and services.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in urban planning, planning, or a related field.

Experience:
- Six (6) years of responsible administrative experience in the field of planning, including the functions of current and advance planning, zoning, property redevelopment, and building and safety, including four (4) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DIRECTOR OF FINANCE

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance Department including finance, purchasing, utility billing, revenue collection, and data processing functions; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from City Manager. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department head classification that oversees, leads, and participates in all activities of the Finance Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and City Council on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Finance Department programs, services, and activities including accounting, purchasing, utility billing, revenue collection, payroll and accounts payable.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and

performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Directs the fiscal management of the City, including revenue forecasting, collection and disbursement of funds, accounting, financial reporting and auditing, and investment of funds.
- Conducts studies or oversees the conduct of studies relating to the development of rates and changes for utilities, development impact fees, and user charges.
- Coordinates the issuance and administration of City Council approved borrowing for the City.
- Serves as City Treasurer, including the investment of City monies according to City Council policy, the preparation and presentation of financial reports, and the maintenance of related records.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to a wide variety of committees, boards, and commissions.; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of finance, purchasing, utility billing, revenue collection, and data processing.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.

- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Principles, practices, and techniques of municipal finance administration, fiscal management, revenue forecasting, accounting, financial reporting and auditing, and investment of funds.
- Laws, ordinances, rules, and regulations regarding local government operations related to finance, purchasing, utility billing, revenue collection, and data processing functions.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Prepare professional accounting work.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in finance, business administration, accounting, or a related field.

Experience:
- Six (6) years of progressively responsible administrative experience in the field of municipal finance administration, including the functions of accounting, purchasing, utility billing, revenue collection, and data processing applications, including four (4) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DIRECTOR OF HUMAN RESOURCES/RISK MANAGEMENT

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Human Resources/Risk Management Department including human resources, labor relations, workers' compensation, safety management, and liability insurance programs; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from City Manager. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department head classification that oversees, leads, and participates in all activities of the Human Resources/Risk Management Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and City Council on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for Human Resources/Risk Management Department programs, services, and activities including recruitment, selection, classification, compensation, employee benefits, employee training and development, employee recognition, and grievance and discipline components, as well as labor relations, workers' compensation, safety management, and liability insurance programs.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Acts as advisor to the City Council and City Manager on labor relations matters as well as administrative and program decisions; assists in the formulation of labor negotiation policy; serves as the Chief Negotiator of the City Council in conducting negotiations with recognized employee representatives.
- Conducts or directs the conduct of administrative personnel studies of City departments as requested by the City Manager and prepares reports and recommendations.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources, labor relations, workers' compensation, safety management and liability insurance.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure

teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Principles, practices, and techniques of public personnel administration, including methods of recruitment, selection, performance evaluation, training and development, employee relations, salary, and benefits administration.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Plan, organize, and coordinate human resources management program objectives with the general goals of the total organization and its various departments.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in human resources management, public administration, psychology, behavioral science, or a related field.

Experience:
- Six (6) years of increasingly responsible administrative experience in the field of personnel administration, including the functions of recruitment and selection, salary and benefits administration, liability insurance and workers' compensation programs, and employee relations, including four (4) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

DIRECTOR OF PUBLIC WORKS

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Public Works Department including municipal planning, private engineering, capital improvement program engineering, maintenance, and construction, including fleet, streets, grounds, and utilities maintenance programs; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department head classification that oversees, leads, and participates in all activities of the Public Works Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and City Council on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Public Works Department programs, services, and activities including all municipal planning, engineering, maintenance, and construction, including fleet, streets, grounds, and utilities maintenance programs.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.

- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Guides the development of comprehensive plans to satisfy future needs for Department services, which involves assessment of needed construction or repair of City infrastructure and other related Department services.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to a wide variety of committees, boards, and commissions.; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.

- Principles, practices, and techniques of public works planning, engineering, maintenance, and construction, including fleet, streets, grounds, and utilities maintenance programs.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in civil engineering, public administration, or a related field.

Experience:

- Six (6) years of progressively responsible administrative experience in municipal engineering services, including the functions of public works planning, engineering, traffic/transportation systems, maintenance and construction, and utilities and public works programs, including four (4) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

ECONOMIC DEVELOPMENT ANALYST

DEFINITION

Under administrative direction, develops and monitors innovative business attraction, marketing, and development strategies for the City's Economic Development program; pursues leads generated by the marketing program; coordinates activities with other City departments, outside agencies, and the public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for the administration and coordination of marketing and business development/retention programs. This classification is distinguished from the Economic Development Manager by the latter's responsibility for overall program development, implementation, and evaluation. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, develops, and monitors a variety of programs and/or projects related to economic development; participates in all phases of attracting, retaining, developing, and growing businesses within the City to enhance City amenities and generate sales tax.
- Serves as a point of contact for organizations, private businesses, developers, brokers, public agencies, property owners, and the general public for economic development enterprises.
- Implements varied marketing programs to appropriate target audiences emphasizing business attraction, retention, and development.
- Prepares and reviews promotional and marketing materials and email campaigns related to economic development programs and projects; tracks marketing engagements and recommends strategies and recommends strategies to enhance outreach efforts.
- Assists in preparing, negotiating, and administering development agreements, finance plans, and contracts in accordance with contract specifications.
- Builds relationships with existing and potential businesses; performs research to ensure a thorough understanding of business products and culture; develops strategies based on research findings to attract, retain, and grow City businesses.
- Provides business assistance to City businesses, including identifying financing sources, assisting with navigating business licensing, providing guidance with code enforcement compliance, and performing site selection functions.

- Represents the City with such organizations as the Chamber of Commerce, the County of San Bernardino Economic Development Agency, the San Bernardino County Office of Employment Services, and other business-related organizations and agencies.
- Collects, compiles, and analyzes economic, demographic, and marketing data; maintains business and economic development data bases, including information on target uses.
- Gathers and maintains greater area community profile data; prepares City demographic comparison reports for the City Council.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Serves as a resource for the public including developers, property owners, community organizations, businesses, and residents; assists in resolving difficult and sensitive citizen inquiries and complaints
- Monitors changes in laws, codes, and regulations that may affect operations; implements policy and procedural changes after approval.
- Prepares a variety of written documents, memoranda, and correspondence; researches, prepares, and presents various reports to management.
- Maintains accurate records of services and activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and issues of business development including recruitment and retention methods, real estate, land use planning, land development processes, financing, government assistance programs, and economic incentive methods.
- Municipal government administration and various City department processes related to business development activities.
- Record keeping, budgeting, and purchasing procedures.
- Program planning, monitoring and evaluation principles and practices.
- Financial techniques and procedures relating to real estate and business development and land financing.
- Government programs and resources for business and economic development, housing development, community development, and business assistance, and procedures for obtaining funding.
- Modern marketing and public relations methods
- Data collection and analysis for business and economic development purposes.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage assigned projects.
- Plan and schedule work, set priorities, and monitor work progress.
- Facilitate priorities and program objectives.
- Provide technical support to City departments, the City Council, and community partners on business development issues.
- Gather economic indicators and other relevant data, analyze complex information, and recommend appropriate action based on findings.
- Evaluate business plans and provide recommendations and resources to promote their success.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, urban studies, marketing, or a related field.

Experience:
- Three (3) years of increasingly responsible experience in business and economic development, including business attraction and retention for a municipality.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the community and may

be exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

ECONOMIC DEVELOPMENT MANAGER

DEFINITION

Under general direction, plans, coordinates, and implements the activities and operations of the City's Economic Development program; develops and implements marketing programs; coordinates activities with other City departments, outside agencies, and the public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager. Exercises direct supervision over administrative staff as assigned.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the operations of business and economic development projects in the Administration Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with City senior management positions, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Develops and implements the City's Business Development strategy; coordinates and supports all phases of attracting, retaining, developing, and growing businesses within the City to enhance City amenities and generate sales tax.
- Continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities and makes recommendations for improvement.
- Participates in the development and monitoring of program budgets; approves and processes payments and invoices; manages and approves sales tax sharing agreements; assists in negotiating financial agreements.
- Writes and administers grants for Community Development Block Grant projects.
- Develops and implements varied marketing programs appropriate to target audiences emphasizing business attraction, retention, and development.
- Serves as coordinator among City departments and the City's finance team to provide information to prospective developers on City requirements and conditions; considers financing alternatives and develops viable finance plans.
- Assists in preparing, negotiating, and administering development agreements, finance plans, and contracts in accordance with contract specifications.

- Facilitates the development approval process; mediates communication among City departments and developers; monitors and coordinates timely progression towards development activities and completion.
- Builds relationships with existing and potential businesses; performs research to ensure a thorough understanding of business products and culture; develops strategies based on research findings to attract, retain, and grow City businesses.
- Provides business assistance to City businesses, including identifying financing sources, assisting with navigating business licensing, providing guidance with code enforcement compliance, and performing site selection functions.
- Represents the City with such organizations as the Chamber of Commerce, the County of San Bernardino Economic Development Agency, the San Bernardino County Office of Employment Services, and other business-related organizations and agencies.
- Collects, compiles, and analyzes economic, demographic, and marketing data; maintains business and economic development databases, including information on target uses.
- Gathers and maintains greater area community profile data; prepares City demographic comparison reports for the City Council.
- Serves as property manager for City-owned sites; negotiates leases, collects insurance, and assists with property issues.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Serves as a resource for the public including developers, property owners, community organizations, businesses, and residents; assists in resolving difficult and sensitive citizen inquiries and complaints
- Monitors changes in laws, codes, and regulations that may affect operations; implements policy and procedural changes after approval.
- Prepares a variety of written documents, memoranda, and correspondence; researches, prepares, and presents various reports to management.
- Maintains accurate records of services and activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and issues of business development including recruitment and retention methods, real estate, land use planning, land development processes, financing, government assistance programs, and economic incentive methods.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Municipal government administration and various City department processes related to business development activities.
- Principles and practices of budget and grant administration.
- Record keeping, budgeting, and purchasing procedures.

- Program planning, monitoring and evaluation principles and practices.
- Financial techniques and procedures relating to real estate and business development and land financing.
- Government programs and resources for business and economic development, housing development, community development, and business assistance, and procedures for obtaining funding.
- Modern marketing and public relations methods.
- Data collection and analysis for business and economic development purposes.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage assigned projects and the work of assigned staff.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Plan and schedule work, set priorities, and monitor work progress.
- Facilitate priorities and program objectives.
- Provide technical support to City departments, the City Council, and community partners on business development issues.
- Gather economic indicators and other relevant data, analyze complex information, and recommend appropriate action based on findings.
- Evaluate business plans and provide recommendations and resources to promote their success.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, urban studies, marketing, or a related field.

Experience:

- Five (5) years of increasingly responsible experience in business and economic development, including business attraction and retention for a municipality.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the community and may be exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

EMERGENCY SERVICES COORDINATOR

DEFINITION

Under general direction, develops and implements the City's comprehensive disaster and emergency preparedness program; coordinates and directs the activities of the City's Emergency Operations Center; provides administrative support and program assistance to assigned management personnel; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for the City's comprehensive disaster and emergency preparedness program and its related activities. Incumbents have responsibility for independently coordinating and implementing an assigned program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Develops and implements a comprehensive disaster and emergency preparedness program for the City, including planning, training, response, recovery, and disaster mitigation; prepares, maintains, and updates the City's emergency plans.
- Monitors and evaluates assigned programs, activities, and services; identifies opportunities for improving service delivery and procedures; recommends improvements, modifications, and process changes and reviews with appropriate management staff; implements improvements.
- Coordinates disaster preparedness with City staff, community volunteers, civic organizations, and other federal, state, and local governmental agencies, in accordance with best practices, City policy, and laws, regulations, and guidelines.
- Coordinates and directs the activities of the City's Emergency Operations Center and ensures it is at event-ready status; maintains, audits, and ensures proper storage of the City's emergency supplies for City employees and shelter operations.
- Develops and implements effective training for City staff, first responders, volunteers, community members, schools, and other private organizations; maintains training records and prepares related reports.
- Administers grants; prepares and presents requests for grant funding and reimbursements; monitors projects for appropriate implementation; oversees grant reporting and disbursements.
- Conducts and coordinates community outreach events to provide and promote information related to

disaster preparedness; creates and updates written materials and social media/website content; provides information via outreach booths and public presentations.

- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; coordinates meetings to develop and foster relationships with key area stakeholders.
- Oversees disaster recovery efforts; assists and participates in the setup of local disaster centers and shelter sites following disasters, as necessary.
- Coordinates the Community Emergency Response Team volunteer program.
- Attends emergency management training to keep current on trends, developments, and innovations in the field of disaster and emergency management; researches emerging products and enhancements and their applicability to City needs.
- Serves as subject matter expert and provides support to City staff.
- Maintains accurate records of services and activities related to programs; prepares a variety of written reports, memoranda, and correspondence.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Disaster preparedness principles, practices, and trends.
- Incident Command System and Emergency Operations Center operations.
- Program development techniques and best practices.
- Principles and practices of presentation design and delivery.
- Principles and techniques of community relations and public relations
- Principles and practices of program and training development, implementation, review, and evaluation.
- Emergency mitigation, preparedness, response, and recovery to natural or other disasters and events.
- Current trends, legislation, and best practices related to emergency management and preparedness programs.
- Principles and practices of teaching and group training methods.
- General principles of risk management related to the functions of the assigned area.
- Data collection and analysis techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Prepare and deliver effective programs.
- Research, collect, compile, and analyze information and data.
- Learn, understand, and apply the Incident Command System to programs, events, and critical incidents.
- Maintain accurate logs, records, and written records.

- Develop, plan, coordinate, and implement a variety of emergency services programs and activities suited to the needs of the community and City.
- Develop, plan, organize, and coordinate emergency management programs and exercises to staff and the public.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, emergency management, operations and logistics management, or a related field

Experience:
- Three (3) years of experience in developing and implementing emergency management or similar programs, to include significant experience in public speaking and the coordination of presentations.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Emergency Management Specialist Certificate from the California Specialized Training Institute, to be maintained throughout employment.
- Possession of valid Incident Command Station certifications ICS-100, ICS-200, ICS-300, ICS-400, IS-700, and IS-800 from the Federal Emergency Management Agency, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

ENGINEERING AIDE

DEFINITION

Under direct supervision, performs a variety of general engineering support activities and routine technical work in the office and field; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an entry-level classification performing para-professional engineering work. Initially under close supervision, incumbents learn and perform routine engineering support activities, while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Receives and responds to residential complaints and assists in addressing concerns; informs and provides notice to businesses and residents about work performed.
- Assists with project meeting coordination, agendas, and related information.
- Assists with preparing staff reports for Council approval.
- Assists public works projects such as road paving, sewers, water lines, and storm drains while under construction.
- Prepares exhibits and related work for project presentations.
- Prepares engineering sketches, plans, and maps; retrieves relevant engineering documents; records, maintains, and notarizes engineering documents.
- Reviews and understands engineering, grading, topographical, and related maps.
- Maintains construction project folders and updates project records; captures progress photos; keeps staff updated on project progression.
- Performs routine functions within Public Works, including mail distribution, answering phone calls, maintaining files, and providing general assistance to staff; maintains department calendars and coordinates appointments.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles of civil engineering and engineering mathematics.
- Office practices and equipment.
- Organization and functions of City government.
- Customer relations methods and techniques.
- Principles and procedures of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read and utilize survey notes in the preparation of maps and plans.
- Use drafting equipment and techniques in the preparation of maps, plans, profiles, and similar drawings.
- Operate traffic related test equipment.
- Learn and interpret City policies and requirements.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- One (1) year of civil engineering drafting or traffic related studies and clerical support experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

ENGINEERING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical engineering support activities; assists the public and City staff with technical engineering issues; provides staff assistance to engineering staff and management; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the City's engineering functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Accurately manages plan routing for the Public Works Department; tracks movement and timelines of submitted plans; acts as contact for applicants; provides guidance to staff on plan routing processes, including paperless plan checking.
- Performs plan review of walls, fences, gates, pools, and monument signs for interference with the right-of-way, easements, line-of-sights, and dedications.
- Provides information and assistance on questions related to engineering plans, services, and activities to City staff, contractors, developers, and the public; advises the public regarding connecting to sewer and water utilities.
- Maintains GIS database; updates sewer, water, and storm drain records and drawings.
- Maintains records of reviewed and approved drawings and plans; uploads approved plans and as-builts into database; routes requested as-builts records to the City Clerk's office.
- Updates and maintains a variety of department records, tracking lists, and logs.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Fundamentals of civil engineering computations.
- Architecture, construction, and project management terminology utilized for project design and

management.
- Nomenclature, symbols, methods, practices, techniques, and instruments used in engineering mapping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read and interpret engineering plans.
- Prepare reports on a variety of subjects and maintain accurate records.
- Read figures quickly and accurately and make mathematical calculations with speed and accuracy.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in engineering, drafting, mathematics, or a related field.

Experience:
- Two (2) years of experience providing technical support to an engineering, architecture, or landscape architecture program.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

ENVIRONMENTAL COMPLIANCE COORDINATOR

DEFINITION

Under general direction, plans, administers, and coordinates the work of the Environmental Engineering section and City environmental programs and ensures compliance with state, federal, and local regulatory requirements; oversees compliance programs including water quality monitoring and enforcement, stormwater management, and pollutant discharge inspections; performs a variety of administrative, programmatic, and budgetary duties in support of environmental compliance programs; monitors regulatory standards and recommends and implements process and/or operational changes; represents the City with state and regional regulatory bodies; provides complex professional staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of a comprehensive environmental compliance program including program budget development and administrative functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Implements and enforces federal and state regulated NPDES Regulations; interprets and implements new regulations relating to California Water Codes, Safe Drinking Water Regulations, RCRA, Clean Water Act, and Title 22 regulations; administers the Hazardous Substances Management and Household Hazardous Waste Program.
- Prepares and maintains records for Industrial Wastewater Discharge Permits, inspections, sampling, and enforcement actions; prepares reports for local, state, and federal regulatory agencies such as the South Coast Air Quality Management District Subvention Fund Report, Federal Pretreatment Program Report, Annual MS4 Report, and Inland Empire Utilities Agency Reports.
- Serves as a member of the Regional Sewerage Program Pretreatment subcommittee; maintains liaison with the Inland Empire Utilities Agency, state and federal regulatory agencies, and other contracting agencies; participates in and contributes to the activities of environmental committees for a variety of organizations such as the American Water Works Association (AWWA), California Water Environment Association (CWEA), Pretreatment Program Administrators, and the Household Hazardous Waste Information Exchange.
- Establishes new procedures and purchases equipment to maintain program compliance; prepares the annual budget and presents progress reports on cost expenditures for the Environmental Engineering Section.

- Makes recommendations on various projects to the Community Development Department concerning environmental issues; prepares and presents City Council reports, testimony at public hearings, and other public information items.
- Evaluates and recommends methods to control or treat storm water and wastewater contamination; evaluates alternative treatment methods to comply with water and wastewater regulations; plans, estimates costs, and conducts studies related to water and wastewater quality control; researches and recommends uses for non-potable water.
- Confers with representatives of other departments and agencies, state and federal regulatory agencies, utility companies, and others; assesses and comments on federal and state water quality, hazardous waste, and air quality legislation, both proposed and adopted.
- Manages the operations of the Household Hazardous Waste Program collection facility; ensures the facility is staffed with trained personnel who follow regulations and operating procedures; conducts public education activities; attends related meetings; prepares related reports.
- Represents the City in meetings with members of other public and private organizations, community groups and the public.
- Assists in the selection, training, and evaluation of employees.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles, practices, and methods of planning, developing, implementing, and administering municipal environmental compliance programs.
- Applicable federal, state, and local laws, codes, and regulations relating to the management of water quality, stormwater, National Pollutant Discharge Elimination System (NPDES), Resource Conservation and Recovery Act (RCRA), Title 22, Clean Water Act, Safe Water Drinking Act, and other environmental issues.
- Environmental issues and concerns related to solid, hazardous, and recoverable waste collection and disposal; solid waste and recycling programs.
- State and federal grant programs.
- Principles and practices of effective program management and coordination, including long- and short-range planning.
- Principles and practices of contract negotiation and administration.
- Marketing, public information, and community relations concepts including negotiation techniques and presentation skills.
- Basic principles and practices of budget preparation.
- Research techniques, methods, and procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, and educational organizations.
- Principles and procedures of recordkeeping and reporting.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public,

vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, develop, and implement integrated water quality, stormwater management, and pollutant discharge inspection programs.
- Recommend comprehensive environmental planning policies and programs based upon community needs, available resources and overall City priorities and policies.
- Identify and analyze complex technical, operational, and administrative problems and evaluate alternative solutions.
- Conduct cost analyses and administering program budgets.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Respond to emergency and problem situations in an effective manner.
- Analyze unusual situations and resolve them through application of engineering and management principles and practices.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Four (4) years of increasingly responsible and diversified experience in environmental compliance, including one (1) year of experience in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of CWEA Grade II Environmental Compliance Inspector (ECI) within twelve (12) months

of employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Non-Exempt

ENVIRONMENTAL COMPLIANCE TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical monitoring, inspection, and compliance duties to ensure various programs comply with City and mandated environmental health and safety rules, regulations, and policies; conducts field inspections and sampling functions; operates specialized sampling tools and equipment; collects and records data; prepares reports; maintains a variety of records and files; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Environmental Compliance Technician series. Positions at this level are distinguished from lower-level positions by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Monitors, inspects, investigates, and ensures compliance with City and mandated environmental health and safety laws, rules, regulations, and policies for Storm Water and Pretreatment Programs.
- Schedules and conducts field tests; collects samples and takes readings or measurements of wastewater, storm water, groundwater, reclaimed water, and other materials; ensures proper sampling methods, transportation of samples taken, and chain-of-custody protocols are followed; prepares inspection reports detailing physical sites, present hazards, and detected contaminant levels.
- Responds to hazmat incidents and monitors cleanup.
- Cleans and repairs analytical and testing equipment.
- Enters, updates, and maintains databases for compliance tracking and reporting; inputs rule violations, investigations, and findings; generates reports via databases.
- Supports environmental compliance programs and processes in accordance with federal, state, and local regulatory requirements, policies, and procedures.
- Ensures coordination and open communication with supervisor, operators, and other departments, as well as businesses, schools, and residential customers to maintain compliance with the City's control policies and procedures and to meet state and federal regulatory requirements and City ordinances.
- Prepares written inspection reports, noncompliance letters, enforcement action letters and reports, and related documentation for assigned program(s); maintains inspection documentation and records as required in accordance with established City records management procedures.

- Organizes, maintains, and documents required information for enforcement of City codes as directed by federal, state, and local requirements; prepares technical reports, evidence, and documentation; conducts follow up sampling and inspections.
- Attends regional meetings regarding environmental compliance matters and represents the City accordingly; attends meetings in absence of supervisor.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, techniques, and regulatory requirements of assigned program(s), including monitoring, inspection, and compliance requirements.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Methods of collecting, preserving, and documenting applicable samples.
- Principles and practices of water conservation and efficiency.
- Principles and practices of stormwater discharge management.
- Practices and techniques related to wastewater and/or hazardous materials sampling and sample handling.
- Practices and techniques of performing industrial facility and process inspections.
- Principles of chemical, biological, and related sciences.
- Occupational hazards, standard safety procedures, and related safety equipment.
- Principles and practices of data collection and technical report preparation.
- Enforcement procedures mandated by the Environmental Protection Agency.
- Operational characteristics of various job-related tools and equipment including samplers, flow meters, pH meters, TDS-EC meters, gas detectors, and OVA-FID landfill gas detectors.
- Basic algebra calculations.
- Principles and procedures of recordkeeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Inspect, investigate, and identify issues, and monitor and ensure compliance with City and mandated rules and regulations surrounding assigned program(s).
- Conduct field tests, take readings and measurements, and collect samples of wastewater, storm water, groundwater, and other samples.
- Calibrate, maintain, and properly and safely operate gas monitoring and metering equipment such as samplers, flow meters, pH meters, TDS-EC meters, gas detectors, and related equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Assemble data, prepare reports, and maintain records of testing and findings.
- Read and interpret a variety of meters, gauges, and recording charts.

- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Organize, maintain, and update office database and records systems.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in chemistry, environmental science, or a related field.

Experience:
- Three (3) years of increasingly responsible experience performing inspections, sampling, and compliance monitoring related to assigned area of responsibility.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months from appointment, a valid CWEA Industrial Waste Inspector or Environmental Compliance Inspector Grade I Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

EQUIPMENT LEAD MECHANIC

DEFINITION

Under direction, performs a variety of specialized and highly skilled duties in the servicing, repair, and adjustment of automobiles, trucks, construction equipment, and other related equipment powered by gasoline and diesel fuel; leads the work of a crew of mechanics; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Equipment Maintenance Supervisor. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Equipment Mechanic series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Equipment Maintenance Supervisor in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Oversees the City's daily fleet maintenance operations; schedules equipment and vehicles for maintenance and repairs; coordinates with internal and external customers for equipment and vehicle repairs and maintenance.
- Examines, diagnoses, and locates mechanical defects in a wide variety of vehicles and construction equipment; determines the extent of necessary repairs.
- Assigns work to mechanic staff; adjusts staff work schedules to meet work demands; oversees quality and efficiency of repairs being performed; ensures the work of crew members is performed in a safe manner; provides feedback to supervisors regarding staff performance.
- Prepares and maintains records of time, materials, parts, and work performed; makes recommendations on the need to replace equipment and vehicles; orders supplies, materials, and parts necessary for the maintenance of vehicles and equipment; maintains inventory; contacts vendors for hard to replace parts.
- Performs major mechanical repairs, compression tests, front end alignments, and wheel balancing.
- Disassembles, repairs, and replaces work parts; fits new parts; adjusts water pumps, fuel pumps, carburetors, fuel injectors, governors, starting motors, clutches, brakes, differentials, and steering gear.
- Tunes up engines; repairs standard and electronic ignition systems; adjusts timing and valves; replaces or adjusts emission control systems; installs new or rebuilt engines.

- Overhauls hydraulic, booster, and vacuum systems; rewires and reconditions electrical systems.
- Repairs and replaces exhaust systems, ignitions, door locks, window vents, regulators, and dash gauges.
- Uses arc and gas welding equipment and techniques to construct, repair, and modify parts and equipment; performs basic body repair work and machine shop work; fabricates special construction and maintenance equipment.
- Transports, sets up, and tears down equipment and furniture for City-wide special events.
- Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, methods, and techniques of overhauling and repairing gasoline and diesel-powered equipment and related components, including engines, carburetors, and electrical systems.
- Tools, equipment, and procedures used in the maintenance and repair of gasoline, diesel, and CNG powered equipment.
- Theory, care, and operation of gasoline and diesel-powered internal combustion engines and mechanical components for the maintenance and repair of mechanical equipment.
- Preventive maintenance inspection methods.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Ensure safe work practices.
- Examine, diagnose, and locate mechanical defects in a wide variety of vehicles and construction equipment; determine the extent of necessary repairs.
- Repair and replace exhaust systems, ignitions, door locks, window vents, regulators, and dash gauges.
- Prepare and maintain a variety of records.
- Make recommendations for replacement of equipment and vehicles.
- Order supplies, materials, and parts necessary for the maintenance of vehicles and equipment; maintain inventory; contact vendors for hard to replace parts.
- Perform major mechanical repairs, compression tests, front end alignments, and wheel balancing.

- Disassemble, repair, and replace work parts; fit new parts; adjust water pumps, fuel pumps, carburetors, fuel injectors, governors, starting motors, clutches, brakes, differentials, and steering gear.
- Tune up engines; repair standard and electronic ignition systems; adjust timing and valves; replace or adjust emission control systems; install new or rebuilt engines.
- Overhaul hydraulic, booster, and vacuum systems; rewire and recondition electrical systems.
- Repair and replace exhaust systems, ignitions, door locks, window vents, regulators, and dash gauges.
- Use arc and gas welding equipment and techniques to construct, repair, and modify parts and equipment; perform basic body repair work and machine shop work; fabricate special construction and maintenance equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in the maintenance and repair of gasoline, diesel, and CNG powered light and heavy equipment.

Experience:
- Five (5) years of experience as an automotive service worker or heavy equipment mechanic, including prior lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Class "A" California Driver's License with endorsements, to be maintained throughout employment.
- This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a shop environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Exempt

EQUIPMENT MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, plans, coordinates, schedules, assigns, reviews, and supervises the work of staff performing maintenance and repair duties of gasoline, diesel, and compressed natural gas (CNG) powered light and heavy equipment and vehicles; controls inventory; processes parts, equipment, and supplies within the Fleet Division of the Public Works Department; plans and coordinates a comprehensive fleet and equipment maintenance program; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Services Manager. Exercises direct supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within the Equipment Mechanic series that exercises independent judgment on diverse and specialized vehicle and equipment maintenance and repair functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Public Works/Services Manager in that the latter has full management authority in planning, organizing, and directing the full scope of programs, projects, goals, and policies and procedures within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff providing maintenance and repair duties of gasoline, diesel, electric vehicles (EV), and compressed natural gas (CNG) powered light and heavy equipment and vehicles in the Fleet Division; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures and funds; processes invoices; processes and prepares purchase orders; authorizes the purchase of parts, equipment, and supplies.

- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.
- Coordinates the scheduling and completion of maintenance and repair work by determining operational priorities and resolving workload problems; inspects and evaluates work for conformance to established work standards.
- Prepares and advertises bid requests for contracted work; writes specifications for new equipment and vehicles; obtains price quotes; supervises the control of inventory; ensures inventory is maintained at adequate levels to meet maintenance and repair needs; registers new equipment and vehicles; allocates maintenance costs, depreciation value, and replacement costs of City owned vehicles, equipment, and trailers;
- Coordinates hazardous waste contracts and funds to properly dispose of hazardous waste generated by the City, including emergency spills or clean ups; coordinates the pick-up of hazardous materials; prepares proper documentation as required.
- Develops and implements programs relative to the preventive maintenance and repair of equipment and vehicles; inspects equipment and vehicles to assess the extent and cost of needed repairs; responds to after-hours problems related to equipment breakdowns; evaluates needs and makes required decisions to remedy each situation.
- Coordinates with staff to perform annual vehicle inspections per California Highway Patrol requirements; oversees annual smog inspections for City vehicles as mandated and reports results to the appropriate state agency for compliance purposes.
- Recommends vehicles and equipment to be decommissioned and replaced or repurposed; oversees process of outfitting new vehicles and equipment per the assigned department's needs; coordinates schedules with various outside vendors to perform repair work on specialized equipment.
- Oversees and ensures the City's vehicles and equipment comply with federal and state regulations including the California Air Resource Board and Department of Toxic Substances; maintains Department of Transportation records and inspection documentation for the City's commercial and passenger vehicles; maintains the City's tire program identification documentation to ensure compliance with the Department of Resources Recycling and Recovery.
- Maintains the City's Certified Unified Program Agencies (CUPA) annual permit ensuring its compliance; prepares and submits required reports to San Bernardino County; maintains permits to operate air pressure tanks and submits required reports State of California Division of Occupational Safety and Health.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, tools, equipment, and techniques used in the maintenance and repair of gasoline, diesel, electric vehicles, and CNG powered equipment.
- Operation of City-owned light and heavy equipment.
- Methods, pertinent laws, codes, safety orders, and safe work practices related to equipment operation, maintenance, and repair.
- Computerized vehicle maintenance control records and fuel control systems and software.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex preventive maintenance and repair work of City vehicles and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, direct, schedule, and coordinate equipment maintenance and repair work; set priorities and monitor work progress.
- Diagnose defects in and repair a wide variety of light and heavy equipment.
- Determine the requirements for major mechanical maintenance and repair work.
- Estimate labor and material costs and operate programs within allocated amounts.
- Inspect and determine the adequacy of work performed.
- Read and interpret repair manuals, wiring diagrams, and schematics.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in the maintenance and repair of gasoline, diesel, electric vehicles, and CNG powered light and heavy equipment.

Experience:
- Four (4) years of journey-level mechanic experience, including two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid Class "A" California Driver's License with appropriate endorsements, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, valid Automotive Service Excellence (ASE) certifications as identified by the City, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a shop environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and in a shop environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

EQUIPMENT MECHANIC

DEFINITION

Under general supervision, performs a variety of general, skilled, or semi-skilled duties in the servicing, repair, and adjustment of automobiles, trucks, construction equipment, and other related equipment powered by gasoline and diesel fuel; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in the servicing, repair, and adjustment of gasoline and diesel fuel powered City vehicles and equipment. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Lead Equipment Mechanic in that the latter performs the more complex work assigned to the series, and/or provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Examines and locates mechanical defects in a wide variety of vehicles and construction equipment; diagnoses, troubleshoots, and determines the extent of necessary repairs.
- Performs major mechanical repairs on a variety of vehicles including those powered by gasoline, diesel, and Certified Natural Gas (CNG); conducts smog testing; disassembles, repairs, and replaces worn parts; installs new parts; adjusts water and fuel pumps, carburetors and fuel injectors, governors, starting motors, clutches, differentials, brakes, and steering gears.
- Tunes up engines; takes compression tests; repairs standard and electronic ignition systems and adjusts timing and valves; replaces or adjusts emission control systems; installs new or rebuilt engines.
- Overhauls hydraulic, booster, and vacuum systems; rewires and reconditions electrical systems.
- Performs front end alignments and wheel balancing; repairs or replaces exhaust systems, ignition systems, door locks, window vents and regulators, and dash gauges.
- Services, repairs, and maintains power lawn mowers, small gasoline engines, pumps, and miscellaneous equipment and tools.
- Performs retrofitting of City vehicles including installation of Code 3 lights, GPS systems, wiring, and radios.
- Uses arc and gas welding equipment and techniques to construct, repair, and modify parts and equipment; performs basic body repair work and machine shop work; fabricates special construction and maintenance equipment.

- Keeps records of time, materials, parts, and work performed; orders supplies, materials, parts, and equipment; makes recommendations on the need to replace equipment or vehicles; ensures shop is maintained.
- Transports, sets up, and tears down equipment and furniture for Citywide special events.
- Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of vehicle and equipment maintenance and repair, including overhauling and repairing gasoline and diesel-powered equipment and related components, engines, carburetors, and electrical systems.
- Tools, equipment, and procedures used in the maintenance and repair of gasoline, diesel, and CNG powered equipment.
- Care and operation of gasoline and diesel-powered internal combustion engines and mechanical components for the maintenance and repair of mechanical equipment.
- Preventive maintenance inspection methods.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Diagnose defects in and repair a wide variety of equipment and vehicles.
- Perform preventive maintenance and repair of vehicles and equipment.
- Understand and follow verbal and written directions.
- Prepare simple records such as completing work orders and logging completed work in individual vehicle folders.
- Effectively prioritize repairs.
- Fabricate steel trailers and equipment.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in the maintenance and repair of gasoline, diesel, and CNG powered light and heavy equipment.

Experience:
- Three (3) years of journey-level equipment mechanic or automotive service worker experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Class "A" California Driver's License with appropriate endorsements, to be maintained throughout employment.
- This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a shop environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and in a shop environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

EXECUTIVE ASSISTANT TO THE CITY COUNCIL

DEFINITION

Under general supervision, carries out a variety of highly responsible administrative tasks and secretarial duties in support of the City Manager's Office, including serving as the main clerical support to the City Manager, the Assistant City Manager, the Mayor, and the City Council; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing administrative and secretarial duties in support of the City Manager, the Assistant City Manager, the Mayor, and Administration Department management staff. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assists the City Manager with a variety of highly responsible administrative tasks and secretarial duties in support of the City Manager's Office, including serving as the main clerical support to the City Manager, the Assistant City Manager, the Mayor, and the City Council; anticipates needs and plans ahead based on prior similar situations; serves on a variety of committees; conducts research and provides recommendations regarding special project activity; makes meeting and special event arrangements in accordance with established criteria.
- Provides confidential staff support; receives visitors and answers telephones; maintains calendars and schedules appointments; makes travel and meeting arrangements; coordinates events; ensures materials, certificates, agendas, and notes are ready for various functions.
- Prepares correspondence from verbal instruction or notes; initiates routine correspondence in accordance with established practices; types complex reports, documents, or other materials, or compiles and types reports from a variety of sources.
- Prepares and distributes agendas for City Council meetings in the absence of the City Clerk or Deputy City Clerk; obtains required agenda materials from appropriate department staff; relays requests from the City Manager to department staff; follows up on City Council actions as directed by the City Manager.
- Coordinates Council activities with the City Clerk or Deputy City Clerk.
- Provides office support to committees which assist the City Council in formulating and implementing City policies and programs.

- Responds to inquiries from the public and other City employees; understands and explains City policies and procedures; refers inquiries to appropriate staff members.
- Works on a variety of assignments using discretion and independent judgment; anticipates needs and plans ahead; serves on committees.
- Establishes and maintains filing and retrieval systems of records; sorts, files, and processes a variety of documents; proofreads and edits documents in an accurate manner.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Secretarial and general office methods and techniques including filing, records processing and record keeping procedures and systems.
- Preparation of complex documents requiring specialized typing.
- Basic functions and organization of City government.
- Principles of research, statistical analysis, and report preparation.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Analyze administrative and technical problems and implement effective courses of action toward resolving problems.
- Perform moderately difficult analytical work requiring sensitivity to issues.
- Prepare and present reports.
- Represent the department in a variety of meetings.
- Handle confidential matters with discretion.
- Plan, organize and supervise the work of staff as needed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in the clerical or administrative support occupational field.

Experience:
- Four (4) years of responsible secretarial or administrative assistant experience, which involved administrative responsibilities of a highly sensitive nature and contact with the public.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Non-Exempt

FACILITES MAINTENANCE LEAD TECHNICIAN

DEFINITION

Under the direction and supervision of the Facilities Maintenance Supervisor, plans, coordinates, schedules, assigns, and reviews the work of staff performing maintenance and repair duties within the Parks and Facilities Division of the Community Services, Parks and Recreation (CSPR) Department; monitors and inspects repair work and service contracts; provides complex staff assistance in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Facilities Maintenance Supervisor. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Facilities Maintenance Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Tasks are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in and leads the work of facilities and maintenance crews engaged in Citywide mechanical systems including air conditioning (HVAC), electrical and lighting systems, building alarm and monitoring systems, access control systems, carpentry and paint, furniture configurations, and plumbing systems.
- Prepares work assignments and deploys crewmembers accordingly; assists in the preparation of performance evaluations; reviews time sheets for accuracy; prepares and submits records and reports concerning work performance.
- Assists in coordinating assigned services and operations with other divisions and outside agencies.
- Ensures work of crew is performed in a safe and efficient manner; trains subordinates in semi-skilled operations and safe work methods and practices.
- Assists in the response and facilitating related to concerns from employees, emergency calls from the public and other agencies, and requests for information; takes appropriate action and resolves problems.
- Inspects facilities to ensure delivery of acceptable maintenance practices; performs inspection of work areas for compliance with accepted standards, required maintenance, and needed corrective work; maintains records of work performed; maintains equipment; reviews coding on invoices and recommends approval for payment; monitors budget expenditures for vendors and contracts.

- Assists the Coordination of work to be performed by maintenance contractors including the daily inspection of work to ensure compliance with contract specifications and resolve problems in the field; meets with representatives of contracted vendors to review maintenance deficiencies and expected corrective actions; discusses need for special projects and/or additional work and requests cost figures.
- Obtains price quotations and processes purchasing of tools, materials, and supplies; reviews and grades contract bid proposals; logs invoices.
- Assists in the development and implementation of trainings, standards, and procedures.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Assists with Facilities Maintenance Supervisor's duties and responsibilities in the absence of the Supervisor.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Common materials, tools, methods, and equipment used in construction, building repair, and maintenance work.
- Operational characteristics and the proper maintenance of electrical systems of commercial buildings and structures, including heating and cooling units.
- Methods, practices, materials, tools, and equipment used in the installation, repair, adjustment, and maintenance of equipment common to commercial buildings.
- Methods and practices of general building maintenance and repairs.
- Occupational hazards, safety precautions, and safe work practices including proper use and maintenance of power tools, vehicles, and equipment.
- Use and maintenance of a wide variety of hand, power, and shop tools, as well as test equipment and other equipment related to the work.
- Basic mathematics and administrative tasks.
- Applicable federal, state, and local laws, codes, and ordinances relevant to building trades.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effective prioritize staff leadership and work direction.
- Schedule and coordinate the work of various vendors and contractors.
- Estimate material, labor, and equipment costs and maintain records.
- Perform a variety of unskilled, semi-skilled, and/or skilled tasks such as building maintenance and construction duties including painting, carpentry, plastering, electrical, plumbing, window installation, and other related duties.
- Troubleshoot systems and make needed repairs.

- Identify wires accurately and perform electrical tests, read results, and diagnose and repair basic electrical problems.
- Read and interpret construction plans and documents, gauges, and testing equipment.
- Safely operate and maintain vehicles as well as specialized tools and equipment of the carpentry, plumbing, and electrical trades.
- Perform mathematical calculations in order to obtain appropriate area estimations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in the maintenance and repair of facilities and equipment.

Experience:
- Three (3) years of journey level experience in building maintenance, repair, and custodial operations.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Automated External Defibrillator (AED) and CPR/First Aid Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Aerial Scissor Lift Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Bloodborne Pathogens Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the office or in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights up to 100 pounds on an occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, plans, coordinates, schedules, assigns, reviews, and supervises the work of staff performing maintenance and repair duties within the Parks and Facilities Division of the Community Services, Parks and Recreation (CSPR) Department; plans and coordinates a comprehensive building maintenance program including monitoring and inspecting repair work and service contracts, preparing bid documents, securing quotes, reviewing plans for internal service projects, and preparing and monitoring related budgets; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Parks and Facilities Manager. Exercises direct supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within the Facilities Maintenance series that exercises independent judgment on diverse and specialized maintenance and repair functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, participating in, reviewing, and evaluating the work of assigned staff, including contractors, and providing support to assigned management staff in a variety of areas. Positions in this classification have an advanced knowledge of technical operations and administrative responsibilities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of facilities maintenance staff; trains staff in work procedures; evaluates employee performance, counsels employees; reviews and approves time sheets; and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures and funds; processes invoices; processes and prepares purchase orders.

- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Coordinates the scheduling and completion of maintenance and repair work by determining operational priorities and resolving workload problems; inspects work and evaluates for conformance to established work standards.
- Ensures City facilities and equipment, including mechanical, heating, air conditioning, electrical, plumbing, and construction services and activities, are properly maintained, clean, and operating efficiently; participates in repairs and maintenance as needed; reviews, approves, and assigns building maintenance service requests.
- Schedules custodial services, inspects custodial contractor performance, and addresses related concerns.
- Schedules and inspects performance of all service contractors; generates scope of work for all service contracts; secures quotes and monitors contracts related to maintenance and repair projects; reviews estimates and approves contract repair work.
- Solicits bids for maintenance and repairs according to the California Public Contract Code and the City Procurement Ordinance and Policy.
- Evaluates City facilities on an annual basis and provides recommendations regarding building upgrades, improvements, and equipment replacement needed for Capital Improvement Projects (CIP) and Internal Service Funded (ISF) projects; provides input on project scope of work, budget, and timelines.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Methods, materials, equipment, and standard practices used in the maintenance and cleaning of buildings.
- Types and level of maintenance and repair activities and cleaning routines generally performed at assigned facilities.
- Preventive maintenance techniques.
- Related chemical solutions and proper use of mixing techniques.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.

- Principles and procedures of record keeping.
- Proper bid solicitation procedures as identified by the California Public Contract Code and City Procurement Ordinance and Policy.
- Latest building maintenance trends, technologies, and best practices.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, direct, and coordinate facilities maintenance and repair, schedule work, set priorities, and monitor work progress.
- Read construction plans and documents.
- Use and care for a variety of tools and equipment common to facilities maintenance, repair, and construction activities.
- Plan, assign, and inspect the work performed by employees and contractors.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Attend and present at City Council Meetings, CSPR Commission Meetings, and/or Workshops.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in the maintenance and repair of facilities and equipment.

Experience:

- Four (4) years of increasingly responsible work experience in building maintenance, repair, and custodial operations, including two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Bloodborne Pathogens Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Aerial Scissor Lift Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, valid CPR, First Aid, and AEU Certificates, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule.

September 2025
FLSA: Non-Exempt

FACILITIES MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, performs a variety of semi-skilled and skilled craft work including painting, carpentry, plumbing, and electrical installation, repair, maintenance, limited construction, and modification of City buildings and facilities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Facilities Maintenance Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the general and skilled maintenance of City buildings and facilities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Monitors, repairs, inspects, and ensures all Citywide heating, ventilation, and air conditioning (HVAC) systems are running properly and efficiently; troubleshoots issues by checking all electrical components for any signs of obvious leaks.
- Inspects, diagnoses, repairs, and maintains electrical equipment; repairs motors and appliances; installs and repairs electrical wiring and lighting circuits in connection with the repair or alteration of buildings and facilities; troubleshoots electrical malfunctions making necessary repairs; replaces ballasts, fluorescent tubes, and bulbs.
- Inspects, repairs, monitors, and takes responsibility for maintenance of park structures and buildings; installs building alarm systems and keyless access systems.
- Inspects and repairs plumbing and water related systems to ensure there are no leaks, corrosion, or backups which may cause building damage; installs pipes and plumbing fixtures; visually inspects equipment and operates test equipment such as pressure and vacuum gauges to determine the cause and location of trouble; clears obstructions from sink drains and toilets; troubleshoots plumbing issues and makes repairs; repairs pipes and plumbing fixtures; estimates costs of installations and repairs.
- Builds cabinets and shelves; constructs or repairs walls, platforms, and ramps; hangs doors; finishes wood and repairs a variety of wooden objects; moves furniture and office equipment; installs and modifies modular workstations.
- Performs concrete work including building of Americans with Disabilities (ADA) ramps; modifies buildings including park restrooms and Library to ensure buildings comply with ADA regulations.
- Transports, sets up, and tears down equipment and furniture for Citywide special events.

- Prepares surfaces for painting; applies paint, varnish, shellac, enamel, or other protective finishes to various surfaces.
- Repairs playground equipment; performs pest control functions; assists with remodeling of canopies and retrofitting of Citywide lighting structures; pours and finishes concrete for monuments and plaques.
- Oversees contractors performing scheduled maintenance or major repairs throughout the City.
- Responds to emergency calls for building maintenance services.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Common materials, tools, methods, and equipment used in construction, building repair, and maintenance work.
- Operational characteristics and the proper maintenance of electrical systems of residential and commercial buildings and structures, including heating and ventilation units.
- Methods, practices, materials, tools, and equipment used in the installation, repair, adjustment, and maintenance of equipment common to residential and commercial buildings.
- Methods and practices of plumbing and pipefitting work.
- Methods and practices of carpentry and cement work.
- Occupational hazards, safety precautions, and safe work practices including proper use and maintenance of power tools, vehicles, and equipment.
- Use and maintenance of a wide variety of hand, power, and shop tools, as well as test equipment and other equipment related to the work.
- Basic mathematics.
- Applicable federal, state, and local laws, codes, and ordinances relevant to building trades.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Schedule and coordinate the work of various vendors and contractors.
- Estimate material, labor, and equipment costs and maintain records.
- Perform a variety of unskilled, semi-skilled, and/or skilled tasks such as building maintenance and construction duties including painting, carpentry, plastering, electrical, plumbing, window installation, and other related duties.
- Troubleshoot complex plumbing systems and make needed repairs.
- Locate and turn off water mains, find individual cut-off valves, and test and adjust water pressure.
- Identify wires accurately and perform electrical tests, read results, and diagnose and repair electrical problems.
- Read and interpret basic blueprints, gauges, and testing equipment.
- Safely operate and maintain vehicles as well as specialized tools and equipment of the carpentry, plumbing, and electrical trades.

- Perform mathematical calculations in order to obtain appropriate area estimations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in construction and maintenance work.

Experience:
- Two (2) years of relevant experience in one of the skilled building trades including electrical, plumbing, and/or HVAC system maintenance and repair.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Automated External Defibrillator (AED) and CPR/First Aid Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Aerial Scissor Lift Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Bloodborne Pathogens Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the office or in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights up to 100 pounds on an occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

FACILITIES WORKER

DEFINITION

Under general supervision, performs custodial duties in City facilities; performs some unskilled and/or semi-skilled manual labor functions in the maintenance and repair of City facilities including Public Works and Police Department buildings; makes minor repairs to buildings and fixtures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the custodial, maintenance, and repair of public works facilities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Sweeps and mops rooms, halls, stairways, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs, carpets, and upholstery.
- Empties and cleans waste receptacles; dusts and polishes furniture, countertops, pictures, and brass and chrome fixtures; disinfects surfaces.
- Cleans and disinfects restrooms, floor mats, drinking fountains, and related fixtures; restocks and orders supplies as needed; ensures specified sanitary standards are maintained; performs pest control tasks in buildings; cleans entrances to buildings by sweeping, blowing debris, pressure washing, and picking up trash.
- Washes walls; removes markings on walls, restroom stalls, countertops, and desks; washes windows, mirrors, and blinds.
- Moves furniture, equipment, and other heavy objects to set-up or tear down for City functions and special events; makes minor repairs and adjustments to building fixtures and equipment.
- Secures buildings by locking and unlocking rooms, windows, or offices, City Hall, and related City facilities; sets up intercom or speaker systems, as assigned; changes light bulbs and fluorescent tubes.
- Checks chemicals in City buildings, ensuring they are stocked for contracted workers.
- Launders articles for the City's basketball courts and batting cages.
- Reports fire, sanitary, safety, or security hazards in City Hall and related City facilities; reports needed maintenance or repair of equipment or facilities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, techniques, tools, and equipment used in custodial and facility repair work.
- Use and care of materials, chemicals, and equipment used in custodial work.
- Principles and practices of safety used in custodial work.
- Materials and equipment used in cleaning and caring for floors, walls, fixtures, and furniture.
- Housekeeping methods and sanitation materials and techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform general custodial and minor building and equipment maintenance work.
- Learn and independently follow established cleaning methods and schedules.
- Use a variety of custodial equipment and materials in a safe and effective manner, including a lift to change fluorescent light tubes, perform high dusting, and clean high windows.
- Safely mix and use cleaning products and related chemicals.
- Safely operate manual and power cleaning equipment, machinery, and materials.
- Safely operate various types of electric commercial floor vacuums, strippers, and buffers.
- Use basic tools in a safe and effective manner.
- Understand and follow written and verbal instruction.
- Follow prescribed routine and quality control standard procedures.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Two (2) years of general custodial experience which includes building and equipment maintenance.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid CPR/First Aid Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Bloodborne Pathogens Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Ladder Safety Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the office or in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier on an occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work both in an office and field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule.

September 2025
FLSA: Non-Exempt

FACILITY COORDINATOR

DEFINITION

Under general direction, plans, coordinates, oversees, and participates in the maintenance, repair, and servicing of Police vehicles, buildings, and equipment; identifies and documents a planned maintenance schedule; inspects completed work for quality and compliance with contracts and agreements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination and oversight of the maintenance, repair, and servicing of Police vehicles, buildings, and equipment. Incumbents have responsibility for independently coordinating and implementing an assigned program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, coordinates, leads, and manages City and vendor provided maintenance, repair, and servicing of Police vehicles, buildings, and equipment; Inspects vehicles, buildings, and equipment and identifies needed repairs; oversees and inspects work to ensure completion on schedule and in compliance with requirements.
- Monitors and evaluates assigned activities and projects; identifies opportunities for improving service delivery and procedures; recommends improvements, modifications, and process changes and reviews with appropriate management staff; implements improvements.
- Develops vehicles, buildings, and equipment specifications to support purchasing.
- Receives internal requests from City staff for a variety of maintenance services; responds to mechanical or technical vehicle problems in the field; prioritizes and coordinates responses and activities.
- Coordinates repair, maintenance, servicing, and upgrades with City fleet mechanics, City building maintenance staff, and external vendors.
- Performs minor mechanical services and repairs and ensures minor building repairs are completed in compliance with requirements.
- Conducts regular inspections and repairs or coordinates repair of Mobile Command Center equipment.

- Maintains portable radio inventory, keys, and property; issues equipment; purchases, stocks, and tracks property; performs inventory audits.
- Oversees police vehicle cleaning; ensures vehicles are stocked with safety equipment, emergency supplies, and other required items.
- Prepares and maintains all records relating to vehicle, buildings, and equipment management and prepares statistics when requested.
- Works with outside vendors to install and upgrade Police facilities and equipment.
- Maintains accurate records of services and activities related to programs and projects; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of planning, including preventative maintenance and upgrades.
- Standard practices of Police vehicles, buildings, and equipment maintenance.
- Modern law enforcement principles, procedures, techniques, and equipment.
- Technical Police systems, including computer, radio, mobile and vehicles systems.
- Principles and procedures of recordkeeping, document processing, and filing systems.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Establish and maintain standards of maintenance and repair.
- Maintain accurate logs, records, and written records of work performed.
- Respond to complaints or inquiries from staff.
- Plan and conduct effective coordination, administrative, and operational activities.
- Provide specialized and technical support and coordinate the activities of various projects and activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and

syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Two (2) years of experience in general vehicle repairs, building maintenance, or equipment repairs.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

FISCAL SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, participates in, and manages the staff and operations of the Accounting Division, including payroll, cash receipts, and fixed assets; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Finance in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over supervisory, professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Finance Department. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, manages, oversees, and participates in the daily functions, operations, and activities of the Accounting Division, including payroll, cash receipts, and fixed assets.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Researches, analyzes, and implements Governmental Accounting Standards Board (GASB) pronouncements, including preparing initial journal entries and ensuring compliance for future transactions.
- Performs internal audits and analysis of control systems; assists auditors in the audit of City financial records.
- Develops and monitors internal controls for accounting and financial operations; reviews and recommend improved accounting procedures and implements appropriate procedures to minimize vulnerability to fraud, waste, or abuse.

- In conjunction with the City's independent auditors, prepares the City's Annual Comprehensive Financial Report (ACFR).
- Recommends and assists in the implementation of new or revised accounting systems, procedures, and records; may participate in the development of computerized programs for various accounting analysis.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in municipal finance and accounting; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of accounting and auditing, including governmental accounting and budgeting, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standard Board Statements (GASB).
- Established internal control procedures and guidelines.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with contractors, auditors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Accounting Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Apply GAAP in a municipal finance setting.
- Make financial forecasts and projections; analyze and interpret fiscal and accounting records and data.
- Audit, analyze, and utilize financial information and accounting systems and procedures.
- Ensure systems comply with applicable laws, regulations, and policies.
- Direct the preparation and maintenance of accurate records.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field.

Experience:
- Five (5) years of increasingly responsible government finance experience to include two (2) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

GROUNDS MAINTENANCE LEAD WORKER

DEFINITION

Under direction, performs skilled manual labor in the maintenance and repair of public works areas including parks, parkways, and medians; coordinates and inspects contractual and custodial work; leads the work of a crew engaged in such work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Grounds Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in and leads the work of a crew engaged in tree trimming, including tree removal, stump grinding, and pruning of trees, shrubs, and hedges.
- Participates in and leads the work of a crew engaged in mowing lawns, making repairs of irrigation and sprinkler systems, controlling weeds, repairing fences, applying pesticides and insecticides, and performing general maintenance of parks and rights-of-way.
- Writes or reviews mitigation contract documents (i.e., plans and specifications) for site preparation, clearing and grubbing, earthwork, plant installation, erosion control, maintenance, and short-term monitoring; prepares traffic control plans for landscape projects; reviews and revises engineering plans for parks facilities installations.
- Uses a variety of equipment and tools such as welders and chemical sprayers; welds equipment at parks and facilities as needed.
- Prepares work assignments and deploys crewmembers accordingly; assists in the preparation of performance evaluations; reviews time sheets for accuracy; prepares and submits records and reports concerning work performance.
- Ensures work of crew is performed in a safe and efficient manner; trains subordinates in semi-skilled operations and safe work methods and practices.

- Responds to concerns from employees, emergency calls from the public and other agencies, and requests for information; takes appropriate action and resolves problems.
- Inspects facilities to ensure delivery of acceptable maintenance practices; performs inspection of work areas for compliance with accepted standards, required maintenance, and needed corrective work; maintains records of work performed; maintains equipment; reviews coding on invoices and recommends approval for payment; monitors budget expenditures for vendors and contracts.
- Coordinates work to be performed by maintenance contractors including the daily inspection of work to ensure compliance with contract specifications and resolve problems in the field; meets with representatives of contracting firms to review maintenance deficiencies and expected corrective actions; discusses need for special projects and/or additional work and requests cost figures.
- Obtains price quotations and processes purchasing of tools, materials, and supplies; reviews and grades contract bid proposals; logs invoices; oversees and tracks budget expenditures throughout the year.
- Transports, sets up, and tears down equipment and furniture for Citywide special events.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Equipment operation, techniques, and methods used in the area of specialization.
- Landscape design including trees, plants, flowers, and shrubs.
- Plant pest and disease eradication including proper use of herbicides and pesticides.
- Use of Geographic Information System (GIS) programs to research areas, edit, remove, and add locations, and make updates.
- Methods, tools, and equipment used to abate weeds, insects, and rodents.
- Methods, tools, and equipment used to irrigate landscaping and maintain trees, plants, and shrubs.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Safely operate vehicles, equipment, and stationary mechanical equipment and make minor adjustments and repairs.
- Read and interpret basic maps, blueprints, gauges, and testing equipment.
- Analyze, interpret, and/or evaluate bid specifications.

- Troubleshoot and repair broken irrigation lines, sprinklers, valves, and drip lines.
- Oversee contract work on City landscapes and parks.
- Properly apply herbicides and pesticides in accordance with state regulations.
- Run irrigation on fields and dry areas; add and remove irrigation timers.
- Perform graffiti removal functions.
- Set up and tear down traffic control equipment.
- Operate a boom vehicle and trim trees.
- Remove trees and grind tree stumps.
- Perform business math to oversee and ensure expenditures remain within allocated amounts.
- Prepare accurate and simple records and reports.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in construction and maintenance work.

Experience:
- Three (3) years of journey level experience in public works maintenance and repair work including supervision of contract work.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Class "A" California Driver's License with endorsements, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Forklift Certification, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid First Aid and CPR Certificate, to be maintained throughout employment.
- This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.
- Possession of, or successful acquisition within twelve (12) months of employment, valid Chemical, Pesticide, and Rodent Licenses, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Qualified Applicator Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces to use

confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

GROUNDS MAINTENANCE WORKER

DEFINITION

Under general supervision, performs unskilled, semi-skilled, and/or skilled manual labor in the maintenance and repair of City grounds and irrigation systems; removes graffiti; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the maintenance and repair of public works facilities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Grounds Maintenance Lead Worker in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Operates blowers, sweepers, clippers, sprayers, and other equipment or vehicles; cleans and repairs restrooms and park playground equipment; performs minor and major tune-ups, replacing parts or repairing equipment such as sharpening saws; operates and sharpens chain saws, pole saws, and hedge trimmers.
- Performs routine maintenance and playground equipment safety inspections; performs insect and rodent abatement as well as removal of bees.
- Assists tree trimming crews by removing trees, grinding tree stumps, chipping limbs, and trimming trees; sprays weeds.
- Participates in the work of a crew engaged in the removal of graffiti including sandblasting, pressure washing, chemical cleaning, and painting of surfaces.
- Participates in the work of a crew in operating, maintaining, and repairing in-ground irrigation systems; cleans walkways, parking areas, and other areas of leaves and other debris; removes trash.
- Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs, and emergency patching of streets or flood control facilities; assists with installation and removal of holiday lights and decorations.
- Performs welding functions for playground equipment, signage, and other structures.
- Safely utilizes a variety of equipment and tools including power and hand tools to perform the work.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Equipment operation, techniques, and methods used in the area of specialization.
- Methods, tools, and equipment to abate weeds, insects, and rodents.
- Methods, tools, and equipment to irrigate landscaping and maintain trees, plants, and shrubs.
- Residential drainpipes in City parkways.
- Graffiti removal techniques including sandblasting, pressure washing, chemical cleaning, and painting of surfaces.
- Traffic laws and ordinances as they pertain to trucks and heavy equipment use.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Safely operate a variety of vehicles, equipment, and stationary mechanical equipment and make minor adjustments and repairs.
- Safely and effectively use hand and power tools.
- Accurately read gauges and testing equipment.
- Properly apply herbicides and pesticides in accordance with state regulations.
- Run irrigation on fields and dry areas; add and remove timers.
- Repair irrigation and sprinkler systems and wire tracking for irrigation.
- Operate a boom vehicle and trim and remove trees.
- Remove and grind tree stumps at various locations.
- Troubleshoot and repair broken laterals, main lines, sprinklers, valves, and drip lines; perform minor backflow repairs.
- Repair park and playground equipment.
- Use a measuring wheel and tape measure to install signs per City specifications.
- Keep accurate records.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in construction and maintenance work.

Experience:

- Three (3) years of journey-level relevant maintenance experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Class "A" California Driver's License with required endorsements, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Forklift Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Chemical, Pesticide, and Rodent Control Licenses, to be maintained throughout employment.
- This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces to use confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Exempt

GROUNDS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing the maintenance and repair of public works within the Public Works Department; plans and coordinates a comprehensive maintenance and repair program including City parks, park related facilities, grounds, grounds of public buildings, facility maintenance, custodial services, athletic fields, trees, medians, parkways, irrigation, and appropriate insecticide and pesticide application in compliance with state and federal regulations; oversees the work of contractors; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Services Manager. Exercises direct supervision over maintenance and technical staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within public works maintenance that exercises independent judgment on diverse and specialized public work maintenance and repair functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Public Works Manager in that the latter has full management authority in planning, organizing, and directing the full scope of public work maintenance and repair within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff providing support to Public Works Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Oversees the work of those engaged in the repair and maintenance of parks, grounds, athletic fields, playgrounds, and related facilities, trees, parkways, medians, grounds of public buildings, graffiti abatement, facility maintenance, custodial services, irrigation and repair, and insecticide and pesticide application.
- Schedules and supervises the work of contracted crews and City staff crews engaged in various maintenance and repair activities.
- Evaluates service needs, equipment, and work methods; assists in developing comprehensive plans to satisfy future needs of department services; establishes and enforces operating and safety procedures; investigates service requests and complaints made by the public; explains priorities, programs, and policies.
- Monitors contracts, prepares bid specifications, and reviews and approves plans.
- Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs, emergency patching of streets, and irrigation repairs.
- Investigates complaints related to maintenance and initiates appropriate action; investigates and prepares incident reports; investigates and responds to claims against the City; and responds to questions and complaints from the public.
- Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of park maintenance and repair.
- Equipment inspection, maintenance, and repair.
- Equipment operation, techniques, and methods used in various public works related maintenance activities.
- Methods, materials, and equipment used in turf management.
- Parks, parkways, medians, tree trimming, graffiti abatement, facilities maintenance, custodial services, mowing, insecticide, herbicide, and pesticide application, pest control, and irrigation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.

- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, direct, and coordinate equipment maintenance and repair, schedule work, set priorities, and monitor and inspect work progress.
- Operate programs within allocated amounts.
- Respond to emergency and problem situations in an effective manner.
- Prepare cost estimates for time, materials, and equipment.
- Allocate equipment, materials, and personnel in a cost-effective manner.
- Interpret work from sketches and plans.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Two (2) years of experience in public works maintenance and repair work including lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Class "A" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Qualified Applicator Certificate (QAC) from the California Department of Pesticide Regulation, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Agency sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker.

September 2025
FLSA: Non-Exempt

HOMELESS OUTREACH COORDINATOR

DEFINITION

Under general direction, provides intervention services to the homeless population through individual focused outreach and engagement and in partnership with the Chino Police Department's Quality-of-Life Team; serves as liaison to the homeless community and consults with other community and county agencies and programs to maintain coordination of homeless services that aligns with the City's goals; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination and oversight of the City's homeless outreach program operations and activities. Incumbents have responsibility for independently coordinating and implementing an assigned program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, coordinates, leads, oversees, and participates in homeless outreach and engagement program operations and activities, including staff and volunteers.
- Monitors and evaluates assigned activities and projects; identifies opportunities for improving service delivery and procedures; recommends improvements, modifications, and process changes and reviews with appropriate management staff; implements improvements.
- Conducts client intakes and needs assessments.
- Develops and oversees program goals and objectives.
- Coordinates, monitors, evaluates, and advocates for multiple services to meet client specific needs.
- Leads service coordination for clients including assuming primary responsibility for developing and implementing plans and goals in collaboration with the client, providing client with support, guidance, and encouragement on the journey to housing, reunification with family members, addiction treatment, and other needed resources.
- Establishes good rapport with diverse homeless population.
- Effectively plans, provides, and evaluates case management services related to the clients.
- Transports homeless individuals in City vehicle to appointments, shelters, and rehabilitation centers.

- Participates in the San Bernardino County Point-in-Time count.
- Serves as a City representative for the Interagency Council on Homelessness for the West Valley Steering Committee and the City's Homeless Task Force.
- Prepares program reports and makes presentations concerning program activities, goals, and objectives.
- Meets with service providers and agencies to facilitate needed services, resources, and opportunities for the client; establishes and maintains effective relationships with governmental and community agencies regarding programs and services.
- Maintains detailed client service records and prepares reports and correspondence as needed.
- Ensures client right to privacy and ensures appropriate confidentiality.
- Participates in the development and administration of program budgets; applies for and administers grants, monitors program expenditures; identifies and recommends resolutions for budgetary issues.
- Attends off-site visits as needed, and facilitates workshops, trainings, and meetings with government and community agencies.
- Participates in public outreach and education.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Case management principles, methods, and techniques.
- Available medical, housing, psychological, educational, and social service resources.
- Trends, functions and organization of public assistance and social service systems.
- Narrative case report writing practices.
- Ethnic and economic groups and cultural differences.
- Principles of providing functional direction and training.
- Local government operations and the functions of City departments.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Develop and maintain an effective caseworker relationship with clients.
- Prepare and implement case management plans.
- Interpret and explain complex laws and regulations to clients and the public.
- Work effectively in the absence of supervision.
- Use diagnostic assessment tools to assess physical and psycho-social needs of homeless clients.

- Maintain accurate logs, records, and written records of work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Three (3) years of applicable work experience providing case management, social services, and working with the homeless in outreach and engagement services.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions. The job involves fieldwork requiring frequent walking in operational areas. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Positions require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Exempt

HUMAN RESOURCES AND RISK MANAGEMENT ANALYST

DEFINITION

Under direction, provides professional and confidential analytical support and consulting services to City departments in a variety of human resources program areas, including risk management, loss prevention, claims management, recruitment, examination, classification, training, safety and health, salary and benefits administration, employee relations, and performance management; performs research and analysis; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of assigned human resources program areas. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Human Resources and Risk Management Analyst in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides support and guidance to employees, department representatives, and management on a variety of human resources program areas including risk management, loss prevention, claims management, recruitment, examination, classification, training, safety and health, salary and benefits administration, employee relations, and performance management.
- Conducts research and statistical analysis; prepares technical records, reports, and summaries to present and interpret data, identify alternatives, and make recommendations; assists in composing staff reports, City Council agenda items, and correspondence related to assigned functions.
- Reviews, verifies for completeness and accuracy, and processes a variety of forms, including for health benefits, performance evaluations, merit increases, service and disability retirement, leaves of absence, workers' compensation, and claims for unemployment insurance.
- Researches, plans, and organizes a variety of staff training programs; outlines annual training calendar; assists in implementation of training projects; negotiates fees with training facilitators; assists in conducting training programs as required; prepares and distributes training tools to staff, including instructional materials, handouts, evaluation forms, and visual aids.
- Receives, reviews, and prepares for approval City department requests for recruitment; reviews eligibility lists to confirm vacancy; updates applicable job descriptions as appropriate; communicates with the hiring manager throughout the recruitment process; completes reference checks for candidates and approves hire or promotion; prepares conditional offers and final letters of employment for hiring managers.

- Schedules, prepares materials, and proctors exams for law enforcement, including Police Officer Standards and Training (POST), Public Safety Dispatcher, Corporal, Seargeant, and Lieutenant; sends exams for grading and distributes results.
- Reviews benefits termination information; provides alternative options for health insurance; notifies appropriate parties.
- Assists with the coordination of the City's open enrollment process; assists in the annual renewal of contracts/policies; establishes a process/plan for plan enrollment; creates media to notify employees of the process and provide instructions.
- Administers the City's health and retirement benefits including Consolidated Omnibus Budget Reconciliation Act (COBRA), the Affordable Care Act, and supplemental insurance policies; processes enrollments, terminations, and qualifying events; notifies payroll of changes.
- Plans and coordinates the annual employee benefits fair; organizes a variety of vendors; reserves location and arranges for set up; advertises the event to employees; provides direction to HR staff on the day of the event.
- Coordinates the Department of Transportation (DOT) Random Drug Test Program; verifies City training materials are current and appropriate; stays abreast of future DOT driver regulations; ensures the City is current with Clearinghouse regulations.
- Compiles information and prepares manuals, documents, resolutions, and publications relating to administrative, fiscal, or operational issues.
- Provides recommendations and information on employment trends in support of labor negotiations to aid in the bargaining process.
- Processes the City's tuition advancement program; verifies employees have met required criteria prior to releasing reimbursement funds.
- Processes unemployment claims received by the City and responds to unemployment inquiries; represents the City in unemployment hearings as assigned.
- Researches and shares with the department current human resources and risk management trends; conducts comparison surveys with surrounding agencies to determine best practices.
- Makes recommendations regarding new and current policies and procedures that will benefit the department and the City.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of full-service human resources programs, including recruitment, labor relations, benefits administration, risk management, loss prevention, and claims processing.
- Principles of municipal administration and budgeting.
- Principles of research, statistical analysis, and report preparation.
- Techniques for collecting, interpreting, and reporting complex and technical data and information.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Complex arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best

practices pertinent to the assigned area of responsibility, including state and federal OSHA.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Implement and coordinate assigned program functions.
- Research, prepare, and present complex reports on a variety of subjects.
- Perform moderately difficult and/or complex professional administrative and analytical work requiring sensitivity to issues.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Effectively represent the department and the City in meetings with governmental agencies, contractors, vendors, labor groups, and various businesses, professional, regulatory, and legislative organizations, and individuals.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources management, business or public administration, or a related field.

Experience:
- Three (3) years of increasingly responsible human resources and risk management administration experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

HUMAN RESOURCES SPECIALIST I/II

DEFINITION

Under immediate supervision (Human Resources Specialist I) or general supervision (Human Resources Specialist II), performs a variety of technical and para-professional duties in one or more specialty programs within the Human Resources/Risk Management Department; coordinates and serves as a liaison for assigned programs, projects, and activities with other City departments, staff, and applicants; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision (Human Resources Specialist I) or general supervision (Human Resources Specialist II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Human Resources Specialist I: This is the entry-level classification in the Human Resources Specialist series. Initially under close supervision, incumbents learn and perform a wide variety of technical duties in the human resources program. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Human Resources Specialist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Human Resources Specialist II: This is the fully qualified journey-level classification in the Human Resources Specialist series. Positions at this level are distinguished from the Human Resources Specialist I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Human Resources Specialist class series are flexibly staffed and positions at the II-level may be filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the II-level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

Positions at the Human Resources Specialist I level may perform some of these duties and responsibilities in a learning capacity.

- Composes, types, edits, and proofreads a variety of human resources documents, including forms, memos, correspondence for department management and staff, and administrative, statistical, financial, and staff reports; inputs and retrieves data; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.
- Establishes and maintains a filing system for documents; maintains and disposes of documents and employment files in accordance with state and federal requirements and the City's Records Retention Policy.
- Enters and updates employee information in the Human Resources Information System (HRIS) database; maintains and troubleshoots the database.
- Coordinates committee or staff meetings, including sending correspondence and notices, preparing agendas, and taking minutes.
- Receives and responds to inquiries from the public, employees, and outside agencies regarding Human Resources-related matters.
- Schedules candidates for live scans/fingerprinting.
- Reviews job descriptions to determine required safety training for City employees; reviews and assesses training options to ensure content and material meet City needs and federal and state requirements for implementation; gathers quotes and recommends appropriate training options.
- Tracks and processes safety and health training forms for employees; schedules and documents related to employee testing; distributes certificates and cards as needed.
- Updates training databases/platforms; adds, removes, and maintains employee profiles; creates and assigns job specific training and learning paths; tracks and schedules applicable courses.
- Accurately records and tracks claims and property damage documentation to pursue subrogation; coordinates responses to subrogation demands; maintains records of claims against the City.
- Provides support in the administration of workers' compensation and general liability claims; inputs workers' compensation information into database/platform to reflect accurate injury information; gathers pertinent information to assist in the investigation of claims.
- Supports Safety and Health Committee responsibilities; reviews incident reports for workers' compensation claims, or other reported/observed unsafe or hazardous conditions; suggests appropriate training to mitigate concerns; recommends newsletter and bulletin board topics.
- Coordinates activities related to the Department of Transportation (DOT) compliance including scheduling employees for random drug/alcohol screenings; maintains and updates DOT logs.
- Coordinates the supplies, training, and use instruction for the City's disposable sharps kits.
- Maintains and tracks the City's Safety Data Sheets (SDS); provides instruction on how to inventory and locate SDS.
- Works with hiring departments to prepare and publish job announcements; screens applications and forwards to hiring managers.
- Coordinates applicant interviews and conducts interview orientation; schedules employment examinations; proctors and reviews exam results; schedules appointments for candidates in the background process, including pre-employment physicals, psychological exams, and stress tests as applicable.

- Schedules, prepares materials, and proctors exams for law enforcement, including Police Officer Standards and Training, Public Safety Dispatcher, Corporal, Seargeant, and Lieutenant; sends exams for grading and distributes results.
- Establishes and maintains candidate eligibility lists; notifies hiring departments and candidates of application status; collects and compiles new hire checklist paperwork and forms; completes verification of employment and driving record requests.
- Ensures accuracy in tracking applicants through each phase of the selection process; prepares applicant tracking reports and summaries as required.
- Drafts conditional and/or final offers of employment for hiring managers; verifies completion of new hire paperwork; enters new employee information into the HRIS.
- Conducts benefits orientation sessions with new hires; prepares new hire orientation information packets; enters benefit elections into City and third-party administrator databases; make changes to benefit elections in databases/platforms due to qualifying events; notifies payroll of benefits status/adjustments.
- Assists with coordinating employee benefit and health fairs and open enrollment.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources, including recruitment and selection, employee benefits administration, employee training and development, workers' compensation, and general human resources administration.
- Business letter writing and standard formats for reports and correspondence.
- Principles and practices of research, data collection, and report preparation.
- Record-keeping principles and procedures.
- A variety of human resources information technology applications.
- Policies, procedures, personnel rules, and labor contract provisions related to areas of assignment.
- Administrative policies relating to wage and hour issues, hiring, and other personnel actions.
- Business mathematics.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility, including state and federal Occupational Safety and Health Administration.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform technical and analytical work requiring attention to detail and accuracy.
- Prepare and present information on a variety of subjects in a clear and concise manner.
- Understand, explain, and apply laws, rules, regulations, policies, and procedures.

- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Assist employees with completion of a variety of human resources forms and changes.
- Make accurate arithmetic and statistical computations.
- Maintain accurate and confidential human resources records.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Human Resources Specialist I/II: Equivalent to an associate's degree from an accredited college with major coursework in human resources management, business or public administration, or a related field.

Experience:
- Human Resources Specialist I: One (1) year of technical or paraprofessional human resources or clerical experience; Human Resources Specialist II: Two (2) years of increasingly responsible technical or paraprofessional human resources or clerical experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

INFORMATION TECHNOLOGY ANALYST

DEFINITION

Under general supervision, provides technical support, system implementation, maintenance, troubleshooting, and related services for the City's information technology systems; monitors system performance to ensure performance and reliability standards are met; responds to complex user support problems; performs the technical and complex tasks relative to information technology services and programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification responsible for performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Creates and manages Citywide employee access to computer systems, email, and various applications; sets and resets employee passwords; audits employee usage of technology and equipment to ensure compliance with City policies.
- Installs, configures, troubleshoots, repairs, and maintains desktop computers, computer components, software, peripheral devices, network servers and infrastructure, security firewalls, switches, routers, and related automated equipment and systems; determines whether equipment needs to be upgraded or replaced.
- Manages and performs system/data backup and recovery procedures; provides remote capabilities for offsite users to connect to City systems; provides remote and on-site technical computer support services.
- Provides consultative services to user departments in the use of third-party tools to access data in software applications to produce complex maps, reports, and analysis beyond the original software; modifies complex reports to improve functionality of the application.
- Designs, implements, and maintains the City's Geographic Information System (GIS); creates layers databases; monitors data submitted by other departments; ensures data is accurate and accessible.
- Analyzes user requirements and translates them into GIS terms and actions; troubleshoots, manages, services, and creates applications.
- Produces a wide variety of GIS maps and reports; provides technical assistance to City departments; trains users in new and existing GIS applications.

- Configures and deploys cell phone and mobile equipment Citywide, including for the Police Department.
- Develops simple application user interfaces and relational databases for a variety of software applications.
- Installs detailed, client-specific configurations for hardware residing on servers, mainframes, and operating systems.
- Coordinates with vendors to support and manage various software products; advises users on software updates; assists users in accessing vendor support as necessary.
- Monitors security threats such as virus, malware, and spyware; takes immediate corrective action as needed.
- Manages, maintains, and provides support in Finance, Human Resources, Police Department, and utility billing and consumption databases and systems.
- Conducts research for software, hardware, and other technology solutions; installs new systems and upgrades to existing systems.
- Participates in the development and administration of information technology systems, procedures, and methods of operation.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures involved in the maintenance and operations of a computer network.
- Use and operation of complex business applications and software systems.
- Operation, installation, and maintenance of computer hardware and peripherals.
- Management and maintenance of an Enterprise Resource Planning system.
- Management and maintenance of an Enterprise GIS system.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and maintain relational databases, including creating database connections and table joins.
- Install and perform routine maintenance on computer equipment, correct configuration errors, and resolve customer/user problems.
- Coordinate with other staff to address issues related to the network infrastructure or server operating systems and identify and analyze information system needs.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized IT certifications and/or training such as Cisco, EMC, PMP, and Microsoft.

Experience:
- Three (3) years of increasingly responsible experience working with personal and mainframe computer hardware, network systems, and a variety of software applications.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

INFORMATION TECHNOLOGY MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Information Technology Division, including Citywide network infrastructure, information systems, and applications; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support the Administration Department in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or assigned supervisory or management personnel. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing the Information Technology Division in the Administration Department. The incumbent is responsible for developing and implementing policies and procedures for the assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Information Technology (IT) Division, including Citywide network infrastructure, information systems, and applications.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Maintains, configures, and upgrades datacenter physical equipment, applications, and servers; identifies, quotes, approves, and purchases Citywide IT equipment; oversees the installation,

configuration, and maintenance of datacenters, physical and virtual servers, Citywide area networks, local area networks, Virtual Desktop Infrastructure, storage area networks, and networked attached storage.

- Reviews and monitors networks, systems, and applications; reviews security logs for abnormal behavior.
- Evaluates new technology; analyzes returns on investment of IT purchases; maintains the highest standards in technology-acquisition practices; develops, evaluates, and maintains best practices and standards in process, design, architecture, and operations of all aspects of services-oriented information technology delivery.
- Understands the business needs of staff and departments and balances fulfillment of those needs with considerations of broader City objectives and limited resources; provides leadership in evaluating complex technology strategies and developing strategic approaches that maximize City resources while bringing the best results.
- Identifies information technology issues and opportunities, analyzes problems and alternatives, and develops sound conclusions and recommendations; sets priorities and allocates resources to meet staff needs in a timely, effective manner; maintains flexibility and responsiveness to changing circumstances.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in IT; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Principles and practices of information technology management, analysis, design, and maintenance.
- Principles, practices, and theory of data management and its application to a wide variety of services and programs.
- Principles and practices for developing and implementing security systems protocols and standards.
- Principles and practices of enterprise software implementation and management.
- Principles and practices of designing and managing information technology infrastructure, communication and network systems, and associated hardware and software.
- Principles and practices of project management, including tools and techniques, cost accounting, and change management and control.
- Networking protocols and firewall principles.
- Cyber Security Incident Response Plans and sources.
- City purchasing requirements.
- Geographical Information Systems, SCADA systems, and IP Telephony.
- State record requirements to be a valid trusted system.
- Physical and logical access pursuant to Department of Justice regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the IT Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Install, configure, and maintain datacenters physical and virtual servers, Citywide area networks, local area networks, Virtual Desktop Infrastructure, storage area network, and networked attached storage.
- Develop policies and procedures for purchasing IT equipment Citywide.
- Install, configure, and maintain the City proxy system, including controllers, readers, and cards.
- Install, configure, and maintain the City's CCTV system, including cameras, video management system, and License Plate Readers.

- Identify information technology issues and opportunities, conduct complex research projects, visualize and present data for both qualitative and quantitative content, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Organize, manage, implement, and maintain efficient and effective information technology programs to ensure the reliability, integrity, and security of City information systems and infrastructure.
- Perform complex diagnostics and troubleshooting on hardware, software, and communications problems.
- Prepare, negotiate, and administer contracts.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized IT certifications and/or training such as Cisco, EMC, PMP, and Microsoft applications.

Experience:
- Five (5) years of increasingly responsible experience working with personal and mainframe computer hardware, network systems, and a variety of software applications, including two (2) years in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

INFORMATION TECHNOLOGY SPECIALIST I/II

DEFINITION

Under immediate supervision (Information Technology Specialist I) or general supervision (Information Technology Specialist II), provides first level support for all end-users; provides software application support for a variety of City functions; maintains and supports computers, printers, networks, and other equipment; provides staff support for various meetings; performs programming tasks for multiple applications; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision (Information Technology Specialist I) or general supervision (Information Technology Specialist II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Information Technology Specialist I: This is the entry-level classification in the Information Technology Specialist series. Initially under close supervision, incumbents learn and perform a wide variety of technical duties in support of the City's information technology program. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Information Technology Specialist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Information Technology Specialist II: This is the fully qualified journey-level classification in the Information Technology Specialist series. Positions at this level are distinguished from the Information Technology Specialist I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Information Technology Specialist class series are flexibly staffed and positions at the II-level may be filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the II-level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

Positions at the Information Technology Specialist I level may perform some of these duties and responsibilities in a learning capacity.

- Adds and sets up new users on various Citywide and department specific hardware, software, active directory, and telecommunication systems.
- Assists users with operational questions or problems and in the use of computer software applications; provides new user training and ongoing support to keep all end users apprised of changes and upgrades to department computer systems and databases.
- Installs, maintains, and repairs microcomputer hardware and peripheral components such as monitors, keyboards, printers, and drives; installs and configures telephone systems and mobile devices.
- Assists with server maintenance and network configuration; installs and configures desktop applications; performs technical network related duties such as resetting passwords and diagnosing hardware and software or communication system connectivity issues.
- When assigned to the Police Department, updates and troubleshoots the Computer Aided Dispatch (CAD) and Records Management System (RMS); ensures compliance with Department of Justice (DOJ) and Criminal Justice Information Services (CJIJ) requirements.
- Provides software application and computer programming support for a variety of City functions.
- Deploys computers, software, mobile devices, and related equipment citywide.
- As directed, runs specialized search programs for evidentiary purposes for the Police Department.
- As necessary, refers issues to higher level technical or professional staff for further investigation and resolution.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Information Technology Specialist I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Operational characteristics of desktop, network, and telecommunication systems hardware, software, and peripheral equipment.
- Principles, practices, methods, and techniques of troubleshooting, diagnosing, and resolving desktop computer hardware and software and routine network system issues.
- Diagnostic tools used in troubleshooting hardware, software, and connectivity issues.
- Tools and equipment used in testing the functionality of computer systems.
- Principles of database management and systems development.
- Windows operating systems and network infrastructure operations and support.
- Computer and peripheral equipment maintenance methods and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of technical duties in support of the City's technology programs and services.
- Understand and apply a wide variety of information technology systems.
- Elicit information from end users to triage requests and identify appropriate action.
- Install and configure desktop computers, associated hardware and software, and connect to network systems.
- Troubleshoot, evaluate, and diagnose desktop and routine network problems; resolve or refer to higher level staff as needed.
- Utilize new and existing software and hardware.
- Handle disputes and complaints and resolve problems in a calm and tactful manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Information Technology Specialist I/II: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized IT certifications and/or training such as Cisco, Dell, Electromagnetic Compatibility (EMC), Project Management Professional (PMP), and Microsoft applications.

Experience:
- Information Technology Specialist I: One (1) year of experience providing technical support for desktop computer hardware and software or network/communication systems.
- Information Technology Specialist II: Two (2) years of increasingly responsible experience working with personal and mainframe computer hardware, network systems, and a variety of software applications.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds

or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

INFORMATION TECHNOLOGY SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates the work of staff providing information technology support and services within the Information Technology Division; maintains and oversees City-wide network infrastructure and Police Department technology assets; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management. Exercises direct supervision over professional, technical, and administrative staff.

CLASS CHARACTERISTICS

This is a supervisory level that exercises independent judgment on diverse and specialized information technology functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the IT Manager in that the latter has full management authority in planning, organizing, and directing the full scope of activities within the division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, reviews, and participates in the work of staff providing Information Technology (IT) support and services to the Police Department and City-wide; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures; creates and manages technology for budget forecasting as it relates to public safety.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Oversees and participates in the installation, configuration, and maintenance of software applications and hardware, including servers, networks, and related devices.
- Installs, manages, and maintains enterprise firewalls to secure City-wide data networks; maintains and oversees Police Department IT assets; keeps current on Department of Justice rule changes and security updates.
- Manages and oversees IT projects, as assigned; manages server storage utilizing storage area networks.
- Provides user support on various hardware and software issues in a timely manner; troubleshoots and corrects technical problems and performs repairs.
- Manages and maintains the Video Management System, including Closed Circuit Television.
- Assists in the development of requests for proposals; participates in identifying the scope of work and any technical specifications; evaluates proposals and recommends award.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of computer network maintenance and operations.
- Configuring networking equipment, including switches, routers, and firewalls.
- Server and desktop virtualization, network server services, and Layer 2 and 3 network devices
- Criminal Justice Information Systems policies, procedures, and implementation for compliance.
- Complex business applications and software systems.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex IT functions and duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Install and perform routine maintenance on computer equipment, correct configuration errors, and resolve customer/user problems.
- Operate, install, and maintain computer hardware and peripherals.
- Assist in the resolution of critical information system problems and complaints.
- Anticipate the implication of various options for resolution and recommend optimal solutions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized IT certifications and/or training such as Cisco, Electromagnetic Compatibility (EMC), Project Management Professional (PMP), and Microsoft applications.

Experience:
- Five (5) years of increasingly responsible experience working with computers, network hardware, and advanced network topologies.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

- Possession of, or successful acquisition within twelve (12) months of employment, a valid Criminal Justice Information Services Division (CJIS) Local Agency Security Officer Certification, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Criminal Justice Information Services Division (CJIS) Advanced Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

MAINTENANCE COORDINATOR

DEFINITION

Under general supervision, participates in and leads the work of crews engaged in performing semi-skilled and skilled manual labor in the maintenance and repair of public works areas including streets, sewers, storm drains, water systems, parks, parkways and medians, custodial and building maintenance, and contract inspection; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Public Works Department. Incumbents have responsibility for independently coordinating and implementing public works infrastructure maintenance and repairs. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in and leads the work of a crew engaged in maintaining sewers and water mains, as well as servicing of storm drains, lift stations, and pumps.
- Participates in and leads the work of a crew engaged in tree trimming from an aerial lift using hand and power tools, pruning and trimming of trees, shrubs, and hedges, and mowing lawns.
- Participates in and leads the work of a crew engaged in repairing irrigation and sprinkler systems and weed control, as well as applying pesticides and insecticides.
- Participates in and leads the work of a crew engaged in performing general maintenance of parks and rights-of-way, patching and paving streets, making concrete repairs, and installing and maintaining street signs.
- Participates in and leads the work of a crew engaged in performing general building and facilities custodial, maintenance, and repair work.
- Assists in the preparation of performance evaluations; reviews time sheets for accuracy; prepares and submits records and reports concerning work performance.
- Ensures work of assigned crew is performed in a safe and efficient manner; trains subordinates in semi-skilled operations.
- Performs inspection of work areas for compliance with accepted standards, required maintenance, and needed corrective work.

- Coordinates work to be performed by maintenance contractors including checking work on a daily basis to ensure compliance with contract specifications and resolving problems in the field.
- Maintains records of work being performed; reviews coding on invoices and recommends approval for payment; prepares correspondence detailing deficiencies in work completed by contractors; obtains price quotations and processes purchasing of materials and supplies.
- Performs traffic control duties for special events, according to City and state standards.
- Responds to complaints from employees and the public and to requests for information; resolves problems.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When assigned to Building/Facilities Maintenance:

- Performs painting; makes repairs of electrical, air conditioning, and heating systems; performs minor carpentry functions; performs custodial functions including sweeping and mopping of rooms, halls, stairways, and offices; performs striping, sanding, refinishing, waxing, and/or buffing of floors; vacuums and shampoos rugs, carpets, and upholstery.
- Empties and cleans waste receptacles, pencil sharpeners, and ash trays; dusts and polishes furniture, countertops, pictures, and brass and chrome fixtures.
- Cleans and disinfects restrooms, floor mats, drinking fountains, and fixtures; ensures specified sanitary standards are maintained; performs pest control tasks in buildings; cleans entrances to buildings by sweeping, hosing, and picking up trash; washes walls; removes markings on walls, restroom stalls, countertops, and desks; washes windows, mirrors, and window blinds.
- Moves furniture or other heavy objects for set-up and tear down of City functions; makes minor repairs and adjustments to building fixtures and equipment; replenishes paper for copier room, as directed; restocks and orders supplies, as needed.
- Oversees building security functions and systems; locks and unlocks rooms, windows, offices, and public facilities; sets up intercom or speaker systems, as directed; changes light bulbs and fluorescent tubes; cleans light fixtures.
- Reports fire, sanitary, safety, or security hazards in public facilities; reports needed maintenance or repair.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Equipment operation, techniques, and methods used in the area of specialization.
- Landscape design.
- Methods, tools, and equipment used to abate weeds, insects, plant pests, and rodents.
- Methods, tools, and equipment to irrigate landscape and maintain trees, plants, and shrubs.
- Patching with hot and cold asphalt mix.
- Concrete mixing.
- Equipment, tools, and standards related to proper installation and maintenance of streets, signs, and pavement markings.

- Traffic laws and ordinances as they pertain to trucks and heavy equipment use.
- Methods, materials, tools, and equipment used in general building repair and maintenance, custodial work, related chemical solutions, and proper use and mixing techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Safely operate equipment and vehicles used in work performed and make minor adjustments and repairs.
- Repair irrigation and sprinkler systems.
- Perform light carpentry, plumbing, and masonry work.
- Perform basic custodial, maintenance, and repair work of City buildings and facilities.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electric motors, pump panels, engines, pumps, compressors, valves, and related equipment.
- Analyze, interpret, and/or evaluate bid specifications.
- Properly apply herbicides and pesticides in accordance with state regulations.
- Run irrigation on fields and dry areas; add and remove timers.
- Operate a Boom vehicle and trim trees.
- Remove and grind tree stumps at various locations.
- Troubleshoot and repair broken laterals, main lines, sprinklers, valves, and drip lines.
- Accurately read gauges and testing equipment.
- Read and interpret basic maps and blueprints.
- Pour and mix concrete to repair sidewalks, curbs, and gutters.
- Mix asphalt and repair potholes, streets, and alleys.
- Inspect and maintain the City's storm drain system.
- Review storm drain plans.
- Perform insect and rodent abatement work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in construction and maintenance work.

Experience:
- Three (3) years of experience in public works maintenance and repair work, including oversight of contract work and general custodial experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the office or in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights up to 100 pounds on an occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

MANAGEMENT AIDE

DEFINITION

Under general supervision, performs a variety of administrative, secretarial, and office support duties of considerable complexity, requiring thorough knowledge of the assigned department, division, or program, its procedures, and operational details; provides administrative support to assigned departmental staff; composes and prepares correspondence using judgment in content and style; performs skilled word processing, data entry and organization, telephone and counter reception, processing of invoices, recordkeeping, statistical and technical report preparation, and filing duties; provides information to the public and City staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey level classification where incumbents perform routine administrative, secretarial, or clerical duties in support of program or division management. Incumbents possess a comprehensive understanding of departmental functions and professional activities and provide support to professional-level staff in the completion of their duties, in addition to completing clerical assignments. Work is performed independently, exercising judgment and initiative. Positions receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides administrative support to an assigned staff in the daily management of operations.
- Performs research and analysis on administrative, fiscal, and operational matters, as directed; compiles data and prepares reports to summarize findings and make recommendations as to appropriate action to be taken in accordance with general guidelines.
- Assists in budget preparation, analysis, and administration; as directed, performs audits and/or maintains records of account activity; prepares projections of service volumes and related costs.
- Participates in the preparation and revision of manuals and other administrative materials; provides administrative assistance in the implementation of new administrative procedures.
- Prepares, types, and/or processes various documents requiring knowledge of the department, division, or program functions, which may include, but are not limited to, permits, licenses, applications, vouchers, claims, meeting agendas and minutes, correspondence, periodic reports, contracts, agreements, legal/official documents, and bid documents.
- Schedules and/or coordinates meetings, seminars, conferences, and training sessions for department staff; acts as meeting secretary, including preparing agendas and informational packets, setting up meeting and training rooms, and taking and transcribing minutes for assigned meeting, boards, and commissions; prepares complex departmental agenda items and packets for City Council or other

committee or commission meetings.

- Coordinates, tracks, and maintains various contracts to include bidding, Request For Proposal (RFP) awards, amendments, negotiations, and performance reviews during the contract term; reviews and organizes all components for agreements and amendments including contract coversheets, certificates of insurance, signed agreements/amendments, staff reports, and any other documentation needed for routing; takes corrective actions as needed.
- Responds to inquiries and provides technical and administrative assistance to resolve complaints or refers to appropriate authority; explains administrative procedures and methods; interprets and explains rules, regulations, and procedures; answers questions to resolve concerns and issues.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms, reports, and documents for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Performs various accounting/bookkeeping work, which includes verifying or computing financial data, preparing billing invoices, processing accounts payable/receivable, preparing financial reports and statements, maintaining and balancing accounts, preparing bank deposits, and processing payroll, as assigned.
- Prepares, copies, collates, and distributes a variety of documents, including agendas, bid packages, contracts, informational packets, and specifications; ensures proper filing of copies in departmental or central files.
- Organizes, coordinates, and attends various meetings and training as required or appropriate.
- Completes special projects as assigned.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When assigned to the Services Division in Public Works:

- Assists staff and management with execution of ongoing projects and by collecting, arranging, and evaluating data for analysis.
- Serves as a program coordinator; monitors and coordinates personnel training, motivation, and administrative evaluations; coordinates and provides training and development for assigned personnel; prepares training requests and material; keeps statistical data and files on personnel trained; instructs employees on performance issues and notifies them of performance and personnel issues; implements disciplinary procedures in conjunction with Human Resources.
- Monitors and coordinates timely completion of performance ratings; ensures ratings are accurate and appraisals are completed and submitted within allocated timeframes; assists management and supervisors in the basic preparation of performance evaluations; answers general questions from staff.
- Maintains suspense logs on urgent action items requiring immediate attention by division supervisors and management; ensures projects and activities are completed within designated timeframes.
- Performs research and analysis and prepares reports for specialty areas including organic waste collection and recycling, solid waste, water conservation, water consumption, food generation, edible food recovery, and recycling programs; performs community outreach for the upcoming implementation of related programs.
- Responds to inquiries and communicates with residents, City staff, and the public regarding City programs such as Household Hazardous Waste disposal, water conservation, and organic waste

recycling; provides guidance and information on water efficient techniques, recycling, and related programs currently in place.

- Creates and markets program notices through multiple media outlets; compiles an outreach calendar featuring Organic Waste Recycling and Water Conservation; researches incentives and giveaways for community outreach efforts.
- Keeps management informed of new or revised administrative policies, regulations, and procedures that affect the division; provides management with recommendations and potential changes.

When assigned to the Community Services Division:

- Writes articles; prepares and edits a variety of materials and documents that promote City programs, services, and events for internal distribution and public marketing.
- Develops and reviews comprehensive public information, community relations, and information programs to inform employees and the public of various activities and programs, gain recognition of support to specific programs, and continue to enhance the reputation for integrity and stewardship.
- Obtains information by contacting division and program staff; meets with staff to discuss, plan, and schedule communications for social media campaigns, department branding, City events, and departmental changes.
- Provides public and internal updates regarding program activity based on social media analytics and in relation to programs, to include Armed Banner and Liberty Courtyard Brick Purchasing.
- Collaborates with graphic artists to design, create, and install banners and produce material such as newsletters, social media postings, flyers, and posters; submits invoices for payments to vendors.
- Prepares documents and materials for web server and social media; tracks information accessibility to public and users; evaluates and measures social media program success and impact; monitors trends in social media tools and applications and appropriately applies that knowledge to increasing the use of social media for the City.
- Verifies factual accuracy of information; ensures compliance with government and security regulations and policies.
- Creates graphics for internal recognition programs and updates website and social media pages; manages and updates various social media accounts, pages, and groups on assigned platforms.
- Keeps abreast of updates to programs, departments, activities, and events.

When assigned to the Purchasing Division:

- Processes requested purchase order modifications; reviews and verifies associated documents.
- Checks invoices against purchases orders or contracts; investigates and resolves routine discrepancies related to item and price differences, leftover funds, and quantities; identifies reasons for discrepancies and initiates action to correct records and documents.
- Reviews requisitions and quotes; verifies data entered for proper approval, correctness, and appropriate documentation with respect to specifications; approves requisitions in compliance with the City's purchasing policies and procedures; converts requisitions to purchase orders.
- Maintains vendor lists and contracts; performs vendor profile updates within appropriate data systems to include adding and updating information and correcting data and statuses; determines completeness of contract files; regularly purges invalid vendors based on activity level.
- Processes purchase order modifications (POM's) and assists Accounts Payable with PO/invoice discrepancies.
- Obtains quotes and purchases needed items; monitors deliverables for assigned purchases; examines

files for late deliveries and urgent orders; obtains statuses or reasons for missing quantities or delays.

- Enters approved contracts and amendments to contracts in appropriate software; requests missing paperwork, approvals, and amounts; resolves issues related to contracts prior to data entry.
- Assists in analyzing and adjusting City-wide procurement policies and procedures.
- Assists in preparing and submitting year end close out of contracts including monthly projections, accruals, and encumbrances.
- Processes requests for disposition of surplus property and City-wide fixed assets.
- Coordinates surplus property disposal.
- Assists in assigning tag numbers to City-wide fixed assets and coordinating the disposal of such fixed assets with accounting staff.
- Assists with inventory of City-wide fixed assets.

QUALIFICATIONS

Knowledge of:

- Business administrative policies and procedures.
- City and department programs, goals, and policies and procedures of the assigned department/division.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report generation.
- Methods of preparing and processing various records, reports, forms, and other documents particular to assigned department or program.
- Recordkeeping, report preparation, and filing systems and methods.
- Financial recordkeeping and budget preparation.
- Business arithmetic, including percentages and decimals.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

When assigned to the Community Services Division:

- Planning, writing, and editing graphics, documents, materials, and quasi-technical articles.
- Public speaking techniques and methods for speaking to groups and explaining programs, events, and activities.
- Social media platforms, digital editing, and retouching software.
- Analyzing agency information program materials and offering recommendations for improving the delivery of program information.

When assigned to the Purchasing Division:

- Procurement regulations, procedures, and policies related to one or more procurement phases or functions.
- Interrelated steps and procedures required to assemble, review, and maintain procurement files related to complex contracts.

- Procurement clerical operations and procedures to resolve nonstandard transactions, complaints, or discrepancies.
- Requirements of various contract clauses and special laws.
- Automated procurement systems to reconcile errors.

Ability to:

- Perform administrative, statistical, and functional work involving the use of independent judgment.
- Maintain confidentiality of information received.
- Understand scope of authority in making independent decisions.
- Gather and compile department/division-specific information from a variety of sources.
- Prepare, review, and present reports, recommendations, and other correspondence and communications in a clear and concise manner.
- Type accurately at a speed necessary for successful job performance.
- Understand and follow complex oral and written instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

When assigned to the Community Services Division:

- Apply principles and methods in public affairs.
- Convey detailed program information, both orally and in writing, to clarify operations, programs, and activities to the general public.
- Gather and report public reaction to programs, events, and activities.
- Analyze the City's information program materials and offer recommendations for improving the delivery of program information.
- Draw appropriate conclusions and offer meaningful recommendations in improving aspects of information materials.

When assigned to the Purchasing Division:

- Apply policies, regulations, and procedures related to several procurement phases and functions.
- Research errors or investigate complaints that require reconstructing and reconciling incomplete information or performing other nonstandard procedural assignments.
- Monitor contractor performance and coordinate/recommend corrective action.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college level course work in public administration, business administration, accounting, information technology, or a related field.

Experience:

- Five (5) years of increasingly responsible clerical, technical, and routine administrative experience related to the responsibilities of the assigned position.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

MANAGEMENT ANALYST

DEFINITION

Under direction, performs a variety of complex professional administrative and analytical work in support of assigned department managerial functions; performs research and analysis; analyzes departmental budgets; reviews expenditures and revenue reports and identifies and researches any discrepancies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of assigned department managerial functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Management Analyst in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides support and guidance to employees, department representatives, management, and the public regarding administrative, fiscal, or operational issues, policies, and procedures.
- Conducts research and statistical analysis; gathers relevant information to prepare technical records, reports, and summaries to present and interpret data; identifies alternatives and make recommendations where appropriate; assists in composing staff reports and correspondence related to assigned functions.
- Analyzes departmental budgets; reviews expenditures and revenue reports and identifies and researches any discrepancies; coordinates input of new year expenditure and revenue budgets; prepares reports for management use including detailed reports on the results of prior year projections, historical actuals for use in projections, and revenue spreadsheets to use for projection; monitors current position allocations and calculates salary amounts to be budgeted for the next year; completes position cost analysis, as needed.
- Plans, distributes, and coordinates budget deadlines, meetings, documents, email communication, and reports; assists department staff throughout the budget process to ensure they meet deadlines.
- Assists in the preparation of the Annual Comprehensive Financial Report; analyzes financial statements and researches increases and decreases in balances in order to provide explanations; gathers relevant information from various internal and external sources and ensures information is presented accurately.
- Prepares contract amendments; evaluates current contracts and determines needed changes; gathers required documents from consultants; ensures contract packages are complete and accurate prior to submitting for approval.

- Reviews, verifies for completeness and accuracy, and processes a variety of forms and documents, including contracts, reimbursement requests, Internal Service Fund (ISF) request forms, position request forms, and Personnel Action Forms (PAF) for new budget year allocation changes, and salary allocation spreadsheets.
- Processes and submits invoices and purchase orders in a timely manner; ensures there are sufficient funds available for purchase orders for the remainder of the fiscal year; approves department requisitions; ensures requisitions are allocated to the correct account program and object and are within the budgeted appropriation; tracks any changes for accurate forecasting in the following year's budget.
- Serves as liaison to Human Resources (HR); processes recruitment paperwork; completes various HR forms; ensures new hire paperwork and PAFs are complete; tracks departmental staff trainings and coordinates biannual CPR trainings.
- Serves as liaison to Finance; completes and processes general ledger (GL), payroll history transfer, and invoice modification requests; approves department contracts ensuring amounts are within budget and are coded to the correct GL account; verifies timesheets including account numbers, hours added, and pay codes; requests new vendors for refunds; reviews and processes corrections or transfers in a timely manner to ensure the general ledger is accurate.
- Facilitates and prepares staff reports, contracts, and documents for City Council review; researches project background; obtains additional information and documents as needed including agreement signatures, exhibits, and letters; reviews approved staff reports submitted to the City Council; appropriates budget amounts approved pursuant to City Council direction.
- Assists with special projects including the maintenance of the City's Capital Improvement Program (CIP) schedule, expenditures and carryover amounts, detailed funding sources, and graphs and tables relating to CIP projects.
- Assists in managing the City's chart of accounts; sets up new programs, object codes, and project numbers; ensures items are coded to the correct accounts; updates Chart of Accounts Manual and distributes to staff.
- Compiles information and prepares manuals, documents, resolutions, and publications relating to administrative, fiscal, or operational issues.
- Participates in the development of departmental goals and objectives; makes recommendations regarding new and current policies and procedures that will benefit the department.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal administration, accounting and auditing, and budget and grants management.
- General principles and practices of municipal government budget preparation, administration, and control.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Financial, statistical, and comparative analysis techniques for interpreting various agreements and financial documents.
- Advanced principles, practices, and methods of administrative and organizational analysis.
- City personnel rules and regulations, municipal codes, purchasing policies, finance principles, and legal requirements.

- Methods and techniques of research, statistical analysis, report preparation, and presentation.
- Public administration policies, procedures, functions, authorities, and regulations.
- Principles and practices of sound business communication.
- Department organization, functions, programs, policies, procedures, and initiatives.
- Principles and procedures of recordkeeping, document processing, and filing systems.
- Basic principles and practices of database development and maintenance.
- Mathematical principles and statistical techniques.
- Recent and on-going developments, current literature, and sources of information in assigned areas of responsibility.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research, analyze, evaluate, understand, interpret, and apply programs, policies, procedures, and guidelines, and develop sound recommendations.
- Plan and conduct effective management, administrative, and operational studies.
- Prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Collect, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner for a variety of intended audiences.
- Conduct meetings, give presentations, and accurately convey messages.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Understand, interpret, explain, and apply federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Develop and administer assigned budgets and accurately track and process receipts of revenues and payments of expenditures.
- Use mathematical functions and principles and perform complex arithmetic calculations accurately.
- Maintain and update accurate records and files.
- Handle sensitive and confidential information
- Research, prepare, and present complex reports on a variety of subjects.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, accounting, or a related field.

Experience:
- Three (3) years of increasingly responsible governmental administrative experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

MANAGEMENT ASSISTANT

DEFINITION

Under general supervision, provides specialized paraprofessional administrative support to assigned departmental projects and programs; performs budget, contract, and grant administration; prepares a variety of reports and documents in support of departmental/division goals; develops, summarizes, and maintains administrative and fiscal records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing specialized paraprofessional duties in support of departmental/division operations. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Prepares various reports and responses regarding budget, contracts and contract amendments, proposals, grant opportunities, and contract issues; creates staff reports for the City Council.
- Participates in the preparation and administration of departmental and project budgets; maintains, monitors, and inputs budget tracking and controls; forecasts budget expenditures and revenues; conducts internal auditing processes; compiles financial documents and performs budget transactions; performs analysis on various accounts as needed for auditing and other purposes.
- Prepares and administers grants; maintains and monitors requirements of funding sources; processes status reports; monitors expenditures and revenues; finalizes end of grant documents; ensures related activities are compliant.
- Administers project contracts and professional service agreements; processes documents; monitors and oversees provided services; contacts contractors on issues related to service; analyzes contractor work for compliance; tracks service needs.
- Performs research and analysis on administrative, fiscal, and operational problems or issues; prepares technical reports to interpret data; identifies alternatives and makes and justifies recommendations.
- Prepares memoranda, letters, summaries, check requests, labels, mailing envelopes, lists, and reports; responds to written correspondence.
- Responds to the community, outside agencies, and internal departments/divisions regarding City programs.
- Inputs data into databases and maintains record keeping and filing systems.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

When assigned to Public Works:

- Coordinates and tracks division payroll; responds to payroll related requests from the Finance and Human Resources Departments.
- Participates in preparing funding requests for staffing, equipment, and vehicles; processes assignment changes for staff; tracks and compiles data from various projects.
- Participates in organizing and facilitating events; interfaces with the public and various City Departments to enforce, encourage, and advertise City programs; coordinates day to day operations of assigned programs.

When assigned to Development Services:

- Coordinates housing program activities; reviews and approves applications; schedules inspections, reviews, and bids; prepares contract agreements with contractors and homeowners; prepares contractor disbursements upon completion.
- Monitors loans; ensures properties are owner occupied; provides loan payoff and subordination information to realtors or escrow companies; tracks loan payoffs and due dates; prepares reconveyance documents.
- Participates in managing the Community Development Block Grant Program; processes subrecipient applications and prepares contract agreements; prepares program files, reports, and budget; monitors budget expenditures; ensures all program and reporting activities meet Housing and Urban Development compliance standards.

When assigned to Community Services:

- Coordinates with the Human Resources Department to facilitate the division hiring process; schedules interviews; reviews interview questions; assists with identifying outside panel members for interviews.
- Conduct site inspections as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, time management, prioritization of tasks, and project management.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Purchasing, accounting, and budgeting practices and procedures.
- Principles, practices, and procedures for budget preparation and administration
- Principles, practices, and procedures for grant preparation and administration
- Principles and practices of data collection, database input, maintenance, querying, and report preparation.
- Records retention and destruction practices.
- Business arithmetic.
- Research techniques, methods, and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform varied, responsible, complex, and difficult office paraprofessional administrative work requiring the use of tact and discretion.
- Prepare clear, accurate, and concise records and documentation.
- Organize and maintain a variety of automated and hardcopy records, logs, and specialized and sensitive department personnel files.
- Interpret, apply, and explain City-wide, departmental, and divisional administrative policies, procedures, practices, principles, rules, programs, and processes applicable to departmental operations.
- Make accurate arithmetic calculations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to an associate's degree from an accredited college with major coursework in public administration, business administration, or a related field.

Experience:
- Two (2) years of increasingly responsible administrative support experience equivalent to an Administrative Assistant with the City of Chino.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

PARKS AND FACILITIES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Parks and Facilities Division, including park development, facility development, custodial services, and building maintenance; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Community Services, Parks and Recreation in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community Services, Parks and Recreation. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Community Services, Parks and Recreation (CSPR) Department. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Parks and Facilities Division, including park development, facility development, custodial services, and building maintenance.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Directs, oversees, and monitors project and construction management for Capital Improvement and Internal Service Fund projects.

- Prepares and submits grant applications for park development project funding; administers grant funds and related contracts and agreements.
- Directs and oversees the maintenance, renovation, and construction of City facilities; directs parks and public facilities planning activities; identifies and manages the acquisition of land for future projects.
- Directs parks and public facility maintenance; reviews and monitors related contracts.
- Ensures division activities are in compliance with accessibility best practices, the Americans with Disabilities Act, and related regulations.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in community services maintenance and construction programs and activities; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Regulations relating to grant proposals, application, and administration.
- Practices, principals, and techniques of project management and construction development and management.
- Department of Industrial Relations and Public Works Contact, Building, and Fire Codes related to capital improvements and Internal Services Fund projects.

- Methods, tools, equipment, materials, and work practices utilized in parks and facility maintenance and construction.
- Level of maintenance and repair activities generally performed in parks and facilities.
- Architectural, landscape architectural, civil, electrical, mechanical engineering, and irrigation design principals.
- Methods and techniques of research and statistical analysis.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Parks and Facilities Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to city parks and facilities projects.
- Implement the Parks and Facilities Master Plan and Civic Center Master Plan for future expansion of parks and facilities.
- Follow and administer the City's accessibility and Americans with Disabilities Act policy requirements related to Capital Improvement and Internal Service Fund projects.
- Develop and implement comprehensive plans to meet future City needs and services.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, park administration, park planning, construction, or a related field.

Experience:
- Five (5) years of responsible experience in the maintenance and operations of parks and facilities, including two (2) years of experience in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

PAYROLL SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff preparing, processing, and reporting City payroll within the Finance Department; plans and coordinates a comprehensive payroll program; performs difficult or specialized payroll duties; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

CLASS CHARACTERISTICS

This is a supervisory level classification that exercises independent judgment on diverse and specialized payroll functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Fiscal Services Manager in that the latter has full management authority in planning, organizing, and directing the full scope of activities within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff performing full spectrum payroll duties within the Finance Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.

- Coordinates, oversees, and participates in a full spectrum of payroll activities; ensures timely and accurate posting of payroll to the financial accounting system; coordinates the wire transfer of funds for direct deposit, payroll taxes, and employee deductions to various banking institutions.
- Ensures accurate reporting of changes in pay, payroll status, taxes, benefits, deductions, and retroactive pay adjustments.
- Ensures compliance with reporting mandates; submits appropriate forms and transmits information to government agencies including the Internal Revenue Service and the Employee Development Department.
- Implements and remains current on all Memoranda of Understanding and employee agreement provisions related to payroll, including leave accruals, cash-outs, and other benefit provisions.
- Generates and processes quarterly taxes; ensures the preparation and delivery of employee W2 forms.
- Compiles, analyzes, and reconciles a variety of records in the preparation of documents and reports; prepares financial forecasting and estimates as needed.
- Prepares reports and provides analysis for financial audits, as required for internal and external audit functions.
- Answers employee questions regarding payroll and benefit deductions; explains requirements, policies, and procedures.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of payroll and benefits administration.
- Payroll and deductions policies, practices, and procedures.
- Garnishment and employment verification practices and procedures.
- Accounting and bookkeeping methods and principles.
- Benefits and insurance deductions administration.
- Bargaining units and Memoranda of Understanding interpretation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task

coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex payroll duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Accurately prepare, review, and maintain payroll and benefits documents, forms, reports, spreadsheets, claims, and correspondence.
- Identify errors and reconcile discrepancies.
- Perform complex clerical and financial record keeping work.
- Reconcile differences within a record keeping system using mathematical skills.
- Make arithmetic calculations quickly and accurately.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to an associate degree with major coursework in business administration, accounting, finance, or a related field.

Experience:
- Three (3) years of responsible payroll supervisory or lead experience.

Licenses and Certifications:

- Certification as a Payroll Professional by the American Payroll Association is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs highly responsible duties in the preparation, administration, and maintenance of City payroll transactions and records; ensures the payroll function is carried out in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of payroll. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Reviews timekeeping reports to identify and resolve errors in time reported; ensures availability of leave time reported; verifies earnings and deductions; ensures payroll checks are calculated in accordance with legal requirements, City policies, and labor contract provisions; processes stop payment and reissued checks requests.
- Verifies and calculates overtime payments and verifies, audits, edits, and processes the final payroll, benefit program payables, and pay checks.
- Generates and checks final payroll reports and registers; coordinates wire transfer of funds for direct deposit, payroll taxes, and employee deductions to various banking institutions.
- Ensures the timely and accurate posting of payroll to the financial accounting system.
- Processes special payroll transactions, such as wage assignments and liens, advances, and other special payments; calculates and manually prepares special payroll transactions and pay checks.
- Ensures accurate reporting of changes in pay, payroll status, taxes, benefits, other deductions, retroactive pay adjustments, and terminations.
- Answers employee questions regarding payroll and benefits deductions by explaining requirements, policies, and procedures.
- Maintains various spreadsheets to track time and payments for designated purposes, including various City benefit programs.
- Reconciles and balances payroll accounts and process journal vouchers.

- Prepares journal vouchers for liability accounts, wage liens, garnishments, deposits for financial institutions, and payroll taxes.
- Oversees the generation and mailing of monthly, quarterly, and annual payroll, retirement, and tax withholding information to federal and state government agencies and CalPERS; audits and balances accounts in preparation for generating tax reports; generates and reconciles year-end payroll reports; prepares and submits employee W-2 forms and related tax statements.
- Prepares payment requests, verifies, and reconciles payments to the City's health and benefit providers, and resolves billing errors and discrepancies with providers.
- Confers with the Human Resources Department on routine questions regarding employee benefits and individual employees regarding benefits, changes, and MOU implementation; serves as the payroll liaison with Information Services staff.
- Provides work technical and functional guidance to employees assisting in the payroll function.
- Prepares records and process claim forms for participation in the City's loan programs.
- Coordinates with Human Resources Department staff to provide payroll related information for employment verification requests.
- Maintains confidentiality of records and information.
- Enforces and maintains all payroll documents as they relate to the City's records retention policy.
- Assists the City's outside auditors on payroll related questions and matters.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Procedures and practices governing payroll, time reporting, and related financial transactions.
- Office methods and practices.
- Basic principles of business mathematics and record keeping.
- Data processing systems and applications.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform difficult clerical, financial record keeping work.
- Reconcile differences within a record keeping system using mathematical skills.
- Make arithmetic calculations quickly and accurately.
- Recognize and correct computational errors.
- Accurately compare, post, and transfer numbers.
- Operate a variety of office equipment including a ten-key calculator by touch.

- Comprehend and apply written and oral instructions.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Three (3) years of experience in an accounting position, with an emphasis in payroll processing and automated payroll-processing systems.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

PERMIT AND INSPECTION SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff performing public works inspections, technical engineering, plan checks, and permit issuance within the Public Works Department; manages the Public Works counter operations; conducts the most complex and difficult public works inspections; provides highly technical assistance to the City Engineer and the City Traffic Engineer; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over professional, technical, and administrative staff.

CLASS CHARACTERISTICS

This is a supervisory level classification that exercises independent judgment on diverse and specialized public works inspection, technical engineering, plan checking, and permitting functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff performing public works inspections, technical engineering, plan checks, and permit issuance within the Public Works Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.

- Performs the most complex public works inspections of industrial, commercial, and residential developments during various stages of construction.
- Works with contractors to ensure the work in the right of way is completed correctly and on time.
- Performs plan checks and technical reviews of encroachment permits; ensures compliance with approved plans, specifications, regulations, and City ordinances.
- Coordinate with City Geographic Information System (GIS) staff to identify and update GIS data and records. .
- Responds to technical questions from inspection staff; meets with homeowners, contractors, developers, architects, and engineers to resolve issues and concerns; recommends necessary changes to obtain compliance with applicable codes and regulations.
- Oversees fiscal activities at the Public Works counter; ensures fees are accurately charged and collected.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of public works field inspection.
- Principles and practices of plan checking.
- Principles and practices of construction methods, materials, and related codes.
- Public works permitting procedures, including the collection of applicable fees.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex building inspection and permitting activities and responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Read and interpret civil engineering plans.
- Provide clarification on conflicting engineering standards.
- Plan check and provide comments on civil engineering plans.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Five (5) years of experience in public works inspection and maintenance including inspection, permitting, review and approval of traffic plans, and ADA accessibility in a public agency, including one (1) year of experience in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

PERMIT CENTER COORDINATOR

DEFINITION

Under general supervision, plans, schedules, assigns, reviews, and participates in the work of staff performing plans check activities within the Permit Division; plans, assigns, and coordinates a comprehensive permit program, including the review and issuance of residential, commercial, and industrial building projects; provides staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises supervision over technical and administrative staff.

CLASS CHARACTERISTICS

This supervisory classification exercises independent judgment on diverse and specialized permit functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff performing permit review and issuance; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Provides information regarding permit procedures, policies, and functions, building and construction valuation based on established standards, and City, state, and federal regulations pertaining to building and construction.
- Provides online technical support for the permitting process; regularly meets with the Information Technology Department to discuss technical issues, user complaints, and process improvements.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.

- Assists in coordination of the plan approval process; communicates permit submittal status, policies, and procedures to the public and internally; reviews permit submittals for accuracy and completion; distributes plans submittal documents for review; provides timelines on due dates; tracks the status of plan checks; notifies applicants.
- Performs a full range of complex technical duties in support of the Development Services Department, including the review of building plans, code interpretation, and responding to technical questions from building inspection, plan review, and building permit issuance staff; minor plan checks, issue minor permits, and review and approve plans accompanying documentation.
- Identifies controversial and challenging projects; keeps the management apprised of potentially difficult concerns and issues.
- Coordinates plan review processing with other City staff and staff from other agencies including counter technicians, planners, inspectors, building officials, engineers, fire inspectors, and health department plan checkers.
- Calculates permit and mitigation fees; tracks fee deferrals and bonds related to development projects; provides fee estimates as requested.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- General construction practices, methods, and terminology.
- Plan check and permit approval processes and procedures.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable zoning and related laws and regulations.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility, including Uniform Building, Electrical, Plumbing, and Mechanical Codes and ordinances.
- Business letter writing and basic report preparation.
- Business mathematics.
- Record keeping principles and practices.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex permit review activities and responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the enforcement of a wide range of building and related codes and regulations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in building inspection, urban planning, architecture, engineering, or a related field.

Experience:

- Four (4) years of increasingly responsible permit issuance experience in a public agency.

Licenses and Certifications:

- Possession of a valid Permit Technician Certificate from the International Code Council, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

PERMIT TECHNICIAN

DEFINITION

Under general supervision, performs responsible technical and administrative work for building and right-of-way permit applications, plans, and the issuance of other related permits; provides information regarding permit procedures to the public; processes permit submittals for quality reviews; assigns plan reviews to required division; provides timelines on due dates; tracks the status of plan checks and notifies applicants; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of building and permitting functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides information regarding permit procedures, policies, and functions, building and construction valuation based on established standards, and City, state, and federal regulations pertaining to building and construction.
- Provides quality customer service to the public at the building or public works counter, over the telephone, and through electronic means; processes building or right-of-way permits and applications; responds to inquiries regarding building, engineering, and plan review, permitting process, and common code issues; resolves problems or complaints.
- Serves as a resource to customers, including directing them, as necessary, to various sources of information including other City departments or outside agencies; notifies customers when plans or permits are ready for pick-up or issuance; provides status updates as required.
- Maintains permit applications and drawings for active plan checks; compiles and maintains plan check files and records; ensures accuracy of plan check records; tracks status of plan check and notifies applicants; maintains department supplies including applications and forms for the department.
- Enters, stores, and retrieves permit data into software program; provides ongoing maintenance of permitting records; maintains contractor information as well as permit occupancies, class code, and square footage.
- Assists in coordination of the plan approval process; communicates permit submittal status, policies, and procedures to the public and internally; reviews permit submittals for quality review; distributes plans submittal documents for review.

- Creates Certificate of Occupancies for brand new buildings and tenant improvements; creates permits for new tract developments homes; inputs initial fees on permit submittals.
- Generates specialized reports including Building Activity Reports; engages with outside agencies to support department programs.
- Prepares and organizes monthly reports of permits issued and fees collected by the department; generates and reviews reports and records of permits and plan check data; produces and updates a variety of forms, letters, and other materials.
- Monitors department email for permit submittals, payments, resubmittals, and document uploads; provides applicants with status on permit submittals.
- Provides online technical support for the permitting process; meets with IT to discuss and resolve online website and technical issues.
- Coordinates meetings between staff and contractors and inspectors.
- Performs routine plan checks for compliance with established standards.
- Updates contractor's licenses and workers' compensation insurance records.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- General construction practices, methods, and terminology.
- Permit submittal processing, procedures, and fee structures.
- Plan check and permit approval processes and procedures.
- Record keeping principles and practices.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility, including Uniform Traffic Control devices, Uniform Building, Electrical, Plumbing, and Mechanical Codes and ordinances.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable zoning and related laws and regulations.
- Business letter writing and basic report preparation.
- Business mathematics.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Apply policies, procedures, and standards to specific situations; read, interpret, and explain building plans, specifications, codes, permit policies, and permit procedures.
- Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff.

- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Read and interpret plans, specifications, related construction documents, and maps.
- Perform detailed, technical, and specialized planning and/or permit support work.
- Perform the full range of office and administrative support duties and tasks.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic and financial computations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Maintain related files and records.
- Classify, compute, tabulate, and categorize data.
- Quickly and accurately calculate fees and valuations.
- Understand and carry out verbal and written directions.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Two (2) years of permit issuance experience in a municipal department, or five (5) years of increasingly responsible clerical experience requiring the application of policies and procedures.

Licenses and Certifications:

- Possession of, or successful acquisition within twelve (12) months of employment, a valid Permit Technician Certificate from the International Code Council (ICC), to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and

closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

PLANNING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical support activities related to current and advance planning, including a review of development and land use applications, zoning, site plans, and related documents for proper handling; issues and approves permits; provides assistance to the public on planning, community development, zoning, and permit issues; provides staff assistance to the planning staff and management; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the City's planning and land development functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides information and assistance at the front counter, on the phone, and through e-mail communication by answering questions and providing information regarding zoning, development standards, and approved development proposals.
- Performs routine plan check functions for planning permits and planning applications; receives and reviews documents for zoning compliance, accuracy, and completeness; routes applications to appropriate planning staff.
- Reviews applications for building permits; within authorized guidelines, approves routine permits; if outside scope of authority, routes permit applications to appropriate planning staff.
- Reviews Business License applications for compliance with zoning compliance.
- Provides administrative support to professional planners on basic current and advance planning projects; coordinates with project applicants, prepares and posts legal notices, and conducts background research.
- Performs administrative duties including typing, filing, copying documents, and record keeping; prepares forms and provides graphic displays, photographs, or other exhibits as needed.
- Performs site inspections for entitlement projects and zoning compliance; documents and submits findings for action by planning staff.
- Conducts research for land use, zoning, advanced planning, urban design, populations trends, transportation, housing, economic, and environmental issues.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Processes and procedures associated with various zoning permits, record keeping, and records management practices.
- Zoning codes and requirements.
- Application and use of plan check software and Geographic Information System (GIS) data.
- Basic principles and practices of urban and regional planning and zoning.
- Methods and techniques of conducting and documenting site inspections.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns of the public.
- Read plans and specifications and make site visits.
- Review applications for accuracy and completeness; process and/or submit to planning staff for action.
- Conduct routine research on planning and zoning related matters and prepare findings.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in urban planning, land development, or a related field.

Experience:

- Two (2) years of experience providing technical support to a planning or land development program.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

PLANS EXAMINER

DEFINITION

Under direction, reviews various types of architectural plans for compliance with building, electrical, mechanical, plumbing, energy, and accessibility codes and local ordinances; advises builders and property owners on building construction methods, zoning laws, and related regulations; when assigned, assists in inspection of buildings and other structures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of the City's plan check function. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Reviews and processes residential, commercial, and industrial plans to ensure the specifications are correct, complete, and adhere to established federal, state, and local regulations and guidelines; checks engineering calculations and other information related to construction plans and corrections.
- Examines plans and specifications of commercial, industrial, and single and multi-family residential projects to determine compliance with applicable building, electrical, plumbing, occupancy, and zoning codes; checks for grade and quality of materials used in construction.
- Determines compliance with the California Codes and provisions of state and county health and environmental ordinances; suggests correction of defects or inadequacies found; requires corrections be made to meet the requirement of pertinent codes; prepares plan check correction reports.
- Approves plans that comply; issues permits for construction; analyzes structural engineering aspects of all designs and calculations.
- Evaluates test reports such as engineering reports and soil analysis reports; interprets and explains codes to contractors, architects, and others as required.
- Coordinates construction progress with other City departments or divisions and outside agencies; confers with architects, engineers, contractors, and owners on proposed projects to resolve unusual problems.
- Composes correspondence pertaining to required plan check corrections; prepares monthly plan check reports; maintains related plan check records.
- Classifies and logs new projects for plan checks; creates plan check files; enters initial site data and permit data into database; revises data as project status and details change.

- Answers questions and advises the public concerning codes and plan check reports; advises building inspectors of unusual design, construction, or installation problems; provides technical guidance to permit and building inspection personnel.
- Represents the division and department at development plan and plan check coordination meetings as directed.
- Performs field inspections of structures under construction for compliance with approved plans and codes, as directed.
- Investigates complaints pertaining to violations of building codes and laws; researches code related issues for clarification; assists in the code revisions/adoption process and development/revisions of relevant policies and procedures.
- Keeps abreast of new developments in building code enforcement and safety provisions; attends educational/informational activities to develop increased skills and proficiency; participates in staff growth activities including training and development of lower level/trainee staff.
- On an as-needed basis, may be required to assist Building Inspectors in the performance of their duties.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, and terminology of structural engineering, architecture, and building construction.
- Means and methods of building erection of all types of construction.
- Federal, state, and municipal codes and regulations governing housing, building construction, rehabilitation, alterations, use, occupancy, and setbacks.
- Construction and building methods related to safety and fire prevention.
- Building related codes and ordinances enforceable by the City, including the California Codes.
- Research methods and sources of information related to building code enforcement.
- Proper plan check techniques to examine crafts skill and materials and detect deviations from plans, regulations, and standard construction practices.
- Principles of structural design and engineering mathematics.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read, interpret, and explain complex building plans, engineering calculations, site survey project specifications, blueprints, building construction plans, designs, specifications, building codes, and reports.
- Apply engineering and architectural principles and practices.

- Read and accurately interpret building plans to ensure conformance with building codes, development standards and regulations.
- Make engineering and mathematical computations rapidly and accurately.
- Explain legal requirements to the public and recommend changes or modifications necessary to bring plans into conformity.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Two (2) years of experience checking plans for a public agency or five (5) years of experience as a Building Inspector.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid International Code Council Plans Examiner Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid International Code Council Commercial/Residential Inspector (Building, Electrical, Plumbing, and Mechanical) Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

POLICE PAYROLL ASSISTANT

DEFINITION

Under general supervision, performs accounting and clerical duties in connection with the preparation, processing, and maintenance of Police Department payroll and related financial records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single-level classification. Initially under close supervision, incumbents learn and perform routine accounting and clerical duties while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assists in processing, preparing, and reporting Police Department payroll.
- Assists in the review of timekeeping reports submitted by all Police Department employees to ensure conformance with City policies and procedures; ensures availability of leave time reported
- Assists in generating and checking reports; prepares payroll data for grant reporting; registers to verify information reported to City Payroll.
- Prepares requisition entries; assists with reconciliation of City-issues credit cards.
- Helps ensure accurate reporting of changes in pay, payroll status, taxes, other deductions and benefits, retroactive pay adjustments, and terminations to City Payroll.
- Answers employee questions regarding payroll and benefits deductions by explaining requirements, policies, and procedures.
- Helps maintain various spreadsheets to track time for Police Department employees.
- Maintains confidentiality of records and information.
- Performs general clerical work as necessary to maintain payroll and related functions; answers and directs telephone calls and e-mails; prepares memos.
- Maintains a variety of files and records related to the City's payroll system and general accounting functions; collaborates with IT department to maintain payroll software.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.

- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Procedures and practices governing payroll, time reporting, and related financial transactions.
- Office methods and practices.
- Basic principles of business mathematics and record keeping.
- Data processing systems and applications.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform difficult clerical, financial record keeping work.
- Reconcile differences within a record keeping system using mathematical skills.
- Make arithmetic calculations quickly and accurately.
- Recognize and correct computational errors.
- Accurately compare, post, and transfer numbers.
- Operate a variety of office equipment including a ten-key calculator by touch.
- Understand and apply general fiscal and financial record keeping practices in the performance of assigned tasks.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- One (1) year of experience in payroll processing.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

POLICE RECORDS AND EVIDENCE COORDINATOR

DEFINITION

Under general direction, plans, coordinates, leads, and participates in the performance of responsible technical and paraprofessional work in the Records and Evidence Units; serves as administrator of records management systems; responds to Public Records Act requests; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Records and Evidence Units. Incumbents have responsibility for independently coordinating and implementing the program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, and oversees the daily functions, operations, and activities of Records and Evidence staff; coordinates assignments and directs staff in the execution of duties; evaluates workloads and recommends staffing allocations to ensure proper coverage.
- Provides technical, analytical, and administrative support on matters as assigned; researches, analyzes, and makes recommendations regarding operations and administrative issues.
- Makes recommendations for changes and improvements to existing procedures for assigned areas.
- Administers and maintains records and evidence management databases and systems; configures system components and assigns appropriate user privileges; recommends system enhancements; coordinates and resolves software issues with vendors.
- Advises and provides assistance to department and City personnel regarding the operation of automated records and evidence systems; assists with maintenance and accuracy of the police records management system; troubleshoots problems and recommends effective solutions.
- Collects, prepares, and produces Police Department documents for Public Records Act (PRA) requests and criminal subpoenas; gathers items from various bureaus in compliance with PRA, appropriate case law, and regulations related to records including redactions; consults with the City Attorney's Office, District Attorney's Office, and the Department of Justice as needed; packages information according to subpoena standards; maintains detailed records of related activities.
- Completes District Attorney's Office requests for information or documentation within a strict timeframe.

- Assists management in compiling statistical data and preparing routine reports, including Uniform Crime Reports (UCR) and National and California Incident-Based Reporting System (NIBRS/CIBRS) reports; conducts records audits and corrects and documents errors.
- Provides assistance to management staff; creates recommendations for procedural and process changes; provides feedback to supervisory staff regarding staff performance; serves as trainer for unit staff.
- Collects, receives, and stores collected evidence; maintains precise records of property transactions; audits and inventories property and evidence.
- Attends training classes to remain current on police record keeping, records management system activities, and evidence and property-related activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Systems and procedures for the processing, maintenance, retrieval, and release of police records.
- Basic operating principles, equipment, and systems used in automated law enforcement recordkeeping and records management.
- Filing procedures of the District Attorney, Courts, and City Attorney.
- Procedures and techniques of evidence collection and processing, including proper maintenance of the evidence chain of custody.
- Case management for Detective and Traffic Bureau systems.
- Organizational procedures and operations of the Police Department.
- Applicable data processing systems and applications.
- Court procedures regarding evidence and providing testimony.
- Principles, practices, procedures, and techniques of records and inventory management.
- Functions, principles, and practices of law enforcement agencies.
- Police terminology and law enforcement codes.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Explain and apply policies and procedures.

- Maintain accurate records and organize effective filing systems.
- Maintain an organized working environment as required for the processing of property and evidence.
- Perform property and evidence control functions to protect the integrity of evidence.
- Collect, store, and dispose of a variety of property.
- Conduct file and record searches to obtain case information.
- Maintain inventory control records.
- Perform technical, detailed, and responsible law enforcement support work.
- Organize, research, and maintain technical and administrative files.
- Make accurate arithmetic and statistical calculations.
- File and maintain automated and hardcopy records with accuracy.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in public safety support, clerical/administrative support, or a related field.

Experience:
- Three (3) years of increasingly responsible records and evidence processing experience in a law enforcement environment.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid California Law Enforcement Telecommunications System (CLETS) Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to operate a motor vehicle and visit various City sites; vision to inspect site conditions. The job involves fieldwork requiring frequent walking in operational areas to

identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and hazardous substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

POLICE RECORDS AND EVIDENCE SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing Police records, property, and evidence duties within the Police Department duties; plans and coordinates a comprehensive records and evidence management program, including security, maintenance, processing, distribution, and purging; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises supervision over technical and clerical staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within Police Records and Evidence that exercises independent judgment on diverse and specialized police records and evidence management functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Police Technical Services Manager in that the latter has full management authority in planning, organizing, and directing the full scope of services and activities within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff providing support to records and evidence maintenance, processing, distribution, and purging in the Police Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Serves as the Department's Custodian of Records; directs police records preparation, processing, purging, and file management activities; maintains security of records; communicate with external agencies to coordinate the release of records and evidence; ensures functions meet all applicable laws, regulations, and City policies.
- Serves as System Administrator for records; oversees the maintenance of records and evidence management systems and databases, including system enhancements and resolution of software issues; ensures compliance with Criminal Justice Information Security requirements for records management and Computer Aided Dispatch systems.
- Collects, prepares, and produces Police Department documents for Public Records Act (PRA) requests and criminal subpoenas; gathers items from various bureaus in compliance with PRA, appropriate case law, and regulations related to records including redactions; consults with the City Attorney's Office, District Attorney's Office, and the Department of Justice as needed; packages information according to subpoena standards; maintains detailed records of related activities.
- Directs and oversees the processing and storage of property and evidence; ensures proper maintenance of the evidence chain of custody; directs audits and inventories of property and evidence; ensures facilities are in proper working order for the preservation of property and evidence.
- Directs California Law Enforcement Telecommunications System (CLETS) related programs and activities; serves as the City's CLETS Coordinator; ensures activities are in compliance with Department of Justice and Federal Bureau of Investigations CLETS guidelines.
- Compiles police records and evidence validation reporting; ensure compliance with state and federally mandated reporting requirements.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of police records and property and evidence; incorporates new developments as appropriate.
- Represents the City in meetings with members of other public and private organizations, community groups, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of law enforcement records management, including records disbursement and purging procedures.
- Basic principles and operating characteristics of law enforcement communications systems.
- Operational characteristics of automated records management systems.
- Police terminology and law enforcement codes.

- Public Records Act laws including SB1421 and regulations relating to criminal records and appropriate case law regarding required redactions.
- Principles, practices, methods, and techniques of the processing and release of property and evidence.
- Procedures and techniques of evidence collection and processing, including proper maintenance of the chain of evidence.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex records management duties and tasks.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Organize, implement, and direct police records management and customer service activities.
- Understand and apply the rules and requirements of the Uniform Crime Reporting system, including the National Incident Based Reporting System and related reports.
- Maintain a timely and efficient property and evidence processing program.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Four (4) years of increasingly responsible experience in police records maintenance, including one (1) year of experience in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid California Law Enforcement Telecommunications System (CLETS) certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

POLICE RECORDS TECHNICIAN

DEFINITION

Under general supervision, performs a variety of complex clerical duties in support of the Police Department's police records function; responds to questions, complaints, and requests from the public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Police Records Technician series. Positions at this level are distinguished from lower-level positions by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Types and processes a wide variety of Police records, reports, and materials; operates automated systems to create or revise computer files.
- Staffs the public counter; answers questions from the public and City staff or directs them to the appropriate department/division; issues permits and licenses according to prescribed procedures; processes incoming and outgoing mail, packages, and deliveries; checks in guests for appointments.
- Accepts, reviews, and processes a wide variety of documents, reports, and applications for completion, accuracy, and compliance with established regulations; provides guidance regarding how to comply with established regulations.
- Releases requested reports and related information to the public or to outside agencies in accordance with established regulations.
- Accurately submits inquiries, entries, and records removals from the California Law Enforcement Telecommunications System (CLETS); communicates with other law enforcement agencies through CLETS.
- Prepares case files for offenders held in custody and out on bail; performs case creation and submission to the District Attorney for filing.
- Serves as a Court Liaison; performs Live Scans for defendants and the public; registers and processes sex and arson registrants.
- Sorts, files, copies, and distributes crime and traffic reports, citations, and other records as appropriate; performs file searches to locate missing records.
- Processes financial transactions; receives fees and prepares receipts and records in accordance with

established procedures; balances cash drawer; deposits funds.

- Assembles, codes, records, and summarizes a variety of Police records data including data on serious crime offenses, stolen vehicles, crime reports, and related records; compiles, computes, and prepares a variety of reports.
- Receives and processes electronic requests from the public in accordance with the law.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When assigned as Records Training Officer:
- Compiles training resource binder for the trainee to include procedural notes for tasks/duties performed in the position.
- Maintains training program materials.
- Provides training and guidance to lower-level staff; prepares training evaluation for new staff; teaches, demonstrates, and evaluates required skills daily.

When assigned to the Detective Bureau:
- Prepares cases for the persons held in custody.
- Corresponds with the District Attorney's Office on case filings and dispositions.
- Receives, logs, and tracks civil and criminal officer appearance subpoenas including the coordination of officer schedules, testimony, standby, and overtime.
- Ongoing case management for Detective Bureau cases; statistical reporting; performs related duties outlined by direct supervisors.

When assigned to the Traffic Unit:
- Prepares and assigns cases for the persons held in custody.
- Corresponds with the District Attorney's Office on case filings and dispositions.
- Field based when working checkpoints or traffic control.
- Database management; statistical reporting; performs related duties outlined by director supervisors.

QUALIFICATIONS

Knowledge of:

- Basic functions, principles, practices, procedures, and terminology of law enforcement.
- Police terminology and law enforcement codes.
- Police Department organization and procedures as they relate to the processing of police records.
- Standard operating procedures and legal obligations with respect to the release of data and reports to the public and other agencies.
- Operational characteristics of databases and communication systems used in law enforcement.
- Court-related processes related to the dissemination of records and reports.
- Principles, practices, techniques, and procedures of complex record keeping.
- Methods and techniques of preparing reports and correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of technical and administrative tasks within assigned law enforcement program area.
- Interpret, apply, and explain laws, codes, regulations, and ordinances.
- Interpret, apply, and explain applicable policies and procedures.
- Maintain confidentiality of information obtained in the course of performing duties.
- Provide helpful and effective customer service.
- Perform technical, detailed, and responsible office support work.
- Maintain an efficient record keeping system.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in public safety support or a related field.

Experience:
- Two (2) years of increasingly responsible experience in a law enforcement support position.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

POLICE SERVICE OFFICER I/II

DEFINITION

Under immediate supervision (Police Service Officer I) or general supervision (Police Service Officer II), performs a variety of routine community service, paraprofessional, and technical duties in support of law enforcement services and functions; responds to questions, disturbance complaints, and requests for non-sworn police services from the public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision (Police Service Officer I) or general supervision (Police Service Officer II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Police Service Officer I: This is the entry-level classification in the Police Service Officer series. Initially under close supervision, incumbents learn and perform duties in support of law enforcement functions including investigations, parking enforcement, and prisoner transport. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Police Service Officer II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Police Service Officer II: This is the fully qualified journey-level classification in the Police Service Officer series. Positions at this level are distinguished from the Police Service Officer I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Police Service Officer class series are flexibly staffed and positions at the II-level may be filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the II-level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

Positions at the Police Service Officer I level may perform some of these duties and responsibilities in a learning capacity.

- Responds to a variety of requests for service not requiring a sworn police presence; receives requests at the public counter, via telephone, in the field, and as directed.

- Processes a caseload of incidents including residential and vehicle burglaries, theft, identity theft, fraud, vandalism, stolen vehicles, embezzlement, traffic collisions, and other criminal investigations.
- Performs crime scene investigations and prepares detailed reports; photographs, documents, collects, preserves, and processes evidence at crime scenes and autopsies, as directed; transports physical evidence from crime scenes; maintains chain of custody documentation for all property and evidence.
- Conducts traffic-related investigations at non-fatal traffic collisions; assists Police Officers; performs traffic control functions; takes photos and collects witness statements; arranges for vehicle towing; completes written reports on findings.
- Conducts parking enforcement; performs general patrol activities in neighborhoods and business centers; responds to abandoned vehicle complaints; impounds illegally parked or abandoned vehicles.
- Transports prisoners to and from law enforcement facilities.
- Female Police Service Officers may perform matron duties including performing a search of female suspects or prisoners, as assigned.
- Operates and performs routine safety and maintenance inspections of computers, radios, vehicles, and other technical equipment.
- Testifies and presents evidence in court.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Police Service Officer I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Basic functions, principles, and practices of law enforcement agencies, including crime scene investigations and evidence retention practices and regulations.
- Record keeping and reporting methods, techniques, and procedures.
- Investigation techniques.
- Interview techniques.
- Safety practices and equipment related to the work.
- Techniques of first aid and CPR.
- Hazardous materials and related abatement methods.
- Police terminology and law enforcement codes.
- Basic arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Obtain necessary information from individuals in stressful or emergency situations.
- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Investigate and interview witnesses concerning crime, traffic, and related incidents.
- Take photographs and fingerprints.
- Protect the integrity of evidence.
- Analyze situations and identify pertinent problems/issues.
- Understand the functions, principles, and practices of municipal police services.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, codes, regulations, and departmental policies and procedures.
- Perform technical, detailed, and responsible office support work.
- Identify and solve problems through cooperative efforts.
- Organize, research, and maintain technical and administrative files.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Police Service Officer I/II: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in public safety support or a related field.

Experience:
- Police Service Officer I: One (1) year of general clerical experience which includes a variety of data entry and record keeping tasks as well as public contact work in a fast-paced environment.
- Police Service Officer II: Two (2) years of increasingly responsible experience in a law enforcement support position comparable to a Police Service Officer I with the City of Chino.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to operate a motor vehicle and visit various City sites; vision to inspect site conditions. The job involves fieldwork requiring frequent walking in operational areas with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards and hazardous substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Exempt

POLICE TECHNICAL SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Police Department's Professional Services Division, including the Records, Technical Services, and Property and Evidence Units; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to sworn management in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Police Department. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, manages, oversees, and participates in the daily functions, operations, and activities of Police Department's Professional Services Division, including the Records, Technical Services, and Property and Evidence Units.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Oversees the processing, filing, and maintenance of all reports and records created by the Chino Police Department; verifies, authenticates, and certifies records; coordinates records destruction in

conjunction with the City Clerk's Office; receives, responds, and/or assigns subpoenas and requests for disclosure of public information; ensures compliance with applicable statutes.

- Oversees fleet management, including the testing, evaluation, and selection of new vehicles; coordinates the outfitting/build-out of new vehicles and maintenance and repair of the department's fleet of patrol, tactical, specialty, and administration vehicles.
- Oversees the receipt, identification, classification, processing, storing, safeguarding, release, and disposal of all types of police property and evidence including weapons, explosives, narcotics, money, and hazardous materials in accordance with specific laws, rules, regulations, and policies.
- Ensures accurate tracking of the movement and maintenance of chain of custody documentation for all property and evidence; oversees the transport of property and evidence to labs for testing and to court for hearings.
- Oversees the maintenance, repair, and upkeep of Police buildings and facilities.
- Serves as a project manager; assembles teams and confers with staff in establishing a work plan; assigns tasks and identifies resources required; establishes project milestones; ensures projects are completed on time, within budget, and in adherence with quality control expectations.
- Assesses needs for new equipment, systems, and programs for the Department; works with vendors in researching and selecting new products; consistently monitors the service levels of vendors.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in law enforcement and public safety; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Principles and practices of classifying, indexing, processing, filing, retrieving, disbursing, and controlling a large volume of police records and reports.
- Federal Bureau of Investigation Uniform Crime Reporting Standards and Requirements and Criminal Justice Information Services Security Requirements.
- Current principles and practices applicable to civilian law enforcement functions.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Police administrative practices.
- Police terminology and law enforcement codes.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Police Department's Professional Services Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Organize, implement, and direct police records management and customer service activities.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Apply and explain pertinent laws, rules, regulations, protocols, policies, and procedures related to property and evidence.
- Maintain the integrity of evidence and chain of custody in accordance with established guidelines.
- Oversee the processing, maintenance, release, and disposal of a variety of Police Department records and documents.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Six (6) years of increasingly responsible technical and administrative experience within a law enforcement records program, including three (3) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Serves as the back-up Emergency Operations Center (EOC) Coordinator and, in that role, rotates on a 12-hour on, 12-hour off basis with the primary EOC Coordinator during EOC activation.

September 2025
FLSA: Non-Exempt

POLICE TRAINING COORDINATOR

DEFINITION

Under general supervision, coordinates and implements the Police Department training program for all sworn and non-sworn staff, including scheduling training activities and functions; develops and implements methods to track training requirements; assists staff with individual training plans and makes recommendations for training courses and programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Police Sergeant. Exercises no supervision of staff. Provides training, guidance, and technical and functional direction to lower-level staff and volunteers.

CLASS CHARACTERISTICS

This is a non-sworn class that coordinates and implements the Police Department's training program. Responsibilities include working with staff to identify training needs and opportunities; scheduling training activities and functions; ensuring compliance with all applicable Federal, State, and local laws and regulations, and department policies and procedures; and maintaining records related to the program. This class is distinguished from other administrative support classes in that is performs complex technical duties that require advanced knowledge in the area of specialization of training program coordination.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, oversees, coordinates, and implements the Police Department training program for all sworn and non-sworn staff.
- Assists Police Department staff with individual training plans and makes recommendations for training; ensures that staff complies with Peace Officer Standards and Training (P.O.S.T.) Continued Professional Training requirements and/or specialized training; assists in identifying and resolving problems related to training issues.
- Maintains detailed calendar of department training events, activities, and hosting events; arranges appointments, schedules, conferences, extraditions, travel arrangements, and itineraries.
- Prepares expense reports and invoices; submits training reimbursement requests to P.O.S.T. and to the Finance Department; prepares source of revenue forms, expense reports, and payment authorizations.
- Tracks employee training hours and expenses; updates and maintains specialized database systems.
- Notifies P.O.S.T. of all newly hired and terminated police officers and dispatchers, as well as any change-of-status events.
- Tracks employee career development program and college units for sworn staff; advises employees eligibility and compensation amounts; completes P.O.S.T. certificate applications.
- Participates and assists in the administration of the Police Training and Background Division; recommends improvements in work flow, procedures, and the use of equipment and forms.
- Ensures that equipment, uniform, and procedure manuals are issued to new employees and retrieved

from separating employees.

- Coordinates special projects, assignments, and activities as assigned.
- Prepares and maintains accurate and complete records of the work performed; prepares clear and concise reports to monitor the success of training programs; creates related written materials.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval; ensures compliance with applicable Federal, State, and local laws, rules, regulations, and ordinances.
- May provide training and technical and functional direction to lower-level staff and volunteers.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of administering and coordinating a comprehensive police training program.
- Functions, principles, and practices of law enforcement agencies.
- Applicable Federal, State, and local laws, codes, and regulations, as well as Police Department and City policies and procedures.
- Business letter writing and basic report preparation techniques; effective communication techniques in public presentations.
- Basic record keeping principles and procedures.
- Basic mathematical principles.
- Modern office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word-processing, spreadsheet, and graphic design programs.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Coordinate, direct, and implement a comprehensive training program suited to meet the needs of the community and Police Department.
- Recommend and implement goals, objectives, and practices for providing an effective and efficient training program.
- Learn the certification and licensure requirements for sworn and non-sworn staff.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws and regulations.
- Prepare written reports and correspondence.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework and/or advanced technical or paraprofessional courses in a related field.

Experience:
- Two (2) years of high-level administrative support experience in a law enforcement agency, including the coordination of complex programs, preferably related to training.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or ability to obtain, a valid Certification as Notary Public.
- Possession of, or ability to obtain, a Certified P.O.S.T. Training Course Presenter certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

September 2025
FLSA: Exempt

PRINCIPAL PLANNER

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff performing planning work within the Planning Division; directs and performs complex professional work in all phases of City planning; manages the City's General Plan Update; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within the Planner series that exercises independent judgment on diverse and specialized planning functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the City Planner in that the latter has full management authority in planning, organizing, and directing the full scope of activities and programs within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff performing planning work within the Planning Division; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.

- Conducts the most complex assignments or directs the work of staff in the preparation or review of current or long-range planning projects; serves as project manager for annexation projects; ensures activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations.
- Revises and updates the City's comprehensive General Plan, Zoning Code, and other plan elements; ensures activities are on time and on budget.
- Drafts new City ordinances; prepares plan amendments and updates; conducts research, prepares reports, and performs or oversees special studies as assigned.
- Represents the Development Services Department in various meetings, including with the community, contractors, developers, Public Hearings, Development Review Committee, Design Review Board, other local development agencies, professional organizations, and local, state, and federal agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of public sector planning work.
- Project management and contract administration principles and techniques.
- Land use, zoning, subdivision, and urban planning regulations, natural resources protection, and environmental laws.
- Comprehensive plans and advanced planning and development processes.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, traffic, and transportation engineering as they relate to urban planning.
- Operational characteristics, services, and activities of a comprehensive environmental planning program.
- Research and reporting methods, techniques, and procedures.
- Principles of advanced mathematics and their application to planning work.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex planning work.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to municipal planning activities.
- Operate programs within allocated budget funds.
- Read and understand plans, technical drawings, and specifications.
- Conduct effective site visits of planning projects during construction.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other municipal services.
- Perform mathematical and planning computations with precision.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in planning, environmental design, architecture, landscape architecture, or a related field.

Experience:
- Five (5) years of responsible public sector planning experience, including two (2) years of experience in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

PROJECT COORDINATOR

DEFINITION

Under general direction, plans, coordinates, and oversees contracted City facilities and parks construction projects; manages budgets and timelines and inspects projects for compliance with plans and contract requirements; coordinates and schedules the maintenance of existing facilities and parks; assists in the development and planning of new parks and facilities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination and oversight of facilities and parks maintenance and construction projects. Incumbents have responsibility for independently coordinating and implementing an assigned program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, coordinates, leads, and manages contracted parks and facilities maintenance and construction projects and Capital Improvement Projects; prepares scopes of work, timelines, and project budgets; prepares construction drawings and technical specifications; provides architectural design and material lists for new buildings and parks; prepares requests for proposal and bid specifications; oversees and inspects projects to ensure they are completed on schedule and in compliance with plans and contract requirements.
- Monitors and evaluates assigned activities and projects; identifies opportunities for improving service delivery and procedures; recommends improvements, modifications, and process changes and reviews with appropriate management staff; implements improvements.
- Administers project budgets and monitors and controls expenditures of allocated funds.
- Prepares invitations to bid and requests for information; processes submittals and responses; reviews bid documents, contractor and sub-contractor licenses, and Department of Industrial Relations information; attends and leads pre-bid meetings; negotiates contracts.
- Prepares agendas; schedules and coordinates pre-construction meetings and weekly project progress meetings; files Notices to Proceed and Notices of Completion.
- Coordinates park and public facility planning activities; conducts public workshops and meetings with community members and residents to solicit input and identify needs; recommends plans to incorporate community feedback into future projects.

- Receives internal requests from City staff for a variety of maintenance services; prioritizes and coordinates responses and activities as appropriate.
- Determines products, materials, and equipment to be used in building and facilities maintenance; prepares purchase orders; maintains inventory to ensure adequate materials, supplies, and tools are available; keeps records of time, materials, supplies, and work performed.
- Schedules, coordinates, and oversees the installation, servicing, repair, and replacement of park and facility amenities, site furnishings, furniture, HVAC, electrical equipment and wiring, flooring, painting, fixtures, software upgrades, and other related materials.
- Receives inquiries and provides information regarding parks activities; interprets and explains applicable City policies, procedures, laws, ordinances, and regulations; investigates, addresses, and responds to complaints; resolves service problems.
- Identifies and assists in the acquisition of land for future parks and facilities; inspects future park sites; assists in the design, development, and construction of new parks.
- Compiles staff requested Capital and Internal Service Fund projects; prioritizes projects and prepares preliminary budgets and timelines; routes to management for consideration.
- Writes staff reports; presents reports and requests for maintenance and construction projects to the City Council.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; presents reports, trainings, and information to and participates as a member of various commissions, committees, and task forces.
- Maintains accurate records of services and activities related to programs and projects; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of planning, including plan and bid document preparation.
- Budget and contract administration.
- Methods and techniques of work planning, estimating, and construction scheduling.
- Tools, equipment, supplies, and safe methods of maintenance work, including electrical, heating, air conditioning, carpentry, and plumbing.
- Parks development and planning
- Mathematical, arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection, map, and report generation.
- Methods of preparing and processing various records, reports, forms, and other documents related to assigned areas of responsibility.
- Project life cycles, milestones, and compliance regulations.
- Principles and procedures of recordkeeping, document processing, and filing systems.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public,

vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Establish and maintain standards of maintenance and repair.
- Select and estimate quantities of supplies and equipment.
- Prepare construction documents and technical specifications.
- Prepare construction estimates.
- Read and interpret building plans.
- Prepare and present reports to various committees.
- Oversee expenditures and adhere to budgeted allocations.
- Maintain accurate logs, records, and written records of work performed.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Plan and conduct effective coordination, administrative, and operational activities.
- Perform responsible and difficult administrative and technical work involving the use of independent judgment and personal initiative.
- Provide specialized and technical support and coordinate the activities of various projects and activities.
- Collaborate with a variety of internal and external stakeholders.
- Use mathematical functions and principles and perform complex arithmetic calculations accurately.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to an associate degree from an accredited college or university with coursework in architecture, landscape architecture, public administration, or a related field.

Experience:
- Four (4) years of increasingly responsible facility maintenance, parks maintenance, construction, or project management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION

Under general supervision, receives, processes, stores, preserves, safeguards, and coordinates the disposition of property and evidence collected by Police Officers and Police Service Officers; performs general clerical duties; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the Police Department's Property and Evidence Unit. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Receives, processes, stores, preserves, safeguards, and disposes of property and evidence collected in the course of law enforcement operations and investigations in accordance with specific laws, rules, regulations, policies, procedures, and timelines.
- Tracks the movement of and maintains chain of custody documentation for all property and evidence; protects the integrity of evidence through the judicial process and chain of custody.
- Accurately prepares and maintains records of property received, stored, and dispositioned.
- Performs clerical and record keeping duties; processes various forms, reports, and documents; researches case information, as necessary.
- Prepares and transports evidence including bodily fluid samples, DNA, narcotics, and latent prints to a crime laboratory and/or identification unit for analysis.
- Researches and prepares paperwork for firearms disposition, including 180-day firearm notification letters.
- Notifies owners and disposes of evidence and property according to applicable laws, codes, rules, and regulations; coordinates with the public for release of property.
- Maintains security of property/evidence storage areas; conducts inventory, as required or directed.
- Receives, stores, and processes counterfeit currency; transfers to the Secret Service.
- Gives testimony in court as to preservation, storage, or disposal of property/evidence, as required.
- Utilizes computer systems to access and retrieve information from local, state, and federal computer databases.

- Remains informed of laws, regulations, and policies relating to property and evidence preservation, storage, and disposal.
- Maintains and ensures evidence appliances are in working order.
- Orders and restocks supplies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Legal requirements and policies regarding the receiving, storage, disposition, and chain of custody of property and evidence.
- Methods, procedures, principles, practices, and terminology used in property and evidence handling, recording, preservation, storage, and release.
- Court procedures regarding evidence and providing testimony.
- Principles, practices, procedures, and techniques of records and inventory management.
- Handling and care of firearms and other police equipment.
- Functions, principles, and practices of law enforcement agencies.
- Police terminology and law enforcement codes.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Maintain an organized working environment as required for the processing of property and evidence.
- Perform property and evidence control functions to protect the integrity of evidence.
- Collect, store, and dispose of a variety of property.
- Operate office equipment.
- Conduct file and record searches to obtain case information.
- Maintain inventory control records.
- Safely perform the physical requirements necessary in storing and moving materials.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Perform technical, detailed, and responsible law enforcement support work.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Organize, research, and maintain technical and administrative files.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Make accurate arithmetic and statistical calculations.
- File and maintain automated and hardcopy records with accuracy.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern

business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Two (2) years of increasingly responsible experience in the handling of property and evidence in a law enforcement agency.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions. The job involves field work requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

PUBLIC INFORMATION OFFICER

DEFINITION

Under direction, plans, directs, and coordinates public relations and community promotions and events; writes, edits, and produces City Publications and other written communications including articles and speeches for the Mayor and City Council; helps coordinate the Mayor's State of the City Address; develops public relations programs for City services, events, and issues; monitors and updates the City website as directed; responds to media inquiries in a timely fashion; proactively drafts press releases and other related content to highlight City programs and initiatives; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of public relations. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Actively liaises with the media to manage community relations and proactively disseminate City updates.
- Researches, crafts, edits, and distributes a range of communication materials such as news releases, pamphlets, brochures, and reports to keep the community informed about City updates, policy issues, special events, and services.
- Collaborates with City staff to efficiently share information about City programs and activities.
- Plans and executes City events, including the State of the City, dedications, and groundbreaking ceremonies.
- Encourages a collaborative and service-driven ethos when interacting with colleagues across all organizational levels.
- Serves as the City's representative, presenting verbal reports during meetings with citizens, public and private entities, staff, City Council Members, and the media.
- Oversees multiple tasks concurrently, ensuring timely completion within budget constraints.
- Manages the prompt and accurate dissemination of materials; liaises with internal staff and external organizations.
- Assists in formulating a communication strategy for the City, suggesting methods for disseminating various types of information.

- Assesses the effectiveness of information dissemination and provides recommendations for improvement.
- Keeps track of public information circulating in and out of the City; stays informed about relevant updates.
- Cooperates with other departments to prepare talking points for public appearances and compile informational materials for distribution.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- The structure, programs, and community relations of municipal organizations.
- Effective techniques for communication and marketing, tailored to varied audiences and platforms.
- Public management, administrative functions, and general government operations.
- Effective strategies and techniques to conduct and manage meetings.
- The principles and practices of creating content for publications, including editing, design, layout, photography, and meeting publication requirements.
- Printing processes, techniques, and vendor interaction to ensure high-quality outputs.
- The principles and practices of media relations, including knowledge of journalism "style guides" and appropriate press release formats.
- Effective public speaking techniques to address diverse audiences confidently and persuasively.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, schedule, and monitor work progress effectively, balance competing demands and deadlines, and make sound decisions regarding operational and personnel functions.
- Convey information accurately and succinctly in both oral and written form, including translating complex technical issues, department polices, and programs into understandable concepts for a broader audience.
- Engage with internal and external stakeholders in a respectful, professional manner, and represent the City and/or Department in various meetings as directed.
- Comprehend and accurately implement relevant policies and procedures, managing confidential matters with the utmost discretion and integrity.
- Evaluate and resolve organizational, administrative, and technical issues, determine effective solutions under the guidance of a supervisor, and formulate comprehensive plans to fulfill future City needs and services.
- Design and execute positive public relations and informational initiatives, oversee diverse marketing and communications programs, and develop impactful marketing and communications materials.
- Perform under pressure and respond effectively during emergencies and crises.

- Forge and sustain productive relationships with various stakeholders including the community, City Council, public officials, boards, agencies, and volunteers, while performing effectively under pressure and responding adeptly during emergencies and crises.
- Display initiative and independent judgment with the boundaries of general policy, procedural, and legal guidelines, always maintaining tact and professionalism.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in public administration, business administration, journalism, communications, marketing, public relations, or a related field.

Experience:
- Three (3) years of public information, marketing, and public relations experience for a public agency, non-profit organization, college, or private industry.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Non-Exempt

PUBLIC SAFETY DISPATCH SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff performing public safety and emergency call taking and dispatching services within the Police Department; plans and coordinates the processing of emergency calls and dispatching of safety units; answers non-emergency calls for public safety and other City departments; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

CLASS CHARACTERISTICS

This supervisory classification within the Public Safety Dispatcher series that exercises independent judgment on diverse and specialized call taking and dispatching duties with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, reviews, and participates in the work of staff performing public safety and emergency call taking and dispatching services within the Police Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.

- Supervises and participates in the response to requests for Police and emergency services over the phone; answers 911 calls; screens incoming calls to determine necessity, priority, and type of response required; monitors other radio frequencies to be aware of incidents elsewhere that may affect operations.
- Supervises and participates in the dispatch, as necessary, of Police units in response to calls for service or requests from Officers in the field; uses appropriate terminology and cites Code sections by number; calls public and private agencies to request mutual assistance when necessary, including allied law enforcement, hospitals, towing services, and utilities.
- Tracks Police unit locations and status; maintains constant radio communication with personnel in the field; runs warrant checks on subjects, registration checks on vehicles, and property checks; relays information and instruction to personnel in the field.
- Receives, assigns, and performs audits of dispatching calls and data entered in police records as well as employee certification records.
- Monitors staff for engagement; ensures the balance of department staffing needs and employee wellness needs.
- Inspects, maintains, and tests all dispatch related systems and equipment; contacts vendors as needed to schedule repairs; makes notification of any outages.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, techniques, and terminology used in public safety dispatching, including computer aided dispatch and related emergency systems.
- Techniques for eliciting and providing accurate and timely information in emergency situations.
- 911 System and Deaf Translation System.
- Policies with respect to confidentiality and the release of sensitive information.
- Staff scheduling methods to ensure optimal coverage.
- Principles, practices, methods, and techniques of law enforcement agencies.
- City and County geography, maps, streets, landmarks, and driving directions.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex call-taking and dispatching duties and operate related communications equipment properly and effectively.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Assess and prioritize emergency situations using sound independent judgment in a calm manner.
- Dispatch appropriate response units for a diverse range of emergency situations.
- Read, understand, and interpret maps and other pertinent documentation.
- Memorize codes, names, street locations, and other information.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Four (4) years of increasingly responsible public safety dispatching experience, including one (1) year of experience in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid P.O.S.T. Public Safety Dispatcher Basic certificate, to be maintained throughout employment.
- Possession of a valid P.O.S.T. Public Safety Dispatcher Training Officer certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a centralized communication operations environment, using public safety emergency services equipment including computer-aided dispatch systems, telephones, radios, and other communication devices, as well as standard office equipment including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and radio. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Performance of the work frequently requires positions to remain at a workstation for extended periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a centralized communication operations environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs.

September 2025
FLSA: Non-Exempt

PUBLIC SAFETY DISPATCHER I/II

DEFINITION

Under immediate supervision (Public Safety Dispatcher I) or general supervision (Public Safety Dispatcher II), receives and responds to emergency and non-emergency calls; dispatches Police and emergency units and maintains contact with personnel in the field; operates a variety of transmitting/receiving equipment; performs a variety of general support duties related to dispatch activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision (Public Safety Dispatcher I) or general supervision (Public Safety Dispatcher II) from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Public Safety Dispatcher I: This is the entry-level classification in the Public Safety Dispatcher series. Initially under close supervision, incumbents learn and perform receiving and dispatching emergency call duties in support of the Police Department. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Public Safety Dispatcher II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Public Safety Dispatcher II: This is the fully qualified journey-level classification in the Public Safety Dispatcher series. Positions at this level are distinguished from the Public Safety Dispatcher I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Public Safety Dispatcher class series are flexibly staffed and positions at the II-level may be filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the II-level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

Positions at the Public Safety Dispatcher I level may perform some of these duties and responsibilities in a learning capacity.

- Receives requests for Police and emergency services over the phone; answers 911 calls; screens incoming calls to determine necessity, priority, and type of response required; collects pertinent

information to inform and prepare responders; monitors all radio frequencies to be aware of incidents elsewhere that may affect operations.

- Dispatches, as necessary, Police units in response to calls for service or requests from Officers in the field; uses appropriate terminology and cites Code sections by number; calls public and private agencies to request mutual assistance when necessary, including allied law enforcement, hospitals, towing services, and utilities.
- Prioritizes community safety; determines if schools need to be locked down or areas of the City needs closed due to safety concerns.
- Receives mutual aid requests from other emergency service providers such as law enforcement agencies, hospitals, Child Protective Service, and Adult Protective Services; dispatches and prioritizes calls as well as responding units.
- Accurately accounts for Police and emergency units locations and status; maintains constant radio contact with personnel.
- Runs records checks on subjects and vehicles for warrants/wanted information and officer/citizen safety, including researching firearms systems, wanted persons systems, missing persons files, criminal history, and probation/parole status.
- Maintains log of incoming service requests and actions completed; prepares various reports and files.
- Enters, updates, retrieves, and clears information shared locally and in nationwide law enforcement databases.
- Provides information and referral services to the public and other law enforcement agencies.
- Calms callers and maintains professionalism on the phone and the radio during stressful and dangerous situations.
- Monitors and operates closed circuit television and cameras and license plate readers in order to provide real time information and responses to field units.
- Operates a variety of public safety telecommunications equipment; tests and inspects equipment as needed.
- Provides general information to the public; as necessary, refers callers to appropriate agencies.
- Provides support to Crime Analyst and Records Technician functions, as directed.
- When a Dispatch Supervisor is not present, provides guidance and advice to dispatch and patrol personnel.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When assigned as Communication Training Officer:

- Trains new hires; schedules trainee workload, learning activities, and remedial training.
- Completes daily observation reports; conducts daily meetings with trainees and supervisors.

When assigned as Training Coordinator:

- Ensures training is up to date and that trainees have needed equipment and manuals.
- Relays necessary information to the assigned Communication Training Officer.

QUALIFICATIONS

Positions at the Public Safety Dispatcher I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Related office methods and procedures, record keeping system, forms, correspondence, reports, and other materials common to operation of a Police Department.
- Police and/or emergency service dispatching procedures, laws, and regulations governing the use of dispatching equipment in a law enforcement agency.
- Operations and services of a comprehensive municipal law enforcement agency and the dispatch function.
- Methods and techniques of receiving, prioritizing, and dispatching emergency and non-emergency calls for service.
- Techniques for eliciting and providing accurate and timely information in emergency situations.
- Methods and techniques of conflict resolution.
- Principles, practices, methods, techniques, and terminology used in public safety dispatching, including computer aided dispatch and related emergency systems.
- Operational characteristics of computer-aided communication systems and devices.
- City and County geography, maps, streets, and landmarks.
- Recordkeeping principles and procedures.
- Principles and practices of data collection and report preparation.
- Agencies involved with Police activities.
- Penal Code, Vehicle Code, and the local municipal code.
- 911 System and Deaf Translation System.
- Computerized systems used in municipal law enforcement agencies.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assess and prioritize emergency situations while remaining calm and using sound, independent judgment.
- Dispatch appropriate response units for a diverse range of emergency situations.
- Memorize codes, names, street locations, and other information.
- Read and interpret maps and other pertinent documentation.
- Assess and prioritize emergency situations while remaining calm and using sound, independent judgment.
- Dispatch appropriate response units for a diverse range of emergency situations.
- Quickly and accurately disseminate information.
- Effectively communicate with upset and irate callers; obtain necessary information from individuals in stressful or emergency situations.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Memorize codes, names, street locations, and other information.

- Perform technical, detailed, and responsible office support work.
- Organize, maintain, and update office database and records systems.
- Multi-task by listening, speaking, and performing computer functions simultaneously.
- Maintain composure, alertness, and concentration while working for extended periods of time.
- Within established parameters, make independent decisions that affect the safety of public safety personnel, citizens, and property.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and effectively utilize various law enforcement software programs to retrieve or record information quickly and accurately.
- Learn and apply a wide variety of classification codes, computer commands, and standard broadcasting procedures and rules.
- Maintain confidentiality.
- Operate a computerized dispatch system, and radio and telecommunications systems quickly and accurately.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Public Safety Dispatcher I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:
- Public Safety Dispatcher I: One (1) year of clerical or technical administrative experience with extensive public interaction, preferably in a law enforcement environment.
- Public Safety Dispatcher II: One (1) year of current, full-time experience operating a public safety computer aided dispatch system, or have been employed as a full-time, non-probationary Public Safety Dispatcher with eligibility for re-hire within one (1) year of application.

Licenses and Certifications:

- *For Part-Time and On Call employees only:* Possession of a valid POST Public Safety Dispatcher Basic certificate, to be maintained throughout employment.
- Typing certificate with a minimum typing speed of 40 net words per minute, with no more than 10 errors, dated no earlier than one year from appointment date and to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a centralized communication operations environment, using public safety emergency services equipment including computer-aided dispatch systems, telephones, radios, and other communication devices, as well as standard office equipment including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and radio. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Performance of the work frequently requires positions to remain at a workstation for extended periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a centralized communication operations environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the Agency's needs.

September 2025
FLSA: Non-Exempt

PUBLIC WORKS INSPECTOR

DEFINITION

Under general supervision, performs construction inspections for a variety of public works projects; ensures conformance with applicable laws, codes, ordinances, plans, specifications, and regulations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Public Works Inspector series. Positions at this level are distinguished from lower-level positions by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs routine construction inspections of various types of road, water, sewer, storm drain, traffic, and transportation construction work performed under contract to the City, including earth moving operations, placement of base materials, paving, utility placement, culvert construction, placing and finishing concrete, landscaping, and construction of specialized facilities; enforces compliance with contract plans and specifications; computes estimates of contractor work in progress; interprets and coordinates contract provisions with contractors.
- Inspects sub-division construction work, including concrete placement, forms, reinforcing steel, consolidation, finishing and curing; enforces compliance with contract plans, specifications, City standards, and proper construction practices for work such as installation of water lines, sewer, utility conduits, landscape improvements, construction of storm drains, culverts, flood control channels, catch basins, junction structures, curbs, gutters, sidewalks, driveways, and streets; stipulates corrections and repairs necessary before final acceptance is made; ensures proper placement and maintenance of signs, barricades, and warning devices; recommends to supervisor acceptance of public improvements in completed subdivisions.
- Inspects adjacent properties for damage from construction activity; investigates public complaints and inquiries; confers with property owners regarding project schedule, hazards, and inconveniences; advises the public relative to projects adjacent to their property; interprets and explains construction codes and regulations.
- Reviews plans and specifications of assigned projects; inspects materials for identification as conforming to specifications; reviews methods of construction prior to issuance of permits for proposed construction, alteration, or repair.

- Performs inspections as related to compliance with the Americans with Disabilities Act; generates accessibility reports based on findings.
- Conducts pre-bid and pre-construction meetings; discusses approved plans, submittals, permit conditions, survey cut sheets, compaction/soils reports, testing of wet utilities, scheduling dust/erosion control, tribal monitoring, and housekeeping; coordinates design alterations between City staff and contractors.
- Reviews and enforces public works permits; makes inspections of utility companies and contractors performing work in the public right of way; ensures notifications have been made to the public regarding all construction work.
- Inspects project sites and Citywide for the National Pollutant Discharge Elimination System (NPDES) and water conservation compliance.
- Performs or oversees soil compaction tests; checks materials to ensure compliance with job specifications; makes calculations in the field.
- Oversees the testing, flushing, disinfection, and sampling of the City's domestic water system.
- Inspects water meter boxes for compliance with size, location, and condition standards.
- Inspects water backflows for location, condition, and certification by a third party.
- Determines and negotiates land development project limits and quantities based on existing conditions.
- Determines if developments are suitable for occupancy and public use; signs for Certificate of Occupancy.
- Issues Demand for Compliance and/or Stop Work Orders to contractors, developers, and others not in compliance with applicable safety, craft ship, regulations, standards, permits and conditions.
- Prepares and maintains a variety of correspondence, reports, correction notices, and other written documentation.
- Acts as liaison between the City, contractors, other agencies, businesses, and residents affected by projects; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper department for resolution.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, principles, and practices used in public works construction, including streets, curbs, gutters, sidewalks, drainage, streetlights, and related facilities and appurtenances.
- Common engineering construction methods.
- Maintenance and construction principles, proper construction techniques, use of materials and equipment, traffic control, and safe work practices.
- Construction methods used in water, sewer, storm drain, and dry utility pipe structures and equipment installation, as well as mechanical and structural rehabilitations.
- Construction and/or rehabilitation of public building facilities, bridges, roadways, and parks.
- Technical specifications, contract requirements, engineering drawings, and standard construction details.
- Engineering mathematics, including algebra, geometry, and trigonometry.
- Environmental regulations and codes.

- Basic practices of construction contract administration in a public agency setting.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Inspect standard capital improvement and public works projects to ensure compliance with plans and specifications.
- Detect flaws in construction methods and materials.
- Inspect engineering construction projects.
- Perform difficult and thorough field engineering construction inspections.
- Make accurate mathematical and geometric calculations.
- Read, understand, and interpret engineering and construction blueprints, plans, and specifications, including reading and using survey staking equipment.
- Maintain accurate records and files of work performed.
- Use tact and firmness in working with contractors to ensure conformity of construction with the interest of the public and the safety of employees.
- Interpret and enforce a variety of codes, ordinances, and special requirements related to construction work.
- Use a variety of field-testing devices.
- Make material quantity calculations and prepare cost estimates.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Detect and locate faulty materials and craftsmanship.
- Determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, maps, and legal descriptions for conformance with City standards and policies.
- Coordinate activities with multiple contractors, engineers, and property owners.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Make accurate mathematical, financial, and statistical computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Two (2) years of increasingly responsible public works inspection experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

PUBLIC WORKS LEAD INSPECTOR

DEFINITION

Under direction, inspects workmanship and materials used in a variety of Public Works projects; ensures conformance with plans, specifications, and departmental regulations; directs and guides contractors to achieve quality control and proper use of materials; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Public Works Inspector series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects road, water, sewer, storm drain, traffic, and transportation construction work performed under contract to the City, including earth moving operations, placement of base materials, paving, utility placement, culvert construction, placing and finishing concrete, landscaping, and construction of specialized facilities; enforces compliance with contract plans and specifications; computes estimates of contractor's work in progress; interprets and coordinates contract provisions with contractor.
- Inspects sub-division construction work, including concrete placement, forms, reinforcing steel, consolidation, finishing, and curing; inspects construction of fencing/block walls; enforces compliance with contract plans, specifications, City standards, and proper construction practices for work such as installation of water lines, sewer, utility conduits, landscape improvements, construction of storm drains, culverts, flood control channels, catch basins, junction structures, curbs, gutters, sidewalks, driveways, and streets; stipulates corrections and repairs necessary before final acceptance is made; ensures proper placement and maintenance of signs, barricades, and warning devices; recommends to supervisor acceptance of public improvements in completed subdivisions.
- Inspects adjacent properties for damage from construction activity; coordinates inspections with other City departments; performs routine field tests; confers with City engineering staff on design problems encountered in the field.
- Coordinates with other City departments and utility agencies; maintains logbooks and records of inspection.

- Performs or oversees soil compaction tests; checks materials to ensure compliance with job specifications; makes calculations in the field.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, methods, materials, equipment, and safety hazards of construction.
- Applicable laws, regulations, codes, and departmental policies governing the construction of public works projects and sub-divisions.
- Construction survey equipment and techniques.
- Main line construction practices and techniques.
- Mathematics including algebra, geometry, and trigonometry.
- Terminology, technical report writing requirements, and preparation of correspondence related to the construction of public works.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect routine and moderately difficult construction and enforce compliance with plans, specifications, ordinances, and codes.
- Read and interpret engineering plans, blueprints, and specifications, records of survey, legal descriptions, and tract descriptions.
- Make mathematical computations rapidly and accurately.
- Prepare clear and concise reports, correspondence, documentation, and other written materials involving mathematical computations.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Four (4) years of increasingly responsible experience performing a variety of sub-professional engineering, journey level public works, or heavy construction work.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

September 2025
FLSA: Exempt

PUBLIC WORKS SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Public Works Services Division, including repair and maintenance of street, sewer, storm drain, water and wastewater systems, park maintenance, facility maintenance, fleet maintenance, and rights-of-way; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Public Works in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Public Works Department. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Public Works Services Division, including repair and maintenance of street, sewer, storm drain, water and wastewater systems, park maintenance, facility maintenance, fleet maintenance, and rights-of-way.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages street, bridge, sidewalk, curb, gutter, and sewer and storm drain maintenance and repair

activities including concrete and asphalt installation and repair, striping, and signage; coordinates maintenance projects including the patching and repair of streets and street sweeping; oversees the removal or replacement of traffic control devices; monitors the operation of City streetlights and traffic control devices.

- Manages the maintenance and repair activities of City parks, public landscaping, and irrigation systems; coordinates landscaping, playground equipment maintenance and inspection, graffiti abatement, and trash removal.
- Plans, organizes, directs, and manages custodial staff performing routine and special maintenance and repairs to building structures and systems.
- Plans, organizes, directs, and manages the maintenance and repair of City vehicles and equipment fleet; evaluates service and equipment needs with available service vendors and products; writes or reviews bid specifications.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of trends and innovations in public works services; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.

- Operational characteristics, services, and activities of a public works maintenance program.
- Principles, practices, and techniques of public works administration, sewer, storm drain, street, equipment maintenance, building maintenance, and parks and grounds.
- Methods, techniques, and practices employed in public works design and construction, including methods, procedures, and materials.
- Methods, tools, and techniques employed in construction and maintenance operations.
- Cost accounting.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Public Works Services Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Develop comprehensive public works services plans to meet future City needs and services.
- Direct street, storm drainage, and park maintenance activities.
- Negotiate and administer contracts for maintenance activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in construction, engineering, or a related field.

Experience:
- Three (3) years of increasingly responsible relevant work experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to 24-hour emergency call out with little or no notice.

September 2025
FLSA: Exempt

PUBLIC WORKS SUPERVISOR

DEFINITION

Under general direction, plans and coordinates a comprehensive maintenance and repair program including City parks, park related facilities, grounds, grounds of public buildings, facility maintenance, custodial services, athletic fields, trees, medians, parkways, irrigation, and appropriate insecticide and pesticide application in compliance with state and federal regulations; oversees the work of contractors; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Services Manager. Exercises direct supervision over maintenance and technical staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within public works maintenance that exercises independent judgment on diverse and specialized public work maintenance and repair functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Public Works Manager in that the latter has full management authority in planning, organizing, and directing the full scope of public work maintenance and repair within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff providing support to the Public Works Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Oversees the work of those engaged in the repair and maintenance of parks, grounds, athletic fields, playgrounds, and related facilities, trees, parkways, medians, grounds of public buildings, graffiti abatement, facility maintenance, custodial services, irrigation and repair, and insecticide and pesticide application.
- Schedules and supervises the work of contracted crews and City staff crews engaged in various maintenance and repair activities.
- Evaluates service needs, equipment, and work methods; assists in developing comprehensive plans to satisfy future needs of department services; establishes and enforces operating and safety procedures; investigates service requests and complaints made by the public; explains priorities, programs, and policies.
- Monitors contracts, prepares bid specifications, and reviews and approves plans.
- Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs, emergency patching of streets, and irrigation repairs.
- Investigates complaints related to maintenance and initiate appropriate action; investigates and prepares incident reports; investigates and responds to claims against the City; and responds to questions and complaints from the public.
- Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of park maintenance and repair.
- Equipment inspection, maintenance, and repair.
- Equipment operation, techniques, and methods used in various public works related maintenance activities.
- Methods, materials, and equipment used in turf management.
- Parks, parkways, medians, tree trimming, graffiti abatement, facilities maintenance, custodial services, mowing, insecticide, pesticide, and herbicide application, pest control, and irrigation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.

- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, direct, and coordinate equipment maintenance and repair, schedule work, set priorities, and monitor and inspect work progress.
- Operate programs within allocated amounts.
- Respond to emergency and problem situations in an effective manner.
- Prepare cost estimates for time, materials, and equipment.
- Allocate equipment, materials, and personnel in a cost-effective manner.
- Interpret work from sketches and plans.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Two (2) years of experience in park maintenance and repair work including lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Class "A" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within eighteen (18) months of employment, a Qualified Applicators Certificate (QAC) with Category C Certification.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Agency sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to 24-hour emergency call out with little or no notice.

September 2025
FLSA: Exempt

PURCHASING MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Purchasing Division, including all purchasing and warehouse activities; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Finance in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Finance Department. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Purchasing Division, including all purchasing and warehouse activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Assists departments in all phases of the procurement process in compliance with applicable local, state, and federal laws, rules, regulations, and policies governing public agency purchasing.
- Advises City staff regarding purchasing activity; oversees, reviews, and processes purchase orders, purchase order modifications, and change orders.

- Reviews solicitation requirements for reasonableness, recommends contract type, and determines appropriate procurement strategy and method of compensation.
- Interviews and negotiates with vendor representatives concerning availability, price, and terms of purchases; liaises between vendors and City staff to resolve complaints and secure adjustments.
- Supervises purchasing and warehouse activities; oversees warehouse inventory and organization; directs the transfer of City equipment and disposition of surplus property.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in purchasing and warehousing; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Procurement for various commodities and services utilized by government agencies.
- Rules and regulations regarding procurement and expenditure of federal, state, local, and grant funds.
- Principles and practices of purchasing and inventory control for a government agency.
- Record keeping methods related to the purchasing function.
- Laws and regulations applicable to municipal bidding procedures and purchasing operations.
- Sources and types of equipment and supplies used by a municipality.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Purchasing Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Appropriately interpret and implement purchasing rules and guidelines.
- Perform and/or direct purchasing and inventory control.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, public administration, or a related field.

Experience:
- Three (3) years of professional public procurement experience soliciting and contracting complex procurements, including construction services, professional consultant services, and grant-funded projects including one (1) year of experience in a lead, supervisory, or management capacity.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

RECYCLED WATER COORDINATOR

DEFINITION

Under direction, coordinates the operations and activities of the City's Recycled Water Program to ensure compliance with City and mandated regulations governing the use of recycled water; ensures City departments and customers are consistently and accurately informed on recycled water usage and capacity; maintains the City's cross connection program, backflow prevention device installations, inspections, and repairs; assists in resolving water quality related concerns/issues; collects a variety of water samples; performs program administrative and billing duties; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Water Utilities Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of administrative and systematic activities for the City's Recycled Water Program and maintaining the City's cross connection program, backflow prevention device installations, inspections, and repairs, and assisting in resolving water quality related concerns/issues. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Coordinates the operations and activities of the City's Recycled Water Program to ensure compliance with City and mandated regulations governing the use of recycled water; ensures departments and customers are consistently and accurately informed on system usage and capacity; monitors recycled water production, use, and storage; collaborates with other departments to resolve customer use and water availability.
- Monitors a variety of agricultural, irrigation, commercial, and municipal use areas to ensure compliance with City and regulatory requirements regarding quantity, location, use, and distribution of recycled water; provides daily systems data to internal departments for their information and action; notifies customers of usage guidelines so they may make the necessary adjustments; schedules and coordinates activities with customers and other City personnel.
- Collects samples for bacteriological, chemical, general physical analysis, gross alpha test, and other potable water quality samples and tests, as required.
- Collaborates with other departments to establish annual and seasonal allocations of recycled water by service area and individual customer; analyzes and monitors water supply availability and makes recommendations regarding allocations and future market planning.
- Coordinates with landscape architect firms to revise plans to meet required recycled water standards; compiles, drafts, and reviews landscape architect irrigation plans to assist with approval of engineering reports as mandated by the California Division of Drinking Water (DDW).

- Inspects meter locations to verify backflow device types and locations are compliant with state standards; assists with repair and testing of potable water backflow devices and related components for annual inspections; conducts retro fitting of potable and recycled water meters and backflow devices for new construction.
- Manages the City's cross connection control program files and records for state audits; performs cross connection control program shut down tests to evaluate hazards and compliance with State and County health agencies; prepares and notifies residents and businesses of scheduled water shut off when cross connection tests are performed.
- Repairs potable water sample stations to ensure accurate routine samples.
- Inspects on-site system installations compliance with state and local standards.
- Performs physical maintenance to repair recycled water infrastructure; manages water distribution operator and installs recycled water air vacuums, blow offs, pluming fittings, and more.
- Gathers and analyzes drawings and locations to maintain and update GIS maps and software for recycled water systems.
- Investigates complaints regarding the use of recycled water; coordinates onsite inspections; enforces compliance with relevant ordinances and regulations.
- Assists in promoting the expanded use of recycled water services; promotes the sale of recycled water to District customers; assists in developing incentives to customers to use recycled water for appropriate, permissible purposes.
- Tracks, evaluates, and generates systems reports on recycled water program usage and operations for City management which include, but is not limited to, program revenue and expenditures, new customers, impacts of conservation methods on system capacity, and measures to balance system demand and capacity.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of recycled water program administration.
- Operational characteristics of recycled water systems as it affects capacity and resource availability.
- Best management practices for reclaimed water system administration.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Requirements of a cross connection control survey.
- Recycled water use site inspections.
- Backflow prevention device testing procedures.
- Recycled water use construction, site conversions, and retrofits.
- District rate structures and billing practices for recycled water services.
- Methods and techniques of determining, tracking, and reporting on recycled water allocation needs.
- Methods, materials, and techniques for cross-connection prevention and testing, site retrofit and connection to recycled water systems.
- Methods and techniques of conducting research, program analysis, and report preparation.
- Mathematic principles.
- District policies, procedures, and practices applicable to the installation and approval of a variety of services, with particular emphasis on recycled water.
- Title 17 and Title 22 of the California Code of Regulations related to drinking water, Guidelines for

Water Reuse, and other California Regulations related to recycled water.
- Principles and practices of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Coordinate reclaimed water services among internal departments, external agencies, and customers.
- Independently perform responsible administrative activities for the recycled water program.
- Read and interpret written materials, plans, standards, specifications, and codes.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Maintain a cross connection program using computer software.
- Maintain accurate records and prepare and submit a variety of state mandated reports.
- Resolve customer-related issues regarding the recycled water use program and distribution system.
- Oversee the installation of new recycled water use sites, site conversions, and retrofits.
- Conduct site inspections and oversee coverage testing.
- Collect routine water quality samples per American Water Works Association (AWWA) sampling guidelines.
- Make mathematical calculations.
- Use a variety of tools, devices, and equipment specific to backflow and cross-connection testing.
- Specify water meter equipment and associated backflow protection devices.
- Read meters and determine if operating properly.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Three (3) years of increasingly responsible experience coordinating services within a water utility program, preferably for recycled water, or water distribution related experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.

- Possession of a valid Grade II (D-2) Water Distribution Operator Certificate, to be maintained throughout employment.
- Possession of a valid Grade II (T-2) Water Treatment Plant Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Backflow Prevention Assembly Tester Certificate from the County of San Bernardino, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Cross-Connection Specialist Certificate from an appropriate agency, to be maintained throughout employment.

PHYSICAL DEMANDS

When working within an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, and periodically work in a field environment where they are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, including frequent exposure to toxic or poisonous substances and biologic or infectious agents, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

REVENUE MANAGER

DEFINITION

Under general direction, supervises and participates in activities pertaining to utility billing, business licensing, City-wide fees and charges, and accounts receivable collections functions; monitors and analyzes utility billings, revenues, and expenditures; performs utility rate modeling; recommends utility rates to management; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing the utility billing division in the Finance Department. The incumbent is responsible for developing and implementing policies and procedures for the assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Utility Billing Division to ensure proper and timely processing of utility billing activities and to maximize the effectiveness and efficiency of interdepartmental operations.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Monitors and analyzes utility billings, revenues, and expenditures; approves vendor invoices; performs utility rate modeling; recommends utility rates to management.

- Manages receipt of payments and billing of utility accounts; researches and adjusts billing errors; reconciles various accounts and monitors collections of delinquent accounts; determines account write-offs.
- Ensures timely reconciliation of accounts related to billing including, but not limited to, accounts receivable balances, cash reconciliation, and delinquent accounts.
- Coordinates and schedules maintenance of damaged water meters and troubleshoots software errors.
- Researches applicable grants and funding to assist residents and business owners.
- Reviews business license applications and required documents to ensure compliance with municipal codes and other regulations; administers the collection of related taxes and permit fees.
- Develops and manages requests for proposals for professional and contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Conducts a variety of organizational and operational studies, audits, and investigations; provides financial data and analyses for billing activities, utility rates, and assigned programs such as water conservation and sanitation; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Implements strategies to protect the City's interests and the establishment and maintenance of professional relationships with agency counterparts and the development of goals, alliances, and related communications.
- Ensures conformance with local ordinances, regulatory statutes, and industry practices; provides plan checks of existing and future programs and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in utility billing services; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect utility billing operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; responds to public inquiries in accordance with City policy; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files; prepares and maintains fiscal and audit records for water production, consumption, water usage revenue, and related activities.
- Participates in a variety of special projects related to utilities, business licensing, and collections.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of public works administration.
- Principles and practices of budget development and administration.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Public administration theory, principles, and practices and their application to a wide variety of operational programs.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Municipal billing, business licensing, and collections methods and procedures.
- Principles of financial record keeping.
- Advanced methods and techniques used in customer service and public relations including billing and collection procedures.
- Water use efficiency laws and related regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Utility Billing Division.
- Provide administrative, management, and professional leadership for the division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Maintain sensitive and confidential information.
- Analyze and recommend innovative solutions to issues related to water quality, conservation, and recapture.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, business administration, public administration, or a related field.

Experience:
- Five (5) years of increasingly responsible experience in utility billing, debt collection, and/or business licensing, including three (3) years of supervisory or lead experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull material and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

RISK MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the City's comprehensive Risk Management programs and services; manages and coordinates the development and management of the City's workers' compensation and various liability assessment, reduction, protection, and recovery services; oversees development and management of the City's self-insurance and commercial insurance program; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Human Resources and Risk Management in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Human Resources and Risk Management or assigned supervisory or management personnel. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the City's comprehensive risk management programs. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to risk management. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the City's comprehensive Risk Management programs, including Workers' Compensation and liability claims administration efforts.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Reviews, oversees, and monitors contracts between the City and third-party administrators for workers' compensation and liability claims; assists and provides guidance to City staff and employees concerning workers' compensation claims and industrial disability retirement benefits; coordinates loss control training and directs safety and health activities to avoid or reduce loss exposure; leads the Safety Committee.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency

and effectiveness of risk management programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops, maintains, and administers Workers' Compensation and liability claims efforts; evaluates and administers on-going claims; maintains cost control measures and develops cost reduction strategies; identifies and reviews trends in workplace injuries to limit future accidents and identify required safety improvements; anticipates and reduces potential claims; oversees and coordinates services performed by the City's Third-Party Administrators (TPA).
- Develops, maintains, and administers the City's self-insurance and commercial insurance program; evaluates costs and benefits of alternate risk transfer possibilities, risk funding, and insurance programs to ensure coverage is adequate and cost effective; communicates with City's insurance brokers, TPA's, and insurance carriers; coordinates annual insurance application and underwriting determination process; drafts or supervises the drafting of strategy, settlement recommendations, closed session items, and other related claims memoranda and documents.
- Maintains current knowledge of California Public Employees' Retirement System (CalPERS), Americans with Disabilities Act (ADA), and Fair Employment and Housing Act (FEHA) policies, procedures, and laws relating to disability retirements.
- Communicates with other governmental agencies including the Office of Self-Insurance Plans (OSIP) within the Department of Industrial Relations (DIR), the Occupational Safety and Health Administration (OSHA) with the U.S. Department of Labor, and the Workers' Compensation Appeals Board (WCAB).
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Provides highly responsible support and guidance to employees and department representatives to determine reasonable accommodations to work restrictions under the Americans with Disabilities Act, including researching accommodation options and engaging in interactive meetings with affected employees, department representatives, and risk management staff.
- Conducts research and analysis on complex risk management issues and for special projects; gathers data and prepares and presents reports and agenda items for consideration by management, City Council, and committees.
- Plans, organizes, and coordinates the maintenance of records and files related to risk management functions, operations, and activities.
- Monitors changes in regulations and technology that may affect risk management programs and services; implements policy and procedural changes after approval.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Theories, principles, and practices of risk management and asset protection.

- Workers' Compensation claims administration.
- Self-insurance and commercial insurance programs, including, but not limited to, policies and procedures of insurance companies.
- Liability claims administration including tort and subrogation practices.
- Principles, practices, and procedures of public administration in a municipal setting.
- Municipal insurance provisions in contracts and agreements with vendors and other third parties, including, but not limited to, when exceptions may be approved with sound risk management judgment.
- Legal requirements, including case law, codes, laws, ordinances, regulations, legal forms, and procedures.
- Advanced principles, practices, methods, and techniques of risk management and administration in a public agency setting, including leave and benefits program administration and the interpretation of laws, regulations, policies, and procedures.
- Human Resources Information Systems (HRIS).
- California Public Employees' Retirement System (CalPERS) and related laws, regulations, practices, and contracts.
- Project management, contract administration, and program evaluation practices.
- City personnel rules, policies, and labor contract provisions.
- Research and reporting methods, data collection, and sampling techniques.
- Complex mathematical and statistical techniques.
- Principles and procedures of recordkeeping, document processing, and filing systems.
- Principles of municipal administration and budget.
- Principles of research, statistical analysis, and report preparation.
- Practices of researching complex issues, evaluating alternatives, making preliminary recommendations, and preparing technical reports.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Oversee and coordinate assigned program functions.
- Research, prepare, and present complex reports on a variety of subjects.
- Perform difficult and complex professional administrative and analytical work requiring sensitivity to issues.
- Utilize human resources information systems and related database and spreadsheet software programs.
- Interpret contracts and requirements and write and apply administrative guidelines related to the City's risk management services.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Effectively represent the department in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.

- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources management, risk management, business or public administration, or a related field.

Experience:
- Five (5) years of increasingly responsible human resources and risk management administration experience, including three (3) years of management or supervisory experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

SENIOR ACCOUNTANT

DEFINITION

Under general direction, performs advanced and complex professional accounting functions involved in compiling, preparing, and monitoring a wide variety of accounting activities; leads, oversees, and coordinates the work of lower-level staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fiscal Services Manager. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Accountant series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Fiscal Services Manager in that the latter is the full management classification with responsibilities for managing a division within the Finance Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; trains employees in work methods.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes to management; implements changes and improvements after approval.
- Assists management staff in establishing and directing Citywide policies and procedures related to financial transactions and financial reporting.
- Coordinates a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation of source data.
- Conducts and coordinates internal and external audits of financial records; examines, analyzes, and verifies documents to ensure adherence to established internal controls and accepted professional standards.
- Performs bank account reconciliations; verifies accuracy of recorded transactions; prepares related work sheets, cash balances, proofs, and other schedules; supervises or prepares daily cash flow analysis.
- Prepares various complex reconciliations, including reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports and journal entries.

- Recommends and assists in the implementation of new or revised accounting systems, procedures, and records.
- Supervises and reviews the work of fiscal and clerical personnel in making entries, reconciliations, and performing other fiscal recordkeeping work.
- Makes complex or difficult adjusting entries affecting multiple sub-systems of an accounting system; assists in closing the City's financial records at the end of the accounting period; prepares a variety of related reports.
- Administers recordkeeping regarding investment of surplus funds and other financial management programs.
- Coordinates control of grant revenues and expenditures, capital expenditure projects, and fixed assets with other City departments; ensures the accurate accounting of all related fund activity.
- Acts as a liaison to City staff, auditors, other agencies, and the public regarding accounting activity.
- Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting, general accounting, and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Principles and practices of fund accounting.
- Principles and practices of municipal budget development and monitoring.
- Principles and procedures of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Review, analyze, record, and document a diverse range of financial transactions.
- Perform general ledger duties.
- Audit, reconcile, and balance bank statements.
- Audit and verify financial transactions.
- Analyze financial data and draw sound conclusions.
- Make accurate arithmetic, financial, and statistical computations.

- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Two (2) years of experience in accounting or a related field and some lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

SENIOR BUILDING INSPECTOR

DEFINITION

Under general direction, conducts complex field inspections and checks construction, alteration, or repair of buildings and other structures; enforces building, plumbing, electrical, and zoning codes and laws; coordinates work with other departments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Building Inspector series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Supervising Building Inspector in that the latter is a supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs the most complex inspections of structural, electrical, plumbing, and mechanical plans, layouts, and site plans of residential, industrial, and commercial buildings for proper installation and use of materials to ensure compliance to engineered designs and relevant codes; interprets and enforces compliance to appropriate codes and regulations; inspects a variety of structural member factors; examines grade, quality, and treatment of a variety of materials.
- Works with and responds to staff and the public to address and correct areas of concern that arise during plan check activities; issues building permits.
- Inspects and approves work at each of the required stages of completion and orders corrective action if necessary; responds to and answers questions and concerns related to field inspections; makes final inspections for compliance to pertinent laws, regulations, and codes; prepares reports of inspections and work completed; investigates code violations, posts "Stop Work" notices, and prepares reports of findings.
- Advises and interprets codes to the public, contractors, architects, and others as required; coordinates plan review with other City departments or divisions and outside agencies.
- Investigates activities such as unpermitted construction, converting the use of a building, condemning a building, or assessing damage to buildings caused by fire, vehicles, seismic activity, or any other external source of damage.
- Assists with planning and implementation of the Housing Division's distressed property improvement

programs; performs inspections and prepares cost estimates, scopes of work, and related contracts; requests proposals and bids; assists with construction management activities and compliance reporting.

- Partners with the Fire and Police Departments and Code Compliance Unit to assist with special circumstances.
- Conducts studies and performs administrative support duties such as providing customer service, preparing correspondence and reports, receiving and reviewing requests for permits, and cataloging and maintaining incoming paperwork and related documents.
- Provides temporary and vacation relief in similar occupational fields.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices, and methods of residential, commercial, and industrial structural and building plan review.
- Advanced principles and techniques of building inspection work.
- Advanced principles and practices in general construction and electrical and mechanical systems.
- Advanced principles of structural design and engineering mathematics.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances.
- Terminology and technical report writing requirements related to building and safety programs.
- Research methods and sources of information related to building code enforcement.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read and interpret building and construction plans, diagrams, and specifications.
- Enforce a wide range of building and related codes and regulations.
- Perform thorough and accurate inspections of the construction, alteration, or repair of buildings and site development.
- Analyze and interpret plans and specifications and detecting deviations from approved plans.
- Review and advise homeowners of corrections required for basic residential plan checks.
- Perform required mathematical computations with accuracy.
- Maintain accurate records.
- Collect, interpret, and analyze office and field inspection data accurately.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Three (3) years of experience as a Building Inspector in a public agency.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid International Code Council Residential Building Inspector Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, two (2) additional valid International Code Council Certificates in Accessibility, Building, Energy, Plumbing, Mechanical, and/or Electrical Inspector, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances

and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non- Exempt

SENIOR CUSTOMER SERVICE REPRESENTATIVE

DEFINITION

Under general direction, performs advanced and complex clerical and administrative duties in support of City staff and functions which may include account processing and recordkeeping activities in support of the City's utility billing operations; provides assistance to staff and the public at the front desk and via phone and email which may include billing and water utility service inquiries; reviews, processes, and files documents and records; leads, oversees, and coordinates the work of lower-level staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional supervision over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Customer Service Representative series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides technical and functional direction to assigned staff; reviews and controls quality of work, trains employees in work methods.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes to management; implements changes and improvements after approval.
- Answers incoming telephone calls; provides information and answers questions; addresses issues and concerns from members of the public, vendors, and City staff; refers issues to the appropriate staff or department; checks and replies to voicemail and email messages; greets visitors and residents at City facilities; distributes literature pertaining to City services and events.
- Composes, types, formats, and proofreads a variety of documents and correspondence from written, recorded, or printed sources and verbal instructions, including presentations, staff reports, public notices, letters, emails, memoranda, budget reports, spreadsheets, flyers, and directories; checks drafts for punctuation, spelling, and grammar, and suggests corrections.
- Receives, processes, and tracks documents for completeness and accuracy, including work orders, permits, timesheets, invoices, purchase orders, requisitions, and deposit slips.

- Organizes, archives, scans, copies, maintains, and retrieves records, documents, reports, and files; maintains and/or establishes filing systems; audits files for compliance with federal, state, and local laws and records retention schedules; purges files in accordance with established rules.

- Compiles and records statistical data; creates routine reports by extracting and/or tabulating information from a variety of sources.

- Accepts payments by phone or in person; accurately enters payments, adjustments, deposits, and address changes to customer accounts; adjusts accounts to reflect account accuracy of balances; efficiently and accurately handles cash transactions; operates cash register system; verifies accuracy of payments to accounts and balances cash drawers, as directed; accesses department safe and transfers daily cash/check deposits to armed security.

- Processes various applications for City services; collects and enters account information and ensures accuracy of demographic information.

- Prepares correspondence and mails forms and letters; provides notice to customers regarding account status and processes necessary account actions and applies account fees; applies adjustments to accounts; provides refunds to customers as necessary; prepares revenue reports to the Finance Department.

- Prepares, prints, and files various listings and reports; monitors, maintains, and orders supplies for the section; maintains supply of forms, applications, door hangers, and perforated paper.

- Creates and edits department media, including website content, online forms, calendars, and newsletters.

- Collects fees and payments from the public; maintains records of and reconciles revenues collected; prepares and coordinates cash deposits; provides support to cashiering staff.

- Orders supplies, equipment, and materials; ensures adequate inventory of department supplies; seeks competitive price quotes from various vendors; schedules equipment repairs and maintenance issues.

- Schedules and coordinates appointments, meetings, seminars, conferences, and training sessions; acts as meeting and/or committee secretary; prepares meeting agendas and informational packets.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of effective reception and telephone techniques including proper telephone etiquette.
- Basic mathematical practices.
- Basic principles of handling cash including making cash deposits.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles of business letter writing and basic report preparation.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public,

vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply general administrative and departmental policies and procedures.
- Enter data at a speed necessary for successful job performance.
- Set up and maintain a variety of files and records.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Three (3) years of increasingly responsible clerical experience and some lead or supervisory experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

SENIOR ENGINEER

DEFINITION

Under general direction, performs the most complex and difficult professional field and office civil engineering work related to the planning, design, construction, and maintenance of City capital improvement projects, infrastructure, and daily departmental operations; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides professional assistance to the Public Works Department, the City Council, and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; signs drawings, submits reports, and performs similar work within state guidelines; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Engineer series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Oversees assigned projects from inception to completion.
- Resolves issues/concerns as they arise to expedite project approvals.
- Verifies assigned projects meet applicable codes, policies, and standards.
- Attends City Council, Planning Commission, and other committee meetings as needed.
- Performs administrative duties including preparation and presentation of staff reports and related visual aids to City Council or other internal or external committees.
- Implements decisions made by City Council.
- Supervises the work of inspection personnel or engineering staff.
- Assigns, reviews, and evaluates the work of assigned staff; resolves issues/concerns as they arise both in the office and out in the field.
- Interacts with co-workers at all levels in the organization and the public in a collaborative and customer service-oriented manner.
- Maintains prompt and regular attendance.

- Performs all duties within the context of the City's Mission Statement and Organizational Values.
- Prepares and administers an annual operating budget; reviews and tracks revenues and expenditures.
- Determines the scope of engineering projects; participates in the preparation of requests for proposals and contracts for consulting services.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Capital Improvement Projects:

- Performs contract administration of public works projects, including the technical review and approval of project plans, designs, and construction; evaluates public works project proposals and recommends award of contract.
- Participates in the planning of the capital project needs analysis and the management of the CIP budgets and reimbursements, including work with regional and local planning agencies.
- Performs inspections of construction projects; makes field inspections of existing structures to determine adequacy; meets with contractors to resolve items of non-compliance; reviews plans of consulting architectural/engineering firms performing work for the City and evaluates their performance; performs/approves construction contract design modifications and negotiates contract change orders.
- Investigates complaints, conducts technical studies, and prepares reports and recommendations related to civil engineering projects, such as capital improvement projects, land development, and other specialized studies.
- Gathers technical data required for planning of a wide variety of civil engineering projects; prepares environmental review checklist and negative declarations for capital improvement projects; provides technical expertise to a variety of agencies and the public; drafts ordinances according to general instruction, as directed.
- Oversees the Pavement Management Program.

Land Development:

- Reviews and approves proposed residential, commercial, and industrial developments by checking site plans and tentative and final subdivision maps for compliance with appropriate regulations including lot line adjustments and lot mergers; prepares conditions of approval for land development projects and for the Planning Commission; represents the Engineering Division at Development Review Committee meetings and site reviews.
- Plans, coordinates, and reviews project work, improvement plans, maps, and legal descriptions prepared by private consultants related to development.
- Represents the Engineering Division at Development Review Committee and Planning Commission meetings.
- Meets with developers to define project objectives and prescribe standards; reviews projects and makes recommendations.

Transportation & Traffic:

- Develops and implements adopted policies relating to transportation and traffic; develops plans, specifications, and instructions for the installation, operation, and maintenance of traffic signals; provides technical information regarding traffic and transportation related issues to commissions, outside agencies, and staff from other divisions/departments.

- Performs construction contract administration on traffic related projects, such as traffic signals, bikeways, signing, and striping.
- Participates in the Development Review Committee process; reviews Traffic Impact Reports/Studies and provides comments.
- Analyzes traffic flow patterns and develops traffic flow/safety improvement plans and alternatives.
- Performs and/or directs studies and surveys to collect data for the preparation of traffic control plans that determine the location and placement of traffic signs, street signs, pavement markings, traffic control signals, streetlights, and other traffic control devices.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Engineering principles and practices as applied to public works, including planning and development, design, and construction.
- Understanding and application of industry related publications and documents such as the California Manual on Uniform Traffic Control Devices, the California Department of Transportation (Caltrans) Standard Plans and Standard Specifications, Caltrans Local Assistance Procedures Manual, the American Public Works Association Standard Plans for Public Works Construction and Standard Specifications for Public Works Construction, the California Environmental Quality Act, and other related federal, state, and local laws, ordinances and regulations.
- Civil engineering design and maintenance principles and practices related to street infrastructure, traffic control, capital facilities, construction development and management, and land use development plus planning.
- Traffic signal design, operations, and maintenance.
- Street lighting design and maintenance.
- California traffic laws and construction zone safety.
- Principles and practices of traffic and transportation engineering, including highway capacity analysis.
- Methods and techniques utilized in the preparation of public works project designs and related plans, specifications, and cost estimates.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Oversee and coordinate assigned program functions.

- Research, design, prepare, and evaluate plans, engineering construction plans, specifications, cost estimates, legal descriptions, and contract documents.
- Conduct comprehensive engineering and environmental studies and prepare reports with recommendations.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Conduct complex civil engineering research projects, evaluating alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively manage public and private development projects.
- Effectively negotiate change orders and contract amendments.
- Direct and review the work of support staff on a project or day-to-day basis.
- Make effective public presentations.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related engineering field.

Experience:
- Five (5) years of increasingly responsible professional engineering design, plan review, and project administration experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid registration as a Professional Civil Engineer (PE) or Professional Traffic Engineer (TE), to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

SENIOR HUMAN RESOURCES AND RISK MANAGEMENT ANALYST

DEFINITION

Under general direction, plans, coordinates, leads, and provides professional and confidential analytical support and consulting services to City departments in a variety of human resources program areas; performs research and analysis on complex human resources related matters; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Human Resources/Risk Management or assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Human Resources and Risk Management Analyst series responsible for performing the most complex work assigned to the series, as well as providing ongoing day-to-day lead direction to assigned staff requiring advanced knowledge of human resources programs and concepts, City policies and procedures, and legal requirements. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of the assigned program areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Coordinates and participates in providing support and guidance to employees, department representatives, and management on a variety of human resources program areas including risk management, recruitment, examination, classification, training, safety and health, salary and benefits administration, employee relations, and performance management.
- Provides technical and functional direction to assigned staff; reviews and controls quality of work; trains employees in work methods; inspects and evaluates work in progress and upon completion to ensure human resources administration activities are performed in accordance with City standards, policies, and procedures.
- Administers the City's multi-tiered employee benefits programs; oversees the Citywide open enrollment program for benefits; serves as the contact person for insurance broker/plan representative researches options and negotiates with benefit brokers; explains program provisions, procedures, and eligibility requirements; oversees and ensures the quality of processing a variety of employment and benefits documents; provides guidance to employees and management on leave administration and ensures legal compliance; maintains and reviews all protected and unprotected leave programs for the City.

- Coordinates the planning, scheduling, and coordination of recruitment activities for a variety of job classifications.
- Coordinates and performs classification and compensation activities; conducts comprehensive salary and benefit surveys; performs job analyses and develops new or revised class specifications; conducts organization and staffing studies of City departments.
- Advises City staff on, interprets, and applies Memoranda of Understanding, City policies and procedures, and Personnel Rules and Regulations.
- Provides support for labor relations activities including preparing reports and materials, attending negotiation meetings, explaining and interpreting survey data, note taking, researching issues, and responding to requests for information.
- Responds to grievances as well as harassment and discrimination complaints; conducts and advises department personnel on workplace investigations; assists in administering disciplinary actions if necessary; advises involved parties of possible solutions.
- Provides technical support and guidance to employees and department representatives to determine reasonable accommodations to work restrictions under the Americans with Disabilities Act, including researching accommodation options and engaging in interactive meetings with affected employees, department representatives, and risk management staff.
- Conducts research and analysis on complex human resources issues and for special projects; gathers data and prepares and presents reports and agenda items for consideration by management, City Council, and committees.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes to management; implements changes and improvements after approval.
- Plans, organizes, and coordinates the maintenance of records and files related to human resources functions, operations, and activities.
- Monitors changes in regulations and technology that may affect human resources programs and services; implements policy and procedural changes after approval.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles, practices, methods, and techniques of human resources management and administration in a public agency setting, including recruitment and selection, labor negotiations, classification and compensation, leave and benefits program administration, and the interpretation of laws, regulations, policies, and procedures.
- Human Resources Information Systems (HRIS).
- California Public Employees' Retirement System (CalPERS) and related laws, regulations, practices, and contracts.
- Project management, contract administration, and program evaluation practices.
- City personnel rules, policies, and labor contract provisions.

- Research and reporting methods, data collection, and sampling techniques.
- Complex mathematical and statistical techniques.
- Principles and procedures of recordkeeping, document processing, and filing systems.
- Principles of municipal administration and budget.
- Principles of research, statistical analysis, and report preparation.
- Practices of researching complex human resources issues, evaluating alternatives, making preliminary recommendations, and preparing technical reports.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Oversee and coordinate assigned program functions.
- Research, prepare, and present complex reports on a variety of subjects.
- Perform difficult and complex professional administrative and analytical work requiring sensitivity to issues.
- Utilize human resources information systems and related database and spreadsheet software programs.
- Interpret contracts and requirements and write and apply administrative guidelines related to the City's human resources services.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Effectively represent the department in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources management, business or public administration, or a related field.

Experience:
- Four (4) years of increasingly responsible human resources and risk management administration experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

SENIOR INFORMATION TECHNOLOGY ANALYST

DEFINITION

Under direction, provides technical support, system implementation, maintenance, troubleshooting, and related services for the City's information technology systems; monitors system performance to ensure performance and reliability standards are met; serves as technical advisor and liaison to vendors, contractors and department staff; serves as a project lead for projects; responds to complex user support problems; performs the technical and complex tasks relative to information technology services and programs; oversees the work of Information Technology Analysts or Technicians in a lead capacity; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over technical and support staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Information Technology Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to oversee the City's information technology system program services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads, reviews, and participates in the work of staff performing network administration, information systems implementation, technical repairs and troubleshooting, and applications support; oversees the workflow of assigned staff and/or work unit; ensures that work is completed on time and is consistent with the work quality standards.
- Participates in and provides feedback for personnel actions including selection, performance evaluation, promotion, and disciplinary actions.
- Acts as a liaison between the Office of Information Technology and other departments or divisions, serving as a point of contact for technical inquiries and support.
- Oversees the daily operations and maintenance of critical systems, ensuring their stability, performance, and availability.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes to management; implements changes and improvements after approval.

- Creates and manages Citywide employee access to computer systems, email, and various applications; sets and resets employee passwords; audits employee usage of technology and equipment to ensure compliance with City policies.
- Installs, configures, troubleshoots, repairs, and maintains desktop computers, computer components, software, peripheral devices, network servers and infrastructure, security firewalls, switches, routers, and related automated equipment and systems; determines whether equipment needs to be upgraded or replaced.
- Manages and performs system/data backup and recovery procedures; provides remote capabilities for offsite users to connect to City systems; provides remote and on-site technical computer support services.
- Provides consultative services to user departments in the use of third-party tools to access data in software applications to produce complex maps, reports, and analysis beyond the original software; modifies complex reports to improve functionality of the application.
- Designs, implements, and maintains the City's Geographic Information System (GIS); creates layers databases; monitors data submitted by other departments; ensures data is accurate and accessible.
- Analyzes user requirements and translates them into GIS terms and actions; troubleshoots, manages, services, and creates applications.
- Produces a wide variety of GIS maps and reports; provides technical assistance to City departments; trains users in new and existing GIS applications.
- Configures and deploys cell phone and mobile equipment Citywide, including for the Police Department.
- Develops simple application user interfaces and relational databases for a variety of software applications.
- Installs detailed, client-specific configurations for hardware residing on servers, mainframes, and operating systems.
- Coordinates with vendors to support and manage various software products; advises users on software updates; assists users in accessing vendor support as necessary.
- Monitors security threats such as virus, malware, and spyware; takes immediate corrective action as needed.
- Manages, maintains, and provides support in Finance, Human Resources, Police Department, and utility billing and consumption databases and systems.
- Conducts research for software, hardware, and other technology solutions; installs new systems and upgrades to existing systems.
- Participates in the development and administration of information technology systems, procedures, and methods of operation.
- Participates in meetings to discuss technical changes, updates, and enhancements, offering insights and expertise; leads and manages IT projects from initiation to completion, including employee and end-user training as necessary.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles, practices, and procedures involved in the maintenance and operations of a computer network.
- Use and operation of complex business applications and software systems.
- Operation, installation, and maintenance of computer hardware and peripherals.
- Management and maintenance of an Enterprise Resource Planning system.
- Management and maintenance of an Enterprise GIS system.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Oversee and coordinate assigned program functions.
- Develop and maintain relational databases, including creating database connections and table joins.
- Install and perform routine maintenance on computer equipment, correct configuration errors, and resolve customer/user problems.
- Coordinate with other staff to address issues related to the network infrastructure or server operating systems and identify and analyze information system needs.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized IT certifications and/or training such as Cisco, EMC, PMP, and Microsoft.

Experience:

- Five (5) years of increasingly responsible experience working with personal and mainframe computer hardware, network systems, and a variety of software applications.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

SENIOR MANAGEMENT ANALYST

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, reviews, and participates in difficult and complex professional administrative and analytical work in support of an assigned department; manages programs that have Citywide or department impact; conducts complex and sensitive studies for the department director; prepares detailed reports and recommendations; conducts special projects; supervises or coordinates special functions; recommends administrative or policy changes; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Management Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, and oversees the daily functions, operations, and activities of assigned programs and projects, including providing administrative, financial, budgetary, statistical, and other analysis in support of an assigned department.
- Provides technical, analytical, and administrative support on matters, as assigned; researches, analyzes, and makes recommendations regarding divisional and departmental operations and administrative issues, including services provided, organizational structures, procedures, documents, budgets, payroll, and equipment; attends meetings to discuss options and determine approach; conducts surveys and studies related to departmental projects.
- Prepares and monitors department, division, or program budgets; conducts financial studies and prepares revenue estimates and forecasts; reviews budget requests; investigates proposals for new programs, services, equipment, and staff; prepares reports recommending adjustments in budget proposals.
- Administers financial management functions, including fiscal management, accounting, procurement, asset management, payroll, and financial reporting; performs accounts payable duties.

- Researches grant opportunities and prepares applications; administers and monitors awarded grants; ensures grant reporting requirements are met; receives and responds to grant audits and prepares reports to articulate audit findings.
- Oversees contract management; prepares and reviews requests for proposals; participates in awards decisions; prepares and facilitates contract execution; monitors contract compliance.
- Coordinates and performs purchasing functions for the department, as assigned; enters, receives and approves requisitions; reviews quotes for procurement policy compliance; places orders; coordinates delivery and/or receives and verifies goods.
- Projects revenues and analyzes current and future growth to make recommendations for long term planning.
- Prepares and presents formal written and oral staff reports to the City Manager, City Council, department heads, division managers, and other government agencies; plans, organizes, prepares materials, and makes presentations at public meetings; prepares organization and workflow charts, spreadsheets, policies, and procedural manuals.
- Researches and tracks legislation; analyzes resulting data to inform the City on new and proposed legislative impacts and proposed courses of action.
- Serves as department liaison with other departments or outside agencies; plans and coordinates projects with other departments; develops and implements projects or programs with other department representatives; confers with City officials and employees on matters of administration, finance, and operation; prepares and submits related reports as required.
- Collects and reviews payroll for the department; audits the timekeeping submissions for accuracy in reporting; communicates with department staff to correct timesheets.
- Responds to inquiries from management, staff, and the public; provides information and clarification; researches and resolves concerns.
- Establishes and maintains project files, databases, record keeping, and filing systems.
- Participates in the development of departmental goals and objectives; makes recommendations regarding new and current policies and procedures that will benefit the department and City.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Advanced principles and practices of municipal administration, accounting and auditing, and budget and grants management.
- General principles and practices of municipal government budget preparation, administration, and control.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Financial, statistical, and comparative analysis techniques for interpreting various agreements and financial documents.
- Advanced principles, practices, and methods of administrative and organizational analysis.
- City personnel rules and regulations, municipal codes, purchasing policies, finance principles, and legal requirements.

- Methods and techniques of research, statistical analysis, report preparation, and presentation.
- Public administration policies, procedures, functions, authorities, and regulations.
- Principles and practices of sound business communication.
- Department organization, functions, programs, policies, procedures, and initiatives.
- Principles and procedures of recordkeeping, document processing, and filing systems.
- Principles and practices of database development and maintenance.
- Mathematical principles and statistical techniques.
- Recent and on-going developments, current literature, and sources of information in assigned areas of responsibility.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Research, analyze, evaluate, understand, interpret, and apply programs, policies, procedures, and guidelines, and develop sound recommendations.
- Plan and conduct effective management, administrative, and operational studies.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Collect, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner for a variety of intended audiences.
- Conduct meetings, give presentations, and accurately convey messages.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Understand, interpret, explain, and apply federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Develop and administer assigned budgets and accurately track and process receipts of revenues and payments of expenditures.
- Use mathematical functions and principles and perform complex arithmetic calculations accurately.
- Maintain and update accurate records and files.
- Handle sensitive and confidential information
- Research, prepare, and present complex reports on a variety of subjects.
- Implement and coordinate assigned program functions.
- Administer contract or grant-funded program activity including directing and monitoring work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, accounting, or a related field.

Experience:
- Four (4) years of increasingly responsible governmental administrative work involving program management of budgeting or other administrative programs or functions.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

SENIOR PERMIT TECHNICIAN

DEFINITION

Under direction, plans, coordinates, leads, and participates in performing responsible technical and administrative work in processing building permit applications and plans, and issuing other related permits; provides information regarding permit procedures to the public; provides online technical support for the permitting process; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Permit Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; trains employees in work methods; inspects and evaluates work in progress and upon completion to ensure activities are performed in accordance with City standards, policies, and procedures.
- Monitors quality of work and identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes to management; implements changes and improvements after approval.
- Provides information regarding permit procedures, policies, and functions, building and construction valuation based on established standards, and City, state, and federal regulations pertaining to building and construction.
- Provides online technical support for the permitting process; regularly meets with the Information Technology Department to discuss technical issues, user complaints, and process improvements.
- Monitors division email for permit submittals, payments, resubmittals, and document uploads.
- Provides quality customer service to the public at the building counter, over the telephone, and through electronic means; processes building permits and applications; responds to inquiries regarding building and plan review, permitting process, and common code issues; resolves problems or complaints.
- Serves as a resource to customers, including directing them, as necessary, to various sources of information including other City departments or outside agencies; notifies customers when plans or permits are ready for pick-up or issuance; provides status updates as required.

- Maintains permit applications and drawings for active plan checks; compiles and maintains plan check files and records; ensures accuracy of plan check records; tracks status of plan check and notifies applicants.
- Enters, stores, and retrieves permit data into software program; provides ongoing maintenance of permitting records; maintains contractor information as well as permit occupancies, class code, and square footage.
- Assists in coordination of the plan approval process; communicates permit submittal status, policies, and procedures to the public and internally; reviews permit submittals for accuracy and completion; distributes plans submittal documents for review; provides timelines on due dates; tracks the status of plan checks; notifies applicants.
- Creates Certificates of Occupancy for new buildings and tenant improvements; creates permits for new tract developments homes; inputs initial fees on permit submittals.
- Generates and reviews reports and records of permits and plan check data; produces and updates a variety of forms, letters, and other materials.
- Monitors department email for permit submittals, payments, resubmittals, and document uploads; provides applicants with status on permit submittals.
- Provides online technical support for the permitting process; meets with IT to discuss and resolve online website and technical issues.
- Coordinates meetings between staff and contractors.
- Performs routine plan checks for compliance with established standards.
- Updates contractor's license and workers' compensation insurance records.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- General construction practices, methods, and terminology.
- Permit submittal processing, procedures, and fee structures.
- General construction practices, methods, and terminology.
- Plan check and permit approval processes and procedures.
- Record keeping principles and practices.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable zoning and related laws and regulations.
- Business letter writing and basic report preparation.
- Business mathematics.
- Record keeping principles and practices.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility, including Uniform Building, Electrical, Plumbing, and Mechanical Codes and ordinances.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Oversee and coordinate assigned program functions.
- Read, interpret, and explain building plans, specifications, codes, permit policies, and permit procedures.
- Maintain related files and records.
- Quickly and accurately calculate fees and valuations.
- Apply policies, procedures, and standards to specific situations; read, interpret, and explain building plans, specifications, codes, permit policies, and permit procedures.
- Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Perform detailed, technical, and specialized planning and/or permit support work.
- Perform the full range of office and administrative support duties and tasks.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic and financial computations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Classify, compute, tabulate, and categorize data.
- Quickly and accurately calculate fees and valuations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Three (3) years of increasingly responsible permit issuance experience in a municipal department.

Licenses and Certifications:

- Possession of a valid Permit Technician Certificate from the International Code Council (ICC), to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Exempt

SENIOR PLANNER

DEFINITION

Under general direction, plans, coordinates, leads, and performs professional planning duties in the Planning Division; performs a variety of complex planning activities; serves as a project manager on large and/or complex projects; performs research and analysis on complex planning related matters; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Planner series responsible for performing the most complex work assigned to the series, as well as providing ongoing day-to-day lead direction to assigned staff requiring advanced knowledge of diverse and specialized urban planning activities. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of the assigned program areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; trains employees in work methods.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes to management; implements changes and improvements after approval.
- Organizes, reviews, and participates in the most complex urban planning assignments in advance planning, current planning, historic preservation, and zoning; ensures planning activities are conducted in accordance with federal and state law, City ordinances, and policies, rules, and regulations.
- Serves as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for project plans and applications, and making recommendations.
- Oversees public counter operations to provide information to the public, developers, property owners, contractors, engineers, architects, other departments, and outside agencies regarding conformance to standards, plan specifications, and codes; assists with counter inquiries that require a higher level of review.

- Manages entitlement applications from submission to approval; reviews applicable documentation; coordinates with other departments for development review; schedules and presents projects to the Planning Commission; performs post-entitled plan checks and verifies compliance with conditions of approval; provides notifications, comments, corrections, and information to applicants as appropriate.
- Conducts site inspections, including determining if projects comply with laws, regulations, and ordinances; makes recommendations on changes.
- Directs environmental impact studies; prepares requests for proposal and selects consultants; coordinates project review by other agencies; evaluates conclusions of environmental impact reports and prepares recommendations.
- Serves as the staff representative to the Planning Commission; prepares or oversees the preparation of staff reports; attends meetings of the Planning Commission; makes presentations and responds to requests for information as required.
- Manages the Development Review Committee process; assigns projects to planners, reviews planner comments; leads new project coordination meetings between Planning and Engineering staff; chairs the committee meeting.
- Represents the Development Services Department in various meetings, including with the community, contractors, developers, Public Hearings, Development Review Committee, Design Review Board, other local development agencies, professional organizations, and local, state, and federal agencies.
- Conducts research and analysis on complex planning issues and for special projects; gathers data and prepares and presents reports for consideration by management, committees, and City Council.
- Assists in development and administration of the Planning Division budget; monitors expenditures.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles, practices, methods, and techniques of public sector planning work.
- Land use, zoning, subdivision, and urban planning regulations, natural resources protection, and environmental laws.
- Comprehensive plans and advanced planning and development processes.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, traffic, and transportation engineering as they relate to urban planning.
- Operational characteristics, services, and activities of a comprehensive environmental planning program.
- Project management and contract and budget administration principles and techniques.
- Research and reporting methods, techniques, and procedures.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- Principles and procedures of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Oversee and coordinate assigned program functions.
- Research, prepare, and present complex reports on a variety of subjects.
- Perform difficult and complex professional planning work.
- Interpret and explain planning and zoning programs to the general public.
- Read plans and specifications and make effective site visits.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other municipal services.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Maintain accurate logs, records, and written records of work performed.
- Understand, explain, and apply policies and procedures.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in planning, environmental design, architecture, landscape architecture, or a related field.

Experience:
- Four (4) years of increasingly responsible professional public sector planning experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non- Exempt

STOREKEEPER

DEFINITION

Under general supervision, performs storekeeping and warehousing activities including the receipt, inspection, storage, and inventory of the City's equipment, materials, and supplies; participates in purchasing activities for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Purchasing Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical storekeeping and warehousing duties in support of the Purchasing Division. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Receives and inventories City supplies and equipment; inspects shipments for damage and conformance to invoices; returns defective materials and equipment; refuses receipt of incorrect items.
- Maintains shipping/receiving records and files for local requisitions and related purchase orders; assigns fixed asset numbers, tags equipment, and maintains related records; maintains inventory records.
- Orders fleet parts, office supplies, various high usage and contingency supply items, and fuel, and maintains inventory, prices and issues stock in accordance with established procedures.
- Notifies appropriate parties of shipment arrival; arranges for delivery to appropriate offices; assists in loading and unloading freight, as required; operates forklifts and light equipment in the receipt, storage, and distribution of supplies and equipment.
- Assists with data entry for purchase orders, vendor demographics, and enter contract terms into databases; verifies accuracy of vendor numbers, purchase orders, and related details. Plans for methods of storage for inventory; plans stock rotation and space utilization.
- Types purchase orders; verifies vendor numbers, pricing, and extensions.
- Orders employee uniforms: issues employee lockers and employee uniforms to yard staff and maintains records.
- Ensures cleanliness, security, and safety within stores area.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and practices used in shipping, receiving, storing, and issuing materials, supplies, and equipment.
- Basic methods of taking inventory and maintaining inventory records.
- Common units of weights and measures.
- The use of common hand and power tools, and material handling equipment and methods.
- Practices and procedures related to the handling and storage of hazardous materials and chemicals.
- Basic business data processing applications related to the work.
- Basic shop arithmetic, including percentages and decimals.
- Materials, equipment, and supplies used by a municipality.
- Data processing systems/applications.
- Record keeping practices.
- General office procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Receive, inspect, and issue supplies and equipment.
- Understand and apply established policies and procedures.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Maintain accurate records and files.
- Sort a variety of documents and materials according to alphabetical and numerical systems.
- Operate hand and power tools, and material handling equipment such as hand trucks and pallet jacks.
- Operate a forklift.
- Use manuals and electronic databases to look up and research replacement parts.
- Understand and follow oral and written instructions.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- Two (2) years of increasingly responsible shipping/receiving and warehouse storekeeping experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, a valid Forklift Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves warehouse work requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

STOREKEEPER AIDE

DEFINITION

Under immediate supervision, provides technical assistance to the Storekeeper and related administrative staff with storekeeping and warehousing activities including the receipt, inspection, storage, and inventory of the City's equipment, materials, and supplies; assists with processing purchase orders; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Purchasing Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an entry-level classification providing technical storekeeping and warehousing support to the Purchasing Division. Initially under close supervision, incumbents learn and perform routine warehousing and purchasing duties, while learning City policies and procedures. As experience is gained, assignments become more varied and complex; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. This position usually exercises less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

This classification may perform some of these duties and responsibilities in a learning capacity.

- Receives and inventories City supplies and equipment; inspects shipments for damage and conformance to invoices; returns defective materials and equipment; refuses receipt of incorrect items.
- Maintains shipping/receiving records and files for local requisitions and related purchase orders; maintains inventory records; monitors inventory levels.
- Assists with data entry for purchase orders, vendor demographics, and enter contract terms into databases; verifies accuracy of vendor numbers, purchase orders, and related details.
- Orders fleet parts, office supplies, and other items, as directed.
- Notifies appropriate parties of shipment arrival; arranges for delivery to appropriate offices; assists in loading and unloading freight, as directed.
- Operates forklifts and light equipment in the receipt, storage, and distribution of supplies and equipment.
- Assists with implementing plans for and methods of storage for inventory, stock rotation, and space utilization.
- Maintains cleanliness, security, and safety within stores area.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Record keeping practices.
- General office procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Receive, inspect, and issue supplies and equipment.
- Understand and apply established policies and procedures.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:
- None.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, a valid Forklift Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves warehouse work requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

STRATGIC INITIATIVES MANAGER

DEFINITION

Under direction, oversees processes and programs associated with the implementation of Citywide strategic goals, customer service, business opportunities, performance management strategy and programming, and new innovations and initiatives through the City Manager's Office in the Administration Department; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant City Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of developing strategic initiatives. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Oversees the implementation of the City's innovative strategies and processes; evaluates the progress of innovations and Citywide performance programs and adjusts the pace or direction of new projects or initiatives Citywide.
- Manages innovative programming work, process improvement initiatives, and implementation of changes or enhancements.
- Leads the City's performance management process in supporting the Strategic Planning process by leveraging data for better alignment of resources, outcomes, decision-making, and collaboration.
- Facilitates, drives, and reports on the Citywide strategic planning cycle.
- Utilizes standardized and systematic process improvement techniques to foster collaborative improvement and effectiveness across all City functions.
- Coordinates Citywide performance management initiatives and supports data-driven decision-making by facilitating organization-wide performance meetings, data policies, and innovation teams.
- Administers annual internal and external customer surveys and assists in integrating customer feedback into departmental operations and strategic plans.
- Leads customer service programming by identifying, mitigating, and improving processes based on customer feedback, best practice research, and innovative approaches.
- Supports the Executive Management Team and departments to integrate operational, strategic, and internal improvement initiatives and measures; manages administrative support and changes management functions for the City Manager's Office upon the direction and approval of the City Manager and/or Assistant City Manager.

- Works effectively with all levels of employees as well as the Chino City Council; establishes and maintains effective working relationships with those contacted in the course of work.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Performance management; strategic planning; customer service.
- Budget development and administration.
- Project management; program development, implementation, and evaluation methods.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide direction, priorities, and project management oversight for all resources necessary to properly manage, maintain, and implement strategic initiative projects with various City Departments.
- Present visions and strategies to the City Manager, Assistant City Manager, and Department Management on implementing and completing strategic initiative projects.
- Develop strategic plans for operation and growth.
- Manage multi-faceted and technically sophisticated projects and ongoing operations.
- Prepare and present City Council agenda items for projects requiring City Council approval.
- Perform responsible and difficult administrative duties utilizing independent judgment and personal initiative.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university in business administration, public administration, or a related field.

Experience:

- Five (5) years of experience in organizational transparency, performance, customer service, process improvement, strategic planning, data and analytics, innovation, business operations, finance, economic development, or administration.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

September 2025
FLSA: Non-Exempt

STREETS MAINTENANCE LEAD WORKER

DEFINITION

Under direction, performs skilled manual labor in the maintenance and repair of public works areas including streets, sewers, storm drains, and water systems; coordinates and inspects contractual; leads the work of a crew engaged in such work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Streets Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in and leads the work of a crew engaged in repairing and replacing concrete sidewalks, curbs, gutters, public rights-of-way, and other concrete structures.
- Participates in and leads the work of a crew engaged in repair and maintenance of City streets, alleys, and residential street overlays by patching with hot or cold asphalt mix.
- Participates in and leads the work of a crew engaged in picking up and removing debris and clearing storm drains and catch basins during rainstorms.
- Participates in and leads the work of a crew engaged in installing and maintaining street signs and street markings; performs U.S.A. Dig-Alert markings; responds to streetlight concerns.
- Uses a variety of equipment and tools such as welders, paint striper, airless painter, and chemical sprayer.
- Provides traffic control for special events; sets up street and lane closures; provides equipment and sets up message boards.
- Prepares work assignments and deploys crewmembers accordingly; assists in the preparation of performance evaluations; reviews time sheets for accuracy; prepares and submits records and reports concerning work performance.
- Ensures work of crew is performed in a safe and efficient manner; trains subordinates in semi-skilled operations and safe work methods and practices.

- Responds to concerns from employees, emergency calls from the public and other agencies, and requests for information; takes appropriate action and resolves problems.
- Performs inspection of work areas for compliance with accepted standards, required maintenance, and needed corrective work; maintains records of work performed; maintains equipment; reviews coding on invoices and recommends approval for payment.
- Coordinates work to be performed by maintenance contractors including the daily inspection of work to ensure compliance with contract specifications and resolve problems in the field; meets with representatives of contracting firms to review maintenance deficiencies and expected corrective actions; discusses need for special projects and/or additional work and requests cost figures.
- Transports, sets up, and tears down equipment and furniture for Citywide special events.
- Obtains price quotations and processes purchasing of tools, materials, and supplies; logs invoices; oversees budget expenditures throughout the year.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Equipment operation, techniques, and methods used in the area of specialization.
- Patching techniques using hot and cold asphalt mix.
- Concrete mixing techniques.
- Standards related to proper installation and maintenance of streets, streetlights, signs, and markings.
- Equipment and tools used in maintaining street signs.
- Traffic laws and ordinances as they pertain to trucks and heavy equipment use.
- Standards related to traffic control and safety.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Safely operate vehicles, equipment, and stationary mechanical equipment and make minor adjustments and repairs.
- Read and interpret basic maps, blueprints, plans, gauges, and testing equipment.
- Analyze, interpret, and/or evaluate bid specifications.
- Perform business math to oversee and ensure expenditures remain within allocated amounts.

- Mix asphalt and repair potholes, streets, and alleys.
- Pour and mix concrete to repair sidewalks, curbs, and gutters.
- Operate concrete grinder, jack hammer, roller, and sweeper.
- Prepare accurate and simple records and reports.
- Operate a variety of equipment and vehicles such as boom truck, post puller, and air compressor paint machine.
- Use a measuring wheel and tape measure to install signs per City specifications.
- Operate a trailer or flatbed truck to transport large signs for events requiring large barricades.
- Install signs on streetlights above ladder height.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in construction and maintenance work.

Experience:
- Three (3) years of journey level experience in public works maintenance and repair work including supervision of contract work.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Class "A" California Driver's License with endorsements, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Forklift Certification, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid First Aid and CPR Certificate, to be maintained throughout employment.
- This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

When Assigned to Household Hazardous Waste:
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Hazardous Materials Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces to use confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to

operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

STREETS MAINTENANCE WORKER

DEFINITION

Under general supervision, performs unskilled, semi-skilled, and/or skilled manual labor in the maintenance and repair of streets, sidewalks, curbs, gutters, street signs, and street markings; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the maintenance and repair of public works facilities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Streets Maintenance Lead Worker in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in the work of a crew engaged in repairing and replacing concrete sidewalks, curbs, gutters, and other concrete structures; repairs and maintains City streets, alleys, and residential street overlays by patching with hot or cold asphalt mix; picks up and removes debris.
- Operates a variety of tools and equipment such as rollers, dump trucks, backhoes, jack hammers, air compressors, and tractors; sets up traffic control and safety zones; utilizes weed trimmers, blowers, loader, pitchforks, and shovels to clear out weeds and overgrown trees in City-owned land and rights-of-way.
- Participates in the work of a crew engaged in installing and maintaining street signs and street markings; uses a variety of equipment and tools such as welders, paint stripers, airless painters, and chemical sprayers.
- Assists with planning, pre-staging, and setting-up of traffic control for City events; assists with emergency traffic control as needed; assists and prepares for traffic control when a City contractor needs to complete their scope of work.
- Assists Streets Division when raining and flooding events occur; places flooded signs and monitors flooding for street closures; clears storm drains and catch basins; clears out any trees in the way of traffic.
- Maintains and removes weeds, debris, and obstructions from City rights-of-way; routinely sprays herbicides in rights-of-way to maintain weed abatement.
- Maintains a stock of sand and sandbags for when needed for flooding events.

- Collects and transports various recycled papers from City Hall and other city buildings to the City Yard.
- Responds to debris in the roadway and performs emergency sweeps as necessary.
- Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs, and emergency patching of streets or flood control facilities.
- Safely utilizes a variety of equipment and tools including power and hand tools to perform the work.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Equipment operation, techniques, and methods used in the area of specialization.
- Operation and safe usage of loaders, backhoes, street sweepers, dump trucks, string trimmers, blowers, safe herbicide spraying, and spray truck.
- Traffic laws and ordinances as they pertain to trucks and heavy equipment use.
- Techniques for patching with hot and cold asphalt mix.
- Techniques for mixing concrete in order to repair sidewalks, curbs, and gutters.
- Techniques for grinding lifted sidewalk panels and trip hazards.
- Standards related to proper installation and maintenance of streets, signs, and markings.
- Equipment and tools used in maintaining street signs.
- Traffic laws and ordinances as they pertain to trucks and heavy equipment use.
- Standards related to traffic control and safety.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Safely operate and maintain a variety of vehicles, equipment, and stationary mechanical equipment and make minor adjustments and repairs.
- Safely and effectively use and maintain a variety of hand and power tools.
- Mix asphalt and repair potholes, streets, and alleys.
- Pour and mix concrete to repair sidewalks, curbs, and gutters.
- Operate concrete grinder, jack hammer, roller, and sweeper.
- Operate a variety of equipment and vehicles such as boom truck, post puller, and air compressor paint machine.
- Use a measuring wheel and tape measure to install signs per City specifications.
- Operate a dump truck to transport large sign for events requiring large barricades.
- Install signs on streetlights above ladder height.
- Place traffic control equipment accordingly for closures or shoulder work.
- Collaborate with the Police Department for emergency spills.
- Accurately read gauges and testing equipment.
- Keep accurate records.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in construction and maintenance work.

Experience:
- Three (3) years of journey-level relevant maintenance experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Class "A" California Driver's License with required endorsements, to be maintained throughout employment.
- This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid CPR/First Aid Certificate, to be maintained throughout employment.

When Assigned to Household Hazardous Waste:
- Possession of, or successful acquisition within twelve (12) months of employment, a valid HazMat Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces to use confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may

interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Exempt

STREETS SUPERVISOR

DEFINITION

Under general direction, supervises the maintenance and repair of the City's storm drains and sewer collections systems, streets, right-of-way, street trees, medians and parkways, graffiti abatement, traffic striping , traffic signs, and streetlights;; manages the work of contractors; oversees the Division's budget and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Services Manager. Exercises direct supervision over maintenance and technical staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within public works maintenance that exercises independent judgment on diverse and specialized public work maintenance and repair functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Public Works Manager in that the latter has full management authority in planning, organizing, and directing the full scope of public work maintenance and repair within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, reviews, and may participate in the work of staff providing support to Public Works right-of-way infrastructure; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Oversees the work of those engaged in the repair and maintenance of including curbs, gutters, sidewalks, other concrete structures; street signs and striping, layout and production, patching and repair of asphalt surfaces; trimming and maintenance of street trees, medians, and parkways; maintaining and cleaning sewer and storm drain systems; and wastewater collections operations.
- Schedules and supervises the work of contracted crews and City staff crews engaged in various maintenance and repair activities and special events.
- Evaluates service needs, equipment, and work methods; assists in developing comprehensive plans to satisfy future needs of department services; establishes and enforces operating and safety procedures; investigates service requests and complaints made by the public; explains priorities, programs, and policies.
- Monitors contracts, prepares bid specifications, and reviews and approves plans.
- Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs, emergency patching of streets, and irrigation repairs.
- Investigates complaints related to maintenance and initiate appropriate action; investigates and prepares incident reports; investigates and responds to claims against the City; and responds to questions and complaints from the public.
- Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of public works right-of-way maintenance and repair.
- Equipment inspection, maintenance, and repair.
- Equipment operation, techniques, and methods used in various public works related maintenance activities.
- Methods, materials, and equipment used in turf management.
- Medians, tree trimming, insecticide and pesticide application, sewer and storm drain systems, and wastewater collection operations.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.

- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, direct, and coordinate equipment maintenance and repair, schedule work, set priorities, and monitor and inspect work progress.
- Operate programs within allocated amounts.
- Respond to emergency and problem situations in an effective manner.
- Prepare cost estimates for time, materials, and equipment.
- Allocate equipment, materials, and personnel in a cost-effective manner.
- Interpret work from sketches and plans.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials and present if necessary.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Two (2) years of experience in public works maintenance and repair work including lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Class "A" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within eighteen (18) months of employment, a Qualified Applicators Certificate (QAC) with Category C Certification.
- Possession of, of successful acquisition within twelve (12) months of employment, a California Water Environmental (CWEA) Collections Maintenance Grade 2 Certification.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Agency sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to 24-hour emergency call out with little or no notice.

September 2025
FLSA: Exempt

SUPERVISING BUILDING INSPECTOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff performing building code inspections within the Building Division; plans and coordinates a comprehensive building inspection program including the review of plans and construction documents and field inspections of residential, commercial, and industrial building projects; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over professional, technical, and administrative staff.

CLASS CHARACTERISTICS

This supervisory level classification within the Building Inspector series that exercises independent judgment on diverse and specialized inspection functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff performing building code inspections within the Building Division; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.

- Performs the most complex inspections on major developments and projects, including hotels, medical offices, restaurants, industrial buildings, and City facilities.
- Performs accessibility inspections for all projects in the City, including multi-family housing, commercial alterations, new commercial or industrial buildings, private parking lots, and City projects.
- Attends pre-construction meetings with developers and contractors to advise them of municipal codes, document requirements, operating standards, and restrictions; reviews project plans and answers any questions.
- Conducts follow up inspections to verify staff inspections are being done correctly; solicits feedback on the inspectors' overall approach and attitude.
- Provides code interpretation for building staff, inspectors, contractors, and the general public.
- Attends regular meetings with department management to discuss staffing, construction projects, code cases, street closures, inter-department assistance, and upcoming events.
- Responds to calls for assistance from the Fire and Police Departments and Code Enforcement Division; assists with structure evaluation after fires or damage caused by other means; assists in evaluating buildings or residences that have been altered without permits.
- Assists with planning and implementation of the Housing Division's distressed property improvement programs; performs inspections and prepares cost estimates, scopes of work, and related contracts; requests proposals and bids; assists with construction management activities and compliance reporting.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of building code field inspection.
- Principles and practices of structural and civil engineering.
- Uniform building, plumbing, mechanical, and national electric codes and other related codes.
- Construction methods and materials.
- Principles of structural design and engineering mathematics.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Research methods and sources of information related to building inspection.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public,

vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex building inspection activities and responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise and conduct thorough and accurate inspections of the construction, alteration, or repair of buildings and site development.
- Supervise the enforcement of a wide range of building and related codes and regulations.
- Supervise and conduct thorough and accurate inspections and investigations.
- Read and interpret complex building, plumbing, electrical, and mechanical plans, blueprints, and specifications.
- Perform energy calculations.
- Make rapid and accurate mathematical computations.
- Enforce building codes with firmness, tact, and impartiality.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Five (5) years of experience as a Building Inspector in a public agency, including one (1) year of experience in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid International Code Council (ICC) Residential Building Inspector Certificate, to be maintained throughout employment.
- Possession of two (2) additional valid International Code Council (ICC) Certificates in Accessibility, Building, Energy, Plumbing, Mechanical, and/or Electrical Inspector at time of appointment, and possession of all five (5) Certificates within twelve (12) months of appointment, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

SUPERVISING CODE COMPLIANCE INSPECTOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing code compliance duties within the Code Compliance Division; plans and coordinates a comprehensive code compliance program including the receipt and investigation of complaints regarding zoning, sign, parking, public nuisance, and other code violations; oversees the response to investigations of applicable health and safety issues; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within the Code Compliance series that exercises independent judgment on diverse and specialized code compliance functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Deputy Director of Development Services in that the latter has full management authority in planning, organizing, and directing the full scope of operations within the unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff performing code enforcement duties within the Code Compliance Unit; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations to appropriate management staff concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Ensures community-focused code compliance services; oversees and initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards.
- Oversees and participates in code compliance field service activities; prioritizes complaints of potential violations; reviews activity and field reports prepared by staff; determines compliance or non-compliance with applicable laws and ordinances.
- Determines alternative methods to achieve code compliance involving interpretation and application of related laws, ordinances, and regulations; consults with Planning Division staff and property owners.
- Performs the most complex investigations; interprets policies, codes, ordinances, and regulations; ensures compliance with legal mandates.
- Addresses the most sensitive public inquiries; responds to consumer complaints; cooperates with local officials on specialized problems and investigations of violations; makes recommendations regarding permit issuance or renewal.
- Works closely with attorneys preparing cases for legal action; summarizes evidence gathered during inspections and investigations; testifies and presents evidence in court, as required.
- Develops and maintains internal training manuals; oversees and provides City required training to code compliance staff and ensures that staff meet continuing education requirements for all required professional certifications.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of municipal code compliance inspection, violation correction, and applicable court procedures.
- Planning, zoning, building inspection, and safety laws and concepts.
- Organization and functions of the various agencies involved in planning, zoning, and land use processes.
- Code compliance citation issuance procedures.
- Methods used to obtain and execute various types of inspection warrants.
- Legal terminology as used in code compliance.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.

- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex code compliance investigations and activities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, explain, and enforce health and safety codes and City municipal codes pertaining to property maintenance, zoning, and land use.
- Organize, coordinate, direct, and participate in the investigation of potential municipal code violations.
- Interact with others tactfully and courteously, including deescalating conflict and seeking cooperation and resolution in challenging violation cases.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in code enforcement.

Experience:

- Three (3) years of increasingly responsible experience in code compliance and enforcement activities.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Property Maintenance and Housing Inspector certification, to be maintained throughout employment.
- Possession of a valid Code Enforcement Supervisor certification, to be maintained throughout employment.
- Possession of a valid Hazardous Materials certification, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid P.C. 832 Arrest, Search, and Seizure Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Exempt

SUPERVISING PLANS EXAMINER

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff performing plans check activities within the Building Division; plans and coordinates a comprehensive plans examination program including plan checking and permit issuance for residential, commercial, and industrial building projects; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over professional, technical, and administrative staff.

CLASS CHARACTERISTICS

This is the supervisory classification within the Plans Examiner series that exercises independent judgment on diverse and specialized inspection functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff performing plans checks and permit issuance within the Building Division; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.

- Performs the most complex technical review of building plans; makes code interpretations and responds to technical questions from building inspection, plan review, and building permit issuance staff; as necessary, meets with homeowners, builders, engineers, and architects to resolve issues and concerns; recommends necessary changes to obtain compliance with applicable codes and regulations.
- Reviews complex and difficult construction plans to ensure proposed construction complies with building, fire, environmental, flood hazard, design, energy, grading, trades, and related codes; confirms the more difficult engineering computations and analysis to check calculations by architects and engineers in determining code compliance.
- Approves, processes, and issues building permits as necessary; performs field inspections, as necessary; prepares notices of non-compliance with safe structural standards and applicable procedures.
- Identifies controversial and challenging projects; keeps the management apprised of potentially difficult concerns and issues.
- Coordinates plan review processing with other City staff and staff from other agencies including counter technicians, planners, inspectors, building officials, engineers, fire inspectors, and health department plan checkers.
- Assists the Housing Division with the implementation of distressed property improvement programs, as directed; conducts inspections; prepares project cost estimates, scopes of work, work write-ups, and construction contracts; seeks proposals/bids; provides construction management and contract compliance services.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of building code field inspection.
- Principles and practices of structural and civil engineering.
- Uniform building, plumbing, mechanical, and national electric codes and other related codes.
- Construction methods and materials.
- Principles of structural design and engineering mathematics.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Research methods and sources of information related to building inspection.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex building inspection activities and responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise and conduct thorough and accurate inspections of the construction, alteration, or repair of buildings and site development.
- Supervise the enforcement of a wide range of building and related codes and regulations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education: Equivalent to completion of the twelfth (12th) grade.

- Experience: Five (5) years of experience as a Building Inspector in a public agency, including one (1) year of experience in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid International Code Council Residential Building Inspector Certificate, to be maintained throughout employment.
- Possession of two (2) additional valid International Code Council Certificates in Accessibility,

Building, Energy, Plumbing, Mechanical, and/or Electrical Inspector at time of appointment, and possession of all five (5) certificates within 12 months of employment, to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

September 2025
FLSA: Non-Exempt

WASTEWATER MAINTENANCE LEAD WORKER

DEFINITION

Under direction, performs skilled manual labor in the maintenance and repair of public works areas including sewer mains, storm drains, and lift stations; leads the work of a crew engaged in such work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Wastewater Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in and leads the work of a crew engaged in the maintenance and repair of sewer mains, storm drains, and lift stations; assists in the operation of the appropriate equipment to clean sewer lines; cleans blockages to sewer lines and storm drains.
- Works in sewer lines, vaults, and other confined spaces utilizing proper safety techniques and equipment in accordance with applicable laws and City and departmental safety policies and procedures.
- Operates a variety of light, medium, and heavy-duty motorized vehicles and equipment including a Vactor/Jetter truck, dump trucks, pick-up trucks, skip loaders, backhoes, vacuum trucks, televising van, sewer line inspection and cleaning equipment, directional light board, hazardous gas detectors, sewer bypass pumps, and a variety of other hand, hydraulic, and power tools and motorized equipment; cleans and maintains tools and equipment used in the field.
- Operates sewer video equipment and software to assess new and existing sewer mains and structures.
- Responds to sanitary sewer overflows (SSOs) and participates in restoring flow containment and cleanup.
- Locates and marks underground wastewater utilities.
- Prepares work assignments and deploys crewmembers accordingly; assists in the preparation of performance evaluations; reviews time sheets for accuracy; prepares and submits records and reports concerning work performance.

- Ensures work of crew is performed in a safe and efficient manner; trains subordinates in semi-skilled operations and safe work methods and practices.
- Responds to concerns from employees, emergency calls from the public and other agencies, and requests for information; takes appropriate action and resolves problems.
- Inspects facilities to ensure delivery of acceptable maintenance practices; performs inspection of work areas for compliance with accepted standards, required maintenance, and needed corrective work; maintains records of work performed; maintains equipment; reviews coding on invoices and recommends approval for payment.
- Coordinates work to be performed by maintenance contractors including the daily inspection of work to ensure compliance with contract specifications and resolve problems in the field; meets with representatives of contracting firms to review maintenance deficiencies and expected corrective actions; discusses need for special projects and/or additional work and requests cost figures.
- Transports, sets up, and tears down equipment and furniture for Citywide special events.
- Obtains price quotations and processes purchasing of tools, materials, and supplies; logs invoices; oversees budget expenditures throughout the year.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Equipment operation, techniques, and methods used in the area of specialization.
- Methods, tools, and equipment to maintain the City's storm drain system.
- Equipment and procedures involved in the installation, maintenance, and repair of water and sewer systems.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Safely operate vehicles, equipment, and stationary mechanical equipment and make minor adjustments and repairs.
- Inspect and maintain the City's storm drain and wastewater collection systems.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electric motors, pump panels, engines, pumps, compressors, valves, and related equipment.

- Review storm drain plans.
- Perform insect and rodent abatement work.
- Read and interpret basic maps, blueprints, gauges, and testing equipment.
- Analyze, interpret, and/or evaluate bid specifications.
- Perform business math to oversee and ensure expenditures remain within allocated amounts.
- Prepare accurate and simple records and reports.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in construction and maintenance work.

Experience:
- Three (3) years of journey level experience in public works maintenance and repair work including supervision of contract work.

Licenses and Certifications:

- Possession of a valid Class "A" California Driver's License with endorsements, to be maintained throughout employment.
- Possession of, or successful acquisition within twenty-four (24) months of employment, a valid Grade I Collection System Maintenance Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid Forklift Certification, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of employment, a valid First Aid and CPR Certificate, to be maintained throughout employment.
- This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces to use confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

WASTEWATER MAINTENANCE WORKER

DEFINITION

Under general supervision, performs unskilled, semi-skilled, and/or skilled manual labor in the maintenance and repair of wastewater collection systems including sewer mains, storm drains, and lift stations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the maintenance and repair of public works facilities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Wastewater Maintenance Lead Worker in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in the work of a crew engaged in the maintenance and repair of sewer mains, storm drains, laterals, and lift stations; assists in the operation of the appropriate equipment to clean sewer lines; cleans blockages to sewer lines, laterals, and storm drains.
- Works in lines, vaults, and other confined spaces utilizing proper safety techniques and equipment in accordance with applicable laws and City and departmental safety policies and procedures.
- Operates a variety of light, medium, and heavy-duty motorized vehicles and equipment including a Vactor/Jetter truck, dump trucks, pick-up trucks, skip loaders, backhoes, vacuum trucks, televising van, sewer line inspection and cleaning equipment, directional light board, hazardous gas detectors, sewer bypass pumps, and a variety of other hand, hydraulic, and power tools, and motorized equipment; cleans and maintain tools and equipment used in the field.
- Operates sewer video equipment and software to assess new and existing sewer mains and structures.
- Responds to sanitary sewer overflows (SSOs) and participates in restoring flow containment and clean-up.
- Locates and marks underground wastewater utilities using appropriate U.S.A. Dig-Alert procedures.
- Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs, and emergency patching of streets or flood control facilities.
- Safely utilizes a variety of equipment and tools including power and hand tools to perform the work.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Equipment operation, techniques, and methods used in the area of specialization.
- Traffic laws and ordinances as they pertain to trucks and heavy equipment use.
- Methods, tools, and equipment used to maintain the City's storm drain system.
- Sewer video equipment and software to assess new and existing sewer mains and structures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Safely operate a variety of vehicles, equipment, and stationary mechanical equipment and make minor adjustments and repairs.
- Safely and effectively use hand and power tools.
- Accurately read gauges and testing equipment.
- Inspect and maintain the City's storm drain system.
- Review storm drain plans.
- Perform insect and rodent abatement work.
- Keep accurate records.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in construction and maintenance work.

Experience:
- Three (3) years of journey-level relevant maintenance experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.

- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Class "A" California Driver's License with required endorsements, to be maintained throughout employment.
- Possession of, or successful acquisition within twenty-four (24) months of employment, a valid CWEA Collection System Maintenance Grade I Certificate, to be maintained throughout employment.
- This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces to use confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

WATER DISTRIBUTION LEAD OPERATOR

DEFINITION

Under direction, performs semi-skilled and/or skilled manual labor in the installation, operation, maintenance, and repair of recycled and potable water distribution systems; leads the work of a crew engaged in such work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Water Distribution Operator series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the installation, operation, maintenance, and repair of recycled and potable water distribution systems. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in, mentors, trains, and leads the work of assigned staff engaged in installing, maintaining, removing, and repairing potable and recycled water mains, as well as large and small water service pipelines, valves, and hydrants.
- Participates in, mentors, trains, and leads the work of assigned staff engaged in locating, excavating, cutting, fitting, laying, and repairing pipelines and related facilities.
- Participates in, mentors, trains, and leads the work of assigned staff engaged in cleaning and flushing of water mains, as well as inspecting, testing, and operating valves, fittings, and related water distribution equipment.
- Maintains supplies, materials, and repair equipment; inspects water projects for leaks and damaged pipes.
- Installs barricades and routes traffic in a safe manner; repairs road surfaces associated with water facilities excavations.
- Ensures work of assigned staff is performed in a safe and efficient manner; trains subordinates in skilled and semi-skilled operations, safe work methods and practices, and the proper use of City vehicles and equipment, as required.
- Determines priority of jobs and appropriate parts, materials, and equipment to use for each job.

- Schedules, tracks, and maintains records on the progress of pending and completed jobs in the water distribution system.
- Responds to complaints from employees, emergency calls from the public and other agencies, and requests for information; takes appropriate action such as placing barricades, repairing water and sewer mains, and emergency repair of streets.
- Coordinates work to be performed by contractors, including the daily review of work to ensure compliance with specifications, and resolves problems in the field as needed; performs inspection of work areas for compliance with accepted standards, required maintenance, and needed corrective work.
- Meets with representatives of contracting firms to review and resolve performance deficiencies and expected corrective actions; discusses need for special projects and/or additional work and requests cost figures.
- Reviews plans and specifications for conformance with City standards.
- Tracks and maintains budget expenditures for vendors that provide parts and materials for water operations; orders parts and materials and keeps an accurate inventory.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Methods, materials, practices, tools, and equipment required for water system construction, maintenance, and repair.
- Methods, materials, practices, tools, and equipment required for plumbing, pipeline, hydrant service, and meter installation, testing, and repair.
- Functions of recycled and potable water distribution systems.
- Methods of traffic control setup.
- Basic mathematics, including addition, subtraction, multiplication, and division.
- Procedures involved in the installation, maintenance, and repair of water systems, including the operation of excavation and trenching equipment, and working in a confined space.
- Locating buried water facilities, by use of an underground pipe locator, as well as being familiar with U.S.A. Dig-Alert procedures and color codes.
- Charging and shutting off water mains for contractors.
- Fire hydrant flow testing procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to performing utility construction, repair, and maintenance work in a public agency.
- City and mandated safety rules, current regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Schedule, notify, and perform water main shut downs.
- Locate valves, USA Dig-Alert marks on streets, hydrants, blow offs, and air vacuum valves to determine where leaks may be coming from; repair leaks.
- Troubleshoot, make repairs, and resolve problems with the water system.
- Safely operate and perform preventive maintenance and repairs on vehicles, equipment, tools, and stationary mechanical equipment which may include but is not limited to: service truck, dump truck, vacuum excavator, backhoe, soil compactor, de-watering pump, jack hammer, concrete saw, air-compressor, forklift, fittings, blowoffs, fire hydrants, and various power and hand tools.
- Ensure safety equipment is properly worn, maintained, and serviced at all times.
- Read and interpret basic water systems maps and blueprints.
- Accurately read gauges and testing equipment.
- Mix and pour concrete by hand or cement mixer.
- Perform light carpentry, plumbing, and masonry work.
- Respond to emergency and problem situations in an effective manner.
- Make accurate mathematic computations necessary to tabulate numerical data and establish accurate measurements, including distance and volume.
- Establish and maintain accurate logs, records, and basic written records of work performed.
- Analyze, interpret, and/or evaluate bid specifications.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in water systems operation and maintenance work.

Experience:
- Three (3) years of experience in public works water system operations, maintenance and repair work, and supervision of contract work.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid California Class "A" Drivers' License with appropriate endorsements, to be maintained throughout employment.
- Possession of a valid Grade II (D-2) Water Distribution Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twenty-four (24) months of appointment, a valid Grade III (D-3) Water Distribution Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Confined Space Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Forklift Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid CPR/First Aid Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand for extended periods of time, and walk long distances on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces and the use of confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing 50 pounds or heavier, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

WATER DISTRIBUTION OPERATOR

DEFINITION

Under general supervision, performs semi-skilled and/or skilled manual labor in the installation, operation, maintenance, and repair of recycled and potable water distribution systems; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Water Distribution Operator series and is responsible for independently performing semi-skilled and/or skilled duties in support of the operation, maintenance, and repair of water systems. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in the work of a water distribution crew engaged in installing, maintaining, removing, and repairing potable and recycled water mains, water service pipelines, valves, and hydrants.
- Cuts, fits, lays, and repairs water mains; cleans and flushes water mains; inspects, tests, and operates valves, fittings, and related water distribution equipment; locates, excavates, and repairs water lines and related facilities.
- Schedules and conducts proper water main shutdown and recharge procedures for contractors and work crews.
- Exercises and maintains potable and recycled water main valves using a valve exercising machine.
- Ensures work truck is stocked with appropriate supplies, materials, and related equipment.
- Inspects water projects for leaks and damaged pipes, and ensures project compliance with City standards; communicates with contractors regarding work performed.
- Installs barricades and routes traffic in a safe manner for repairing road surfaces associated with water facilities excavations.
- Identifies, locates, and marks City-owned underground utilities.
- Reports safety or security hazards in public facilities, including needed maintenance or repair.
- Answers emergency calls from the supervisor, public, and other agencies taking appropriate action such as placing barricades, repairing water and sewer mains, and emergency repair of streets.
- Purchases and picks up parts from various vendors.

- Schedules, records, and tracks accurate records of daily work in the water distribution system.
- Repairs roadways during emergency situations and after completion of water repairs to ensure safety of residents.
- Trains less experienced staff in standards and practices, as assigned.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, practices, tools, equipment, and procedures involved in the installation, maintenance, and repair of water systems, including the operation of excavation and trenching equipment and working in a confined space.
- Methods, materials, practices, tools, and equipment required for plumbing, pipeline, hydrant service, and meter installation, testing, and repair.
- Functions of distribution water systems.
- Methods of traffic control setup.
- Basic mathematics, including addition, subtraction, multiplication, and division.
- Locating buried water facilities by use of an underground pipe locator, as well as being familiar with U.S.A. Dig-Alert procedures and color codes.
- Charging and shutting off water mains for contractors.
- Fire hydrant flow test procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to performing utility construction, repair, and maintenance work in a public agency.
- City and mandated safety rules, current regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Locate valves, USA Dig-Alert marks on streets, hydrants, blow offs, and air vacuum valves to determine where leaks may be coming from; repair leaks.
- Troubleshoot problems with the water system as well as make decisions on how to go about making repairs and which parts to use.
- Safely operate and perform preventive maintenance and repairs on vehicles, equipment, tools, and stationary mechanical equipment which may include but is not limited to: service truck, dump truck, vacuum excavator, backhoe, soil compactor, de-watering pump, jack hammer, concrete saw, air-compressor, forklift, fittings, blowoffs, fire hydrants, and various power and hand tools.
- Ensure safety equipment is properly worn, maintained, and serviced at all times.
- Read and interpret basic water systems maps and blueprints.
- Accurately read gauges and testing equipment.
- Repair irrigation and sprinkler systems.
- Mix and pour concrete by hand or cement mixer.
- Perform light carpentry, plumbing, and masonry work.
- Respond to emergency and problem situations in an effective manner.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in water systems operation and maintenance work.

Experience:
- Two (2) years of relevant water distribution operations and maintenance experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid California Class "A" Drivers' License with appropriate endorsements, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Grade I (D-1) Water Distribution Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Confined Space Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Forklift Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid CPR/First Aid Certificate, to be maintained throughout employment.
- This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand for extended periods of time, and walk long distances on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces and the use of confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects frequently weighing 50 pounds and heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

WATER METER LEAD TECHNICIAN

DEFINITION

Under direction, performs a variety of assignments in water meter service maintenance, meter reading, and customer service; performs semi-skilled maintenance and repair of water lines within the meter box, shutoff valve replacement; installs and removes construction water meters; assists customers and resolves complaints; leads the work of staff engaged in such work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Water Meter Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services/complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in and leads the work of staff engaged in reading water meters and entering readings into automated data collection devices; re-reads meters on edit/stale list and notes correct meter reading; distributes door notices.
- Participates in and leads the work of staff engaged in resolving problems in the field such as meters out of sequence and unlisted meters; assists customers in the field, responding to high bill inquiries; conducts field testing of meters; reviews and addresses customer complaints regarding water pressure and flow; performs leak testing to ascertain any leakage in customer lines; informs customers of test results.
- Participates in and leads the work of staff engaged in performing service turn-ons for new accounts and shutoffs of water for closed or delinquent accounts; reconnects water service for customers once payments are made current.
- Prepares work assignments and deploys staff members accordingly; assists in the preparation of performance evaluations; reviews time sheets for accuracy; prepares and submits records and reports concerning work performance.
- Utilizes technical equipment to program newly installed meters and reprogram existing meters; accurately records meter information for proper maintenance of meter inventory; works with I.T. professionals to troubleshoot and repair meters and related software.

- Assists customers in the office by responding to inquiries and complaints; performs a variety of clerical duties such as completing forms and records, processing customer payments, maintaining files, and operating office equipment.
- Participate in and oversee the repairs of service line fittings such as meter connections, service leaks within the meter box, and meter shut off valves; repairs meters in the field by replacing registers or measuring chambers, replacing Multiplexer Units or damaged connection cables, and fixing or replacing meter boxes and lids; cleans dirt, debris, and weeds from meter boxes and trims bushes and trees obstructing meter boxes.
- Delivers, installs, relocates, reads, tests, and disconnects construction water meters; performs service turn-ons and turn-offs and tracks inventory of all hydrant meters.
- Utilizes laptops, tablets, and various other hardware and software for troubleshooting; resolves problems with communication towers, antennae, and control panel boxes.
- Collects landscape measurement data for existing properties in the City.
- Maintains necessary supplies, tools, and equipment in City vehicle; inspects and fuels vehicles and performs minor maintenance; reports needed repairs.
- Inspects new housing tracts for correct installation of water meters; records information on meters to sets up new accounts and provides data to office.
- Ensures work of staff is performed in a safe and efficient manner; trains subordinates in semi-skilled operations and safe work methods and practices.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles, practices, tools, equipment, and materials for installing, inspecting, testing, maintaining, calibrating, and repairing water meters and related water service equipment.
- Meter reading devices and sizes and types of water meters.
- Techniques and procedures of detecting water leaks and checking water pressures.
- Operation and minor maintenance of a variety of hand and power tools and vehicles.
- Basic traffic control procedures and traffic sign regulations.
- Methods and techniques for record keeping and report preparation.
- Mathematical principles related to water measurement and distribution systems.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, current regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Install, read, test, and perform maintenance and repair work on a variety of water meters and related water service equipment.
- Respond to reports of leaks promptly and make repairs in a timely manner.
- Install, remove, and upgrade meter service boxes, valve boxes, and covers.
- Perform meter reading, turn-ons, turn-offs, and lock offs in a timely manner.
- Observe safety principles and work in a safe manner.
- Read and interpret water maps, plans, blueprints, drawings, schematics, equipment manuals, and other technical documents.
- Safely and effectively operate a variety of light to medium equipment and tools used in the repair, installation, and reading of meters.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical computations.
- Make sound decisions within established guidelines in emergency situations.
- Perform the full range of skilled and semi-skilled field customer service functions.
- Understand and follow oral and written directions.
- Interpret and explain City policies to customers.
- Effectively resolve public concerns and difficult customer complaints; provide effective resolutions within established guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read gauges and meters accurately.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand and follow oral and written directions.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in water systems operation and maintenance work.

Experience:
- Three (3) years of journey level experience in public works water systems operation, maintenance, and repair work.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possess, or have the ability to obtain, a valid Water Distribution Operator Grade 1 certificate from the State Water Resources Control Board Division of Drinking Water (SWRCB-DDW) within one (1) year of the date of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand for extended periods of time, and walk long distances on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces and the use of confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures. Utilizes respirators as required and, when doing so, is prohibited from wearing contact lenses, glasses, and/or beards or other facial hair which may prevent a proper fit unless alternate Personal Protective Equipment (PPE) can be found to mitigate the safety concerns regarding the wearing of such items.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

WATER METER TECHNICIAN

DEFINITION

Under general supervision, performs a variety of assignments in water meter service maintenance, meter reading, and customer service; performs semi-skilled maintenance and repair of water lines; installs and removes construction water meters; assists customers and resolves complaints; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of water meter service maintenance, meter reading, and customer service. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Reads water meters and enters readings into automated data collection device; re-reads meters on edit/stale list and notes correct meter reading; distributes door notices.
- Utilizes technical equipment to program newly installed meters and reprogram existing meters; accurately records meter information for proper maintenance of meter inventory; works with I.T. professionals to troubleshoot and repair meters and related software.
- Resolves problems in the field such as meters out of sequence and unlisted meters; assists customers in the field, responding to high bill inquiries; conducts field testing of meters; reviews and addresses customer complaints regarding water pressure and flow; performs leak testing to ascertain any leakage in customer lines; informs customers of test results.
- Performs service turn-ons for new accounts and shutoffs of water for closed or delinquent accounts; reconnects water service for customers once payments are made current.
- Assists customers in the office by responding to inquiries and complaints; performs a variety of clerical duties such as completing forms and records, processing customer payments, maintaining files, and operating office equipment.
- Repairs service line fittings such as meter connections and pipes; repairs meters in the field by replacing registers or measuring chambers, replacing Multiplexer Units or damaged connection cables, and fixing or replacing meter boxes and lids; cleans dirt, debris, and weeds from meter boxes and trims bushes and trees obstructing meter boxes.
- Delivers, installs, relocates, reads, tests, and disconnects construction water meters; performs service turn-ons and turn-offs and tracks inventory of all hydrant meters.

- Utilizes laptops, tablets, and various other hardware and software for troubleshooting; resolves problems with communication towers, antennae, and control panel boxes.
- Collects landscape measurement data for existing properties in the City.
- Maintains necessary supplies, tools, and equipment in City vehicle; inspects and fuels vehicles and performs minor maintenance; reports needed repairs.
- Inspects new housing tracts for correct installation of water meters; records information on meters to sets up new accounts and provides data to office.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, equipment, and materials for installing, inspecting, testing, maintaining, calibrating, and repairing water meters and related water service equipment.
- Meter reading devices and sizes and types of water meters.
- Techniques and procedures of detecting water leaks and checking water pressures.
- Operation and minor maintenance of a variety of hand and power tools and vehicles.
- Basic traffic control procedures and traffic sign regulations.
- Methods and techniques for record keeping and report preparation.
- Mathematical principles related to water measurement and distribution systems.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Install, read, test, and perform maintenance and repair work on a variety of water meters and related water service equipment.
- Respond to reports of leaks promptly and make repairs in a timely manner.
- Install, remove, and upgrade meter service boxes, valve boxes, and covers.
- Perform meter reading, turn-ons, turn-offs, and lock offs in a timely manner.
- Observe safety principles and work in a safe manner.
- Read and interpret water maps, plans, blueprints, drawings, schematics, equipment manuals, and other technical documents.
- Safely and effectively operate a variety of light to medium equipment and tools used in the repair, installation, and reading of meters.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical computations.
- Make sound decisions within established guidelines in emergency situations.
- Perform the full range of skilled and semi-skilled field customer service functions.

- Understand and follow oral and written directions.
- Interpret and explain City policies to customers.
- Effectively resolve public concerns and difficult customer complaints; provide effective resolutions within established guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read gauges and meters accurately.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in water meter maintenance work.

Experience:
- Two (2) years of general maintenance, plumbing, or construction experience, including customer service experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand for extended periods of time, and walk long distances on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces and the use of confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, biting insects, hostile dogs, chemicals, and air

contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

WATER QUALITY TECHNICIAN

DEFINITION

Under general supervision, inspects and tests backflow prevention devices; administers the City's cross connection control and backflow prevention program; implements water conservation programs; maintains records to ensure conformity with specifications; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of administering the City's cross connection control and backflow prevention testing program, implementing water conservation programs, and assisting in resolving water quality related concerns/issues. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Reviews landscape plans and blueprints to determine backflow prevention requirements for new and existing water services; confers with the public, developers, contractors, and others to explain and discuss backflow prevention requirements.
- Conducts surveys of commercial and industrial buildings to identify the degree of potential health hazard to the water supply by evaluating the existence of cross connections, materials used on the properties, probability of backflow, complexity of piping system, and potential for piping system modifications.
- Inspects backflow prevention devices for correct installation to meet City requirements; verifies testing and certifications as current and acceptable; spot checks tests conducted by backflow testers by retesting devices.
- Records and maintains a variety of records and reports related to inspection and billings; enters and retrieves data from a computer; prepares written reports and correspondence as required.
- Develops and implements a periodic inspection schedule to ensure customer compliance with annual backflow testing requirements; prints out backflow notices and backflow reports and mails out notices with a list of approved backflow testers to inform customers of annual backflow testing requirements and completion dates; tracks responses and prepares follow-up notices for non-compliance; locks off water services in cases of non-compliance, as necessary.
- Collaborates with co-workers and colleagues to implement water conservation programs; monitors water conservation measures throughout the City's water service area.

- Collects samples for bacteriological, chemical, general physical analysis, gross alpha tests, and other water quality samples and tests, as required.
- Assists in investigating and resolving water quality related issues and concerns.
- Collaborates with City staff on issues such as purchase of water meters for new developments and determining the appropriate size and type of meter necessary to meet the needs of the customers.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Equipment, tools, materials, methods, and techniques used in the inspection, testing, and repair of various backflow prevention devices.
- Equipment inspection, maintenance, and repair.
- Bacteriological, chemical, and related water sampling tests.
- Landscaping and irrigation plans.
- Laws, regulations, and ordinances applicable to water distribution systems and safe work practices related to water system construction and maintenance work.
- Business math and record keeping practices.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Effectively inspect and test backflow prevention devices.
- Safely use hand and power tools of the trade.
- Read and interpret drawings, plans, blueprints, and specifications.
- Make accurate arithmetic calculations.
- Interpret and apply laws, codes, regulations, policies, and procedures.
- Conduct bacteriological, chemical, and related water sampling tests.
- Maintain accurate records.
- Understand and follow oral and written directions.
- Effectively resolve public concerns and difficult customer complaints; provide effective resolutions within established guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in backflow prevention device testing and certification.

Experience:
- Four (4) years of experience in the operation and/or maintenance of water distribution facilities, including the inspection and testing of backflow prevention devices.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Backflow Tester Certification from the County of San Bernardino, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Cross Connection Specialist Certification from an appropriate agency, to be maintained throughout employment.
- Possession of, or successful acquisition within twenty-four (24) months of appointment, a valid Grade I (D-1) Water Distribution Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Confined Space Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid CPR/First Aid Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Forklift Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand for extended periods of time, and walk long distances on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces and the use of confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may

interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

WATER TREATMENT LEAD OPERATOR

DEFINITION

Under direction, performs skilled manual labor in the operation, maintenance, and repair of water systems; monitors, inspects, and operates ground water treatment plants; monitors Supervisory Control and Data Acquisition (SCADA) system and makes necessary adjustments to maintain an adequate supply of water and pressure; leads the work of a crew engaged in such work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Water Treatment Operator series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services/complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Monitors, inspects, and operates ion exchange Granular Activated Charcoal (GAC) ground water treatment plants involving nitrate, perchlorate, and tricloropropane (TCP) removal.
- Monitors Supervisory Control and Data Acquisition (SCADA) system and makes necessary adjustments to maintain an adequate supply of water and pressure.
- Inspects booster rooms and well sites to ensure equipment is working properly.
- Operates and adjusts treatment plant pumps, motors, chemical feeding pumps, and other equipment to maintain optimal operations; reviews and documents console readings, feed rates, water storage levels, and other operational information displayed on gauges, dials, graphs, and other instrumentation.
- Calculates chemical feed and dosages at the treatment plant and makes necessary adjustments to ensure water is safe for consumption.
- Orders and schedules chemical deliveries such as hydrochloric acid, chlorine gas, and salt to maintain adequate chemical storage.
- Inspects facilities for compliance with City standards; reports safety or security hazards in public facilities; reports maintenance or repairs as needed.

- Coordinates work to be performed by contractors such as programmers and electricians including the daily inspection of work to ensure compliance with specifications for work performed at wells and treatment facilities; resolves problems in the field as needed.
- Performs inspection of work areas at wells and treatment facilities for compliance with accepted standards, required maintenance, and needed corrective work; maintains records of work performed; maintains equipment.
- Reviews plans and specifications for wells and treatment facilities to ensure conformance with City standards.
- Obtains price quotations and processes purchasing of materials and supplies; maintains records of equipment and spare parts inventory to ensure adequate resource reserve.
- Responds to water quality complaints from the public and to requests for information; answers emergency calls from other agencies; coordinates imported water deliveries with other regional water agencies; takes appropriate action to resolve issues.
- Operates heavy equipment including skip loader, backhoe, vacuum truck, and water truck.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Equipment, tools, materials, methods, and techniques used in surface water treatment plant operations including the operation of domestic wells, motors, pumps, compressors, electrical panels, automatic control valves, and other equipment.
- Chlorination and domestic water sampling techniques.
- Basic laboratory testing methods and mechanical, electrical, and hydraulic principles.
- Operational mathematics including calculation of chemical dosing and water flow rates.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, current regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work in electric motors, pump panels, engines, pumps, compressors, valves, and related equipment.
- Safely operate vehicles, equipment, tools, and stationary mechanical equipment, which may include but not be limited to; service truck, air-compressor, forklift, and various power and hand tools.

- Read and interpret charts, gauges, plans, and drawings.
- Make accurate arithmetic calculations.
- Exercise judgment in determining necessary water production levels.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand and follow oral and written directions.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in water systems operation and maintenance work.

Experience:
- Two (2) years of experience in public works water systems operation, maintenance, and repair work, including supervision of contract work.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid California Class "C" Commercial Drivers' license with HazMat endorsement, to be maintained throughout employment.
- Possession of, or successful acquisition within twenty-four (24) months of appointment, a valid Grade II (D-2) Water Distribution Operator Certificate, to be maintained throughout employment.
- Possession of a valid Grade III (T-3) Water Treatment Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Confined Space Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid CPR/First Aid Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand for extended periods of time, and walk long distances on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces and the use of confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate

equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures. Utilizes respirators as required and, when doing so, is prohibited from wearing contact lenses, glasses, and/or beards or other facial hair which may prevent a proper fit unless alternate Personal Protective Equipment (PPE) can be found to mitigate the safety concerns regarding the wearing of such items.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Non-Exempt

WATER TREATMENT OPERATOR

DEFINITION

Under general supervision, operates and performs preventive maintenance on City pumps, wells, water treatment systems, and related equipment; inspects, adjusts, and repairs the telemetry system; monitors City reservoirs and well sites to ensure adequate supply of domestic water; chlorinates water as directed; collects samples for required water quality testing; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Water Treatment Operator series and is responsible for independently performing technical duties in support of operating and performing preventive maintenance on City water production systems and equipment. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Water Treatment Lead Operator in that the latter performs the more complex work assigned to the series, and/or provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Monitors, inspects, and operates ion exchange Granular Activated Charcoal (GAC) ground water treatment plants involving nitrate, perchlorate, and tricloropropane (TCP) removal.
- Monitors Supervisory Control and Data Acquisition (SCADA) system and makes necessary adjustments to maintain an adequate supply of water and pressure.
- Inspects booster rooms and well sites to ensure equipment is working properly.
- Inspects, repairs, and maintains automatic control systems, liquid level controls, automatic pumps, control valves, check valves, globe valves, gate valves, oil and air filters, fuses, circuit breakers, probes, circuits, relays, time delays, coils, switches, bearings, packings, mechanical seals, oil lines, drippers, and gauges.
- Monitors and maintains the telemetry system at the City yard and at all pumps, wells, and reservoirs; repairs circuit boards and well and reservoir sensors; trains other personnel in these activities.
- Performs a variety of preventive maintenance on pumps and pump motor equipment; inspects pumping operations and makes adjustments as necessary; performs maintenance and repair work on pump buildings and facilities.
- Adjusts reservoirs to ensure adequate supply of domestic water; maintains reservoir facilities; adjusts and maintains chlorinators; chlorinates storage water as directed; collects samples for bacteriological,

chemical, general physical analysis, gross alpha tests, and other water quality samples and tests as required.

- Answers emergency calls from the supervisor, public, and other agencies, taking appropriate action such as repairing small leaks, and correcting problems with pumps and the reservoir.
- Assists contractors in servicing, maintaining, repairing, and upgrading of equipment.
- Orders and schedules chemical deliveries of hydrochloric acid, chlorine gas, and salt to maintain an adequate amount of chemical storage; delivers and replaces chlorine gas cylinders as needed; monitors chlorine usage and residuals.
- Calculates chemical feed and dosages at the treatment plant and makes necessary adjustments to ensure water is safe for consumption.
- Maintains plant operation logs and reports.
- Oversees spending within established purchase orders related to water treatment needs.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Equipment, tools, materials, methods and techniques used in the operation of domestic wells, motors, pumps, compressors, electrical panels, automatic control valves, and other equipment.
- Chlorination and domestic water sampling techniques.
- Mathematical principles related to the computation of flows and volumes in water storage production and distribution systems.
- Water treatment processes.
- Supervisory Control and Data Acquisition (SCADA) systems.
- Basic laboratory testing methods.
- Mechanical, electrical, and hydraulic principles.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, current regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Monitor, inspect, and operate ion exchange ground water treatment plants.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electric motors, pump panels, engines, pumps, compressors, valves, and related equipment.
- Operate hand and power tools in order to make repairs.
- Effectively operate Supervisory Control and Data Acquisition (SCADA) systems.
- Adjust reservoirs to ensure adequate supply of domestic water; maintain reservoir and well facilities.
- Perform groundwater level measurements.
- Adjust and maintain chlorinators; chlorinate storage water as directed;

- Collect samples for bacteriological, chemical, general physical analysis, gross alpha tests, and other water quality samples and tests as required.
- Calculate chemical feed and dosages and make necessary adjustments to ensure water is safe for consumption.
- Read and interpret charts, gauges, plans, and drawings.
- Maintain and store an adequate supply of chlorine gas cylinders and other pertinent chemicals.
- Make accurate arithmetic calculations.
- Understand and follow oral and written directions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in water systems operation and maintenance work.

Experience:
- Two (2) years of experience in the operation, maintenance, and repair of water treatment facilities including motors, pumps, wells, and related equipment.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid California Class "C" Commercial Drivers' License with HazMat endorsement, to be maintained throughout employment.
- Possession of, or successful acquisition within twenty-four (24) months of appointment, a valid Grade II (T-2) Water Treatment Plant Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twenty-four (24) months of appointment, a valid Grade II (D-2) Water Distribution Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Confined Space Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid CPR/First Aid Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Forklift Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand for extended periods of time, and walk long distances on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces and the use of confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures. Utilizes respirators as required and, when doing so, is prohibited from wearing contact lenses, glasses, and/or beards or other facial hair which may prevent a proper fit unless alternate Personal Protective Equipment (PPE) can be found to mitigate the safety concerns regarding the wearing of such items.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Exempt

WATER UTILITIES SUPERINTENDENT

DEFINITION

Under general direction, supervises staff and operations of the Water and Environmental Division, including installation, construction, and maintenance of water facilities; supervises City water production, transmission, distribution, pumping, treatment, and equipment maintenance operations; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to management in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utilities Engineering and Operations Manager. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the second supervisory-level class that exercises independent judgment on diverse and specialized water production, treatment, transmission, and distribution services with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for providing technical level support to the Water and Environmental Compliance Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Supervises, plans, prioritizes, assigns, and coordinates the work of City staff engaged in a performing a wide variety of tasks involved in the City's potable drinking water systems, including water resources, water system maintenance, water treatment, and water distribution functions; ensures all state and federal water guidelines are followed and maintained.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; processes invoices for expenditures; ensures compliance with budgeted funding; creates purchase orders; processes invoices from established purchase orders to ensure accuracy.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; inspects the work of assigned crews; ensures staff is properly prioritizing their workload; regularly monitors performance and provides feedback for performance improvement and development; recommends and implements disciplinary procedures to address performance deficiencies in accordance with the City's personnel rules, policies, and labor contract provisions.

- Develops and manages requests for proposals for contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Serves as the City's designated "Chief Operator" with the State Water Resources Control Board, Division of Drinking Water (SWRCB-DDW); corresponds and meets with State officials from the DDW to ensure the City's water system is operating as permitted.
- Monitors the operation of the City's water treatment facilities using Supervisory Control and Data Acquisition (SCADA) telemetry systems; facilitates meetings and correspondence to ensure regulatory compliance of water systems and resources.
- Assists with planning and review of plans for Capital Improvement Projects (CIP) and other City-related water projects; provides input regarding whether changes or revisions need to be made to project plans.
- Responds to service requests generated by clerical staff as well as from the public regarding water system issues; performs after-hours duties as the on-call water duty supervisor on a rotating basis.
- Evaluates staffing needs related to State certification and State or City required training in order to remain in compliance.
- Prepares and presents a variety of reports and other necessary correspondence related to assigned activities and services and as mandated by federal and state agencies.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in installation, maintenance, and repair of various water facilities and equipment, water distribution, water resources, water treatment, and water production; research emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

- Operations, materials, methods, equipment, techniques, and terminology used in activities related to the operation, construction, maintenance, installation, and repair of water distribution, treatment, production, and storage infrastructure and related facilities and appurtenances.
- Operational characteristics of water distribution, treatment, and production systems.
- Principles and practices of budget development and administration.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- SCADA telemetry systems.
- Proper methods of collecting and preserving domestic water samples as well as testing principles and practices.
- Mathematical principles as applied to water systems.
- Recordkeeping and purchasing procedures.
- Plumbing and hydraulic principles.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned areas.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Supervise, plan, prioritize, assign, inspect, and coordinate the work of City staff involved in installation, construction, operation, maintenance, and repair of water infrastructure including water production, treatment, transmission, and distribution facilities, as well as water pumping and equipment maintenance operations.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze complex maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Analyze, interpret, prepare, and make recommendations on complex construction plans, specifications, drawings, sketches, diagrams, and codes.
- Perform mathematical calculations including percentages, fractions, decimals, volumes, ratios, and spatial relationships.
- Independently perform the most difficult water utility field customer service and maintenance duties.

- Manage differing personalities and develop a cohesive team.
- Respond to emergency and problem situations in an effective manner.
- Prepare cost estimates for time, materials, and equipment.
- Constructively resolve conflict and develop effective resolutions.
- Handle confidential matters with discretion.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, recordkeeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in water systems operation and maintenance work.

Experience:
- Five (5) years of increasingly responsible experience in water production, treatment, and distribution, water facility maintenance, repair, construction, and installation, including two (2) years of experience in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of a valid Grade V (D-5) Water Distribution Certificate, to be maintained throughout employment.
- Possession of a valid Grade III (T-3) Water Treatment Operator Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; color vision to differentiate potable from reclaimed water lines, utility markings, and interpret signs, and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 45 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

September 2025
FLSA: Exempt

WATER UTILITIES SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing construction, maintenance, and repair of water facilities within the Water Division; plans and coordinates a comprehensive water production, transmission, and distribution system as well as pumping and equipment maintenance operations, and repair of sanitary sewer and storm drain systems; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Utilities Superintendent. Exercises direct supervision over supervisory, technical, and administrative staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within the Water and Environmental Division that exercises independent judgment on diverse and specialized water production, transmission, and distribution systems and functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Water Utilities Superintendent in that the latter has full management authority in planning, organizing, and directing the full scope of Water Utilities within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff providing maintenance, testing, operation, and repair of water systems, fire hydrants, domestic and recycled water service systems, back flow devices, air vacuums, blow offs, water meters, and angle valves; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Evaluates plans and material submittals of proposed developments to ensure compliance with City standards, ordinances, policies, and regulations; reviews plans with engineering staff, inspectors, and other water staff; provides feedback and input related to effective and optimal execution of plans.
- Monitors activities of the work unit; schedules and establishes timelines with contractors for repairs; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates, assigns, and advises staff in assigned maintenance services and operations; inspects field work; coordinates services with other divisions and outside agencies.
- Monitors and controls the operation and control of water distribution systems including chemical

feeding equipment, filtration equipment, reservoirs, and storage tanks.

- Takes water samples to ensure water quality; directs the work for testing and repairs of meters, backflow devices, and other apparatus.
- Performs a wide range of emergency repair work.
- Assists management in preparation of budget and cost reports; identifies and communicates resource and equipment needs; prepares reports and justifications; reviews and corrects work reports, timesheets, cost recovery reports, and other documentation submitted by staff.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public; corresponds with external agencies to ensure proper operation and permitting of internal processes.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of leadership.
- Principles and practices of contract administration and management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and needs of field operations.
- Operational characteristics, services, and activities of comprehensive water treatment, water distribution, and water quality programs.
- Principles, practices, methods, and maintenance requirements involved in the operation of water treatment, distribution, pumping, storage facilities, and related equipment.
- Mathematics, water science, and environmental science.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Read, interpret, and understand technical manuals, blueprints, drawings, and diagrams.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Oversee and monitor the contract staff and operations of the City's water production, treatment, storage, and distribution facilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in water systems operation and maintenance work.

Experience:
- Four (4) years of increasingly responsible experience in the management of water operations, maintenance, and regulatory compliance, including water treatment facilities and related infrastructure, including two (2) years of supervisory or lead experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.
- Possession of a valid Grade IV (D-4) Water Distribution Certificate, to be maintained throughout employment.

- Possession of, or successful acquisition within twelve (12) months of appointment, a valid Grade V (D-5) Water Distribution Certificate, to be maintained throughout employment.
- Possession of a valid Grade II (T-2) Water Treatment Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition of within twenty four (24) months of appointment, a valid Grade III (T-3) Water Treatment Operator Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand for extended periods of time, and walk long distances on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, climb and descend ladders; possible entry into confined spaces and the use of confined entry equipment; grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, mechanical and/or electrical hazards, hazardous physical substances and fumes, smoke, vapors, dust, chemicals, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Incumbents are required to be available to work Monday through Friday per a defined work schedule. Incumbents are also subject to serving on-call, which may include working on a rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

MEMORANDUM
CITY OF CHINO
HUMAN RESOURCES DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **TERRY DOYLE, DIRECTOR OF HUMAN RESOURCES/RISK MANAGEMENT**

SUBJECT

Memorandum of Understanding, Compensation, and Salary Adjustments - Teamsters Local 1932 Professional, Technical and Clerical Unit.

RECOMMENDATION

1) Adopt Resolution No. 2025-064, approving the Memorandum of Understanding with the Teamsters Local 1932 Professional, Technical and Clerical Unit; 2) Adopt Resolution No. 2025-065, amending Resolution No. 2024-034, to approve the Classification and Compensation Schedule; 3) Approve appropriation in the amount of $365,445.42 to the various funds listed below in the fiscal impact; and 4) Authorize the City Manager to execute all necessary documents on behalf of the City.

FISCAL IMPACT

Requires an appropriation from the funds listed below, for an estimated total of $365,445.42. There are enough reserves of fund balance in FY 2025-26, in each of the funds mentioned. Detailed cost out information is on file in the Finance Department.

General Fund 100	$120,196.35	Sewer Fund 530	$13,131.37
State COPS Fund 130	$0	Storm Drain 540	$12,618.35
Housing Fund 310	$5,726.52	Sanitation Fund 550	$12,075.29
Transportation Fund 320	$8,314.53	Central Svcs. Fund 610	$585.40
Community Svcs Fund 330	$84,898.20	Liab. & Risk Fund 630	$0
Park Fund 340	$0	Employee Svcs Fund 640	$70,225.38
Landscape Lighting Fund 360	$2,953.32	Building Mgmt Fund 650	$8,972.97
Assessment District Fund 361	$0	Equipment Mgmt Fund 660	$3,918.73
Water Fund 520	$21,829.02	**Grand Total**	**$365,445.42**

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above furthers the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Financial Stability
- Responsible Long-Range Planning

- Integrity and Accountability

Revenue: Click or tap here to enter text.	Expenditure: VARIOUS FUNDS
Transfer In: Click or tap here to enter text.	Transfer Out: Click or tap here to enter text.

BACKGROUND

On June 30, 2025, the Memoranda of Understanding (MOUs) with all City bargaining groups expired. In anticipation of this, designated City staff and labor representatives engaged in good faith negotiations regarding compensation, as well as terms and conditions of employment.

On July 15, 2025, the City Council approved MOUs with four (4) out of the six (6) bargaining groups. Negotiations were still in progress with the remaining two (2) groups, the Teamsters Local 1932 Professional, Technical and Clerical Unit (Teamsters) and American Federation of State, County and Municipal Employees (AFSCME).

Throughout the negotiation process, City representatives sought guidance and authorization from the City Council to respond to proposals, ensuring alignment with the needs of the broader eligible workforce and the City's available resources. A tentative agreement has now been reached with the Teamsters Unit that includes a competitive salary and benefits package aimed at attracting and retaining highly qualified employees. Negotiations are ongoing with one (1) remaining group: AFSCME.

ISSUES/ANALYSIS

The City's negotiations team worked collaboratively with the Teamsters Unit to reach a fair and equitable agreement through open communication and good faith bargaining. Compensation and benefits were determined based on current economic conditions and a review of the group's previous agreement.

A key focus of the negotiations process was refining the language in the agreement to improve clarity and ensure consistency. The team also prioritized developing a comprehensive Teamsters MOU, incorporating previously approved side letters to enhance transparency around salary and benefits.

The City has now reached a tentative agreement with Teamsters for the period of July 1, 2025 through June 30, 2027. As part of the agreement, the Teamsters Unit has agreed to a three percent (3%) cost of living adjustment (COLA) and an additional fifty one cents ($0.51) per hour added to each represented classification, effective the first full pay period following City Council's approval.

The $0.51 per hour that the Teamsters Unit will receive over what was provided to other bargaining units for their COLA is based upon and the result of the group's elimination and/or relinquishment of any right or claim to any City deferred compensation matching benefit.

The Teamsters MOU includes updates to salaries and benefits, which are outlined in detail under Resolution No. 2025-064. If adopted by City Council, Resolution No. 2025-064 will provide employees with:

- A 3% COLA and an additional $0.51 per hour applied to each represented classification under the Teamsters Unit, effective the first full pay period after City Council approval.
- A 3% COLA, effective the beginning of the pay period including July 1, 2026.
- Cash out of unused banked holidays at the end of each fiscal year.
- Increase from $100 to $160 per month for Bilingual Pay for eligible employees. Code Compliance Inspectors who currently receive Bilingual Pay will continue to receive $210 per month.

- Increase from $100 to $250 per month for Certified Access Specialist (CASp) Certification for one (1) employee in the classification of Building Inspector or Senior Building Inspector.
- Certification Pay of $200 per fiscal year for qualifying employees.

If adopted, Resolution No. 2025-065 will provide an updated classification plan and salary schedule for the Teamsters Unit. The classification plan and salary schedule must also be adopted by the City Council in order to comply with Title 2, Section 570.5, of the California Code of Regulations.

Attachments: 1) Resolution No. 2025-064 Teamsters MOU Approval
2) Resolution No. 2025-065 Teamsters Classification Plans and Salary Schedules

RESOLUTION NO. 2025-064

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, ADOPTING THE MEMORANDUM OF UNDERSTANDING AND AMENDING PORTIONS OF RESOLUTION NOS. 85-52, 85-53, AND 85-54 AND SUBSEQUENT RESOLUTIONS PERTAINING TO COMPENSATION FOR EMPLOYEE POSITION CLASSIFICATIONS REPRESENTED BY THE TEAMSTERS LOCAL 1932 PROFESSIONAL, TECHNICAL AND CLERICAL UNIT

WHEREAS, the City Council of the City of Chino adopted Resolution Nos. 85-52, 85-53, and 85-54 and subsequent resolutions to establish changes to salaries, benefits, and terms and conditions of employment for City employees; and

WHEREAS, compensation and benefits have been revised for classifications represented by the Teamsters Local 1932 Professional, Technical and Clerical Unit (Teamsters); and

WHEREAS, the wages, hours, and terms and conditions of employment of affected employees are codified in a variety of City Resolutions, Memoranda of Understanding, Summaries of Benefits, and Agreements; and

WHEREAS, one or more of the following agreed upon changes to wages, hours, and terms and conditions of employment may regard subject matter previously set forth in City Resolutions, Memoranda of Understanding, Summaries of Benefits, Agreements, and/or have become prevailing practices which have developed over time; and

WHEREAS, to the extent that any of the following changes address subject matters already codified in City Resolutions, Memoranda of Understanding, Summaries of Benefits, Agreements, or defined by prevailing practices, it is the intent of the City that said codified wages, hours, and terms and conditions of employment and those matters defined by prevailing practices, continue in full force and effect subject to modifications described herein; and

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Chino does hereby adopt the attached Memorandum of Understanding that has been updated to reflect changes as approved effective the first full pay period after ratification of the Agreement and approval by the City Council. All provisions apply only to those individuals who are employed by the City of Chino on the day following adoption of this Resolution.

SECTION 1. PROVISIONS APPLICABLE TO CLASSIFICATIONS REPRESENTED BY THE TEAMSTERS LOCAL 1932 PROFESSIONAL, TECHNICAL AND CLERICAL UNIT.

A) TERM – July 1, 2025 through June 30, 2027.

B) COST OF LIVING ADJUSTMENT (COLA) – Effective the first full pay period after City Council approval: A three percent (3%) base pay increase shall be applied to the base pay ranges for each represented classification under the Teamsters Unit. An additional fifty one cents ($0.51) per hour on top of the three percent (3%) base pay increase shall be applied to each represented classification under the Teamsters Unit in the same manner. The fifty one cents ($0.51) per hour that the Teamsters Unit received over what was provided to other bargaining units for their COLA is based upon and the result of the Teamsters Unit's elimination and/or relinquishment of any right or claim to any City deferred compensation matching benefit. Effective the beginning of the pay period including July 1, 2026: A three percent (3%) base pay

increase shall be applied to the base pay ranges for each represented classification under the Teamsters Unit.

C) ADDITIONAL DUTY PAY – An employee who takes on a significant number of extra assignments in an area different than their regularly assigned responsibilities for a period of time greater than two (2) weeks will receive pay in the amount of a five percent (5%) increase in salary to compensate for performing dual functions at the discretion of the Department Director. The additional duty pay will be restricted to no more than a twelve (12) month limit. In extenuating circumstances, the Department Director may request an extension of the additional duty pay past the twelve (12) month limit.

D) BENEFIT BANK – The total amount will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The amount will be adjusted annually when new rates become effective on December 1st. An employee opting out of health coverage will be required to submit an affidavit attesting they have other qualifying group health coverage and provide supporting documentation.

E) BEREAVEMENT LEAVE – The five (5) days of bereavement leave do not need to be taken consecutively; they can be used intermittently. If the leave is used intermittently, it must be used within three (3) months of the qualified family member's date of death. The employee, within thirty (30) days of the first day of leave, shall provide documentation of the death of the qualified family member, if requested by the Department Director or their designee.

F) BILINGUAL PAY – Employees are eligible to receive a one hundred and sixty dollar ($160) bilingual allowance per month (paid over 24 pay periods) for verbal fluency in any language that the Department Director deems necessary other than English, including sign language. Employees employed in the Code Compliance Inspector classifications as of the date of Council approval of the Teamsters MOU will continue to receive two hundred and ten dollars ($210) per month (paid over 24 pay periods) for verbal fluency in any language other than English that their Department Director deems necessary, including sign language.

G) CALL BACK BENEFIT FOR INSPECTORS – For Public Works Inspectors only, contractors may request weekend, after hours, or emergency inspections from time to time. Inspectors must be present for the whole duration of the work. Only the CIP project overtime may be banked for Comp Time. Private Development requests for weekend work must be taken as overtime pay and there is no option for Comp Time.

H) CERTIFICATION PAY – Certification pay shall be established at two hundred dollars ($200) per fiscal year. One (1) employee in the classification of Building Inspector or Senior Building Inspector shall be eligible to receive certification pay for a current Certificate Access Specialist (CASp) certificate. CASp certification pay will be two hundred and fifty dollars ($250) per month (paid over 24 pay periods).

I) COMPUTER LOAN PROGRAM – All regular employees who have completed their probationary period are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the Teamsters MOU.

J) DUES DEDUCTIONS – Teamsters requests that the City deduct membership dues, initiations fees, and general assessments, as well as payment of any other membership benefit program sponsored by Teamsters, from the wages and salaries of members of Teamsters.

K) GRIEVANCE PROCEDURE – New Article No. 22, Grievance Procedure, added to the Teamsters MOU.

L) HOLIDAYS – When a City-designated holiday is observed on an employee's scheduled day off, then said holiday hours will be deposited within an account in the employee's name. The employee is required to initiate contact with their supervisor in writing to request authorization to utilize these banked holiday hours. Any remaining time will be paid out in the final payroll check of each fiscal year.

M) MANAGEMENT RIGHTS – The City retains all rights, powers, and authority to manage, direct, and control its operations, except as specifically limited by the MOU or applicable law. Where required by law, the City agrees, prior to implementation, to meet and confer with the Teamsters Unit concerning the impact of the exercise of City rights on wages, hours, and terms and conditions of employment.

N) MILEAGE REIMBURSEMENT – The City agrees to reimburse employees authorized by their Department Director for use of personal automobiles for City business. Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement.

O) NEW EMPLOYEE ORIENTATION – The City of Chino and Teamsters Local 1932 agree to implement the procedures outlined in the Teamsters MOU for New Employee Orientation for employees represented by the Teamsters bargaining unit.

P) NO STRIKE PROVISION – During the term of this Agreement, the Teamsters Unit, its officers, agents, representatives and/or members agree they will not cause, condone or participate in any strike, walk-out, work stoppage, job action, slow down, speed up, sick-out, refusal or failure to faithfully perform assigned duties and responsibilities, withholding of services or other interference with City operations.

Q) RESPONSE TO DOCUMENTS PLACED IN PERSONNEL FILE – Employees, during City Hall business hours, with advance notice to Human Resources and with release time granted by their supervisor, have the right to have access to and copies of any document in their official personnel file.

R) SALARY ADJUSTMENTS (OVERPAYMENTS, RECOVERY, AND UNDERPAYMENTS) – Teamsters Unit agrees to the terms outlined in the MOU regarding adjustments to an employee's salary for overpayments, recovery, and underpayments.

S) SEPARATION FROM CITY – At the discretion and approval of the Department Director, employees may be allowed to extend their last day of employment using qualifying leave time for up to one (1) pay period beyond the last day the employee physically reports to work. Qualifying leave is defined as vacation, holiday, or comp time. Sick leave will be allowed under the terms of Article 42 of the Teamsters MOU.

T) SICK LEAVE HIRING INCENTIVE – New employees will be required to provide proof that the sick leave hours were not cashed out by presenting their last pay stub or written verification from their prior employer's Payroll Division.

U) USE OF BULLETIN BOARDS/EMAIL SYSTEMS – The City agrees to provide reasonable space on Bulletin Boards for Union notices. It is understood and agreed that the space provided on the bulletin boards for Union use shall only be used under the terms outlined in the Teamsters MOU. Teamsters Unit is permitted to use the City's email system for the purposes outlined in the Teamsters MOU.

V) WORK SCHEDULE – The City shall establish work schedules as may be necessary for efficient and economical provision of services for the public and to make such adjustments in work

schedules are required from time to time. Permanent changes in an employee's work schedule shall be communicated in writing to the employee at least ten (10) working days in advance.

APPROVED AND ADOPTED THIS 16h day of September, 2025.

_____
EUNICE M. ULLOA, MAYOR

ATTEST:

_____
NATALIE GONZAGA
CITY CLERK

ATTACHMENTS:

Memorandum of Understanding for:
1. Teamsters Local 1932 Professional, Technical and Clerical Unit

State of California)
County of San Bernardino) §
City of Chino)

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting held on the 16th day of September 2025 by the following votes:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

_____
NATALIE GONZAGA, CITY CLERK

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

THE CITY OF CHINO, CALIFORNIA

AND

Teamsters Local 1932 Professional, Technical and Clerical Unit

July 1, 2025 to June 30, 2027

MEMORANDUM OF UNDERSTANDING
BETWEEN REPRESENTATIVES OF THE CITY OF CHINO, CALIFORNIA,
AND THE TEAMSTERS LOCAL 1932
PROFESSIONAL, TECHNICAL AND CLERICAL UNIT
(A RECOGNIZED EMPLOYEE UNION)

Table of Contents

1. ACTING PAY 5
2. ADDITIONAL DUTY PAY 5
3. ASSOCIATION MATTERS/UNION STEWARD RELEASE TIME 5
4. ASSOCIATION REPRESENTATION - REQUEST FOR DECERTIFICATION 6
5. BENEFIT BANK 6
6. BEREAVEMENT LEAVE 7
7. BILINGUAL PAY 7
8. CALL BACK BENEFIT FOR INSPECTORS 8
9. CALL BACK TO WORK 9
10. CERTIFICATION PAY 9
11. COMPENSATORY TIME 9
12. COMPUTER LOAN PROGRAM 9
13. COST OF LIVING ADJUSTMENT (COLA) 10
14. DEATH BENEFIT 11
15. DEFERRED COMPENSATION PLAN 11
16. DIRECT DEPOSIT 13
17. DISABILITY 13
18. DISCIPLINARY APPEAL PROCEDURE 13
19. DUES DEDUCTION 13
20. FLEXIBLE BENEFITS SPENDING PLAN 13
21. FLOATING HOLIDAY TIME 13
22. GRIEVANCE PROCEDURE 14
23. HOLIDAYS 18
24. HOLIDAY CLOSURE 18
25. JURY DUTY 19
26. LEAVE APPROVAL 19
27. LIFE INSURANCE 19
28. LONGEVITY PAY 19
29. MANAGEMENT RIGHTS 19

30. MILEAGE REIMBURSEMENT 20
31. NO STRIKE PROVISION 20
32. OVERTIME 21
33. RECRUITMENT INCENTIVE 21
34. REGULAR RATE OF PAY 21
35. REHIRE POLICY 22
36. RESPONSE TO DOCUMENTS PLACED IN EMPLOYEE PERSONNEL FILE .. 22
37. RETIREMENT 22
38. SAFETY INCENTIVE FOR PUBLIC WORKS INSPECTORS 23
39. SALARY ADJUSTMENTS (Overpayment, Recovery, and Underpayments) 23
40. SCHEDULE 24
41. SEPARATION FROM CITY 24
42. SICK LEAVE 25
43. SICK LEAVE HIRING INCENTIVE 25
44. SICK LEAVE BUY-BACK 25
45. SICK LEAVE CONVERSION TO PERSONAL LEAVE 26
46. SICK LEAVE PROGRAM 26
47. SPECIAL ASSIGNMENTS 26
48. STANDBY PAY 27
49. TUITION ADVANCE PROGRAM 27
50. TUITION REIMBURSEMENT – ENHANCED PROGRAM 28
51. UNIFORMS FOR CODE COMPLIANCE INSPECTORS, BUILDING INSPECTORS, PUBLIC WORKS INSPECTORS, COMMUNITY SERVICES STAFF AND STOREKEEPER 28
52. UNION USE OF BULLETIN BOARDS AND EMAIL SYSTEMS 29
53. VACATION LEAVE 30
54. VACATION LEAVE BUY BACK 30
55. VACATION LEAVE CONVERSION 30
56. WORK BOOTS AND WORK SHOES 30
57. WORKERS' COMPENSATION PROGRAM 30
58. WORKERS' COMPENSATION PREMIUM PAYMENT 31
59. SAVINGS CLAUSE 31
60. MAINTENANCE OF EXISTING BENEFITS 31

61. IMPLEMENTATION 31
62. TERM OF AGREEMENT 31

MEMORANDUM OF UNDERSTANDING
BETWEEN REPRESENTATIVES OF THE CITY OF CHINO, CALIFORNIA, AND THE TEAMSTERS LOCAL 1932 PROFESSIONAL, TECHNICAL AND CLERICAL UNIT (A RECOGNIZED EMPLOYEE UNION)

This Memorandum of Understanding (MOU) is entered into with references to the following facts:

A. The Teamsters Local 1932 Professional, Technical and Clerical Unit, hereinafter referred to as the "Teamsters PTC Unit", is the recognized employee organization for all regular, full-time Professional, Technical and Clerical employees in the City of Chino, hereinafter referred to as the "City." These employees are collectively referred to as the "employees." The current positions of the Teamsters PTC Unit can be found in the current Classification and Compensation Schedule – Non-Management Positions.

Accessibility Specialist
Accountant
Accounting Technician
Aging Services Coordinator
Asst. Homeless Outreach Coordinator
Assistant Planner
Billing Supervisor
Broadcast Associate
Broadcast Coordinator
Building Inspector
Case Manager I/II
Code Compliance Inspector I/II
Code Compliance Technician
Community Services, Parks and Recreation Coordinator
Community Services, Parks and Recreation Specialist
Customer Service Representative I/II
Engineering Aide
Engineering Technician
Environmental Compliance Technician
Homeless Outreach Coordinator
Housing Technician
Management Aide
Permit Technician
Planning Technician
Plans Examiner
Police Academy Trainee
Police Recruit
Project Coordinator
Public Works Inspector
Public Works Lead Inspector
Senior Accountant
Senior Building Inspector
Senior Code Compliance Officer
Senior Customer Services Representative
Senior Permit Technician
Storekeeper
Storekeeper Aide

B. In the interest of maintaining harmonious relations between the City and the employees, authorized representatives of the City and the Teamsters PTC Unit have met and conferred in good faith, exchanging various proposals concerning wages, hours, and other terms and conditions of employment of the employees which are within the scope of law for represented employees in the Teamsters PTC Unit.

C. The authorized representatives of the City and the Teamsters PTC Unit have reached mutual agreement on wages, hours and other terms and conditions of employment of the employees.

THEREFORE, the City and the Teamsters PTC Unit agree that wages, hours, and terms and conditions of employment will be applied as follows for the period of July 1, 2025, through and including June 30, 2027. (Note: The provisions of this Memorandum of Understanding apply only to those individuals who are employed with the City of Chino on the day following the adoption of a formal resolution by City Council approving this MOU).

1. ACTING PAY

The City will grant Acting Pay after an employee has worked in a higher classification for twenty (20) consecutive work days or for twenty (20) non-consecutive work days in a ninety (90) calendar day period. To receive Acting Pay, an employee must be formally assigned the duties of the higher classification. This assignment must be confirmed by the processing of a Personnel Action Form (PAF). Acting Pay will be five percent (5%) above the employee's current base salary rate or "A" Step of the Acting position Classification, whichever is greater, unless otherwise authorized by the City Manager.

Subject to the conditions noted above, qualifying employees will receive Acting Pay for all days worked in an Acting position, i.e., after twenty (20) consecutive work days or twenty (20) non-consecutive work days in a ninety (90) calendar day period. The employee will receive Acting Pay retroactive to the first day of serving in the acting capacity.

See also Special Assignment Section of this MOU.

2. ADDITIONAL DUTY PAY

Afforded to an employee who takes on a significant number of extra assignments in an area different than their regularly assigned responsibilities. An employee performing this type of work for a period of time greater than two (2) weeks will receive pay in the amount of five percent (5%) increase in salary to compensate for performing dual functions at the discretion of the Department Director. The additional duty pay will be restricted to no more than twelve (12) month limit. In extenuating circumstances, the Department Director may request an extension of the additional duty pay past the twelve (12) month limit. This request must be made in writing to the City manager with justification as to why an extension is required. The extension must include the date the additional duty pay will expire and a copy of the signed extension must be attached to the Personnel Action Form (PAF).

3. ASSOCIATION MATTERS/UNION STEWARD RELEASE TIME

A 250 copy per month photocopy account is established for Teamsters PTC Unit business. Copies exceeding 250 per month will be paid to the City by the Teamsters PTC Unit at the current per-copy charge. Association members are provided 24 hours per fiscal year to be used to attend to training or other related business in the interest of the Teamsters PTC Unit, at times authorized by the City and the Teamsters PTC Unit. These hours do not accumulate or carry over from one fiscal year to the next.

The Association is allowed to use City Hall as its corporate headquarters (mailing address and meetings). Permission must be obtained from the City Manager for any Association fund raising activity conducted on City of Chino property.

Two (2) hours per month of release time will be provided to up to four (4) Union Stewards to attend Union meetings. Advance notice of not less than two (2) work days must be provided to the employee's supervisor that time from work is needed to attend Union business.

Teamster Local 1932 shall notify the City's Human Resources/Risk Management Department of the names of the Union Stewards.

4. ASSOCIATION REPRESENTATION - REQUEST FOR DECERTIFICATION

The City amends its language as found in Resolution 85-53 to read as follows:

A Decertification petition alleging that the incumbent recognized employee organization no longer represents a majority of employees in the recognized unit must be filed with the Director of Human Resources/Risk Management no later than six (6) months (180 days) prior to the expiration of the Memorandum of Understanding then in effect. A Decertification Petition must be filed by two (2) or more employees or their representative, or an employee organization, and will contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

a) The name, address and telephone number of the petitioner(s) and a designated representative authorized to receive notices or requests for further information.
b) The name of the established represented unit and the incumbent recognized employee organization sought to be decertified as the representative of that unit.
c) Proof that the incumbent recognized employee organization no longer represents more than fifty percent (50%) of the employees in the represented unit, and any other relevant and material facts, including verification that more than fifty percent (50%) of the represented unit no longer desire to be represented by the recognized employee organization.

Such proof will be submitted for verification to the Director of Human Resources/Risk Management. All signatures on the Decertification Petition will indicate the date when signed by the employees. All signatures on the Petition will be obtained within one month (30 days) prior to filing the Decertification Petition with the Director of Human Resources/Risk Management.

If an accompanying Request for Recognition is filed, and decertification of the incumbent recognized employee organization is made, such documentation will also determine the wishes of employees as to the question of representation.

5. BENEFIT BANK

Employees are provided with a Benefit Bank for the purchase of medical, dental and/or vision insurance for themselves and their eligible dependents. The Benefit Bank total will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The Benefit Bank amount will be adjusted when new rates become effective December 1st. Unused portions of the Benefit Bank will be paid out in the employee's regular paychecks as earned.

Any employee opting out of health coverage will be required to submit an affidavit attesting that they have other qualifying group health coverage and provide supporting documentation. For example, a letter from the employer of a spouse, domestic partner or parent.

New Hires:
Failure to provide the required documentation within sixty (60) days of hire may result in the City enrolling the employee in the lowest cost medical plan. Such enrollment will remain in effect until the employee provides valid opt-out documentation during the next Open Enrollment period.

Recertification:
Failure to provide the required documentation during the annual Open Enrollment period may result in the City enrolling the employee in lowest cost medical plan. Such enrollment will remain in effect until the employee provides valid opt-out documentation during the next Open Enrolment period.

See also Regular Rate of Pay Section in this MOU.

6. BEREAVEMENT LEAVE

A non-accruing bank of five (5) days (50 hours) for the bereavement of a qualified family member. A "qualified family member" is defined as a spouse, domestic partner, parent, step-parent, sibling, child, step-child, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, step-grandparent, grandchild or any other relative residing within the employee's home.

The five (5) days of bereavement leave do not need to be taken consecutively; they can be used intermittently. If the leave is used intermittently, it must be used within three (3) months of the qualified family member's date of death.

The employee within thirty (30) days of the first day of the leave shall provide documentation of the death of the qualified family member if requested by the Department Head or their designee. Documentation may include, but is not limited to a death certificate, a published obituary, a written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

7. BILINGUAL PAY

Employees are eligible to receive a one hundred and sixty dollar ($160) allowance per month paid over twenty four (24) pay periods for verbal fluency in any language other than English that their Department Director deems necessary, including sign language, under the following conditions:

a. Certification: A competency examination will be administered by the Human Resources/Risk Management Department to determine employees' proficiency. Testing and its frequency are at the discretion of the City. An employee must pass the City's competency examination to be eligible for Bilingual Pay.
b. Department Director Approval: To be eligible to take the City's competency examination, an employee must be recommended by their Department Director. Eligibility for the

opportunity to test for Bilingual Pay is solely at the employee's Department Director's discretion and is not subject to administrative appeal or challenge. The Department Director will make his/her recommendation based on an assessment of the need for the employee to use bilingual skills on-the-job. If an employee is approved for bilingual pay, then later changes assignment, classification, job duties, or is transferred or promoted, a determination may be made by the employee's Department Director that bilingual skills are no longer required for use on-the-job and this benefit will be removed from the employee with no right of appeal.

c. Code Compliance Inspectors: Employees employed in this classification as of the date of Council approval of this MOU will receive two hundred and ten dollars ($210) allowance per month paid over twenty four (24) pay periods for verbal fluency in any language other than English that their Department Director deems necessary, including sign language, based on the conditions as listed above.
d. If any of the Code Compliance Inspectors that are employed prior to July 1, 2025, transfer into another classification that does not require bilingual skills as determined by the Department Director or promote into another unit, they will no longer receive bilingual pay and/or follow the provision of the MOU for that bargaining unit.
e. Effective July 1, 2025, any employees hired into the Code Compliance Inspector classification will receive one hundred sixty dollars ($160) allowance per month paid over twenty four (24) pay periods for verbal fluency in any language other than English that their Department Head deems necessary, including sign language, based on the conditions as listed above.

8. CALL BACK BENEFIT FOR INSPECTORS

Employees in the following classifications: Code Compliance Inspector, Building Inspector and Public Works Inspector who are called back to work during their off-duty hours are paid on an hour-per-hour basis at the rate of one and one-half (1-1/2) times the employee's base rate of pay for actual time worked, with a minimum guarantee of two (2) hours pay.

Time spent in travel in an assigned City vehicle is considered time worked. Work time does not include time spent in traveling to and from the work site unless a City vehicle has been assigned for purposes of responding to Call Back. The cost for this benefit is to be covered in total in fee charges paid by contractors and developers requesting special after-hours and weekend inspections.

Public Works Inspectors Only

Contractors may request weekend, after hours, or emergency inspections from Public Works Inspectors from time to time. For weekends and emergency inspection requests from contractors, the work in the public right-of-way and road closures must be pre-approved by the City Traffic Engineer. Inspectors must be present for the whole duration of the work to inspect traffic control, trench, other construction activities, and document in the Construction Dailies.

Only the CIP project overtime may be banked for Comp Time.

Private Development requests for weekend work must be taken as overtime pay. There is no option for Comp Time.

9. CALL BACK TO WORK

In the event that an employee in the classification of Building Inspector, Public Works Inspector, or Code Compliance Inspector is needed to perform a site inspection outside of regularly scheduled work hours and the employee indicates that he/she is disinterested in performing such work, a qualified management employee will be sought to perform the inspection. If no management employee is available, and a work urgency, business or safety issue necessitates the need for a site inspection outside of regularly scheduled work hours, then the Building Inspector, Public Works Inspectors, or Code Compliance Inspector may be ordered back to perform work as needed.

10. CERTIFICATION PAY

Certification compensation is provided with the approval of the employee's supervisor. To qualify, there must be a requirement/relation to the employee's job classification. Certification compensation will be provided on a fiscal year basis, with submittal of proper documentation by employee to supervisor. Certification compensation will be prorated if an employee receives the certificate in the middle of the fiscal year, transfers to another assignment where such certificate does not apply to the new assignment or terminates employment with the City in the middle of the fiscal year. Compensation may be received for certifications other than those listed below if the certification is required or is deemed desirable by the employee's supervisor. Certification pay shall be established at two hundred dollars ($200) per fiscal year.

CASp Certification

One (1) employee in the classification of Building Inspector or Senior Building Inspector shall be eligible to receive certification pay for holding a current Certified Access Specialist (CASp) certificate. The pay will be two hundred and fifty dollars ($250) per month (paid over 24 pay periods) contingent upon the employee maintaining a valid and current CASp certification. This certification pay will be at the discretion of the Department Head based on the operational needs of the City.

11. COMPENSATORY TIME

Employees may accrue a maximum of forty (40) hours of Compensatory Time off. Each employee has the option of electing to convert any, or all, accrued Compensatory Time off hours to pay with the second paycheck in November of each year at the hourly rate existing at that time. Upon separation from this bargaining unit, accrued Compensatory Time off will be converted to cash at the then existing base hourly rate.

Employees will only be eligible to earn Compensatory Time when working overtime in their regularly assigned assignment. All other overtime earned will be paid.

12. COMPUTER LOAN PROGRAM

All regular employees who have completed their probationary period are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program as listed below:

- Maximum amount financed is two thousand, five hundred dollars ($2,500).
- Any new computer system may be purchased under the plan as long as it complies with Administrative Policy Employee PC Lottery Loan Program.
- Minimum of one (1) business software package must be purchased (i.e. spreadsheet, data base manager, word processor, etc.).
- System components must be manufactured by an established, brand name company and be compatible with City data processing equipment. For example, Dell, HP, etc.
- No game or entertainment software will qualify under this program.
- Loans to participants will be for a term not to exceed thirty-six months (36) and no interest will be charged during that time.
- Payments on the loan will be made through payroll deduction on a bi-weekly basis.
- Loans are due and payable in full upon termination of employment for any reason. (i.e. resignation, retirement, etc.).
- The City must approve in advance all purchases for equipment under this program.
- A written agreement between the City and participant is required to participate in this program.
- Upon notification of winning the PC Lottery Program, participant will have thirty (30) days to submit necessary documentation to Finance Department for pre-approval of system purchase.

The City intends to offer this program on an annual basis, but the Plan's continued availability will be dependent upon its effectiveness and availability of funds. Should limitations on funds occur, participants buying new systems will be given first consideration and then a lottery for any participants upgrading their current system will be held.

13. COST OF LIVING ADJUSTMENT (COLA)

Increases to employees' base wages/salary ranges are as follows:

- Effective the first full pay period after City Council approval: A three percent (3%) base pay increase shall be applied to the base pay ranges for each represented classification under the Teamsters PTC Unit. An additional fifty one cents per hour ($0.51) on top of the three percent (3%) base pay increase shall be applied to each represented classification under the Teamsters PTC Unit in the same manner. The fifty one cents ($0.51) that the Teamsters PTC Unit received over what was provided to other bargaining units for their COLA is based upon and the result of the Teamsters PTC Unit's elimination and/or relinquishment of any right or claim to any City deferred compensation matching benefit.
- Effective the beginning of the pay period including July 1, 2026: A three percent (3%) base pay increase shall be applied to the base pay ranges for each represented classification under the Teamsters PTC Unit.

For any part-time position that receives a mandated wage increase (due to the minimum wage law), the full-time position will receive the same increase.

14. DEATH BENEFIT

Employees are provided with $100,000 in life insurance coverage, payable to beneficiary on file in the Human Resources/Risk Management Department at time of death.

In the event of an employee's death, their beneficiary will receive payment of all unused Leave Time at 100% except Sick Leave. Sick Leave Time will be paid out at the rate established by years of service. If the employee would have been eligible for retirement using the definition in CalPERS (5 years of CalPERS service and at least age 50), Sick Leave will be paid to the employee's beneficiary(ies) at 100% cashout of the employee's accrued Sick Leave on record.

In the event of an employee's death where such death is defined by the Workers' Compensation system as an industrial death, the employee's beneficiary(ies) will receive 100% cash-out of the employee's accrued Sick Leave on record.

15. DEFERRED COMPENSATION PLAN

A deferred compensation plan, 457(b), is available to all employees, providing tax-deferred savings to serve as a retirement supplement. An employee may contribute to the City's designated deferred compensation plan up to the maximum annual amount allowed by federal and state law through a payroll deduction program.

"Catch-up" Provision

Pursuant to federal and state law, employees attaining the minimum age of 47, who are within three (3) years of their planned retirement date, may take advantage of the 457 Deferred Compensation Plan "Catch-up" provisions and allowances as defined in federal and state law. To the extent allowed by federal and state law and the City's deferred compensation plan administrator, the City will allow, during the three (3) years prior to an employee's planned retirement date, the conversion of accrued Sick, Vacation, Floating Holiday, Sick Leave Conversion, Compensatory Time hours to cash contribution at the employee's base rate of pay in effect at the time of conversion. Leave conversion contributions for the "457 catch-up" shall normally be distributed over an employee's last three (3) years prior to their planned retirement date. However, based on the total amount of "457 Catch-up" contributions available to the employee, accumulated sick leave hours, and the employee's designated retirement date, "457 catch-up" contributions may occur over a shorter period of time prior to retirement. To be eligible to participate, the employee must be within three (3) years of their planned retirement date, have "457 Catch-up" privileges available to them, and be enrolled in the City-sponsored 457 Deferred Compensation Plan.

"Catch-up" - Sick Leave

Employees are not entitled to 100% cash-out of Sick Leave until completion of five (5) years of service with the City as the final employer and either a qualified service or disability retirement. The City will advance employees 47 years of age or older a cash-out of their accrued Sick Leave up to the indexed amount if they choose to utilize the "Catch Up" provision provided through the City's 457 plan.

In the event an employee separates for any reason other than service or disability retirement from the City prior to being eligible to receive 100% Sick Leave pay, said employee will be required to reimburse the excess amount of Sick Leave previously paid out. The reimbursement will be deducted by the City from any or all earned funds available to the employee on separation, without it being necessary for the City to seek a civil judgment for the monies.

In order to participate, the employee will select the amount of Sick Leave they want transferred into deferred compensation at the beginning of each of the three (3) years. The amount can be a selected number of hours or a percentage of Sick Leave remaining at the end of the year. The employee's Sick Leave balance would then decrease commensurately with the amount of funds withdrawn.

The employee will continue to accrue Sick Leave hours at the normal rate while participating in this program.

"Catch-up" hours advanced will be counted for the employee's Sick Leave bank for the Sick Leave Program calculation.

"Catch-up"– Vacation Leave
In order to participate, the employee will select the amount of Vacation Leave they want transferred into deferred compensation at the beginning of each of the three (3) years. The amount can be a selected number of hours or a percentage of Vacation Leave remaining at the end of the year. The employee's Vacation Leave balance would then decrease commensurately with the amount of funds withdrawn.

The employee maintaining their Vacation Leave maximum would still be eligible for Vacation Leave incentives, such as Vacation Leave Conversion. The employee will continue to accrue Vacation Leave hours at the normal rate while participating in this program.

"Catch-up"– Other Leave Banks
In order to participate, the employee will select the amount of other leave (this may be Floating Holiday, Sick Leave Conversion and/or Compensatory Time) to be transferred into deferred compensation at the beginning of each of the three (3) years. The amount must be a selected number of hours of leave. The employee's leave balance would then decrease commensurately with the amount of funds withdrawn.

"Age 50+ Catch-up"
In the calendar year an employee reaches age 50 (or older), they may contribute an additional amount over the normal maximum contribution limit (per the IRS limit). The "Age 50 Catch-up" and "Pre-Retirement Catch-up" provisions may not both be used in the same calendar year. Employees may use accrued Sick, Floating Holiday, Sick Leave Conversion, Compensatory and/or accrued Vacation Leave hours to contribute this additional amount.

Contributions to the deferred compensation plan will be discontinued while an employee is receiving Workers' Compensation payments.

16. DIRECT DEPOSIT
All employees will have funds directly deposited into an account they established for deposit of their payroll checks.

17. DISABILITY
Full-time, non-probationary employees are eligible for a City-funded Short/Long-term disability plan which provides for salary continuation effective on the 41st consecutive calendar day of disability at a rate of 100% of the employee's base salary. On the 61st consecutive calendar day of disability, salary continuation is paid at a rate of up to 66-2/3% of salary at time of disability with a provision to continue regular benefits and benefit accruals. The entire benefit period will not exceed five (5) years.

18. DISCIPLINARY APPEAL PROCEDURE
Resolution 2003-11 will be amended to reflect that the City Manager will no longer serve as the Hearing Officer.

19. DUES DEDUCTION
Teamsters requests that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by Teamsters, from the wages and salaries of members of Teamsters. Teamsters hereby certifies that it has and shall maintain all such deduction authorizations signed by the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. Teamsters dues shall be deducted each pay period in accordance with City procedures and provisions of applicable law from the salary of each employee whose name is provided by Teamsters. Per Gov't Code section 1157.12, Teamsters shall indemnify the City for any claims made by the employee for deductions made in reliance on that certification. The City shall, as allowed by AB119, provide to the Union every one hundred and twenty (120) days, a list of all employees in the bargaining units with the employees' name, employee identification number, classification title, department, work location, wage rate, home address, personal email addresses, hire date, and personal phone numbers.

The City shall provide for payroll deductions on each payroll period. The City shall remit the total amount of deductions to Teamsters within thirty (30) days of the date of the deduction. Any changes in Teamsters dues must be given to the City a minimum of thirty (30) days prior to the change to accommodate changes to payroll.

20. FLEXIBLE BENEFITS SPENDING PLAN
A Section 125 - Flexible Benefits Spending Plan is available for employee contributions in accordance with IRS regulations.

21. FLOATING HOLIDAY TIME
Employees are provided with thirty five (35) hours of Floating Holiday Time in July of each year (prorated for new-hires following completion of six (6) months of full-time/continuous service). This time off is used by the employee with the approval of their supervisor.

Employees may cash-out up to thirty five (35) hours of Floating Holiday Time, one time per fiscal year, in one set number of hours, payable at the employee's existing base rate of pay at the time of request. Payment will be made with the regular payroll check run nearest the request of the cash-out (requires minimum of ten (10) working days prior to request). Any remaining Floating Holiday Time will be paid out in the final payroll check of each fiscal year.

Except for employees retiring from the City, employees resigning or separating from employment will have Floating Holiday Time credited on a prorated basis (2.916 hours per month), and amounts used/cashed-out in excess of those they qualify for are owed back to the City upon separation. The difference will be deducted from the employee's final check(s), or in the event that sufficient funds are not available, the employee will be responsible to pay back the City within fourteen (14) calendar days from the date of separation.

22. GRIEVANCE PROCEDURE

A. Definition

A "grievance" is a formal, written allegation by a City employee that the employee has been adversely affected by an existing violation, misinterpretation or misapplication of specific provisions of this Memorandum of Understanding, the City's Personnel Rules and Regulations, and/or any written City Ordinance, Resolution and/or Policy regarding terms and conditions of employment. A grievance shall not include disciplinary appeals, performance evaluations or any other matters where other administrative review methods or procedures are in place.

B. Procedure

1. Informal Resolution

Employees must first attempt to make every effort to resolve grievances informally with their immediate supervisor through an informal meeting with them within fifteen (15) days of the employee becoming aware of the issue or when by reasonable diligence the employee should have known of the issue. A verbal response from the supervisor is due within seven (7) business days after the supervisor's informal meeting with the employee. The immediate supervisor's failure to conduct an informal meeting with the employee within fifteen (15) days of the employee's request for such meeting or of the immediate supervisor's failure to provide a verbal response within seven (7) business days after the informal meeting with the employee shall permit the employee to advance the grievance to the next step in this Grievance Procedure, should they so choose.

2. Department Director

If the employee is dissatisfied with the response of their immediate supervisor after completion of the informal Resolution step in this Grievance Procedure or if there is no timely response, then the employee may file a written grievance with their Department Director within seven (7) days from the date of receiving the response from their immediate supervisor or from the expiration of the time for the immediate supervisor to respond. The written grievance shall contain the following information:

a. The name of the employee and their job title;
b. The employee's department/section;
c. A clear and concise statement of the nature of the grievance including the circumstance, dates, persons involved and any potential witnesses to the alleged violation(s);
d. The specific provision(s) of the MOU, City Personnel Rules & Regulations and/or City Policy alleged to have been violated;
e. The employee's requested remedy;
f. The date and time of the informal meeting between the employee and their immediate supervisor and the supervisor's verbal response to the employee;
g. The name of the employee's Labor Representative, if any is designated by the employee to represent them; and
h. The dated signature of the employee and/or their designated Labor Representative.

The Department Director may meet with the employee and/or their labor representative at a mutually acceptable time and location to discuss the grievance and obtain further information to resolve the issue. The Department Director shall render a written response to the grievance to the employee and/or their designated Labor Representative within then (10) business days after receiving the written grievance and/or the meeting the employee, whichever is later. The Department Director's failure to provide a timely written response will permit the employee to advance the grievance process to the next step in this Grievance Procedure.

3. City Manager

If the employee is dissatisfied with the written response of their Department Director or the Department Director fails to provide at timely written response, then the employee may submit the grievance, along with any written response thereto by the Department Director, to the City manager within ten (10) days from the date of the decision by the Department Director.

The City Manager and/or their designee may request to meet with the employee and/or their labor representative at a mutually acceptable time and location to discuss the grievance and obtain further information to assist in resolving the issue. The City Manager and/or their designee will respond in writing to the employee within twenty (20) business days of receiving the grievance submission. The City Manager's or their designee's failure to provide a timely written response will permit the employee to advance the grievance process to the next step in this Grievance Procedure.

Any time deadlines set forth in this Grievance Procedure may be extended by mutual agreement of the parties and/or their representatives that is evidenced and confirmed in writing by both sides. The employee's failure to meet any time deadline for submitting or advancing their grievance shall be deemed both a satisfactory resolution of the grievance and a formal waiver of the grievance and the underlying alleged violations. Any timeframe not specifically designated as business days shall be calendar days.

4. Miscellaneous Provisions
   a. The employee may request the assistance of another person of their own choosing in preparing and presenting their grievance at any level of review. In the event the

employee desires the presence of a representative who is an employee of the City, the employee shall make such request through the representative's supervisor, and that supervisor shall make the necessary arrangements for the employee representative to be present.

b. The employee and/or their representative may use a reasonable amount of work time, as determined by the appropriate supervisor or Department Head, in presenting the grievance. However, no employee shall absent themselves from their work duties without first being excused by their supervisor.
c. No employee shall be discouraged from nor required to be represented by an employee organization in processing a grievance. The settlement terms of a grievance, which is processed by an employee individually or by a recognized employee organization, shall not conflict with the express provisions of a Memorandum of Understanding between the City and the formally recognized employee organization for such unit.
d. Employees shall be assured freedom from reprisal for using the grievance procedures by both the City and the employee organization.
e. A group grievance may be filed when one set of circumstances or occurrences affects more than one employee in the same manner or to the same extent. The group may file one document which all members of the group have read and signed. Members of the group shall be limited to those who have signed the grievance and are similarly affected. The resolution of a group grievance may not be consistent among all employees in the group grievance due to differences in the circumstances or occurrences that brought about the grievance.
f. A group grievance affecting all employees represented by an employee organization may be brought by the employee organization itself. In such case, the procedure shall be commenced directly at the City manager level within fifteen (15) days after authorized representatives of the employee organization knew, or by reasonable diligence should have known, of the condition giving rise to the grievance and shall be subject to all applicable time limitations and the provisions set forth above.

5. Personnel Committee

If an employee is dissatisfied with the written response of the City Manager, the employee and/or their designated employee organization may make a request in writing to the City Manager for a hearing with the Personnel Committee within ten (10) days from the date of the decision of the City Manager.

The Personnel Committee shall consist of two (2) members of the City Council, appointed by the Mayor with Council approval. Each member shall serve for a term of two (2) years with no limitation on reappointments or number of terms which may be served. Appointments to the Committee shall be sequenced to ensure that the terms of both of the incumbent committee members do not expire at the same time. For purposes of a grievance hearing, the Mayor shall appoint a third member of the hearing panel who will be an outside party from City employment and will be the tie breaker if needed. Ther Personnel Committee's decision is the final step in this administrative Grievance Procedure and subject to the provisions of Section 1094.6 of the Code of Civil Procedure.

a. Duties and Powers of the Personnel Committee
   i. The Committee shall receive and/or hear appeals on grievances.
   ii. The Committee shall hold hearings within a reasonable time and hear all information presented by the employee and the City on the matter being grieved.
   iii. The Committee shall recognize it will act as an official body and no member of the Committee shall take it upon themselves to grant a private or unofficial hearing to any employee or group of employees or to pursue any such course as it might be construed as prejudicial for or against any employee or group of employees.
   iv. The Committee shall notify the employee through the Director of Human Resources/Risk Management of the time, date, and place of the grievance appeal hearing. The notice may be delivered personally, by telephone, email or by U.S. mail, whichever provides the information to the employee in the most efficient manner.
   v. The Committee shall provide its decision to the employee within thirty (30) days of the hearing and the decision will be provided through the Director of Human Resources/Risk Management who will send the decision to the employee via email and certified U.S. mail to ensure the employee receives the decision.

b. Hearing
   i. The cost of a transcription service, should the employee request one, shall be split equally between the City and the employee and/or union.
   ii. Hearings will be considered closed to the public unless the employee requests in writing, no later than five (5) calendar days before the hearing, that the hearing will be open.
   iii. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses nor shall the California Administrative Procedure Act apply in any way. Any relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil and criminal actions. Irrelevant and unduly repetitious evidence shall be excluded.
   iv. The employee grieving the action of the City shall be permitted to make an opening statement and shall have the burden of proving the alleged violations giving rise to the grievance. The standard of proof shall be “preponderance of the evidence,” meaning the grievant must demonstrate that their claim is more likely true than not.
   v. The City shall then be permitted to respond to the grieving employee’s opening statement.

vi. Evidence may then be offered by the grieving employee to support their position, followed by evidence from the City to support its defense(s) thereto.
vii. The parties may agree on oral closing arguments or written statements.
viii. The Committee shall determine relevancy, weight, and credibility of testimony and evidence presented in making their decision.
ix. The Committee's decision shall be final with no right of appeal.

23. HOLIDAYS

The City has designated twelve (12) ten-hour holidays as follows:

New Year's Day	Martin Luther King
Presidents Day	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Day following Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve

When a holiday falls on a Saturday, the preceding Friday will be recognized as the holiday. When a holiday falls on a Sunday, the following Monday will be recognized as the holiday. To be eligible for an observed holiday, employees must be paid for the regularly scheduled workday before and the day after which immediately follows an observed holiday to receive pay for that holiday. For example, if a holiday fell on a Monday, and the employee was on a 4/10 work schedule with Fridays off, the employee would be required to be paid for a regularly scheduled workday on the Thursday before the observed holiday and the Tuesday following the observed holiday.

When a City-designated holiday is observed on an employee's scheduled day off, then said holiday hours will be deposited within an account in the employee's name. The employee is required to initiate contact with their supervisor in writing to request authorization to utilize these banked holiday hours. Any remaining time will be paid out in the final payroll check of each fiscal year.

When an employee separates from City employment (for any reason) and has one or more accumulated holidays on account on the effective date of the separation, the accumulated holiday will be converted to cash at the hourly rate existing at the time of separation and in an amount equivalent to the number of hours constituting a "workday" at the time of separation.

In any instance where an employee works on a holiday, the employee may choose one (1) of the following options for compensation:

a) Be paid holiday hours at straight time and bank hours worked as compensatory time at overtime rate; or
b) Be paid holiday hours at straight time and be paid hours worked at overtime rate.

24. HOLIDAY CLOSURE

The City reserves the right to close non-safety facilities between Christmas Eve and New Year's Day. Employees may use accrued Vacation, Floating Holidays, Compensatory Time, Sick Leave Conversion or remain in an unpaid leave status during this period.

The City shall have the discretion to advance Vacation time, which will be earned by the employee in the future, to those employees who request it and who do not have any current Vacation, Floating Holiday, Compensatory Time, or Sick Leave Conversion and do not wish to be in an unpaid leave status during the closure.

Based on the organizational needs, certain classifications may be required to work during the holiday closure. This determination will be made by the Department Director.

25. JURY DUTY

Employees are compensated for jury service of ten (10) work days per fiscal year. A "work day" will be defined as a regularly scheduled day of work for the employee.

For all jury service, employees are required to deliver a jury duty certification form at the end of the required jury duty to verify such service. Employees required to serve on a jury must report to work before and after jury duty provided there is an opportunity for at least one (1) hour of actual work time.

26. LEAVE APPROVAL

Employees are guaranteed to receive approval from supervisor(s) for paid leave of not less than eight (80) hours non-consecutive Vacation, Floating Holiday or Compensatory Time each fiscal year to be deducted from the employee's accrued leave time on record.

27. LIFE INSURANCE

Employees are provided with $100,000 in life insurance coverage. Also see Death Benefit Section of this MOU.

28. LONGEVITY PAY

Employees are eligible for longevity pay as a one-time lump sum payout as follows:

- 10 years of service - $500 paid in a lump sum at time of anniversary.
- 15 years of service - $1,000 paid in a lump sum at time of anniversary.
- 20 years of service - $1,500 paid in a lump sum at time of anniversary.
- 25 years of service - $2,000 paid in a lump sum at time of anniversary.
- 30 years of service - $2,500 paid in a lump sum at time of anniversary.
- 35 years of service - $3,000 paid in a lump sum at time of anniversary.
- 40 years of service - $3,500 paid in a lump sum at time of anniversary.
- 45 years of service - $4,000 paid in a lump sum at time of anniversary.

29. MANAGEMENT RIGHTS

The City retains all rights, powers, and authority to manage, direct, and control its operations, except as specifically limited by this Memorandum of Understanding (MOU) or applicable law. These rights include, but are not limited to:

- Determining the organization, mission, and objectives of the agency or department.
- Establishing the mission of its constituent departments, commissions, and boards.
- Setting and modifying standards of service.
- Planning, directing, and controlling the workforce.

- Establishing policies, procedures, and standards for employee conduct and performance.
- Conducting performance evaluations and implementing performance improvement plans as necessary.
- Determining the number, location, and types of employees required.
- Hiring, promoting, transferring, assigning, and retaining employees.
- Establishing job classifications, qualifications, and standards for hiring, training, and performance evaluation.
- Exercising full control and discretion over the organization's structure and the technology used to perform work.
- Implementing corrective actions, including suspension, demotion, or termination, for just cause.
- Taking all necessary actions to carry out its mission in emergencies, including reassigning personnel and modifying work assignments as needed.
- There is not provision in this MOU that shall be deemed to limit or curtail the City's rights, unless and only to the extent that the provision of this MOU specifically curtails or limit such rights.

MEET AND CONFER
Where required by law, the City agrees, prior to implementation, to meet and confer with the Teamsters PTC Unit concerning the impact of the exercise of City rights on wages, hours, and terms and conditions of employment.

30. MILEAGE REIMBURSEMENT
The City agrees to reimburse employees authorized by their Department Director for use of personal automobiles for City business. Employees must provide prior to any mileage reimbursement being paid, the required vehicle insurance verification.

Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement. If an employee does not maintain current vehicle insurance coverage, the Human Resources/Risk Management Department will notify the Department Head and Finance Department that the mileage reimbursement for the employee may not be paid until current vehicle coverage has been provided.

The City uses the standard rate established by the Internal Revenue Service (IRS) to calculate reimbursement for mileage.

31. NO STRIKE PROVISION
During the term of this Agreement, the Teamsters PTC Unit, its officers, agents, representatives and/or members agree they will not cause, condone or participate in any strike, walk-out, work stoppage, job action, slow down, speed up, sick-out, refusal or failure to faithfully perform assigned duties and responsibilities, withholding of services or other interference with City operations.

The City retains the right that it may take lawful remedies for the disciplinary action available under its Employer-Employee Relations Section of the Personnel Rules and Regulations and/or any other Department policies.

32. OVERTIME

For purposes of overtime computations, Vacation, Sick Leave, Compensatory Time, and Holiday time taken in a work week will be counted as hours worked. Overtime hours are paid at the rate of one and one-half (1-1/2) times the employee's base rate of pay unless otherwise specified in this Memorandum of Understanding.

Also see Regular Rate of Pay Section this MOU.

33. RECRUITMENT INCENTIVE

For recommendation resulting in Sworn Officer hire as follows:

- $2,000 @ Hire + $500 @ completion of probation for entry level.
- $4,000 @ Hire + $1,000 @ completion of probation for lateral.

For recommendation resulting in hire of Public Safety Dispatcher or Public Safety Dispatch Supervisor:

- $2,000 @ Hire + $500 @ time of completion of probation.

34. REGULAR RATE OF PAY

For purposes of determining the "regular rate" of pay in calculating Fair Labor Standards Act ("FLSA") overtime, the "regular rate" of pay includes "all remuneration for employment paid to, or on behalf of, the employee" except payments specifically excluded under the FLSA (29 USC Section 207(e)). In addition to the base salary rate, compensation earned by the employee during the seven (7) day work period pursuant to the following provisions of this Memorandum of Understanding ("MOU") will be included for purposes of determining the "regular rate" of pay:

- Acting Pay
- Additional Duty Pay
- Unused portions of the Benefit Bank actually received as cash
- Bilingual Pay
- Certification Pay
- Longevity Pay
- Special Assignments Pay
- Stand by Pay
- Work Boots & Work Shoes

For purposes of calculating the total hours actually worked in the work period, all hours taken as leave during the work period will continue to be deducted from total number of hours actually paid.

Also see Overtime Section in this MOU.

35. REHIRE POLICY

An employee who resigns from City employment and at the time of resignation is noted as being subject to rehire, and who is, in fact, rehired later than six (6) months after the effective date of resignation and then employed in their former classification or in a position within the classification series held at the time of resignation and in a comparable or lower rank, will serve the same probationary period that any new hire would otherwise serve and will be otherwise subject to all terms and conditions of employment applicable to any newly hired employee. The only exception will be that any employee rehired will have their seniority level and leave accrual rates set based upon the number of years of service with the City of Chino prior to their resignation.

Employees rehired by the City under the City's Rehire Policy will be allowed to buy back any time cashed out at time of separation. Said buy back will be at the hourly rate existing upon rehire. Sick Leave on record at the time of separation that was not compensated for, will be reinstated.

36. RESPONSE TO DOCUMENTS PLACED IN EMPLOYEE PERSONNEL FILE

Employees, during City Hall business hours, with advance notice to Human Resources and with release time granted by their supervisor, have the right to have access to and copies of any document in their official personnel files. Employees may be charged for cost of duplication of any materials in the personnel file for which they request copies.

An employee shall have the right to respond in writing to adverse documents placed in their personnel file by submitting a written responses to the Human Resources/Risk Management Department. The written response will be filed with the original document.

37. RETIREMENT

Retirement Plans – The City has a three-tier retirement plan as follows:

A. Employees hired before the contract amendment with CalPERS effective October 16, 2011, will continue to be eligible for the 2.7% at 55 Plan, with the single highest year final compensation.
B. Employees hired on or after the contract amendment with CalPERS effective October 16, 2011 will be enrolled in the 2% at 55 Plan, with a 3-year average final compensation.
C. Employees hired on or after January 1, 2013, will be enrolled in the 2% at age 62 (PEPRA) Plan with a 3-year average final compensation.

Member Contribution to CalPERS

Members will contribute the employee rate of contributions each payroll. All employee paid contributions to CalPERS will be made on a pre-tax basis, in accordance with IRS section 414 (h)(2) and CalPERS guidelines:

A. 2.7% at 55, if hired before October 16, 2011:
    i. Employee contribution rate – 8% of reportable compensation.
B. 2% at 55, if hired on or after October 16, 2011:
    i. Employee contribution rate – 7% of reportable compensation.
C. 2% at age 62 (PEPRA) if entering CalPERS membership on or after January 1, 2013:
    i. Employee contribution rate – 7.25% of reportable compensation (subject to change).

Fourth Level 1959 Survivor Benefit – The City will pay all costs associated with this benefit.

38. SAFETY INCENTIVE FOR PUBLIC WORKS INSPECTORS

All Public Works Inspectors (PWI), upon completion of safety training, will be eligible for a safety incentive. For any three (3) month period, using the quarters of July – September; October – December; January – March; April – June, that all PWI as a group do not experience any work-related illness or injury, except for that requiring first aid treatment, will qualify the group to receive one-half day off within thirty (30) days after the end of the quarter. Affected employees will receive paid time off equal to five (5) hours. This paid time off will be placed in a leave bank which may be used at a time of the employee's choosing within a one (1) year period. Any hours remaining in this leave bank after a one (1) year period will be removed from the records without further consideration. This leave bank is not eligible to be converted to cash at any time. This incentive is tied to the American Federation of State, County and Municipal Employees (AFSCME). Should any member of AFSCME experience a work-related illness or injury, PWIs will not be eligible for the one-half day off. Injuries that arise out of no-fault by the City employee will not affect this incentive. "No fault" will be determined by the Director of Human Resources/Risk Management after reviewing recommendations from the Deputy Director of Development Services and/or the Public Works Services Manager.

39. SALARY ADJUSTMENTS (Overpayment, Recovery, and Underpayments)

All adjustments to an employee's salary will be made at the start of the pay period in which the salary adjustment becomes effective.

A. Overpayments

1. In situations involving overpayment to an employee by the City, the employee shall be obliged to repay by payroll deduction the amount of the overpayment. The repayment shall occur within the same time frame the overpayment was received by the employee or sooner. For example, if the overpayment was made over the course of six (6) months, the employee shall be given six (6) months to repay the overpayment.
2. Written documentation showing the calculations of the overpayment will be provided to the employee. A meeting may be requested by the employee with the Human Resources/Risk Management and Finance Departments to review the documentation and to discuss the recovery schedule. The repayment schedule, biweekly repayment amount or alternative repayment method will be documented in writing.
3. Extensions to the period for repayment of the overage or an alternative prepayment method may be requested by the employee and are subject to the approval of the director of Human Resources/Risk Management or their designee. Extensions will be approved only in the case of extreme hardship, and the extended period for repayment will not be longer than one and one-half (1 ½) times as long as the overpayment period.

B. Recovery

If the employee leaves employment prior to the repayment of the overage, the City shall recover the amount owed from the employee's final pay. If the amount owed is greater than the employee's final pay, the City may initiate a collections process against the employee.

C. Underpayments

In situation involving underpayment to an employee by the City, the employee shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation and necessary approval of the compensation change.

40. SCHEDULE

Flexible Time Scheduling

The City shall establish work schedules as may be necessary for efficient and economical provision of services for the public and to make such adjustments in work schedules are required from time to time.

The Fair Labor Standards Act (FLSA) defines a work period as a regularly recurring period of one hundred sixty-eight (168) hours in seven (7) consecutive 24-hour periods. The 7-day work period need not coincide with the calendar week. For purposes of this Agreement, the 7-day work period begins at midnight each Monday and ends at 11:59 p.m. the following Sunday.

Employees of this Union shall work a forty (40) hour work week under either a 4/10, 9/80 or 5/40 schedule.

Employees assigned a 4/10 work schedule shall work four (4) consecutive workdays of ten (10) working hours each excluding the meal period, followed by three (3) consecutive days off.

Employees assigned a 9/80 work schedule shall work eight (8) workdays of nine (9) hours each, and one (1) day of eight (8) hours, exclusive of the meal period. The designated workweek shall begin exactly four hours after the start of the 8-hours shift on the day of the week that corresponds with the employee's alternative regular day off.

Employees assigned to a 5/40 work schedule shall work a week of five (5) consecutive workdays of eight (8) hours each within a seven (7) day period and two (2) consecutive days off.

Permanent changes in an employee's regular work schedule shall be communicated in writing to the employee at least ten (10) working days in advance of the implementation of such changes. This provision applies to regular permanent work scheduling and does not apply to situations identified as emergency.

Also see Overtime and Regular Rate of Pay Sections in this MOU.

41. SEPARATION FROM CITY

At the discretion and approval of the Department Director, employees may be allowed to extend their last day of employment through the use of qualifying leave time for up to one (1) pay period beyond the last day the employee physically reports to work.

The approval of such an extension shall be subject to operational needs, departmental policies, and compliance with all applicable rules governing leave usage. The Department Director or designee shall be responsible for reviewing and granting requests on a case-by-case basis to ensure consistency and fairness in application.

For this article, qualifying leave time is defined as vacation, holiday, floating holiday, personal or comp time. Sick leave usage will be allowed under the terms of Article 42 Sick Leave, and those provisions must be followed for any sick leave usage to be allowed under this article.

42. SICK LEAVE

Upon hire, employees will be credited with thirty (30) hours or three (3) days of Sick Leave, whichever is greater, which can be used following the completion of ninety (90) days of continuous full-time employment. Following the 90th day of employment, for each calendar month in which the employee is paid for more than two-thirds (2/3) of the working days in such month, employees accrue ten (10) hours of Sick Leave per month to a maximum accrual of one thousand eighty (1,080) hours.

If an employee changes status (e.g. changes from full-time to part-time employment), or separates from this bargaining group, the employee will be subject to the new bargaining group's MOU or Summary of Benefits.

Upon notice of resignation or retirement from the City, any Sick Leave usage requested will require a doctor's note or certification. If documentation is not received, the employee will not receive payment of any Sick Leave hours for time missed from work.

43. SICK LEAVE HIRING INCENTIVE

A new employee may be credited with up to two hundred (200) hours of Sick Leave as long as the prior employer did not compensate the employee for these Sick Leave hours at this amount proposed or greater. New employees will be required to provide proof that the sick leave hours were not cashed out by presenting their last pay stub or written verification from their prior employer's Payroll Division.

44. SICK LEAVE BUY-BACK

At separation of employment the City will buy back a percentage of the employee's accrued Sick Leave hours, at the hourly base rate of pay at the time of separation. This benefit is contingent upon non-retirement, non-disciplinary separation, and completion of five (5) years of full-time City service. The percentage of Sick Leave Buy Back is:

Completed Years of Service	% of Sick Leave Converted to Compensation
5 years	30%
10 years	35%
15 years	40%
20 or more years	45%

The City will buy-back sick leave at 100% for any service or disability retirement following five (5) years of continuous full-time service with the City as the final employer.

45. SICK LEAVE CONVERSION TO PERSONAL LEAVE

For employees who have earned Sick Leave accrual benefits for one (1) full fiscal year, Sick Leave may be converted to Personal Leave in accordance with the following schedule:

A Sick Leave Days (10 hours) Earned	B Annual Sick Leave Days (10 hours) Used	C Personal Leave Days (8 hours) Conversion	D Up to 56 hours of Sick Leave in excess of 960 Hours limit converted To Pay
12 days (120 hrs)	0	8 days (64 hrs)	0+64+56 = 120 hrs
11 days (110 hrs)	1 day (10 hrs)	7 days (56 hrs)	10+56+54 = 120 hrs
10 days (100 hrs)	2 days (20 hrs)	6 days (48 hrs)	20+48+52 = 120 hrs
9 days (90 hrs)	3 days (30 hrs)	5 days (40 hrs)	30+40+50 = 120 hrs
8 days (80 hrs)	4 days (40 hrs)	4 days (32 hrs)	40+32+48 = 120 hrs
7 days (70 hrs)	5 days (50 hrs)	3 days (24 hrs)	50+24+46 = 120 hrs
6 days (60 hrs)	6 days (60 hrs)	2 days (16 hrs)	60+16+44 = 120 hrs

Personal Leave must be taken as time off with Department Director approval and may not be carried from one fiscal year to another. Personal Leave that is not used will be credited to Sick Leave at the end of a fiscal year if said credited hours do not exceed the one thousand eighty (1,080) hours Sick Leave limit.

46. SICK LEAVE PROGRAM

Employees having in excess of nine hundred and sixty (960) hours of accumulated Sick Leave on the last pay period in June will be paid in the final paycheck of the fiscal year, an amount computed at the then existing hourly rate for each hour in excess of nine hundred and sixty (960) hours, up to a maximum of fifty six (56) hours.

47. SPECIAL ASSIGNMENTS

Employees will be subject to mandatory transfers into "Special Assignments" to meet the operational needs of the City (excepting positions requiring an official Police Background be conducted, which remain subject to voluntary transfer). Training will be provided, as needed, to assist in the transition of acquiring new duties and responsibilities. If an employee has a specific concern relative to the "Special Assignment" they have been chosen to fill, a discussion will be held that may include the affected employee, their representative, the Director of Human Resources/Risk Management and any other relevant party.

An employee will experience no change in compensation if the "Special Assignment" is deemed to be set at a lower pay grade than the employee is currently earning. If an employee is placed in a position at a higher pay grade than the employee is currently earning, this will be deemed to be "Acting Duty" and will be compensated in accordance with the City's rules regarding "Acting

Duty" status. The period over which "Acting Duty" can be continued will not be limited by the timeline set in the Personnel Rules. An employee on "Special Assignment" will not be placed on probationary status. The length of time to be worked in a "Special Assignment" is undetermined; however, an employee, or their representative, may periodically request a status report as to the anticipated continuation of their "Special Assignment" job.

An employee demonstrating a bonafide inability to perform the duties of the "Special Assignment" (i.e., not performing at a satisfactory level or better) will not be subject to termination if said substandard performance is based on a lack of job skill or a disability.

48. STANDBY PAY

One (1) hour for each day of the week, including weekends and holidays, will be paid at straight time, in pay or compensatory time off at the employee's option, to employees required to be on Standby duty as authorized by their Department Director or a designated representative.

49. TUITION ADVANCE PROGRAM

Full-time, non-probationary employees who desire to enroll in an accredited college/university degree program or professional development course, are eligible for tuition advancement up to a maximum of three thousand, five hundred dollars ($3,500) per fiscal year. A Tuition Advancement Form must be received by the Human Resources/Risk Management Department for review and approval before and advance will be provided. Budgeted funds must be available to cover tuition advance and no expenditure beyond the approved budget allocation will be authorized to cover any amount of any employee's educational expenses.

The non-probationary status requirement does not pertain to those employees who are considered to hold probationary status due to a promotion into a new position in the City. Affected employees are required to complete one year of service with the City from the date of completion of course work to be eligible for this benefit. Individuals voluntarily separating from the City prior to completion of one year of service with the City from date of completion of course work will be required to reimburse the City for funds advanced to them under this program. Said reimbursement shall be deducted from any separation check to be distributed to the employee, no matter what the nature of the funds, without the necessity of a judgement being mandated on behalf of the City.

A college or university shall be defined as an institution accredited by the Western Association of Schools and Colleges Senior College and University Commission (WASC), the Accrediting Commission of Community and Junior Colleges (ACCJC), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Middle State Commission on Higher Education (MSCHE), New England Association of Colleges and Schools (NEASC) or an institution listed on the Higher Learning Commission (HLC). Other accreditations may be eligible upon review by the Human Resources Department.

Advanceable expenses will include books, tuition, parking and registration/enrollment fees. All required fees such as health-related fees, "gym" fees and other miscellaneous fees, whether billed

as "tuition" or otherwise required of the institution are eligible. Items such as paper, pens, notebooks, and printing fees will not be eligible.

Employees agree that upon accepting a tuition advance from the City, the employee is responsible to provide the City with verification of completion of class(es), grade(s) and receipts for expenses within sixty (60) calendar days from the date of final course work (as indicated on the request for tuition advance form submitted by the employee). In the event that the educational institution attended does not provide the employee with verification of completion or grades or receipts within this sixty (60) calendar days timeframe, the employee is responsible to notify the Director of Human Resources/Risk Management, in writing, of such and an additional sixty (60) calendar days extension will be granted. In the event that an employee does not provide verification of completion of class(es), grade(s) and receipts for expenses at the end of either the initial sixty (60) calendar days or at the end of the extension of an additional sixty (60) calendar days (to 120 calendar days total), the City will have the right to automatically make a payroll deduction from the employee's next regular payroll check in an amount equal to the amount of tuition funds advanced.

50. TUITION REIMBURSEMENT – ENHANCED PROGRAM

Employees who have incurred otherwise reimbursable tuition cost in an amount greater than the maximum amount available shall be eligible to receive additional reimbursement to the extent that tuition reimbursement funds are available at the end of each fiscal year. No such distribution will be made until the conclusion of the fiscal year in order to verify the number of employees making application for the enhanced benefit. Employees must submit a tuition reimbursement invoice to the Human Resources/Risk Management Department no later than May 1st of each year in order to participate in this Enhanced Program.

It shall remain the individual employee's responsibility to apply for and receive written authorization to participate in a tuition reimbursable course prior to any such enrollment.

51. UNIFORMS FOR CODE COMPLIANCE INSPECTORS, BUILDING INSPECTORS, PUBLIC WORKS INSPECTORS, COMMUNITY SERVICES STAFF AND STOREKEEPER

Uniforms will be provided for employees in the position classifications of Code Compliance Inspector, Building Inspector, Public Works Inspector, Community Services Staff and Storekeeper. Employees agree to accept only those uniforms needed and to return any unused uniforms to the City. Refer to Exhibit A for eligibility. Shirts, pants, sweatshirts, jackets and hats shall be returned to the employee's Department supervisor for replacement as needed.

The City will report to CalPERS the monetary value for providing and maintaining the employee's required uniforms. The uniform allowance will be derived from the City's total calendar year costs for providing and maintaining the employees' uniforms, not to exceed one thousand dollars ($1,000) per fiscal year per employee, and will be reported on a bi-weekly basis.

A "bulletproof vest" will be provided to Code Compliance Inspectors upon request.

See also Work Boots and Work Shoes.

52. UNION USE OF BULLETIN BOARDS AND EMAIL SYSTEMS

Bulletin Boards:

A. The City agrees to provide reasonable space on Bulletin Boards for Union notices in the following locations:
   i. City Hall (upstairs and downstairs)
   ii. Police Department
   iii. Public Works (yard)

B. No City equipment shall be used to reproduce materials posted on the bulletin boards. Union representatives may only remove posting by the Union.

C. It is understood and agreed that the space provided on the bulletin boards for Union use shall be only for the posting for formal notices of meetings, news bulletins, agendas, and minutes, information concerning Teamsters PTC Unit elections or the results thereof; Teamsters PTC Unit recreational and related social events, and names of representative and offers of the Union. The bulletin boards shall not be used for posting or distributing literature concerning candidates for public office.

D. All materials posted by Teamsters PTC Unit shall be identified as Union material or must be signed by a Union representative whose name is on file with the Human Resources/Risk Management prior to posing for informational purposes only.

Use of Email:

A. Teamsters PTC Unit is permitted to use the City's email system for the following purposes:
   i. Communicating with union members regarding meetings, events, elections, and other union activities.
   ii. Distributing information related to collective bargaining, grievance processes, and other union-related matters.
   iii. Announcements related to workplace issues or concerns.

B. All union-related emails must comply with the City's policies governing acceptable use of electronic communication systems.

C. Union use of the email system must not:
   i. Interfere with the efficient operation of the City's email system of workplace productivity.
   ii. Include content that is political, harassing, discriminatory, or otherwise prohibited by City of Chino's policies or applicable laws.
   iii. Used for solicitation unrelated to the union's representational activities or for person gain.

53. VACATION LEAVE

Maximum accrual of Vacation is four hundred (400) hours. Upon termination of employment, accrued Vacation will be paid at the employee's then existing hourly rate of pay. New employees with less than six (6) months of City service are ineligible to receive Vacation Leave Conversion. It is the responsibility of employees to schedule Vacation time off for rest and recuperation in order that earned vacation time in excess of four hundred (400) hours will not be removed from the records.

Months of Completed Service	Annual Vacation Accrual
6 – 24 months	12 days p/year (10.0000 hours p/month)
25 – 48 months	15 days p/year (12.5000 hours p/month)
49 – 108 months	18 days p/year (15.0000 hours p/month)
109 – 120 months	19 days p/year (15.8333 hours p/month)
121 or more months	20 days p/year (16.6666 hours p/month)

54. VACATION LEAVE BUY BACK

At separation or retirement, 100% of accrued Vacation Leave, to a maximum of four hundred (400) hours, will be paid at the employee's existing base rate of pay. New employees with less than six (6) months of service are ineligible to receive Vacation Leave Buy Back.

55. VACATION LEAVE CONVERSION

Employees who have accrued a minimum of one hundred and twenty (120) hours of Vacation Leave may convert a maximum of eighty (80) hours of Vacation Leave to pay per fiscal year. Employees may convert leave to pay in April and/or November of each year, calculated at the employee's hourly base rate of pay at the time of conversion. Six (6) months prior to date of conversion, half the number of accrued leave hours requested, excluding Sick Leave, must have been taken as time off. Note: usage requirement waived for "activated" military personnel.

56. WORK BOOTS AND WORK SHOES

Eligible employees (Public Works Inspectors, Building Inspectors, Environmental Compliance Technicians, Code Compliance Inspectors, and Storekeepers) will receive a three hundred dollar ($300) allowance in their first paycheck in January. These funds will be used by the employee for the purchase of safety-rated work boots or work shoes. This compensation is not reportable to PERS as special compensation.

57. WORKERS' COMPENSATION PROGRAM

Whenever any employee of the City is disabled whether temporarily or permanently, by injury or illness arising out of, and in the course of, their duties the employee will be compensated as follows: On the first, second, and third day of the injury employees will use accrued Sick Leave, Vacation Leave, Floating Holiday Leave, and/or Compensatory Time off for full salary continuance.

Commencing the fourth day of the injury, the City will continue the employee's salary at a rate of 66-2/3% of the current monthly salary, less any applicable deductions (i.e., credit union, health insurance coverage), for a period not to exceed twelve (12) months. If the disability extends for a

period beyond fourteen (14) calendar days the City will credit the employee for the first three (3) days of Sick Leave used. If hospitalization is required the first, second, and third days' salary is paid by the City through the Workers' Compensation program.

58. WORKERS' COMPENSATION PREMIUM PAYMENT

In the event that a work-related illness or injury results in a permanent disability settlement, the City will provide a ten percent (10%) premium benefit payment provided the following occurs:

- That the Workers' Compensation Appeals Board approves the total settlement, including the 10% premium benefit;
- That neither a "Notice of Claim" nor "Application for Adjudication of Claim" will have been filed or served against the City of Chino;
- That the injured employee has diligently sought medical attention as prescribed by the treating physician(s) approved by the City; and
- That the injured employee and the City have employed the guidance of the State Department of Industrial Relations Office of Information and Assistance to resolve any outstanding issues or misunderstandings.

Representation is a legal right recognized by statutory law. Nothing precludes an employee from retaining legal counsel or representation; however, the premium benefit offered is only available in cases handled without the involvement of legal counsel. This is done in recognition of the cost savings that result in non-litigated cases that can be passed on to the ill or injured worker.

59. SAVINGS CLAUSE

Should any clause in this Memorandum of Understanding be held invalid by law and/or a court of competent jurisdiction, then only that clause will be stricken and the remainder of the Memorandum of Understanding will remain in full force and effect. The City and the Teamsters PTC Unit will immediately commence to negotiate for the purpose of replacing any invalid or illegal provision. However, no such replacement is mandated.

60. MAINTENANCE OF EXISTING BENEFITS

All wages, hours and other terms and conditions of employment not specifically altered by this Agreement and presently enjoyed by the employees will remain in full force and effect during the term of this Agreement unless mutually agreed to the contrary by both the City and the Teamsters PTC Unit or determined by law and/or a court of competent jurisdiction to be unlawful.

61. IMPLEMENTATION

The terms of this Memorandum of Understanding are subject to consideration and approval by the City Manager of the City of Chino and will only be implemented upon adoption by the City Council.

62. TERM OF AGREEMENT

Except where expressly stated otherwise herein, the City and Teamsters PTC Unit agree that the provision of this Memorandum of Understanding shall be effective on July 1, 2025, and shall expire on June 30, 2027.

Teamsters PTC Unit proposals for the next Agreement are due to the City no later than April 15 of each year.

Signatures on following page.

_____	_____
Andrew Coleman, Labor Relations Representative Teamsters Local 1932 Professional, Technical and Clerical Unit	Linda Reich, City Manager City of Chino
_____	_____
Date	Date
_____	_____
Jorge Cruz, Employee Representative Teamsters Local 1932 Professional, Technical and Clerical Unit	Theresa Doyle Director of Human Resources/ Risk Management
_____	_____
Date	Date

EXHIBIT A - UNIFORMS FOR NON-SERVICES EMPLOYEES (TEAMSTERS)

	Public Works Inspector	Building Inspector	Code Compliance Inspector	Storekeeper & Storekeeper Aide	Community Services Staff
Required Uniforms	Combination of up to 5 shirts; combination of up to 5 pants/shorts (flat front pants, flat front shorts, uniform long pants, or uniform shorts); 1 hat; 1 sweatshirt; 1 jacket.	Combination of up to 5 shirts; combination of up to 5 pants/shorts (flat front pants, flat front shorts, uniform long pants, or uniform shorts); 1 hat; 1 sweatshirt; 1 jacket.	Combination of up to 5 shirts; combination of up to 5 pants/shorts; 1 hat; 1 jacket.	Combination of up to 5 shirts; combination of up to 5 pants/shorts; 1 sweatshirt; 1 jacket.	1-2 Camp T-shirts as needed; 1 jacket and 1 hat as determined by the department. Employee to provide own pants and/or walking length shorts in khaki for special events.
Polo Shirts Color to be determined by department.	Up to 5 (combined)	Up to 5 (combined)	N/A	Up to 5 (combined)	1-2 as needed
Long Sleeve Button Down Shirts Color to be determined by department.	Up to 5 (combined)	Up to 5 (combined)	N/A	N/A	N/A
Short Sleeve Button Down Shirts Color to be determined by department.	Up to 5 (combined)	Up to 5 (combined)	N/A	N/A	N/A
Pants/Shorts	Up to 5 (combined)	Up to 5 (combined)	N/A	Up to 5 (combined)	N/A
Hats Approved hats include straw for summer, navy blue or tan (regular bill), navy blue (large bill), or wide brim cloth hats. Embroidery to identify employee's department, division or "Team Chino" for Community Servies staff.	1 as needed	1 as needed	1 as needed	1 as needed	1 as needed
Jackets Type of jacket will be based on employee's department and duties. Embroidery to include City logo on left sleeve or patch as determined by department on right sleeve.	1	1	1	1	1 as needed
Sweatshirt Color to be determined by department.	1	1	N/A	1	N/A
Poly Uniform Shirts	N/A	N/A	Up to 5 (combined)	N/A	N/A
Black Poly Pants	N/A	N/A	Up to 5 (combined)	N/A	N/A
Uniform Dress Belt	N/A	N/A	1	N/A	N/A
Camp T-Shirt	N/A	N/A	N/A	N/A	1-2 as needed

1. Staff will try on samples each year before an order is placed for proper fit.
2. All Departments will notify HR as changes occur to uniforms based on work-related considerations. HR will update list and notify other departments of changes.

RESOLUTION NO. 2025-065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, AMENDING RESOLUTION NO. 2023-034 OF THE CITY'S CLASSIFICATION PLAN AND SALARY SCHEDULE PERTAINING TO SALARY FOR CITY EMPLOYEES.

WHEREAS, the City Council of the City of Chino established compensation classifications represented by the Teamsters Local 1932 Professional, Technical and Clerical Unit (Teamsters); and

WHEREAS, California Government Code Section 20636 and Title 2, Section 570.5, of the California Code of Regulations outline certain requirements as it pertains to employee compensation and related information that must be adopted by the City Council and made available for public viewing; and

WHEREAS, the City Council is also adopting the Teamsters Memorandum of Understanding at this Council Meeting; and

WHEREAS, the attached salary schedule for Teamsters reflects a three percent (3%) Cost of Living Adjustment and an additional fifty one cents ($0.51) per hour applied to the base wages/salary ranges of each classification represented by the Teamsters MOU negotiated as part of the Memorandum of Understanding effective the first full pay period after City Council approval; and

WHEREAS, the attached salary schedule for Teamsters reflects a three percent (3%) Cost of Living Adjustment negotiated as part of the Memorandum of Understanding effective the beginning of the pay period including July 1, 2026; and

NOW, THEREFORE, BE IT RESOLVED that the attached Classification Plans and Salary Schedules be adopted.

APPROVED AND ADOPTED THIS 16th day of September, 2025.

_____
EUNICE M. ULLOA, MAYOR

ATTEST:

_____
NATALIE GONZAGA
CITY CLERK

ATTACHMENTS:
1. Classification and Compensation Schedules – Teamsters

State of California)
County of San Bernardino) §
City of Chino)

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting held on the 16th day of September 2025 by the following votes:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

_____
NATALIE GONZAGA, CITY CLERK

City of Chino

Teamsters Local 1932 Classification Plan and Salary Schedule

Effective 09/29/2025 (3% COLA+ $0.51)

Classification Title	Range		Step A	Step B	Step C	Step D	Step E
Accessibility Specialist	38	Hourly	$ 38.66	$ 40.57	$ 42.57	$ 44.68	$ 46.88
		Monthly	$ 6,701.31	$ 7,031.98	$ 7,379.15	$ 7,743.74	$ 8,126.40
		Annually	$ 80,415.71	$ 84,383.73	$ 88,549.76	$ 92,924.83	$ 97,516.85
Accountant	39	Hourly	$ 39.62	$ 41.57	$ 43.62	$ 45.78	$ 48.04
		Monthly	$ 6,866.65	$ 7,205.57	$ 7,561.41	$ 7,935.15	$ 8,327.49
		Annually	$ 82,399.82	$ 86,466.85	$ 90,736.88	$ 95,221.78	$ 99,929.86
Accounting Technician	30	Hourly	$ 31.82	$ 33.39	$ 35.03	$ 36.76	$ 38.57
		Monthly	$ 5,515.99	$ 5,787.32	$ 6,072.23	$ 6,371.49	$ 6,685.66
		Annually	$ 66,191.84	$ 69,447.87	$ 72,866.77	$ 76,457.89	$ 80,227.89
Aging Services Coordinator	37	Hourly	$ 37.73	$ 39.59	$ 41.55	$ 43.60	$ 45.75
		Monthly	$ 6,540.07	$ 6,862.65	$ 7,201.32	$ 7,556.99	$ 7,930.40
		Annually	$ 78,480.90	$ 82,351.78	$ 86,415.89	$ 90,683.84	$ 95,164.78
Assistant Homeless Outreach Coordinator	50	Hourly	$ 51.82	$ 54.39	$ 57.08	$ 59.91	$ 62.88
		Monthly	$ 8,981.98	$ 9,426.73	$ 9,893.66	$ 10,383.90	$ 10,898.65
		Annually	$ 107,783.73	$ 113,120.80	$ 118,723.90	$ 124,606.77	$ 130,783.74
Assistant Planner	40	Hourly	$ 40.59	$ 42.60	$ 44.70	$ 46.91	$ 49.23
		Monthly	$ 7,036.07	$ 7,383.48	$ 7,748.23	$ 8,131.24	$ 8,533.41
		Annually	$ 84,432.82	$ 88,601.76	$ 92,978.70	$ 97,574.88	$ 102,400.90
Billing Supervisor	44	Hourly	$ 44.75	$ 46.97	$ 49.29	$ 51.73	$ 54.29
		Monthly	$ 7,757.33	$ 8,140.83	$ 8,543.39	$ 8,966.24	$ 9,410.06
		Annually	$ 93,087.90	$ 97,689.90	$ 102,520.70	$ 107,594.86	$ 112,920.70
Broadcast Associate	21	Hourly	$ 25.58	$ 26.84	$ 28.15	$ 29.54	$ 30.99
		Monthly	$ 4,434.40	$ 4,651.73	$ 4,879.91	$ 5,119.40	$ 5,370.98
		Annually	$ 53,212.85	$ 55,820.75	$ 58,558.86	$ 61,432.80	$ 64,451.71
Broadcast Coordinator	35	Hourly	$ 35.94	$ 37.71	$ 39.57	$ 41.52	$ 43.57
		Monthly	$ 6,229.15	$ 6,536.23	$ 6,858.57	$ 7,197.15	$ 7,552.57
		Annually	$ 74,749.79	$ 78,434.72	$ 82,302.90	$ 86,365.76	$ 90,630.80
Building Inspector	39	Hourly	$ 39.62	$ 41.57	$ 43.62	$ 45.78	$ 48.04
		Monthly	$ 6,866.65	$ 7,205.57	$ 7,561.41	$ 7,935.15	$ 8,327.49
		Annually	$ 82,399.82	$ 86,466.85	$ 90,736.88	$ 95,221.78	$ 99,929.86
Case Manager I	29	Hourly	$ 31.06	$ 32.59	$ 34.19	$ 35.87	$ 37.64
		Monthly	$ 5,383.56	$ 5,648.31	$ 5,926.32	$ 6,218.14	$ 6,524.73
		Annually	$ 64,602.72	$ 67,779.71	$ 71,115.82	$ 74,617.71	$ 78,296.82
Case Manager II	33	Hourly	$ 34.23	$ 35.92	$ 37.69	$ 39.55	$ 41.50
		Monthly	$ 5,933.32	$ 6,225.49	$ 6,532.31	$ 6,854.57	$ 7,192.90
		Annually	$ 71,199.86	$ 74,705.90	$ 78,387.71	$ 82,254.85	$ 86,314.80
Code Compliance Inspector I	35	Hourly	$ 35.94	$ 37.71	$ 39.57	$ 41.52	$ 43.57
		Monthly	$ 6,229.15	$ 6,536.23	$ 6,858.57	$ 7,197.15	$ 7,552.57
		Annually	$ 74,749.79	$ 78,434.72	$ 82,302.90	$ 86,365.76	$ 90,630.80
Code Compliance Inspector II	39	Hourly	$ 39.62	$ 41.57	$ 43.62	$ 45.78	$ 48.04
		Monthly	$ 6,866.65	$ 7,205.57	$ 7,561.41	$ 7,935.15	$ 8,327.49
		Annually	$ 82,399.82	$ 86,466.85	$ 90,736.88	$ 95,221.78	$ 99,929.86
Code Compliance Technician	33	Hourly	$ 34.23	$ 35.92	$ 37.69	$ 39.55	$ 41.50
		Monthly	$ 5,933.32	$ 6,225.49	$ 6,532.31	$ 6,854.57	$ 7,192.90
		Annually	$ 71,199.86	$ 74,705.90	$ 78,387.71	$ 82,254.85	$ 86,314.80
Community Services, Parks & Recreation Coordinator	37	Hourly	$ 37.73	$ 39.59	$ 41.55	$ 43.60	$ 45.75
		Monthly	$ 6,540.07	$ 6,862.65	$ 7,201.32	$ 7,556.99	$ 7,930.40
		Annually	$ 78,480.90	$ 82,351.78	$ 86,415.89	$ 90,683.84	$ 95,164.78
Community Services, Parks & Recreation Specialist	26	Hourly	$ 28.88	$ 30.30	$ 31.79	$ 33.35	$ 34.99
		Monthly	$ 5,005.49	$ 5,251.39	$ 5,509.49	$ 5,780.48	$ 6,065.16
		Annually	$ 60,065.82	$ 63,016.72	$ 66,113.84	$ 69,365.71	$ 72,781.90

City of Chino

Teamsters Local 1932 Classification Plan and Salary Schedule

Effective 09/29/2025 (3% COLA+ $0.51)

Classification Title	Range		Step A	Step B	Step C	Step D	Step E
Customer Service Representative I	18	Hourly	$ 23.79	$ 24.96	$ 26.18	$ 27.46	$ 28.81
		Monthly	$ 4,124.15	$ 4,325.90	$ 4,537.73	$ 4,760.24	$ 4,993.82
		Annually	$ 49,489.86	$ 51,910.77	$ 54,452.74	$ 57,122.83	$ 59,925.84
Customer Service Representative II	22	Hourly	$ 26.21	$ 27.50	$ 28.84	$ 30.26	$ 31.75
		Monthly	$ 4,543.07	$ 4,765.82	$ 4,999.64	$ 5,245.15	$ 5,502.99
		Annually	$ 54,516.80	$ 57,189.81	$ 59,995.73	$ 62,941.84	$ 66,035.84
Engineering Aide	24	Hourly	$ 27.51	$ 28.86	$ 30.28	$ 31.77	$ 33.33
		Monthly	$ 4,768.57	$ 5,002.57	$ 5,248.24	$ 5,506.31	$ 5,777.15
		Annually	$ 57,222.88	$ 60,030.88	$ 62,978.86	$ 66,075.78	$ 69,325.78
Engineering Technician	35	Hourly	$ 35.94	$ 37.71	$ 39.57	$ 41.52	$ 43.57
		Monthly	$ 6,229.15	$ 6,536.23	$ 6,858.57	$ 7,197.15	$ 7,552.57
		Annually	$ 74,749.79	$ 78,434.72	$ 82,302.90	$ 86,365.76	$ 90,630.80
Environmental Compliance Technician	35	Hourly	$ 35.94	$ 37.71	$ 39.57	$ 41.52	$ 43.57
		Monthly	$ 6,229.15	$ 6,536.23	$ 6,858.57	$ 7,197.15	$ 7,552.57
		Annually	$ 74,749.79	$ 78,434.72	$ 82,302.90	$ 86,365.76	$ 90,630.80
Homeless Outreach Coordinator	53	Hourly	$ 55.76	$ 58.53	$ 61.43	$ 64.47	$ 67.67
		Monthly	$ 9,665.90	$ 10,144.82	$ 10,647.66	$ 11,175.56	$ 11,729.90
		Annually	$ 115,990.78	$ 121,737.82	$ 127,771.90	$ 134,106.75	$ 140,758.80
Housing Technician	33	Hourly	$ 34.23	$ 35.92	$ 37.69	$ 39.55	$ 41.50
		Monthly	$ 5,933.32	$ 6,225.49	$ 6,532.31	$ 6,854.57	$ 7,192.90
		Annually	$ 71,199.86	$ 74,705.90	$ 78,387.71	$ 82,254.85	$ 86,314.80
Management Aide	34	Hourly	$ 35.07	$ 36.80	$ 38.62	$ 40.52	$ 42.52
		Monthly	$ 6,079.41	$ 6,378.98	$ 6,693.49	$ 7,023.73	$ 7,370.48
		Annually	$ 72,952.88	$ 76,547.74	$ 80,321.90	$ 84,284.72	$ 88,445.76
Permit Technician	33	Hourly	$ 34.23	$ 35.92	$ 37.69	$ 39.55	$ 41.50
		Monthly	$ 5,933.32	$ 6,225.49	$ 6,532.31	$ 6,854.57	$ 7,192.90
		Annually	$ 71,199.86	$ 74,705.90	$ 78,387.71	$ 82,254.85	$ 86,314.80
Planning Technician	33	Hourly	$ 34.23	$ 35.92	$ 37.69	$ 39.55	$ 41.50
		Monthly	$ 5,933.32	$ 6,225.49	$ 6,532.31	$ 6,854.57	$ 7,192.90
		Annually	$ 71,199.86	$ 74,705.90	$ 78,387.71	$ 82,254.85	$ 86,314.80
Plans Examiner	44	Hourly	$ 44.75	$ 46.97	$ 49.29	$ 51.73	$ 54.29
		Monthly	$ 7,757.33	$ 8,140.83	$ 8,543.39	$ 8,966.24	$ 9,410.06
		Annually	$ 93,087.90	$ 97,689.90	$ 102,520.70	$ 107,594.86	$ 112,920.70
Police Academy Trainee	34	Hourly	$ 35.07	$ 36.80	$ 38.62	$ 40.52	$ 42.52
		Monthly	$ 6,079.41	$ 6,378.98	$ 6,693.49	$ 7,023.73	$ 7,370.48
		Annually	$ 72,952.88	$ 76,547.74	$ 80,321.90	$ 84,284.72	$ 88,445.76
Police Recruit	34	Hourly	$ 35.07	$ 36.80	$ 38.62	$ 40.52	$ 42.52
		Monthly	$ 6,079.41	$ 6,378.98	$ 6,693.49	$ 7,023.73	$ 7,370.48
		Annually	$ 72,952.88	$ 76,547.74	$ 80,321.90	$ 84,284.72	$ 88,445.76
Project Coordinator	46	Hourly	$ 46.99	$ 49.32	$ 51.76	$ 54.32	$ 57.01
		Monthly	$ 8,145.57	$ 8,548.49	$ 8,971.49	$ 9,415.66	$ 9,881.98
		Annually	$ 97,746.90	$ 102,581.86	$ 107,657.89	$ 112,987.89	$ 118,583.71
Public Works Inspector	39	Hourly	$ 39.62	$ 41.57	$ 43.62	$ 45.78	$ 48.04
		Monthly	$ 6,866.65	$ 7,205.57	$ 7,561.41	$ 7,935.15	$ 8,327.49
		Annually	$ 82,399.82	$ 86,466.85	$ 90,736.88	$ 95,221.78	$ 99,929.86
Public Works Lead Inspector	45	Hourly	$ 45.86	$ 48.13	$ 50.51	$ 53.01	$ 55.63
		Monthly	$ 7,949.07	$ 8,342.15	$ 8,754.82	$ 9,188.07	$ 9,643.16
		Annually	$ 95,388.80	$ 100,105.82	$ 105,057.89	$ 110,256.85	$ 115,717.89
Senior Accountant	42	Hourly	$ 42.62	$ 44.73	$ 46.94	$ 49.26	$ 51.70
		Monthly	$ 7,387.81	$ 7,752.82	$ 8,136.06	$ 8,538.40	$ 8,960.90
		Annually	$ 88,653.76	$ 93,033.82	$ 97,632.70	$ 102,460.80	$ 107,530.80

City of Chino

Teamsters Local 1932 Classification Plan and Salary Schedule

Effective 09/29/2025 (3% COLA+ $0.51)

Classification Title	Range		Step A	Step B	Step C	Step D	Step E
Senior Building Inspector	44	Hourly	$ 44.75	$ 46.97	$ 49.29	$ 51.73	$ 54.29
		Monthly	$ 7,757.33	$ 8,140.83	$ 8,543.39	$ 8,966.24	$ 9,410.06
		Annually	$ 93,087.90	$ 97,689.90	$ 102,520.70	$ 107,594.86	$ 112,920.70
Senior Code Compliance Officer	44	Hourly	$ 44.75	$ 46.97	$ 49.29	$ 51.73	$ 54.29
		Monthly	$ 7,757.33	$ 8,140.83	$ 8,543.39	$ 8,966.24	$ 9,410.06
		Annually	$ 93,087.90	$ 97,689.90	$ 102,520.70	$ 107,594.86	$ 112,920.70
Senior Customer Service Representative	26	Hourly	$ 28.88	$ 30.30	$ 31.79	$ 33.35	$ 34.99
		Monthly	$ 5,005.49	$ 5,251.39	$ 5,509.49	$ 5,780.48	$ 6,065.16
		Annually	$ 60,065.82	$ 63,016.72	$ 66,113.84	$ 69,365.71	$ 72,781.90
Senior Permit Technician	39	Hourly	$ 39.62	$ 41.57	$ 43.62	$ 45.78	$ 48.04
		Monthly	$ 6,866.65	$ 7,205.57	$ 7,561.41	$ 7,935.15	$ 8,327.49
		Annually	$ 82,399.82	$ 86,466.85	$ 90,736.88	$ 95,221.78	$ 99,929.86
Storekeeper	22	Hourly	$ 26.21	$ 27.50	$ 28.84	$ 30.26	$ 31.75
		Monthly	$ 4,543.07	$ 4,765.82	$ 4,999.64	$ 5,245.15	$ 5,502.99
		Annually	$ 54,516.80	$ 57,189.81	$ 59,995.73	$ 62,941.84	$ 66,035.84
Storekeeper Aide	18	Hourly	$ 23.79	$ 24.96	$ 26.18	$ 27.46	$ 28.81
		Monthly	$ 4,124.15	$ 4,325.90	$ 4,537.73	$ 4,760.24	$ 4,993.82
		Annually	$ 49,489.86	$ 51,910.77	$ 54,452.74	$ 57,122.83	$ 59,925.84

City of Chino
Teamsters Compensation Plan and Salary Schedule
Effective 07/01/2026 (3% COLA)

Classification Title	Range		Step A	Step B	Step C	Step D	Step E
Accessibility Specialist	38	Hourly	$ 39.82	$ 41.79	$ 43.85	$ 46.02	$ 48.29
		Monthly	$ 6,902.33	$ 7,242.92	$ 7,600.50	$ 7,976.08	$ 8,370.17
		Annually	$ 82,828.00	$ 86,915.00	$ 91,206.00	$ 95,713.00	$ 100,442.00
Accountant	39	Hourly	$ 40.80	$ 42.82	$ 44.93	$ 47.15	$ 49.48
		Monthly	$ 7,072.67	$ 7,421.75	$ 7,788.25	$ 8,173.17	$ 8,577.33
		Annually	$ 84,872.00	$ 89,061.00	$ 93,459.00	$ 98,078.00	$ 102,928.00
Accounting Technician	30	Hourly	$ 32.78	$ 34.39	$ 36.08	$ 37.86	$ 39.73
		Monthly	$ 5,681.50	$ 5,960.92	$ 6,254.42	$ 6,562.67	$ 6,886.25
		Annually	$ 68,178.00	$ 71,531.00	$ 75,053.00	$ 78,752.00	$ 82,635.00
Aging Services Coordinator	37	Hourly	$ 38.86	$ 40.78	$ 42.79	$ 44.91	$ 47.13
		Monthly	$ 6,736.25	$ 7,068.50	$ 7,417.33	$ 7,783.67	$ 8,168.33
		Annually	$ 80,835.00	$ 84,822.00	$ 89,008.00	$ 93,404.00	$ 98,020.00
Assistant Homeless Outreach Coordinator	50	Hourly	$ 53.37	$ 56.02	$ 58.79	$ 61.70	$ 64.76
		Monthly	$ 9,251.42	$ 9,709.50	$ 10,190.50	$ 10,695.42	$ 11,225.58
		Annually	$ 111,017.00	$ 116,514.00	$ 122,286.00	$ 128,345.00	$ 134,707.00
Assistant Planner	40	Hourly	$ 41.81	$ 43.88	$ 46.04	$ 48.32	$ 50.71
		Monthly	$ 7,247.17	$ 7,605.00	$ 7,980.67	$ 8,375.17	$ 8,789.42
		Annually	$ 86,966.00	$ 91,260.00	$ 95,768.00	$ 100,502.00	$ 105,473.00
Billing Supervisor	44	Hourly	$ 46.10	$ 48.38	$ 50.77	$ 53.28	$ 55.92
		Monthly	$ 7,990.08	$ 8,385.08	$ 8,799.67	$ 9,235.25	$ 9,692.33
		Annually	$ 95,881.00	$ 100,621.00	$ 105,596.00	$ 110,823.00	$ 116,308.00
Broadcast Associate	21	Hourly	$ 26.35	$ 27.64	$ 29.00	$ 30.42	$ 31.92
		Monthly	$ 4,567.42	$ 4,791.25	$ 5,026.33	$ 5,273.00	$ 5,532.08
		Annually	$ 54,809.00	$ 57,495.00	$ 60,316.00	$ 63,276.00	$ 66,385.00
Broadcast Coordinator	35	Hourly	$ 37.02	$ 38.84	$ 40.76	$ 42.77	$ 44.88
		Monthly	$ 6,416.00	$ 6,732.33	$ 7,064.33	$ 7,413.08	$ 7,779.17
		Annually	$ 76,992.00	$ 80,788.00	$ 84,772.00	$ 88,957.00	$ 93,350.00
Building Inspector	39	Hourly	$ 40.80	$ 42.82	$ 44.93	$ 47.15	$ 49.48
		Monthly	$ 7,072.67	$ 7,421.75	$ 7,788.25	$ 8,173.17	$ 8,577.33
		Annually	$ 84,872.00	$ 89,061.00	$ 93,459.00	$ 98,078.00	$ 102,928.00
Case Manager I	29	Hourly	$ 31.99	$ 33.56	$ 35.22	$ 36.95	$ 38.77
		Monthly	$ 5,545.08	$ 5,817.75	$ 6,104.08	$ 6,404.67	$ 6,720.50
		Annually	$ 66,541.00	$ 69,813.00	$ 73,249.00	$ 76,856.00	$ 80,646.00
Case Manager II	33	Hourly	$ 35.26	$ 36.99	$ 38.82	$ 40.73	$ 42.74
		Monthly	$ 6,111.33	$ 6,412.25	$ 6,728.25	$ 7,060.17	$ 7,408.67
		Annually	$ 73,336.00	$ 76,947.00	$ 80,739.00	$ 84,722.00	$ 88,904.00
Code Compliance Inspector I	35	Hourly	$ 37.02	$ 38.84	$ 40.76	$ 42.77	$ 44.88
		Monthly	$ 6,416.00	$ 6,732.33	$ 7,064.33	$ 7,413.08	$ 7,779.17
		Annually	$ 76,992.00	$ 80,788.00	$ 84,772.00	$ 88,957.00	$ 93,350.00
Code Compliance Inspector II	39	Hourly	$ 40.80	$ 42.82	$ 44.93	$ 47.15	$ 49.48
		Monthly	$ 7,072.67	$ 7,421.75	$ 7,788.25	$ 8,173.17	$ 8,577.33
		Annually	$ 84,872.00	$ 89,061.00	$ 93,459.00	$ 98,078.00	$ 102,928.00
Code Compliance Technician	33	Hourly	$ 35.26	$ 36.99	$ 38.82	$ 40.73	$ 42.74
		Monthly	$ 6,111.33	$ 6,412.25	$ 6,728.25	$ 7,060.17	$ 7,408.67
		Annually	$ 73,336.00	$ 76,947.00	$ 80,739.00	$ 84,722.00	$ 88,904.00
Community Services, Parks & Recreation Coordinator	37	Hourly	$ 38.86	$ 40.78	$ 42.79	$ 44.91	$ 47.13
		Monthly	$ 6,736.25	$ 7,068.50	$ 7,417.33	$ 7,783.67	$ 8,168.33
		Annually	$ 80,835.00	$ 84,822.00	$ 89,008.00	$ 93,404.00	$ 98,020.00
Community Services, Parks & Recreation Specialist	26	Hourly	$ 29.74	$ 31.21	$ 32.74	$ 34.35	$ 36.04
		Monthly	$ 5,155.67	$ 5,408.92	$ 5,674.75	$ 5,953.92	$ 6,247.08
		Annually	$ 61,868.00	$ 64,907.00	$ 68,097.00	$ 71,447.00	$ 74,965.00

City of Chino
Teamsters Compensation Plan and Salary Schedule
Effective 07/01/2026 (3% COLA)

Classification Title	Range		Step A	Step B	Step C	Step D	Step E
Customer Service Representative I	18	Hourly	$ 24.51	$ 25.71	$ 26.96	$ 28.29	$ 29.68
		Monthly	$ 4,247.92	$ 4,455.67	$ 4,673.83	$ 4,903.08	$ 5,143.67
		Annually	$ 50,975.00	$ 53,468.00	$ 56,086.00	$ 58,837.00	$ 61,724.00
Customer Service Representative II	22	Hourly	$ 27.00	$ 28.32	$ 29.71	$ 31.17	$ 32.70
		Monthly	$ 4,679.33	$ 4,908.83	$ 5,149.67	$ 5,402.50	$ 5,668.08
		Annually	$ 56,152.00	$ 58,906.00	$ 61,796.00	$ 64,830.00	$ 68,017.00
Engineering Aide	24	Hourly	$ 28.34	$ 29.73	$ 31.19	$ 32.72	$ 34.33
		Monthly	$ 4,911.67	$ 5,152.67	$ 5,405.67	$ 5,671.50	$ 5,950.50
		Annually	$ 58,940.00	$ 61,832.00	$ 64,868.00	$ 68,058.00	$ 71,406.00
Engineering Technician	35	Hourly	$ 37.02	$ 38.84	$ 40.76	$ 42.77	$ 44.88
		Monthly	$ 6,416.00	$ 6,732.33	$ 7,064.33	$ 7,413.08	$ 7,779.17
		Annually	$ 76,992.00	$ 80,788.00	$ 84,772.00	$ 88,957.00	$ 93,350.00
Environmental Compliance Technician	35	Hourly	$ 37.02	$ 38.84	$ 40.76	$ 42.77	$ 44.88
		Monthly	$ 6,416.00	$ 6,732.33	$ 7,064.33	$ 7,413.08	$ 7,779.17
		Annually	$ 76,992.00	$ 80,788.00	$ 84,772.00	$ 88,957.00	$ 93,350.00
Homeless Outreach Coordinator	53	Hourly	$ 57.44	$ 60.28	$ 63.27	$ 66.41	$ 69.70
		Monthly	$ 9,955.92	$ 10,449.17	$ 10,967.08	$ 11,510.83	$ 12,081.83
		Annually	$ 119,471.00	$ 125,390.00	$ 131,605.00	$ 138,130.00	$ 144,982.00
Housing Technician	33	Hourly	$ 35.26	$ 36.99	$ 38.82	$ 40.73	$ 42.74
		Monthly	$ 6,111.33	$ 6,412.25	$ 6,728.25	$ 7,060.17	$ 7,408.67
		Annually	$ 73,336.00	$ 76,947.00	$ 80,739.00	$ 84,722.00	$ 88,904.00
Management Aide	34	Hourly	$ 36.13	$ 37.91	$ 39.78	$ 41.74	$ 43.80
		Monthly	$ 6,261.75	$ 6,570.33	$ 6,894.33	$ 7,234.42	$ 7,591.58
		Annually	$ 75,141.00	$ 78,844.00	$ 82,732.00	$ 86,813.00	$ 91,099.00
Permit Technician	33	Hourly	$ 35.26	$ 36.99	$ 38.82	$ 40.73	$ 42.74
		Monthly	$ 6,111.33	$ 6,412.25	$ 6,728.25	$ 7,060.17	$ 7,408.67
		Annually	$ 73,336.00	$ 76,947.00	$ 80,739.00	$ 84,722.00	$ 88,904.00
Planning Technician	33	Hourly	$ 35.26	$ 36.99	$ 38.82	$ 40.73	$ 42.74
		Monthly	$ 6,111.33	$ 6,412.25	$ 6,728.25	$ 7,060.17	$ 7,408.67
		Annually	$ 73,336.00	$ 76,947.00	$ 80,739.00	$ 84,722.00	$ 88,904.00
Plans Examiner	44	Hourly	$ 46.10	$ 48.38	$ 50.77	$ 53.28	$ 55.92
		Monthly	$ 7,990.08	$ 8,385.08	$ 8,799.67	$ 9,235.25	$ 9,692.33
		Annually	$ 95,881.00	$ 100,621.00	$ 105,596.00	$ 110,823.00	$ 116,308.00
Police Academy Trainee	34	Hourly	$ 36.13	$ 37.91	$ 39.78	$ 41.74	$ 43.80
		Monthly	$ 6,261.75	$ 6,570.33	$ 6,894.33	$ 7,234.42	$ 7,591.58
		Annually	$ 75,141.00	$ 78,844.00	$ 82,732.00	$ 86,813.00	$ 91,099.00
Police Recruit	34	Hourly	$ 36.13	$ 37.91	$ 39.78	$ 41.74	$ 43.80
		Monthly	$ 6,261.75	$ 6,570.33	$ 6,894.33	$ 7,234.42	$ 7,591.58
		Annually	$ 75,141.00	$ 78,844.00	$ 82,732.00	$ 86,813.00	$ 91,099.00
Project Coordinator	46	Hourly	$ 48.40	$ 50.80	$ 53.31	$ 55.95	$ 58.72
		Monthly	$ 8,389.92	$ 8,804.92	$ 9,240.67	$ 9,698.17	$ 10,178.42
		Annually	$ 100,679.00	$ 105,659.00	$ 110,888.00	$ 116,378.00	$ 122,141.00
Public Works Inspector	39	Hourly	$ 40.80	$ 42.82	$ 44.93	$ 47.15	$ 49.48
		Monthly	$ 7,072.67	$ 7,421.75	$ 7,788.25	$ 8,173.17	$ 8,577.33
		Annually	$ 84,872.00	$ 89,061.00	$ 93,459.00	$ 98,078.00	$ 102,928.00
Public Works Lead Inspector	45	Hourly	$ 47.24	$ 49.57	$ 52.02	$ 54.60	$ 57.30
		Monthly	$ 8,187.50	$ 8,592.42	$ 9,017.50	$ 9,463.75	$ 9,932.42
		Annually	$ 98,250.00	$ 103,109.00	$ 108,210.00	$ 113,565.00	$ 119,189.00
Senior Accountant	42	Hourly	$ 43.90	$ 46.07	$ 48.35	$ 50.74	$ 53.25
		Monthly	$ 7,609.42	$ 7,985.42	$ 8,380.17	$ 8,794.58	$ 9,229.75
		Annually	$ 91,313.00	$ 95,825.00	$ 100,562.00	$ 105,535.00	$ 110,757.00

City of Chino
Teamsters Compensation Plan and Salary Schedule
Effective 07/01/2026 (3% COLA)

Classification Title	Range		Step A	Step B	Step C	Step D	Step E
Senior Building Inspector	44	Hourly	$ 46.10	$ 48.38	$ 50.77	$ 53.28	$ 55.92
		Monthly	$ 7,990.08	$ 8,385.08	$ 8,799.67	$ 9,235.25	$ 9,692.33
		Annually	$ 95,881.00	$ 100,621.00	$ 105,596.00	$ 110,823.00	$ 116,308.00
Senior Code Compliance Officer	44	Hourly	$ 46.10	$ 48.38	$ 50.77	$ 53.28	$ 55.92
		Monthly	$ 7,990.08	$ 8,385.08	$ 8,799.67	$ 9,235.25	$ 9,692.33
		Annually	$ 95,881.00	$ 100,621.00	$ 105,596.00	$ 110,823.00	$ 116,308.00
Senior Customer Service Representative	26	Hourly	$ 29.74	$ 31.21	$ 32.74	$ 34.35	$ 36.04
		Monthly	$ 5,155.67	$ 5,408.92	$ 5,674.75	$ 5,953.92	$ 6,247.08
		Annually	$ 61,868.00	$ 64,907.00	$ 68,097.00	$ 71,447.00	$ 74,965.00
Senior Permit Technician	39	Hourly	$ 40.80	$ 42.82	$ 44.93	$ 47.15	$ 49.48
		Monthly	$ 7,072.67	$ 7,421.75	$ 7,788.25	$ 8,173.17	$ 8,577.33
		Annually	$ 84,872.00	$ 89,061.00	$ 93,459.00	$ 98,078.00	$ 102,928.00
Storekeeper	22	Hourly	$ 27.00	$ 28.32	$ 29.71	$ 31.17	$ 32.70
		Monthly	$ 4,679.33	$ 4,908.83	$ 5,149.67	$ 5,402.50	$ 5,668.08
		Annually	$ 56,152.00	$ 58,906.00	$ 61,796.00	$ 64,830.00	$ 68,017.00
Storekeeper Aide	18	Hourly	$ 24.51	$ 25.71	$ 26.96	$ 28.29	$ 29.68
		Monthly	$ 4,247.92	$ 4,455.67	$ 4,673.83	$ 4,903.08	$ 5,143.67
		Annually	$ 50,975.00	$ 53,468.00	$ 56,086.00	$ 58,837.00	$ 61,724.00

MEMORANDUM
CITY OF CHINO
POLICE DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **MAYOR AND CITY COUNCIL MEMBERS, CITY OF CHINO**

FROM: **KEVIN MENSEN, CHIEF OF POLICE**

SUBJECT

Adoption of 2025 Local Hazard Mitigation Plan Update.

RECOMMENDATION

Adopt Resolution No. 2025-060 of the City of Chino, authorizing future non-substantive amendments to the plan, rescinding Resolution No. 2018-022, and approving the 2025 Local Hazard Mitigation Plan Update.

FISCAL IMPACT

None.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Positive City Image
- Responsible Long-Range Planning
- Public Service Excellence through Internal and External Partnerships

Revenue: Click or tap here to enter text.	Expenditure:
Transfer In: Click or tap here to enter text.	Transfer Out: Click or tap here to enter text.

BACKGROUND

The Disaster Mitigation Act of 2000 requires jurisdictions to have a local hazard mitigation plan (LHMP) that has been approved by the Federal Emergency Management Agency (FEMA) to receive pre-disaster and post-disaster mitigation funds. The federal government requires that the LHMP be updated, approved, and adopted every five years. The purpose of the update is to review and revise the current plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities. The City of Chino's LHMP represents a comprehensive description of the City's commitment to reducing, preventing, or eliminating the impacts of natural and/or human-caused disasters.

The existing City of Chino Local Hazard Mitigation Plan was adopted May 15, 2018 (Resolution 2018-022). The City of Chino, in conjunction with community stakeholders, partnered together to update the LHMP. The update process began in 2024 when the City of Chino received funding from Hazard Mitigation Grant Program (HMGP) to update the plan. The plan was completed in 2025 and sent to the California Governor's Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA) for review. The review was completed in 2025 and copies of the updated plan are now available for public review.

ISSUES/ANALYSIS

A draft of the LHMP was submitted to Cal OES and FEMA for review/comments. The City of Chino LHMP has been determined eligible by both agencies for final approval, pending the City Council's adoption of Resolution No. 2025-060.

The adoption of the updated LHMP will rescind all previous versions and replace the 2016* Location Hazard Mitigation Plan Update (Resolution 2018-022).

*The 2016 plan was approved in 2018.

Attachment: Resolution 2025-060
Resolution 2018-022
FEMA Hazard Mitigation Plan Approvable Pending Adoption Letter
2025 Local Hazard Mitigation Plan Update

RESOLUTION NO. 2025-060

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA ADOPTING THE 2025 LOCAL HAZARD MITIGATION PLAN UPDATE, AUTHORIZING FUTURE NON-SUBSTANTIVE AMENDMENTS TO THE PLAN, AND RESCINDING RESOLUTION NO. 2018-022

WHEREAS, the preservation of life and property is an inherent responsibility of local, state and federal government; and

WHEREAS, the City of Chino joined local community stakeholders to develop, adopt, and maintain a Local Hazard Mitigation Plan; and

WHEREAS, the City is charged and entrusted with the protection of persons and property prior to and during emergencies, and/or disaster conditions; and

WHEREAS, the goal of a Local Hazard Mitigation Plan is to minimize, reduce, or eliminate loss of life and/or property; and

WHEREAS, the Local Hazard Mitigation Plan represents a comprehensive description of the City's commitment to reducing, preventing, or eliminating potential impacts of disasters caused by natural and human-caused hazards; and

WHEREAS, the City of Chino previously adopted its Local Hazard Mitigation Plan with the adoption of Resolution No. 2018-022; and

WHEREAS, the City Council desires to rescind Resolution No. 2018-022 and adopt the updated 2025 Local Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the City has undertaken a comprehensive planning effort in developing the Local Hazard Mitigation Plan by organizing resources, assessing risks, and developing and implementing a mitigation plan and monitoring process; and

WHEREAS, a Local Hazard Mitigation Plan is a Federal requirement under the Disaster Mitigation Act of 2000 for the City to receive Federal funds for disaster recovery and mitigation; and

WHEREAS, the Local Hazard Mitigation Plan established a coordinated effort to support mitigation activities, and identifies measures to combat natural and man-made hazards within the City; and

WHEREAS, the Local Hazard Mitigation Plan is an extension of the State of California Hazard Mitigation Plan and will be reviewed and exercised periodically and revised as necessary to meet changing conditions; and

WHEREAS, the City of Chino agrees to adopt the 2025 Local Hazard Mitigation Plan and urges all officials, employees, public and private organizations, and citizens,

individually and collectively, to do their share in furthering the goals and objectives of hazard mitigation within the City of Chino.

NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY OF CHINO HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. Resolution No. 2018-022 is hereby rescinded.

SECTION 2. The City Council adopts the City of Chino 2025 Local Hazard Mitigation Plan Update.

SECTION 3. The City of Chino adopts the 2025 Local Hazard Mitigation Plan Update by reference into the safety element of its general plan in accordance with the requirements of AB 2140.

SECTION 4. The City Council authorizes the Director of Emergency Services, or their duly appointed representative, to make necessary administrative and operational changes to the plan that are in keeping with the intent of the plan as approved.

SECTION 5. The City Council authorizes the Director of Emergency Services, or their duly appointed representative, to perform all duties required to carry out the Local Hazard Mitigation Plan.

SECTION 6. That the City Clerk shall certify as to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED THIS 16th DAY OF SEPTEMBER, 2025.

EUNICE M. ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) §.
CITY OF CHINO)

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify the foregoing Resolution was duly adopted by the Chino City Council at a regular meeting held on the 16th day of September 2025, by the following votes:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

NATALIE GONZAGA, CITY CLERK

RESOLUTION NO. 2018-022

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA ADOPTING THE 2016 LOCAL HAZARD MITIGATION PLAN UPDATE, AUTHORIZING FUTURE NON-SUBSTANTIVE AMENDMENTS TO THE PLAN, AND RESCINDING RESOLUTION NO. 2011-048

WHEREAS, the preservation of life and property is an inherent responsibility of local, state and federal government; and

WHEREAS, the City of Chino joined with agencies in San Bernardino County to develop, adopt, and maintain a Local Hazard Mitigation Plan; and

WHEREAS, the City is charged and entrusted with the protection of persons and property prior to and during emergencies, and/or disaster conditions; and

WHEREAS, the goal of a Local Hazard Mitigation Plan is to minimize, reduce, or eliminate loss of life and/or property; and

WHEREAS, the Local Hazard Mitigation Plan represents a comprehensive description of the City's commitment to reducing, preventing, or eliminating potential impacts of disasters caused by natural and human-caused hazards; and

WHEREAS, the City of Chino previously adopted its Local Hazard Mitigation Plan with the adoption of Resolution No. 2011-048; and

WHEREAS, the City Council desires to rescind Resolution No. 2011-048 and adopt the updated 2016 Local Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the City has undertaken a comprehensive planning effort in developing the Local Hazard Mitigation Plan by organizing resources, assessing risks, and developing and implementing a mitigation plan and monitoring process; and

WHEREAS, a Local Hazard Mitigation Plan is a Federal requirement under the Disaster Mitigation Act of 2000 for the City to receive Federal funds for disaster recovery and mitigation; and

WHEREAS, the Local Hazard Mitigation Plan established a coordinated effort to support mitigation activities, and identifies measures to combat natural and man-made hazards within the City; and

WHEREAS, the Local Hazard Mitigation Plan is an extension of the State of California Multi-Jurisdictional Local Hazard Mitigation Plan and will be reviewed and exercised periodically and revised as necessary to meet changing conditions; and

WHEREAS, the City of Chino agrees to adopt the 2016 Local Hazard Mitigation Plan and urges all officials, employees, public and private organizations, and citizens, individually and collectively, to do their share in furthering the goals and objectives of hazard mitigation within the City of Chino.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHINO DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. Resolution No. 2011-048 is hereby rescinded.

SECTION 2. The City Council approves the 2016 Local Hazard Mitigation Plan Update of the City of Chino.

SECTION 3. The City Council authorizes the Director of Emergency Services, or his duly appointed representative, to make necessary administrative and operational changes to the plan that are in keeping with the intent of the plan as approved.

SECTION 4. The City Council authorizes the Director of Emergency Services, or his duly appointed representative, to perform all duties required to carry out the Local Hazard Mitigation Plan.

SECTION 5. That the City Clerk shall certify as to the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED this 15th day of May 2018.

EUNICE M. ULLOA, MAYOR

ATTEST:

ANGELA ROBLES, CITY CLERK

State of California)
County of San Bernardino)ss.
City of Chino)

I, ANGELA ROBLES, City Clerk of the City of Chino, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting held on the 15th day of May 2018, by the following votes:

AYES: COUNCIL MEMBERS: ULLOA, HAUGHEY, ELROD, GEORGE, RODRIGUEZ

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

ANGELA ROBLES, CITY CLERK

U.S. Department of Homeland Security
FEMA Region 9
1111 Broadway, Suite 1200
Oakland, CA 94607-4052

FEMA

September 9, 2025

Denise School
Emergency Services Coordinator
City of Chino, Police Department
5450 Guardian Way
Chino, CA 91710

Reference: Hazard Mitigation Plan Approvable Pending Adoption
City of Chino, CA

Dear Denise School:

The Federal Emergency Management Agency (FEMA) has completed its review of the 2025 City of Chino Hazard Mitigation Plan and has determined that the plan is eligible for final approval, pending its formal adoption by City of Chino.

Formal adoption documentation must be submitted to FEMA Region 9 within one calendar year from the date of this letter. If the adoption is not received within that timeframe, the plan must be updated and resubmitted for review.

FEMA will issue formal approval of the plan upon receipt of the adoption documentation. Adoption of the plan is required to maintain eligibility for funding under FEMA's Hazard Mitigation Assistance (HMA) programs. All funding requests will be evaluated individually based on the specific eligibility criteria and requirements of the applicable HMA program.

Please note that while local hazard mitigation plans may include additional content to meet Element H: Additional State Requirements or other local objectives, FEMA's Approvable Pending Adoption (APA) status does not constitute review or approval of any content exceeding FEMA's standard mitigation planning requirements.

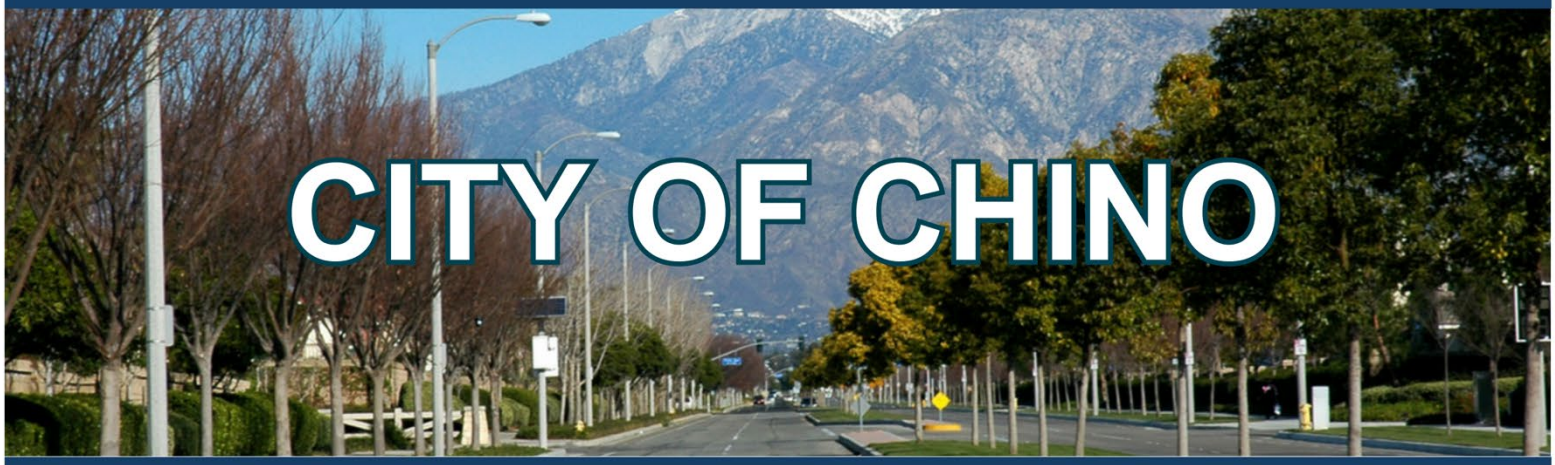
If you have any questions regarding the planning or review processes, please contact the FEMA Region 9 Hazard Mitigation Planning Team at fema-r9-mitigation-planning@fema.dhs.gov.

Sincerely,

Alison Kearns
Planning and Implementation Branch Chief
Mitigation Division
FEMA Region 9

Enclosure (1)
City of Chino Plan Review Tool, dated September 9, 2025

cc: Robyn Fennig, State Hazard Mitigation Officer, California Governor's Office of Emergency Services
Victoria LaMar-Haas, Hazard Mitigation Planning Chief, California Governor's Office of Emergency Services







Local Hazard Mitigation Plan

2025

This page was intentionally left blank.

CHAPTER 1: INTRODUCTION 6

1.1 Introduction 6
1.2 Plan Organization 6
1.3 Purpose 6
1.4 Hazard Mitigation and Hazards 6
1.5 Scope 7
1.6 Authorities 8

CHAPTER 2: PLANNING PROCESS 11

2.1 PLANNING PROCESS 11
2.2 PLANNING AREA 11
2.3 CITY OF CHINO LOCAL HAZARD MITIGATION PLANNING TEAM 11
2.4 PLANNING SCHEDULE AND MEETINGS 16
2.5 STAKEHOLDER AND PUBLIC ENGAGEMENT STRATEGY 22
2.5.1 Survey Overview 24
2.6 EQUITY CONSIDERATIONS 26
2.7 EXISTING PLANS, STUDIES, AND REPORTS REVIEWED FOR THE DEVELOPMENT OF THE PLAN 28
2.8 CHAPTER SUMMARY AND TRANSITION 29

CHAPTER 3 COMMUNITY PROFILE 32

3.1 Location and Setting 32
3.2 Topography 33
3.3 Geology 33
3.4 Natural Resources 34
3.5 Climate 34
3.6 Land Ownership, Land Cover, Land Use and Management 35
3.7 History 37
3.8 Development Trends 37
3.9 Population, Education, and Demographics 40
3.10 Housing 41
3.11 Economy 41
3.12 Transportation 41
3.13 Water Resources 42
3.14 Critical Wildlife and Habitat Types 43
3.15 Community Risk Index 43
3.16 Community Resilience 44
3.17 Social Vulnerability and Underserved Communities 45
3.18 Critical Infrastructure and Key Resources 47
3.19 Hazard Mitigation-related Laws, Ordinances, Programs, Studies, and Plans 49

CHAPTER 4 HAZARD RISK SUMMARY 51

4.1 Identified Hazards 51
4.2 Hazard Profile 53
4.3 Risk Assessment Methodology 54
4.4 FEMA NRI Risk Scores 58
4.5 Overall Risk Scores 62
4.6 Drought 69
4.7 Dam and Levee Failure 82
4.8 Flooding 94

4.9 Severe Summer Storms 123
4.10 Extreme Cold 165
4.11 Tornado 173
4.12 Wildfire 181
4.13 Earthquake 197
OTHER HAZARDS OF CONCERN 212
4.14 Civil Disturbance 212
4.15 Cybersecurity Incident 214
4.16 Hazardous Materials Incident 217
4.17 Prolonged Power Outage 221
4.18 Terrorism 224
4.19 Transportation Incident 227

CHAPTER 5 CAPABILITY ASSESSMENT 233

5.1 Preventative Measures 233
5.2 Regulatory Capabilities 235

CHAPTER 6: MITIGATION GOALS 237

6.1 Community Priorities 237
6.2 Goals and Guidelines 238
7.1 Mitigation Action Plan 240
7.2 Mitigation Projects 243
7.3 Mitigation Action Plan & Projects for the City of Chino 245
8.1 Formal Review Process 259
8.2 Continued Public Involvement 260
8.3 Monitoring, Evaluation, and Updating the Plan 260
8.4 Annual Natural Hazard Mitigation LEPC Planning Meetings 263
8.5 Implementation through Existing Programs 263

APPENDIX A: STAKEHOLDER PARTICIPATION 264

APPENDIX B: PUBLIC INVOLVEMENT ACTIVITIES AND DOCUMENTATION 270

B.1 Survey 271
B.2 Public Meeting Announcements / News Releases 317

APPENDIX C: DISADVANTAGED COMMUNITY MAPS 324

APPENDIX D: HAZMAT INCIDENTS 329

APPENDIX E: PREVIOUS MITIGATION ACTION STATUS UPDATE 343

APPENDIX F: RESOLUTIONS OF ADOPTION 347

Part I: Planning Process

CHAPTER 1: INTRODUCTION

1.1 Introduction

The City of Chino, California, is vulnerable to natural, technological, and manmade hazards that could seriously threaten the health, welfare, and security of its residents. The cost of responding to and recovering from potential disasters, in terms of potential loss of life or property, can be lessened when attention is turned to mitigating their impacts and effects before, they occur or recur.

This Local Hazard Mitigation Plan seeks to identify the City's hazards and understand their impact on vulnerable populations and infrastructure. With that understanding, the plan sets forth solutions that, if implemented, have the potential to significantly reduce threats to life and property. The plan is based on the premise that hazard mitigation works. With increased attention to managing natural, technological, and manmade hazards, communities can reduce the threats to citizens and, through proper land use and emergency planning, can avoid creating new problems in the future. Many solutions can be implemented at minimal cost and social impact.

1.2 Plan Organization

The plan is organized into five main parts:

- Part I provides a general overview of the plan and its planning process.
- Part II contains a community profile of the city.
- Part III provides definitions and analysis of natural and manmade hazards affecting the city.
- Part IV outlines the Mitigation Strategy, identifying goals, objectives, and mitigation projects.
- Part V details the plan maintenance process and provides timelines for future updates.

The Appendix contains contact information, meeting documentation, worksheets, public participation records, and references.

1.3 Purpose

This plan exists to identify natural and manmade hazard threats to the community, prepare mitigation management strategies, develop short-term and long-term goals and objectives, and fulfill federal, state, and local hazard mitigation planning obligations. The intention is to enhance awareness of and provide mitigation strategies for elected officials, agencies, and the public while developing actions that will minimize negative outcomes to citizens, the economy, and the environment.

1.4 Hazard Mitigation and Hazards

Hazard mitigation encompasses cost-effective actions that reduce, limit, or prevent vulnerability to hazards. These measures fall into three categories:

1. Those that keep hazards away from people, property, and structures
2. Those that keep people, property, or structures away from hazards
3. Those that reduce hazard impact on victims, such as insurance

The plan analyzes the following hazards:

Natural Hazards

- Drought
- Dam and Levee Failure
- Earthquake
- Flooding (Riverine & Urban/Flash)
- Severe Summer Storms
    - Extreme Heat
    - Hail
    - High Winds
    - Lightning
- Extreme Cold
- Tornado
- Wildfire

Other Hazards of Concern

Although non-natural hazards are not required by FEMA for inclusion in a hazard mitigation plan, the City of Chino wishes to rank and mitigate against a comprehensive list of hazard events that could impact the city. Due to both the nature of non-natural hazards and the discretionary status regarding their inclusion, the following hazards of interest have been briefly and qualitatively assessed for the sake of public education and to inform their inclusion within the hazard ranking and mitigation process.

Technological (Manmade) Hazards

- Civil Disturbance
- Cybersecurity Incident
- Hazardous Materials Incident (Fixed, Transportation)
- Prolonged Power Outage
- Terrorism
- Transportation Incident (Air & Road)

Per FEMA's mandate to address all natural hazards, the following natural hazards were not included because these hazards do not directly impact the City of Chino due to geographic location:

- Hurricane
- Landslide
- Sea Level Rise
- Storm Surge
- Tsunami
- Volcanic Activity

1.5 Scope

The plan provides comprehensive hazard identification, risk assessment, vulnerability and impact analyses, mitigation actions, and an implementation schedule.

Plan Goals and Objectives

The goals of the City of Chino Local Hazard Mitigation Plan include coordinating with local governments to develop the City of Chino's plans and processes that meet the planning components identified in the FEMA Region 9 Crosswalk document, as well as California Office of Emergency Services planning expectations and public input from the local community. The overall objective is risk reduction from natural hazards in the state of California through implementing and updating City, regional, and state of California mitigation plans.

This plan is based on a combination of steering committee and public input, utilizing both qualitative and quantitative assessments. The steering committee's expertise, along with feedback from the public and key stakeholders, was taken to determine the most significant hazards to the City of Chino. These assessments formed the foundation for creating new and continuing existing mitigation actions.

An analysis of public perception of the mitigation actions, based on their desires and needs for the update, was conducted. Survey 1 responses were compared to Survey 2 to determine if the public's input and needs were addressed. When it was determined that the steering committee's conclusions aligned with public input, the data was included in the plan. Additionally, through the comparison and analysis of the data from Survey 1 to Survey 2, any shortcomings were addressed. A summary report, as well as both surveys, are available in the appendix.

1.6 Authorities

1.6.1 Federal

Public Law 93-288 (PL 93-288), as amended, established the basis for federal hazard mitigation activity in 1974. A section of this Act requires the identification, evaluation, and mitigation of hazards as a prerequisite for state receipt of future disaster assistance outlays. Since 1974, many additional programs, regulations, and laws have expanded on the original legislation to establish hazard mitigation as a priority at all levels of government.

Several additional provisions were also included when PL 93-288 was amended by the Stafford Act, which provides for the availability of significant mitigation measures in the aftermath of a presidentially declared disaster. Civil Preparedness Guide 1-3, Chapter 6—Hazard Mitigation Assistance Programs places emphasis on hazard mitigation planning directed toward hazards with a high impact and threat potential.

The Disaster Mitigation Act of 2000 (DMA 2000) was signed into law by President Bill Clinton on October 30, 2000. Section 322 defines mitigation planning requirements for state, local, and tribal governments. Under Section 322, if states submit a mitigation plan (a summary of local/regional mitigation plans) identifying natural hazards, risks, vulnerabilities, and proposed actions to reduce those risks and vulnerabilities, the state is eligible for an increase in the federal share of hazard mitigation.

1.6.2 State

The Governor's Emergency Operation Directive, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, amendments to PL 93-288, as amended, Title 44, CFR, Federal Emergency Management Agency Regulations, as amended, State Emergency Management Act of 1981, California State Code Disaster Response Recovery Act, 63-5A, Executive Order of the Governor, Executive Order 11, Emergency Interim Succession Act, 63-5B.

1.6.3 Local

Effective natural hazard mitigation is dependent upon local governments assuming a vital role. As such, each local government will review all present or potential damages, losses, and related impacts associated with natural hazards to determine what is required for mitigation action and planning. For the City of Chino, the local elected officials are responsible for implementing plans and policies, as such it is critical that local governments be prepared to participate in the post-disaster Hazard Mitigation Team process, as well as the pre-mitigation planning outlined in the Local Hazard Mitigation Plan.

CONCLUSION AND TRANSITION

The introduction of this hazard mitigation plan establishes the foundation for understanding Chino's comprehensive approach to hazard preparedness and resilience. Through careful organization, clear purpose definition, and detailed hazard identification, this chapter sets the stage for the extensive planning effort that follows.

This plan represents more than just a document, it embodies the City of Chino's commitment to protecting its residents, infrastructure, and community assets from the diverse range of hazards it faces. Whether natural, geological, or human-caused, these hazards require thoughtful analysis and strategic planning to effectively reduce their potential impact on the community.

As we move into Chapter 2: Planning Process, we will explore how the City of Chino developed this plan through extensive community engagement, stakeholder participation, and careful analysis. The planning process demonstrates collaborative effort between city officials, community stakeholders, and residents to create effective, implementable mitigation strategies. This inclusive approach ensures that the resulting plan reflects not only technical expertise but also the community's needs, concerns, and priorities.
The planning process chapter will detail how the City of Chino:

- Engaged diverse community segments in meaningful participation
- Incorporated equity considerations throughout the planning effort
- Analyzed existing plans and studies to inform mitigation strategies
- Built partnerships with key stakeholders and organizations
- Developed a comprehensive understanding of community vulnerabilities and capabilities.

Through this transition from foundational concepts to actual planning methodology, we begin to see how Chino's commitment to hazard mitigation transforms from theory into practical, actionable strategies for community protection and resilience.

CHAPTER 2: PLANNING PROCESS

2.1 PLANNING PROCESS

The 2025 City of Chino Local Hazard Mitigation Plan was completed through the collaborative efforts of the California Office of Emergency Services (CAL OES), City of Chino staff members from various departments including Chino Police Department, Administration, Public Works, Development Services and Community Services Parks and Recreation, Chino Valley Fire District, and community members within the City of Chino.

Feedback was solicited through the City of Chino Local Emergency Planning Committee (LEPC). During the plan development, the draft plan was posted on the City of Chino's website for public comments. Public participation was encouraged through public meetings and a review of the 2025 plan on the City of Chino's website. All comments, questions, and discussions resulting from these activities were given thoughtful consideration as the plan was developed.

2.2 PLANNING AREA

This plan covers the City of Chino, California.

2.3 CITY OF CHINO LOCAL HAZARD MITIGATION PLANNING TEAM

The City of Chino established a comprehensive planning team to guide the development of the Hazard Mitigation Plan. This team consisted of a core Steering Committee composed of key city department representatives, supported by an extensive network of stakeholders representing various sectors of the community.

2.3.1 Steering Committee

The Steering Committee provided primary oversight and direction for the planning process. Committee members were selected based on their technical expertise, operational knowledge, and understanding of city functions. Each member brought unique insights into various aspects of hazard mitigation planning:

Table 2-1. Local Hazard Mitigation Planning Team

Representative	Position	Department/Organization
Albert Espinoza	Deputy Director / City Engineer	City of Chino Public Works Department
Lisa Almilli	Accessibility Coordinator	City of Chino Development Services Department
Basel Badawi	Building Official	City of Chino Development Services Department
Jeff Benson	Parks & Facilities Manager	City of Chino Community Services, Parks & Recreation Department
Pete Vicario	Water Utilities Superintendent	City of Chino Public Works Department
Arianna Fajardo	Communications Manager	City of Chino Administration Department

Representative	Position	Department/Organization
Michael Hitz	Principal Planner	City of Chino Development Services Department
Chase Jones	Senior Information Technology Analyst	City of Chino Administration, Information Technology Division
Nathan Marlinski	Environmental Compliance Coordinator	City of Chino Public Works Department
Felicia Marshall	Associate Civil Engineer	City of Chino Public Works Department
Keith Martinez	Assistant Public Works Services Manager	City of Chino Public Works Department
Ben Orosco	Deputy Director / Services	City of Chino Public Works Department
Danielle O'Toole	Fire Marshal	Chino Valley Fire District
Jesus Plasencia	Assistant City Engineer	City of Chino Public Works Department
Denise School	Emergency Services Coordinator	Chino Police Department

2.3.2 Stakeholder Participation

The planning process benefited from robust participation by stakeholders representing diverse sectors of the community. These stakeholders provided valuable input, expertise, and resources throughout the planning process. Key participating organizations included the following: (Note, while all participants were personally invited not all chose to participate)

Table 2-2. Stakeholder Participation

Name	Title	Jurisdiction / Agency	Invited Participation
Erin Fox	Disaster Program Manager	American Red Cross	Yes
Debra Williams	Executive Director/CEO	Building Resilient Communities	Yes
Rodrigo Jimenez	Public Information Officer	California Highway Patrol	Yes
Paul Ybarra	Lieutenant - PIO	California Institute for Men	Yes
William Newborg	Lieutenant – PIO	California Institute for Women	Yes
Brian Rosenbaum	Emergency Operations Coordinator	CalTrans District 8	Yes
Troy Ament	Associate Superintendent of Administrative Services & Emergency Operations	Chaffey College	Yes
Maureen Snelgrove	Assistant Director of Airports	Chino Airport	Yes
Kevin Cisneroz	President	Chino Neighborhood House	Yes
Zeb Wellborn	President	Chino Valley Chamber of Commerce	Yes

Juan Mestas	Director of Facilities	Chino Valley Medical Center	Yes
Whitney Fields	Director Risk Management and Human Resources	Chino Valley Unified School District	Yes
Jaime Ortega	Director Risk Management and Human Resources	Chino Valley Unified School District	Yes
Joyce Lee	Emergency Services Coordinator	City of Chino Hills	Yes
Simone Blackwell	Environmental Compliance Analyst	City of Eastvale	Yes
Joseph Ramos	Emergency Manager	City of Ontario	Yes
Tony Arellano	Safety Officer	Inland Empire Utilities Agency	Yes
MaryAna DeLos Santos	Director of Operations	Inland Valley Humane Society	Yes
Charleen King	Founder	Isaiah's Rock	Yes
Kelley Donaldson	Communications Affairs Manager	Monte Vista Water District	Yes
Andrew Cheng	Emergency Services Coordinator	OmniTrans	Yes
Serra Rea	Emergency Management/PSPS Coordinator	Rolling Start, Inc.	Yes
Crisanta Gonzales	Director of San Bernardino County Office of Emergency Services	San Bernardino County Office of Emergency Services	Yes
Randy Naquin	Sergeant	San Bernardino County Sheriffs - Chino Hills Station	Yes
Eric Cimuchowski	Chair	San Bernardino County Voluntary Organizations Active in Disaster (VOAD)	Yes
Melissa Boyd	Government Relations Manager	Southern California Edison	Yes
Larry Taylor	Area Manager - Chino District	Southern California Gas Company	Yes
David Kingston	Chief of Emergency Management Branch	U.S. Army Corps of Engineers	Yes
Lupe Valdez	Senior Director, Public Affairs	Union Pacific Railroad	Yes
Glenda Chavez	Solutions Manager	Waste Management	Yes
Brian Rachielles	Branch Director	YMCA - Chino Valley	Yes
Dave Schroder	Facilities and Operations Manager	Chino Basin Water Conservation District	Yes

Also included were the Emergency Managers from the neighboring jurisdictions. Their participation was crucial for ensuring regional coordination and consistency in hazard mitigation efforts. By involving these key stakeholders, the City of Chino aimed to gather diverse insights, promote collaboration, and enhance the effectiveness of the Local

Hazard Mitigation Plan across neighboring communities including the cities of Ontario, Pomona, Montclair, Upland, Eastvale and Corona.

Overview of Stakeholder Participation in the Hazard Mitigation Plan Update

The City of Chino's Hazard Mitigation Plan (HMP) update process engaged a diverse range of stakeholders to ensure a comprehensive and collaborative approach to hazard mitigation. Key organizational partners were invited to participate, providing access to the plan and opportunities to offer feedback. These stakeholders were grouped into six categories, reflecting their roles in the community and their contributions to regional resilience. Their involvement was essential for gathering diverse insights, promoting coordination, and enhancing the effectiveness of the Local Hazard Mitigation Plan across the City of Chino and neighboring jurisdictions.

1. **Emergency Services and Law Enforcement (6 targeted participants)**: Representatives from agencies such as the American Red Cross, California Highway Patrol, and San Bernardino County Office of Emergency Services contributed expertise in disaster response, public safety, and emergency management, ensuring the plan addresses critical preparedness and coordination needs.

- **Healthcare and Social Services (5 targeted participants)**: Organizations including Chino Valley Medical Center and Inland Valley Humane Society provided perspectives on public health, vulnerable populations, and social service continuity, strengthening the plan's focus on community well-being during hazards.

- **Education and Youth Services (3 targeted participants)**: Stakeholders like Chaffey College and the Chino Valley Unified School District offered insights into protecting educational institutions and youth, enhancing mitigation strategies for these vital community assets.

- **Utilities and Infrastructure (8 targeted participants)**: Partners such as Southern California Edison, Inland Empire Utilities Agency, and the U.S. Army Corps of Engineers brought technical knowledge on infrastructure resilience, utility continuity, and flood management, critical for mitigating hazard impacts on essential services.

- **Community Organizations and Business (4 targeted participants)**: Groups including the Chino Valley Chamber of Commerce and Building Resilient Communities contributed local knowledge and economic perspectives, fostering a plan that supports community recovery and business continuity.

- **Transportation and Regional Partners (12 targeted participants)**: This category, the largest, included CalTrans, OmniTrans, and Emergency Managers

from neighboring jurisdictions like Ontario, Pomona, and Rancho Cucamonga. Their participation ensured regional consistency and coordination, aligning the City of Chino's efforts with broader transportation and jurisdictional strategies.

While not all chose to participate, in total, 38 representatives from these categories were invited to actively participate, reflecting a robust and inclusive planning process. This collaboration underscores the City of Chino's commitment to developing a comprehensive Local Hazard Mitigation Plan that addresses local and regional needs, enhances resilience, and meets FEMA's standards for stakeholder engagement.

2.3.3 Stakeholder Engagement Process

Throughout the planning process, all identified stakeholders were provided multiple opportunities to contribute their expertise and perspectives. Each stakeholder organization was:

- Invited to participate in all phases of the planning process and attend public/steering committee meetings.
- Provided access to online and paper surveys.
- Given opportunities to review and comment on draft sections of the plan.
- Encouraged to share data and technical information relevant to their areas of expertise.
- Asked to provide feedback on proposed mitigation strategies.

The following stakeholders were invited to contribute through surveys, attend meetings, provide direct review, and share information. Their input helped shape the plan's development in several key areas listed below:

Technical Expertise and Data Contributions

- Southern California Edison - critical infrastructure vulnerability assessments and power grid resilience data.
- CalTrans District 8 - transportation corridor risk analysis and evacuation route assessments.
- Water districts - system resilience and backup capabilities.
- Healthcare partners - critical facility needs during hazard events.
- Emergency response - historical incident data and response capabilities

Mitigation Strategy Development

- Local and neighboring emergency services agencies - evacuation planning strategies and emergency response protocols.
- Utility providers - infrastructure protection measures and system hardening priorities.
- Educational institutions - review and contribution to the plan's public awareness program design and community outreach methods.
- Transportation agencies - access and mobility improvement strategies and evacuation planning.

- Public health organizations - vulnerable populations and healthcare system resilience implementation considerations.

Implementation Considerations

- Healthcare providers - assessments highlighting medical response capabilities and surge capacity needs.
- Nonprofits - identification of resource gaps in vulnerable communities and potential support services.
- Healthcare providers - identification of opportunities for medical response capabilities and surge capacity needs.
- Public safety agencies - insights on emergency response coordination and resource allocation.
- Utility companies - details on required infrastructure upgrade timelines and capabilities.

- Community organizations were asked to review and provide their perspectives on neighborhood-level implementation challenges.

2.4 PLANNING SCHEDULE AND MEETINGS

The planning and steering committee meetings formed the backbone of the hazard mitigation planning process. The committee consisted of subject matter experts representing diverse aspects of the City of Chino, including emergency management, public safety, infrastructure, community development, and hazard mitigation specialists. These experts brought comprehensive knowledge of both the city's unique characteristics and hazard mitigation best practices. The committee guided the entire planning process through a structured approach:

- Identifying and analyzing potential hazards.
- Developing preliminary strategies.
- Seeking feedback from stakeholders and citizens.
- Incorporating public input into plan revisions.
- Making final decisions on plan elements based on combined expertise and community feedback.

2.4.1 Meeting Details/Minutes

This section provides a comprehensive record of all meetings conducted during the development of the Hazard Mitigation Plan. It chronicles the planning process from initial kickoff through final review, documenting key discussions, decisions, and public engagement strategies. Each meeting summary captures the steering committee's collaborative efforts to assess hazards, prioritize risks, develop mitigation strategies, and incorporate feedback from stakeholders and the public. The detailed meeting minutes reflect the inclusive, transparent approach taken throughout the planning cycle,

demonstrating compliance with FEMA requirements for community involvement and plan development.

Steering Committee Meeting #1: Project Kickoff Meeting—June 8, 2024 Key Components: 1. Review of FEMA Requirements and Plan Objectives 2. Finalization of Plan Goals 3. Discussion of the Steering Committee's Role

- Providing Subject Matter Expert (SME) guidance based on their knowledge of city functions and operations. **4. Balanced Approach Development**
- Incorporating both committee expertise and public input. **5. Planning for Robust Public Involvement**
- Emphasizing the importance of inclusive community participation.

Public Engagement Strategy:

- **Public Survey:**
  - To be posted on the city website and advertised in Chino Champion newspaper.
- **Initial Series of Public Meetings to Discuss Hazard Assessment:**
  - **Monday, August 19th, 1:00 PM – 3:00 PM:** Chino Senior Center
  - **Monday, August 19th, 6:30 PM – 8:30 PM:** Chino Police Department
  - **Tuesday, August 20th, 2:00 PM – 4:00 PM:** Stakeholders Workshop
  - **Tuesday, August 20th, 6:30 PM – 8:30 PM:** Preserve Community Center
- **Second Series of Public Meetings:**
  - To be scheduled later, specifically focused on discussing mitigation actions.

Steering Committee Meeting #2—August 5, 2024 Key Activities:

1. **Detailed Review of Chapter 4 (Risk Assessment) Data**
2. **Committee Evaluation and Validation of Initial Risk Scores**
3. **Integration of Local Expertise**
   a. Adjusting risk rankings based on historical impacts and local conditions.
4. **Consensus-Building Discussion on Hazard Rankings**

Preliminary Risk Assessment Scores:

1. **Significant Hazards:**
   a. Earthquake (192)
   b. Flooding (Riverine & Urban/Flash) (192)
   c. Severe Summer Storms (Extreme Heat, Hail, High Winds, Lightning) (192)
   d. Wildfire (192)
2. **Other Assessed Hazards:**
   a. Cyber Threats, Power Outages (168)
   b. Hazardous Materials Incidents (168)
   c. Transportation Incidents (150)
   d. Drought (126)
   e. Landslide (112)

f. Facility Disaster (95)
g. Civil Disturbance (95)
h. Invasive Species (95)
i. Severe Winter Weather (90)
j. Terrorism (62)

Public Feedback Importance:

- Balancing technical assessment with community perception of hazards.
- Ensuring comprehensive public feedback influences final hazard rankings and selection.

Steering Committee Meeting #3—September 9, 2024 Focus Areas:

1. **Risk Assessment Review Process:**
    a. Reviewing risk scores for each hazard considering:
        i. Historical occurrence data.
        ii. Potential impact on life and property.
        iii. Geographic extent of risk.
        iv. Warning time and duration.
        v. Local capabilities for response.
        vi. Changing future conditions.
2. **Hazard Selection and Prioritization:**
    a. Finalizing hazard categories for inclusion in the plan:
        i. **High-Priority Hazards:** Earthquakes, Power Outages, Cyber Threats, Flooding, Wildfire
        ii. **Medium-Priority Hazards:** Hazardous Materials Incidents, Transportation Incidents, Terrorism, Drought, Facility Disaster, Severe Summer Storms
3. **Initial Mitigation Action Review:**
    a. Evaluating previous mitigation actions from the 2018 plan:
        i. Completed actions and their effectiveness
        ii. Ongoing projects requiring continuation
        iii. Actions that were not implemented and reasons why
        iv. Changes in risk that might affect mitigation priorities
4. **Public Engagement Planning:**
    a. Multi-phase outreach approach.
    b. Identifying key stakeholder groups.
    c. Developing communication materials about selected hazards.
    d. Planning forums for public feedback on mitigation priorities.

Steering Committee Meeting #4—October 30, 2024 Key Focus:

- **Feedback Utilization:**
    - From public meetings, surveys, and key stakeholders.
    - Following up on the hazard prioritization from Meeting #3.
- **Developing Comprehensive Mitigation Actions:**

    - Reviewing existing programs:
        - Status determination: Actions to keep and eliminate.
        - Formulating new strategies based on current risks, capabilities, and public input.

Review of Existing Programs:

- **Strong Programs to Continue Supporting Hazard Mitigation:**
    - All-Hazards Support Functions
    - Chino Cares Program (Goals: 1, 2, 3, 5)
    - Emergency Preparedness Education (Goals: 1, 3, 5)
    - Community Partners Collaboration (Goals: 2, 4, 5)
    - City Employee Training (Goals: 1, 2, 5)
    - Exercise Plan (Goals: 1, 2, 5)
    - Climate Action Plan measures (Goals: 2, 3, 4)

Development of New Mitigation Actions:

- **Focus Areas:**
    - Structural and non-structural mitigation measures.
    - Public education and awareness programs.
    - Natural systems protection.
    - Emergency services enhancement.
    - Infrastructure resilience improvements.

Public Engagement Strategy:

- **Phase 2: Mitigation Strategy Meetings:**
    - **Wednesday, September 16th, 10:00 AM – 12:00 PM:** Chino Senior Center
    - **Wednesday, September 16th, 1:00 PM – 2:00 PM:** Chino Police Department (Stakeholder Workshop #2)
    - **Wednesday, September 16th, 6:00 PM – 8:00 PM:** Chino Police Department
    - **Tuesday, September 17, 6:00 PM – 8:00 PM:** Preserve Community Center

Next Steps and Notes:

- Collecting and analyzing public feedback before finalizing mitigation actions in Meeting #5.
- Public Survey 1 will remain live until October to capture maximum input.
- The planner will monitor the site and report any significant changes in the data.

Steering Committee Meeting #5—December 1, 2024 - January 15, 2025 Extended Asynchronous Meeting Period:

- **Purpose:**

    - Incorporating public feedback from live public meetings and Survey 2 results.
- **Virtual/Asynchronous Format:**
    - Accommodating holiday schedules.
- **Review of Public, Stakeholder and Neighboring Jurisdiction Input:**
    - Feedback from public meetings, online surveys, stakeholder consultations, and community organizations were shared via the planner with the committee for consideration and inclusion.
    - Planner incorporated changes and updates via the steering committee into the plan.

After the completion of the feedback, the steering committee approved the Final Mitigation Strategy:

- **Approval of:**
    - Final mitigation actions for each priority hazard.
    - Implementation timelines and responsibilities.
    - Resource allocation strategies.
    - Monitoring and evaluation procedures.

Note:

- Feedback from Survey 2 was critical in shaping the mitigation actions to ensure they met public and key stakeholder feedback.
- After discussions on budget, city priority, and feasibility, the committee unanimously approved the final mitigation action list, located in section 7 of this document.
- The next phase will be the review phase which was determined would also be asynchronous so as to allow members adequate time to review and approve the entire plan.

Steering Committee Meeting #6: Asynchronous & Public Review Period—January 15 to April 3, 2025 Meeting Details:

- **Date Range:** January 15 - April 3, 2025
- **Format:** Asynchronous review
- **Purpose:** Comprehensive review of the current draft Hazard Mitigation Plan update following the completion of Steering Committee Meeting #5.

Process Overview:

- This occurred in two stages: phase one lasted approximately 15 days allowing the planner to reformat and ready the plan for public review, and phase 2, the Public review started on March 3 and lasted 30+ days, ending on April 3rd.
- This approximately 45 day review window allowed for thorough examination by the steering committee, key stakeholders, neighboring jurisdictions and public in general.

Communication and Feedback:

- **Shared Communication:**
  - Clarifying the assessment of proposed actions.
  - Participants shared their feedback using a variety of outlets to include track changes, comments directly in the draft plan document and via a complementary survey that was designed specifically for the 30 day review period.

Targeted Expert Review Process: During this comprehensive review period, the general public and stakeholders who had been involved throughout the plan development provided specialized input based on their areas of expertise. Rather than introducing new stakeholders, this phase capitalized on the knowledge of existing participants to refine implementation strategies and ensure the plan's effectiveness. Each stakeholder group, as identified in Table 2-2 of the plan, was personally asked to review specific aspects of the plan:

- Healthcare providers (including Chino Valley Medical Center, Canyon Ridge Hospital) evaluated medical response capabilities and surge capacity provisions
- Nonprofit organizations (including American Red Cross, Building Resilient Communities, Isaiah's Rock, YMCA - Chino Valley) assessed support services for vulnerable communities
- Public safety agencies (including California Highway Patrol, California Institute for Men, California Institute for Women, San Bernardino County Sheriff's Office) reviewed emergency response coordination mechanisms
- Utility companies (including Southern California Edison, Southern California Gas Company, Monte Vista Water District, Inland Empire Utilities Agency, Chino Basin Water Conservation District) verified infrastructure upgrade timelines and capabilities
- Community organizations (including Chino Neighborhood House, Chino Valley Chamber of Commerce) evaluated neighborhood-level implementation feasibility

This strategic approach ensured that the final plan would benefit from specialized technical expertise across all sectors involved in hazard mitigation implementation.

Review Components: The review focused on:

- Verification of hazard rankings and prioritization
- Assessment of proposed mitigation actions
- Evaluation of implementation strategies and timelines
- Review of monitoring and evaluation procedures
- Confirmation of resource allocation approaches
- Editorial refinements throughout the document

Upon the completion of the review period, the planner conducted a final edit and made any required changes by April 15 at which time the plan was to be ready for submission to the state review by April 16, 2025.

Final Note:

- Minor changes like editing, minimal context revision etc. will be made by the planner and will not need to be approved by the committee. Alternatively, if there are major changes they will be presented to the committee for approval.
- Upon editing the planner will package the plan and submit it to the state for review.

2.5 STAKEHOLDER AND PUBLIC ENGAGEMENT STRATEGY

The City of Chino implemented a strategic three-phase engagement approach that aligned public outreach with the Steering Committee's planning process. This synchronized strategy ensured that public input directly informed each stage of plan development.

Phase 1: General Awareness and Initial Engagement (June-July 2024)

Purpose: Build community awareness and establish participation pathways

Initial community outreach through:

- Direct communication with partner organizations.

Focus:

- Introducing the hazard mitigation planning process.
- Inviting community participation.
- Building awareness of upcoming meetings and surveys.
- Establishing communication channels.

Phase 2: Hazard Identification and Risk Perception (August-September 2024)

Purpose: Gather community input on hazards and current mitigation efforts

Public Meetings:

- Senior Center Meeting (August 19).
- Evening Community Meetings (August 19-20).
- Stakeholders Workshop (August 20).
- National Night Out (August 7).
- Chino Cares Emergency Preparedness Fair (September 7).

Focus:

- Community hazard perception
- Current preparedness levels
- Experience with previous disasters
- Risk assessment priorities

Survey 1: Risk Perception and Public Safety Assessment

The planning team and assigned elements researched each issue raised during Phase 2 and presented their findings to the full committee, along with basic recommendations for how the issues should be handled. The committee then discussed and came up with an agreement. The agreement was then shared with the public. The findings from the public were then reviewed by the committee, which then made a final decision. The surveys, public meetings, and direct conversations with key stakeholders provided insights that allowed the committee to modify and/or strengthen their positions which were included in the final draft of the plan update.

Phase 3: Mitigation Strategy Development (September-January 2025)

Purpose: Develop and refine mitigation actions based on community priorities

Public Meetings:

- Senior Center Meeting (September 16)
- Community Meetings (September 16)
- Stakeholders Workshop (September 16)
- Various community events through December

Focus:

- Gathering input on proposed mitigation actions
- Understanding implementation preferences
- Identifying community priorities

Survey 2: Mitigation Action Evaluation

Participation extended to all of the organizations previously listed as either key stakeholders or neighboring communities.

Community Event Integration: The planning team and or steering committee members actively participated in numerous community events including:

- National Night Out (August 7, 2024)
- Chino Cares Emergency Preparedness Fair (September 7, 2024)
- Chino Faith Based Collaborative Meetings (Quarterly)
- Chino Valley MET-Net Meetings (Spring/Fall)
- CERT Basic Training
- Chino Valley Fire District Open House
- Chino Police Department Open House

The planning team and steering committee followed the same process used after Phase 2 to incorporate Phase 3 feedback. The team analyzed input received through the mitigation strategy meetings, surveys, and stakeholder discussions. This information was

compiled and presented to the committee, who then reviewed and discussed the proposed mitigation actions and implementation strategies. The committee's decisions were documented and incorporated into the final hazard mitigation plan update, ensuring that both technical expertise and community input shaped the final mitigation strategies and their implementation approach.

Phase 4: Review and Feedback (January-April 2025)

- The plan with a review survey was placed on the city website.
- Personal invitations to review the plan were sent to all key stakeholders.
- Personal invitations were sent to the emergency services departments of all neighboring jurisdictions.

2.5.1 Survey Overview

Throughout the planning process, three distinct surveys in three distinct languages (English, Spanish & Chinese) were also conducted to gather public input at key stages of plan development. These surveys collected responses from 303 participants (175 in Survey 1, 113 in Survey 2, and 15 in Survey 3). Among respondents, 10% self-identified as members of marginalized or historically underserved groups, and similarly, 10% self-identified as individuals with access and functional needs. The participants represented a diverse cross-section of community members including residents (73.9% in Survey 1), business owners, government officials, nonprofit representatives, and frequent visitors to the city. Each survey was strategically designed to collect specific information needed for that phase of the planning process, building upon previous findings to create a comprehensive understanding of community risk perceptions and preferences. Complete survey results and detailed analysis are available in Appendix B.

Survey 1: Risk Perception and Public Safety Assessment Conducted during Phase 2 (August-September 2024), this initial survey focused on community perceptions of hazard risks and current preparedness levels. The survey received 145 responses, with 73.9% of respondents living in Chino and 24.3% either working in or frequently visiting the city. Key findings included:

- Hazard prioritization ranking (from highest to lowest concern):
  - Earthquake (ranked #1 by majority of respondents)
  - Prolonged Power Outage
  - Cyber Threat
  - Flooding (Riverine & Flash)
  - Wildfire
- 59.1% of respondents selected earthquake as their most concerning hazard
- Severe winter weather (20%) and earthquakes (18.3%) were most frequently identified as not being significant concerns
- 73.9% listed "safety of family and self" as their primary concern regarding hazards
- 60% of respondents expected significant to catastrophic personal impacts if their chosen hazard were to occur

- 55.7% believed the city should focus mitigation efforts on frequently occurring hazards even if individual impacts may be less severe
- Strong interest in continued engagement, with 62.3% expressing interest in active participation or receiving more information

This survey established baseline community risk perceptions that guided subsequent planning efforts and prioritization of hazards.

Survey 2: Mitigation Action Evaluation Conducted during Phase 3 (September-January 2025), this follow-up survey gathered community input on proposed mitigation strategies. The survey received 44 responses with approximately 24% of respondents having previously been involved in hazard mitigation planning. Key findings included:

- Adequacy ratings for proposed mitigation actions across 13 hazard types:
  - Most hazards' mitigation actions were rated as "adequate" to "very adequate" by a majority of respondents
  - Highest adequacy ratings were for facility disasters, transportation incidents, and hazardous materials incidents
  - Areas with more "somewhat inadequate" ratings included cyber threats (21.4%) and disobedient acts (20.7%)
- Strong support for specific new mitigation actions:
  - HVAC system upgrades (100% support)
  - Water supply system retrofitting (96.4%)
  - Vegetation management (92.9%)
  - Cooling centers (92.9%)
  - Dual redundancy for cyber systems (92.9%)
- Balance assessments:
  - 81.5% felt good balance between prevention and preparedness
  - 85.2% saw good balance between response and recovery efforts
  - 77.8% believed there was good balance between short-term and long-term solutions
- Effectiveness ratings for mitigation strategies:
  - Infrastructure improvements: 50% rated "very effective"
  - Building codes and zoning: 82.1% rated "moderately" to "very effective"
  - Public education: 75% rated "moderately" to "very effective"
  - Emergency response planning: 85.8% rated "moderately" to "very effective"

Suggestions for improvement included enhanced cybersecurity measures beyond staff training, expanded water conservation efforts prior to drought conditions, and development of zoned evacuation planning for all hazards.

Survey 3: Plan Review Survey Conducted during Phase 4 (March-April 2025), this final survey accompanied the public review draft of the complete plan. The survey received responses from 15 stakeholders including government agencies (60%), individuals who work in or visit the city (30% each), and representatives from local businesses and nonprofit organizations (10% each). Key findings included:

- 100% of respondents found the plan's purpose and planning process "very clear"
- 100% agreed that the community profile captured what is most important about the city
- 100% believed the hazard analysis covered the right risks for Chino
- 100% felt the mitigation strategy would address risks "very well"
- 90% were "very confident" that the city would follow through on keeping the plan current
- 100% thought the maintenance process was "a good approach" for keeping the plan functional

Suggestions for improvement centered on increased community involvement, particularly with smaller businesses. When asked what surprised them about the plan, respondents noted its comprehensive nature, methodical approach, and attention to detail. Multiple respondents expressed appreciation for the thoroughness of the plan while emphasizing the importance of community partnerships for successful implementation.

All three surveys played integral roles in ensuring the hazard mitigation plan reflected community priorities and concerns throughout its development. They provided valuable data points that guided the Steering Committee's decision-making and helped create a plan that balances technical expertise with community values.

2.6 EQUITY CONSIDERATIONS

The planning process incorporated equity considerations through a comprehensive, community-based approach, recognizing that disasters and hazards can affect different populations in varying ways. Understanding that effective hazard mitigation planning must address the needs of all community members, particularly those most vulnerable, the planning team implemented a multi-faceted strategy to ensure inclusive participation and representation.

Disadvantaged Community: Assessment to establish a data-driven foundation for equity considerations, the planning team conducted a detailed analysis using the Climate & Economic Screening Tool, provided by the U.S. Council on Environmental Quality. This tool enabled a thorough examination of census tracts within the City of Chino to identify disadvantaged communities and their specific needs. The analysis revealed various socioeconomic and environmental burdens experienced in different areas of the city, with detailed findings documented in Appendix C. These insights proved invaluable in directing resources and attention to areas of greatest need throughout the planning process.

Strategic Community Access: Understanding that traditional meeting formats and locations often create barriers to participation, the planning team deliberately selected meeting venues throughout different neighborhoods of Chino. The Preserve Community Center served the southwestern communities, while the Senior Center provided convenient access for central area residents. The Chino Police Department facilitated participation from central and western neighborhoods to ensure comprehensive

geographic coverage, effectively bringing the planning process directly to residents rather than expecting them to travel to a central location.

Partnership Development: The planning team conducted outreach to various organizations representing key community segments. Efforts were made to connect with senior centers and support organizations to engage older residents, while outreach to Rolling Start, Inc. aimed to build connections with the disability community. Similarly, organizations such as Chino Neighborhood House and Isaiah's Rock were contacted to engage lower-income families, and the YMCA and educational institutions were approached to connect with younger residents. Religious organizations were also included in outreach efforts to engage faith-based communities. Partner organizations provided strategic guidance on meeting scheduling, helped distribute information through trusted channels, offered insights into specific community needs and concerns, and assisted in reaching traditionally underserved populations.

Survey Implementation and Results: A comprehensive survey strategy employed both electronic and paper formats, ensuring accessibility across digital divides. The survey, available in multiple languages, revealed important insights into community needs and preferences. A significant majority (74.5%) of respondents prioritized family and personal safety, while 29.1% anticipated substantial impacts from potential hazards. The varying levels of desired engagement – from active involvement (22%) to preferring passive updates (32.1%) – helped shape the plan's communication strategies.

The survey specifically addressed accessibility and support needs, examining how effectively emergency information reaches different community segments and identifying potential barriers to evacuation. These insights directly influenced the plan's approach to communication and resource allocation.

Accessibility Measures: To ensure maximum participation, the planning team implemented various accessibility measures. Materials were provided in English, Spanish, and Simplified Chinese, with spoken Mandarin interpretation available as needed. For the first round of community meetings, interpreters were hired to assist attendees, while for the second round, interpretation services were made available upon request. Bilingual staff were present at meetings to support Spanish-speaking participants, as this was the most utilized interpretation service. Meeting schedules were diversified to accommodate different work patterns, including morning sessions for senior residents, evening meetings for working community members, and weekend events. All meeting locations were selected with public transportation accessibility in mind.

Impact on Planning: The equity considerations directly influenced the plan's development in several ways. The planning team created targeted preparedness materials based on community feedback, developed multi-channel communication strategies to reach diverse audiences, and designed evacuation plans considering identified barriers. Resource allocation strategies were adjusted to address specific needs identified through the community assessment and survey responses.

This comprehensive approach to equity ensures that the resulting hazard mitigation plan not only addresses the technical aspects of disaster preparation and response but also considers the diverse needs, capabilities, and circumstances of all Chino residents. The focus on equity throughout the planning process helps build a more resilient community where all members have access to the resources and support, they need during hazard events.

2.7 EXISTING PLANS, STUDIES, AND REPORTS REVIEWED FOR THE DEVELOPMENT OF THE PLAN

A comprehensive review of existing plans, studies, and reports was conducted to ensure alignment with current policies, development patterns, and regional initiatives. This review included state and regional plans, city planning documents, and environmental studies.

State and Regional Plans

- California State Hazard Mitigation Plan
- San Bernardino County Hazard Mitigation Plan
- Adjacent Jurisdictions' Hazard Mitigation Plans

Serving as the foundational planning document for the City of Chino, the 2025 General Plan, was thoroughly reviewed with particular attention to:

Safety Element

- Land Use Element
- Public Facilities and Services Element
- Open Space and Conservation Element
- Housing Element (2021-2029)
- Air Quality Element
- Transportation Element

To better understand Environmental Impact and Development Studies the Recent environmental documents and studies reviewed included:

1. Major Development Projects • Altitude Business Center • Benson Industrial Project • Chino Creek Apartments • Majestic Chino Flight • Majestic Chino Heritage Project • Rancho Miramonte • Van Vliet at The Preserve • Allire Development • Falloncrest Development • Town Centre Development
2. Infrastructure and Planning Studies • Well 11 Pipeline Alignment Project • Climate Action Plan Update • East End Annexation • Ramona-Francis Annexation • South of Pine Update Addendum • Yorba Avenue Industrial

3. Comprehensive Planning Documents • Affordable Housing & Mixed-Use Overlay • Climate Action Plan • Strategic Plan

To ensure planning concepts were in line with existing code and to serve initial overview for possible mitigation action inclusion, the following Municipal Codes and Regulations were reviewed.

- City of Chino Municipal Code (Updated through November 2023)
- Building Codes and Standards
- Zoning Ordinances
- Development Standards

This comprehensive review ensured that:

- The hazard mitigation plan aligns with current City planning objectives
- Recent development patterns and trends are considered
- Environmental impacts and constraints are properly addressed
- Infrastructure needs and capabilities are accurately assessed
- Current regulatory requirements are incorporated

This comprehensive review of existing plans, studies, and reports provides the foundation for understanding the City of Chino's current planning framework, development patterns, and regulatory environment. The information gathered from these documents informs the hazard mitigation strategies developed in this plan. While this chapter provides an overview of the documents reviewed, Chapter 5: Capabilities Assessment offers a more detailed examination of critical studies, plans, laws, and ordinances in effect within the planning area that can affect hazard mitigation actions. All these documents were reviewed and incorporated into this plan as part of the update process to ensure comprehensive integration of existing policies and procedures.

2.8 CHAPTER SUMMARY AND TRANSITION

Chapter 2 has detailed the comprehensive planning process undertaken for the 2025 City of Chino Local Hazard Mitigation Plan update. The process involved extensive collaboration among City departments, stakeholders, and community members through a structured series of committee meetings, public engagement sessions, and surveys.

Key accomplishments included:

- Formation of a diverse planning team and steering committee representing multiple City departments and areas of expertise
- Implementation of a three-phase public engagement strategy that gathered input from all segments of the community
- Detailed hazard identification and prioritization process incorporating both technical analysis and public input
- Development of mitigation strategies through iterative stakeholder and public feedback
- Integration of equity considerations throughout the planning process
- Comprehensive review and incorporation of existing plans and studies

As we move into Chapter 3: Community Profile, this foundation of collaborative planning and community engagement provides crucial context for understanding Chino's physical, social, and economic characteristics that influence its hazard vulnerability and resilience capacity. The community profile will build upon the planning process described here to provide a comprehensive picture of the planning area and its unique challenges and opportunities for hazard mitigation.

Part II: Community Profile

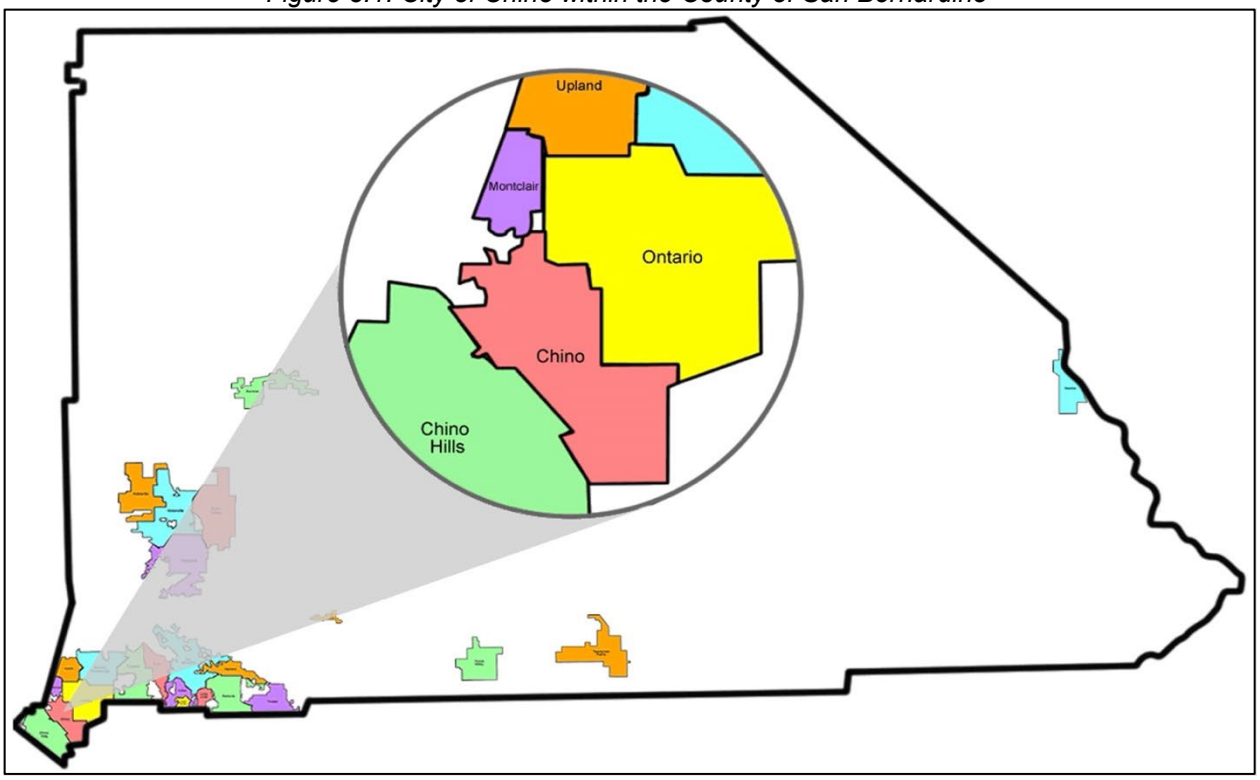
CHAPTER 3 COMMUNITY PROFILE

3.1 Location and Setting

Chino is a city in San Bernardino County, California, United States. It is located in the western end of the Riverside-San Bernardino Area, and it is easily accessible via the Chino Valley (71) and Pomona (60) freeways. Chino is bounded by Chino Hills to the west, unincorporated San Bernardino County (near Montclair) to the north, Ontario to the northeast, Pomona to the northwest, unincorporated San Bernardino County to the southeast, and unincorporated Riverside County to the south. US Census data from 2020 indicates that the City of Chino is approximately 30 square miles. This square-footage data may not include recent annexation of rough 200 acres at the time of this update.

The topography of Chino can best be described as relatively flat with a gentle overall slope of approx. 2%, generally to the south. Chino benefits from a mild, temperate climate, with average monthly temperatures ranging from the low 50s to the upper 80s. Monthly rainfall averages from a high of 4.1 inches to no rain at all. At times, temperatures will rise to the low 100s, and humidity will drop considerably. Additionally, the Chino area is subject to Santa Ana winds of 25 to 40 miles per hour, with gusts up to 60 to 75 miles per hour. These winds come out of the desert, blow to the southwest, and are often accompanied by hot temperatures.

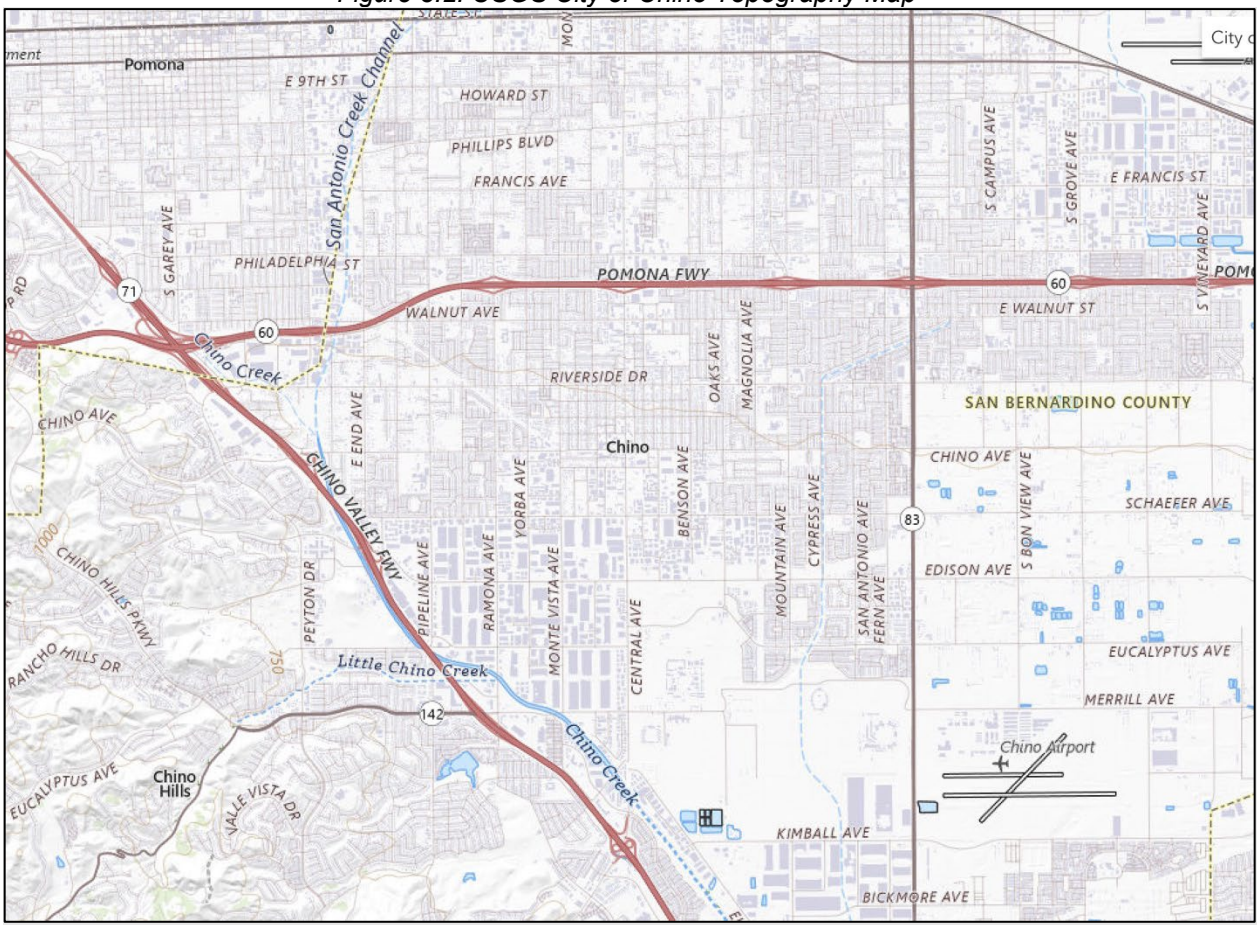
Figure 3.1. City of Chino within the County of San Bernardino



3.2 Topography

The topography of the City of Chino in San Bernardino County, California, features relatively flat terrain with an approximate elevation of 728 feet (222 meters) above sea level.

Figure 3.2. USGS City of Chino Topography Map



Vegetation in Chino primarily consists of urban landscaping with various residential, commercial, and industrial developments interspersed with green spaces. The natural vegetation in surrounding areas includes chaparral and coastal sage scrub, typical of Southern California's inland regions.

3.3 Geology

3.3.1 Soil Types

The City of Chino primarily features young alluvial deposits with good drainage and suitable for agriculture. The topography is relatively flat, minimizing risks of soil erosion and landslides. However, there is potential for soil expansion and settlement in the area. The primary soil types include sandy loams and silty clays, which are typical for regions with alluvial deposits.

3.4 Natural Resources

Chino is part of the larger Los Angeles Basin, which is known for its significant oil and gas reserves. The Monterey Formation within this basin has been assessed to contain substantial amounts of technically recoverable oil and gas resources

Additionally, the Chino Basin is an important groundwater resource. Groundwater outflow from the Chino Basin has been extensively studied, showing variations in permeability and hydraulic gradients over the years. This basin is crucial for water supply, with annual groundwater outflows historically ranging from 9,400 to 38,000 acre-feet, supporting both agricultural and urban needs.

3.5 Climate

The City of Chino's climate is characterized by hot, dry summers and mild, wet winters. This type of climate is typical of the Mediterranean climate found in Southern California.

During the summer months, temperatures often reach the 90s (Fahrenheit), and it is not uncommon for temperatures to exceed 100°F. The region experiences very little rainfall during this period, contributing to the dry conditions. The humidity levels are generally low, making the heat more bearable but also increasing the risk of wildfires.

In contrast, winters are mild, with average high temperatures in the 60s°F and lows in the 40s°F. This is the primary rainy season, although the total annual precipitation is relatively low, averaging around 12 to 13 inches. Most of the rainfall occurs between November and March, often in the form of short, intense storms.

The area experiences occasional fog, particularly in the early mornings during the cooler months, and wind patterns typically bring cooler air from the coast in the evenings.

Figure 3.3. NOAA Average Annual Temperature in San Bernardino County (2014-2023)

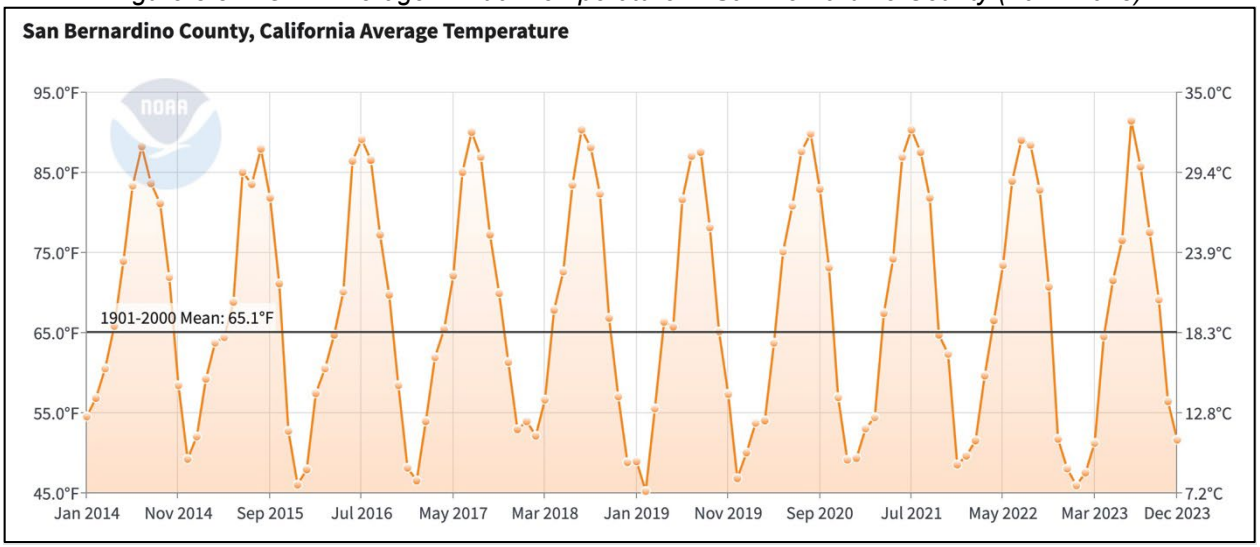
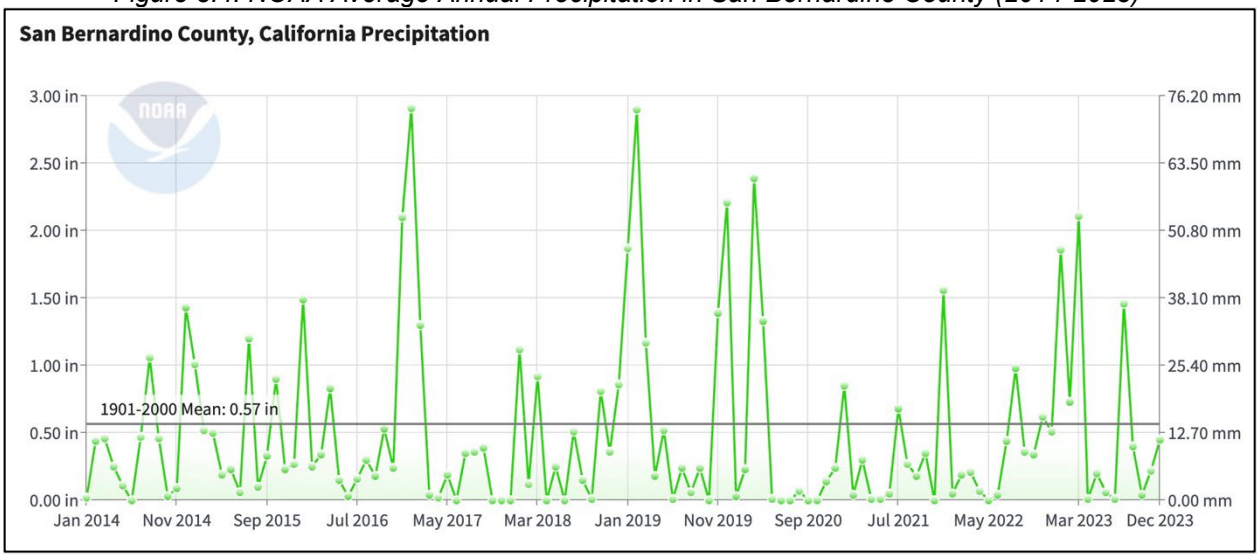


Figure 3.4. NOAA Average Annual Precipitation in San Bernardino County (2014-2023)



3.6 Land Ownership, Land Cover, Land Use and Management

3.6.1 Land Ownership

Land ownership in the City of Chino, California, primarily consists of private lands, with no significant public or federal land holdings. However, certain areas in the southern portion of the city include land managed by the U.S. Army Corps of Engineers or other federal agencies. These lands may be associated with flood control projects, water management infrastructure, or other federally designated purposes.

3.6.2 Land Cover

The land cover in the City of Chino includes a mix of urban, agricultural, and natural areas.

Urban Land Cover: The City of Chino has a significant portion of its land designated as a developed space. This includes residential areas, commercial zones, and industrial sites. The urban areas are characterized by a high percentage of impervious surfaces such as roads, buildings, and other infrastructure.

Agricultural Land Cover: Agriculture is another component of the City of Chino's land cover. The region includes fields and orchards used for growing various crops.

Natural Land Cover: Despite the urban and agricultural development, there are still patches of natural vegetation and open spaces. These areas can include grasslands, wetlands, and riparian zones along streams and rivers, which are vital for local biodiversity and ecosystem services.

3.6.3 Land Use & Zoning

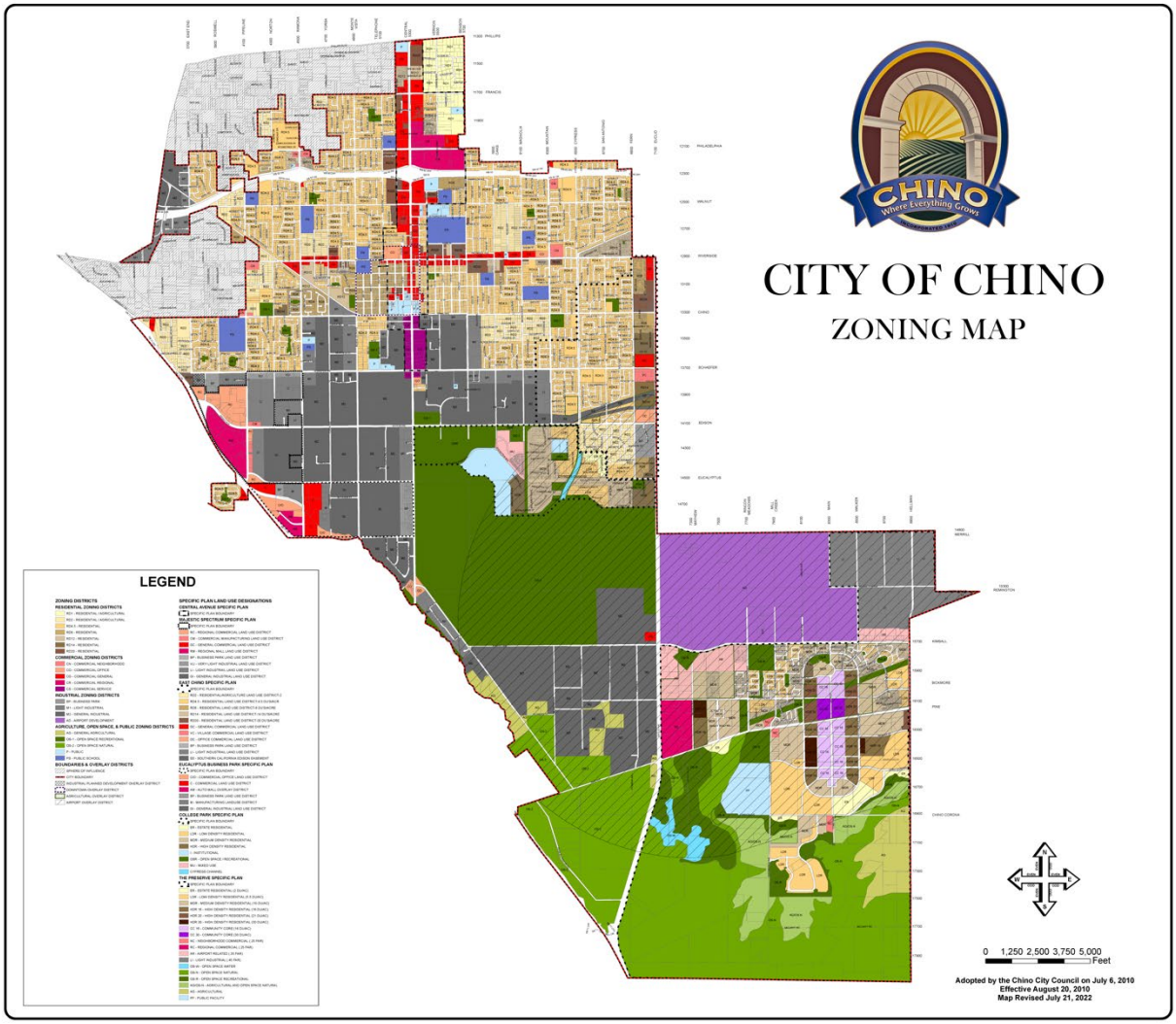
Since the 1980s, land use in the City of Chino has shifted significantly from its agricultural foundation toward a diverse mix of residential, commercial, industrial, and warehouse/distribution uses. While industrial and warehouse development remains most

concentrated in the southern portions of the city, benefiting from proximity to major trucking routes, rail lines, and Ontario Airport, residential and commercial growth has expanded considerably through major planned developments such as the East Chino, The Preserve, and College Park Specific Plans.

These planned communities have introduced new residential neighborhoods, commercial centers, parks, and public amenities, reshaping the city's landscape. The City's primary commercial areas are located along major transportation corridors, including State Route 71, Grand Avenue, Central Avenue, Riverside Drive, and Philadelphia Street. As development has continued, the land area devoted to agricultural production has declined substantially, though some scattered agricultural uses remain.

The following detailed zoning map is available here on the City's website.

Figure 3.5. City of Chino Zoning Map (July 2022)



3.7 History

The Chino area was settled by Europeans in the 1700s as part of the lands of the Mission San Gabriel. At that time, American Indians inhabited the area, and the land was used mainly for cattle grazing. The area from the San Bernardino mountains to San Pedro (Rancho San Antonio) was given in a land grant by Spain to Don Antonio Maria Lugo, and an additional grant (Rancho Santa Ana del Chino) was given to Don Lugo, who continued to use the area for horse and cattle grazing.

The Rancho was sold to Lugo's son-in-law, Isaac Williams, and remained in the family until sold to Richard Gird in 1881. Gird was an engineer who had previously worked at the Tombstone Mine in Arizona and helped prepare a territorial map in that area. He desired to found a prosperous, industrial, and agricultural community in this area, and during the Southern California real estate boom of 1887, he subdivided 24,000 acres into 10-acre lots with smaller residential lots near the town core, at what is now Chino and Central Avenues. He marketed water and built a small gauge railroad to Ontario, which was used until Southern Pacific constructed a line to Chino in 1891. In 1890, he encouraged the Oxnard brothers to build a sugar beet factory, which was in business until 1917, when there was an effort to diversify to more profitable crops.

The late 1890s saw the first creamery and dairies built, with the immigration of Scandinavian, Dutch, and Portuguese residents. Chino was incorporated in 1910 with a population of 1,444, some speculate as a way to prohibit the sale of alcohol. In any event, Chino was "dry" until 1933. Chino has evolved into a full-service community, emphasizing balanced growth and retention of its agricultural heritage. The City seal, with a cornucopia, and the motto "Where Everything Grows," promotes this mix of rural values and positive development.

3.8 Development Trends

Chino was an agricultural town during the 1930s and 1940s with poultry, tree crops, walnuts, and sugar beets grown. Sugar beets played a significant role in Chino’s agricultural economy, particularly with the establishment of a sugar beet processing factory in the late 19th century, which operated until 1917 as farming practices evolved.
The city's population in 1940 was 4,204. In the late 1960s, Chino entered a period of rapid growth, with the population doubling approximately every ten years, from 10,305 in 1960 to 20,411 in 1970 to 40,100 in 1980. From 1980 to 1990, the population increased to 59,680., In 2000, the population was 67,168, and in 2010, the population was 77,983. The current population is approximately 85,942.

Pressure for growth came in the 1960s with improved transportation as the San Bernardino, Pomona, and Orange freeways were constructed. These freeways opened easy access to inexpensive land in the Chino Valley that could satisfy the residential growth demands of the larger urban region. Chino began to experience some industrial growth, although most development was in the residential sector.

By the late 1970s, Chino had become a community of commuters, with more than half of the residents employed in Los Angeles and Orange counties. Chino also became more affluent, with a higher median income reflecting the occupations of the residents in new housing tracts.

Proposition "M" was passed in 1988 by the citizens of Chino and limited future increases in residential densities without the consent of the residents of the City. This allows Chino to be a "young" city, with larger family sizes and younger median ages. Chino's median income is one of the highest in the Inland Empire. Most of the housing stock is relatively new, with a median age of 28 years (with the exception of approximately 9,000 new units developed in two new master-planned communities over the last ten years).

As a result of the requirements under Measure M, several residential projects have been approved by the voters at various locations throughout the City, primarily along Central and Euclid Avenues. Approximately 625 new homes have been approved, with some under construction and others in the design phase.

The City of Chino has historically been known for its significant agricultural production, particularly in dairy farming. The region once had one of the largest concentrations of dairies in the United States, producing a substantial portion of Southern California’s milk supply. During its peak in the late 1980s, the San Bernardino County Dairy Preserve, which included Chino, was home to over 400 dairies and 350,000 cows.

In recent years, much of Chino's agricultural land has been transitioning to suburban residential and commercial uses. The "East Chino Specific Plan" highlights this shift, detailing the move from primarily agricultural uses to mixed-use developments, including residential and commercial projects.

Despite this transition, some agricultural activities remain, particularly those related to dairy and cattle feeding. Additionally, the city has been involved in efforts to preserve some open spaces for natural, recreational, and agricultural uses within the framework of new developments like "The Preserve at Chino."

THE PRESERVE

The Preserve project area is generally located north of SR-71, south of Kimball, east of Euclid, and west of Hellman in the southeastern portion of the City of Chino. The Preserve Specific Plan and EIR were approved in March 2003. Subsequently, The Preserve area was annexed to the City of Chino on July 10, 2003. Construction began in 2004 with the first models opening in February 2005.

The Preserve vision is of a community based on a mixture of residential neighborhoods focused on a lively community core and a regional commercial center, interconnected with a multi-purpose open space feature by a series of paseos and trails. Additional defining features of the concept include integration with the Chino Airport and an unusually complete mix of housing types, including 11,725 dwelling units ranging from equestrian estates, contemporary apartments, and condominiums to entry-level housing.

The Preserve project area totals over 5,226 acres of land. At build-out, The Preserve will have a population of approximately 40,000 people. The Preserve includes Cal-Aero K-8 School and the newly opened Legacy Academy, which serves students in the area. Approximately 3,000 homes are currently occupied in The Preserve, with approximately 10,000 residents.

COLLEGE PARK

College Park is an exciting collaborative partnership between the City of Chino, the State of California, and Chaffey College. The State of California identified 712 acres of the California Institution for Men facility as surplus property and, in cooperation with the City of Chino and Chaffey College, prepared a specific plan to convey the property to the City, the College, and SunCal Companies, a private developer. The project area is generally located south of Edison, east of Central, west of Euclid, and north of Kimball in the geographic center of the City of Chino. The development was subsequently purchased by LS College Park, a collaboration between Lennar Homes and Cal Atlantic.

The primary goal of the plan for College Park is to create a walking-scale, mixed-use community with the character and ambiance of a small college town. The integrated mix of residential, shopping and services, parks, and a college campus establishes College Park as a unique infill master-planned community in which families can live, work, learn, and play. Construction began in 2006, with the first models opening in April 2007. All residential units—totaling approximately 2,200 homes and housing over 7,000 residents—have been completed. However, some components of the original plan remain under development. A planned church and commercial development have yet to be constructed, and the designated school site north of the large park off Mountain Avenue remains vacant.

FUTURE DEVELOPMENT

The City of Chino is actively planning for future development to accommodate growth and evolving community needs. Key initiatives include the recently adopted 2021-2029 Housing Element, recent annexations, and an ongoing General Plan Update.

2021-2029 Housing Element: Adopted by the Chino City Council on November 19, 2024, and certified by the State of California on December 26, 2024, the 2021-2029 Housing Element outlines the City's strategy to meet its Regional Housing Needs Assessment (RHNA) allocation. This plan identifies specific actions and potential sites to accommodate projected housing needs across all economic segments. While the Housing Element designates areas for potential residential development, it does not guarantee that all proposed units will be constructed within the planning period (City of Chino).

Recent Annexations: The City has recently annexed over 200 acres of land, expanding its boundaries and creating opportunities for new development. These areas present potential for various uses, including residential, commercial, and mixed-use projects. Specific plans for these annexed lands are under consideration, aiming to align with the City's broader development goals.

General Plan Update: Chino is in the process of updating its General Plan to address emerging issues, comply with new state laws, and achieve key objectives. This comprehensive update will guide growth and development over the next two decades, focusing on areas such as the Downtown district and other key regions. The updated General Plan will serve as a blueprint for the City's future, ensuring sustainable and organized development that reflects the community's vision (City of Chino).

3.9 Population, Education, and Demographics

The City of Chino population has demonstrated an upward trend between 2010 and 2020, with a 17.20% increase in population, shown in the table below. Educational attainment has varied between 2018 and 2022, with significant portions of the population holding high school diplomas and bachelor's degrees.

Table 3-1. City of Chino Population Trends 2010-2020

CITY OF CHINO POPULATION TRENDS 2010-2020		
Percent Change 2010-2020	**2010**	**2020**
17.20%	77,983	91,403
Population Per Square Mile	2,631.1	3,087.4
Source: US Census Bureau (2024)		

Table 3-2. City of Chino Educational Attainment 2019-2023

CITY OF CHINO EDUCATIONAL ATTAINMENT 2018-2022	
Education	**Percentage**
High school graduate or higher, percent of persons aged 25 years+	83.4%
Bachelor's degree or higher, percent of persons aged 25 years+	28.1%
Source: US Census Bureau (2024)	

Table 3-3. City of Chino Demographics 2023

CITY OF CHINO DEMOGRAPHICS 2023	
Race and Hispanic Origin	**Percentage**
White alone	37.0%
Black or African American alone	6.7%
American Indian and Alaska Native alone	0.7%
Asian alone	18.5%
Native Hawaiian and Other Pacific Islander alone	0.4%
Two or More Races	17.2%
Hispanic or Latino	54.0%

White alone, not Hispanic or Latino	18.0%
Source: US Census Bureau (2024)	

3.10 Housing

Table 3-4. City of Chino Housing Information 2023

CITY OF CHINO HOUSING INFORMATION 2023	
Description	**Figure**
Housing Units, July 1, 2023	-
Owner-occupied housing unit rate, 2018-2022	63.7%
Median value of owner-occupied housing units, 2018-2022	$599,200
Median selected monthly owner costs – with a mortgage, 2018-2022	$2,726
Median selected monthly owner costs – without a mortgage, 2018-2022	$673
Median gross rent, 2018-2022	$2,001
Building permits, 2023	-
Source: US Census Bureau (2024)	

3.11 Economy

According to Data USA, the economy of Chino, CA employs 42.9k people. The largest industries in Chino, CA are:

- Health Care & Social Assistance (5,409 people)
- Manufacturing (4,140 people)
- Retail Trade (3,942 people)

According to Data USA, the highest-paying industries in Chino, CA, are:

- Utilities ($105,354)
- Public Administration ($80,657)
- Professional, Scientific, & Technical Services ($72,958)

3.12 Transportation

3.12.1 Highways

The City of Chino is served by several major highways and freeways, including:

1. **State Route 71 (Chino Valley Freeway)** – This north-south highway connects the 60 Freeway to the 91 Freeway, facilitating travel through Chino and nearby cities.
2. **State Route 60 (Pomona Freeway)** – Running east-west, this freeway serves as a major corridor connecting Chino with Los Angeles to the west and Riverside to the east.
3. **Interstate 10 (San Bernardino Freeway)** – Located more than two miles north of Chino's city boundary, the I-10 provides a major east-west connection between Los Angeles and San Bernardino, supporting commuter and freight transportation in the region.

4. **Interstate 15 (I-15**) – Situated just over three miles east of Chino's city boundary, this major north-south interstate links Southern California to Nevada and beyond, providing critical access for both commuters and goods movement.
5. **State Route 83 (Euclid Avenue**) – A north-south corridor passing through Chino, connecting Ontario and Chino Hills. Currently a state highway, SR-83 is scheduled to be transferred from Caltrans to the City of Chino in 2026, granting the city control over roadway maintenance and improvements.

3.12.2 Rail

The major railways in Chino include those operated by Union Pacific (UP) Railroad. The UP railway serves most of Chino's manufacturing and distribution facilities, providing freight services and connections for local businesses. Additionally, vacated rail lines and land sets are available for potential future activation as needed to support industrial and transportation growth.

3.12.3 Airports

The major airport within the City of Chino, California, is Chino Airport (IATA: CNO, ICAO: KCNO, FAA LID: CNO). This county-owned airport is located about three miles southeast of Chino and is classified as a reliever airport by the Federal Aviation Administration (FAA) due to its proximity to Ontario International Airport and John Wayne Airport in Orange County. Chino Airport primarily serves general aviation, including private owners, corporate users, flight instructors, and aviation enthusiasts.

Chino Airport features three runways:

- Runway 3/21: 4,919 x 150 feet
- Runway 8L/26R: 4,858 x 150 feet
- Runway 8R/26L: 7,000 x 150 feet

The airport is also home to two aircraft museums: the Planes of Fame Air Museum and the Yanks Air Museum, making it a hub for aircraft restoration and preservation activities.

3.13 Water Resources

3.13.1 Surface Water

The primary surface water resources near Chino include streams and rivers monitored by the USGS. The Chino Creek (Schaefer Avenue) monitoring station provides data on discharge and stream water levels to manage and assess the availability and quality of surface water in the area.

3.13.2 Groundwater

Groundwater is a crucial resource for Chino. The Chino Basin is a significant groundwater basin that provides water for agricultural, industrial, and residential use. The California Active Groundwater Level Network includes numerous wells monitored regularly to ensure sustainable groundwater use.

3.13.3 Water Use & Dams

Water use in Chino encompasses various sectors, including municipal, industrial, and agricultural purposes. The City of Chino publishes annual water quality reports that summarize water sources, testing, and compliance with state and federal standards for drinking water.

3.14 Critical Wildlife and Habitat Types

Wildlife: According to the U.S. Fish and Wildlife Service (USFWS), the Chino area is part of larger wildlife corridors that facilitate the movement and genetic exchange of wildlife. These corridors are essential for maintaining ecological balance and supporting species that require large territories or specific migratory paths.

Habitat Types: Critical habitats in and around the city of Chino typically include wetlands, riparian areas, and grasslands. These areas support the region's biodiversity and provide necessary resources for various species.

3.15 Community Risk Index

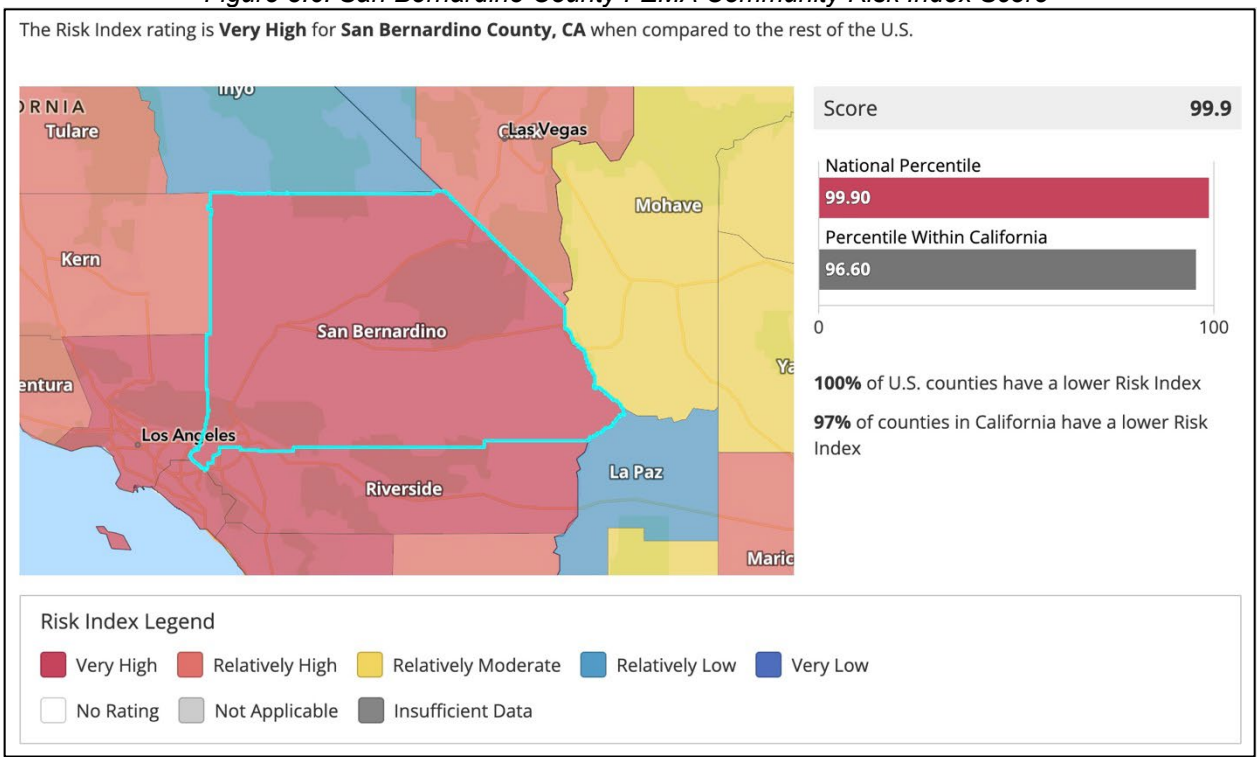
The Risk Index score is based on the following components: Social Vulnerability, Community Resilience, and Estimate Annual Loss (EAL), with EAL based on Exposure, Annualized Frequency, and Historic Loss Ratio (HLR) factors, for a total of five risk factors (FEMA National Risk Index, 2024). See Table 3-11

Each risk factor contributes to either the likelihood or consequence aspect of risk and can be classified as one of two risk types: risk based on geographic location or risk based on the nature and historical occurrences of natural hazards. The five risk factors are summarized in the table below (FEMA National Risk Index, 2024).

Table 3-5. FEMA National Risk Index: Risk Components & Factors

FEMA NATIONAL RISK INDEX				
RISK COMPONENTS & FACTORS				
Risk Component	***Risk Factors***	***Risk Factor Description***	***Risk Contribution***	***Risk Type Assignment***
Social Vulnerability	Social Vulnerability	Consequence Enhancer	Consequence	Geographic Risk
Community Resilience	Community Resilience	Consequence Reducer	Consequence	Geographic Risk
Expected Annual Loss	Exposure	Expected Consequence	Consequence	Natural Hazard Risk
Expected Annual Loss	Annualized Frequency	Probability of Occurrence	Likelihood	Natural Hazard Risk
Expected Annual Loss	Historic Loss Ratio	Expected Consequence	Consequence	Natural Hazard Risk

Figure 3.6. San Bernardino County FEMA Community Risk Index Score



Source: *(FEMA National Index Report 2024)*

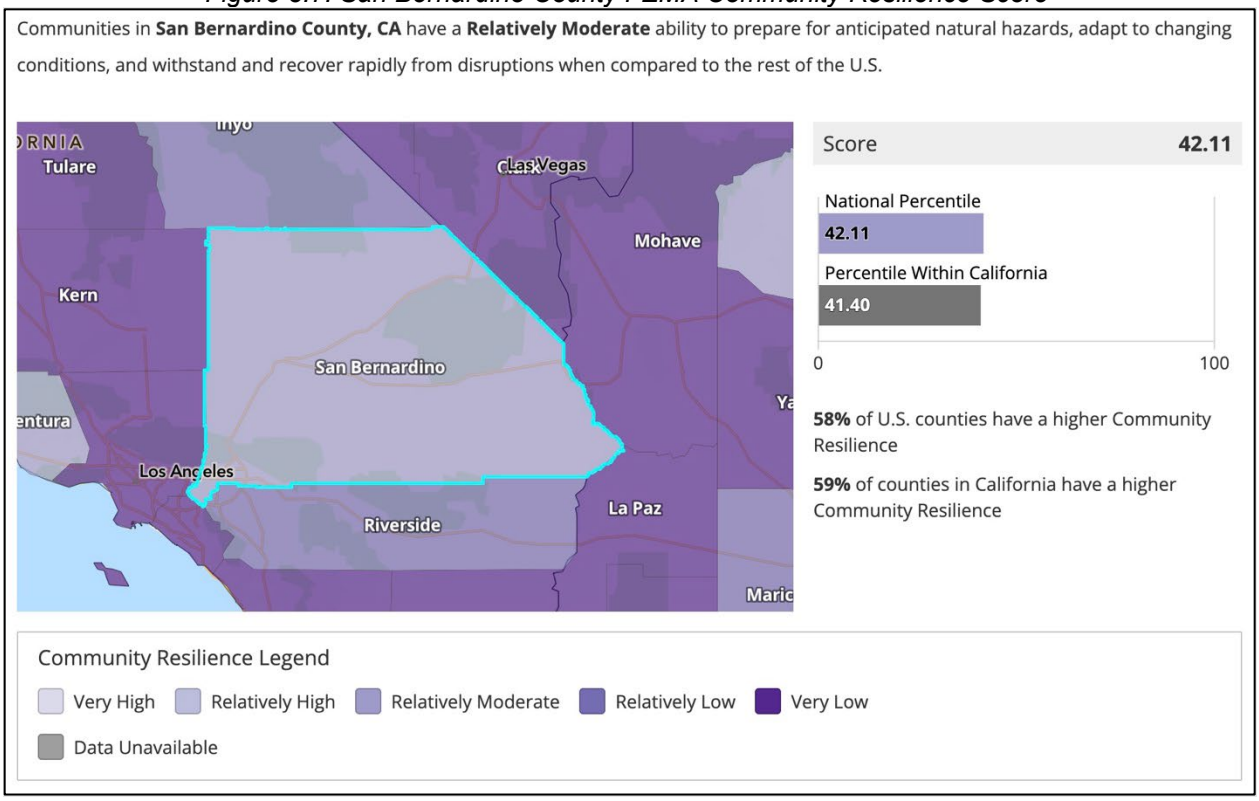
3.16 Community Resilience

Community resilience is defined as the ability of a community to prepare for anticipated natural hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions.

The “Community Resilience Score” and “Community Resilience Rating” represent the relative level of a community’s resilience compared to all other communities at the same level. The Community Resilience Score is inversely proportional to a community’s risk. A higher Community Resilience Score results in a lower Risk Index Score.

For more information about the National Risk Index, its data, and how to interpret the information, visit the National Risk Index website at hazards.fema.gov/nri/learn-more to access supporting documentation and links.

Figure 3.7. San Bernardino County FEMA Community Resilience Score



Source: *(FEMA National Index Report 2024)*

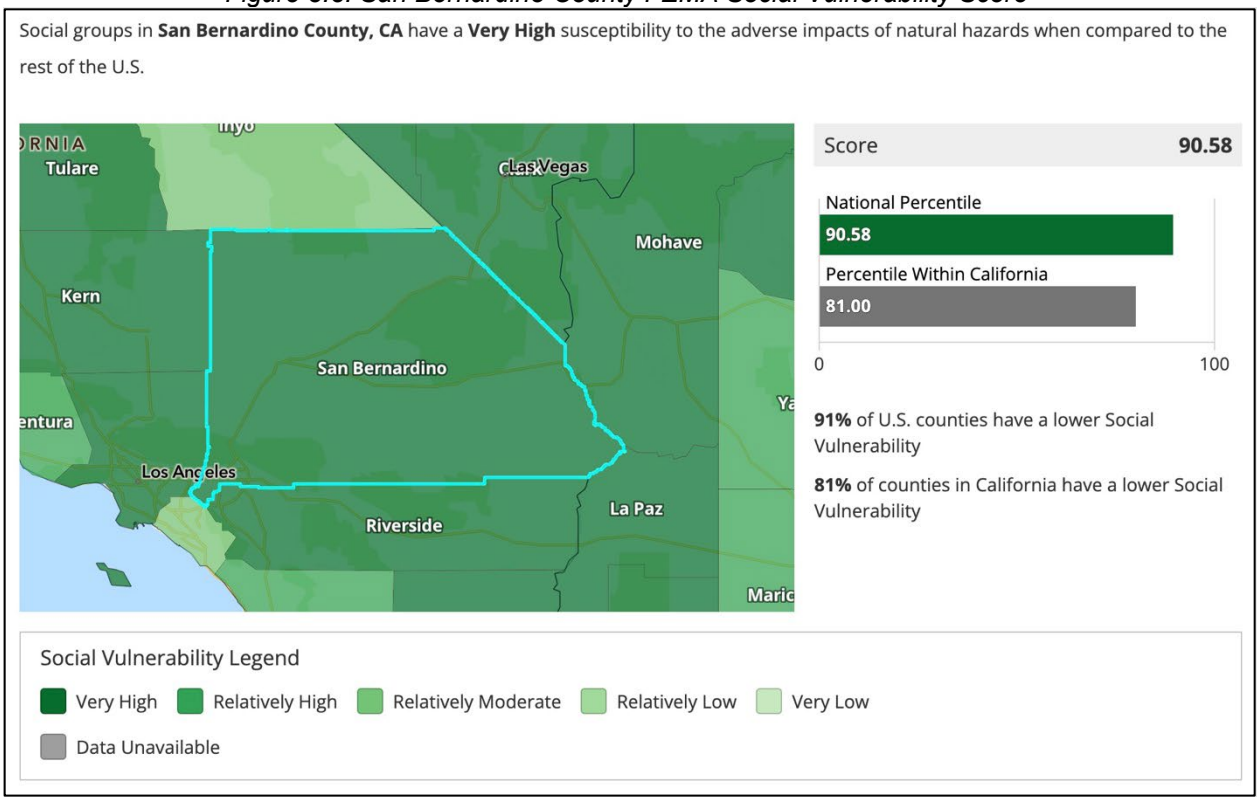
3.17 Social Vulnerability and Underserved Communities

Social vulnerability is defined as the susceptibility of social groups to the adverse impacts of natural hazards, including disproportionate death, injury, loss, or disruption of livelihood (FEMA National Risk Index, 2024).

The "Social Vulnerability Score" and "Rating" represent the relative level of a community's social vulnerability compared to all other communities at the same level. A community's Social Vulnerability Score is also proportional to a community's risk. A higher Social Vulnerability Score results in a higher Risk Index Score (FEMA National Risk Index, 2024).

Social vulnerability is also one of five components included in the formulation of the "National Risk Index Score" in addition to Community Resilience, Estimated Annual Loss (EAL) based on Exposure, Annualized Frequency, and Historic Loss Ratio (HLR) factors, (FEMA National Risk Index, 2024).

Figure 3.8. San Bernardino County FEMA Social Vulnerability Score



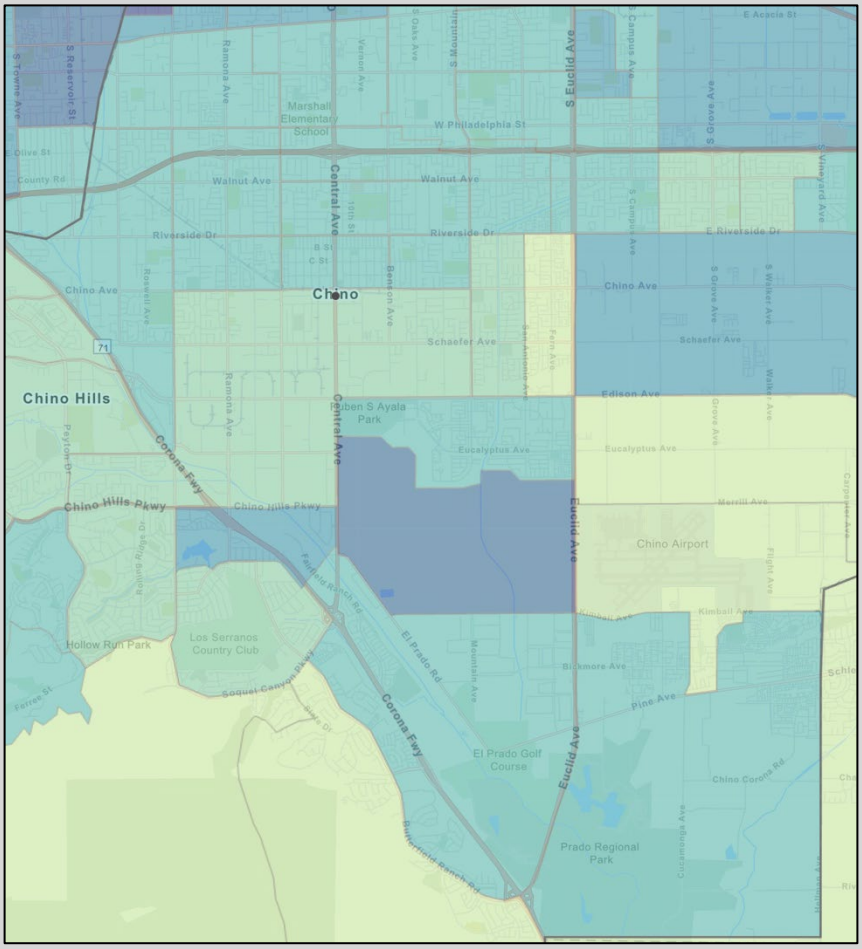
Source: *(FEMA National Index Report 2024)*

The figure below illustrates the City of Chino Community Resilience Index Story Map. This map utilizes density mapping to illustrate community areas that can be overburdened by 22 challenges identified by the FEMA Community Resilience Challenges Index.

Figure 3.9. City of Chino - FEMA Community Resilience Index Story Map

CITY OF CHINO, CALIFORNIA

FEMA COMMUNITY RESILIENCE INDEX STORY MAP



FEMA
Community Resilience Index Story Map

Composite of 22 CRI Indicators (top three drivers in pop-up box)

- Highest challenges (95 – 100th percentile)
- High challenges (85 – 95th percentile)
- Medium-high challenges (70 – 85th percentile)
- Medium challenges (30th to 70th percentile)
- Medium-low challenges (15th to 30th percentile)
- Low challenges (5th to 15 percentile)
- Lowest challenges (up to 5th percentile)

22 CHALLENGE VARIABLES

Population, Household, Housing Characteristics	Economic	Healthcare	Connection to Community
Population without a High School Diploma Population 65 and Older Population with a Disability Households without a Vehicle Households with Limited English Single-parent Households Households without a Smartphone Mobile Homes as Percentage of Housing Owner-Occupied Housing	Population Below Poverty Level Median Household Income Unemployed Labor Force Unemployed Women Labor Force Income Inequality Workforce in Predominant Sector	Number of Hospitals Medical Professional Capacity Population without Health Insurance	Presence of Civic and Social Organizations Population without Religious Affiliation Percent of Inactive Voters Population Change

Source: FEMA Resilience Analysis and Planning Tool (RAPT) 2024

3.18 Critical Infrastructure and Key Resources

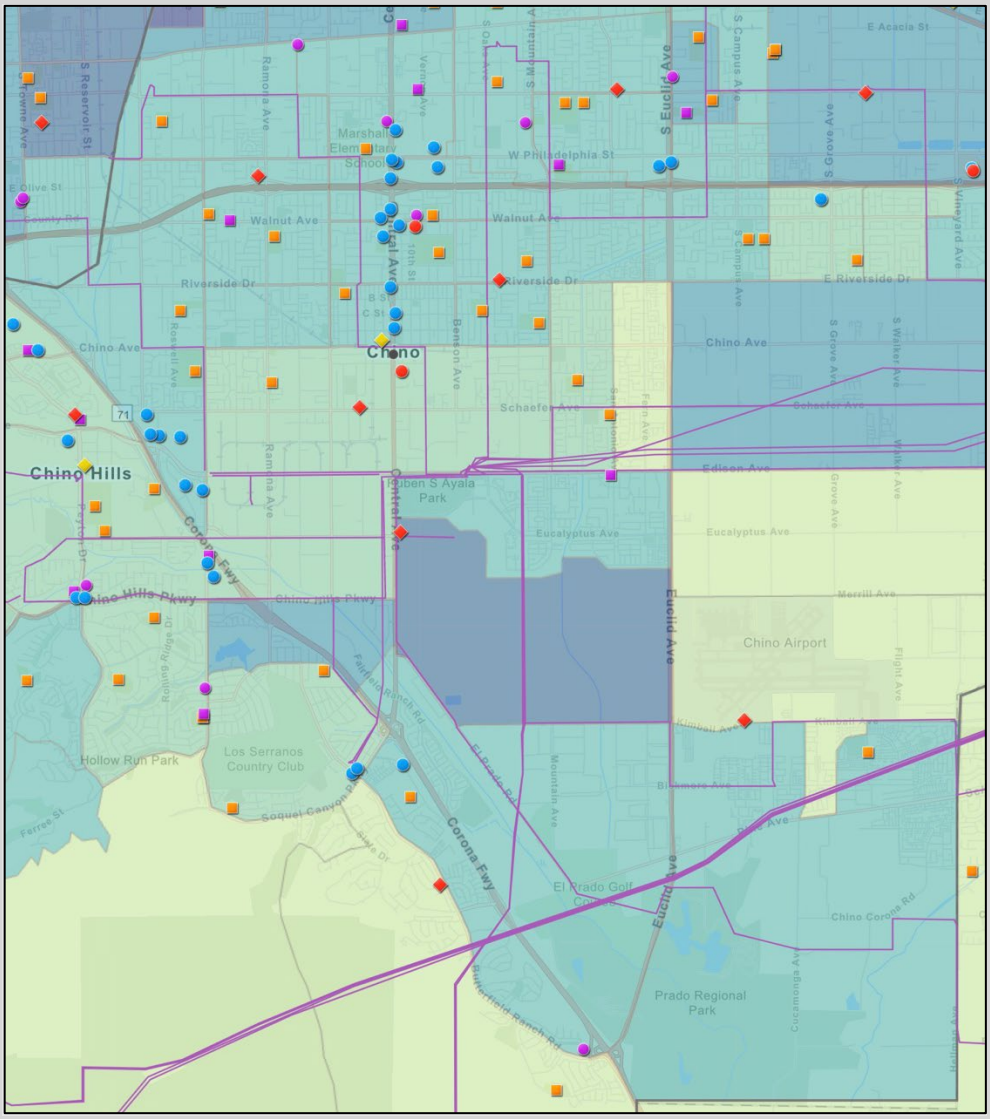
Critical facilities are commonly considered to be police stations, fire and rescue facilities, hospitals, shelters, schools, nursing homes, water supply and waste treatment facilities, and other structures the community identifies as essential to the health and welfare of the population and that are especially important following a disaster.

The following figure illustrates the locations of critical facilities within the City of Chino.

Figure 3.10. City of Chino - FEMA Critical Infrastructure Map

CITY OF CHINO CRITICAL INFRASTRUCTURE AND KEY RESOURCES

FEMA CRITICAL INFRASTRUCTURE MAP



Source: FEMA Resilience Analysis and Planning Tool (RAPT) 2024

3.19 Hazard Mitigation-related Laws, Ordinances, Programs, Studies, and Plans

3.19.1 Local Historical Records and Relevant Technical Studies

- City of Chino Climate Action Plan
- City of Chino Strategic Plan
- City of Chino Capital Improvement Plan
- City of Chino General Plan

Part III: Risk Assessment

CHAPTER 4 HAZARD RISK SUMMARY

Risk assessment is the process of measuring the potential loss of life, personal injury, economic injury, and property damage resulting from natural hazards. It allows emergency management personnel to establish early response priorities by identifying potential hazards and vulnerable assets. The process focuses on the following elements:

- Hazard identification—Use all available information to determine what types of disasters may affect a jurisdiction, how often they can occur, and their potential severity.
- Vulnerability identification—Determine the impact of natural hazard events on the people, property, environment, economy, and lands of the region.
- Cost evaluation—Estimate the cost of potential damage or expense that can be avoided by mitigation.

The risk assessment for this hazard mitigation plan update evaluates the risk of natural hazards prevalent in the planning area and meets the requirements of the DMA (44 CFR, Section 201.6(c)(2)).

4.1 Identified Hazards

There are countless hazards that pose a threat to human life, health, and well-being, and no attempt is made here to compile an exhaustive list. Those that are addressed in disaster planning are generally categorized as “natural” or “technological” (sometimes “manmade”). The FEMA website contains a thorough discussion and list of hazards in the “National Risk Index for Natural Hazards” section. Some hazards threaten all geographic areas, while others (e.g., flooding) are more limited in their extent. Studies were conducted to determine which hazards are of concern in the City of Chino.

The City of Chino hazards were identified, and their frequency of occurrence was evaluated using several resources, including:

- 2018 City of Chino Hazard Mitigation Plan
- 2022 San Bernardino County Hazard Mitigation Plan
- 2025 City of Chino General Plan
- Hazard planning documents developed by state, federal, and private agencies
- NOAA weather data from the past 72 years
- Data from the United States Geological Survey (USGS) and the California State Geological Survey (CGS)

Hazards identified as significant in this city and that will be considered in this plan are listed below.

Natural Hazards

- Drought
- Dam and Levee Failure
- Flooding(Urban & Flash)
- Severe Summer Storms

    - Extreme Heat
    - Hail
    - High Winds
    - Lightning
- Extreme Cold
- Tornado
- Wildfire

Geological Hazards

- Earthquake

Other Hazards of Concern

Although non-natural hazards are not required by FEMA for inclusion in a hazard mitigation plan, the City of Chino wishes to rank and mitigate against a comprehensive list of hazard events that could impact the city. Due to both the nature of non-natural hazards and the discretionary status regarding their inclusion, the following hazards of interest have been briefly and qualitatively assessed for the sake of public education and informing their inclusion within the hazard ranking and mitigation process.

Technological (Manmade) Hazards

- Civil Disturbance
- Cybersecurity Incident
- Hazardous Material Incident (Fixed, Transportation)
- Prolonged Power Outage
- Terrorism
- Transportation Incident (Air & Road)

Per FEMA's mandate to address all natural hazards, the following natural hazards were not included because these hazards do not directly impact the City of Chino due to geographic location:

- Flooding (Riverine)
- Hurricane
- Landslide
- Sea Level Rise
- Storm Surge
- Tsunami
- Volcanic Activity

While FEMA requires only natural hazards to be addressed, the City of Chino has taken a more comprehensive approach by including both natural and non-natural hazards in its assessment. This inclusive strategy reflects the city's commitment to addressing all potential threats to community safety and resilience, regardless of their origin.

The hazards identified above were not assessed in isolation, but rather through a dynamic process that combined technical analysis with community input. As detailed in Chapter 2,

the planning team engaged the Steering Committee, stakeholders, and the general public to evaluate and prioritize these hazards based on both historical data and community perception of risk.

This collaborative approach included:

- **Technical Review:** Analysis of historical occurrences, scientific data, and previous planning documents
- **Community Input:** Feedback from public meetings, surveys, and stakeholder workshops about perceived risks and concerns
- **Stakeholder Expertise:** Professional insights from emergency managers, first responders, and subject matter experts
- **Vulnerability Assessment:** Consideration of impacts on various community segments, including traditionally underserved populations
- **Future Projections:** Analysis of how changing conditions might affect hazard frequency and severity

In the following sections, each hazard will be analyzed in detail, incorporating both technical risk assessment and community perspective. This dual approach ensures that our mitigation strategies address not only the physical risks but also the community's specific concerns and needs. This comprehensive hazard assessment forms the foundation for the mitigation actions presented later in this plan, creating a direct link between identified hazards, community priorities, and proposed solutions.

4.2 Hazard Profile

The risk assessments in the following chapters describe the risks associated with each identified hazard of concern. The following sections were used to describe each hazard and communicate each respective level of risk:

- **Hazard Description**—Each hazard profile contains a description of the general definition and causes of the hazard. It may also include background information for understanding the context of the hazard within the City of Chino.
- **Location**—The location or region in the City of Chino where each hazard may occur is described.
- **Historical Frequency & Probability of Future Occurrence**—This section identifies past hazard events of note that have occurred in the City of Chino. It also includes the likelihood of each hazard occurring again if available.
- **Extent**—The strength or magnitude of each hazard is defined, usually through a form of measurement, such as a formula, scale, chart, or graph.
- **Impacts & Loss Estimates**—The potential impacts of each hazard on the city are discussed. This section also outlines the potential economic/monetary loss from a hazard/event and the loss of property, structures, facilities, systems, livestock, and life.
- **FEMA NRI Score**—The hazard-specific FEMA National Risk Index scores for each natural hazard are included.
- **Related Hazards**—The hazard profiles that fall under a greater hazard category can be found within this section.

4.3 Risk Assessment Methodology

Each hazard included in this plan was assessed and ranked based on a pre-defined hazard risk methodology consistent with FEMA's mitigation plan requirements. Information from the hazard profiles and input from subject matter experts were used to inform the hazard risk assessment process. The following is a description of the key factors.

4.3.1 Probability/Likelihood of Occurrence

The probability of occurrence of a hazard is indicated by a probability factor based on the likelihood of annual occurrence:

- **High**—Significant hazard event is likely to occur annually (Probability Factor = 3)
- **Medium**—Significant hazard event is likely to occur within 25 years (Probability Factor = 2)
- **Low**—Significant hazard event is likely to occur within 100 years (Probability Factor = 1)
- **Unlikely**—There is little to no probability of significant occurrence, or the recurrence interval is greater than every 100 years (Probability Factor = 0)

The assessment of hazard frequency is generally based on past hazard events in the area.

4.3.2 Extent

Extent was assessed in two categories: extent/intensity and catastrophic potential of the hazard. Numerical impact factors were assigned as follows:

Extent/Intensity—Extent is defined as the range of anticipated intensities of the identified hazards. Extent is most commonly expressed using various scientific scales, such as the Enhanced Fujita scale.

- **High**—Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident (Extent Factor = 3)
- **Medium**—Historical and/or probabilistic models/studies for this hazard indicate the possibility of a medium-intensity incident (Extent Factor = 2)
- **Low**—Historical and/or probabilistic models/studies for this hazard indicate the possibility of a low-intensity incident (Extent Factor = 1)
- **Unlikely**—Historical and/or probabilistic models/studies for this hazard indicate the possibility of little to no intensity (Extent Factor = 0)

Catastrophic—The potential that an occurrence of this hazard could be disastrous.

- **High**—High potential that this hazard could be catastrophic (Extent Factor = 3)
- **Medium**—Medium potential that this hazard could be catastrophic (Extent Factor = 2)
- **Low**—Low potential that this hazard could be catastrophic (Extent Factor = 1)
- **Unlikely**—Virtually no potential that this hazard could be catastrophic (Extent Factor = 0)

Each category was assigned a weighting factor to reflect its significance, consistent with those typically used for measuring the benefits of hazard mitigation actions: a weighting factor of 3 was assigned for *Extent/Intensity* and its potential to be *Catastrophic*.

4.3.3 Vulnerability

Vulnerabilities were assessed in three categories: population exposure, property exposure, and exposure based on changes in development. Numerical impact factors were assigned as follows:

People—Values were assigned based on the percentage of the total population exposed to the hazard event.

- **High**—30% or more of the population is exposed to this hazard (Vulnerability Factor = 3)
- **Medium**—15% to 29% of the population is exposed to this hazard (Vulnerability Factor = 2)
- **Low**—14% or less of the population is exposed to this hazard (Vulnerability Factor = 1)
- **No Vulnerability**—None of the population is exposed to this hazard (Vulnerability Factor = 0)

Property Exposed—Values were assigned based on the percentage of the total property value exposed to the hazard event.

- **High**—25% or more of the total assessed property value is exposed to the hazard (Vulnerability Factor = 3)
- **Medium**—10% to 24% of the total assessed property value is exposed to the hazard (Vulnerability Factor = 2)
- **Low**—9% or less of the total assessed property value is exposed to the hazard (Vulnerability Factor = 1)
- **No Vulnerability**—None of the total assessed property value is exposed to the hazard (Vulnerability Factor = 0)

Changes in Development—Changes in development since the previous plan was approved have increased or decreased the community's vulnerability/exposure to this hazard.

- **High**—Changes in development have significantly increased the vulnerability/exposure of the community to this hazard (Vulnerability Factor = 3)
- **Medium**—Changes in development have increased the vulnerability/exposure of the community to this hazard, but not significantly (Vulnerability Factor = 2)
- **Low**—Changes in development have minimally increased the vulnerability/exposure of the community to this hazard (Vulnerability Factor = 1)
- **No Vulnerability**—Changes in development have had no effect and/or have decreased the vulnerability/exposure of the community to this hazard (Vulnerability Factor = 0)

Each category was assigned a weighting factor to reflect its significance, consistent with those typically used for measuring the benefits of hazard mitigation actions: a weighting

factor of 3 was assigned for *People*, and a weighting factor of 1 was assigned for *Property Exposed* and *Changes in Development*.

4.3.4 Impact

Hazard impacts were assessed in eight categories: population and life/safety, underserved/equity, property damages, economic, environmental, essential operations, future development, and climate change. Numerical impact factors were assigned as follows:

Population and Life/Safety: Values were assigned based on (1) best available historical and probabilistic data for individuals who are vulnerable to the hazard event and (2) the likelihood to experience adverse impacts in the event of its occurrence.

- **High**: Populations exposed to this hazard are likely to experience significant adverse impacts (Impact Factor = 3)
- **Medium**: Populations exposed to this hazard are likely to experience some adverse impacts (Impact Factor = 2)
- **Low**: Populations exposed to this hazard are likely to experience minimal adverse impacts (Impact Factor = 1)
- **No impact**: Populations exposed to this hazard are not likely to experience significant adverse impacts (Impact Factor = 0)

Underserved/Equity—Values were (1) assigned based on the best available data for underserved populations vulnerable to the hazard event and (2) are likely to experience adverse/disproportionate impacts from the hazard incident, resulting in greater disparity in equity.

- **High**—Underserved populations exposed to this hazard are likely to experience significant adverse/disproportionate impacts (Impact Factor = 3)
- **Medium**—Underserved populations exposed to this hazard are likely to experience some adverse/disproportionate impacts (Impact Factor = 2)
- **Low**—Underserved populations exposed to this hazard are likely to experience minimal adverse/disproportionate impacts (Impact Factor = 1)
- **No impact**—Underserved populations exposed to this hazard are not likely to experience significant adverse/disproportionate impacts (Impact Factor = 0)

Property Damages—Values were assigned based on the expected total property damages incurred from a hazard incident. It is important to note that values represent estimates of the loss from a major incident based on historical data or probabilistic models/studies.

- **High**—More than $5,000,000 in property damages is expected from a single major hazard event, or damages are expected to occur to 15% or more of the property value within the jurisdiction (Impact Factor = 3)
- **Medium**—More than $500,000 but less than $5,000,000 in property damages is expected from a single major hazard event, or expected damages are expected to be more than 5% but less than 15% of the property value within the jurisdiction (Impact Factor = 2)

- **Low**—Less than $500,000 in property damages is expected from a single major hazard event, or less than 5% of the property value within the jurisdiction (Impact Factor = 1)
- **No impact**—Little to no property damage is expected from a single major hazard event (Impact Factor = 0)

Economic—An estimation of the impact, expressed in dollars, on the local economy is based on a loss of business revenue, crops, worker wages, and local tax revenues or the impact on the local gross domestic product (GDP).

- **High**—Total economic impact is likely to be greater than $10,000,000 (Impact Factor = 3)
- **Medium**—Total economic impact is likely to be greater than $100,000 but less than or equal to $10,000,000 (Impact Factor = 2)
- **Low**—Total economic impact is not likely to be greater than $100,000 (Impact Factor = 1)
- **No Impact**—Virtually no significant economic impact (Impact Factor = 0)

Environmental Factor: Environmental impact from a major hazard event requiring outside resources and support and/or repair, clean-up, restoration, and/or preservation work.

- **High**: Environmental impact from a single major hazard event is likely to be significant, requiring extensive outside resources and support and/or repair, clean-up, restoration, and/or preservation work (Impact Factor = 3)
- **Medium**: Environmental impact from a single major hazard event is likely to be localized, requiring some outside resources and support and/or repair, clean-up, restoration, or preservation work (Impact Factor = 2)
- **Low**: Environmental impact from a single major hazard event is likely to be minimal, requiring little to no outside resources and support, and/or minimal repair, clean-up, restoration, or preservation work (Impact Factor = 1)
- **No impact**: No environmental impacts from a single major hazard event is likely (Impact Factor = 0)

Essential Operations Factor: Impact on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.

- **High**: Significant impact on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event (Impact Factor = 3)
- **Medium**: Some impact on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event (Impact Factor = 2)
- **Low**: Minimal impact on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event (Impact Factor = 1)

- **No Impact**: No impact on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event (Impact Factor = 0)

Future Development—The potential that future development will have on increasing or decreasing the impact/consequence of this hazard.

- **High**—Future development trends will significantly increase the impact/consequence of this hazard (Impact Factor = 3)
- **Medium**—Future development trends will increase the impact/consequence of this hazard, but not significantly (Impact Factor = 2)
- **Low**—Future development trends will minimally increase the impact/consequence of this hazard (Impact Factor = 1)
- **No Impact**—Future development trends will not increase the impact/consequence of this hazard and/or may even decrease the impact/consequence of this hazard (Impact Factor = 0)

Climate Change—The potential that climate change will increase the risk of this hazard (e.g., type, location, and range of anticipated intensities of the identified hazard and impacts).

- **High**—Climate change trends will significantly increase the risk of this hazard and its impacts (Impact Factor = 3)
- **Medium**—Climate change trends will increase the risk of this hazard and its impacts, but not significantly (Impact Factor = 2)
- **Low**—Climate change trends will minimally increase the risk of this hazard and its impacts (Impact Factor = 1)
- **No Impact**—Climate change trends will not increase the risk of this hazard and its impacts (Impact Factor = 0)

Each category was assigned a weighting factor to reflect its significance, consistent with those typically used for measuring the benefits of hazard mitigation actions: a weighting factor of 3 was assigned for *Population and Life Safety* and *Underserved/Equity*, and a weighting factor of 2 was assigned for *Property Damages.* In addition, a weighting factor of 1 was assigned for *Economic*, *Environmental, Essential Operations*, *Future Development,* and *Climate Change*.

4.4 FEMA NRI Risk Scores

The National Risk Index (NRI) is a dataset and online tool to help illustrate the United States communities most at risk for 18 natural hazards: Avalanche, Coastal Flooding, Cold Wave, Drought, Earthquake, Hail, Heat Wave, Hurricane, Ice Storm, Landslide, Lightning, Riverine Flooding, Strong Wind, Tornado, Tsunami, Volcanic Activity, Wildfire, and Winter Weather. Because not all hazards apply to the City of Chino, only those with a defined risk to the city are included.

The National Risk Index leverages available source data for Expected Annual Loss due to these 18 hazard types, Social Vulnerability and Community Resilience, to develop a baseline relative risk measurement for each United States county and census tract. These

measurements are calculated using average past conditions but cannot be used to predict future outcomes for a community. The National Risk Index is intended to fill gaps in available data and analyses to better inform federal, state, local, tribal, and territorial decision-makers as they develop risk reduction strategies.

4.4.1 Social Vulnerability

Social Vulnerability measures the susceptibility of social groups to the adverse impacts of natural hazards, including disproportionate death, injury, loss, or disruption of livelihood.

Table 4-6. City of Chino – FEMA NRI Social Vulnerability Score and Rating

FEMA NRI Score	FEMA NRI Rating
61.43	Relatively High
Social Vulnerability is measured using the Social Vulnerability Index (SoVI) published by the University of South Carolina's Hazards and Vulnerability Research Institute (HVRI). Source: National Risk Index, 2023e; 2023f	

4.4.2 Community Resilience

Community Resilience measures a community's ability to prepare for anticipated natural hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions.

Table 4-7. City of Chino – FEMA NRI Community Resilience Score and Rating

FEMA NRI Score	FEMA NRI Rating
31.35	Relatively Low
Community Resilience is measured using the Baseline Resilience Indicators for Communities (HVRI BRIC) published by the University of South Carolina's Hazards and Vulnerability Research Institute (HVRI). Source: National Risk Index, 2023b; 2023e	

4.4.3 Expected Annual Loss

The table below shows the overall expected annual loss score for the entire city based on all natural hazards. Hazard-specific scores are included in each hazard chapter under Impacts & Loss Estimates.

Table 4-8. City of Chino – FEMA NRI Expected Annual Loss Score and Rating

FEMA NRI Score	FEMA NRI Rating
87.35	Relatively High
Expected Annual Loss scores are calculated using an equation that combines values for exposure, annualized frequency, and historic loss ratios (Expected Annual Loss = Exposure × Annualized Frequency × Historic Loss Ratio). Source: National Risk Index, 2023d; 2023e	

4.4.4 Overall NRI Score

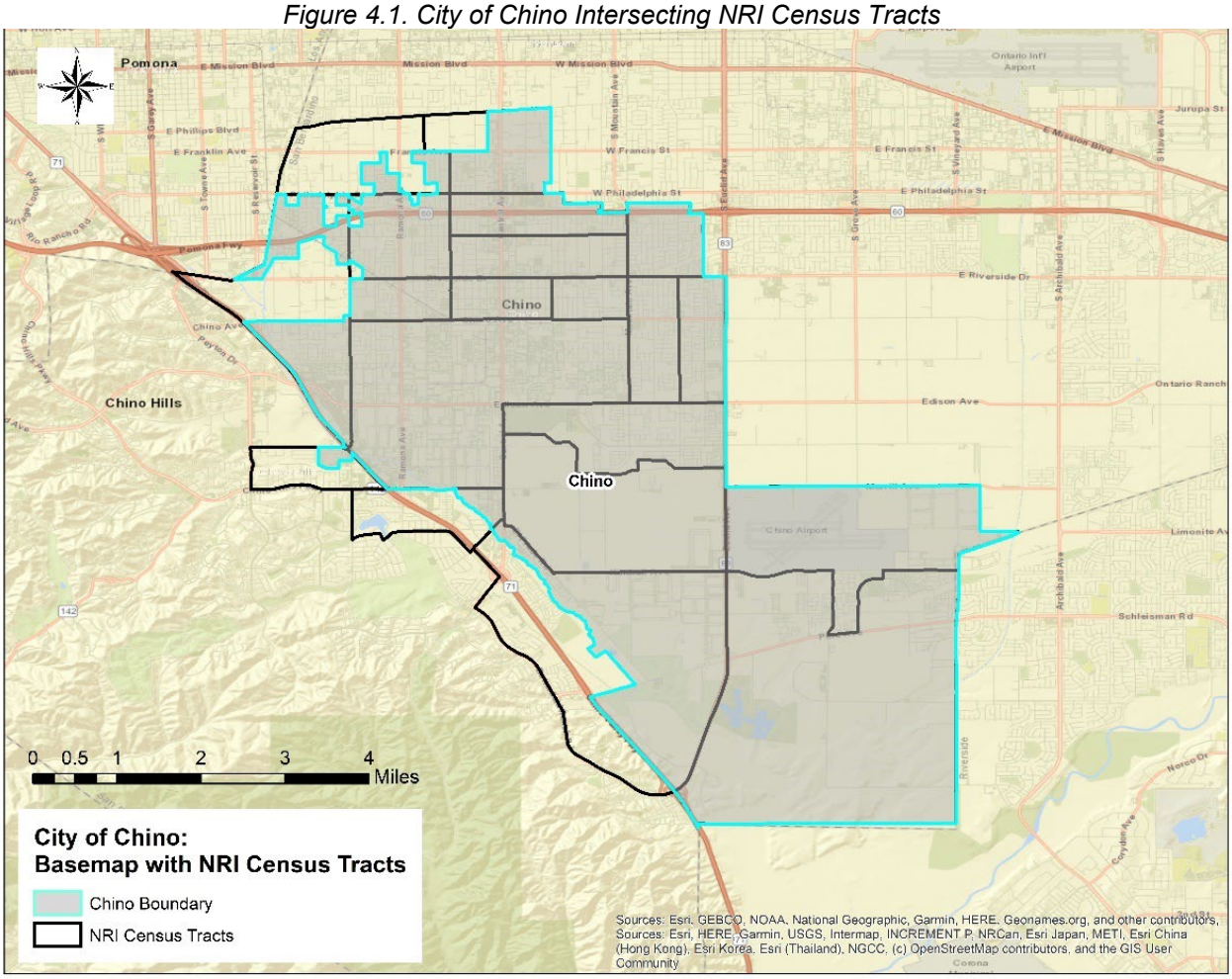
The table below shows the overall FEMA National Risk Index Score for the City of Chino, based on all natural hazards. Hazard-specific scores are included in each hazard chapter under the FEMA NRI Score.

Table 4-9. City of Chino – FEMA Overall NRI Score and Rating

FEMA Overall NRI Score	Expected Annual Loss Rating
88.16	Relatively High
Risk Index scores are calculated using an equation that combines scores for Expected Annual Loss due to natural hazards, Social Vulnerability, and Community Resilience (Expected Annual Loss x Social Vulnerability / Community Resilience = Risk Index). Source: National Risk Index, 2023c; 2023e	

Although city specific data is not made available via NRI datasets, the census tracts level data was utilized. Census tracts were selected based on the intersecting lines between the City boundary and those census tracts in proximity. A total of 20 census tracts were selected that were either completely within the city boundaries or a significant portion of the census tract intersected the city boundary., The image below identifies the City of Chino and intersecting NRI Census Tracts.

Figure 4.1. City of Chino Intersecting NRI Census Tracts



4.5 Overall Risk Scores

The following table represents the new overall risk scores for the City of Chino based on the described methodology. Following a data-driven quantitative assessment, the planning team utilized subject matter knowledge and expertise and further refined the scores.

Table 4-10. Hazard Risk Scores for City of Chino

Hazard Event	Probability	Consequence				Total Risk Score (Probability x Consequence)
	Probability Factor	Sum of Weighted Extent Factors	Sum of Weighted Vulnerability Factors	Sum of Weighted Impact Factors	Consequence Score	
Drought	3	12	9	21	42	6
Dam and Levee Failure	1	18	11	30	59	3
Flooding (Urban/Flash)	3	18	13	33	64	9
Severe Summer Storms (Extreme Heat, Hail, High Winds, Lightning)	3	18	13	33	64	9
Extreme Cold	2	12	9	24	45	4
Tornado	3	18	11	33	62	3
Wildfire	3	18	13	33	64	9
Earthquake	3	18	13	33	64	9
Civil Disturbance	2	12	9	24	45	4
Cybersecurity Incident	1	12	9	19	40	3
Hazardous Materials Incident (Fixed, Transportation)	3	15	11	30	56	9
Prolonged Power Outage	2	18	9	25	52	6
Terrorism	1	18	11	33	62	3
Transportation Incident (Road & Air)	3	12	11	27	50	6

4.5.1 Qualitative Hazard Assessment Methodology

In addition to the quantitative assessment and FEMA NRI analysis specific to the City of Chino, a comprehensive stakeholder engagement process was implemented to ensure local expertise and community priorities were incorporated into the hazard assessment. This process consisted of two key phases (Subject Matter Expert (SME) Assessment & Community Stakeholder Evaluation).

The Subject Matter Expert (SME) Assessment consisted of A panel of local subject matter experts conducted a detailed evaluation of each hazard utilizing their comprehensive knowledge of:

- City operations and available resources
- Historical hazard impacts within the community
- Local vulnerabilities and risk factors
- Community response capabilities and limitations

The SMEs ranked each hazard from least to most important based on their understanding of the City's specific context and challenges. Each hazard was assigned a value from 1 to 15, with 1 representing the least important to the community and 15 representing the most critical hazards requiring attention.

Following the SME assessment, the process was expanded to engage the broader community through a comprehensive Community Stakeholder Evaluation phase. This evaluation specifically targeted individuals with direct connections to Chino, including those who:

- Live within the city
- Work in Chino
- Own property or businesses in the city
- Recreate within the community

The evaluation garnered significant participation, with over 150 stakeholders providing input. These participants represented a cross-section of the community, including:

- Local residents
- Business owners and operators
- Representatives from community organizations
- Civic and community leaders

Each participant ranked the hazards using the same 1-15 scoring system employed in the SME assessment, ensuring consistency in the evaluation process while bringing valuable community perspective to the hazard prioritization effort.

4.5.2 Qualitative Assessment Results

The qualitative assessment process revealed significant insights through a unique dual-perspective approach, combining expert evaluation with community input. This comprehensive methodology provided a deeper understanding of how different segments of our community perceive and prioritize various hazards, while highlighting important distinctions between technical expertise and public experience.

Through the assessment process, subject matter experts brought their professional knowledge and technical understanding of hazard impacts, while public stakeholders contributed valuable insights based on lived experiences and community concerns. This combination of perspectives proved essential in developing a complete picture of hazard vulnerabilities and community priorities.

4.5.3 Key Findings

The assessment revealed several notable patterns in how different groups perceive and prioritize hazards within our community. Earthquakes emerged as the predominant concern across all groups, receiving the highest possible ranking from both subject matter experts and public stakeholders. This unanimous assessment underscores a shared recognition of seismic risk that transcends technical and public perspectives.

Other hazards showed interesting variations between expert and public perspectives, providing valuable insights into different ways these risks are understood and experienced. For instance, flooding, particularly urban/flash flooding, ranked as the second-highest concern among subject matter experts, while public stakeholders rated it somewhat lower. This difference likely reflects the technical understanding of the City's flood vulnerabilities compared to the public's direct experience with flooding events.

Infrastructure-related hazards revealed particularly notable distinctions between expert and public priorities. While subject matter experts placed high emphasis on facility disasters, public stakeholders expressed greater concern about power outages and cyber threats. This divergence highlights the different ways these groups experience and evaluate infrastructure vulnerabilities - experts focusing on system-wide implications while the public emphasizes daily impact scenarios.

Natural hazards such as severe summer storms and wildfires also generated different responses between groups. Subject matter experts ranked severe summer storms, including extreme heat, hail, high winds, and lightning, significantly higher than the public. Conversely, public stakeholders placed greater emphasis on wildfire risk, possibly reflecting recent regional events and increased media attention to fire dangers.

Some hazards generated strong agreement between groups. Both technical experts and public stakeholders consistently ranked landslides, invasive species, and severe winter weather among the lower-priority risks. Similar alignment appeared in the assessment of civil disturbance and terrorism, with both groups assigning these hazards moderate to low priority rankings.

4.5.4 Steering Committee Hazard Assessment and Prioritization Process

The Steering Committee's hazard assessment and prioritization process represented the culmination of both technical analysis and comprehensive community input. Their final determinations emerged from a systematic evaluation that combined rigorous data analysis with extensive community feedback.

The Committee's evaluation process began with a thorough review of technical components, including quantitative risk scores, FEMA National Risk Index data, and historical occurrence patterns. They examined scientific projections and modeling data while also conducting detailed infrastructure vulnerability assessments. This technical foundation provided the scientific framework necessary for understanding the physical risks facing the community.

Equally important was the integration of community input gathered throughout the planning process. The Committee carefully considered feedback from public meetings held across different neighborhoods, analyzing survey results that revealed community risk perceptions and concerns. They paid particular attention to input from organizations serving various population segments, ensuring that perspectives from traditionally underserved communities were properly represented in the decision-making process.

To synthesize this wealth of information, the Committee adopted a collaborative approach. They began by reviewing technical risk scores and scientific data, then layered in community feedback and survey results to create a more complete picture of each hazard's impact. Local conditions and vulnerabilities were discussed in detail, with careful consideration given to the city's implementation capabilities and available resources.

Throughout their deliberations, the Committee worked to strike a careful balance between technical risk data and community perceptions. They emphasized the importance of ensuring equitable consideration of impacts across all neighborhoods while remaining mindful of practical implementation constraints. Both immediate and long-term hazard impacts were evaluated, along with careful assessment of the city's capacity to implement effective mitigation strategies.

This comprehensive evaluation process resulted in hazard priorities that reflect not only technical accuracy but also genuine community concerns. The resulting framework provides a strong foundation for the mitigation strategies presented in this plan, ensuring they address both the scientific reality of hazard risks and the expressed needs of the community.

4.5.5 Steering Committee Key Findings

Earthquakes emerged as the predominant concern, receiving the highest possible ranking (15) from both SMEs and public stakeholders, resulting in a maximum combined score of 30. This unanimous assessment underscores the community's unified recognition of seismic risk.

Urban/flash flooding ranked as the second-highest concern among SMEs (14), though public stakeholders rated it somewhat lower (10). This difference might reflect the SMEs' technical understanding of the city's flood vulnerabilities versus the public's lived experience with flooding events.

Infrastructure-related hazards showed interesting variations between expert and public perspectives. While SMEs ranked Facility Disaster high (13), public stakeholders placed

greater emphasis on power outages (14) and cyber threats (13). This divergence might indicate different priorities based on daily impacts versus system-wide vulnerabilities.
Natural hazards such as Severe Summer Storms and Wildfire revealed notable differences in perception. SMEs ranked Severe Summer Storms, which includes extreme heat, hail, high winds, and lightning, higher than the public (12 versus 7). Conversely, the public ranked Wildfire risk significantly higher than SMEs (12 versus 7), possibly reflecting recent regional wildfire events and increased public awareness of fire danger.

There was strong agreement on lower-priority hazards, with both groups ranking Landslide, Invasive Species, and Severe Winter Weather among the lowest risks. Civil Disturbance and Terrorism also received consistent mid-to-low rankings from both groups, suggesting agreement on their relative importance compared to other hazards.
The assessment demonstrates the value of incorporating both expert knowledge and community perspective in hazard prioritization. While technical expertise identifies systemic vulnerabilities, public input reflects lived experiences and community concerns, providing a more complete picture of hazard priorities for planning purposes.

4.5.6 Steering Committee Final Determination Process

The final selection of hazards for inclusion in the plan emerged from robust dialogue and careful deliberation by the Steering Committee. The committee engaged in extensive discussion, weighing multiple factors and perspectives before reaching consensus.

Decision-Making Process
The committee's deliberations were characterized by:

- In-depth analysis of the quantitative risk scores
- Careful consideration of both SME and public stakeholder rankings
- Thorough evaluation of the city's capabilities and resources
- Extended dialogue with committee members sharing diverse perspectives
- Thoughtful debate about competing priorities
- Assessment of the city's ability to effectively implement mitigation strategies

Selection Criteria
The final selection of hazards was based on three primary factors:

1. **Risk Assessment Scores**
    a. Quantitative analysis results
    b. Technical evaluation of potential impacts
    c. Historical occurrence data
    d. Vulnerability assessments
2. **Stakeholder Input**
    a. SME rankings and justifications
    b. Public stakeholder priorities
    c. Community concerns and experiences
    d. Local knowledge and perspectives
3. **City Capacity**
    a. Available resources for mitigation
    b. Implementation capabilities

c. Current and planned city priorities
d. Feasibility of mitigation actions
e. Ability to sustain long-term mitigation efforts

4.5.7 Selected Hazards

Through this comprehensive evaluation process, the committee reached consensus on including the following hazards in the plan:

1. **Urban/Flash Flooding:** Inundation of property in built environments, particularly in densely populated areas, caused by rainfall overwhelming drainage systems due to increased impervious surfaces
2. **Earthquakes:** Sudden ground shaking caused by movement within the Earth's crust
3. **Severe Summer Storms:** Intense weather events occurring in warm months, including extreme heat, hail, high winds, and lightning
4. **Wildfire:** Uncontrolled fire spreading through vegetation in rural or wilderness areas
5. **Drought:** Prolonged period of unusually dry weather causing water shortages
6. **Cyber Threat:** Potential attacks on computer systems, networks, or digital devices
7. **Prolonged Power Outage:** Extended period when electrical power is unavailable to a large area
8. **Hazardous Materials Incident:** Accidental release of dangerous substances that can harm people, property, or the environment
9. **Transportation Incident:** Accidents involving vehicles on roads or aircraft that disrupt normal travel
10. **Disobedient Acts:** Actions limited to public gatherings that significantly disrupt community peace
11. **Facility Disaster:** Events causing significant damage or disruption to buildings or infrastructure

These selected hazards represent threats that are both significant to the community and within the city's capacity to address through meaningful mitigation actions.

4.5.8 Hazard Analysis

The following section provides a comprehensive analysis of all hazards evaluated during the planning process, including those ultimately selected and not selected for inclusion in the final hazard mitigation plan. This analysis was developed through the three-phase process that included quantitative risk assessment scoring, Subject Matter Expert evaluation, and extensive public stakeholder input from over 150 participants. The final determination of which hazards to include in the plan was made by the Steering Committee through careful deliberation, weighing risk scores, stakeholder priorities, and the city's capacity to implement effective mitigation strategies.

The analysis draws upon data from authoritative sources, prioritizing the most localized data available for each hazard. Primary data sources include:

- FEMA's National Risk Index (NRI) data providing hazard-specific risk scores and expected annual loss estimates

- Cal Fire's Fire Hazard Severity Zone maps and historical fire data
- National Weather Service (NWS) records of severe weather events
- USGS seismic and geological hazard data
- California Department of Water Resources flood hazard mapping
- NOAA's National Centers for Environmental Information (NCEI) historical event database
- California Office of Emergency Services (Cal OES) hazard event records
- Local emergency response and incident reports from the City of Chino

Where city-specific data was available, it served as the primary source for analysis. In cases where local data was limited or unavailable, county-level data from San Bernardino County and regional assessments were utilized to ensure comprehensive coverage. This approach of using the most granular data available, while supplementing with broader regional data when necessary, ensures the most accurate possible assessment of each hazard's potential impact on the City of Chino.

4.5.9 Presidential Disasters and Emergency Declarations

The following table provides a list of all state and Federal declarations associated with all natural hazards for the City of Chino CA.

Event	Declaration Date	FEMA Disaster Number	Location
California Bridge Fire	9/11/2024	FM-5537-CA	San Bernardino County/City of Chino
California Line Fire	9/7/2024	FM-5535-CA	San Bernardino County/City of Chino
Severe Winter Storms, Flooding, Landslides, and Mudslides	1/14/2023	DR-4683	San Bernardino County/City of Chino
Severe Winter Storms, Flooding, and Mudslides	1/9/2023	EM-3591	San Bernardino County/City of Chino
California Blue Ridge Fire	10/26/2020	FM-5381-CA	San Bernardino County/City of Chino
California Eldorado Fire	09/6/2020	FM-5350-CA	San Bernardino County/City of Chino
California Apple Fire	08/4/2020	FM-5325_CA	San Bernardino County/City of Chino
California Covid-19 Pandemic	3/22/2020	DR-4482	City of Chino
California Hillside Fire	10/31/2019	FM-5301-CA	San Bernardino County/City of Chino

Event	Declaration Date	FEMA Disaster Number	Location
California Earthquakes	07/08/2019	EM-3415-CA	San Bernardino County/City of Chino
Severe Winter Storms, Flooding, and Mudslides	3/16/2017	DR-4305	San Bernardino County/City of Chino
California Blue Cut Fire	08/16/2016	FM-5147-CA	San Bernardino County/City of Chino
California Pilot Fire	08/8/2016	FM-5144_CA	San Bernardino County/City of Chino
California North Fire	07/17/2015	FM-5089-FM	San Bernardino County/City of Chino
Severe Winter Storms and Flooding	2/9/1998	DR-1203	San Bernardino County/City of Chino
Severe Storms, Flooding, Mud and Landslides	1/4/1997	DR-1155	San Bernardino County/City of Chino
Severe Winter Storms, Flooding Landslides, Mud Flow	3/12/1995	DR-1046	San Bernardino County/City of Chino
Severe Winter Storms, Flooding, Landslides, Mud Flows	1/10/1995	DR-1044	San Bernardino County/City of Chino
Severe Winter Storm, Mud and Land Slides, and Flooding	2/3/1993	DR-979	San Bernardino County/City of Chino
California Earthquake Aftershocks	07/2/1992	DR-947	San Bernardino County/City of Chino
Coastal Storms, Floods, Slides, and Tornadoes	2/9/1983	DR-677	San Bernardino County/City of Chino
Severe Storms and Flooding	1/26/1969	DR-253	San Bernardino County/City of Chino

Source: FEMA DR: https://www.fema.gov/disaster/declarations

4.6 Drought

4.6.1 Hazard Description

Drought is an expected phase in the climactic cycle of almost any geographical region and is certainly the case in California. Objective and quantitative definitions for drought exist, but most authorities agree that because of the many factors contributing to it. None

are entirely satisfactory because their onset and relief are slow and indistinct. According to the National Drought Mitigation Center, drought "originates from a deficiency of precipitation over an extended period of time, usually a season or more. This deficiency results in a water shortage for some activity, group, or environmental sector." What is clear is that a condition perceived as "drought" in a given location results from a significant decrease in water supply relative to what is "normal" in that area.

4.6.1.1 Drought Types

- Meteorological Drought – Defined as below-normal precipitation over a set period. Often, this type of drought is region-specific based on regional climatology. This drought type is often what is thought of as 'drought'.
- Agricultural Drought – This type of drought occurs when a reduction in soil moisture results in unmet demand for crops. This drought type is region-, crop-, and time-specific and usually occurs after meteorological droughts. Agricultural drought can cause significant crop losses and economic disruption for agriculture-dependent communities.
- Hydrological Drought – This type of drought is driven by a deficiency of surface and subsurface water resources, often indicated by reduced streamflow, lake or reservoir water levels, and groundwater table heights. Due to the complex hydrological network that feeds surface and subsurface water resources, hydrological drought occurs after meteorological drought.
- Socioeconomic Drought – This type of drought occurs when physical water shortages impact individuals or communities. Socioeconomic drought impacts can vary according to an individual's or community's ability to adapt or mitigate.

4.6.2 Hazard Location

Drought could occur anywhere in the City of Chino, likely affecting the entire city.

4.6.3 Hazard Extent/Intensity

The figure below displays the precipitation conditions for the United States using the Palmer Drought Severity Index (PDSI), taken from the National Weather Service (NWS). The PDSI quantifies drought in terms of prolonged and abnormal moisture deficiency or excess. This index indicates general conditions and not local variations caused by isolated rain. The PDSI is an important climatological tool for evaluating the scope, severity, and frequency of prolonged periods of abnormally dry or wet weather. In addition, it can help delineate disaster areas and indicate the availability of irrigation water supplies, reservoir levels, range conditions, amount of stock water, and potential intensity of forest fires (NCAR, 2024).

The PDSI compares moisture deficiency and excess on a numerical scale that usually ranges from positive five to negative five. Positive values reflect excess moisture supplies, while negative values indicate moisture demands in excess of supplies.

Figure 4.2. Palmer Drought Severity Index (PDSI)

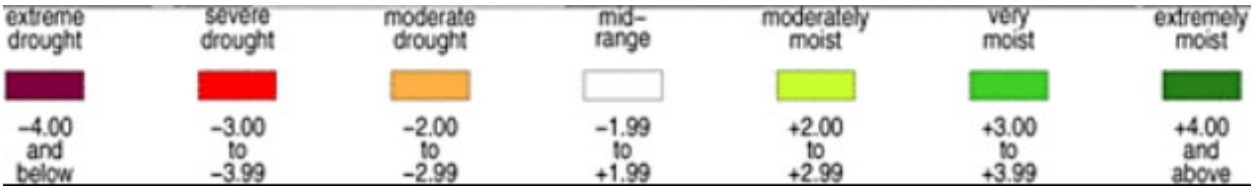
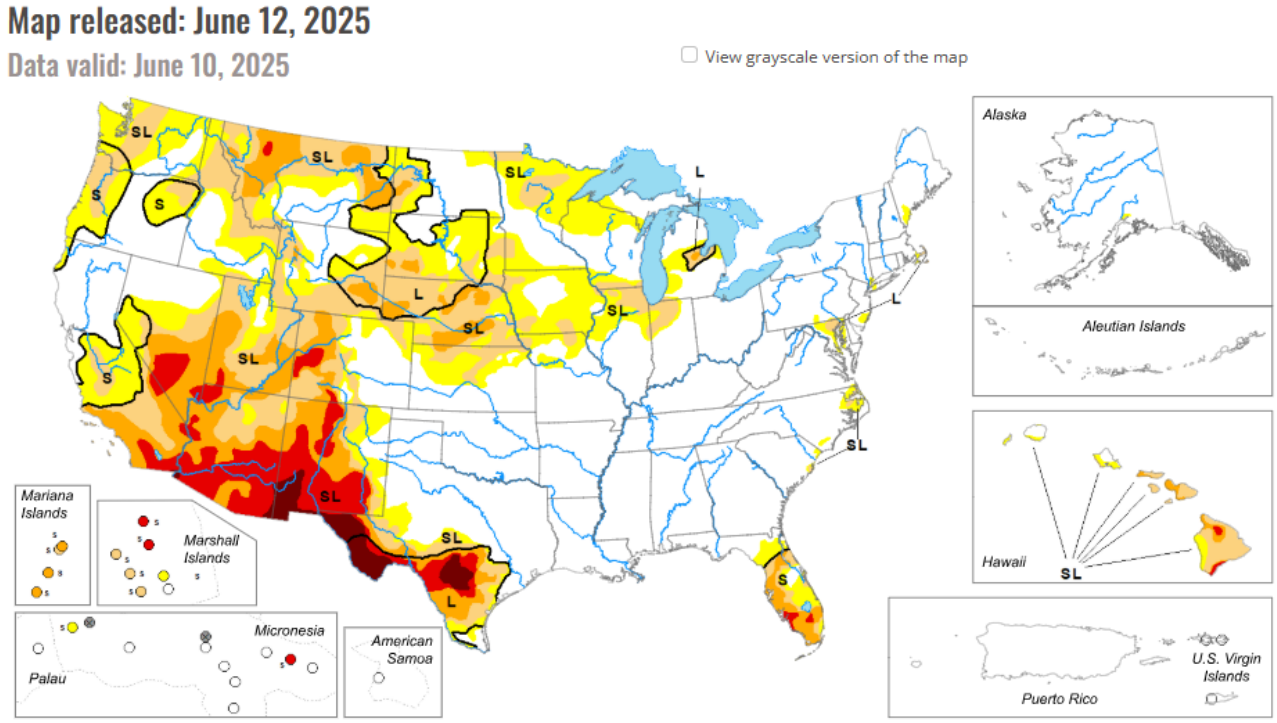
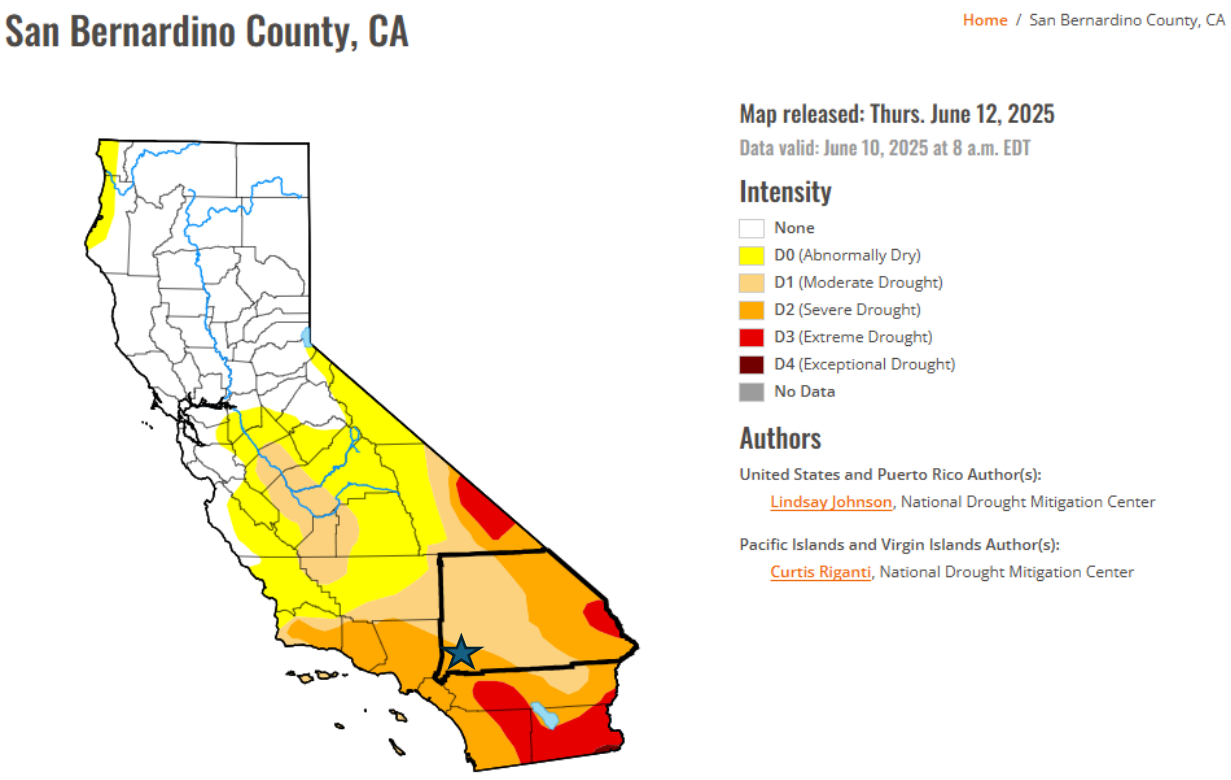

extreme drought
severe drought
moderate drought
mid-range
moderately moist
very moist
extremely moist
-4.00 and below
-3.00 to -3.99
-2.00 to -2.99
-1.99 to +1.99
+2.00 to +2.99
+3.00 to +3.99
+4.00 and above

Figure 4.3. U.S. Drought Monitor





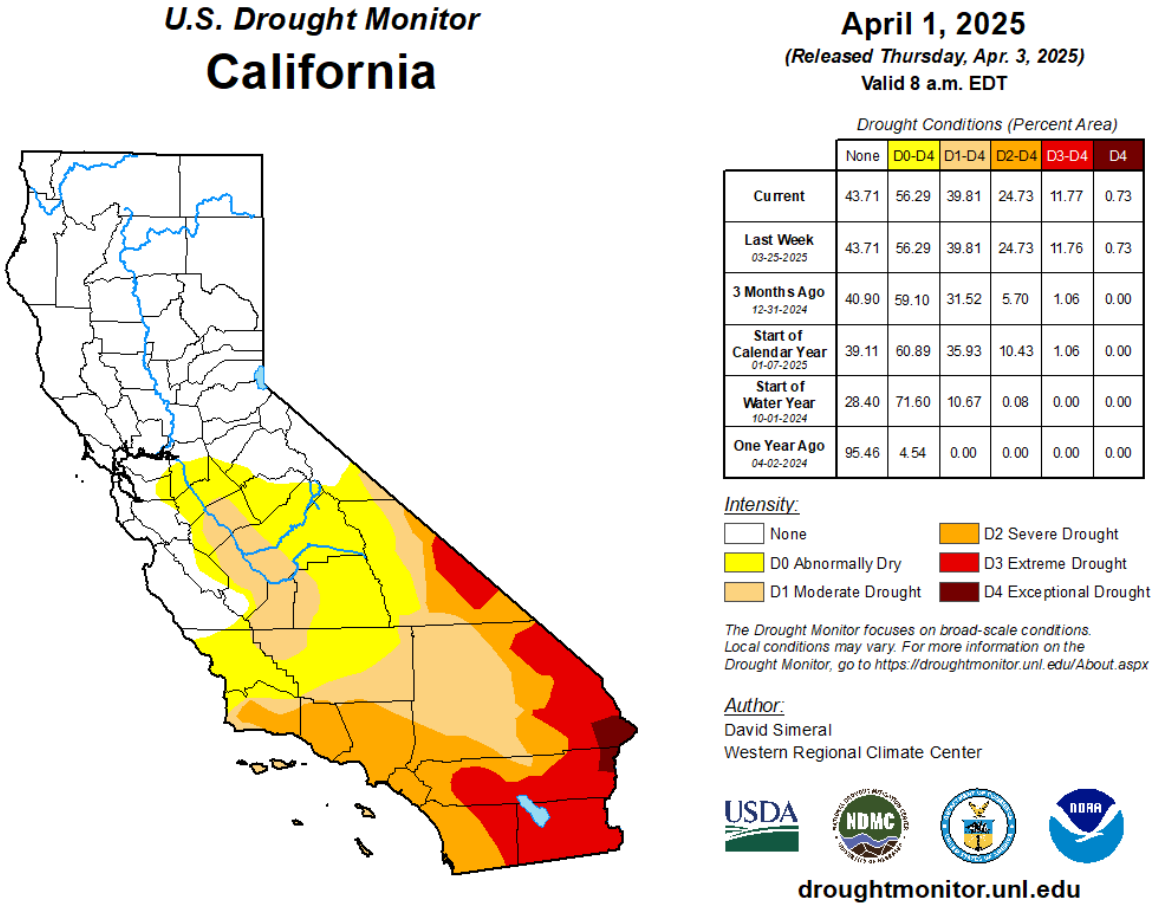
Note: City of Chino denoted by ★

4.6.4 Probability and Frequency

According to NOAA, the probability of drought is determined using precipitation, temperature, soil moisture, and streamflow data, among others. Key methods and tools used to assess and predict drought conditions include:

1. **Palmer Drought Severity Index (PDSI)**: This index assesses the severity of a drought based on precipitation, temperature, and soil moisture. It helps identify the onset and end of drought conditions.
2. **Standardized Precipitation Index (SPI)**: This index measures the amount of precipitation over various timescales and is used to monitor both short-term and long-term drought conditions.
3. **Soil Moisture Analysis**: Soil moisture data, particularly from NASA's GRACE satellite, provides insights into the wetness or dryness of soil at various depths, indicating drought conditions.
4. **U.S. Drought Monitor**: This tool integrates data from multiple indicators to provide a weekly map that shows the location and intensity of droughts across the U.S.

Figure 4.4. US Drought Monitor April 2025



According to the State of California HMP, the cyclical occurrence of drought and documentation of past and current losses point to the strong probability that California will continue to be vulnerable to short and longer-term drought impacts. Based on the historical and more recent drought events in California, the State has a high probability of future drought events. According to FEMA, USDA, and NOAA, California experienced 117 drought events between 1950 and 2022. California can anticipate at least one period of drought somewhere in the State every year (State of California, 2023).

Figure 4.5. Drought: Probability and Frequency

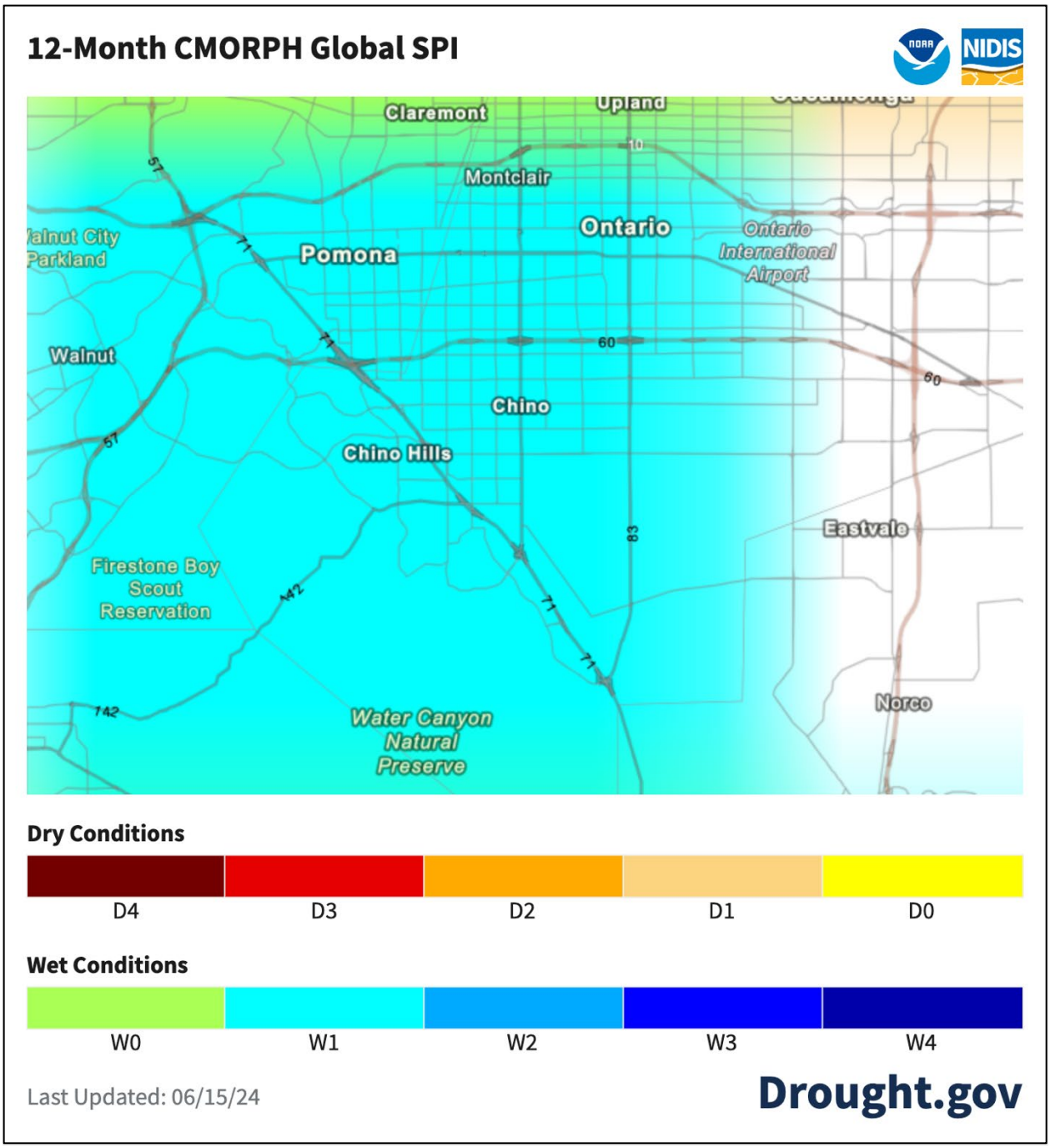
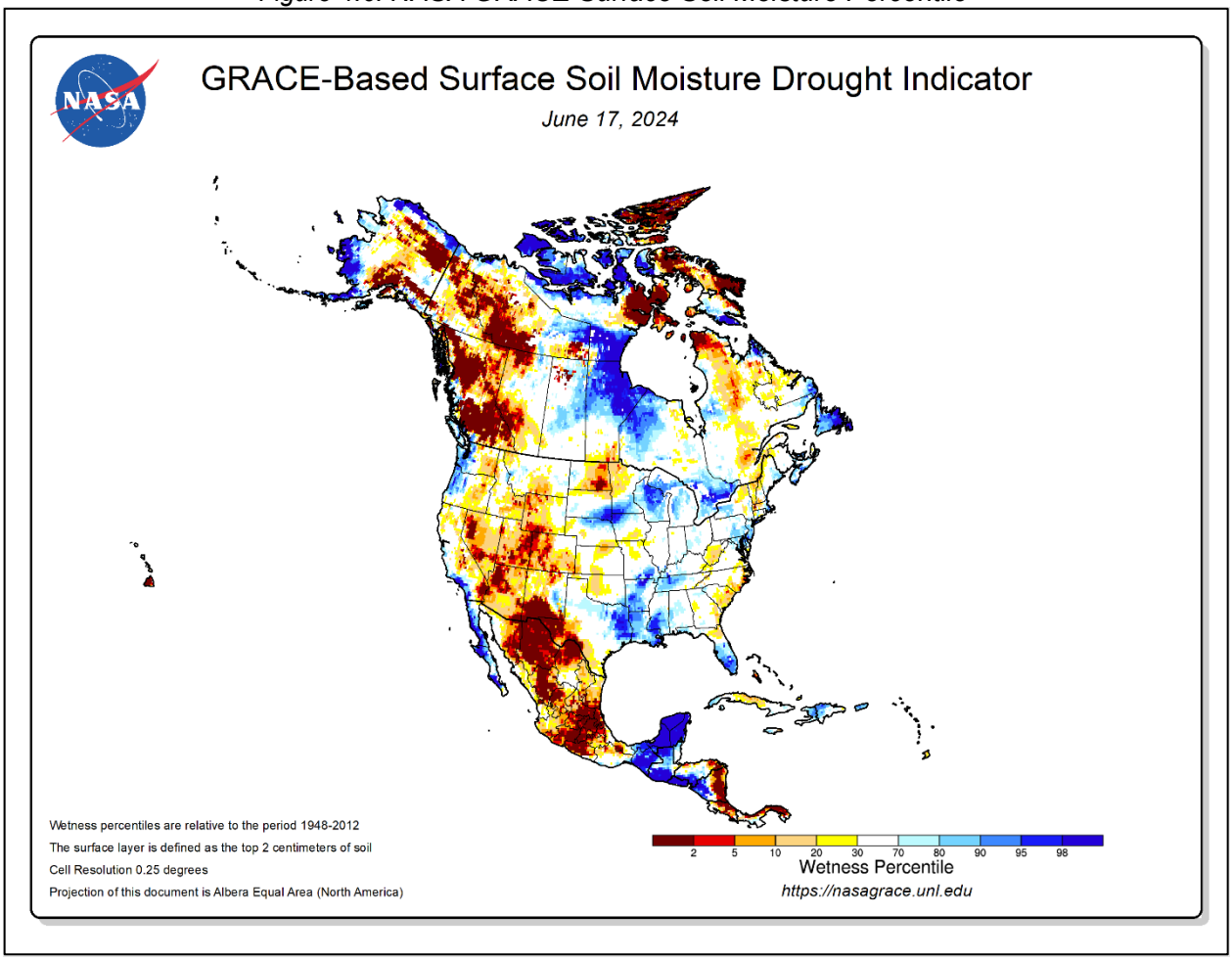

12-Month CMORPH Global SPI
NOAA
NIDIS
Claremont
Upland
Montclair
Ontario
Ontario International Airport
Pomona
Walnut City Parkland
Walnut
Chino
Chino Hills
Eastvale
Norco
Firestone Boy Scout Reservation
Water Canyon Natural Preserve
10
57
71
60
83
142
Dry Conditions
D4
D3
D2
D1
D0
Wet Conditions
W0
W1
W2
W3
W4
Last Updated: 06/15/24
Drought.gov

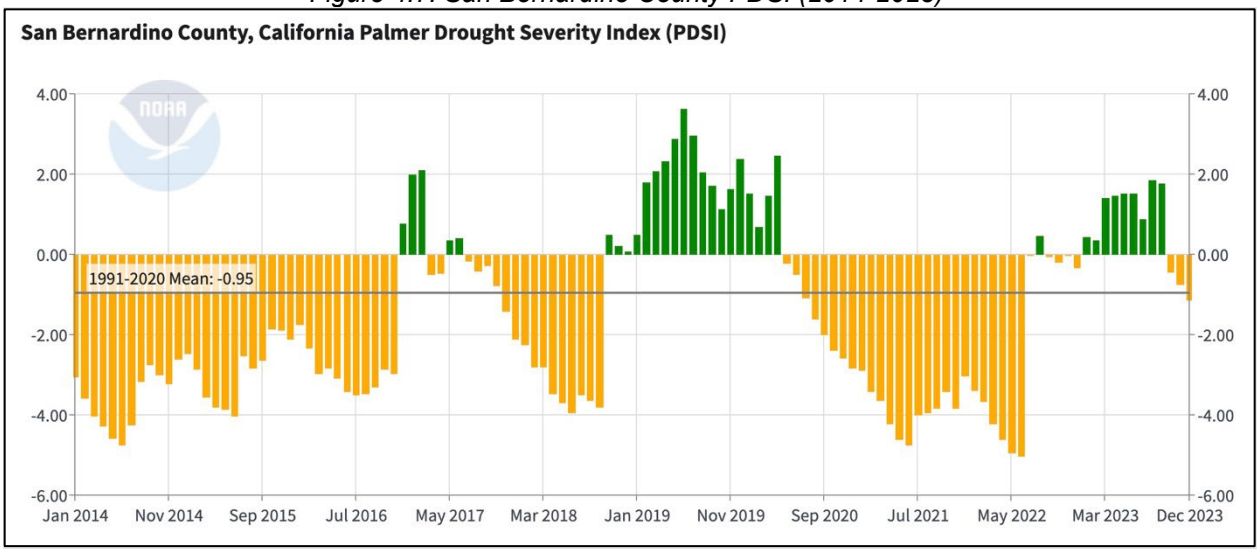
Figure 4.6. NASA GRACE Surface Soil Moisture Percentile



4.6.5 Past Events

According to NOAA, between 01/01/13 and 12/31/24 there have been no documented drought event in the City of Chino or San Bernardino County. The figure below represents the PDSI for San Bernardino County between 2014 and 2023.

Figure 4.7. San Bernardino County PDSI (2014-2023)



4.6.6 Vulnerability and Impacts

Life Safety and Health: Droughts affect life safety and public health in several ways. Health problems can arise from poor water quality, poor food quality, and increased dust in the air. In addition, droughts make fires more likely, spread more quickly, and make them more challenging. In addition, poor air quality and a lack of water may reduce residents' engagement in recreational activities, reducing overall mental and physical well-being.

Drought impacts underserved and at-risk populations of the city by increasing the likelihood of health emergencies due to weather conditions usually accompanying droughts. These conditions can also impact lower-income populations, as food and water prices increase, or farmworkers who rely on agriculture for their livelihood.

In Chino, 91,775 residents (8.4 percent) are living with a disability. Disability and poverty are closely tied due to employment limitations. Many senior-headed households have special needs due to their relatively low incomes, disabilities or limitations, and dependency needs. Specifically, many people aged 65 years and older live alone. In Chino, 91,775 residents are 65 years and older, representing 12.8 percent of the population. For residents 65 years and older, 7.7 percent live in poverty.

Property Damage and Critical Infrastructure: Drought has a negligible impact on buildings. Possible losses/impacts to critical facilities include the loss of essential functions due to low water supplies. Severe droughts can negatively affect drinking water supplies. Should a public water system be involved, the losses could total millions if outside water is shipped. Possible losses to infrastructure include the loss of potable water.

Economy: Although no data demonstrates the economic impact of past drought events on the City of Chino, the most significant financial effect of drought is on agriculture.

Changes in Development and Impact of Future Development: No data exists demonstrating the impact of drought on future development in the City of Chino. However, excessive drought can result in water shortages and increased competition for limited water resources, which can limit the ability of developers to expand projects within the city.

Effects of Climate Change on Severity of Impacts: According to the University Corporation for Atmospheric Research (UCAR), climate change is causing more extreme weather events, including severe drought. UCAR explains that warmer temperatures cause more evaporation, turning water into vapor in the air and causing drought in some areas of the world. Places prone to drought are expected to become even drier over the following century.

Providing projections of future climate change for a specific region is challenging. Shorter-term projections are more closely tied to existing trends, making longer-term projections even more challenging. The further a prediction reaches, the more subject it becomes to changing dynamics. Climate change is already impacting water resources, and resource managers have observed the following:

- Historical hydrologic patterns can no longer be solely relied upon to forecast the water's future
- Precipitation and runoff patterns are changing, increasing the uncertainty for water supply and quality, flood management, and ecosystem functions
- Extreme climatic events will become more frequent, necessitating improvement in flood protection, drought preparedness, and emergency response

Climate Change Impact on Drought: According to NOAA, climate change can lead to increased frequency and severity of drought. Warmer temperatures accelerate evaporation rates and reduce soil moisture, intensifying drought conditions. This is particularly problematic for regions already prone to droughts, which are now experiencing longer and more intense drought periods. Climate change also heightens the likelihood of compound extreme events, such as concurrent heatwaves and droughts. These combined events can overwhelm adaptive capacities and significantly increase damage to ecosystems, agriculture, and infrastructure.

Furthermore, climate change contributes to increased water stress by altering precipitation patterns and elevating temperatures, which affect both water availability and quality. This stress impacts agriculture, energy production, and urban water supplies. Ecologically, intensified droughts pose significant threats to ecosystems and wildlife. For example, reduced stream-flows and higher water temperatures can negatively affect fish populations and other aquatic life. Economically, droughts exacerbated by climate change lead to substantial costs, including losses in crop yields, increased wildfire risks, and strains on municipal and industrial water supplies.

Table 4-11. 25-Year Climate Projections for City of Chino, California

25-YEAR CLIMATE PROJECTIONS FOR CITY OF CHINO, CA
HIGHER EMISSIONS (RCP8.5)
City of Chino is expected to experience a **46% increase** in extremely hot days within 25 years.
By 2049, City of Chino is expected to have a **2°F increase** (from 66°F to 69°F) in average annual temperatures.
LOWER EMISSIONS (RCP4.5)
City of Chino is expected to experience a **33% increase** in extremely hot days within 25 years.
By 2049, City of Chino is expected to have a **2°F increase** (from 66°F to 68°F) in average annual temperatures.
Source: Neighborhoods at Risk (https://nar.headwaterseconomics.org/6071/explore/climate)

Table 4-12. Future Climate Indicators for San Bernardino County

FUTURE CLIMATE INDICATORS FOR SAN BERNARDINO COUNTY, CA							
Indicator	**Modeled History** (1976-2005)	**Early Century** (2015-2044)		**Mid Century** (2035-2064)		**Late Century** (2070-2099)	
		Lower Emissions	**Higher Emissions**	**Lower Emissions**	**Higher Emissions**	**Lower Emissions**	**Higher Emissions**
	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
Precipitation							
Average Annual Total Precipitation	**6”**	**6”**	**7”**	**6”**	**6”**	**6”**	**6”**
	6-7	5-8	6-8	5-8	5-8	5-8	5-10
Days Per Year With Precipitation	**44 days**	**43 days**	**42 days**	**41 days**	**41 days**	**41 days**	**39 days**
	43-47	37-49	32-51	34-49	31-53	33-52	22-65
Days Per Year With No Precipitation	**321 days**	**322 days**	**323 days**	**324 days**	**325 days**	**324 days**	**327 days**
	318-322	316-329	314-333	316-331	312-334	314-332	300-344
Maximum Number Of Consecutive Dry Days	**78 days**	**82 days**	**81 days**	**83 days**	**85 days**	**84 days**	**92 days**
	70-94	67-100	68-95	72-101	71-106	69-108	69-140
Temperature Thresholds							
Annual days with Maximum temperature > 90°	**114 days**	**133 days**	**135 days**	**141 days**	**147 days**	**148 days**	**169 days**
	114-121	127-143	120-147	131-154	134-161	137-163	152-188
Annual days with Maximum temperature > 100°	**52 days**	**69 days**	**72 days**	**78 days**	**85 days**	**87 days**	**111 days**
	49-54	59-84	60-87	66-99	73-108	74-99	97-143
Source: Climate Mapping for Resilience and Adaptation (2024)							

4.6.7 FEMA NRI Expected Annual Loss Estimates

Table 4-13. San Bernardino County Expected Annual Loss Table

SAN BERNARDINO COUNTY, CA FEMA NRI EXPECTED ANNUAL LOSS TABLE - DROUGHT							
Annualized Frequency	**Population**	**Population Equivalence**	**Building Value**	**Agriculture Value EALT**	**Total Value**	**Expected Annual Loss Score**	**Expected Annual Loss Rating**
61.20 events per year	N/A	N/A	N/A	N$1,643	$1,643	15.95	Very Low
Annualized Frequency: *The natural hazard annualized frequency is defined as the expected frequency or probability of a hazard occurrence per year. Annualized frequency is derived either from the number of recorded hazard occurrences each year over a given period or the modeled probability of a hazard occurrence each year.* ***Population:*** *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology.* ***Expected Annual Loss*** *scores are calculated using an equation that combines values for exposure, annualized frequency, and historic loss ratios (Expected Annual Loss = Exposure × Annualized Frequency × Historic Loss Ratio). Source: hazards.fema.gov/nri/expected-annual-loss*							
Source: FEMA National Risk Index (2024)							

4.6.8 FEMA Hazard-Specific Risk Index Table

Table 4-14. City of Chino FEMA Hazard Specific Risk Index Table

CITY OF CHINO, CA FEMA HAZARD SPECIFIC RATINGS - DROUGHT		
Risk Index Score	**Social Vulnerability Rating**	**Community Resilience Rating**
15.99	Relatively High	Relatively Low
Risk Index Scores: *are a quantitative rating calculated using data for only a single hazard type. Risk Index Scores are calculated using data for only a single hazard type, and reflect a community's Expected Annual Loss value, community risk factors, and the adjustment factor used to calculate the risk value.* ***Social Vulnerability Ratings:*** *are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Social Vulnerability is measured using the Social Vulnerability Index (SVI) published by the Centers for Disease Control and Prevention (CDC).* ***Community Resilience Ratings:*** *are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Community Resilience is measured using the Baseline Resilience Indicators for Communities (HVRI BRIC) published by the University of South Carolina's Hazards and Vulnerability Research Institute (HVRI).*		
Source: FEMA National Risk Index (2024)		

4.6.9 FEMA NRI Exposure Value Table

Table 4-15. San Bernardino County FEMA NRI Exposure Value Table

SAN BERNARDINO COUNTY, CA FEMA EXPOSURE VALUE TABLE - DROUGHT					
Hazard Type	**Total Value**	**Building Value**	**Population Equivalence**	**Population**	**Agriculture Value**
Drought	$79,073,920	N/A	N/A	N/A	$79,073,920
Buildings: *Building exposure value is defined as the dollar value of the buildings determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible building exposure of an area (Census block, Census tract, or county) is its building value as recorded in Hazus 6.0, which provides 2022 valuations of the 2020 Census.* ***Population:*** *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible population exposure of an area (Census block, Census tract, or county) is its population as recorded in Hazus 6.0. Population loss is monetized into a population equivalence value using a VSL approach in which each fatality or ten injuries is treated as $11.6 million of economic loss (2022 dollars).* ***Agriculture:*** *Agriculture exposure value is defined as the estimated dollar value of the crops and livestock determined to be exposed to a hazard according to a hazard type-specific methodology. This is derived from the USDA 2017 Census of Agriculture county-level value of crop and pastureland with 2018 values for the US territories. All dollar values are inflation-adjusted to 2022 dollars.*					
Source: FEMA National Risk Index (2024)					

4.7 Dam and Levee Failure

4.7.1 Hazard Description

Dam: A barrier constructed across a watercourse for storage, control, or diversion of water. Dams typically are constructed of earth, rock, concrete, or mine tailings.

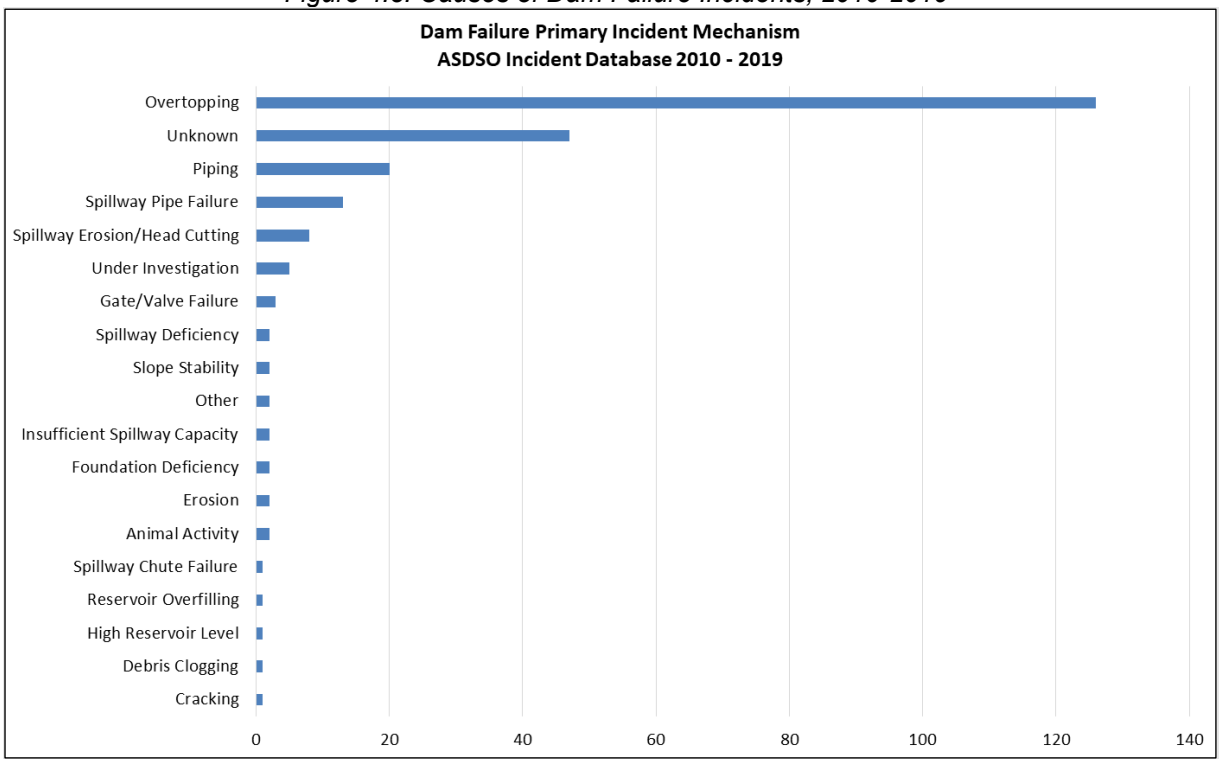
Dam Failure: Failure characterized by the sudden rapid and uncontrolled release of impounded water or liquid-borne solids. It is recognized that there are lesser degrees of failure and that any malfunction or abnormality outside the design assumptions and parameters that adversely affect a dam's primary function of impounding water could be considered a failure.

The Causes of Dam Failure: Dam failures are most likely to happen for one of five reasons (ASDSO, 2024):

1. Overtopping caused by water spilling over the top of a dam. Overtopping of a dam is often a precursor of dam failure. National statistics show that overtopping due to inadequate spillway design, debris blockage of spillways, or settlement of the dam crest account for approximately 34% of all U.S. dam failures.
2. Foundation defects, including settlement and slope instability, cause about 30% of all dam failures.
3. Cracking caused by movements like the natural settling of a dam.
4. Inadequate maintenance and upkeep.

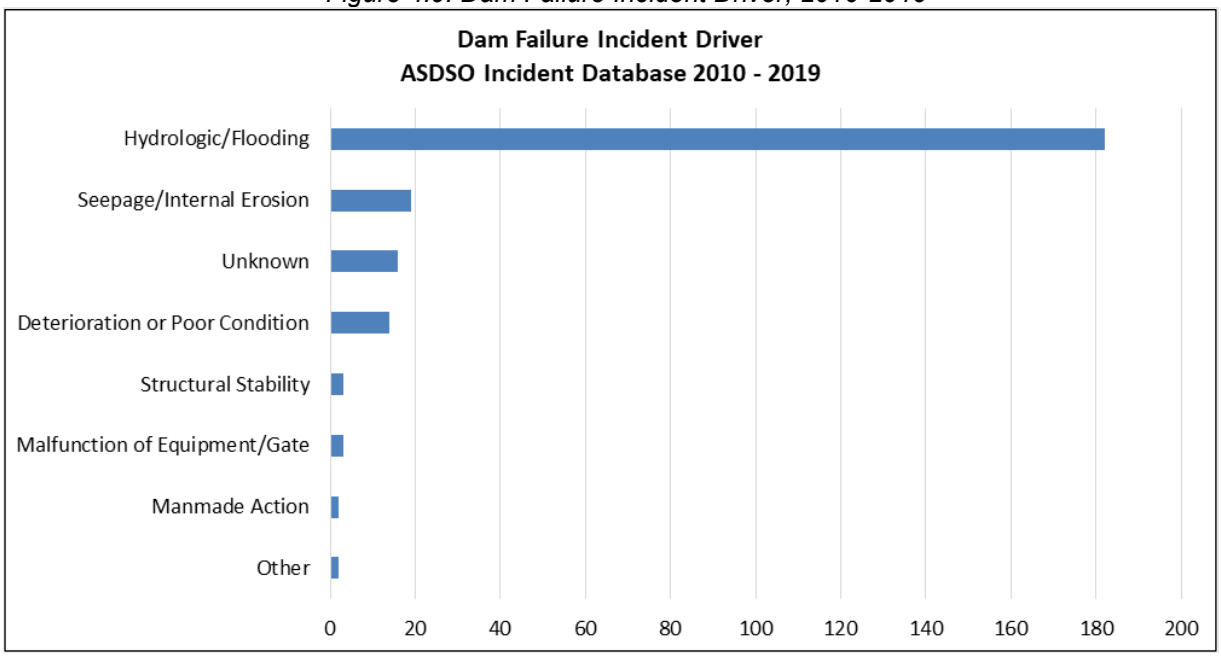
5. Piping is when seepage through a dam is not properly filtered, and soil particles continue to progress, and form sink holes in the dam. Another 20% of U.S. dam failures have been caused by piping (internal erosion caused by seepage). Seepage often occurs around hydraulic structures, such as pipes and spillways; through animal burrows; around roots of woody vegetation; and through cracks in dams, dam appurtenances, and dam foundations.

*Figure 4.8. Causes of Dam Failure Incidents, 2010-2019***



*** From the ASDSO Dam Incident Database, dam failure incidents for the years 2010 through 2019. Incident data mostly obtained from the state dam safety programs and/or media reports. The incident data is not inclusive of all dam safety incidents.*

Figure 4.9. Dam Failure Incident Driver, 2010-2019



Levees: A man-made structure, typically an earthen embankment, designed and constructed according to sound engineering practices to contain, control, or divert the flow of water in order to provide protection from temporary flooding. Levees are often built alongside rivers and are used to prevent high water levels from flooding adjacent land. The primary function of a levee is to provide flood risk reduction; however, they may also serve other purposes such as water conservation, irrigation, or to support a roadway or railway.

Levees can vary in size and complexity, from simple mounds of earth to large-scale systems incorporating elements such as floodwalls, gates, and pumps. The effectiveness of a levee can be influenced by its design, construction, and maintenance, as well as by natural factors like river flow and sedimentation.

Causes of Levee Failure: The definition of a "levee failure" according to the National Levee Database (NLD) generally encompasses the following:

1. **Breach:** The most severe form of failure, a breach occurs when a levee fails completely, resulting in an opening that allows water to flow through uncontrolled. This can lead to significant flooding and damage to areas that the levee was intended to protect.
2. **Overtopping:** Occurs when water levels rise above the height of the levee, leading to spillover on the protected side. While technically an overtopping may not be a structural failure of the levee itself, it represents a failure to contain the water as designed.
3. **Structural Damage:** This includes any form of damage that compromises the integrity of the levee, such as erosion, seepage, or structural weakening. These issues may not immediately lead to a breach or overtopping but indicate that the levee is at risk of failing.

4. **Inadequate Performance:** This refers to situations where the levee does not perform as designed, even if there's no visible structural damage. This could be due to design flaws or unforeseen environmental conditions.

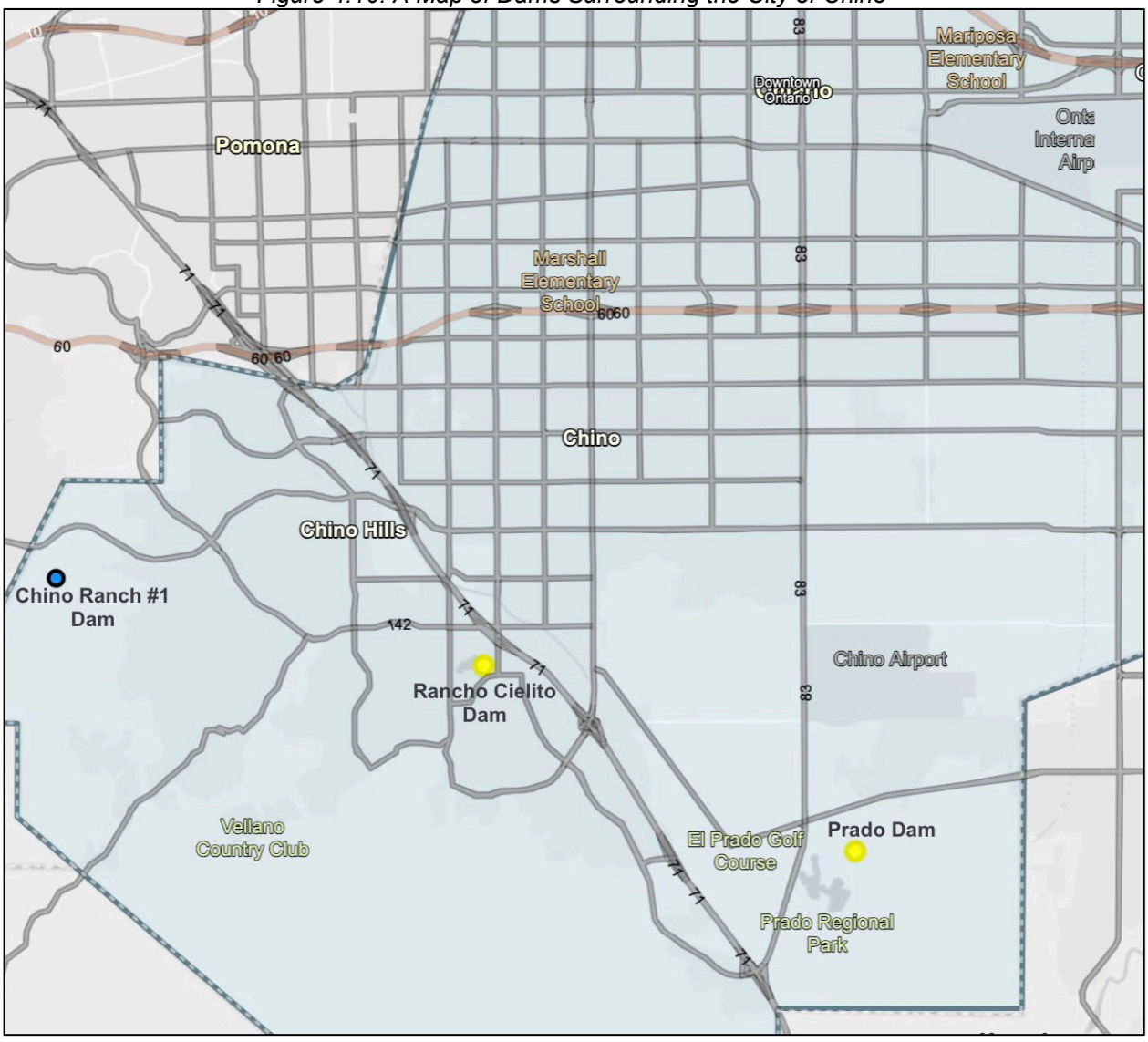
4.7.2 Hazard Location

The following table and image illustrate the location and the details of each of dam surrounding the City of Chino. All of these structures are classified as “High” or “Significant” risk, meaning they have sufficient downstream populations to warrant the classification.

Table 4-16. List of Dams Surrounding the City of Chino

Name	National ID#	Location	Owner	Year Built	Primary Purpose	Height (feet)	Storage Capacity (acre-feet)	Max Discharge (cubic feet/sec)
Chino Ranch Dam #1	CA00755	San Bernardino, California	Tres Hermanos Conservation Authority	1918	Water Supply, Irrigation	22	137	-
Rancho Cielito Dam	CA00761	San Bernardino, California	Rolling Ridge Ranch	1912	Water Supply, Irrigation	9	110	-
Prado Dam	CA10022S003	San Bernardino, California	USACE - Los Angeles District	2017	Flood Risk Reduction	32	1,289,000	-
San Antonio Dam	CA00813	San Bernardino, California	USACE - Los Angeles District	1956	Flood and debris control	160	11,880	-
Seven Oaks Dam	CA01530	San Bernardino, California	Orange County Flood Control District & San Bernardino County Flood Control District	Construction began in 1993 and was completed in 2000	Flood Control	550	145,600	Peak inflow of 85,000 to a Controlled Outflow of 7,000
Source: National Inventory of Dams (2024)								

Figure 4.10. A Map of Dams Surrounding the City of Chino



According to the US Army National Levee Database, there are 6 levee systems located within 3 miles of the City of Chino.

4.7.3 Hazard Extent/Intensity

Dams: Existing dam classification systems are numerous and vary within and between both federal and state agencies. Although differences in classification systems exist, they share a common thread: each system attempts to classify dams according to the potential impacts from a dam failure or mis-operation, should it occur. The hazard potential classification does not reflect in any way on the current condition of the dam (e.g., safety, structural integrity, flood routing capacity).

California dam classifications are defined under the California Water Code and used to permit construction, operation, and maintenance of dams by the California Department of Water Resources (CDWR) .

According to California administrative code, dams are classified based on the potential downstream hazard in the event of a failure. This classification system helps prioritize regulatory oversight and emergency preparedness. These classifications are:

1. **Low Hazard Potential**: Failure or misoperation results in no probable loss of human life and low economic or environmental losses.
2. **Significant Hazard Potential**: Failure or misoperation results in no probable loss of human life but can cause economic loss, environmental damage, or disruption of lifeline facilities.
3. **High Hazard Potential**: Failure or misoperation will probably cause loss of human life and significant economic and environmental losses.
4. **Extremely High Hazard Potential**: A potential dam failure would result in considerable loss of life and inundate an area with a population of 1,000 people or more.

Federal dam safety hazard classifications can be found in FEMA's *Federal Guidelines for Dam Safety Hazard Potential Classification System for Dams* publication. FEMA categorizes dams "according to the degree of adverse incremental consequences of a failure or mis-operation of a dam. The National Inventory of Dams uses the federal classification system. Dams are federally categorized into Low, Significant and High Hazard Potential based on the probable loss of human life and the impacts on economic, environmental, and lifeline interests. Improbable loss of life exists where persons are only temporarily in the potential inundation area.

1. **Low Hazard Potential**: dams where failure or mis-operation results in no probable loss of human life and low economic and/or environmental losses. Losses are principally limited to the owner's property.
2. **Significant Hazard Potential:** dams where failure or mis-operation results in no probable loss of human life but can cause economic loss, environmental damage, disruption of lifeline facilities, or can impact other concerns.
3. **High Hazard Potential**: dams where failure or mis-operation will probably cause loss of human life.

Levees: The Levee Safety Action Classification (LSAC) is one of the many tools used to better inform stakeholders and residents of the residual risk in their communities.

The LSAC is neither a levee rating or grade, it is a classification system designed to take into account the probability of the levees being loaded (Hazard), existing condition of the levee, the current and future maintenance of the levee (Performance), and the Consequences if a levee were to fail or be overwhelmed. The following figure illustrates the Levee Safety Action Classification Table.

Figure 4.11. Levee Safety Classification

USACE LEVEE SAFETY ACTION CLASSIFICATION TABLE*

RISK	ACTIONS FOR LEVEE SYSTEMS AND LEVEED AREAS IN THIS CLASS (ADAPT ACTIONS TO SPECIFIC LEVEE SYSTEM CONDITIONS.)	RISK CHARACTERISTICS OF THIS CLASS
VERY HIGH (1)	Based on risk drivers, take immediate action to implement interim risk reduction measures. Increase frequency of levee monitoring, communicate risk characteristics to the community within an expedited timeframe; verify emergency plans and flood inundation maps are current; ensure community is aware of flood warning systems and evacuation procedures; and, recommend purchase of flood insurance. Support risk reduction actions as very high priority.	Likelihood of inundation due to breach and/or system component malfunction in combination with loss of life, economic, or environmental consequences results in very high risk.
HIGH (2)	Based on risk drivers, implement interim risk reduction measures. Increase frequency of levee monitoring; communicate risk characteristics to the community within an expedited timeframe; verify emergency plans and flood inundation maps are current; ensure community is aware of flood warning and evacuation procedures; and, recommend purchase of flood insurance. Support risk reduction actions as high priority.	Likelihood of inundation due to breach and/or system component malfunction in combination with loss of life, economic, or environmental consequences results in high risk.
MODERATE (3)	Based on risk drivers, implement interim risk reduction measures as appropriate. Verify risk information is current and implement routine monitoring program; assure O&M is up to date; communicate risk characteristics to the community in a timely manner; verify emergency plans and flood inundation maps are current; ensure community is aware of flood warning and evacuation procedures; and, recommend purchase of flood insurance. Support risk reduction actions as a priority.	Likelihood of inundation due to breach and/or system component malfunction in combination with loss of life, economic, or environmental consequences results in moderate risk.
LOW (4)	Verify risk information is current and implement routine monitoring program; assure O&M is up to date; communicate risk characteristics to the community as appropriate; verify emergency plans and flood inundation maps are current; ensure community is aware of flood warning and evacuation procedures; and, recommend purchase of flood insurance. Support risk reduction actions to further reduce risk to as low as practicable.	Likelihood of inundation due to breach and/or system component malfunction in combination with loss of life, economic, or environmental consequences results in low risk.
VERY LOW (5)	Continue to implement routine levee monitoring program, including operation and maintenance, inspections, and monitoring of risk. Communicate risk characteristics to the community as appropriate; verify emergency plans and flood inundation maps are current; ensure community is aware of flood warning and evacuation procedures; and recommend purchase of flood insurance.	Likelihood of inundation due to breach and/or system component malfunction in combination with loss of life, economic, or environmental consequences results in very low risk.
NO VERDICT	Not enough information is available to assign an LSAC.	

*LEVEE RISK IS THE RISK THAT EXISTS DUE TO THE PRESENCE OF THE LEVEE SYSTEM, AND THIS IS THE RISK USED TO INFORM THE DECISION ON THE LSAC ASSIGNMENT. THE INFORMATION PRESENTED IN THIS TABLE DOES NOT REFLECT THE OVERTOPPING WITHOUT BREACH RISK ASSOCIATED WITH THE PRESENCE OR OPERATION OF THE LEVEE SYSTEM.

4.7.4 Probability and Frequency

Dams: A dam can fail at any time, given the right circumstances. As a dam ages, the likelihood of failure increases as undesirable woody vegetation on the embankment, deteriorated concrete, inoperable gates, and corroded outlet pipes become problems. Since dam failures are often exacerbated by flooding, the probability of dam failures can be associated with projected flood frequencies. The probability of future dam failure for regulated dams can be reduced by proactive preventative actions in compliance with existing dam safety programs.

Levees: Determining levee failure probability depends on the condition and level of protection that levees provide. FEMA and the U.S. Army Corps of Engineers are working together to make sure that flood hazard maps clearly reflect the flood protection capabilities of levees, and that the maps accurately represent the flood risks posed to areas situated behind them. Levee owners— usually states, communities, or in some cases private individuals or organizations—are responsible for ensuring that the levees they own are maintained according to their design.

4.7.5 Past Events

There is no documented history of Dam and Levee Failure within the City of Chino or immediate area.

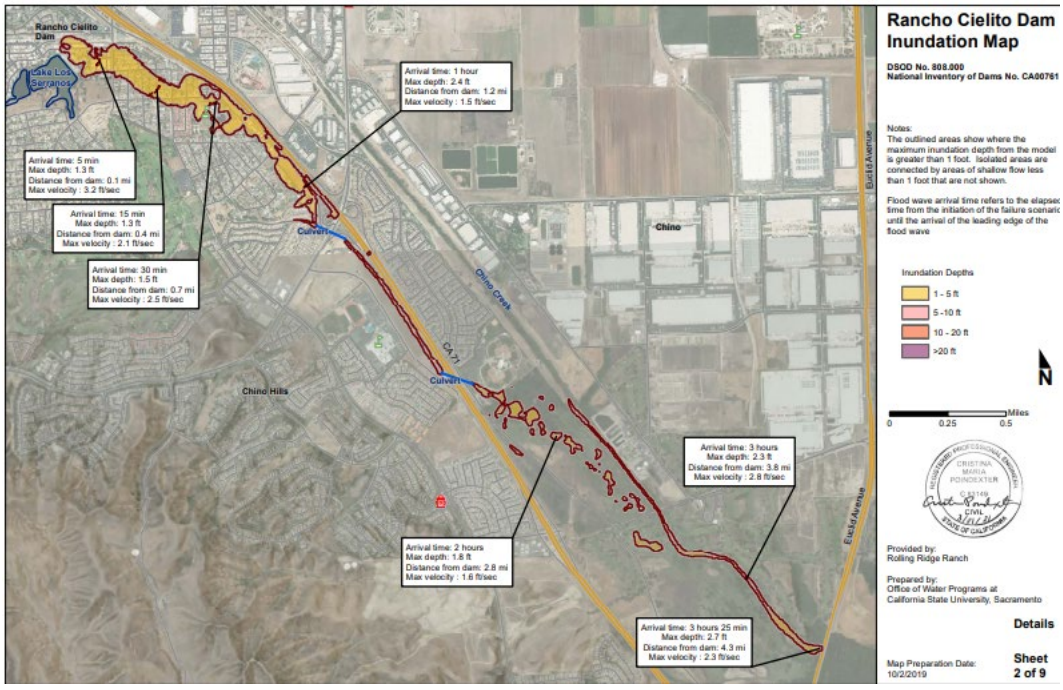
4.7.6 Vulnerability and Impacts

Public Health and Life Safety: According to FEMA, the public health and life safety impacts of dam or levee failure can be significant and wide-ranging. The primary concerns include:

- Loss of Life: This is the most serious impact. A sudden dam or levee failure can lead to fast-moving floods, potentially resulting in loss of life, especially in areas immediately downstream of a dam or in the protected area behind a levee.
- Injuries: The force and unpredictability of floodwaters can result in physical injuries to people in the affected areas.
- Displacement of Populations: Dam or levee failures can lead to the displacement of people from their homes, either temporarily or permanently, due to flood damage. This displacement can have long-term impacts on mental health and community stability.
- Contamination of Water Supplies: Floodwaters can contaminate drinking water sources, leading to waterborne diseases and health complications. This is a particular concern in urban areas or where industrial and agricultural chemicals may be present.
- Sanitation and Hygiene Issues: Flooding can disrupt sewage systems and overwhelm sanitation services, leading to increased risks of diseases, particularly in densely populated areas.
- Disruption of Healthcare Services: Flooding can damage healthcare facilities and disrupt services, making it difficult for injured or ill individuals to receive necessary medical care.

- Mental Health Impacts: The trauma and stress associated with flooding, displacement, loss of property, and potential loss of life can have long-lasting effects on mental health.
- Strain on Emergency Services: Dam or levee failures require significant emergency response efforts, which can strain local resources, especially in smaller or rural communities.

According to the California Department of Water Resources the below inundation map for the Rancho Cielito Dam indicates the vulnerable areas around the City of Chino.



Property Damage and Critical Infrastructure: According to FEMA, dam or levee failure can have severe impacts on property and critical infrastructure. These impacts include:

- Extensive Property Damage: The sudden release of water from a dam or levee failure can lead to widespread flooding, resulting in significant damage to residential, commercial, and industrial properties. This includes damage to buildings, homes, and vehicles.
- Critical Infrastructure Damage: Flooding from dam or levee failures can severely impact critical infrastructure such as bridges, roads, railways, and utilities (water and sewage systems, electrical grids, gas lines). This not only causes immediate disruption but can also lead to long-term economic impacts due to the time and cost associated with repairs and reconstruction.
- Agricultural Losses: In rural areas, flooding can inundate farmland, leading to crop destruction, soil erosion, and loss of livestock, which can have a profound impact on local and regional agricultural economies.
- Environmental Contamination: Floodwaters can carry and spread pollutants and hazardous materials from industrial sites, sewage systems, and other sources, leading to environmental contamination of water, soil, and ecosystems.

- Disruption of Services: Essential services such as healthcare, education, emergency services, and transportation can be disrupted, affecting the wellbeing and daily life of the community.
- Economic Impact: The combined effect on property, infrastructure, and services can lead to significant economic losses, both direct and indirect. The cost of repairs, loss of business operations, and decrease in property values can have a lasting impact on affected communities.
- Recovery and Mitigation Costs: The financial burden of recovery and rebuilding can be substantial. In addition to immediate repair costs, there is often a need for investing in mitigation measures to prevent future incidents.

Economy: No data exists demonstrating the economic impact of past dam or levee failure events within the City of Chino. However, past events have shown to impact water supply, and could lead to costly repairs.

Changes in Development and Impact of Future Development: According to FEMA, dam failure or levee failure can significantly impact current and future development in several ways:

- Reassessment of Land Use: After a dam or levee failure, there may be a need to reassess land use in affected areas. This can lead to changes in zoning laws and development regulations, especially in areas deemed high-risk for future flooding.
- Impact on Real Estate Values: The perceived risk of flooding due to potential dam or levee failure can affect real estate values. Properties in areas identified as high risk may see a decrease in value, which can impact both current and future development decisions.
- Changes in Insurance and Financing: The risk of flooding may lead to higher insurance premiums for properties in the affected areas. In some cases, insurance may become difficult to obtain. This can influence development decisions, as the cost and availability of insurance are important factors in real estate development and investment.
- Infrastructure Redesign and Reinforcement: Existing and future infrastructure projects may need to be redesigned to withstand potential flood events. This can include strengthening or raising buildings, bridges, and roads, as well as improving drainage systems.
- Mitigation and Resilience Planning: There may be an increased focus on mitigation and resilience in future development to reduce the impact of potential flood events. This can include creating more green spaces, implementing better water management practices, and using flood-resistant building materials and techniques.
- Shift in Development Focus: In some cases, there might be a shift away from developing in high-risk areas. Development might be directed towards safer areas, potentially leading to changes in urban and regional planning strategies.
- Emergency Preparedness and Response Planning: Future development may need to incorporate improved emergency preparedness and response plans, including evacuation routes, emergency shelters, and communication systems.

Effects of Climate Change on Severity of Impacts: According to the US Army Corps of Engineers, climate change can impact the severity of dam or levee failure. One of the primary concerns is the increased frequency and intensity of storms due to climate change. These more severe weather events can result in higher water levels and greater pressure on dams and levees, potentially exacerbating existing vulnerabilities and leading to structural failures. Additionally, the rising likelihood of flooding, driven by higher sea levels and extreme weather, places additional stress on these systems, particularly those already classified as high or extremely high hazard potential. The increased water flow and volume during such events can overwhelm these structures, leading to potential breaches.

Temperature changes associated with climate change can also affect the materials used in dam and levee construction. Extreme heat, for instance, can cause materials to expand and contract, leading to cracks and weakening the integrity of the structures over time. Furthermore, altered precipitation patterns and increased runoff can accelerate sedimentation in reservoirs. This sediment buildup reduces the storage capacity of reservoirs, limiting their ability to manage floodwaters and increasing the risk of overtopping during heavy rainfall events.

Heavy precipitation leads to both riverine flooding and flash floods as the ground fails to absorb the high volume of precipitation that falls in a short period. Increasing annual precipitation contributes to sustained flooding.

Table 4-17. 25-Year Precipitation Projections for City of Chino, CA

25-YEAR PRECIPITATION PROJECTIONS FOR CITY OF CHINO, CA
HIGHER EMISSIONS (RCP8.5)
The City of Chino is expected to experience a **6% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.2″ decrease** (from 3.2″ to 3.4″) in average annual precipitation.
LOWER EMISSIONS (RCP4.5)
The City of Chino is expected to experience a **2% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.3″ decrease** (from 3.1″ to 3.18″) in average annual precipitation.
Source: Neighborhoods at Risk (https://nar.headwaterseconomics.org/600013210/explore/climate)

Table 4-18. Future Climate Indicators for San Bernardino County

FUTURE CLIMATE INDICATORS FOR SAN BERNARDINO COUNTY, CA							
Indicator	**Modeled History** (1976-2005)	**Early Century** (2015-2044)		**Mid Century** (2035-2064)		**Late Century** (2070-2099)	
		Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions
	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
Precipitation:							
	6”	**6”**	**7”**	**6”**	**6”**	**6”**	**6”**

Annual Average Total Precipitation	6-7	5-8	6-8	5-8	5-8	5-8	5-10
Days Per Year With Precipitation (Wet Days)	**44 days**	**43 days**	**42 days**	**41 days**	**41 days**	**41 days**	**39 days**
	43-47	37-49	32-51	34-49	31-53	33-52	22-65
Maximum Period of Consecutive Wet Days	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**5 days**
	5-6	5-7	4-7	4-7	4-7	4-7	3-9
Annual Days With:							
Annual Days With Total Precipitation > 1 inch	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**
	1-1	0-1	1-1	0-1	0-1	0-1	0-1
Annual Days With Total Precipitation > 2 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days With Total Precipitation > 3 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days That Exceed 99th Percentile Precipitation	2 days	2 days	3 days	2 days	3 days	3 days	3 days
	1-16	1-17	1-18	1-17	1-18	1-19	1-19
*Days With Maximum Temperature Below 32*F*	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Source: Climate Mapping for Resilience and Adaptation (2024)							

4.7.7 FEMA NRI Expected Annual Loss Estimates

The FEMA National Risk Index does not assess High Hazard Dams and Levees.

4.7.8 FEMA Hazard-Specific Risk

The FEMA National Risk Index does not assess High Hazard Dams and Levees.

4.7.9 FEMA NRI Exposure Value

The FEMA National Risk Index does not assess High Hazard Dams and Levees.

4.8 Flooding

4.8.1 Hazard Description

Flooding is defined by the National Weather Service (NWS) as “the inundation of normally dry areas as a result of increased water levels in an established water course.” River flooding, the condition where the river rises to overflow its natural banks, may occur due to a number of causes, including prolonged, general rainfall, locally intense thunderstorms, snowmelt, and ice jams. In addition to these natural events, there are a number of factors controlled by human activity that may cause or contribute to flooding. These include dam failure (discussed below) and activities that increase the rate and amount of runoff, such as paving, reducing ground cover, and clearing forested areas. Flooding is a periodic event along most rivers, with the frequency depending on local conditions and controls, such as dams and levees. The land along rivers that is identified as being susceptible to flooding is called the floodplain.

Flooding can threaten life, safety, and health and often results in substantial damage to infrastructure, homes, and other property. The extent of damage caused by a flood depends on the topography, soils, and vegetation in an area, and the depth and duration of flooding, velocity of flow, rate of rise, and the amount and type of development in the floodplain.

Flooding can occur in a number of ways, and many instances are not independent of each other and can occur simultaneously during a flood event. The types of flooding considered for this plan include:

- Heavy rainfall
- Urban stormwater overflow
- Rapid snowmelt
- Rising groundwater (generally in conjunction with heavy prolonged rainfall and saturated conditions)
- Riverine ice jams
- Flash floods
- Alluvial fan flooding
- Flooding from dam failure

Urban/Flash Flooding: Urban (or “Flash”) flooding, as defined in the Urban Flooding Awareness Act, is “the inundation of property in a built environment, particularly in more densely populated areas, caused by rainfall overwhelming the capacity of drainage systems, such as storm sewers. ‘Urban flooding’ does not include flooding in undeveloped or agricultural areas. ‘Urban flooding’ includes (i) situations in which stormwater enters buildings through windows, doors, or other openings, (ii) water backup through sewer pipes, showers, toilets, sinks, and floor drains, (iii) seepage through walls and floors, and (iv) the accumulation of water on property or public rights-of-way. Urban flooding is characterized by its repetitive, costly, and systemic impacts on communities, regardless of whether or not these communities are located within formally designated floodplains or near any body of water. These impacts include damage to buildings and infrastructure, economic disruption, and negative effects on health and safety.

A watershed is the land area that drains to a particular waterbody, such as a river, lake, or ocean. It is a geographic region that collects and channels precipitation and surface water to a common outlet, a stream, river, or other waterbody. Watersheds can vary in size, from a small drainage basin encompassing only a few acres to a large river basin spanning thousands of square miles. The health and quality of a watershed are critical for the sustainability of the ecosystem and the organisms that depend on it, including humans (US Environmental Protection Agency, 2024).

A healthy watershed is one in which natural land cover supports:

- Dynamic hydrologic and geomorphologic processes within their natural range of variation
- Habitat of sufficient size and connectivity to support native aquatic and riparian species
- Physical and chemical water quality conditions can support healthy biological communities.

Natural vegetative cover in the landscape, including the riparian zone, helps maintain the natural flow regime and fluctuations in water levels in lakes and wetlands. This, in turn, helps maintain natural geomorphic processes, such as sediment storage and deposition, that form the basis of aquatic habitats. The connectivity of aquatic and riparian habitats in the longitudinal, lateral, vertical, and temporal dimensions helps ensure the flow of chemical and physical materials and the movement of biota among habitats.

A healthy watershed has the structure and function in place to support healthy aquatic ecosystems. Key components of a healthy watershed include:

- Intact and functioning headwater streams, floodplains, riparian. corridors, biotic refugia, instream habitat, and biotic communities.
- Natural vegetation in the landscape; and
- Hydrology, sediment transport, fluvial geomorphology, and disturbance regimes are expected for its location.

A stream's flow regime refers to its characteristic pattern of flow magnitude, timing, frequency, duration, and rate of change. The flow regime plays a central role in shaping aquatic ecosystems and the health of biological communities. Alteration of natural flow regimes (e.g., more frequent floods) can reduce the quantity and quality of aquatic habitat, degrade aquatic life, and result in the loss of ecosystem services (US Environmental Protection Agency, 2024).

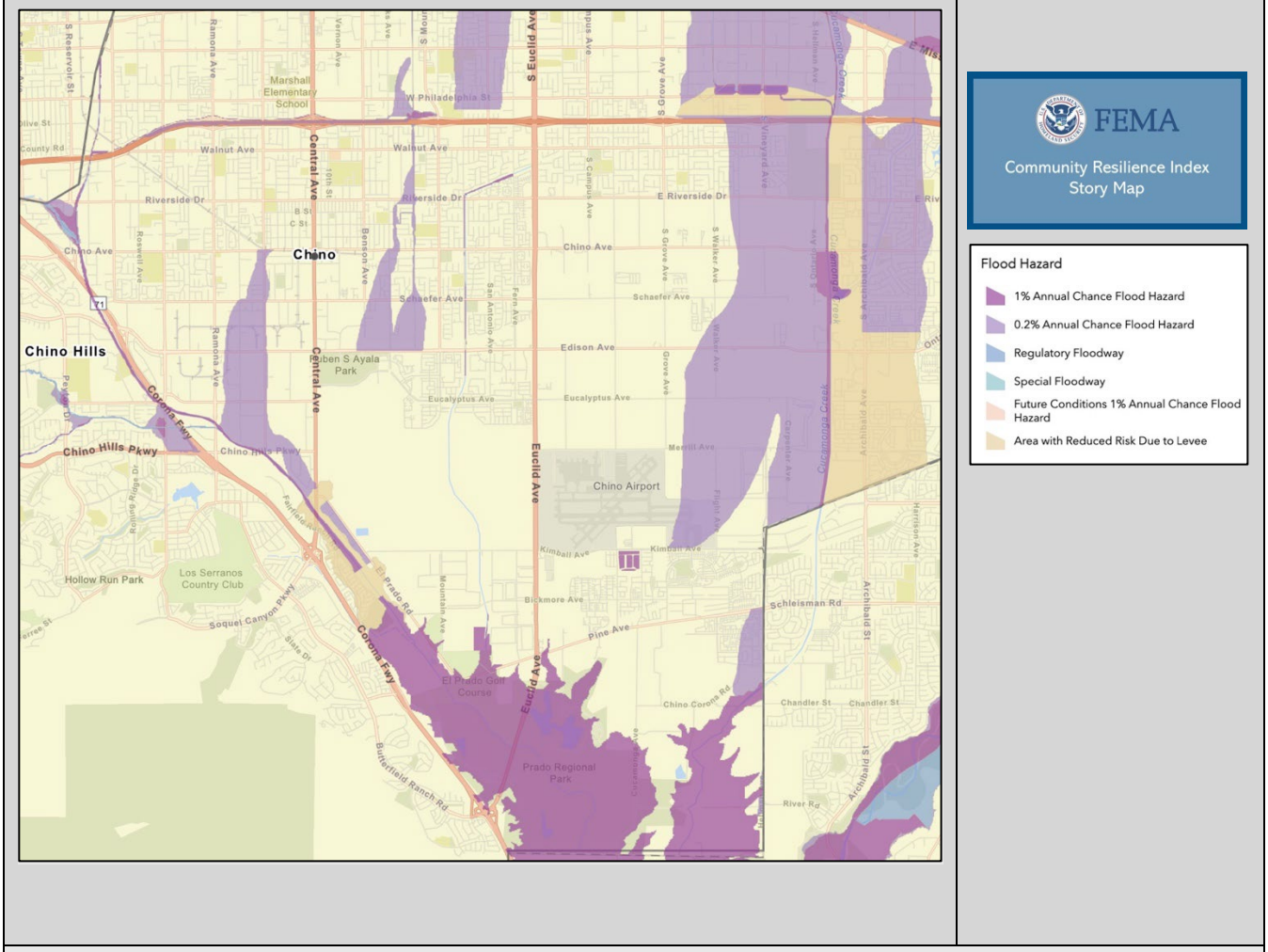
4.8.2 Hazard Location

Most flooding occurs along natural streams or river channels. The land along a stream or river identified as susceptible to flooding is called the floodplain. Floods vary greatly in frequency and magnitude. Small flood events occur much more frequently than large, devastating events. A FEMA RAPT map illustrating flood risk to the City of Chino is below.

Figure 4.12. FEMA RAPT Tool Flood Hazard Map for City of Chino

CITY OF CHINO, CA

FEMA COMMUNITY RESILIENCE INDEX STORY MAP



Source: FEMA Resilience Analysis and Planning Tool (RAPT) 2024

4.8.3 Hazard Extent/Intensity

The NFIP classifies floods through the use of recurrence intervals as seen in the NFIP Flood Recurrence Intervals table below.

Table 4-19. NFIP Flood Recurrence Intervals

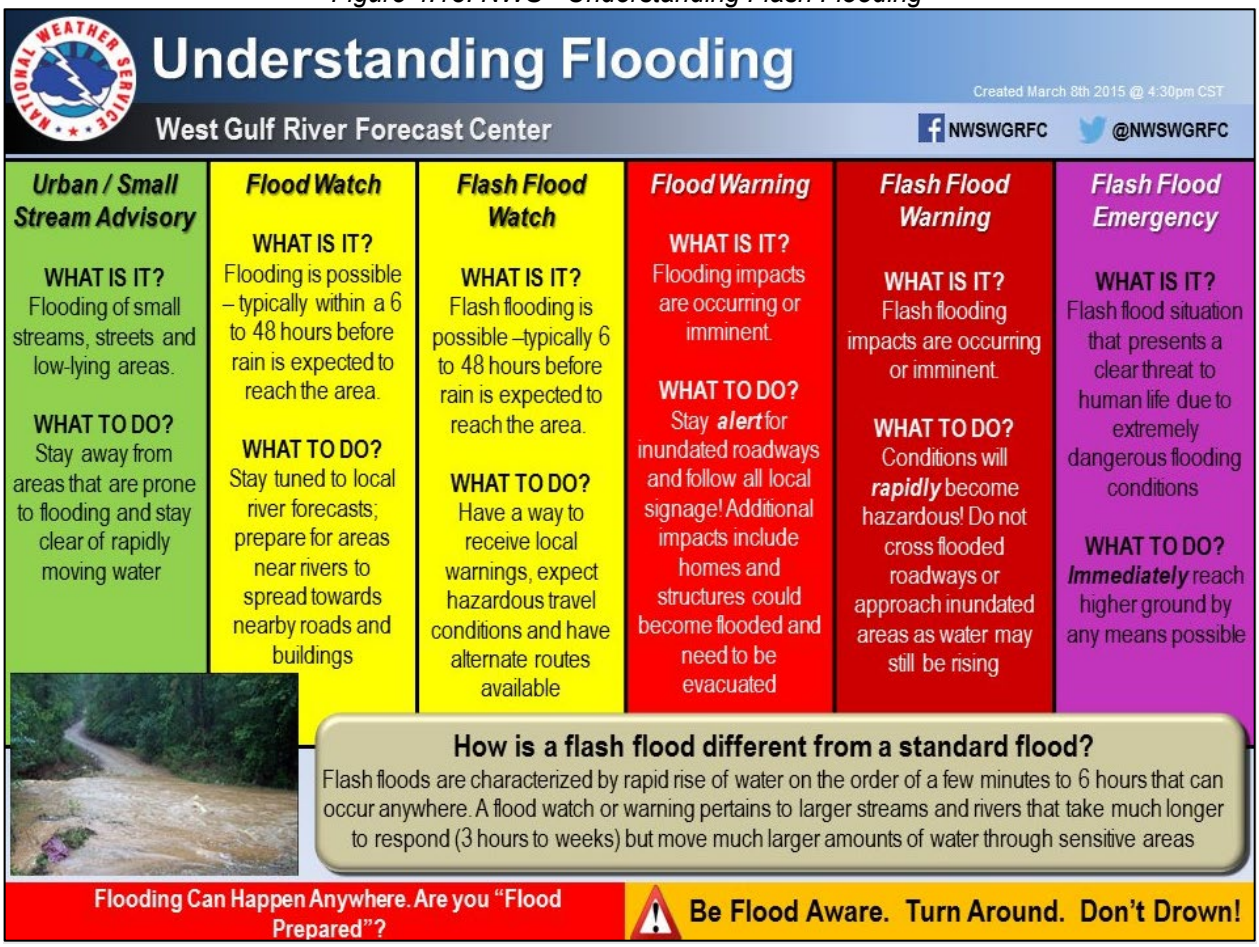
NFIP FLOOD RECURRENCE INTERVALS	
Flood Recurrence Interval	**Chance of Occurrence During Any Given Year**
5 year	20%
10 year	10%
50 year	2%
100 year	1%
500 year	0.20%

The federal standard for floodplain management under the National Flood Insurance Plan (NFIP) is the 100-year floodplain. This area is chosen using historical data such that in any given year there is a 1% chance of a “base flood (also known as 100-year flood or regulatory flood). A base flood is one that covers or exceeds the 100-year floodplain. A 500-year floodplain is an area with at least a .2% chance of flood occurrence in any given year.

When surface water runoff introduced into streams and rivers exceeds the capacity of the natural or constructed channels to accommodate the flow, water overflows the stream banks, spilling out into adjacent low lying areas. Riverine flooding occurs as a consequence (FEMA, 2024).

Flash flooding can occur suddenly within six hours of intense rainfall from a thunderstorm or several thunderstorms. Flash floods are common near canyons, cliffs, and creek beds, making these areas especially hazardous during rainfall.

Figure 4.13. NWS - Understanding Flash Flooding



4.8.4 Probability and Frequency

San Bernardino County has experienced 13 FEMA declarations associated with floods of all types between 1966-2023, which is an average of about 0.96 flood declarations every 4 years.

Urban/Flash Flooding: According to NOAA, 187 flash flooding incidents were recorded in San Bernardino County between 2019-2023 (1,826 days). This frequency averages to 0.10240 incidents daily during this timeframe and would indicate a similar trend moving forward.

Urban areas (such as the City of Chino) are typically connected to municipal sewer systems (stormwater and/or sanitary sewer). That said, it is more probable that flash flooding will occur within this area. Additionally, as development continues within Chino, an increase in flash flooding may occur.

4.8.5 National Flood Insurance Program Participation

San Bernardino County and the City of Chino participate in the NFIP and are known to have adopted local ordinances and/or site plan review standards that regulate construction and land uses within designated floodplains.

In addition, as amended, Part 31, Water Resources Protection, Act 451 of 1994 regulates activities that result in occupation, fill or grade lands within floodplains along watercourses with a drainage area over two square miles. Such actions require an application, review, and permit issuance from the MDEQ before disturbance.

The City Floodplain Management Program, coordinated by the City Public Works Department, Engineering Services Division, provides floodplain information for existing structures and proposed projects within the Special Flood Hazard Area (SFHZ). The floodplain manager is responsible for implementing the substantial improvement/substantial damage provisions within the floodplain management ordinance.

In compliance with the NFIP, the City adopted a Floodplain Management Ordinance. This Ordinance requires that the lowest floor, including basement, for all new structures or substantial improvements to existing structures within a SFHA, shall be elevated one (1) to two (2) feet above the 100-year Base Flood Elevation (BFE) for that area. Lower insurance rates are available when the lowest floor is above the

Policies In-Force: According to FEMA, the City of Chino has 27 insurance policies in-force, totaling $9,506,000.

Table 4-20. Summary of NFIP Policies and Claims – San Bernardino County

Community Name	NFIP Entry Date	Policies In-Force	Total Coverage	Total Written Premium + FPF
SAN BERNARDINO COUNTY* (060270)	09/29/78	761	$194,450,000	$816,612
CHINO, CITY OF (060272)	03/18/96	27	$9,506,000	$85,997
Source: FEMA as of 12/31/2024				

Table 4-21. CRS Eligible Communities within San Bernardino County

Area	CRS Entry Date	Current Effective Date	Current Class	% Discount for SFHA	% Discount for Non-SFHA	Participating
San Bernardino County	NA	NA	NA	NA	NA	No
City of Chino	NA	NA	NA	NA	NA	No
Source: FEMA as of 08/31/2024						

As of the date of the plan update, the City of Chino does not participate in the CRS.

4.8.6 Past Flash Flood Events

According to NOAA, 187 events were reported between 01/01/2019 and 12/31/2023 (1,826 days).

Table 4-22. Past Flash Flood Events in San Bernardino County

Location	County	State	Date	Time	Type	Dth	Inj	PrD	CrD
Totals:						**0**	**0**	**15.291 M**	**10.00K**
CEDAR PINES	SAN BERNARDINO CO.	CA	1/17/19	13:00	PST-8	Flash Flood	0	0	0.00K
JOSHUA TREE ARPT	SAN BERNARDINO CO.	CA	2/2/19	16:41	PST-8	Flash Flood	1	0	100.00K
SUGARLOAF	SAN BERNARDINO CO.	CA	2/14/19	6:00	PST-8	Flash Flood	0	0	100.00K
YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	2/14/19	6:31	PST-8	Flash Flood	0	0	50.00K
MT BALDY	SAN BERNARDINO CO.	CA	2/14/19	7:00	PST-8	Flash Flood	0	0	30.00K
RUNNING SPGS	SAN BERNARDINO CO.	CA	2/14/19	7:00	PST-8	Flash Flood	0	0	5.000M
MONTE VISTA	SAN BERNARDINO CO.	CA	5/22/19	13:00	PST-8	Flash Flood	0	0	1.00K
CHINO	SAN BERNARDINO CO.	CA	5/22/19	14:00	PST-8	Flash Flood	0	0	0.00K
UPLAND	SAN BERNARDINO CO.	CA	5/22/19	15:00	PST-8	Flash Flood	0	0	0.00K
JOSHUA TREE ARPT	SAN BERNARDINO CO.	CA	7/22/19	14:07	PST-8	Flash Flood	0	0	10.00K
JOSHUA TREE ARPT	SAN BERNARDINO CO.	CA	7/25/19	13:30	PST-8	Flash Flood	0	0	0.00K
TWENTY NINE PALMS	SAN BERNARDINO CO.	CA	7/25/19	14:30	PST-8	Flash Flood	0	0	20.00K
BANNOCK	SAN BERNARDINO CO.	CA	7/25/19	16:00	PST-8	Flash Flood	0	0	2.00K
SALTMARSH STATION	SAN BERNARDINO CO.	CA	7/25/19	16:15	PST-8	Flash Flood	0	0	1.00K
(NXP)MCAF TWENTYNINE	SAN BERNARDINO CO.	CA	7/25/19	20:13	PST-8	Flash Flood	0	0	5.00K

BUSH	SAN BERNARDINO CO.	CA	8/7/19	14:36	PST-8	Flash Flood	0	0	1.00K
EARP	SAN BERNARDINO CO.	CA	9/1/19	22:35	PST-8	Flash Flood	0	0	2.00K
GROMMET	SAN BERNARDINO CO.	CA	11/19/19	21:44	PST-8	Flash Flood	0	0	700.00K
(EED)NEEDLES ARPT	SAN BERNARDINO CO.	CA	11/20/19	2:13	PST-8	Flash Flood	0	0	5.00K
JOSHUA TREE	SAN BERNARDINO CO.	CA	11/28/19	15:08	PST-8	Flash Flood	0	0	2.00K
VIDAL JCT ARPT	SAN BERNARDINO CO.	CA	11/28/19	15:49	PST-8	Flash Flood	0	0	1.00K
(EED)NEEDLES ARPT	SAN BERNARDINO CO.	CA	11/28/19	16:30	PST-8	Flash Flood	0	0	1.00K
BANNOCK	SAN BERNARDINO CO.	CA	11/28/19	17:34	PST-8	Flash Flood	0	0	50.00K
PHELAN	SAN BERNARDINO CO.	CA	12/4/19	11:00	PST-8	Flash Flood	0	0	0.00K
CHAMPAGNE	SAN BERNARDINO CO.	CA	3/12/20	13:00	PST-8	Flash Flood	0	0	0.00K
CROWN JEWELL	SAN BERNARDINO CO.	CA	3/12/20	14:00	PST-8	Flash Flood	0	0	0.00K
YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	3/12/20	15:19	PST-8	Flash Flood	0	0	1.00K
VIDAL JCT ARPT	SAN BERNARDINO CO.	CA	3/12/20	16:10	PST-8	Flash Flood	0	0	5.00K
AMBOY	SAN BERNARDINO CO.	CA	3/12/20	18:15	PST-8	Flash Flood	0	0	2.00K
YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	4/8/20	8:45	PST-8	Flash Flood	0	0	1.00K
CLARK	SAN BERNARDINO CO.	CA	8/22/20	12:44	PST-8	Flash Flood	0	0	2.00K
NIPTON	SAN BERNARDINO CO.	CA	8/22/20	15:15	PST-8	Flash Flood	0	0	1.00K
CIMA	SAN BERNARDINO CO.	CA	8/22/20	15:50	PST-8	Flash Flood	0	0	1.00K

BARSTOW	SAN BERNARDINO CO.	CA	7/18/21	16:26	PST-8	Flash Flood	0	0	1.00K
MINNEOLA	SAN BERNARDINO CO.	CA	7/18/21	18:06	PST-8	Flash Flood	0	0	1.00K
BARSTOW	SAN BERNARDINO CO.	CA	7/18/21	19:41	PST-8	Flash Flood	0	0	2.00K
NEEDLES	SAN BERNARDINO CO.	CA	7/19/21	16:45	PST-8	Flash Flood	0	0	1.00K
BAKER	SAN BERNARDINO CO.	CA	7/26/21	11:00	PST-8	Flash Flood	0	0	1.00K
TWENTY NINE PALMS	SAN BERNARDINO CO.	CA	7/28/21	12:34	PST-8	Flash Flood	0	0	0.00K
SEVEN OAKS	SAN BERNARDINO CO.	CA	7/30/21	12:35	PST-8	Flash Flood	0	0	10.00K
YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	7/30/21	14:49	PST-8	Flash Flood	0	0	1.00K
JOSHUA TREE ARPT	SAN BERNARDINO CO.	CA	7/30/21	16:45	PST-8	Flash Flood	0	0	1.00K
(NXP)MCAF TWENTYNINE	SAN BERNARDINO CO.	CA	8/9/21	14:41	PST-8	Flash Flood	0	0	2.00K
HAVASU LAKE	SAN BERNARDINO CO.	CA	8/29/21	18:21	PST-8	Flash Flood	0	0	50.00K
DESERT CITY	SAN BERNARDINO CO.	CA	8/30/21	12:30	PST-8	Flash Flood	0	0	1.00K
WHEATON SPGS	SAN BERNARDINO CO.	CA	8/30/21	12:52	PST-8	Flash Flood	0	0	5.00K
TWENTY NINE PALMS	SAN BERNARDINO CO.	CA	8/30/21	14:20	PST-8	Flash Flood	0	0	10.00K
FOREST FALLS	SAN BERNARDINO CO.	CA	10/25/21	16:00	PST-8	Flash Flood	0	0	5.00K
CRESTLINE	SAN BERNARDINO CO.	CA	12/30/21	17:56	PST-8	Flash Flood	0	0	0.00K
YERMO	SAN BERNARDINO CO.	CA	7/18/22	14:50	PST-8	Flash Flood	0	0	10.00K
LENWOOD	SAN BERNARDINO CO.	CA	7/18/22	15:20	PST-8	Flash Flood	0	0	1.00K

YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	7/25/22	16:00	PST-8	Flash Flood	0	0	2.00K
IBIS	SAN BERNARDINO CO.	CA	7/25/22	16:45	PST-8	Flash Flood	0	0	2.00K
WHEATON SPGS	SAN BERNARDINO CO.	CA	7/29/22	22:08	PST-8	Flash Flood	0	0	2.00K
DESERT CITY	SAN BERNARDINO CO.	CA	7/29/22	22:14	PST-8	Flash Flood	0	0	2.00K
LUCERNE VLY	SAN BERNARDINO CO.	CA	7/30/22	17:00	PST-8	Flash Flood	0	0	0.00K
FOREST FALLS	SAN BERNARDINO CO.	CA	7/30/22	17:25	PST-8	Flash Flood	0	0	0.00K
MOUNTAIN PASS	SAN BERNARDINO CO.	CA	7/31/22	11:00	PST-8	Flash Flood	0	0	1.00K
SEVEN OAKS	SAN BERNARDINO CO.	CA	7/31/22	11:00	PST-8	Flash Flood	0	0	0.00K
SEVEN OAKS	SAN BERNARDINO CO.	CA	7/31/22	11:05	PST-8	Flash Flood	0	0	0.00K
HALLORAN SPGS	SAN BERNARDINO CO.	CA	7/31/22	13:03	PST-8	Flash Flood	0	0	100.00K
BAKER	SAN BERNARDINO CO.	CA	7/31/22	13:09	PST-8	Flash Flood	0	0	15.00K
BAKER	SAN BERNARDINO CO.	CA	7/31/22	14:36	PST-8	Flash Flood	0	0	2.00K
PARKER DAM	SAN BERNARDINO CO.	CA	7/31/22	15:08	PST-8	Flash Flood	0	0	1.00K
KLINEFELTER	SAN BERNARDINO CO.	CA	7/31/22	15:21	PST-8	Flash Flood	0	0	1.00K
CRUCERO	SAN BERNARDINO CO.	CA	7/31/22	15:40	PST-8	Flash Flood	0	0	1.000M
VIDAL JCT ARPT	SAN BERNARDINO CO.	CA	7/31/22	16:08	PST-8	Flash Flood	0	0	1.00K
DESERT SPGS	SAN BERNARDINO CO.	CA	7/31/22	17:10	PST-8	Flash Flood	0	0	0.00K
LUDLOW	SAN BERNARDINO CO.	CA	7/31/22	17:42	PST-8	Flash Flood	0	0	10.00K

BIG BEAR LAKE	SAN BERNARDINO CO.	CA	8/1/22	11:27	PST-8	Flash Flood	0	0	0.00K
SUGARLOAF	SAN BERNARDINO CO.	CA	8/1/22	11:43	PST-8	Flash Flood	0	0	0.00K
LANDERS	SAN BERNARDINO CO.	CA	8/1/22	12:42	PST-8	Flash Flood	0	0	1.00K
DESERT SPGS	SAN BERNARDINO CO.	CA	8/1/22	12:45	PST-8	Flash Flood	0	0	0.00K
JOSHUA TREE ARPT	SAN BERNARDINO CO.	CA	8/1/22	13:13	PST-8	Flash Flood	0	0	2.00K
WHEATON SPGS	SAN BERNARDINO CO.	CA	8/1/22	14:49	PST-8	Flash Flood	0	0	1.00K
JOSHUA TREE ARPT	SAN BERNARDINO CO.	CA	8/4/22	15:15	PST-8	Flash Flood	0	0	5.00K
YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	8/8/22	12:55	PST-8	Flash Flood	0	0	1.00K
YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	8/8/22	14:34	PST-8	Flash Flood	0	0	1.00K
WHEATON SPGS	SAN BERNARDINO CO.	CA	8/9/22	14:45	PST-8	Flash Flood	0	0	0.00K
BAKER	SAN BERNARDINO CO.	CA	8/9/22	15:44	PST-8	Flash Flood	0	0	1.00K
BAKER	SAN BERNARDINO CO.	CA	8/9/22	17:25	PST-8	Flash Flood	0	0	1.00K
HOMER	SAN BERNARDINO CO.	CA	8/11/22	16:01	PST-8	Flash Flood	0	0	2.00K
BANNOCK	SAN BERNARDINO CO.	CA	8/12/22	15:30	PST-8	Flash Flood	0	0	1.00K
(NXP)MCAF TWENTYNINE	SAN BERNARDINO CO.	CA	8/12/22	21:40	PST-8	Flash Flood	0	0	20.00K
BANNOCK	SAN BERNARDINO CO.	CA	8/12/22	22:06	PST-8	Flash Flood	0	0	1.00K
(NXP)MCAF TWENTYNINE	SAN BERNARDINO CO.	CA	8/12/22	23:42	PST-8	Flash Flood	0	0	30.00K
BUSH	SAN BERNARDINO CO.	CA	8/12/22	23:59	PST-8	Flash Flood	0	0	5.00K

JOSHUA TREE	SAN BERNARDINO CO.	CA	8/13/22	14:29	PST-8	Flash Flood	0	0	1.00K
NEEDLES	SAN BERNARDINO CO.	CA	8/13/22	18:15	PST-8	Flash Flood	0	0	1.00K
YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	8/16/22	14:13	PST-8	Flash Flood	0	0	2.00K
VIDAL JCT ARPT	SAN BERNARDINO CO.	CA	8/16/22	14:19	PST-8	Flash Flood	0	0	10.00K
BANNOCK	SAN BERNARDINO CO.	CA	8/18/22	16:30	PST-8	Flash Flood	0	0	1.00K
EARP	SAN BERNARDINO CO.	CA	8/18/22	19:28	PST-8	Flash Flood	0	0	5.00K
MOUNTAIN PASS	SAN BERNARDINO CO.	CA	8/24/22	13:49	PST-8	Flash Flood	0	0	2.00K
TWENTY NINE PALMS	SAN BERNARDINO CO.	CA	8/24/22	17:16	PST-8	Flash Flood	0	0	1.00K
RICE	SAN BERNARDINO CO.	CA	8/24/22	19:22	PST-8	Flash Flood	0	0	10.00K
HAVASU LAKE	SAN BERNARDINO CO.	CA	8/24/22	20:25	PST-8	Flash Flood	0	0	1.00K
VIDAL JCT ARPT	SAN BERNARDINO CO.	CA	8/24/22	22:10	PST-8	Flash Flood	0	0	5.00K
VIDAL JCT ARPT	SAN BERNARDINO CO.	CA	8/25/22	0:03	PST-8	Flash Flood	0	0	2.00K
BANNOCK	SAN BERNARDINO CO.	CA	8/26/22	17:30	PST-8	Flash Flood	0	0	1.00K
DEVORE	SAN BERNARDINO CO.	CA	9/11/22	17:30	PST-8	Flash Flood	0	0	0.00K
CRESTLINE	SAN BERNARDINO CO.	CA	9/11/22	17:36	PST-8	Flash Flood	0	0	0.00K
BAKER	SAN BERNARDINO CO.	CA	9/12/22	1:00	PST-8	Flash Flood	0	0	50.00K
LAKE ARROWHEAD	SAN BERNARDINO CO.	CA	9/12/22	12:00	PST-8	Flash Flood	0	0	0.00K
LUCERNE VLY	SAN BERNARDINO CO.	CA	9/12/22	14:12	PST-8	Flash Flood	0	0	0.00K

HODGE	SAN BERNARDINO CO.	CA	9/12/22	14:43	PST-8	Flash Flood	0	0	2.00K
FALLSVALE	SAN BERNARDINO CO.	CA	9/12/22	15:00	PST-8	Flash Flood	0	0	4.000M
FOREST FALLS	SAN BERNARDINO CO.	CA	9/12/22	15:00	PST-8	Flash Flood	0	0	200.00K
FOREST FALLS	SAN BERNARDINO CO.	CA	9/12/22	15:00	PST-8	Flash Flood	0	0	100.00K
FOREST FALLS	SAN BERNARDINO CO.	CA	9/12/22	15:00	PST-8	Flash Flood	0	0	100.00K
CALICO	SAN BERNARDINO CO.	CA	9/12/22	16:49	PST-8	Flash Flood	0	0	1.00K
WILD	SAN BERNARDINO CO.	CA	9/12/22	17:08	PST-8	Flash Flood	0	0	0.00K
JOSHUA TREE	SAN BERNARDINO CO.	CA	9/24/22	17:00	PST-8	Flash Flood	0	0	1.00K
TWENTY NINE PALMS	SAN BERNARDINO CO.	CA	9/28/22	11:21	PST-8	Flash Flood	0	0	0.00K
JOSHUA TREE	SAN BERNARDINO CO.	CA	9/28/22	13:00	PST-8	Flash Flood	0	0	10.00K
DUNLAP ACRES	SAN BERNARDINO CO.	CA	9/28/22	15:00	PST-8	Flash Flood	0	0	0.00K
(NXP)MCAF TWENTYNINE	SAN BERNARDINO CO.	CA	9/29/22	13:53	PST-8	Flash Flood	0	0	25.00K
YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	10/12/22	14:15	PST-8	Flash Flood	0	0	1.00K
TWENTY NINE PALMS	SAN BERNARDINO CO.	CA	10/15/22	14:57	PST-8	Flash Flood	0	0	0.00K
TWENTY NINE PALMS	SAN BERNARDINO CO.	CA	10/15/22	14:57	PST-8	Flash Flood	0	0	1.00K
SALTUS	SAN BERNARDINO CO.	CA	10/15/22	15:30	PST-8	Flash Flood	0	0	5.00K
OLD DALE	SAN BERNARDINO CO.	CA	10/15/22	19:06	PST-8	Flash Flood	0	0	10.00K
ONTARIO	SAN BERNARDINO CO.	CA	11/8/22	7:00	PST-8	Flash Flood	3	0	0.00K

YUCAIPA	SAN BERNARDINO CO.	CA	11/8/22	9:30	PST-8	Flash Flood	0	0	0.00K
MT BALDY	SAN BERNARDINO CO.	CA	11/8/22	9:45	PST-8	Flash Flood	0	0	0.00K
JOSHUA TREE	SAN BERNARDINO CO.	CA	11/8/22	12:16	PST-8	Flash Flood	0	0	1.00K
YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	11/8/22	12:20	PST-8	Flash Flood	0	0	1.00K
RANCHO CUCAMONGA	SAN BERNARDINO CO.	CA	12/11/22	7:00	PST-8	Flash Flood	0	0	0.00K
MORONGO LODGE	SAN BERNARDINO CO.	CA	1/16/23	9:30	PST-8	Flash Flood	0	0	2.00K
LYTLE CREEK	SAN BERNARDINO CO.	CA	2/24/23	20:45	PST-8	Flash Flood	0	0	0.00K
CHINO	SAN BERNARDINO CO.	CA	3/14/23	20:00	PST-8	Flash Flood	0	0	0.00K
AMBOY	SAN BERNARDINO CO.	CA	3/15/23	15:45	PST-8	Flash Flood	0	0	1.00K
(EED)NEEDLES ARPT	SAN BERNARDINO CO.	CA	3/15/23	16:04	PST-8	Flash Flood	0	0	50.00K
HARVARD	SAN BERNARDINO CO.	CA	3/15/23	16:37	PST-8	Flash Flood	0	0	1.00K
VALLEY WELLS	SAN BERNARDINO CO.	CA	5/20/23	13:32	PST-8	Flash Flood	0	0	5.00K
ADELANTO	SAN BERNARDINO CO.	CA	5/20/23	18:03	PST-8	Flash Flood	0	0	0.00K
EL MIRAGE	SAN BERNARDINO CO.	CA	5/21/23	16:30	PST-8	Flash Flood	0	0	0.00K
TWENTY NINE PALMS	SAN BERNARDINO CO.	CA	5/21/23	16:43	PST-8	Flash Flood	0	0	50.00K
BARSTOW	SAN BERNARDINO CO.	CA	5/22/23	15:25	PST-8	Flash Flood	0	0	5.00K
BARNWELL	SAN BERNARDINO CO.	CA	8/2/23	13:00	PST-8	Flash Flood	0	0	5.00K
JOSHUA TREE ARPT	SAN BERNARDINO CO.	CA	8/13/23	16:21	PST-8	Flash Flood	0	0	1.00K

GOFFS	SAN BERNARDINO CO.	CA	8/18/23	18:31	PST-8	Flash Flood	0	0	1.00K
BANNOCK	SAN BERNARDINO CO.	CA	8/18/23	18:35	PST-8	Flash Flood	0	0	1.00K
JAVA	SAN BERNARDINO CO.	CA	8/18/23	19:19	PST-8	Flash Flood	0	0	1.00K
OLD DALE	SAN BERNARDINO CO.	CA	8/18/23	20:00	PST-8	Flash Flood	0	0	5.00K
WRIGHTWOOD	SAN BERNARDINO CO.	CA	8/20/23	11:30	PST-8	Flash Flood	0	0	0.00K
CRUCERO	SAN BERNARDINO CO.	CA	8/20/23	12:00	PST-8	Flash Flood	0	0	1.000M
FOREST FALLS	SAN BERNARDINO CO.	CA	8/20/23	14:00	PST-8	Flash Flood	0	0	0.00K
(NXP)MCAF TWENTYNINE	SAN BERNARDINO CO.	CA	8/20/23	14:13	PST-8	Flash Flood	0	0	5.00K
SUGARLOAF	SAN BERNARDINO CO.	CA	8/20/23	15:00	PST-8	Flash Flood	0	0	0.00K
JOSHUA TREE	SAN BERNARDINO CO.	CA	8/20/23	15:01	PST-8	Flash Flood	0	0	2.00K
TWENTY NINE PALMS	SAN BERNARDINO CO.	CA	8/20/23	16:00	PST-8	Flash Flood	0	0	5.00K
SEVEN OAKS	SAN BERNARDINO CO.	CA	8/20/23	16:00	PST-8	Flash Flood	0	0	0.00K
MORONGO LODGE	SAN BERNARDINO CO.	CA	8/20/23	17:13	PST-8	Flash Flood	0	0	1.00K
BAKER	SAN BERNARDINO CO.	CA	8/20/23	17:37	PST-8	Flash Flood	0	0	10.00K
VIDAL JCT ARPT	SAN BERNARDINO CO.	CA	8/20/23	17:48	PST-8	Flash Flood	0	0	1.00K
WESTEND	SAN BERNARDINO CO.	CA	8/20/23	17:52	PST-8	Flash Flood	0	0	10.00K
YUCCA VLY ARPT	SAN BERNARDINO CO.	CA	8/20/23	18:19	PST-8	Flash Flood	0	0	2.00K
BAKER	SAN BERNARDINO CO.	CA	8/20/23	18:40	PST-8	Flash Flood	0	0	1.000M

(NXP)MCAF TWENTYNINE	SAN BERNARDINO CO.	CA	8/20/23	18:46	PST-8	Flash Flood	0	0	2.00K
RED MTN	SAN BERNARDINO CO.	CA	8/20/23	19:18	PST-8	Flash Flood	0	0	1.00K
DAGGETT	SAN BERNARDINO CO.	CA	8/20/23	19:33	PST-8	Flash Flood	0	0	1.00K
PIONEERTOWN	SAN BERNARDINO CO.	CA	8/20/23	22:19	PST-8	Flash Flood	0	0	1.00K
MORONGO LODGE	SAN BERNARDINO CO.	CA	8/20/23	23:19	PST-8	Flash Flood	0	0	10.00K
MORONGO LODGE	SAN BERNARDINO CO.	CA	8/20/23	23:56	PST-8	Flash Flood	0	0	10.00K
KLINEFELTER	SAN BERNARDINO CO.	CA	9/1/23	5:28	PST-8	Flash Flood	0	0	1.00K
RICE	SAN BERNARDINO CO.	CA	9/1/23	14:10	PST-8	Flash Flood	0	0	5.00K
VIDAL JCT ARPT	SAN BERNARDINO CO.	CA	9/1/23	14:25	PST-8	Flash Flood	0	0	2.00K
BUSH	SAN BERNARDINO CO.	CA	9/1/23	14:27	PST-8	Flash Flood	0	0	1.00K
HORSE THIEF SPGS	SAN BERNARDINO CO.	CA	9/1/23	15:05	PST-8	Flash Flood	0	0	1.000M
HORSE THIEF SPGS	SAN BERNARDINO CO.	CA	9/1/23	15:06	PST-8	Flash Flood	0	0	1.00K
(NXP)MCAF TWENTYNINE	SAN BERNARDINO CO.	CA	9/1/23	15:13	PST-8	Flash Flood	0	0	2.00K
RICE	SAN BERNARDINO CO.	CA	9/1/23	15:51	PST-8	Flash Flood	0	0	1.00K
BARSTOW	SAN BERNARDINO CO.	CA	9/1/23	15:57	PST-8	Flash Flood	0	0	2.00K
HORSE THIEF SPGS	SAN BERNARDINO CO.	CA	9/1/23	16:09	PST-8	Flash Flood	0	0	1.00K
SALTUS	SAN BERNARDINO CO.	CA	9/1/23	16:14	PST-8	Flash Flood	0	0	5.00K
BANNOCK	SAN BERNARDINO CO.	CA	9/1/23	16:35	PST-8	Flash Flood	0	0	1.00K

HORSE THIEF SPGS	SAN BERNARDINO CO.	CA	9/1/23	17:06	PST-8	Flash Flood	0	0	1.00K
VIDAL JCT ARPT	SAN BERNARDINO CO.	CA	9/1/23	17:18	PST-8	Flash Flood	0	0	5.00K
TWENTY NINE PALMS	SAN BERNARDINO CO.	CA	9/1/23	18:23	PST-8	Flash Flood	0	0	2.00K
CROSS RDS	SAN BERNARDINO CO.	CA	9/2/23	11:53	PST-8	Flash Flood	0	0	10.00K
HARVARD	SAN BERNARDINO CO.	CA	9/2/23	13:26	PST-8	Flash Flood	0	0	1.00K
VIDAL JCT ARPT	SAN BERNARDINO CO.	CA	9/2/23	14:25	PST-8	Flash Flood	0	0	100.00K
(EED)NEEDLES ARPT	SAN BERNARDINO CO.	CA	9/2/23	15:23	PST-8	Flash Flood	0	0	2.00K
FENNER	SAN BERNARDINO CO.	CA	9/2/23	15:45	PST-8	Flash Flood	0	0	1.00K
YUCCA VLY	SAN BERNARDINO CO.	CA	12/22/23	2:15	PST-8	Flash Flood	0	0	0.00K
YUCCA VLY	SAN BERNARDINO CO.	CA	12/22/23	2:42	PST-8	Flash Flood	0	0	1.00K
Totals:						**0**	**0**	**15.291 M**	**10.00K**

4.8.7 Vulnerability and Impacts

Life Safety and Public Health: Safety and health concerns during a flood range greatly. One of the primary issues communities experience, especially during flash floods, is vehicles getting stuck and/or swept away by rapidly moving waters. These scenarios also present danger to first responders and bystanders attempting to rescue vehicle occupants.

According to FEMA (FEMA, 2021):

- Six inches of water will reach the bottom of most passenger cars, causing loss of control and potential stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water will carry away most vehicles, including SUVs and pickups.

Just as vehicles are recommended to stay away from standing and/or moving flood waters, the CDC recommends the same for individuals. Flood waters can be both

unsanitary and dangerous. When individuals do get stuck within flood waters, some experience heart attacks and other medical conditions while trying to free themselves from the water. Contact with flood waters can increase the possibility of contracting a communicable disease (and other medical issues due to pollutants, chemicals, waste, and an increased number of insects).

When receding, flood waters can also saturate the ground, leading to infiltration into sanitary sewer lines. When wastewater treatment facilities are flooded, there is often nowhere for the treated sewage to be discharged or inflowing sewage to be stored. Infiltration and lack of treatment lead to overloaded sewer lines, which back up into low-lying areas and some homes. Even though diluted by flood waters, raw sewage can be a breeding ground for bacteria, such as E. coli, and other disease-causing agents. Because of this threat, tetanus shots are given to people affected by a flood.

Stagnant water is often a perfect breeding ground for insects, specifically mosquitoes, known to carry and distribute various types of diseases. Standing water also creates mold, which can be a health issue for everyone but is an extreme hazard to those with breathing issues, children, and the elderly. If forced-air systems are affected by floods and are not subsequently cleaned properly, individuals may inadvertently breathe in pollutants. If the water system loses pressure, a boil order may be issued to protect people and animals from contaminated water.

The force of flood waters can damage gas lines, which creates the potential for secondary hazards such as gas leaks and fires. This force, along with standing water, can also damage the structural integrity of buildings, which can cause injuries if issues go unnoticed or unrepaired. While fires have not resulted from flooding within the City of Chino, history shows that floods can prevent fire departments and protection agencies from successfully combating and sometimes even accessing a fire, allowing it to spread.

According to FEMA, flooding can also disproportionately impact disadvantaged or challenged communities in the following ways:

- Lack of Resilience Infrastructure: Disadvantaged communities often lack the infrastructure necessary to mitigate flood impacts, such as well-maintained levees, flood barriers, and stormwater management systems. The absence of these protective measures can make these areas more susceptible to flooding and its consequences.
- Inadequate Housing: Residents of disadvantaged communities may be more likely to live in substandard or low-lying areas prone to flooding. Such housing may lack flood-resistant construction and provide inadequate protection during floods.
- Limited Financial Resources: These communities often have fewer financial resources to prepare for, respond to, and recover from flooding. This can lead to difficulty purchasing flood insurance, repairing flood-damaged homes, or accessing emergency resources.
- Health Vulnerabilities: Residents of disadvantaged communities may have higher rates of pre-existing health conditions or limited access to healthcare services.

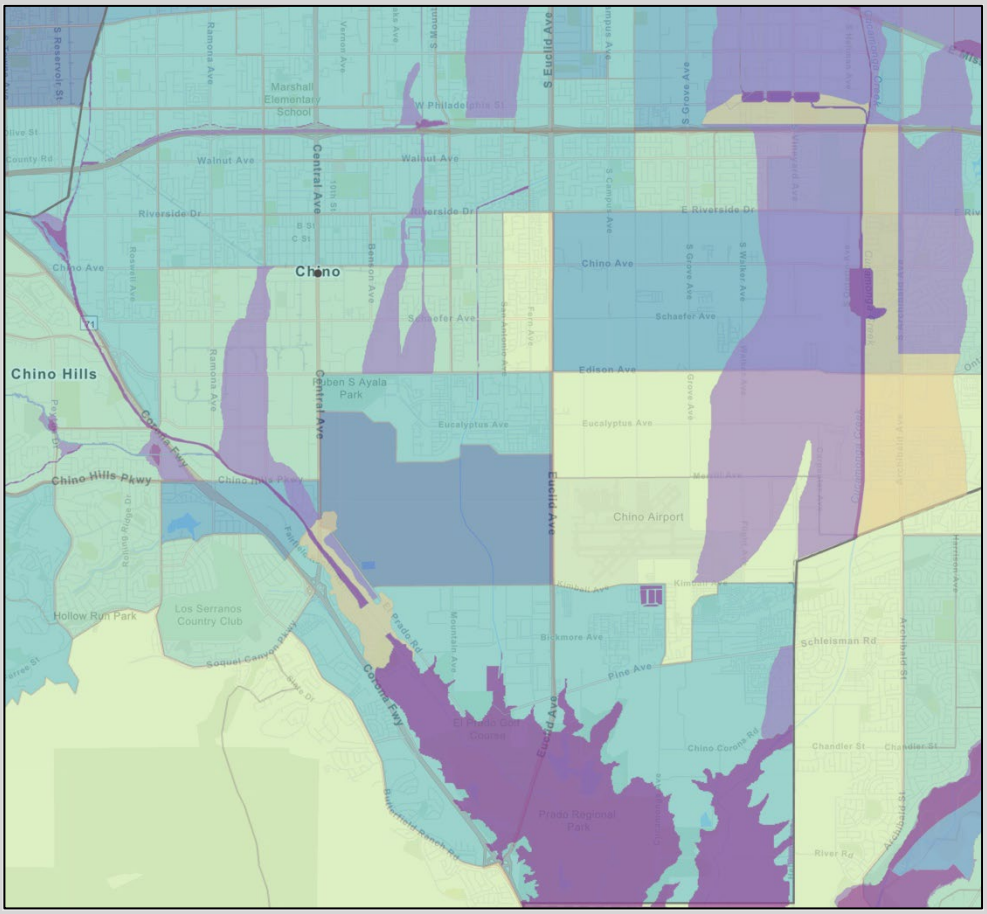
Flooding can exacerbate these health vulnerabilities, especially if contaminated floodwater spreads diseases or disrupts medical care.

- Transportation Challenges: Limited access to reliable transportation can hinder evacuation efforts during flooding events, placing residents in these areas at greater risk. Public transportation options may be insufficient or inaccessible, leaving residents stranded.
- Information Access: Disadvantaged communities may have limited access to timely, accurate information about flood risks and preparedness measures. This lack of information can lead to delayed or inadequate responses to flood warnings.
- Environmental Justice Concerns: Flooding can lead to the release of hazardous materials, contaminating soil and water. Disadvantaged communities are likelier to be located near industrial sites or toxic facilities, exacerbating environmental justice concerns.
- Community Disruption: Flooding can displace residents from their homes, disrupting communities and increasing social and economic hardships. The recovery and rebuilding process may take longer in these areas due to limited resources.

The FEMA Community Resilience Challenges Index (CRCI) provides a relative assessment of a community's potential resilience and gives insights into population and community characteristics from which to build emergency operations plans and targeted outreach strategies. The following figure illustrates the impact of flooding on the City of Chino.

Figure 4.14. Flooding Impacts to the City of Chino

CITY OF CHINO, CA
FEMA COMMUNITY RESILIENCE INDEX STORY MAP



Source: FEMA Resilience Analysis and Planning Tool (RAPT) 2024

Property Damage and Critical Infrastructure: A HAZUS analysis was conducted for a 100-year and 500-year flood to examine the exposure and damages of buildings to flooding.

100-year Flood Analysis:
HAZUS estimates that about 468 buildings will be at least moderately damaged. This is over 68% of the total number of buildings in the scenario.

Table 4-23. HAZUS 100-year Expected Building Damage by Occupancy

Expected Building Damage by Occupancy												
Damage Level	**1-10**		**11-20**		**21-30**		**31-40**		**41-50**		**>50**	
Occupancy	**Count**	**%**	**Count**	**%**	**Count**	**%**	**Count**	**%**	**Count**	**%**	**Count**	**%**
Agriculture	1	100	0	0	0	0	0	0	0	0	0	0
Commercial	70	53	58	44	3	2	0	0	0	0	0	0
Education	2	100	0	0	0	0	0	0	0	0	0	0
Government	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	9	38	14	58	0	0	1	4	0	0	0	0
Religion	3	33	6	67	0	0	0	0	0	0	0	0
Residential	181	32	240	42	86	15	43	8	13	2	4	1
Total	**266**		**318**		**89**		**44**		**13**		**4**	

Table 4-24. HAZUS 100-year Expected Damage to Essential Facilities

Expected Damage to # of Essential Facilities				
Classification	**Total**	**At Least Moderate**	**At Least Substantial**	**Loss of Use**
Emergency Operations Center	1	0	0	0
Fire Stations	5	0	0	0
Hospitals	2	0	0	0
Police Stations	1	0	0	0
Schools	27	0	0	0

Table 4-25. HAZUS 100-year Building-Related Economic Loss Estimates

Building-Related Economic Loss Estimates (Millions of Dollars)						
	Area	**Residential**	**Commercial**	**Industrial**	**Others**	**Total**
Building Loss	Building	60.51	81.83	33.33	5.23	180.90
	Content	35.53	285.86	88.27	32.72	442.38
	Inventory	0.00	42.53	12.98	1.93	57.45
	Subtotal	**96.04**	**410.22**	**134.58**	**39.88**	**680.72**
Business Interruption	Income	1.40	208.98	5.57	11.08	227.03
	Relocation	18.47	72.90	5.04	7.02	103.43
	Rental Income	11.86	46.09	2.19	0.97	61.11
	Wage	3.30	192.00	8.40	43.56	247.26
	Subtotal	**35.03**	**519.97**	**21.19**	**62.64**	**638.83**
All	**Total**	**131.07**	**930.19**	**155.78**	**102.52**	**1,319.56**

The total economic loss estimated for the flood is $1,319.56 million, representing 18.76% of the total replacement value of the scenario buildings.

The total building-related losses were $680.72 million. 48% of the estimated losses were related to business interruption in the region. The residential occupancies made up 9.93% of the total loss.

HAZUS estimates the number of households expected to be displaced due to the flood and the associated potential evacuation. HAZUS also estimates those displaced people that will require accommodations in temporary public shelters. The model estimates that 1,341 households (4,024 people) will be displaced due to the flood. Displacement includes households evacuated from within or very near the inundated area. Of these, 247 people are expected to seek temporary shelter in public shelters.

500-year Flood Analysis:
HAZUS estimates that about 1,287 buildings will be at least moderately damaged. This is over 67% of the total number of buildings in the scenario.

Table 4-26. HAZUS 500-year Expected Building Damage by Occupancy

Expected Building Damage by Occupancy												
Damage Level	**1-10**		**11-20**		**21-30**		**31-40**		**41-50**		**50>**	
Occupancy	**Count**	**%**	**Count**	**%**	**Count**	**%**	**Count**	**%**	**Count**	**%**	**Count**	**%**
Agriculture	2	40	3	60	0	0	0	0	0	0	0	0
Commercial	60	27	139	62	19	9	4	2	1	0	0	0
Education	3	100	0	0	0	0	0	0	0	0	0	0
Government	1	100	0	0	0	0	0	0	0	0	0	0
Industrial	18	24	42	55	12	16	4	5	0	0	0	0
Religion	1	8	11	92	0	0	0	0	0	0	0	0
Residential	326	24	524	38	274	20	151	11	64	5	39	3
Total	**411**		**719**		**305**		**159**		**65**		**39**	

Table 4-27. HAZUS 500-year Expected Damage to Essential Facilities

Expected Damage to # of Essential Facilities				
Classification	**Total**	**At Least Moderate**	**At Least Substantial**	**Loss of Use**
Emergency Operations Center	1	0	0	0
Fire Stations	5	0	0	0
Hospitals	2	0	0	0
Police Stations	1	0	0	0
Schools	27	0	0	0

Table 4-28. HAZUS 500-year Building-Related Economic Loss Estimates

Building-Related Economic Loss Estimates (Millions of Dollars)						
	Area	**Residential**	**Commercial**	**Industrial**	**Others**	**Total**
Building Loss	Building	149.20	168.47	77.52	9.74	404.93
	Content	86.83	570.69	205.74	61.13	924.38
	Inventory	0.00	91.11	29.14	4.88	125.12
	Subtotal	**236.03**	**830.26**	**312.40**	**75.74**	**1,454.44**
Business Interruption	Income	2.81	356.52	9.00	18.50	386.83
	Relocation	41.56	124.42	9.08	11.33	186.39
	Rental Income	23.38	80.44	3.36	1.46	108.55
	Wage	6.62	329.99	13.54	67.41	417.56
	Subtotal	**74.27**	**891.37**	**34.98**	**98.71**	**1099.33**
All	**Total**	**310.30**	**1,721.63**	**347.39**	**174.45**	**2,553.76**

The total economic loss estimated for the flood is $2,553.76 million, representing 36.31% of the full replacement value of the scenario buildings.

The total building-related losses were $1,454.44 million. 43% of the estimated losses were related to business interruption in the region. The residential occupancies made up 12.15% of the total loss.

HAZUS estimates the number of households expected to be displaced due to a flood and the associated potential evacuation. HAZUS also estimates the number of people requiring accommodations in temporary public shelters. The model estimates that 2,710 households (8,129 people) will be displaced due to a flood. Displacement includes households evacuated from within or very near the inundated area. Of these, 426 people are expected to seek temporary shelter in public shelters.

Repetitive Loss Properties*:* There are several different definitions of a "repetitive loss property." The current FEMA definition of a repetitive loss property is:

"**Repetitive Loss Structure:** An NFIP-insured structure that has had at least two paid flood losses of more than $1,000 each in any 10-year period since 1978." (FEMA, 2024).

Additionally, the definitions of a severe repetitive loss building, and severe repetitive loss property are:

"Severe Repetitive Loss Building: Any building that:

1. Is covered under a Standard Flood Insurance Policy made available under this title.
2. Has incurred flood damage for which:

a. Four or more separate claim payments have been made under a Standard Flood Insurance Policy issued pursuant to this title, with the amount of each such claim exceeding $5,000 and with the cumulative amount of such claims payments exceeding $20,000; or

b. At least two separate claims payments have been made under a Standard Flood Insurance Policy, with the cumulative amount of such claim payments exceeding the fair market value of the insured building on the day before each loss" (FEMA, 2024).

"Severe Repetitive Loss Property: Either a severe repetitive loss building or the contents within a severe repetitive loss building, or both" (FEMA, 2024).
FEMA encourages the mitigation of severe repetitive loss and repetitive loss properties through the distribution of mitigation grants, the NFIP's Increased Cost of the Compliance program, and the Community Rating System (CRS) program. Depending on the number of repetitive loss properties within a CRS community, the community may be required to develop a specific plan to determine the causes of the repetitive claims and ways to mitigate the causes of the repetitive claims. At a minimum, each CRS community must conduct an annual outreach project to these properties advising the owners of their location in the regulatory floodplain, property protection measures, and any funding options for property protection and flood insurance.

FEMA offers several programs to support communities in identifying and addressing the root causes of their repetitive losses. One such program is the Community Rating System (CRS), which this Plan fulfills the requirements as outlined in Chapter 4.

As of the date of the hazard mitigation plan, the City of Chino has 0 repetitive loss properties and 0 severe repetitive loss properties on record. Since 1988 the NFIP indicates that there has been a total of five incidents with losses reported totaling $2,398.67 in building damage claims.

4.8.8 Property Damage and Critical Infrastructure

Flooding can also disproportionately damage property and critical infrastructure within disadvantaged or challenged communities. Here are some of the ways in which flooding can affect these communities more severely:

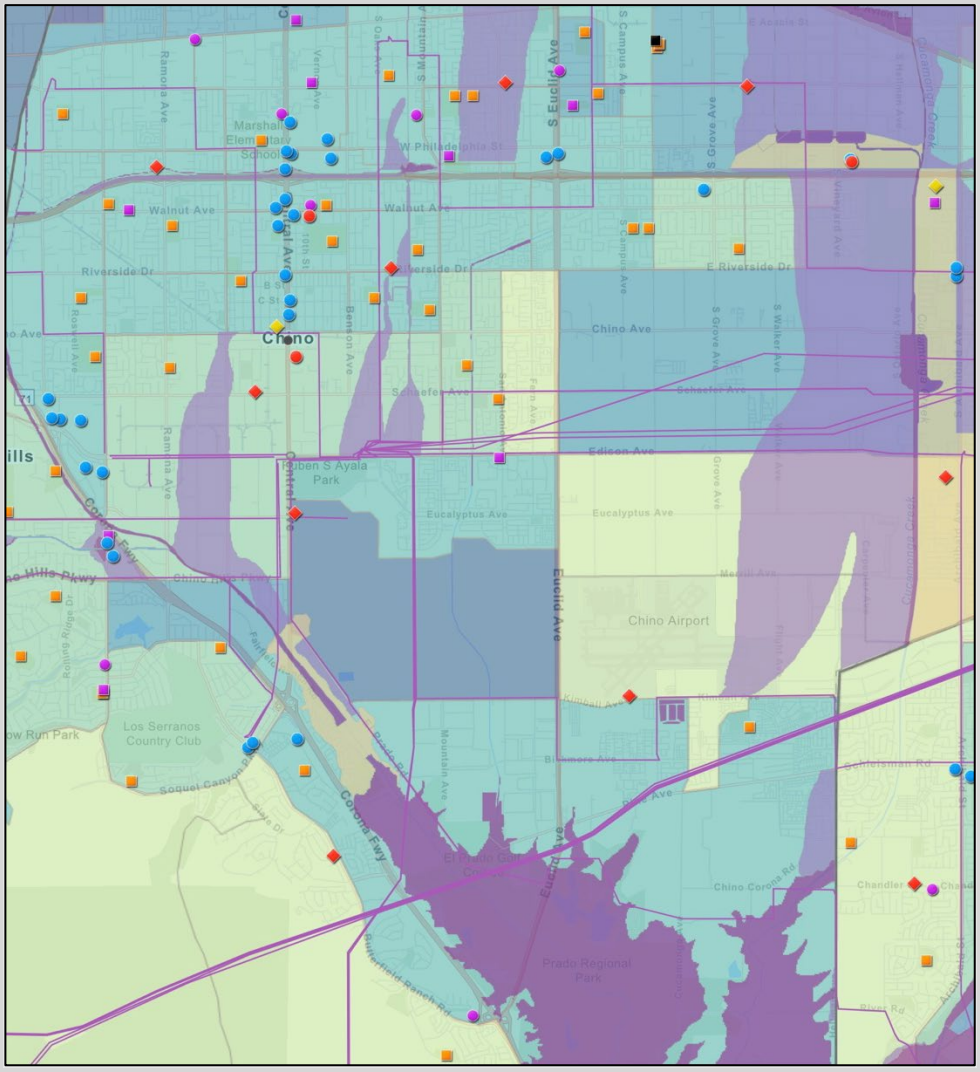
- Housing Vulnerability: Disadvantaged communities often have a higher percentage of residents living in substandard or poorly constructed housing. These homes are more susceptible to flood damage, leading to significant property losses and displacement of residents.
- Limited Insurance Coverage: Residents in disadvantaged communities may be less likely to have flood insurance, either due to affordability issues or lack of awareness. This leaves property owners financially vulnerable when flooding occurs, resulting in a heavier burden of property damage.
- Inadequate Infrastructure: Critical infrastructure, such as roads, bridges, sewage systems, and utilities, may be subpar or outdated in disadvantaged areas. Flooding can damage or disrupt these systems, impeding emergency response efforts and hindering recovery.
- Healthcare Facilities: These communities may have limited access to healthcare facilities and services. Flooding can damage or inundate healthcare facilities, making it challenging for residents to access medical care during and after a flood event.

- Schools and Education: Flood damage to schools can disrupt education for children in these communities. It may take longer for schools to reopen, affecting students' academic progress and overall well-being.
- Economic Impact: Flooding can devastate local economies, including small businesses, which are often the backbone of disadvantaged communities. Loss of income and job displacement can have long-lasting economic consequences.
- Transportation Disruptions: Inadequate transportation infrastructure can be overwhelmed by floodwaters, making it difficult for residents to evacuate or access emergency services. This can also impede the delivery of essential supplies and aid.
- Environmental Justice: Disadvantaged communities may be more likely to be located near industrial or hazardous sites, which can release pollutants during flooding events, further exacerbating environmental justice concerns.

The following figure illustrates flooding impact to critical infrastructure in the City of Chino.

Figure 4.15. Flooding Impacts to Critical Infrastructure in the City of Chino

CITY OF CHINO, CA
FEMA COMMUNITY RESILIENCE INDEX STORY MAP



Source: FEMA Resilience Analysis and Planning Tool (RAPT) 2023

4.8.9 Economy

Flooding can have several different impacts on the City of Chino economy. One potential impact is damage to local businesses and infrastructure. Flooding can damage or destroy buildings, equipment, and inventory, disrupting operations and resulting in significant financial losses for businesses. Infrastructure such as roads, bridges, and utilities can also be damaged, which can impede transportation and communication networks and further disrupt the operations of businesses and other economic activity.

Another potential economic impact includes local area property values and insurance rates. Properties located in flood-prone areas may decline in value, and insurance rates may increase as the risk of flooding increases. This can make it more difficult for homeowners and businesses to secure loans and other forms of financing.

4.8.10 Changes in Development and Impact of Future Development

The risks associated with flooding are directly related to the population and infrastructure located within the boundaries of the riverine floodplains. Development should be limited in these potential impact areas. Infrastructure improvements should also consider potential impacts. Existing floodplain and construction regulations are in place to help reduce the impacts of flooding. Stormwater infrastructure should also be looked at to determine the impact of flash flooding. This infrastructure does not always take into effect the growth of a community. Increasing impervious surfaces (e.g., concrete parking lots) may cause increased stormwater runoff during short rain events.

4.8.11 Effects of Climate Change on Severity of Impacts

According to NOAA, climate change is impacting the severity and frequency of flooding events, including higher temperatures, which lead to more intense and frequent heavy rainfall, and rising sea levels, which exacerbate coastal flooding. Warmer temperatures also increase the atmosphere's capacity to hold moisture, resulting in more substantial and intense rainfall events.

This increase in heavy precipitation can overwhelm drainage systems and lead to flash flooding. Additionally, the increase in sea levels, driven by the melting of ice caps and thermal expansion of seawater, means that coastal areas are more prone to flooding during storms and high tide events. This combination of factors creates a greater risk of severe flooding, both inland and along the coasts.

Table 4-29. 25-Year Precipitation Projections for City of Chino, CA

25-YEAR PRECIPITATION PROJECTIONS FOR CITY OF CHINO, CA
HIGHER EMISSIONS (RCP8.5)
The City of Chino is expected to experience a **6% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.2″ decrease** (from 3.2″ to 3.4″) in average annual precipitation.
LOWER EMISSIONS (RCP4.5)
The City of Chino is expected to experience a **2% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.3″ decrease** (from 3.1″ to 3.18″) in average annual precipitation.
Source: Neighborhoods at Risk (https://nar.headwaterseconomics.org/600013210/explore/climate)

Table 4-30. Future Climate Indicators for San Bernardino County

FUTURE CLIMATE INDICATORS FOR SAN BERNARDINO COUNTY, CA							
Indicator	**Modeled History** (1976-2005)	**Early Century** (2015-2044)		**Mid Century** (2035-2064)		**Late Century** (2070-2099)	
		Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions
	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
Precipitation:							
Annual Average Total Precipitation	**6”**	**6”**	**7”**	**6”**	**6”**	**6”**	**6”**
	6-7	5-8	6-8	5-8	5-8	5-8	5-10
Days Per Year With Precipitation (Wet Days)	**44 days**	**43 days**	**42 days**	**41 days**	**41 days**	**41 days**	**39 days**
	43-47	37-49	32-51	34-49	31-53	33-52	22-65
Maximum Period of Consecutive Wet Days	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**5 days**
	5-6	5-7	4-7	4-7	4-7	4-7	3-9
Annual Days With:							
Annual Days With Total Precipitation > 1 inch	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**
	1-1	0-1	1-1	0-1	0-1	0-1	0-1
Annual Days With Total Precipitation > 2 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days With Total Precipitation > 3 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days That Exceed 99th Percentile Precipitation	2 days	2 days	3 days	2 days	3 days	3 days	3 days
	1-16	1-17	1-18	1-17	1-18	1-19	1-19
*Days With Maximum Temperature Below 32*F*	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Source: Climate Mapping for Resilience and Adaptation (2024)							

4.8.11 FEMA NRI Expected Annual Loss Estimates

The FEMA NRI does not assess Urban/Flash flooding.

4.8.12 FEMA Hazard-Specific Risk Index Table

The FEMA NRI does not assess Urban/Flash flooding.

4.8.13 FEMA NRI Exposure Value Table

The FEMA NRI does not assess Urban/Flash flooding.

4.9 Severe Summer Storms

4.9.1 Hazard Description

In this *Plan*, Severe Summer Storms are considered to be extreme heat, hail, high winds, and lightning.

4.9.2 Hazard Location

Severe summer storms could occur anywhere in the City of Chino.

4.9.3 Hazard Extent/Intensity

Extreme Heat: NOAA defines extreme heat as a period of excessively high temperatures that significantly exceeds the long-term average for a particular location. This definition takes into account the local climate and expected temperature ranges for a given region. Extreme heat events are typically characterized by several consecutive days of high temperatures that can pose significant health and safety risks. NOAA often uses specific temperature thresholds, such as heat indices or heat advisories, to define extreme heat conditions. During such events, there is an increased likelihood of heat-related illnesses, including heat exhaustion and heatstroke, as well as potential stress on critical infrastructure, power grids, and water resources. Extreme heat events are becoming more frequent and severe due to climate change, making them a growing concern for public health and safety.

Hail: NOAA defines a hailstorm as a weather event in which hail, a form of solid precipitation consisting of ice, is produced within thunderstorms. Hail forms when updrafts in thunderstorms carry raindrops upward into extremely cold areas of the atmosphere, causing them to freeze. These hailstones then grow as they collide with supercooled water droplets, which freeze upon contact with the hailstone's surface. Eventually, the hailstones become heavy enough to overcome the strength of the updraft and fall to the ground.

Hail can vary significantly in size, ranging from small pellets to large stones several inches in diameter. It is particularly dangerous because it can cause extensive damage to property, crops, and vehicles, and can also be deadly to livestock and humans. The size and impact of hailstones are influenced by the intensity of the updrafts and the availability of supercooled water droplets within the storm.

High Winds: NOAA defines high wind events as meteorological conditions in which wind speeds exceed certain threshold values, typically posing risks to life, property, and the

environment. These events are characterized by strong and sustained winds that may be accompanied by gusts or bursts of even higher wind speeds. The specific wind speed thresholds for defining high wind events can vary depending on the region and the local climate. NOAA and the National Weather Service (NWS) issue various wind-related advisories and warnings, such as High Wind Warnings and Wind Advisories, to alert the public to potential high wind events and their associated hazards. High wind events can result from various weather phenomena, including cold fronts, severe thunderstorms, tropical cyclones, and other meteorological patterns, and they can lead to power outages, transportation disruptions, and damage to structures and vegetation.

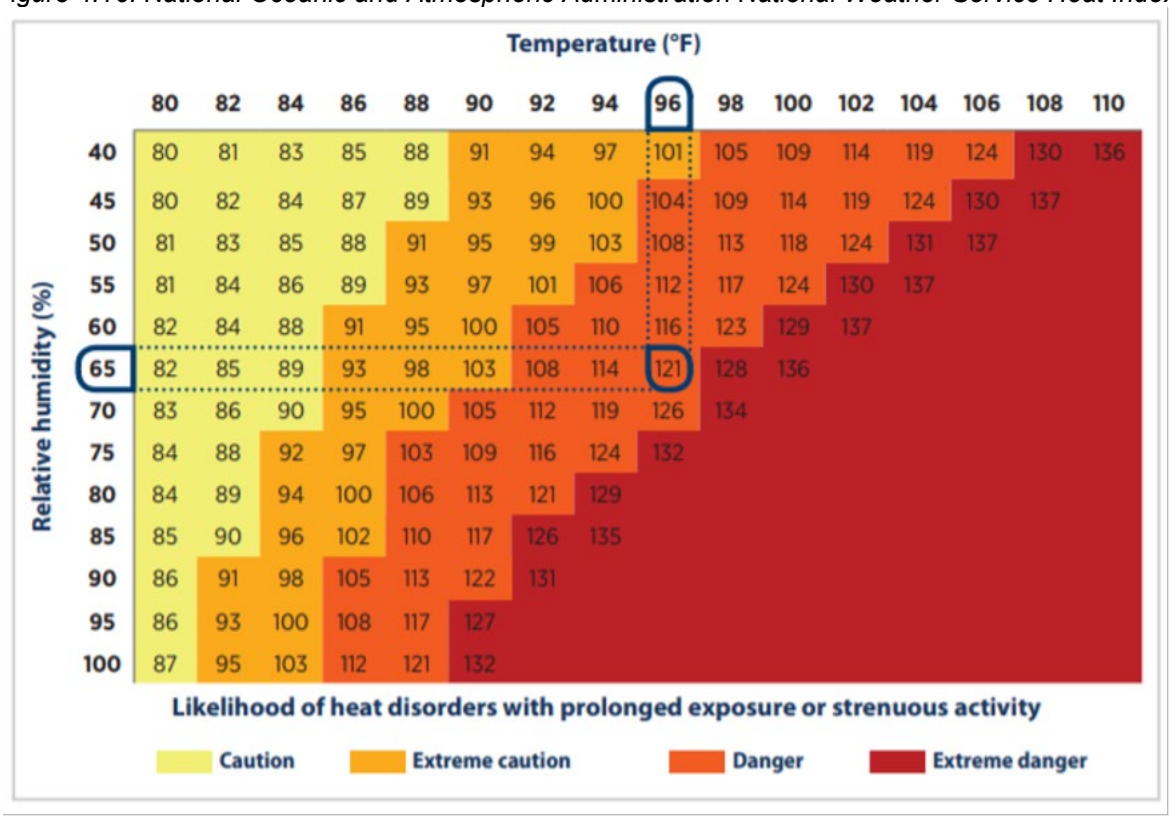
Lightning: NOAA defines lightning as a transient, high-current electric discharge with a path length that typically ranges from a few meters to tens of kilometers. This electrical discharge occurs within a cloud, between clouds, or between a cloud and the ground. Lightning is a natural atmospheric electrical phenomenon that produces a brilliant flash of light and is often accompanied by thunder. It is caused by the rapid movement of electrical charges, typically between positively charged areas in the upper part of a cloud and negatively charged regions in the lower part of the cloud or on the ground. Lightning is a common occurrence in thunderstorms and can have various forms, including cloud-to-cloud lightning, cloud-to-ground lightning, and intra-cloud lightning.

4.9.4 Hazard Extent/Intensity

Extreme Heat: When an extreme heat event occurs, NWS may issue an excessive heat warning, an excessive heat watch, a heat advisory, or a heat outlook. The NWS defines these as the following:

- Excessive Heat Warning – Take Action. An Excessive Heat Warning is issued within 12 hours of the onset of extremely dangerous heat conditions. The general rule of thumb for this Warning is when the maximum heat index temperature is expected to be 105° or higher for at least two days and nighttime air temperatures will not drop below 75°; however, these criteria vary across the country, especially for areas not used to extreme heat conditions. If you don't take precautions immediately when conditions are extreme, you may become seriously ill or die (NOAA, 2024).
- Excessive Heat Watches—Be Prepared. Heat watches are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. A Watch is used when the risk of a heat wave has increased but its occurrence and timing is still uncertain (NOAA, 2024).
- Heat Advisory – Take Action. A Heat Advisory is issued within 12 hours of the onset of extremely dangerous heat conditions. The general rule of thumb for this Advisory is when the maximum heat index temperature is expected to be 100° or higher for at least two days, and nighttime air temperatures will not drop below 75°; however, these criteria vary across the country, especially for areas that are not used to dangerous heat conditions. Take precautions to avoid heat illness. If you don't take precautions, you may become seriously ill or even die (NOAA, 2024).
- Excessive Heat Outlooks are issued when the potential exists for an excessive heat event in the next 3-7 days. An Outlook provides information to those who need considerable lead-time to prepare for the event (NOAA, 2024).

Figure 4.16. National Oceanic and Atmospheric Administration National Weather Service Heat Index



Hail: NOAA measures extent and intensity using Doppler radar, which can detect hail by identifying signals that resemble extremely heavy rainfall. Dual-polarization radar technology, utilized by the NWS also enhances this capability by distinguishing between different types of precipitation, such as hail, ice pellets, and rain, and even estimating hail size.

The Hail Detection Algorithm (HDA) is used for radars, providing single hail size estimates and probabilities of severe hail. This tool is used in addition to balloon-borne radiosondes and computer models that simulate hailstorm dynamics, to provide comprehensive forecasts and assessments of hailstorm severity.

Table 4-31. National Weather Service Hail Descriptions

NATIONAL WEATHER SERVICE HAIL DESCRIPTIONS	
DESCRIPTION	**DIAMETER (INCHES)**
Pea	0.25”
Marble or Mothball	0.5”
Penny or Dime	0.75”
Nickel	0.88”
Quarter	1.0”
Half Dollar	1.25”
Walnut or Ping Pong Ball	1.5”
Golf Ball	1.75”
Hen’s Egg	2.0”
Tennis Ball	2.5”
Baseball	2.75”
Teacup	3.0”
Grapefruit	4.0”
Softball	4.5”
SOURCE: National Weather Service (2024)	

The TORRO Hailstorm Intensity Scale (shown below) was developed by Jonathan Webb to measure and categorize hailstorms. It extends from H0 (hard hail, no damage) to H10 (super hailstorm, extensive structural damage, risk of severe/fatal injuries) with its increments of intensity or damage potential related to hail size (distribution and maximum), texture, numbers, fall speed, speed of storm translation, and strength of the accompanying wind. The scale could be modified depending on factors such as building materials and types (e.g., whether roofing tiles are predominantly slate, shingle, or concrete).

Figure 4.17. TORRO Hailstorm Intensity Scale

Scale	Intensity category	Typical hail diameter (mm)*	Probable kinetic energy J m^{-2}	Typical damage impacts
H0	Hard hail	5	0-20	No damage
H1	Potentially damaging	5-15	>20	Slight general damage to plants, crops
H2	Significant	10-20	>100	Significant damage to fruit, crops, vegetation
H3	Severe	20-30	>300	Severe damage to fruit and crops, damage to glass and plastic structures, paint and wood scored
H4	Severe	25-40	>500	Widespread glass damage, vehicle bodywork damage
H5	Destructive	30-50	>800	Wholesale destruction of glass, damage to tiled roofs, significant risk of injuries
H6	Destructive	40-60		Bodywork of grounded aircraft dented, brick walls pitted
H7	Destructive	50-75		Severe roof damage, risk of serious injuries
H8	Destructive	60-90		(Severest recorded in the British Isles) Severe damage to aircraft bodywork
H9	Super Hailstorms	75-100		Extensive structural damage. Risk of severe or even fatal injuries to persons caught in the open
H10	Super Hailstorms	>100		Extensive structural damage. Risk of severe or even fatal injuries to persons caught in the open

Hail is considered severe when reaching a size of 0.75 inches in diameter or greater. The NWS Hail Descriptions table illustrates different hail sizes with a description for comparison.

NWS defines the local threat of severe hail for specified areas based on the likelihood that severe hail will occur combined with the anticipated size or diameter of the largest hailstones.

Table 4-32. NWS Severe Hail Threat Levels

NWS SEVERE HAIL THREAT LEVELS	
Severe Hail Threat Level	**Threat Level Descriptions**
Extreme	**"An Extreme Threat to Life and Property from Severe Hail."** Within 12 miles of a location, a moderate likelihood or greater (6% of 15% probability) of severe hail with storms capable of baseball to softball sized stones. *See diameter description below.*
	AND/OR...a high likelihood or greater (26% probability or greater) of severe hail, with storms capable of golf ball to baseball sized hail stones. *See diameter description below.*
	AND/OR...a very high likelihood (36% or greater) of severe hail, with storms capable of quarter to golf ball sized hail stones. *See diameter description below.*
High	**"A High Threat to Life and Property from Severe Hail."** Within 12 miles of a location, a low likelihood (6% to 15% probability) of severe hail, with storms capable of baseball to softball sized stones. *See diameter description below.*
	AND/OR...a moderate likelihood (16% to 25% probability) of very large hail (golf ball to baseball sized hail stones). *See diameter description below.*
	AND/OR...a high likelihood (26% to 35% probability) of large hail (quarter to golf ball sized hail stones). *See diameter description below.*
Moderate	**" A Moderate Threat to Life and Property from Severe Hail."** Within 12 miles of a location, a very low likelihood (2% to 5% probability) of severe hail, with storms capable of baseball to softball sized stones. *See description below.*
	AND/OR...a low likelihood (6% to 15% probability) of severe hail, with storms capable of golf ball to baseball sized hail stones. *See description below.*
	AND/OR...a moderate likelihood (16% to 25% probability) of severe hail, with storms capable of quarter to golf ball sized hail stones. *See diameter description below.*
Low	**" A Low Threat to Life and Property from Severe Hail."** Within 12 miles of a location, a very low likelihood (2% to 5% probability) of severe hail, with storms capable of golf ball to baseball sized hail stones. *See diameter description below.*
	AND/OR...a low likelihood (6% to 15% probability) of severe hail, with storms capable of quarter to golf ball sized hail stones. *See diameter description below.*
Very Low	**" A Very Low Threat to Life and Property from Severe Hail."** Within 12 miles of a location, a very low likelihood (2% to 5% probability) of severe hail, with storms capable of nickel to golf ball sized hail stones. *See diameter description below.*
	AND/OR...a low likelihood or greater (6% or greater) of small hail (less than 1 inch). *See diameter description below.*
Non-Threatening	**" No Discernable Threat to Life and Property from Severe Hail."** Within 12 miles of a location, environmental conditions do not support the occurrences of severe hail.
Note: To be considered severe, hail stones must be at least 1 inch in diameter. **Small Hail** - Hail less than 1 inch in diameter (from the size of peas to nickels). **Large Hail** - Hail from 1 inch to 1 3/4 inch in diameter (from the size of quarters to golf balls) causing minor damage. **Very Large Hail** - Hail from 1 3/4 inch to 2 3/4 inch in diameter (from the size of golf balls to baseballs) causing moderate damage. **Giant Hail** - Hail larger than 2 3/4 inch (larger than baseballs, such as the size of grapefruit or softballs) causing major damage.	
Source: National Weather Service (2024)	

High Winds: NOAA measures and monitors high wind incidents through a combination of meteorological tools, observation networks, and reporting systems, including:

1. Weather Stations and Anemometers: NOAA operates a vast network of weather stations equipped with anemometers that measure wind speed. These stations are strategically located across the United States and provide real-time data on wind conditions. The data collected from these stations is crucial for monitoring wind speed and direction.
2. Weather Radar: NOAA's Doppler weather radar systems are capable of detecting and tracking severe weather events, including high winds associated with thunderstorms, hurricanes, and other atmospheric disturbances. Radar data help meteorologists identify areas with strong winds and their movement.
3. Satellite Observations: NOAA uses weather satellites equipped with various sensors, including instruments that can provide information about atmospheric circulation and wind patterns. These satellite observations are particularly valuable for tracking high wind incidents in remote or oceanic areas.
4. Meteorological Models: NOAA utilizes advanced meteorological models and computer simulations to forecast and predict high wind events. These models take into account various factors, such as atmospheric pressure gradients, temperature differences, and weather patterns, to anticipate areas where high winds may occur.
5. NWS Reporting and Warnings: NOAA's National Weather Service (NWS) issues a range of alerts and warnings related to high wind events. These include High Wind Watches, High Wind Warnings, and Wind Advisories. The NWS uses data from weather stations, radar, and satellite observations to issue these alerts when high winds are expected.
6. Storm Spotter Reports: NOAA encourages the participation of trained storm spotters, emergency responders, and the public in reporting high wind incidents. Observations from storm spotters and the public help validate and refine NOAA's understanding of ongoing weather conditions.
7. Real-Time Data and Observations: NOAA continuously collects and analyzes real-time data and observations to monitor wind conditions. This information is disseminated through various communication channels, including websites, mobile apps, and weather broadcasts.

The NOAA Beaufort Wind Scale shown below is a system used to estimate wind speeds based on observed sea conditions or the effects of the wind on land features. The scale ranges from 0 to 12, with each number corresponding to a specific range of wind speeds and associated sea or land conditions.

Table 4-33. NOAA Beaufort Scale for Estimating Wind Speed

NOAA BEAUFORT WIND SCALE				
ESTIMATING WIND SPEED AND SEA STATE WITH VISUAL CLUES				
Beaufort Number	**Wind Description**	**Wind Speed (Knots)**	**Wave Height**	**Visual Clues**
0	Calm	0 kts	0 feet	Sea is like a mirror. Smoke rises vertically.
1	Light Air	1-3 kts	< 1/2	Ripples with the appearance of scales are formed, but without foam crests. Smoke drifts from funnel.
2	Light breeze	4-6 kts	1/2 ft (max 1)	Small wavelets, still short but more pronounced, crests have glassy appearance and do not break. Wind felt on face. Smoke rises at about 80 degrees.
3	Gentle Breeze	7-10 kts	2 ft (max 3)	Large wavelets, crests begin to break. Foam of glassy appearance. Perhaps scattered white horses (white caps). Wind extends light flag and pennants. Smoke rises at about 70 deg.
4	Moderate Breeze	11-16 kts	3 ft (max 5)	Small waves, becoming longer. Fairly frequent white horses (white caps). Wind raises dust and loose paper on deck. Smoke rises at about 50 deg. No noticeable sound in the rigging. Slack halyards curve and sway. Heavy flag flaps limply.
5	Fresh Breeze	17-21 kts	6 ft (max 8)	Moderate waves, taking more pronounced long form. Many white horses (white caps) are formed (chance of some spray). Wind felt strongly on face. Smoke rises at about 30 deg. Slack halyards whip while bending continuously to leeward. Taut halyards maintain slightly bent position. Low whistle in the rigging. Heavy flag doesn't extend but flaps over entire length.
6	Strong Breeze	22-27 kts	9 ft (max 12)	Large waves begin to form. White foam crests are more extensive everywhere (probably some spray). Wind stings face in temperatures below 35 deg F (2C). Slight effort in maintaining balance against wind. Smoke rises at about 15 deg. Both slack and taut halyards whip slightly in bent position. Low moaning, rather than whistle, in the rigging. Heavy flag extends and flaps more vigorously.
7	Near Gale	28-33 kts	13 ft (max 19)	Sea heaps up and white foam from breaking waves begins to be blown in streaks along the direction of wind. Necessary to lean slightly into the wind to maintain balance. Smoke rises at about 5 to 10 deg. Higher pitched moaning and whistling heard from rigging. Halyards still whip slightly. Heavy flag extends fully and flaps only at the end. Oilskins and loose clothing inflate and pull against the body.
8	Gale	34-40 kts	18 ft (max 25)	Moderately high waves of greater length. Edges of crests begin to break into the spindrift. The foam is blown in well-marked streaks along the direction of the wind. Head pushed back by the force of the wind if allowed to relax. Oilskins and loose clothing inflate

				and pull strongly. Halyards rigidly bent. Loud whistle from rigging. Heavy flag straight out and whipping.
9	Strong Gale	41-47 kts	23 ft (max 32)	High waves. Dense streaks of foam along direction of wind. Crests of waves begin to topple, tumble and roll over. Spray may affect visibility.
10	Storm	48-55 kts	29 ft (max 41)	Very high waves with long overhanging crests. The resulting foam, in great patches is blown in dense streaks along the direction of the wind. On the whole, the sea takes on a whitish appearance. Tumbling of the sea becomes heavy and shock-like. Visibility affected.
11	Violent Storm	56-63 kts	37 ft (max 52)	Exceptionally high waves (small and medium-sized ships might be for time lost to view behind the waves). The sea is completely covered with long white patches of foam lying along the direction of the wind. Everywhere, the edges of the wave crests are blown into froth. Visibility greatly affected.
12	Hurricane	64+ kts	45+ ft	The air is filled with foam and spray. The sea is completely white with driving spray. Visibility is seriously affected.
Source: National Weather Service (2024)				

Lightning: NOAA measures the extent and intensity of lightning using a network of ground-based sensors and satellites. The primary system used by NOAA to monitor lightning activity in the United States is the National Lightning Detection Network (NLDN), which functions as follows:

1. Ground-Based Sensors: The NLDN consists of a network of ground-based sensors strategically placed across the United States. These sensors are equipped with specialized antennas and electronics to detect the radio frequency signals generated by lightning discharges.
2. Detection of Lightning Strikes: When lightning occurs, it generates a burst of radio frequency signals. The ground-based sensors in the NLDN are designed to detect these signals. By measuring the time it takes for the signals to reach multiple sensors, the NLDN can pinpoint the location of lightning strikes with high accuracy.
3. Data Collection and Analysis: Data from the NLDN sensors are collected and analyzed in real-time. This information includes the location (latitude and longitude), time, and polarity (positive or negative) of each lightning strike.
4. Intensity and Extent Monitoring: NOAA uses the data from the NLDN to monitor the intensity and extent of lightning activity. This information is important for various purposes, including weather forecasting, monitoring storm development, and assessing the risk of severe weather events.
5. Visualization and Public Alerts: The data from the NLDN are often visualized on weather radar displays and shared with the public, meteorologists, and emergency management agencies. It is used to issue warnings and advisories related to thunderstorms and lightning safety.
6. Lightning Activity Level (LAL): NWS uses a scale to describe the frequency of lightning strikes in a specific area.

NOAA also uses data from weather satellites equipped with sensors that can detect lightning from space. These satellite-based sensors provide a broader view of lightning activity, particularly in remote or oceanic areas.

Table 4-34. NWS Lightning Activity Level

NATIONAL WEATHER SERVICE	
LIGHTNING ACTIVITY LEVEL (LAL)	
LAL 1	No thunderstorms.
LAL 2	Isolated thunderstorms. Light rain will occasionally reach the ground. Lightning is very infrequent. 1 to 5 cloud to ground strikes in a 5-minute period.
LAL 3	Widely scattered thunderstorms. Light to moderate rain will reach the ground. Lightning is infrequent, 6 to 10 cloud to ground strikes in a 5 minute period.
LAL 4	Scattered thunderstorms. Moderate rain is commonly produced Lightning is frequent, 11 to 15 cloud to ground strikes in a 5 minute period.
LAL 5	Numerous thunderstorms. Rainfall is moderate to heavy. Lightning is frequent and intense, greater then 15 cloud to ground strikes in a 5 minute period.
LAL 6	Dry lightning (same as LAL 3 but without rain). This type of lightning has the potential for extreme fire activity and is normally highlighted in fire weather forecasts with a Red Flag Warning.
Source: NOAA National Weather Service (2023)	

4.9.5 Probability and Frequency

Extreme Heat Frequency: Between 01/01/19 and 12/31/23 San Bernardino County recorded 255 events over 1,826 days. This averages to 0.13964 incidents per day during this time and 51 incidents annually.

Extreme Heat Probability: NOAA measures the probability of extreme heat through a comprehensive approach, integrating meteorological tools and data analysis. It closely monitors temperature forecasts, heat index values, and the output of advanced meteorological models to assess the potential for extreme heat events. Comparisons to historical climate data help determine the likelihood of such events. NOAA also considers the duration and intensity of extreme heat conditions, with a focus on nighttime warmth, which can significantly affect public health. Collaboration with public health agencies contributes to the analysis of heat-related illnesses. Ultimately, NOAA issues Heat Advisories and Excessive Heat Warnings to provide the public with information on the probability of extreme heat, associated health risks, and recommended safety measures.

Hail Frequency: Between 01/01/19 and 12/31/23 San Bernardino County recorded eight events over 1,826 days. This averages to 0.000438 incidents per day during this time and 1.6 incidents annually.

Hail Probability: NOAA assesses the probability of hail through atmospheric data from weather satellites, radar systems, and ground stations. This data provides insights into conditions conducive to hail formation, such as temperature, humidity, wind patterns, and

atmospheric pressure. Meteorologists focus on factors essential for hail development, like the presence of strong updrafts in thunderstorms that lift raindrops to heights where they freeze, as well as the height of the freezing level, wind strength and direction at different altitudes, and atmospheric instability.

This collected data feeds into advanced weather prediction models that simulate potential weather scenarios, using complex mathematical equations to foresee changes in weather conditions, including the likelihood of hail. NOAA presents hail probabilities as percentages to indicate the chance of hail occurring in a particular area and timeframe, taking into account the inherent uncertainties of weather forecasting. When conditions indicate the potential for hail, NOAA issues warnings and alerts particularly in areas where hail poses a substantial threat to property and agriculture.

High Winds Frequency: Between 01/01/19 and 12/31/23 San Bernardino County recorded 184 events over 1,826 days. This averages to 0.100766 incidents per day during this time and 36.8 incidents annually.

High Winds Probability: NOAA measures the probability of high winds by utilizing meteorological tools and data analysis. Doppler radar systems monitor atmospheric conditions and the movement of weather systems, offering real-time information on high wind intensity. Advanced meteorological models consider atmospheric parameters, including pressure gradients, temperature differences, and wind patterns, to forecast the likelihood of high winds. Monitoring temperature and pressure patterns in the atmosphere, in addition to wind speed and gusts, provides crucial indicators of high wind probability. NOAA tracks severe weather events associated with high winds, such as thunderstorms, hurricanes, and tornadoes. Real-time data from weather stations and public observations further contribute to the assessment of high wind probability. This information supports NOAA in issuing weather advisories and warnings to ensure public safety during high wind events.

Lightning Frequency: Between 01/01/19 and 12/31/23 San Bernardino County recorded six events over 1,826 days. This averages to 0.00328587 incidents per day during this time and 1.2 incidents annually.

Lightning Probability: NOAA measures the probability of lightning by employing a multifaceted approach, using radar and satellite data to monitor atmospheric conditions, particularly thunderstorm development. Assessment of atmospheric instability, temperature, humidity, air mass clashes, and real-time observations plays a crucial role in gauging the likelihood of lightning. Advanced meteorological models are utilized for forecasting thunderstorm development, incorporating various factors like pressure, temperature, humidity, and wind patterns. Additionally, ground-based lightning detection networks are employed to track lightning strikes, contributing real-time data for assessing the probability and intensity of lightning in specific areas. Public reports and observations from weather spotters also enhance NOAA's understanding of local weather conditions. This comprehensive data analysis supports the issuance of weather advisories and

warnings, ensuring public awareness and preparedness for potential lightning-related hazards.

4.9.6 Past Events

According to NOAA, 225 extreme heat events were reported between 01/01/2019 and 12/31/2023 (1,826 days).

Table 4-35. Extreme Heat Events in San Bernardino County (2019-2023)

Location	County	State	Date	Time	T.Z.	Type	Dth	Inj	PrD	CrD
Totals:							**4**	**0**	**500.0K**	**0.00K**
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	6/11/19	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	6/11/19	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	6/11/19	12:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	6/11/19	12:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/11/19	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/24/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	7/27/19	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/27/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	8/3/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/3/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	8/3/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	8/4/19	0:00	PST-8	Excessive Heat	0	0	500.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	8/13/19	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	8/14/19	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	8/14/19	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	8/14/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	8/14/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/14/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	8/20/19	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	8/20/19	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	8/20/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	8/20/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/20/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	8/21/19	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	8/21/19	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	8/26/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	8/30/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/30/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	8/30/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	8/30/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	9/1/19	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	9/1/19	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	9/1/19	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	9/1/19	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	9/1/19	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	9/3/19	12:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/13/19	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/21/19	13:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/22/19	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	4/28/20	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	5/26/20	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	5/27/20	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	5/27/20	12:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	5/27/20	12:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	5/27/20	12:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	5/27/20	12:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	5/27/20	12:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	6/2/20	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	6/2/20	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	6/3/20	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	6/3/20	12:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	7/11/20	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/11/20	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	7/11/20	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	7/11/20	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	7/11/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	7/11/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	7/11/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	7/11/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	7/11/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	7/17/20	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	7/30/20	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	7/30/20	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	7/30/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	7/30/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	7/30/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	7/30/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	7/30/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	8/1/20	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	8/1/20	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	8/1/20	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	8/1/20	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/1/20	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	8/1/20	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	8/1/20	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	8/1/20	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	8/1/20	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	8/13/20	9:00	PST-8	Excessive Heat	1	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	8/13/20	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	8/14/20	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	8/14/20	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	8/14/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	8/14/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/14/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	8/14/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	8/14/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	8/20/20	0:00	PST-8	Excessive Heat	1	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	8/24/20	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	8/24/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	8/25/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/25/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	9/4/20	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	9/4/20	9:00	PST-8	Excessive Heat	1	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	9/4/20	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	9/4/20	10:00	PST-8	Excessive Heat	1	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	9/4/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	9/4/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	9/4/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	9/4/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	9/4/20	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/5/20	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/17/20	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/29/20	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/12/20	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	4/1/21	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	4/2/21	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	4/28/21	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	4/28/21	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	6/2/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	6/2/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	6/2/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	6/2/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	6/14/21	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	6/14/21	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	6/14/21	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	6/14/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	6/14/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	6/14/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	6/14/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	6/14/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	6/14/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	6/14/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	6/27/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	6/27/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	6/27/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	6/27/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	7/7/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	7/7/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	7/7/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	7/7/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	7/7/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	7/9/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	7/9/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	8/2/21	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	8/2/21	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	8/2/21	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	8/3/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	8/3/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO	SAN BERNARDINO	CA	8/3/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

COUNTY-UP...	COUNTY-UP...									
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/3/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	8/4/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	8/4/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	8/15/21	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	8/15/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	8/25/21	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	8/25/21	8:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	8/25/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	8/25/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	8/26/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	8/26/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/26/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	8/29/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	8/29/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/4/21	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	9/6/21	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	9/6/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO	SAN BERNARDINO	CA	9/6/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

COUNTY-UP...	COUNTY-UP...									
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	9/6/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	9/6/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	9/7/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	9/9/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	9/12/21	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	9/12/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/28/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	10/28/21	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	6/9/22	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	6/9/22	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	6/9/22	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	6/9/22	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	6/9/22	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	6/9/22	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	7/21/22	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	7/21/22	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	8/30/22	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	8/30/22	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	8/30/22	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	8/30/22	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	8/30/22	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	8/30/22	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/30/22	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	9/1/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	9/1/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP EAST (ZON...	JOSHUA TREE NP EAST (ZON...	CA	9/1/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/1/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	9/1/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	9/1/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	9/1/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	9/1/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	9/1/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	9/1/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	9/5/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	9/5/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	9/5/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	9/5/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	9/5/22	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	7/1/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/1/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	7/1/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	7/1/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	7/1/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	7/1/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	7/1/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	7/1/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/11/23	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	7/11/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	7/12/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	7/12/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	7/12/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	7/13/23	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO	SAN BERNARDINO	CA	7/14/23	9:00	PST-8	Excessive Heat	0	0	0.00K	0.00K

COUNTY MO...	COUNTY MO...									
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	7/14/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	7/14/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	7/14/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	7/14/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	7/14/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	7/19/23	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	7/19/23	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	7/19/23	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	7/19/23	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	7/19/23	0:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	7/25/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	8/28/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	8/28/23	11:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
CADIZ BASIN (ZONE)	CADIZ BASIN (ZONE)	CA	8/28/23	18:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY-UP...	SAN BERNARDINO COUNTY-UP...	CA	8/28/23	18:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
JOSHUA TREE NP WEST (ZON...	JOSHUA TREE NP WEST (ZON...	CA	6/11/19	10:00	PST-8	Excessive Heat	0	0	0.00K	0.00K
Totals:							**4**	**0**	**500.0K**	**0.00K**

According to NOAA, 8 hail events were reported between 01/01/2019 and 12/31/2023 (1,826 days).

Table 4-36. Hail Events in San Bernardino County (2019-2023)

Location	County	State	Date	Time	T.Z.	Type	Dth	Inj	PrD	CrD
Totals:							**0**	**0**	**251.1K**	**0.00K**
BALDWIN LAKE	SAN BERNARDINO CO.	CA	4/29/19	10:00	PST-8	Hail	0	0	0.10K	0.00K
LUDLOW	SAN BERNARDINO CO.	CA	4/29/19	16:30	PST-8	Hail	0	0	0.00K	0.00K
WRIGHTWOOD	SAN BERNARDINO CO.	CA	5/6/19	16:00	PST-8	Hail	0	0	0.00K	0.00K
APPLE VLY	SAN BERNARDINO CO.	CA	5/11/19	11:00	PST-8	Hail	0	0	0.00K	0.00K
LUCERNE VLY	SAN BERNARDINO CO.	CA	7/23/19	15:00	PST-8	Hail	0	0	0.00K	0.00K
MOUNTAIN PASS	SAN BERNARDINO CO.	CA	8/22/20	13:10	PST-8	Hail	0	0	250.00K	0.00K
YUCCA VLY	SAN BERNARDINO CO.	CA	9/24/21	13:15	PST-8	Hail	0	0	0.00K	0.00K
BIG BEAR CITY	SAN BERNARDINO CO.	CA	6/22/22	11:30	PST-8	Hail	0	0	1.00K	0.00K
Totals:							**0**	**0**	**251.1K**	**0.00K**

According to NOAA, 46 high wind events were reported between 01/01/2019 and 12/31/2023 (1,826 days).

Table 4-37. High Wind Events in San Bernardino County (2019-2023)

Location	County	State	Date	Time	T.Z.	Type	Dth	Inj	PrD	CrD
Totals:							**0**	**1**	**179.1K**	**2.037M**
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	5/21/19	12:00	PST-8	Strong Wind	0	0	5.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	11/25/19	13:24	PST-8	Strong Wind	0	0	10.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	12/30/19	0:00	PST-8	Strong Wind	0	0	10.00K	0.00K

SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/29/20	10:00	PST-8	Strong Wind	0	0	10.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/29/20	15:00	PST-8	Strong Wind	0	0	10.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/29/20	18:00	PST-8	Strong Wind	0	0	10.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	2/10/20	5:00	PST-8	Strong Wind	0	0	15.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	2/11/20	2:00	PST-8	Strong Wind	0	0	15.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	2/11/20	6:00	PST-8	Strong Wind	0	0	15.00K	0.00K
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	10/25/20	19:01	PST-8	Strong Wind	0	0	15.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	1/25/21	20:00	PST-8	Strong Wind	0	0	0.00K	2.000M
EASTERN MOJAVE DESERT (Z...	EASTERN MOJAVE DESERT (Z...	CA	2/24/21	20:39	PST-8	Strong Wind	0	1	40.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	10/11/21	17:00	PST-8	Strong Wind	0	0	0.00K	5.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/21/22	22:42	PST-8	Strong Wind	0	0	0.00K	2.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/22/22	0:24	PST-8	Strong Wind	0	0	0.00K	5.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/22/22	1:58	PST-8	Strong Wind	0	0	0.00K	10.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/22/22	2:13	PST-8	Strong Wind	0	0	0.00K	5.00K
SAN BERNARDIN	SAN BERNARDIN	CA	1/22/22	9:25	PST-8	Strong Wind	0	0	0.00K	5.00K

O AND RIVER...	O AND RIVER...									
SAN BERNARDIN O AND RIVER...	SAN BERNARDIN O AND RIVER...	CA	1/22/22	18:16	PST-8	Strong Wind	0	0	0.00K	5.00K
SAN BERNARDIN O AND RIVER...	SAN BERNARDIN O AND RIVER...	CA	2/2/22	11:00	PST-8	Strong Wind	0	0	5.00K	0.00K
SAN BERNARDIN O AND RIVER...	SAN BERNARDIN O AND RIVER...	CA	2/2/22	12:00	PST-8	Strong Wind	0	0	1.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	2/22/22	14:00	PST-8	Strong Wind	0	0	0.10K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	3/19/22	14:00	PST-8	Strong Wind	0	0	0.00K	0.00K
SAN BERNARDIN O COUNTY MO...	SAN BERNARDIN O COUNTY MO...	CA	3/19/22	15:00	PST-8	Strong Wind	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	3/19/22	15:00	PST-8	Strong Wind	0	0	0.00K	0.00K
SAN BERNARDIN O COUNTY MO...	SAN BERNARDIN O COUNTY MO...	CA	3/19/22	15:00	PST-8	Strong Wind	0	0	0.00K	0.00K
SAN BERNARDIN O COUNTY MO...	SAN BERNARDIN O COUNTY MO...	CA	3/20/22	1:51	PST-8	Strong Wind	0	0	0.00K	0.00K
SAN BERNARDIN O COUNTY MO...	SAN BERNARDIN O COUNTY MO...	CA	3/21/22	2:30	PST-8	Strong Wind	0	0	0.00K	0.00K
SAN BERNARDIN O AND RIVER...	SAN BERNARDIN O AND RIVER...	CA	3/28/22	8:53	PST-8	Strong Wind	0	0	1.00K	0.00K
SAN BERNARDIN O AND RIVER...	SAN BERNARDIN O AND RIVER...	CA	10/24/22	4:46	PST-8	Strong Wind	0	0	1.00K	0.00K
SAN BERNARDIN O AND RIVER...	SAN BERNARDIN O AND RIVER...	CA	10/24/22	5:36	PST-8	Strong Wind	0	0	1.00K	0.00K
SAN BERNARDIN O AND RIVER...	SAN BERNARDIN O AND RIVER...	CA	11/15/22	0:00	PST-8	Strong Wind	0	0	5.00K	0.00K

SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/14/23	21:06	PST-8	Strong Wind	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	1/16/23	6:18	PST-8	Strong Wind	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/23/23	0:01	PST-8	Strong Wind	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	1/23/23	2:29	PST-8	Strong Wind	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/23/23	7:32	PST-8	Strong Wind	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	1/31/23	14:00	PST-8	Strong Wind	0	0	1.00K	0.00K
MORONGO BASIN (ZONE)	MORONGO BASIN (ZONE)	CA	7/30/23	17:18	PST-8	Strong Wind	0	0	0.00K	0.00K
WESTERN MOJAVE DESERT (Z...	WESTERN MOJAVE DESERT (Z...	CA	8/13/23	15:44	PST-8	Strong Wind	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	11/20/23	7:30	PST-8	Strong Wind	0	0	1.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	11/20/23	7:30	PST-8	Strong Wind	0	0	1.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	11/20/23	8:30	PST-8	Strong Wind	0	0	1.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	11/20/23	9:15	PST-8	Strong Wind	0	0	2.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	11/20/23	12:45	PST-8	Strong Wind	0	0	2.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	11/20/23	13:20	PST-8	Strong Wind	0	0	2.00K	0.00K
Totals:							**0**	**1**	**179.1K**	**2.037M**

According to NOAA, 6 lightning events were reported between 01/01/2019 and 12/31/2023 (1,826 days).

Table 4-38. Lightning Events in San Bernardino County (2019-2023)

Location	County	State	Date	Time	T.Z.	Type	Dth	Inj	PrD	CrD
Totals:							**0**	**0**	**40.0K**	**2.00K**
HECTOR	SAN BERNARDINO CO.	CA	6/23/21	17:45	PST-8	Lightning	0	0	10.00K	0.00K
BIG BEAR CITY	SAN BERNARDINO CO.	CA	7/31/21	11:30	PST-8	Lightning	0	0	0.00K	1.00K
MOONRIDGE	SAN BERNARDINO CO.	CA	8/10/21	12:00	PST-8	Lightning	0	0	10.00K	0.00K
MENTONE	SAN BERNARDINO CO.	CA	9/9/21	14:16	PST-8	Lightning	0	0	0.00K	1.00K
ARROWBEAR LAKE	SAN BERNARDINO CO.	CA	4/21/22	0:00	PST-8	Lightning	0	0	10.00K	0.00K
BARSTOW	SAN BERNARDINO CO.	CA	8/20/23	12:00	PST-8	Lightning	0	0	10.00K	0.00K
Totals:							**0**	**0**	**40.0K**	**2.00K**

4.9.7 Vulnerability and Impacts

Life Safety and Public Health (Extreme Heat): According to NOAA, extreme heat events carry significant health and life safety risks, notably heat-related illnesses such as heat exhaustion and heatstroke. These conditions can be life-threatening if not promptly addressed, with the elderly, young children, and individuals with pre-existing health conditions being particularly susceptible. Dehydration is a common and dangerous consequence of high temperatures, leading to symptoms like dizziness and confusion, and exacerbating the effects of heat-related illnesses. Respiratory problems are also aggravated by the heat, especially in areas with poor air quality, increasing the likelihood of respiratory distress for individuals with chronic respiratory diseases.

Extreme heat also places strain on both the human body and critical infrastructure. The cardiovascular system can be overburdened, heightening the risk of heart-related issues in individuals with underlying heart conditions. Physical and cognitive functions can be impaired due to excessive body strain, which raises the risk of accidents and injuries. Infrastructure such as roads and power lines may fail, causing widespread disruptions. Heatwaves intensify water scarcity, affecting potable water availability and agriculture, and increase the propensity for wildfires, endangering both life and property. These conditions can also lead to a spike in heat-related mortality rates, particularly in vulnerable

groups, underscoring the importance of effective heatwave preparedness and response strategies.

Extreme Heat impacts underserved and at-risk populations of the city by increasing the likelihood of health emergencies due to weather conditions usually accompanying extreme heat. These conditions can also impact lower-income populations.

The AHC community, population 65 and older as well as other power dependent populations are at higher risk to severe weather event including extreme heat, strong winds due to associated power outages. In Chino, 91,775 residents (8.4 percent) are living with a disability. Disability and poverty are closely tied due to employment limitations. Many senior-headed households have special needs due to their relatively low incomes, disabilities or limitations, and dependency needs. Specifically, many people aged 65 years and older live alone. In Chino, 91,775 residents are 65 years and older, representing 12.8 percent of the population. For residents 65 years and older, 7.7 percent live in poverty.

Life Safety and Public Health (Hail): According to NOAA, hail events can have several life safety and public health implications. Hailstones, which vary in size from small pellets to golf ball size or larger, can inflict bodily injury to those caught outside during a hailstorm. Such injuries can range from minor bruises to more serious trauma, especially if the hail is large. The risk extends to animals as well, both livestock and pets, which can be severely injured or killed in extreme cases. For the public, hail can pose a significant hazard, prompting advisories for individuals to seek shelter during severe hailstorms.

Beyond direct physical harm, hail can cause substantial property damage, affecting homes, vehicles, and critical infrastructure like power lines and roofing. The resulting debris from damaged structures can lead to secondary public health concerns, such as obstructed roadways that impede emergency and medical services. Crop damage is another significant impact of hail events, which can compromise local food supplies and economic stability in agricultural communities. In the aftermath of severe hail, cleanup and repair efforts pose additional health risks, with individuals potentially exposed to injury from debris removal or structural repairs. NOAA emphasizes preparedness and timely weather warnings to mitigate these risks, urging the public to heed hailstorm advisories and take protective actions.

Life Safety and Public Health (High Winds): According to NOAA, high winds present a range of health and life safety impacts including direct physical risks, such as injuries or fatalities caused by flying debris, falling trees, or structural damage. Individuals who are outdoors during high winds are particularly vulnerable to being struck by debris. Additionally, high winds can cause significant property damage, including roof damage, broken windows, and structural failures, resulting in both financial losses and safety risks for occupants.

Strong winds can also damage power lines and electrical infrastructure, leading to power outages. These outages can disrupt essential services, affect communication systems,

and impact public safety and emergency response efforts. High winds also make travel hazardous, especially for high-profile vehicles, leading to accidents, road closures, and transportation delays, thereby posing safety risks for drivers and passengers.

In addition, strong winds can exacerbate wildfires, causing them to spread rapidly and intensify, which threatens life and property. Damage to telecommunication infrastructure can disrupt emergency communication systems, hindering the ability to convey critical information and coordinate response efforts.

Life Safety and Public Health (Lightning): According to NOAA, lightning poses health and life safety impacts and can cause injuries and fatalities, with victims potentially suffering from burns, cardiac arrest, neurological damage, and other severe health consequences. The risk is notably higher for individuals engaged in outdoor activities during thunderstorms. Additionally, lightning can lead to structural fires when it strikes buildings, trees, or other objects, thereby increasing the risk of injuries and property damage.

Lightning strikes to power lines and electrical equipment can result in power outages, affecting critical infrastructure and disrupting emergency services, which can hinder public safety responses. Lightning is also a common cause of wildfires, which can spread rapidly and pose severe threats to communities, property, and public safety. Moreover, lightning can damage communication equipment and infrastructure, impacting emergency communication systems and obstructing the conveyance of life-saving information.

Property Damage and Critical Infrastructure (Extreme Heat): According to NOAA, extreme heat can lead to property damage and critical infrastructure impacts. Prolonged exposure to high temperatures can cause structural damage to buildings and transportation networks, affecting road surfaces and railway tracks. High demand for electricity during heatwaves can strain electrical grids, resulting in power outages that impact homes, businesses, and critical facilities. Water supply shortages and reduced water quality may occur due to drought conditions. Healthcare facilities may be overwhelmed with patients suffering from heat-related illnesses, affecting critical healthcare infrastructure. Extreme heat can also disrupt telecommunications equipment and communication systems and contribute to the ignition and spread of wildfires, resulting in property damage and environmental impacts. Lastly, vulnerable populations are at increased risk of heat-related illnesses, and public safety concerns arise, regarding strained emergency response and healthcare systems.

Property Damage and Critical Infrastructure (Hail): According to NOAA, hail incidents can impact property and critical infrastructure and cause billions of dollars in damage to structures, crops, and livestock. The severity of impact depends on the size and intensity of the hailstones. For example, hailstones can damage roofs, windows, and siding on buildings, often leading to costly repairs and maintenance. Vehicles left unprotected during hailstorms are also highly susceptible to damage, such as dents and broken windshields.

Hail can also disrupt critical infrastructure by damaging power lines and causing power outages. These outages can affect essential services, including emergency response systems, healthcare facilities, and communication networks. The damage to electrical infrastructure can lead to extended periods of downtime, impacting businesses and residential areas alike.

In agricultural areas, hailstorms can destroy crops, leading to significant economic losses for farmers. The impact on crops can also disrupt the food supply chain, affecting prices and availability of produce. Additionally, hail can harm livestock, leading to direct financial losses and affecting the overall productivity of farming operations.

Property Damage and Critical Infrastructure (High Winds): According to the NOAA, high winds can cause property damage and disrupt critical infrastructure. High winds often lead to significant financial losses and safety hazards by damaging roofs, windows, and siding on buildings, as well as vehicles. Severe wind events can result in partial or complete structural collapse, posing immediate risks to occupants and potentially causing fatalities.

Regarding critical infrastructure, high winds frequently cause power outages by damaging power lines and transformers. These outages disrupt essential services such as healthcare, emergency response, and communications, and restoration efforts can be time-consuming, especially if the damage is extensive. Additionally, wind damage to telecommunication lines and towers can hinder communication systems, impacting both emergency services and the general public's ability to receive important updates.

Transportation is also impacted by high winds, which can make travel dangerous by reducing road visibility, causing vehicles to lose control, and leading to road closures. This increases the likelihood of transportation delays and accidents, particularly for high-profile vehicles like trucks and buses. Lastly, high winds can exacerbate other natural hazards such as wildfires by rapidly spreading flames, and can contribute to secondary hazards like flooding and landslides when combined with heavy rainfall.

4.9.8 Economy

Extreme Heat: According to NOAA, there are many economic impacts associated with extreme heat including increased healthcare costs resulting from a surge in heat-related illnesses, which necessitate medical treatment and contribute to healthcare expenditures. Extreme heat can also lead to reduced productivity in various economic sectors, impacting labor efficiency and overall economic output. During heatwaves, cooling demands soar, driving up energy consumption, elevating utility bills, and placing strain on energy infrastructure.

The agricultural sector is also impacted by extreme heat due to damaged crops, reducing yields and affecting agriculture, thereby disrupting food supply chains and causing financial losses for farmers. Additionally, high temperatures can stress transportation infrastructure, causing road buckling, rail deformation, and necessitating repairs. Water resources may also face increased demand, requiring additional treatment and distribution efforts, which come with associated costs. The tourism and outdoor recreation

industries can be adversely affected as extreme heat deters tourists and outdoor enthusiasts, impacting local economies dependent on these sectors. In the realm of insurance, heightened heat-related property and infrastructure damage may lead to higher premiums for individuals and businesses. Lastly, prolonged periods of extreme heat heighten the risk of wildfires, incurring costs associated with property damage, ecosystem disruption, firefighting efforts, and resource allocation.

Hail: According to NOAA, hail events can have economic impacts, due to the damage they inflict on vehicles, homes, and agriculture. Automobiles exposed to hail can sustain dents and broken glass, leading to expensive repairs and insurance claims. Residential and commercial roofing can be severely damaged, necessitating costly repairs or replacements. For the insurance industry, hailstorms often result in a high volume of claims, impacting their financial reserves and potentially leading to higher insurance premiums for customers in hail-prone areas.

The agricultural sector is especially vulnerable to hail events. Crops can be devastated by hail, leading to a loss of yield for farmers and affecting the local and regional food supply, which can drive up food prices. Hail can also damage greenhouses and farm equipment, adding to the financial burden on agricultural businesses. The cumulative economic effect of hail includes not only the direct costs of damage and repairs but also the indirect costs associated with business interruptions and the increased prices of goods and services affected by the loss of crops and property damage.

High Winds: According to NOAA, high winds can impact public health and life safety impacts. Firstly, they present direct physical risks such as flying debris, falling trees, or structural damage, which can result in injuries and fatalities. Individuals who are outdoors during strong winds are particularly vulnerable to being struck by debris. In addition to physical injuries, high winds can cause extensive property damage, including roof damage, broken windows, and structural failures. This not only leads to substantial financial losses but also poses safety risks to the occupants of the affected buildings.
Furthermore, strong winds can damage power lines and other electrical infrastructure, leading to power outages. These outages can disrupt essential services, hinder communication systems, and impact public safety and emergency response efforts. High winds also make travel hazardous, especially for high-profile vehicles, leading to accidents, road closures, and transportation delays, thereby posing safety risks for drivers and passengers.
Moreover, high winds can exacerbate wildfires, causing them to spread rapidly and intensify, thus posing significant threats to life and property. Additionally, damage to telecommunication infrastructure can disrupt emergency communication systems, hampering the ability to convey critical information and coordinate response efforts effectively. High winds can also trigger secondary hazards such as landslides, storm surges, and flooding, depending on the specific weather event and geographical location.

Lightning: According to NOAA, lightning can impact public health and life safety including injuries and/or fatalities, with victims potentially experiencing burns, cardiac arrest, neurological damage, and other serious health consequences. The risk is particularly

elevated for individuals engaged in outdoor activities during thunderstorms. Additionally, lightning can lead to electrical fires when it strikes buildings, trees, or other objects, increasing the risk of injuries and property damage.

Lightning strikes can also cause power outages by damaging power lines and electrical equipment. These outages can disrupt critical infrastructure, emergency services, and public safety responses and further impede communications and infrastructure, impacting emergency communication systems and hindering the ability to convey life-saving information. Lastly, lightning is a common cause of wildfires, which can spread rapidly and pose severe threats to communities, property, and public safety. It can also trigger secondary hazards, such as flash floods and landslides, which further endanger public safety.

4.9.9 Changes in Development and Impact to Future Development

Extreme Heat: According to NOAA, extreme heat events can impact changes in development and future urban planning and construction. As temperatures rise, cities and developers are increasingly considering the heat resilience of buildings and infrastructure. Currently, there's an increasing emphasis on designing structures that can withstand high temperatures while minimizing the need for energy-intensive cooling methods. This includes integrating materials that reflect rather than absorb heat, enhancing natural ventilation, and increasing green spaces to reduce the urban heat island effect. Additionally, there's a trend toward "cool roofs," urban tree canopies, and permeable pavements to manage heat.

In many areas, climate-resilient urban planning is becoming a priority to accommodate the anticipated increase in frequency and severity of heatwaves due to climate change. This planning involves the creation of heat action plans, the development of early warning systems, and the construction of cool refuges to protect vulnerable populations. Water resource management also becomes more critical in the design of new developments, as extreme heat can exacerbate water scarcity. Communities are also re-evaluating building codes, zoning laws, and development policies to ensure that new constructions and city expansions are both sustainable and resilient in the face of rising temperatures.

Hail: According to NOAA, hail events can impact development and construction practices, particularly in hail-prone regions. The frequency and intensity of hailstorms can influence the choice of building materials or design considerations in new constructions. In addition, there is an increasing emphasis on using hail-resistant materials, especially for roofing and siding. For instance, the adoption of impact-resistant shingles and reinforced glass is becoming more common to reduce damage and subsequent repair costs. Lastly, architectural designs are evolving to include features that can minimize hail damage, such as protective overhangs and the strategic placement of vulnerable elements like windows and skylights.

Urban and regional planning is also accounting for the risk of hail events. This involves selecting appropriate materials and designs for buildings and considering the broader impact on infrastructure such as transportation and utilities. Finally, the agricultural sector

is particularly vulnerable to hail, is also adapting through the use of protective structures like hail nets over crops.

High Winds: According to NOAA, high wind events can influence changes in development and future planning. Given that high winds can cause damage to buildings, power lines, and other infrastructure, urban planners and developers are typically prompted to reconsider/update building codes and construction practices to enhance the resilience of structures against high wind events. There also may be an increased emphasis on using materials and designs that can withstand strong winds to minimize damage, depending on the structure such as a high-rise building.
High wind events can also impact the planning and placement of critical infrastructure including power lines, communication towers, and other essential services that could be relocated to reduce vulnerability to wind damage. The disruption of power and communication services during high wind events highlights the need for more robust and redundant systems that can quickly recover from such incidents.

Future development strategies may also incorporate more comprehensive emergency preparedness and response plans to address risks associated with high winds, including the creation of buffer zones, implementing better land-use practices, and/or investing in technologies that improve early warning systems and weather forecasting capabilities.

Lightning: According to NOAA, lightning events can influence changes in development and future planning, due to its ability to cause extensive damage to property, ignite wildfires, and disrupt critical infrastructure. These impacts necessitate changes in building codes, construction practices, and urban planning to mitigate the risks associated with lightning.

One significant impact of lightning is the potential for structural fires when it strikes buildings, trees, or other objects. This can lead to increased emphasis on the use of fire-resistant materials and the implementation of advanced lightning protection systems in new developments. Additionally, lightning can cause power outages by damaging power lines and electrical equipment, prompting the need for more resilient electrical infrastructure and backup power solutions in both urban and rural areas.

Lightning can also affect communication systems, damaging equipment and infrastructure essential for emergency services. This disruption highlights the need for robust and redundant communication networks to ensure continuous operation during severe weather events. Furthermore, the occurrence of lightning-ignited wildfires necessitates changes in land-use planning, particularly in areas prone to wildfires. This includes creating buffer zones, using fire-resistant landscaping, and improving early detection and response systems for wildfires.

4.9.10 Effects of Climate Change on Severity of Impacts

Extreme Heat: According to the NOAA, climate change is impacting the severity and frequency of extreme heat events. As global temperatures rise due to increasing greenhouse gas emissions, extreme heat events are becoming more intense, frequent,

and prolonged. NOAA data indicates that heatwaves are occurring earlier in the year and lasting longer, leading to higher temperatures than historically recorded. This increase in temperature exacerbates the urban heat island effect in cities, where concrete and asphalt store and re-radiate heat, further intensifying the impact of extreme heat events in these areas.

The compounding effects of climate change on extreme heat also have broader ecological impacts, such as altering natural ecosystems and increasing the risk of wildfires. Higher temperatures contribute to more significant evaporation and soil dryness, which in turn can lead to drought conditions, affecting water supplies and agriculture. Additionally, the changing patterns of extreme heat are impacting public health, with increases in heat-related illnesses and deaths, particularly among vulnerable populations such as the elderly, children, and those with pre-existing health conditions.

Hail: According to NOAA, climate change is impacting the severity of hail events, including an increase in the intensity of hailstorms. As global temperatures rise, the atmosphere can hold more moisture, leading to greater instability and energy, which are critical factors for the formation of thunderstorms that produce hail. This can result in stronger updrafts in thunderstorms, essential for the formation of larger hailstones. Consequently, while the frequency of hail events may not necessarily increase, the intensity and size of the hail produced during these events could also escalate, leading to more significant damage.

According to NOAA, the relationship between climate change and hail is intricate and varies by region. In some areas, warming temperatures might actually reduce the likelihood of hail by increasing the height at which hail melts before reaching the ground. This could lead to a decrease in the number of hail events or a shift in their geographical distribution. Lastly, climate change may affect the seasonality of hail, potentially altering the timing of hailstorms and impacting agricultural planning and preparedness.

High Winds: According to NOAA, climate change is likely to increase the severity of high wind events. As global temperatures rise, the atmosphere holds more moisture, which can lead to more intense storms and stronger wind events. Warmer temperatures can enhance atmospheric instability, which contributes to the formation of severe storms and high wind occurrences. Additionally, changes in the jet stream patterns, influenced by the warming Arctic, can result in more frequent and intense high wind events.

These changes can lead to more extreme weather patterns, including stronger and more persistent high winds. These intensified winds have the potential to cause greater damage to infrastructure, increase the frequency of power outages, and amplify risks to public safety.

Lightning: According to NOAA, climate change is expected to increase the severity of lightning events. Warmer global temperatures lead to more intense thunderstorms, as the atmosphere can hold more moisture and energy, which are key factors in the formation of lightning. Increased atmospheric instability due to higher temperatures contributes to

the development of more frequent and severe thunderstorms. In addition, studies have indicated that for every degree Celsius increase in global temperatures, the frequency of lightning strikes could increase by approximately 12%. This heightened activity poses greater risks of wildfires, power outages, and damage to critical infrastructure, all of which can have significant economic and safety implications.

Table 4-39. 25-Year Precipitation Projections for City of Chino, CA

25-YEAR PRECIPITATION PROJECTIONS FOR CITY OF CHINO, CA
HIGHER EMISSIONS (RCP8.5)
The City of Chino is expected to experience a **6% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.2″ decrease** (from 3.2″ to 3.4″) in average annual precipitation.
LOWER EMISSIONS (RCP4.5)
The City of Chino is expected to experience a **2% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.3″ decrease** (from 3.1″ to 3.18″) in average annual precipitation.
Source: Neighborhoods at Risk (https://nar.headwaterseconomics.org/600013210/explore/climate)

Table 4-40. 25-Year Climate Projections for City of Chino, CA

HIGHER EMISSIONS (RCP8.5)
The City of Chino is expected to experience a **46% increase** in extremely hot days within 25 years.
By 2049, The City of Chino is expected to have a **2°F increase** (from 66°F to 69°F) in average annual temperatures.
LOWER EMISSIONS (RCP4.5)
The City of Chino is expected to experience a **33% increase** in extremely hot days within 25 years.
By 2049, The City of Chino is expected to have a **2°F increase** (from 66°F to 68°F) in average annual temperatures.
Source: Neighborhoods at Risk (https://nar.headwaterseconomics.org/6071/explore/climate)

Table 4-41. Future Climate Indicators for San Bernardino County

FUTURE CLIMATE INDICATORS FOR SAN BERNARDINO COUNTY, CA							
Indicator	**Modeled History** (1976-2005)	**Early Century** (2015-2044)		**Mid Century** (2035-2064)		**Late Century** (2070-2099)	
		Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions
	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
Precipitation:							
Annual Average Total Precipitation	**6”**	**6”**	**7”**	**6”**	**6”**	**6”**	**6”**
	6-7	5-8	6-8	5-8	5-8	5-8	5-10
Days Per Year With Precipitation (Wet Days)	**44 days**	**43 days**	**42 days**	**41 days**	**41 days**	**41 days**	**39 days**
	43-47	37-49	32-51	34-49	31-53	33-52	22-65
Maximum Period of Consecutive Wet Days	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**5 days**
	5-6	5-7	4-7	4-7	4-7	4-7	3-9
Annual Days With:							
Annual Days With Total Precipitation > 1 inch	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**
	1-1	0-1	1-1	0-1	0-1	0-1	0-1
Annual Days With Total Precipitation > 2 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days With Total Precipitation > 3 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days That Exceed 99th Percentile Precipitation	2 days	2 days	3 days	2 days	3 days	3 days	3 days
	1-16	1-17	1-18	1-17	1-18	1-19	1-19
*Days With Maximum Temperature Below 32*F*	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Source: Climate Mapping for Resilience and Adaptation (2024)							

Table 4-42. Future Climate Indicators for San Bernardino County

FUTURE CLIMATE INDICATORS FOR SAN BERNARDINO COUNTY, CA							
Indicator	**Modeled History** (1976-2005)	**Early Century** (2015-2044)		**Mid Century** (2035-2064)		**Late Century** (2070-2099)	
		Lower Emissions	**Higher Emissions**	**Lower Emissions**	**Higher Emissions**	**Lower Emissions**	**Higher Emissions**
	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
Precipitation							
Average Annual Total Precipitation	**6”**	**6”**	**7”**	**6”**	**6”**	**6”**	**6”**
	6-7	5-8	6-8	5-8	5-8	5-8	5-10
Days Per Year With Precipitation	**44 days**	**43 days**	**42 days**	**41 days**	**41 days**	**41 days**	**39 days**
	43-47	37-49	32-51	34-49	31-53	33-52	22-65
Days Per Year With No Precipitation	**321 days**	**322 days**	**323 days**	**324 days**	**325 days**	**324 days**	**327 days**
	318-322	316-329	314-333	316-331	312-334	314-332	300-344
Maximum Number Of Consecutive Dry Days	**78 days**	**82 days**	**81 days**	**83 days**	**85 days**	**84 days**	**92 days**
	70-94	67-100	68-95	72-101	71-106	69-108	69-140
Temperature Thresholds							
Annual days with Maximum temperature > 90°	**114 days**	**133 days**	**135 days**	**141 days**	**147 days**	**148 days**	**169 days**
	114-121	127-143	120-147	131-154	134-161	137-163	152-188
Annual days with Maximum temperature > 100°	**52 days**	**69 days**	**72 days**	**78 days**	**85 days**	**87 days**	**111 days**
	49-54	59-84	60-87	66-99	73-108	74-99	97-143
Source: Climate Mapping for Resilience and Adaptation (2024)							

4.9.11 FEMA NRI Expected Annual Loss Estimates

Table 4-43. City of Chino Expected Annual Loss Table

CITY OF CHINO CA FEMA NRI EXPECTED ANNUAL LOSS TABLE – EXTREME HEAT							
Annualized Frequency	**Population**	**Population Equivalence**	**Building Value**	**Agriculture Value**	**Total Value**	**Expected Annual Loss Score**	**Expected Annual Loss Rating**
4.45 events per year	0.00065	$ 7,578.37	$ 0.084	$ 24,324	$31,902.45	50.21	Relatively Moderate
CITY OF CHINO, CA FEMA NRI EXPECTED ANNUAL LOSS TABLE – HAIL							
Annualized Frequency	**Population**	**Population Equivalence**	**Building Value**	**Agriculture Value**	**Total Value**	**Expected Annual Loss Score**	**Expected Annual Loss Rating**
0.13 events per year	0.0006	$ 7,578.38	$118.69	$ 86.70	$ 6,101.20	29.56	Very Low
CITY OF CHINO, CA FEMA NRI EXPECTED ANNUAL LOSS TABLE – HIGH WIND							
Annualized Frequency	**Population**	**Population Equivalence**	**Building Value**	**Agriculture Value**	**Total Value**	**Expected Annual Loss Score**	**Expected Annual Loss Rating**
0.22 events per year	0.00003	$ 6,703.48	$ 6516.08	$ 0.82	$13,220.38	18.02	Very Low
CITY OF CHINO, CA FEMA NRI EXPECTED ANNUAL LOSS TABLE – LIGHTNING							
Annualized Frequency	**Population**	**Population Equivalence**	**Building Value**	**Agriculture Value**	**Total Value**	**Expected Annual Loss Score**	**Expected Annual Loss Rating**
0.78 events per year	0.0003	$ 3,246.61	$ 819.43	N/A	$4,066.04	4.98	Very Low

Annualized Frequency: *The natural hazard annualized frequency is defined as the expected frequency or probability of a hazard occurrence per year. Annualized frequency is derived either from the number of recorded hazard occurrences each year over a given period or the modeled probability of a hazard occurrence each year.*
Population: *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology.*
Expected Annual Loss *scores are calculated using an equation that combines values for exposure, annualized frequency, and historic loss ratios (Expected Annual Loss = Exposure × Annualized Frequency × Historic Loss Ratio). Source: hazards.fema.gov/nri/expected-annual-loss*

Source: FEMA National Risk Index (2024)

4.9.12 FEMA Hazard-Specific Risk Index Table

Table 4-44. San Bernardino County FEMA Hazard Specific Risk Index Table

CITY OF CHINO, CA FEMA HAZARD SPECIFIC RATINGS – EXTREME HEAT		
Risk Index Score	**Social Vulnerability Rating**	**Community Resilience Rating**
52.15	Relatively High	Relatively Low
CITY OF CHINO, CA FEMA HAZARD SPECIFIC RATINGS - HAIL		
Risk Index Score	**Social Vulnerability Rating**	**Community Resilience Rating**
29.70	Relatively High	Relatively Low
CITY OF CHINO, CA FEMA HAZARD SPECIFIC RATINGS – HIGH WIND		
Risk Index Score	**Social Vulnerability Rating**	**Community Resilience Rating**
17.19	Relatively High	Relatively Low
CITY OF CHINO, CA FEMA HAZARD SPECIFIC RATINGS – LIGHTNING		
Risk Index Score	**Social Vulnerability Rating**	**Community Resilience Rating**
5.37	Relatively High	Relatively Low
***Risk Index Scores**: are a quantitative rating calculated using data for only a single hazard type. Risk Index Scores are calculated using data for only a single hazard type, and reflect a community's Expected Annual Loss value, community risk factors, and the adjustment factor used to calculate the risk value. **Social Vulnerability Ratings**: are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Social Vulnerability is measured using the Social Vulnerability Index (SVI) published by the Centers for Disease Control and Prevention (CDC). **Community Resilience Ratings**: are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Community Resilience is measured using the Baseline Resilience Indicators for Communities (HVRI BRIC) published by the University of South Carolina's Hazards and Vulnerability Research Institute (HVRI).*		
Source: FEMA National Risk Index (2024)		

4.9.13 FEMA NRI Exposure Value Table

Table 4-45. San Bernardino County FEMA NRI Exposure Value Table

CITY OF CHINO, CA FEMA EXPOSURE VALUE TABLE – EXTREME HEAT					
Hazard Type	**Total Value**	**Building Value**	**Population Equivalence**	**Population**	**Agriculture Value**
Extreme Heat	$1,343,572,557,379	$26,538,369,569	$1,316,913,200,000	113,527	$ 120,987,810
CITY OF CHINOCA FEMA EXPOSURE VALUE TABLE - HAIL					
Hazard Type	**Total Value**	**Building Value**	**Population Equivalence**	**Population**	**Agriculture Value**
Hail	$1,343,572,557	$26,538,369,569	$1,316,913,200,000	113,527	$12,098,781,0
CITY OF CHINO, CA FEMA EXPOSURE VALUE TABLE – HIGH WIND					
Hazard Type	**Total Value**	**Building Value**	**Population Equivalence**	**Population**	**Agriculture Value**
High Wind	$1,343,572,557	$26,538,369,569	$1,316,913,200,000	113,527	$120,987,810
CITY OF CHINO, CA FEMA EXPOSURE VALUE TABLE – LIGHTNING					
Hazard Type	**Total Value**	**Building Value**	**Population Equivalence**	**Population**	**Agriculture Value**
Lightning	$1,343,451,569,569	$26,538,369,569	$1,316,913,200,000	113,527	N/A

***Buildings**: Building exposure value is defined as the dollar value of the buildings determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible building exposure of an area (Census block, Census tract, or county) is its building value as recorded in Hazus 6.0, which provides 2022 valuations of the 2020 Census.*

***Population:** Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible population exposure of an area (Census block, Census tract, or county) is its population as recorded in Hazus 6.0. Population loss is monetized into a population equivalence value using a VSL approach in which each fatality or ten injuries is treated as $11.6 million of economic loss (2022 dollars).*

***Agriculture:** Agriculture exposure value is defined as the estimated dollar value of the crops and livestock determined to be exposed to a hazard according to a hazard type-specific methodology. This is derived from the USDA 2017 Census of Agriculture county-level value of crop and pastureland with 2018 values for the US territories. All dollar values are inflation-adjusted to 2022 dollars.*

Source: FEMA National Risk Index (2024)

4.10 Extreme Cold

4.10.1 Hazard Description

NOAA defines extreme cold as a period of excessively low temperatures that significantly fall below the long-term average for a specific location. This definition takes into account the local climate and expected temperature ranges. Extreme cold events are typically characterized by a prolonged duration of very cold weather, often accompanied by harsh wind chills, which can pose significant risks to human health, safety, and infrastructure. NOAA often uses specific temperature thresholds to define extreme cold conditions, and

they issue advisories and warnings, such as Wind Chill Advisories and Extreme Cold Warnings, to alert the public to these hazardous conditions. During extreme cold events, there is an increased risk of cold-related illnesses, such as frostbite and hypothermia, and the potential for damage to water systems, transportation infrastructure, and power grids. Extreme cold events are a concern, especially during the winter months, and can vary in intensity based on geographical location and local climate.

4.10.2 Hazard Location

Extreme Cold could occur anywhere in the City of Chino.

4.10.3 Hazard Extent/Intensity

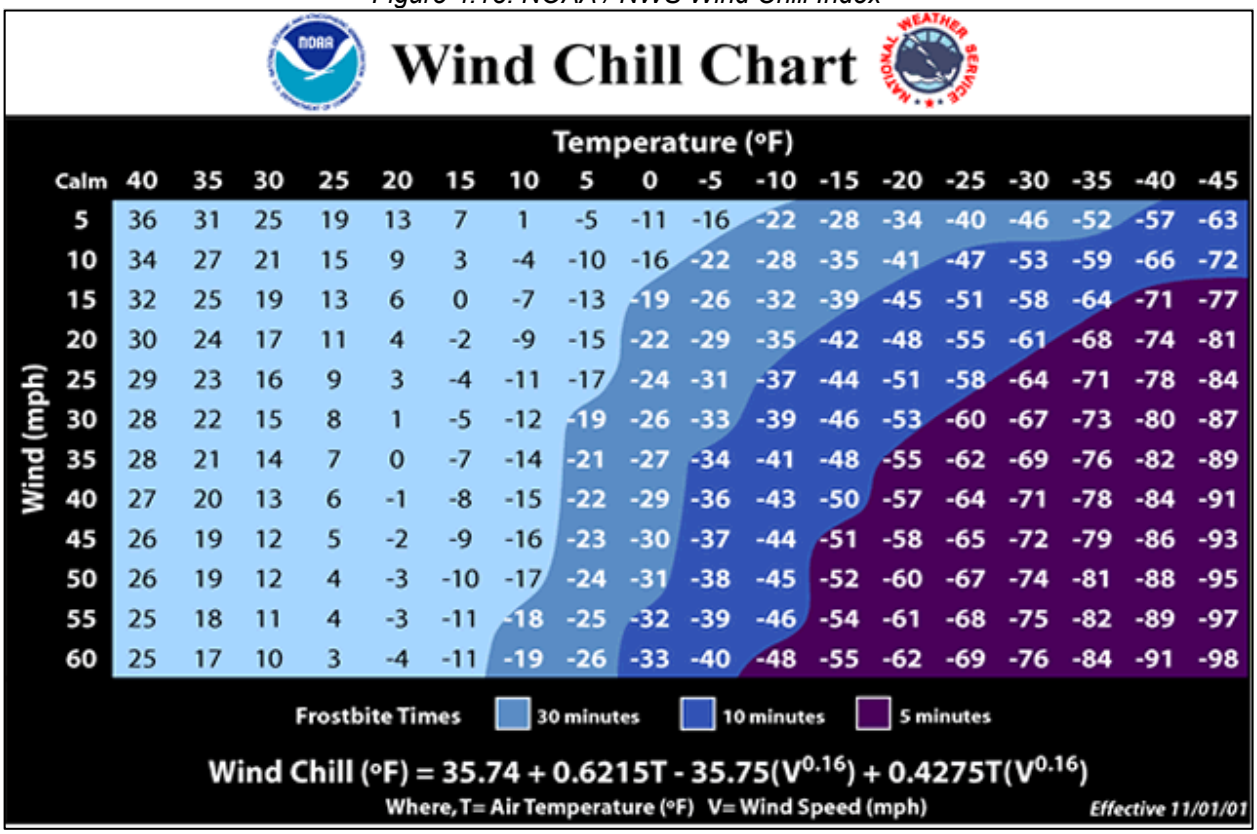
Extreme Cold: NOAA measures the extent and intensity of extreme cold using a combination of meteorological tools and observation networks. The assessment of extreme cold conditions involves analyzing various data points and indicators, including:

- Temperature Readings: NOAA uses a network of weather stations and temperature sensors to record air temperature data. During extreme cold events, temperature readings well below the normal or seasonal averages are noted. Extremely low temperatures are a primary indicator of the intensity of extreme cold conditions.
- Wind Chill Index: In addition to actual air temperature, NOAA calculates the wind chill index. This index reflects how cold it feels to the human body and is determined by a combination of air temperature and wind speed. A lower wind chill index indicates more severe cold conditions.
- Historical Climate Data: NOAA maintains extensive records of historical climate data, including records of the lowest temperatures ever recorded in specific locations. Comparing current temperatures to historical records helps assess the extremeness of the cold event.
- Duration of Extreme Cold: The length of time that extreme cold conditions persist is another factor in assessing their intensity. Prolonged periods of extreme cold can have more significant impacts on both the environment and human health.
- Wind Speed and Gusts: Wind speed and gusts can exacerbate the intensity of extreme cold. NOAA monitors these parameters to determine whether wind-driven cold temperatures are causing more significant issues.
- Real-Time Monitoring: NOAA continuously collects real-time data from weather stations and sensors to monitor the current conditions during an extreme cold event. These data points provide insights into the extent and intensity of the event.
- Public Reports: Reports from the public, including trained weather spotters and community members, are valuable sources of information regarding the extent and impacts of extreme cold. Public reports contribute to NOAA's understanding of the real-time conditions on the ground.

NOAA uses all of these tools and data sources to assess the extent and intensity of extreme cold conditions and to issue appropriate advisories and warnings, such as Wind Chill Warnings and Extreme Cold Warnings, to inform the public and provide guidance on

how to stay safe during extreme cold events. Based on data provided via NOAA, the entire region including the City of Chino have and can experience temperatures in the upper 20s to low 30s.

Figure 4.18. NOAA / NWS Wind Chill Index



4.10.4 Frequency/Probability

Extreme Cold Frequency: Between 01/01/2019 and 12/31/2023 San Bernardino County and the City of Chino recorded no extreme cold events.

Extreme Cold Probability: NOAA measures the probability of extreme cold using meteorological tools and data analysis. It closely monitors temperature forecasts and calculates the Wind Chill Index, which assesses the impact of temperature and wind speed on human comfort. Advanced meteorological models are used to forecast extreme cold events by considering atmospheric conditions, high-pressure systems, temperature anomalies, and other relevant factors. Historical climate data and records of the lowest temperatures recorded in specific areas aid in evaluating the probability of extreme cold. NOAA also examines the expected duration and intensity of extreme cold, particularly during prolonged periods of low temperatures. Collaboration with public health agencies enhances the analysis of cold-related illnesses, and advisories and warnings are issued to provide the public with information about the likelihood of extreme cold, health risks, and recommended safety measures.

4.10.5 Past Events

Between 01/01/2019 and 12/31/2023 San Bernardino County recorded no extreme cold events.

4.10.6 Vulnerability and Impacts

Life Safety and Public Health: According to NOAA, extreme cold poses the following health and life safety impacts:

- Hypothermia: Exposure to extreme cold can lead to hypothermia, a life-threatening condition where the body loses heat faster than it can produce it. Hypothermia can cause confusion, loss of consciousness, and, if not treated promptly, death.
- Frostbite: Frostbite occurs when skin and underlying tissues freeze, typically affecting extremities like fingers, toes, ears, and the nose. Severe frostbite can result in tissue damage and the need for amputation.
- Respiratory Issues: Cold air can exacerbate respiratory conditions, such as asthma, and increase the risk of respiratory distress, particularly in areas with high levels of air pollution.
- Cardiovascular Stress: Extreme cold can strain the cardiovascular system, increasing the risk of heart-related complications, especially in individuals with heart conditions.
- Slips and Falls: Icy and slippery conditions increase the risk of slips, trips, and falls, which can lead to injuries, fractures, and head trauma.
- Transportation Disruption: Cold weather can impact transportation systems, causing road closures, flight cancellations, and delays, which can pose safety risks for travelers.
- Power Outages: Extreme cold can damage power lines and electrical infrastructure, leading to power outages that can affect critical services, including heating and medical equipment.
- Water Infrastructure Issues: Freezing temperatures can damage water supply systems and lead to water shortages or frozen pipes, affecting drinking water availability.
- Snow-Related Hazards: Heavy snowfall and blizzards can lead to snow accumulation, road closures, and the risk of being trapped in vehicles or homes.
- Shelter and Homelessness: Extreme cold poses particular risks to individuals experiencing homelessness, who may lack access to shelter and adequate protection from the elements.

Extreme Cold impacts underserved and at-risk populations of the city by increasing the likelihood of health emergencies due to weather conditions usually accompanying extreme cold. These conditions can also impact lower-income populations, due to enhanced exposure to extreme conditions.

In Chino, 91,775 residents (8.4 percent) are living with a disability. Disability and poverty are closely tied due to employment limitations. Many senior-headed households have special needs due to their relatively low incomes, disabilities or limitations, and dependency needs. Specifically, many people aged 65 years and older live alone. In

Chino, 91,775 residents are 65 years and older, representing 12.8 percent of the population. For residents 65 years and older, 7.7 percent live in poverty.

Property Damage and Critical Infrastructure: According to NOAA, extreme cold can lead to property damage and critical infrastructure impacts. Low temperatures can result in frozen and burst water pipes, heating system failures, road and transportation infrastructure damage, and power outages, affecting homes, businesses, and critical facilities like hospitals. Healthcare facilities may struggle to provide care in frigid conditions, and transportation disruptions, including road closures and accidents, can impact critical infrastructure and supply chains. Communication equipment can be affected, potentially hindering emergency communication systems, and snow accumulation can stress roofs and structures, leading to damage. Finally, extreme cold poses health risks, particularly for vulnerable populations, and can strain emergency response and healthcare systems.

4.10.7 Economy

According to NOAA, Extreme cold has a range of economic impacts including healthcare costs stemming from cold-related illnesses and injuries, which result in medical expenses. Severe cold can also disrupt daily activities, reduce productivity across various economic sectors, and affect labor efficiency, impacting overall economic output. Cold weather necessitates increased heating demands, driving up energy consumption, utility bills, and placing strain on energy infrastructure. The agricultural sector is also vulnerable to extreme cold, which can damage crops and agricultural operations, causing food supply disruptions and financial losses for farmers. Transportation disruptions, including road closures, accidents, and heightened maintenance requirements, can affect supply chains and commerce. Infrastructure, such as roads, bridges, and water supply systems, is stressed by freezing temperatures, necessitating repairs and maintenance.

Extreme cold events may also increase the demand for emergency response and public safety services, resulting in additional costs, and can necessitate emergency shelters and services for vulnerable populations, incurring expenses for local governments. Insurance premiums for individuals and businesses may rise due to increased cold-related property damage. Lastly, extreme cold can harm wildlife and ecosystems, leading to conservation and recovery efforts.

4.10.8 Changes in Development and Impact to Future Development

According to NOAA, extreme cold events can impact current and future development. In areas prone to such conditions, there is an increasing emphasis on constructing buildings and infrastructure that can withstand the rigors of extreme cold. This includes enhanced insulation, robust heating systems, and materials resistant to freezing and thawing cycles. Building codes are also being revised to incorporate these considerations, ensuring structures are not only energy-efficient but also resilient to cold-related damages like burst pipes and ice accumulation. Urban planning is also focusing on ensuring essential services and transportation remain operational during severe cold events, and that communities, (especially vulnerable populations), have access to adequate heating and emergency services.

According to NOAA, the frequency and intensity of extreme cold events can potentially be exacerbated by climate change and are being factored into long-term development strategies. This involves planning for increased energy demands during cold snaps, incorporating sustainable and renewable energy sources, and developing emergency response protocols for cold weather events. Additionally, environmental considerations, such as the ecological impact of road salt and other ice-melting agents, are becoming a part of the planning process.

4.10.9 Effects of Climate Change on the Severity of Impacts

According to NOAA, climate change can lead to various effects on the severity of extreme cold events. While global temperatures are generally rising, shifts in atmospheric circulation patterns and disruptions in polar vortex behavior can contribute to more variable and severe cold weather in specific regions. These changes can result in intense cold snaps and frigid conditions, even during overall warming trends. Extreme cold events can also have adverse effects on public safety, infrastructure, and agriculture.

Table 4-46. 25-Year Precipitation Projections for City of Chino, CA

25-YEAR PRECIPITATION PROJECTIONS FOR CITY OF CHINO, CA
HIGHER EMISSIONS (RCP8.5)
The City of Chino is expected to experience a **6% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.2″ decrease** (from 3.2″ to 3.4″) in average annual precipitation.
LOWER EMISSIONS (RCP4.5)
The City of Chino is expected to experience a **2% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.3″ decrease** (from 3.1″ to 3.18″) in average annual precipitation.
Source: Neighborhoods at Risk (https://nar.headwaterseconomics.org/600013210/explore/climate)

Table 4-47. Future Climate Indicators for San Bernardino County

FUTURE CLIMATE INDICATORS FOR SAN BERNARDINO COUNTY, CA							
Indicator	**Modeled History** (1976-2005)	**Early Century** (2015-2044)		**Mid Century** (2035-2064)		**Late Century** (2070-2099)	
		Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions
	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
Precipitation:							
Annual Average Total Precipitation	**6”**	**6”**	**7”**	**6”**	**6”**	**6”**	**6”**
	6-7	5-8	6-8	5-8	5-8	5-8	5-10
Days Per Year With Precipitation (Wet Days)	**44 days**	**43 days**	**42 days**	**41 days**	**41 days**	**41 days**	**39 days**
	43-47	37-49	32-51	34-49	31-53	33-52	22-65
Maximum Period of Consecutive Wet Days	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**5 days**
	5-6	5-7	4-7	4-7	4-7	4-7	3-9
Annual Days With:							
Annual Days With Total Precipitation > 1 inch	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**
	1-1	0-1	1-1	0-1	0-1	0-1	0-1
Annual Days With Total Precipitation > 2 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days With Total Precipitation > 3 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days That Exceed 99th Percentile Precipitation	2 days	2 days	3 days	2 days	3 days	3 days	3 days
	1-16	1-17	1-18	1-17	1-18	1-19	1-19
*Days With Maximum Temperature Below 32*F*	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Source: Climate Mapping for Resilience and Adaptation (2024)							

4.10.10 FEMA NRI Expected Annual Loss Estimates

Table 4-48. San Bernardino County Expected Annual Loss Table

CITY OF CHINO, CA FEMA NRI EXPECTED ANNUAL LOSS TABLE – EXTREME COLD							
Annualized Frequency	**Population**	**Population Equivalence**	**Building Value**	**Agriculture Value**	**Total Value**	**Expected Annual Loss Score**	**Expected Annual Loss Rating**
0 events per year	0.00	$0	$0	N/A	$0	0.00	No Expected Annual Loss
Annualized Frequency: *The natural hazard annualized frequency is defined as the expected frequency or probability of a hazard occurrence per year. Annualized frequency is derived either from the number of recorded hazard occurrences each year over a given period or the modeled probability of a hazard occurrence each year.* ***Population:*** *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology.* ***Expected Annual Loss*** *scores are calculated using an equation that combines values for exposure, annualized frequency, and historic loss ratios (Expected Annual Loss = Exposure × Annualized Frequency × Historic Loss Ratio). Source: hazards.fema.gov/nri/expected-annual-loss*							
Source: FEMA National Risk Index (2024)							

4.10.11 FEMA Hazard-Specific Risk Index Table

Table 4-49. City of Chino FEMA Hazard Specific Risk Index Table

CITY OF CHINO, CA FEMA HAZARD SPECIFIC RATINGS – EXTREME COLD		
Risk Index Score	**Social Vulnerability Rating**	**Community Resilience Rating**
0.00	Very High	Relatively Moderate
Risk Index Scores: *are a quantitative rating calculated using data for only a single hazard type. Risk Index Scores are calculated using data for only a single hazard type, and reflect a community's Expected Annual Loss value, community risk factors, and the adjustment factor used to calculate the risk value.* ***Social Vulnerability Ratings:*** *are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Social Vulnerability is measured using the Social Vulnerability Index (SVI) published by the Centers for Disease Control and Prevention (CDC).* ***Community Resilience Ratings:*** *are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Community Resilience is measured using the Baseline Resilience Indicators for Communities (HVRI BRIC) published by the University of South Carolina's Hazards and Vulnerability Research Institute (HVRI).*		
Source: FEMA National Risk Index (2024)		

4.10.12 FEMA NRI Exposure Value Table

Table 4-50. City of Chino FEMA NRI Exposure Value Table

CITY OF CHINO, CA FEMA EXPOSURE VALUE TABLE – EXTREME COLD					
Hazard Type	**Total Value**	**Building Value**	**Population Equivalence**	**Population**	**Agriculture Value**
Extreme Cold	$0	$0	$0	$0	$0
Buildings: *Building exposure value is defined as the dollar value of the buildings determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible building exposure of an area (Census block, Census tract, or county) is its building value as recorded in Hazus 6.0, which provides 2022 valuations of the 2020 Census.* ***Population:*** *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible population exposure of an area (Census block, Census tract, or county) is its population as recorded in Hazus 6.0. Population loss is monetized into a population equivalence value using a VSL approach in which each fatality or ten injuries is treated as $11.6 millions of economic loss (2022 dollars).* ***Agriculture:*** *Agriculture exposure value is defined as the estimated dollar value of the crops and livestock determined to be exposed to a hazard according to a hazard type-specific methodology. This is derived from the USDA 2017 Census of Agriculture county-level value of crop and pastureland with 2018 values for the US territories. All dollar values are inflation-adjusted to 2022 dollars.*					
Source: FEMA National Risk Index (2024)					

4.11 Tornado

4.11.1 Hazard Description

The National Weather Service describes a tornado as a violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena. Like hail, most tornadoes are spawned by supercell thunderstorms. They usually last only a few minutes, although some have lasted more than an hour and traveled several miles.

4.11.2 Hazard Location

A tornado incident could occur anywhere within the City of Chino.

4.11.3 Hazard Extent/Intensity

Wind speeds within tornadoes are estimated based on the damage caused and expressed using the Enhanced Fujita (EF) Scale.

Table 4-51. Header Enhanced Fujita (EF) Scale

EF Scale	Class	Windspeed (mph)	Windspeed (km/h)	Description
EF0	Weak	65–85	105–137	Gale
EF1	Weak	86–110	138–177	Weak
EF2	Strong	111–135	178–217	Strong
EF3	Strong	136–165	218–266	Severe
EF4	Violent	166–200	267–322	Devastating
EF5	Violent	> 200	> 322	Incredible
Source: NOAA (2024)				

4.11.4 Frequency and Probability

Frequency: Between 01/01/2019 and 12/31/2023 San Bernardino County recorded one tornadic event over 1,826 days. This averages to 0.00054765 incidents per day during this time and 0.20 incidents annually.

Probability: To measure tornado probability, NOAA uses atmospheric data from satellites, radar systems, weather stations, and weather balloons. This includes information on temperature, humidity, atmospheric pressure, and wind patterns at various altitudes.

Typically, the probability of tornadoes is presented in percentages, reflecting the likelihood of occurrence in specific areas and timeframes. This probabilistic forecasting accounts for the inherent uncertainties in weather prediction. Meteorologists interpret this data and model outputs, considering both the current atmospheric situation and historical weather patterns, to assess tornado risks and generate accurate forecasts.

NWS issues tornado watches or warnings based on current conditions for tornadoes. A tornado watch indicates favorable conditions for tornadoes, while a warning signifies an imminent threat, often based on sightings or radar detection. This process involves continuous monitoring and updating of forecasts and warnings to adapt to rapidly changing weather conditions.

4.11.5 Past Events

Location	County	State	Date	Time	TZ	Type	Mag	Dth	Inj	PrD	CrD
Totals:								**0**	**0**	**1.00K**	**0.00K**
SPANGLER	SAN BERNARDINO CO.	CA	4/16/19	15:05	PST-8	Tornado	EF0	0	0	1.00K	0.00K
Totals:								**0**	**0**	**1.00K**	**0.00K**

4.11.6 Vulnerabilities and Impacts

Public Health and Life Safety: According to NOAA, Tornadoes have potential to cause catastrophic life safety and public health impacts. The immediate threat to life from tornadoes can result in fatalities and injuries to humans and animals due to flying debris, collapsing structures, and the sheer force of the tornado itself. The risk to individuals in the path of a tornado is extremely high, as the rapid onset of these events often allows little time for seeking adequate shelter. Post-event, survivors may face a range of health concerns, including trauma, emotional distress, and the potential for injury during rescue efforts or cleanup operations.

Beyond personal safety, tornadoes can devastate critical infrastructure, leading to extended power outages, water supply contamination, and the disruption of healthcare services and emergency response capabilities. The destruction of homes and businesses

contributes to public health concerns, displacing residents and potentially causing long-term socioeconomic challenges. The public health system can be strained as medical facilities cope with the influx of casualties and the broader needs of the affected community.

The entire City of Chino is vulnerable to tornado events; however, populations over 65 and those considered living in poverty are considered at risk populations. Tornadoes increase the likelihood of health emergencies due to initial damage, mobility and loss of power. These conditions can also impact lower-income populations, as food and water prices increase or resource availability.

In Chino, 91,775 residents (8.4 percent) are living with a disability. Disability and poverty are closely tied due to employment limitations. Many senior-headed households have special needs due to their relatively low incomes, disabilities or limitations, and dependency needs. Specifically, many people aged 65 years and older live alone. In Chino, 91,775 residents are 65 years and older, representing 12.8 percent of the population. For residents 65 years and older, 7.7 percent live in poverty.

Property Damage and Critical Infrastructure: Tornadoes are among the most destructive weather events, with the potential to cause catastrophic property damage and critical infrastructure impacts, as per NOAA's findings. The intense winds of a tornado, which can exceed 200 miles per hour in the most severe cases, have the force to destroy buildings, homes, and vegetation, leaving a trail of debris. They can displace or overturn vehicles, rip apart roofs, and even lift and destroy well-built structures. The resultant debris can compound the damage by becoming airborne projectiles. For businesses, this means not only structural loss but also potential disruption of operations and economic activity, with recovery and rebuilding efforts often costing significantly.

When it comes to critical infrastructure, tornadoes can result in widespread destruction, compromising public safety and community functionality. They can severely damage power lines and utilities, leading to prolonged power outages and water supply contamination. Transportation infrastructure such as roads, bridges, and railways may be rendered unusable, hindering emergency response efforts and recovery operations. Tornadoes also pose a risk to healthcare infrastructure by damaging hospitals and medical facilities, thereby limiting access to medical care when it is most needed. The extensive damage to infrastructure necessitates comprehensive disaster response plans and resilient construction practices to mitigate the impacts of tornadoes.

Economy: According to NOAA, tornadoes can have severe economic impacts resulting in long-term recovery efforts. Tornadoes can obliterate buildings, homes, infrastructure, and agricultural fields in mere moments, resulting in significant repair and reconstruction costs. The destruction of commercial and industrial facilities can disrupt local economies, leading to job losses, business interruptions, and a reduction in tax revenues for affected communities. Furthermore, the cost burden is often shared by insurance companies,

which may face substantial claims following a tornado, potentially increasing premiums for customers and influencing the insurance market's stability.

In addition to property damage, the economic repercussions of tornadoes include the expense of emergency response, debris cleanup, and temporary housing for displaced residents. Long-term economic impacts can be exacerbated by the loss of public services and utilities, reduced property values, and the potential for displaced businesses and residents to relocate permanently. These factors contribute to a complex economic aftermath, which can persist long after the physical debris has been cleared.

Changes in Development and Impact to Future Development: According to NOAA, tornadic events can impact changes in development and future construction practices, particularly in tornado-prone regions. Historical patterns and frequency of occurrence have also led to a focus on building resilience, with an emphasis on stronger construction standards to withstand high winds. This includes reinforcing the structural integrity of buildings, using wind-resistant materials, and incorporating tornado-safe rooms or shelters in both new and existing structures. Architects and engineers are increasingly adopting these enhanced safety measures in building designs, considering factors such as roof shapes and anchoring methods that can reduce wind damage. Finally, there's a growing trend towards community-wide tornado preparedness planning, which includes the development of emergency response strategies and the establishment of public storm shelters.

For future development, understanding and mapping tornado risk areas play a crucial role in urban planning decisions. This can influence zoning regulations, with potential restrictions on development in high-risk areas or requirements for specific building codes in such regions. The increasing frequency and intensity of tornadoes, possibly linked to climate change, also necessitates the integration of tornado risk assessments in long-term development plans.

Effects of Climate Change on Severity of Impacts: According to NOAA, climate change is impacting the severity and behavior of tornadic events, although the exact nature of these effects is complex and still a subject of ongoing research. One of the primary challenges in understanding the relationship between climate change and tornadoes is the complexity of tornado formation. Tornadoes require specific atmospheric conditions, including a combination of high instability and strong wind shear. Climate change may affect these conditions, but how these changes will influence tornado occurrence and intensity is not yet fully understood.

According to NOAA, climate change is expected to increase atmospheric instability by warming the Earth’s surface and may also lead to a decrease in wind shear, particularly in areas where tornadoes are most common. This could potentially lead to a change in the number or intensity of tornadoes, but the evidence is not yet conclusive. Second, shifts in climate patterns could affect the geographical distribution and seasonality of tornadoes, potentially leading to tornadoes in regions where they were previously less common or during times of the year when they were less expected.

Table 4-52. 25-Year Precipitation Projections for City of Chino, CA

25-YEAR PRECIPITATION PROJECTIONS FOR CITY OF CHINO, CA
HIGHER EMISSIONS (RCP8.5)
The City of Chino is expected to experience a **6% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.2″ decrease** (from 3.2″ to 3.4″) in average annual precipitation.
LOWER EMISSIONS (RCP4.5)
The City of Chino is expected to experience a **2% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.3″ decrease** (from 3.1″ to 3.18″) in average annual precipitation.
Source: Neighborhoods at Risk (https://nar.headwaterseconomics.org/600013210/explore/climate)

Table 4-53. 25-Year Climate Projections for City of Chino, CA

25-YEAR CLIMATE PROJECTIONS FOR CITY OF CHINO, CA
HIGHER EMISSIONS (RCP8.5)
City of Chino is expected to experience a **46% increase** in extremely hot days within 25 years.
By 2049, City of Chino is expected to have a **2°F increase** (from 66°F to 69°F) in average annual temperatures.
LOWER EMISSIONS (RCP4.5)
City of Chino is expected to experience a **33% increase** in extremely hot days within 25 years.
By 2049, City of Chino is expected to have a **2°F increase** (from 66°F to 68°F) in average annual temperatures.
Source: Neighborhoods at Risk (https://nar.headwaterseconomics.org/6071/explore/climate)

Table 4-54. Future Climate Indicators for San Bernardino County

FUTURE CLIMATE INDICATORS FOR SAN BERNARDINO COUNTY, CA							
Indicator	**Modeled History** (1976-2005)	**Early Century** (2015-2044)		**Mid Century** (2035-2064)		**Late Century** (2070-2099)	
		Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions
	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
Precipitation:							
Annual Average Total Precipitation	**6”**	**6”**	**7”**	**6”**	**6”**	**6”**	**6”**
	6-7	5-8	6-8	5-8	5-8	5-8	5-10
Days Per Year With Precipitation (Wet Days)	**44 days**	**43 days**	**42 days**	**41 days**	**41 days**	**41 days**	**39 days**
	43-47	37-49	32-51	34-49	31-53	33-52	22-65
Maximum Period of Consecutive Wet Days	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**5 days**
	5-6	5-7	4-7	4-7	4-7	4-7	3-9
Annual Days With:							
Annual Days With Total Precipitation > 1 inch	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**
	1-1	0-1	1-1	0-1	0-1	0-1	0-1
Annual Days With Total Precipitation > 2 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days With Total Precipitation > 3 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days That Exceed 99th Percentile Precipitation	2 days	2 days	3 days	2 days	3 days	3 days	3 days
	1-16	1-17	1-18	1-17	1-18	1-19	1-19
*Days With Maximum Temperature Below 32*F*	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Source: Climate Mapping for Resilience and Adaptation (2024)							

Table 4-55. Future Climate Indicators for San Bernardino County

FUTURE CLIMATE INDICATORS FOR SAN BERNARDINO COUNTY, CA							
Indicator	**Modeled History** (1976-2005)	**Early Century** (2015-2044)		**Mid Century** (2035-2064)		**Late Century** (2070-2099)	
		Lower Emissions	**Higher Emissions**	**Lower Emissions**	**Higher Emissions**	**Lower Emissions**	**Higher Emissions**
	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
Precipitation							
Average Annual Total Precipitation	**6”**	**6”**	**7”**	**6”**	**6”**	**6”**	**6”**
	6-7	5-8	6-8	5-8	5-8	5-8	5-10
Days Per Year With Precipitation	**44 days**	**43 days**	**42 days**	**41 days**	**41 days**	**41 days**	**39 days**
	43-47	37-49	32-51	34-49	31-53	33-52	22-65
Days Per Year With No Precipitation	**321 days**	**322 days**	**323 days**	**324 days**	**325 days**	**324 days**	**327 days**
	318-322	316-329	314-333	316-331	312-334	314-332	300-344
Maximum Number Of Consecutive Dry Days	**78 days**	**82 days**	**81 days**	**83 days**	**85 days**	**84 days**	**92 days**
	70-94	67-100	68-95	72-101	71-106	69-108	69-140
Temperature Thresholds							
Annual days with Maximum temperature > 90°	**114 days**	**133 days**	**135 days**	**141 days**	**147 days**	**148 days**	**169 days**
	114-121	127-143	120-147	131-154	134-161	137-163	152-188
Annual days with Maximum temperature > 100°	**52 days**	**69 days**	**72 days**	**78 days**	**85 days**	**87 days**	**111 days**
	49-54	59-84	60-87	66-99	73-108	74-99	97-143
Source: Climate Mapping for Resilience and Adaptation (2024)							

4.11.11 FEMA NRI Expected Annual Loss Estimates

Table 4-56. City of Chino Expected Annual Loss Table

CITY OF CHINO, CA FEMA NRI EXPECTED ANNUAL LOSS TABLE – TORNADO							
Annualized Frequency	**Population**	**Population Equivalence**	**Building Value**	**Agriculture Value**	**Total Value**	**Expected Annual Loss Score**	**Expected Annual Loss Rating**
0.00027 events per year	0.0067	$78,082.12	$127,985.59	$385.83	$206,453.55	23.74	Very Low
Annualized Frequency: *The natural hazard annualized frequency is defined as the expected frequency or probability of a hazard occurrence per year. Annualized frequency is derived either from the number of recorded hazard occurrences each year over a given period or the modeled probability of a hazard occurrence each year.* ***Population:*** *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology.* ***Expected Annual Loss*** *scores are calculated using an equation that combines values for exposure, annualized frequency, and historic loss ratios (Expected Annual Loss = Exposure × Annualized Frequency × Historic Loss Ratio). Source: hazards.fema.gov/nri/expected-annual-loss*							
Source: FEMA National Risk Index (2024)							

4.11.12 FEMA Hazard-Specific Risk Index Table

Table 4-57. San Bernardino County FEMA Hazard Specific Risk Index Table

CITY OF CHINO, CA FEMA HAZARD SPECIFIC RATINGS – TORNADO		
Risk Index Score	**Social Vulnerability Rating**	**Community Resilience Rating**
24.02	Relatively High	Relatively Low
Risk Index Scores: *are a quantitative rating calculated using data for only a single hazard type. Risk Index Scores are calculated using data for only a single hazard type, and reflect a community's Expected Annual Loss value, community risk factors, and the adjustment factor used to calculate the risk value.* ***Social Vulnerability Ratings:*** *are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Social Vulnerability is measured using the Social Vulnerability Index (SVI) published by the Centers for Disease Control and Prevention (CDC).* ***Community Resilience Ratings:*** *are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Community Resilience is measured using the Baseline Resilience Indicators for Communities (HVRI BRIC) published by the University of South Carolina's Hazards and Vulnerability Research Institute (HVRI).*		
Source: FEMA National Risk Index (2024)		

4.11.13 FEMA NRI Exposure Value Table

Table 4-58. City of Chino FEMA NRI Exposure Value Table

CITY OF CHINO, CA FEMA EXPOSURE VALUE TABLE – TORNADO					
Hazard Type	**Total Value**	**Building Value**	**Population Equivalence**	**Population**	**Agriculture Value**
Tornado	$1,343,572,557,379	$26,538,369,569	$1,316,913,200,000	113,527	$120,987,810
Buildings: *Building exposure value is defined as the dollar value of the buildings determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible building exposure of an area (Census block, Census tract, or county) is its building value as recorded in Hazus 6.0, which provides 2022 valuations of the 2020 Census.* ***Population:*** *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible population exposure of an area (Census block, Census tract, or county) is its population as recorded in Hazus 6.0. Population loss is monetized into a population equivalence value using a VSL approach in which each fatality or ten injuries is treated as $11.6 million of economic loss (2022 dollars).* ***Agriculture:*** *Agriculture exposure value is defined as the estimated dollar value of the crops and livestock determined to be exposed to a hazard according to a hazard type-specific methodology. This is derived from the USDA 2017 Census of Agriculture county-level value of crop and pastureland with 2018 values for the US territories. All dollar values are inflation-adjusted to 2022 dollars.*					
Source: FEMA National Risk Index (2024)					

4.12 Wildfire

4.12.1 Hazard Description

Wildfire is an uncontrolled vegetative fire that burns in forests, grasslands, and other natural areas. Wildfires can spread quickly, driven by factors like wind and dry conditions, and they often pose significant threats to life, property, and the environment. These fires can be ignited by various sources, including lightning, human activities, and other natural causes. Wildfires can result in widespread devastation and require coordinated efforts for containment, suppression, and recovery.

In California, wildfire is common due to the combination of complex terrain, Mediterranean climate that annually facilitates several month-long rain-free periods, productive natural plant communities that provide ample fuels, and ample natural and anthropogenic ignition sources. The State has an extensive history of severe wildfire events and faces the probability of future events that are even more destructive than those of the past. Wildfires are the most frequent source of declared disasters and account for the third highest combined losses of natural hazards in California.

4.12.2 General Wildfire Types

Flammable expanses of brush, diseased timberland, overstocked forests, hot and dry summers, extreme topography, intense fire weather wind events, summer lightning storms, and human acts all contribute to California's wildfire threat. Wildfires can generally be classified as follows:

- Ground fires occur when fuels ignite and burn underground. Ground fires may eventually burn through the ground surface and become surface fires.

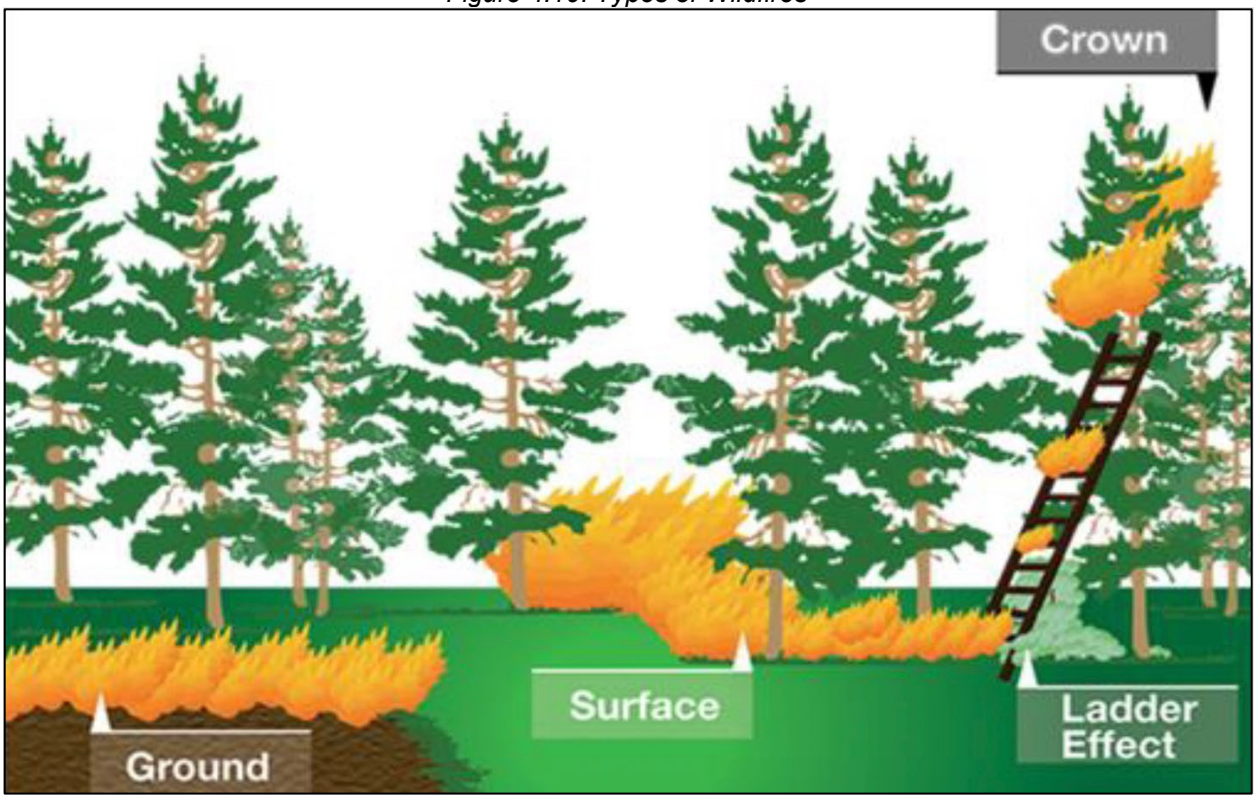
- Surface fires burn on the surface of the ground and are primarily fueled by low-lying vegetation.
- Ladder fuels are vegetation that allow surface fires to climb into the tree canopy and become crown fires.
- Crown fires spread from treetop to treetop at a rapid pace. Crown fires are often pushed by wind and can be extremely intense.

4.12.3 Factors Affecting Fire Behavior

According to the State of California 2023 HMP, fire behavior is based on factors such as the following:

- **Fuel**: Fuel may include living and dead vegetation on the ground, along the surface as brush and small trees, and above the ground in tree canopies. Lighter fuels such as Arundo donax and other grasses, leaves, and needles quickly expel moisture and burn rapidly, while heavier fuels such as tree branches, logs, and trunks take longer to warm and ignite. Trees killed or defoliated by forest insects and diseases are more susceptible to wildfire.
- **Weather:** Relevant weather conditions include temperature, relative humidity, wind speed and direction, cloud cover, precipitation amount and duration, and the stability of the atmosphere. Conditions are very favorable for extensive and severe wildfires when the temperature is high, relative humidity is low, wind speed is increasing and coming from the east (offshore flow), and there has been little or no precipitation, so vegetation is dry. These conditions occur more frequently inland where temperatures are higher, and fog is less prevalent.
- **Terrain:** The slope and elevation of a region influences the amount and moisture of fuel; the impact of weather conditions such as temperature and wind; potential barriers to fire spread, such as highways and lakes; and elevation and slope of landforms (fire spreads more easily uphill than downhill).

Figure 4.19. Types of Wildfires



4.12.4 Wildland Fire vs. Wildland Urban Interface Fires

According to the State of California 2023 HMP, fire science distinguishes between wildland fires, which burn predominately in undeveloped areas, and wildland urban Interface (WUI) fires (USFS 2019). Mitigation actions, response actions and damage associated with the two types of fire may differ significantly.

Wildland Fires: Wildland fires that burn in undeveloped settings are part of a natural fire regime and may be beneficial to the landscape if they burn within the historical range of variability for fire size and intensity. Many species are adapted to California's natural fire regimes and flourish after a low or mixed severity burn. These fires also enhance ecosystem function by creating landscapes that have more variation, are more resilient to other disturbances, and are better suited to withstand extremes in precipitation. However, wildland fires still pose a threat and can have catastrophic impacts on wildlife and habitat.

Wildland fires may result in secondary negative impacts in the form of air pollution, including GHG emissions, soil erosion (resulting in siltation of streams and lakes), postfire flooding, or mudslides. The impacts can even extend beyond State borders. In 2020, wildfire smoke not only blanketed large swaths of California, but also worsened air quality across the United States.

Unless wildland fires or their related cascading hazards occur in or near developed areas, they are rarely classified as disasters because they do not pose severe risk to life or widescale damage to the environment. Wildland fires that burn primarily on federally managed lands are only rarely classified as disasters. For example, the 2007 Zaca Fire (240,207 acres) and 2009 Station Fire (160,577 acres), both of which burned on U.S. Forest Service lands, were enormous in size but did not result in federal disaster status. Those fires stand in contrast to the October 2017 Northern California Wildfires, which were smaller in area but much more destructive, due to their proximity to larger urbanized areas.

WUI Fires: The WUI has been defined as "the area or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels. The WUI can be configured in many ways including a classic "interface" (e.g., a community that abuts a National Forest at a distinct boundary), an "intermix" (e.g., vegetative fuels distributed between buildings throughout a subdivision between buildings), or an "occlusion" (e.g., a community that completely surrounds a designated open space area) The combination of natural and human-made fuels that are burned in WUI fires may lead to the formation or release of toxic emissions not found in purely wildland fires.

WUI fires represent an increasingly significant concern for California. California has a chronic and destructive WUI fire history with significant losses of life, structures, infrastructure, agriculture, and businesses (USFS 2019). Most local governments that have prepared LHMPs have identified fire and WUI fires as specific hazards. Even relatively small WUI fires may result in disastrous damage.

Most WUI fires are suppressed before they exceed 100 acres (Li and Banerjee 2021). The remainder usually occurs during episodes of hot, windy conditions that exceed initial attack capabilities and are more likely to cause heightened losses to the built environment. Many WUI fires occur in areas that have a historical pattern of wildland fires that burn under extreme conditions. The pattern of increased damage is directly related to increased urban spread into areas that have historically had wildfire as part of the natural ecosystem.

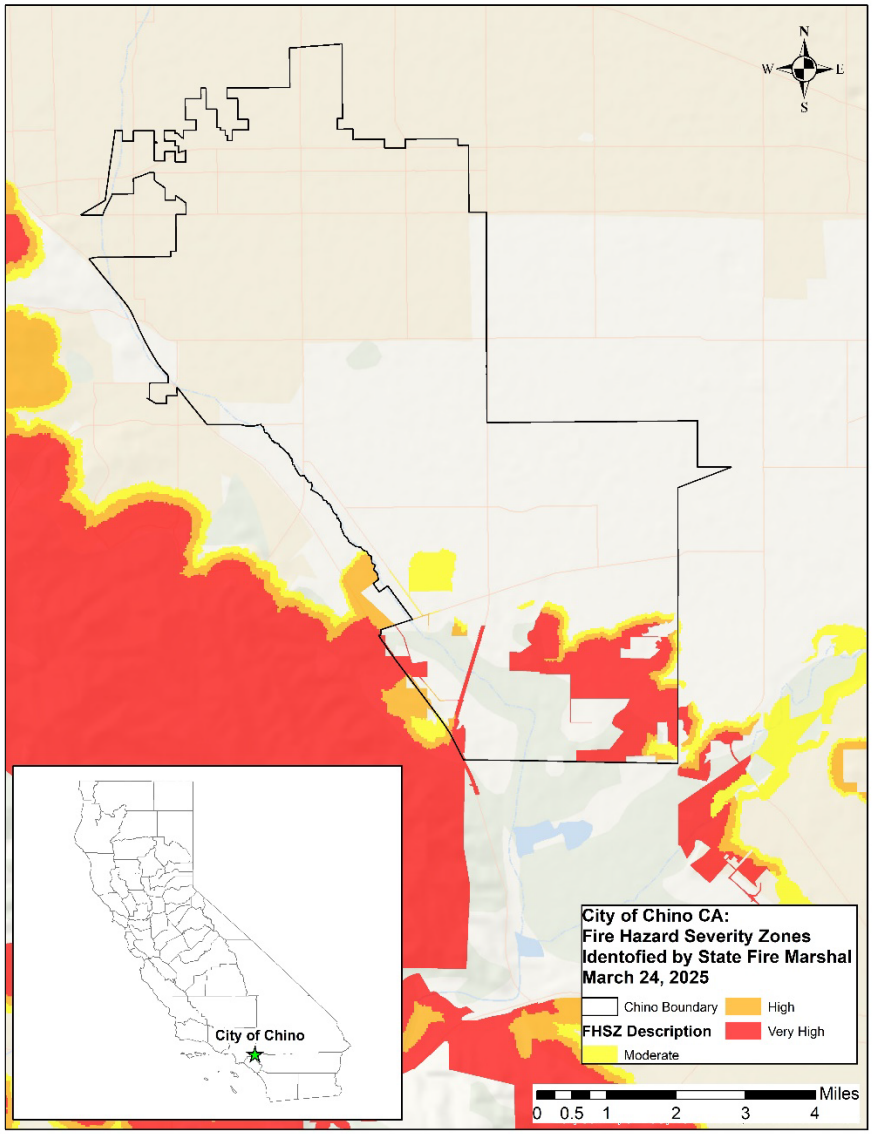
California has a strong statewide approach toward WUI planning and regulatory requirements, including minimum WUI building code requirements, Fire Safe regulations, and State land use planning guidance from the California Governor's Office of Planning and Research (OPR).

4.12.5 Hazard Location

Fire Hazard Severity Zone (FHSZ) maps are developed using a science-based and field-tested model that assigns a hazard score based on the factors that influence fire likelihood and fire behavior. Many factors are considered such as fire history, existing and potential fuel (natural vegetation), predicted flame length, blowing embers, terrain, and typical fire weather for the area. There are three levels of hazard in the State Responsibility Areas: moderate, high, and very high.

Fire Hazard Severity Zone maps evaluate “hazard,” not “risk”. They are like flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, and not specifically prescriptive of impacts. “Hazard” is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts. “Risk” is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction. Based on available mapping data and hazard histories, the areas in the south and southwest portions of the City of Chino are more likely to experience a wildfire event or indirect impacts of smoke plumes from the Chino Hills area from the southwest.

Figure 4.20. OSFM CAL Fire Hazard Severity Zone City of Chino CA.



4.12.6 Hazard Extent/Intensity

The National Interagency Fire Center (NIFC) employs several measures and tools to assess the extent and intensity of wildfires. These include the acreage burned, which quantifies the size of the affected area, with larger acreage indicating more extensive wildfires. Fire behavior indicators such as the rate of spread, fire-line intensity, and flame length offer insights into the wildfire's intensity, with rapid spread and high-intensity flames signifying a more severe fire. The table below illustrates fire suppression interpretations of flame length and fire-line intensity.

Table 4-59. Flame Length and Fireline Intensity Table

US DEPARTMENT OF AGRICULTURE – FOREST SERVICE		
Fire Suppression Interpretations of Flame Length and Fireline Intensity		
Flame Length	**Fire Intensity**	**Interpretation**
Feet	*Btu/ft/s*	Fire can generally be attacked at the head or flanks by persons using hand tools. Handline should hold the lire
< 4	< 100	
4-8	100-500	Fires are too intense for direct attack on the head by persons using hand tools. Handline cannot be relied on to hold fire. Equipment such as plows, dozers, pumpers, and retardant aircraft can be effective.
8-11	500-1,000	Fires may present serious control problems-torching out, crowning, and spotting. Controlling efforts at the fire head will probably be ineffective.
>11	>1,000	Crowning, spotting, and major fire runs are probable. Control efforts at the head of a fire are ineffective.
Source: US Department of Agriculture – Forest Service		

The containment status, measured as the percentage of the fire's perimeter under control, tracks the progress in limiting the wildfire's spread. Meteorological data on temperature, humidity, wind speed, and direction are crucial for understanding fire potential, with critical fire weather conditions contributing to more intense wildfires. The extent of damage to homes, infrastructure, and communities, as well as the scale of evacuation orders issued, reflects the wildfire's impact. Lastly, resource deployment and fire danger ratings are considered, enabling NIFC to assess wildfire severity and effectively manage response efforts.

4.12.7 Frequency and Probability

Frequency: Between 01/01/2013 and 12/31/2022 San Bernardino County recorded 43 wildfire events over 1,826 days. This averages to 0.023548 incidents per day during this time and 8.60 incidents annually.

Probability: The National Interagency Fire Center (NIFC) measures the probability of wildfires by considering various factors and conditions that contribute to the likelihood of ignition and fire spread. Key elements in assessing this probability include:

- Weather Conditions: NIFC monitors weather data, including temperature, humidity, wind speed, and precipitation, to evaluate the fire weather outlook. Dry and windy conditions with low humidity increase the likelihood of wildfires.

- Fuel Moisture: The moisture content of vegetation, such as grasses, shrubs, and trees, is a critical factor. Dry or drought-affected fuels are more susceptible to ignition.
- Lightning Activity: NIFC tracks lightning activity in wildfire-prone regions, as lightning strikes are a common natural cause of wildfires.
- Human Activities: Monitoring human activities that can lead to unintentional ignitions, such as campfires, discarded cigarettes, and equipment sparks, helps assess the human-related wildfire risk.
- Historical Data: Historical wildfire data, including the frequency and size of past wildfires, can inform the probability of future incidents.
- Fire Danger Ratings: Fire danger ratings, such as the Fire Weather Index, provide a standardized assessment of fire risk based on weather and fuel conditions.

Past Events: The table below illustrates all wildfire events in San Bernardino County between 2019-2023. During this time there were 43 events with five deaths and 23 injuries reported.

Location	County	State	Date	Time	T.Z.	Type	Dth	Inj	PrD	CrD
Totals							**5**	**23**	**18.340M**	**0.00K**
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	8/15/19	18:00	PST-8	Wildfire	0	0	400.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/4/19	12:00	PST-8	Wildfire	0	3	100.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/14/19	19:00	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/10/19	11:00	PST-8	Wildfire	2	0	8.000M	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/10/19	11:00	PST-8	Wildfire	0	0	100.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/30/19	7:00	PST-8	Wildfire	0	0	100.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/30/19	10:00	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/30/19	10:00	PST-8	Wildfire	0	1	100.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/31/19	0:00	PST-8	Wildfire	0	1	4.000M	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/31/19	0:30	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO	SAN BERNARDINO	CA	7/3/20	14:00	PST-8	Wildfire	0	0	0.00K	0.00K

COUNTY MO...	COUNTY MO...									
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	7/20/20	17:00	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	7/31/20	17:30	PST-8	Wildfire	0	0	10.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	8/1/20	0:00	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	9/5/20	10:40	PST-8	Wildfire	1	13	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/29/20	13:30	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	12/1/20	17:00	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	12/3/20	2:00	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	12/13/20	13:40	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	2/18/21	0:00	PST-8	Wildfire	0	0	30.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	5/24/21	10:00	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	6/5/21	16:00	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	6/5/21	17:00	PST-8	Wildfire	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	6/9/21	14:10	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	6/28/21	15:48	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	8/25/21	15:11	PST-8	Wildfire	0	0	2.500M	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/21/21	14:20	PST-8	Wildfire	0	0	0.00K	0.00K

SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/22/21	11:27	PST-8	Wildfire	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	3/14/22	0:00	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	6/12/22	5:45	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	8/17/22	12:15	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	9/5/22	14:37	PST-8	Wildfire	2	3	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	9/23/22	14:30	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO COUNTY MO...	SAN BERNARDINO COUNTY MO...	CA	4/26/23	9:16	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	5/22/23	13:11	PST-8	Wildfire	0	0	0.00K	0.00K
APPLE AND LUCERNE VALLEY...	APPLE AND LUCERNE VALLEY...	CA	6/17/23	16:03	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	6/27/23	18:31	PST-8	Wildfire	0	0	3.000M	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/13/23	23:58	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/14/23	13:57	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/14/23	14:30	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/15/23	14:28	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	7/27/23	17:49	PST-8	Wildfire	0	0	0.00K	0.00K
SAN BERNARDINO AND RIVER...	SAN BERNARDINO AND RIVER...	CA	10/30/23	11:37	PST-8	Wildfire	0	2	0.00K	0.00K
Totals							**5**	**23**	**18.340M**	**0.00K**

4.12.8 Vulnerabilities and Impacts

Life Safety and Public Health: Wildfires can have significant life safety and public health impacts. First, wildfires produce smoke and particulate matter that can degrade air quality over large areas, potentially leading to respiratory issues, exacerbating pre-existing conditions, and causing symptoms such as coughing, shortness of breath, and irritation of the eyes and throat. Secondly, wildfires often necessitate the evacuation of communities, temporarily displacing residents from their homes. This displacement can result in stress, anxiety, and potential health risks, particularly for vulnerable populations.

Additionally, the dynamic nature of wildfires can lead to injuries and fatalities among responders and the public. These incidents may occur during evacuations, firefighting efforts, or while navigating hazardous fire conditions. Furthermore, the mental health impact of wildfires is noteworthy, as they can cause stress, anxiety, and trauma for those affected. The loss of homes and possessions, coupled with the uncertainty of wildfire impacts, can contribute to long-term mental health challenges. Wildfires also have the potential to disrupt the food supply chain and water infrastructure, potentially leading to contamination of drinking water sources and causing shortages of essential supplies. Lastly, evacuation centers and crowded living conditions can facilitate the spread of infectious diseases, making disease control and public health management a priority during and after wildfires.

The entire city of Chino is vulnerable to wildfire hazards due to potential cascading effects during any given event. The areas located in the south portion of the city fall within the high/very high fire hazard severity zones making these locations more vulnerable to direct wildfire impacts for both life safety and critical infrastructure.

Property Damage and Critical Infrastructure: Overall, wildfires have far-reaching consequences on both property and critical infrastructure, emphasizing the importance of fire prevention and mitigation measures. Wildfires can cause extensive destruction to homes, buildings, and infrastructure, resulting in significant financial losses. Homes and properties situated in or near the path of a wildfire are particularly vulnerable, and even with firefighting efforts, many structures may be lost. In addition to property damage, wildfires can disrupt critical infrastructure such as power lines, electrical substations, transportation networks, and communication facilities.

Power outages can occur as a result of infrastructure damage, impacting not only residents but also essential services like hospitals, water treatment plants, and emergency communication systems. Roads and bridges may be compromised or rendered impassable due to the force of the wildfires, hindering access to affected areas. The aftermath of wildfires can also lead to environmental damage, with erosion, sedimentation, and water quality issues affecting ecosystems and water sources. Cleanup and restoration efforts can be costly and time-consuming, and the long-term economic impact on communities and regions is a significant concern.

Figure 3-9 in the Community Profile illustrates the locations of critical facilities within the City of Chino. 2 public school, 1 private school 2 pharmacies and numerous transmission lines fall within or near the high/very high fire hazard severity zones making these facilities more vulnerable to direct impacts from wildfire events.

Economy: Wildfires can result in significant economic losses for communities and regions affected by these disasters. Some of the primary economic impacts include property damage and loss, the cost of firefighting efforts, and the expenses associated with recovery and rebuilding. Property damage encompasses homes, businesses, and infrastructure, leading to insurance claims and financial burdens on individuals and organizations. The cost of deploying firefighting resources, including personnel, equipment, and air support, is another significant economic factor. Additionally, post-fire efforts such as erosion control, reforestation, and repair of damaged infrastructure contribute to the economic toll. The disruption of economic activities, such as agriculture, tourism, and outdoor recreation, can further affect the local and regional economies.

Changes in Development and Impact of Future Development: Wildfires can significantly impact changes in development and future development in several ways. The effects of wildfires on communities, infrastructure, and ecosystems can influence land use planning and development decisions. After a wildfire, local authorities may reassess land use and zoning regulations, especially in areas prone to wildfires. They may impose stricter building codes, setback requirements, and vegetation management rules to reduce fire risk in future developments.

Wildfires can also expose vulnerabilities in critical infrastructure, such as power lines, roads, and water supply systems. This can lead to investment in infrastructure upgrades to enhance resilience and prevent future damage. Communities affected by wildfires often face the decision of whether to rebuild in the same location or relocate to safer areas. The experience of a wildfire can influence the choices made by property owners and developers. The increased frequency and severity of wildfires may impact the availability and cost of property insurance. Insurers may adjust premiums or coverage terms, affecting property development decisions. Moreover, wildfires can lead to increased community awareness and preparedness efforts, influencing development decisions. Communities may implement Firewise practices and community wildfire protection plans that affect future development.

Lastly, wildfires can alter ecosystems and natural landscapes. Land managers and conservationists may adjust their plans for ecological restoration and habitat conservation, which can, in turn, influence land development in affected areas. Lastly, the cumulative impact of wildfires on a region can inform long-term planning strategies, influencing where and how future development occurs. It may lead to regional development policies that prioritize resilience and fire risk reduction. In summary, wildfires can prompt changes in development and future development by affecting land use regulations, infrastructure investment, community resilience, and long-term planning. These changes are often driven by the need to reduce the risks associated with wildfires and their potential impacts on communities and the environment.

Effects of Climate Change on Severity of Impacts: According to NOAA, climate change is having a profound influence on wildfires. Climate change can manifest its impact in various ways, significantly intensifying the frequency and severity of wildfires. Firstly, escalating global temperatures lead to heightened evaporation rates, causing vegetation to dry out and become more susceptible to ignition. This prolonged warmth results in an extended fire season, providing more opportunities for wildfires to occur. Secondly, climate change can exacerbate drought conditions in many regions, depleting soil moisture and rendering vegetation more flammable. As a result, severe and extended droughts increase the ease with which wildfires ignite and spread. Additionally, alterations in precipitation patterns, driven by climate change, can lead to more intense rainfall events, followed by prolonged dry periods. This cycle promotes rapid vegetation growth, which, in turn, creates additional fuel for wildfires. The impact of climate change is further exacerbated by an increase in extreme weather events, like thunderstorms and lightning strikes, which often serve as ignition sources for wildfires. Changes in wind patterns, brought about by shifting atmospheric circulation, can result in more frequent and intense wind events, facilitating the rapid spread of wildfires. Warmer temperatures can also contribute to increased insect outbreaks, weakening and killing trees, thus providing more fuel for fires. Lastly, climate change can extend the fire season in many regions, heightening the likelihood of wildfires.

Table 4-60. 25-Year Precipitation Projections for City of Chino, CA

25-YEAR PRECIPITATION PROJECTIONS FOR CITY OF CHINO, CA
HIGHER EMISSIONS (RCP8.5)
The City of Chino is expected to experience a **6% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.2″ decrease** (from 3.2″ to 3.4″) in average annual precipitation.
LOWER EMISSIONS (RCP4.5)
The City of Chino is expected to experience a **2% increase** in heavy precipitation within 25 years.
By 2049, the City of Chino is expected to have a **0.3″ decrease** (from 3.1″ to 3.18″) in average annual precipitation.
Source: Neighborhoods at Risk (https://nar.headwaterseconomics.org/600013210/explore/climate)

Table 4-61. 25-Year Climate Projections for City of Chino, CA

25-YEAR CLIMATE PROJECTIONS FOR CITY OF CHINO, CA
HIGHER EMISSIONS (RCP8.5)
City of Chino is expected to experience a **46% increase** in extremely hot days within 25 years.
By 2049, City of Chino is expected to have a **2°F increase** (from 66°F to 69°F) in average annual temperatures.
LOWER EMISSIONS (RCP4.5)
City of Chino is expected to experience a **33% increase** in extremely hot days within 25 years.
By 2049, City of Chino is expected to have a **2°F increase** (from 66°F to 68°F) in average annual temperatures.
Source: Neighborhoods at Risk (https://nar.headwaterseconomics.org/6071/explore/climate)

Table 4-62. Future Climate Indicators for San Bernardino County

FUTURE CLIMATE INDICATORS FOR SAN BERNARDINO COUNTY, CA							
Indicator	**Modeled History** (1976-2005)	**Early Century** (2015-2044)		**Mid Century** (2035-2064)		**Late Century** (2070-2099)	
		Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions	Lower Emissions	Higher Emissions
	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
Precipitation:							
Annual Average Total Precipitation	**6”**	**6”**	**7”**	**6”**	**6”**	**6”**	**6”**
	6-7	5-8	6-8	5-8	5-8	5-8	5-10
Days Per Year With Precipitation (Wet Days)	**44 days**	**43 days**	**42 days**	**41 days**	**41 days**	**41 days**	**39 days**
	43-47	37-49	32-51	34-49	31-53	33-52	22-65
Maximum Period of Consecutive Wet Days	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**6 days**	**5 days**
	5-6	5-7	4-7	4-7	4-7	4-7	3-9
Annual Days With:							
Annual Days With Total Precipitation > 1 inch	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**	**1 day**
	1-1	0-1	1-1	0-1	0-1	0-1	0-1
Annual Days With Total Precipitation > 2 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days With Total Precipitation > 3 inches	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Annual Days That Exceed 99th Percentile Precipitation	2 days	2 days	3 days	2 days	3 days	3 days	3 days
	1-16	1-17	1-18	1-17	1-18	1-19	1-19
*Days With Maximum Temperature Below 32*F*	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**	**0 days**
	0-0	0-0	0-0	0-0	0-0	0-0	0-0
Source: Climate Mapping for Resilience and Adaptation (2024)							

Table 4-63. Future Climate Indicators for San Bernardino County

FUTURE CLIMATE INDICATORS FOR SAN BERNARDINO COUNTY, CA							
Indicator	**Modeled History** (1976-2005)	**Early Century** (2015-2044)		**Mid Century** (2035-2064)		**Late Century** (2070-2099)	
		Lower Emissions	**Higher Emissions**	**Lower Emissions**	**Higher Emissions**	**Lower Emissions**	**Higher Emissions**
	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
Precipitation							
Days Per Year With No Precipitation (dry days)	**321 days**	**322 days**	**323 days**	**324 days**	**325 days**	**324 days**	**327 days**
	318-322	316-329	314-333	316-331	312-334	314-332	300-344
Maximum Number Of Consecutive Dry Days	**78 days**	**82 days**	**81 days**	**83 days**	**85 days**	**84 days**	**92 days**
	70-94	67-100	68-95	72-101	71-106	69-108	69-140
Days Per Year With Precipitation (wet days)	**44 days**	**43 days**	**42 days**	**41 days**	**41 days**	**41 days**	**39 days**
	43-47	37-49	32-51	34-49	31-53	33-52	22-65
Temperature Thresholds							
Annual days with Maximum temperature > 90°	**114 days**	**133 days**	**135 days**	**141 days**	**147 days**	**148 days**	**169 days**
	114-121	127-143	120-147	131-154	134-161	137-163	152-188
Annual days with Maximum temperature > 100°	**52 days**	**69 days**	**72 days**	**78 days**	**85 days**	**87 days**	**111 days**
	49-54	59-84	60-87	66-99	73-108	74-99	97-143
Source: Climate Mapping for Resilience and Adaptation (2024)							

4.12.9 FEMA NRI Expected Annual Loss Estimates

Table 4-64. City of Chino Expected Annual Loss Table

CITY OF CHINO, CA FEMA NRI EXPECTED ANNUAL LOSS TABLE – WILDFIRE							
Annualized Frequency	**Population**	**Population Equivalence**	**Building Value**	**Agriculture Value**	**Total Value**	**Expected Annual Loss Score**	**Expected Annual Loss Rating**
0.0034 % chance per year	0.00052	$6,000.69	$9,085,434.23	$17.63	$9,091,452.55	32.96	Relatively Low
Annualized Frequency: *The natural hazard annualized frequency is defined as the expected frequency or probability of a hazard occurrence per year. Annualized frequency is derived either from the number of recorded hazard occurrences each year over a given period or the modeled probability of a hazard occurrence each year.* ***Population:*** *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology.* ***Expected Annual Loss*** *scores are calculated using an equation that combines values for exposure, annualized frequency, and historic loss ratios (Expected Annual Loss = Exposure × Annualized Frequency × Historic Loss Ratio). Source: hazards.fema.gov/nri/expected-annual-loss*							
Source: FEMA National Risk Index (2024)							

4.12.10 FEMA Hazard-Specific Risk Index Table

Table 4-65. San Bernardino County FEMA Hazard Specific Risk Index Table

SAN BERNARDINO COUNTY, CA FEMA HAZARD SPECIFIC RATINGS - WILDFIRE		
Risk Index Score	**Social Vulnerability Rating**	**Community Resilience Rating**
33.03	Relatively High	Relatively Low
Risk Index Scores: *are a quantitative rating calculated using data for only a single hazard type. Risk Index Scores are calculated using data for only a single hazard type, and reflect a community's Expected Annual Loss value, community risk factors, and the adjustment factor used to calculate the risk value.* ***Social Vulnerability Ratings:*** *are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Social Vulnerability is measured using the Social Vulnerability Index (SVI) published by the Centers for Disease Control and Prevention (CDC).* ***Community Resilience Ratings:*** *are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Community Resilience is measured using the Baseline Resilience Indicators for Communities (HVRI BRIC) published by the University of South Carolina's Hazards and Vulnerability Research Institute (HVRI).*		
Source: FEMA National Risk Index (2024)		

4.12.11 FEMA NRI Exposure Value Table

Table 4-66. City of Chino FEMA NRI Exposure Value Table

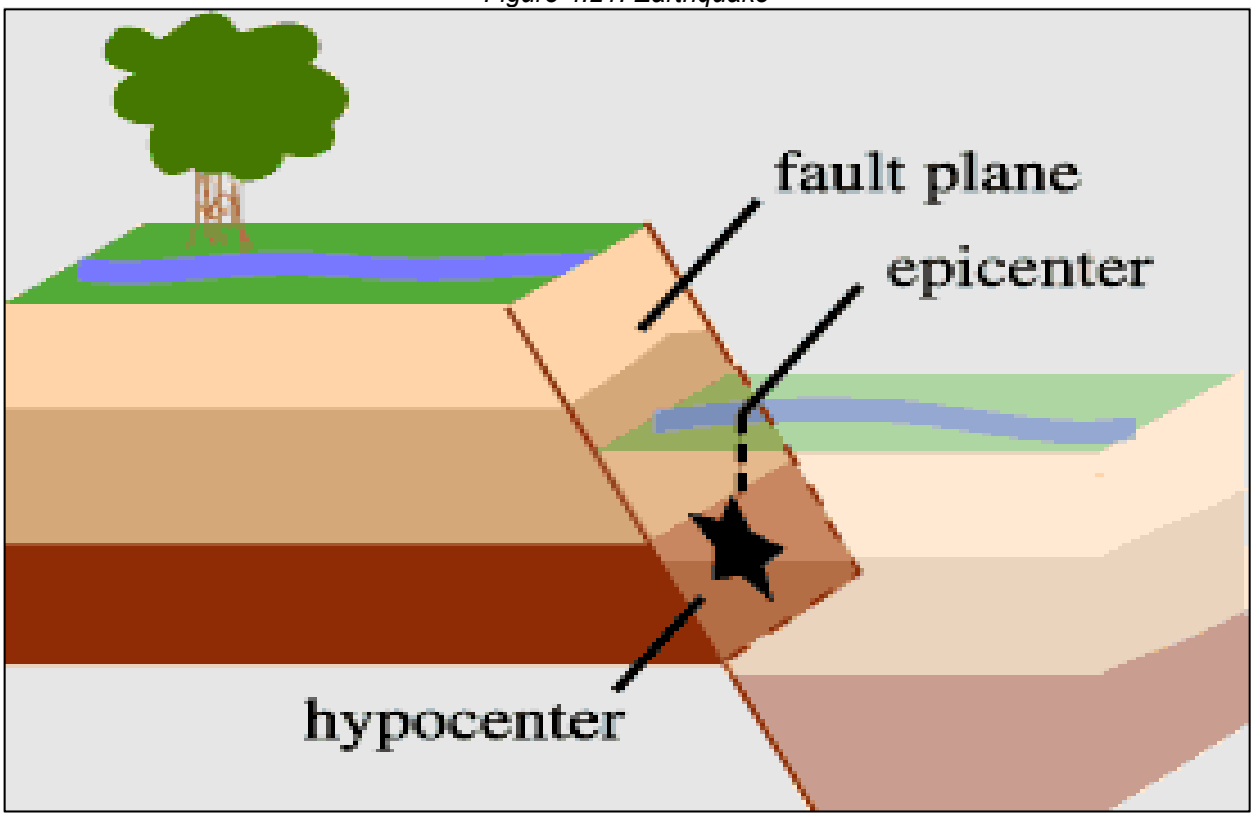
CITY OF CHINO, CA FEMA EXPOSURE VALUE TABLE - WILDFIRE					
Hazard Type	**Total Value**	**Building Value**	**Population Equivalence**	**Population**	**Agriculture Value**
Wildfire	$67,023,036,032.49	$1,713,380,234.37	$65,270,452,520.11	5,626.7 6	$39,203,277.95
Buildings: *Building exposure value is defined as the dollar value of the buildings determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible building exposure of an area (Census block, Census tract, or county) is its building value as recorded in Hazus 6.0, which provides 2022 valuations of the 2020 Census.* ***Population:*** *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible population exposure of an area (Census block, Census tract, or county) is its population as recorded in Hazus 6.0. Population loss is monetized into a population equivalence value using a VSL approach in which each fatality or ten injuries is treated as $11.6 million of economic loss (2022 dollars).* ***Agriculture:*** *Agriculture exposure value is defined as the estimated dollar value of the crops and livestock determined to be exposed to a hazard according to a hazard type-specific methodology. This is derived from the USDA 2017 Census of Agriculture county-level value of crop and pastureland with 2018 values for the US territories. All dollar values are inflation-adjusted to 2022 dollars.*					
Source: FEMA National Risk Index (2024)					

4.13 Earthquake

4.13.1 Hazard Description

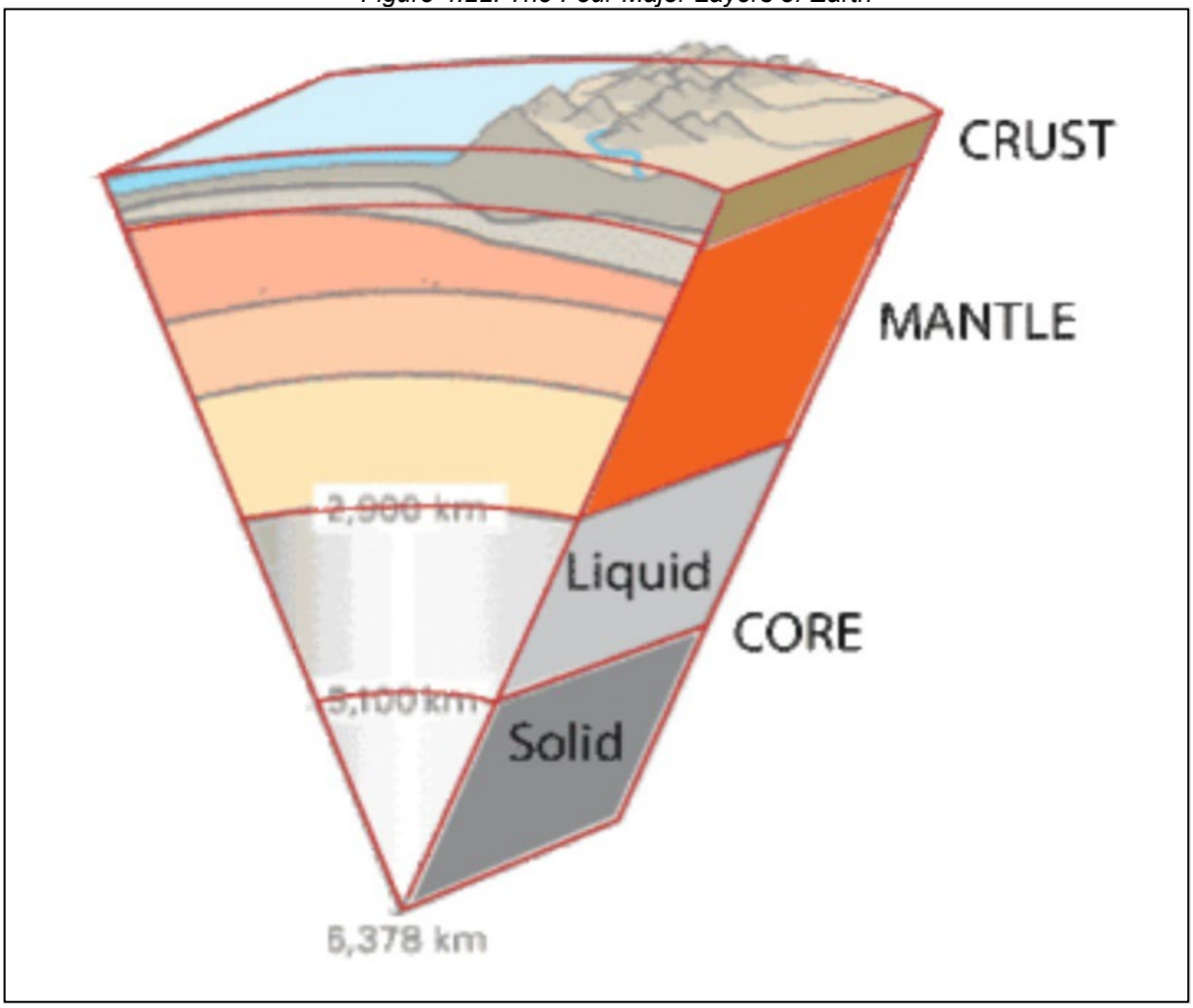
An earthquake is what happens when two blocks of the earth suddenly slip past one another. The surface where they slip is called the fault or fault plane. The location below the earth's surface where the earthquake starts is called the hypocenter, and the location directly above it on the surface of the earth is called the epicenter.

Figure 4.21. Earthquake



The earth has four major layers including the inner core, outer core, mantle, and crust. The crust and the top of the mantle make up a thin skin on the surface of our planet. But this skin is not all in one piece – it is made up of many pieces like a puzzle covering the surface of the earth. Not only that, but these puzzle pieces keep slowly moving around, sliding past one another, and bumping into each other. These are called puzzle pieces tectonic plates, and the edges of the plates are called the plate boundaries. The plate boundaries are made up of many faults, and most of the earthquakes around the world occur on these faults. Since the edges of the plates are rough, they get stuck while the rest of the plate keeps moving. Finally, when the plate has moved far enough, the edges unstick on one of the faults and there is an earthquake.

Figure 4.22. The Four Major Layers of Earth



Sometimes an earthquake has foreshocks. These are smaller earthquakes that happen in the same place as the larger earthquake that follows. Scientists can't tell that an earthquake is a foreshock until the larger earthquake happens. The largest, main earthquake is called the mainshock. Mainshocks always have aftershocks that follow. These are smaller earthquakes that occur afterwards in the same place as the mainshock. Depending on the size of the mainshock, aftershocks can continue for weeks, months, and even years after the mainshock.

4.13.2 Hazard Location

According to the 2023 State of California HMP, California has many faults with the potential to produce damaging earthquakes. In general, faults that slip the fastest over geologic time are more likely to produce earthquakes in the near future. More than 70 percent of California's population lives within 30 miles of a known fault where strong ground shaking could occur in the next 30 years.

Faults offshore of California are also capable of producing damaging earthquakes. The Cascadia Subduction Zone—a sizeable offshore fault system extending from Northern

California to British Columbia—can produce great earthquakes (magnitudes greater than 8.0) north of Cape Mendocino. An event on this offshore fault system can increase the tsunami risk.

4.13.3 Areas Susceptible to Earthquake Damage

The 2023 State of California HMP used three data sets to map susceptibility to damage from earthquakes. These data sets account for the primary causes of damage from earthquakes, including:

- NEHRP Soils Data: Earthquake vulnerability based on the presence of NEHRP Type D, E, and F soils (see Figure 4-30).
- Liquefaction Mapping: Earthquake vulnerability based on liquefaction susceptibility (see Figure 4-31). Liquefaction mapping data currently is not available statewide. However, where this data is available, it can provide increased resolution on the risk associated with earthquakes.
- Earthquake Shaking Potential: Earthquake vulnerability based on having more than a 2 percent chance in 50 years of shaking that exceeds 1 g (see Figure X).
- Earthquake-Induced Landslide Hazard Zones: Mapping of areas with a higher probability of earthquake-induced landslides, within which specific actions are mandated by California law prior to any development.
- Mapping indicates that the entire State is at risk of earthquakes, particularly along the coastline and the San Andreas Fault.

Figure 4.23. Significant Faults in Southern California

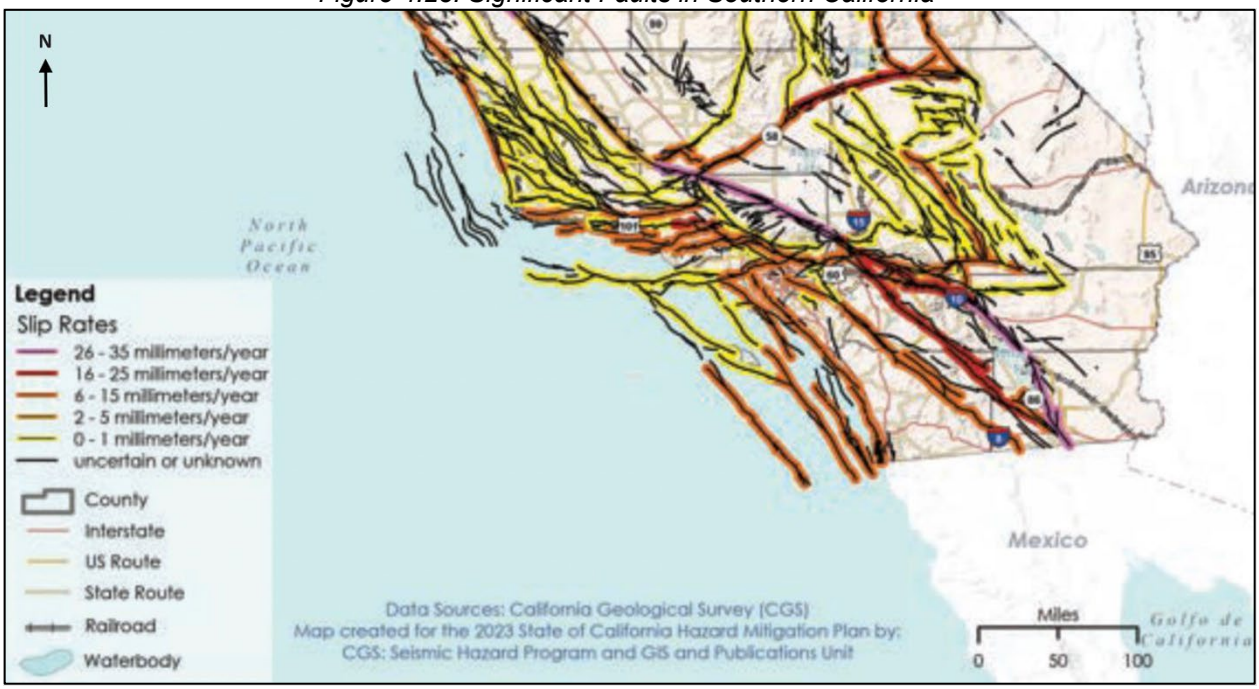


Figure 4.24. NEHRP Type D and Type E Soils in Southern California

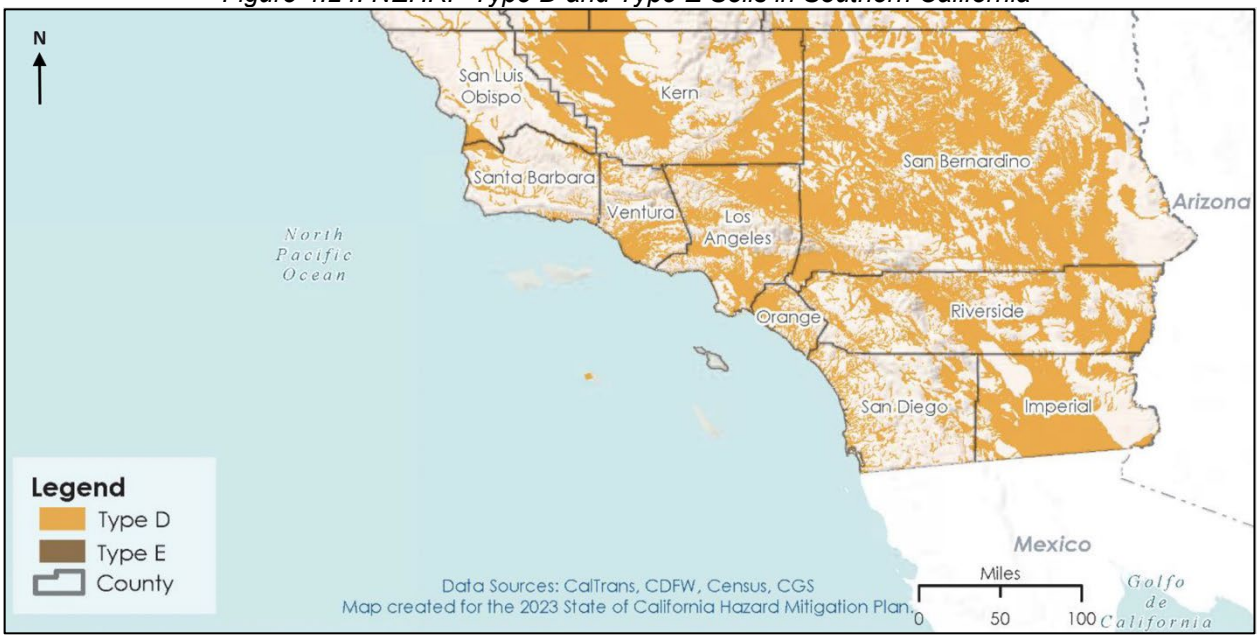


Figure 4.25. Liquefaction Zones

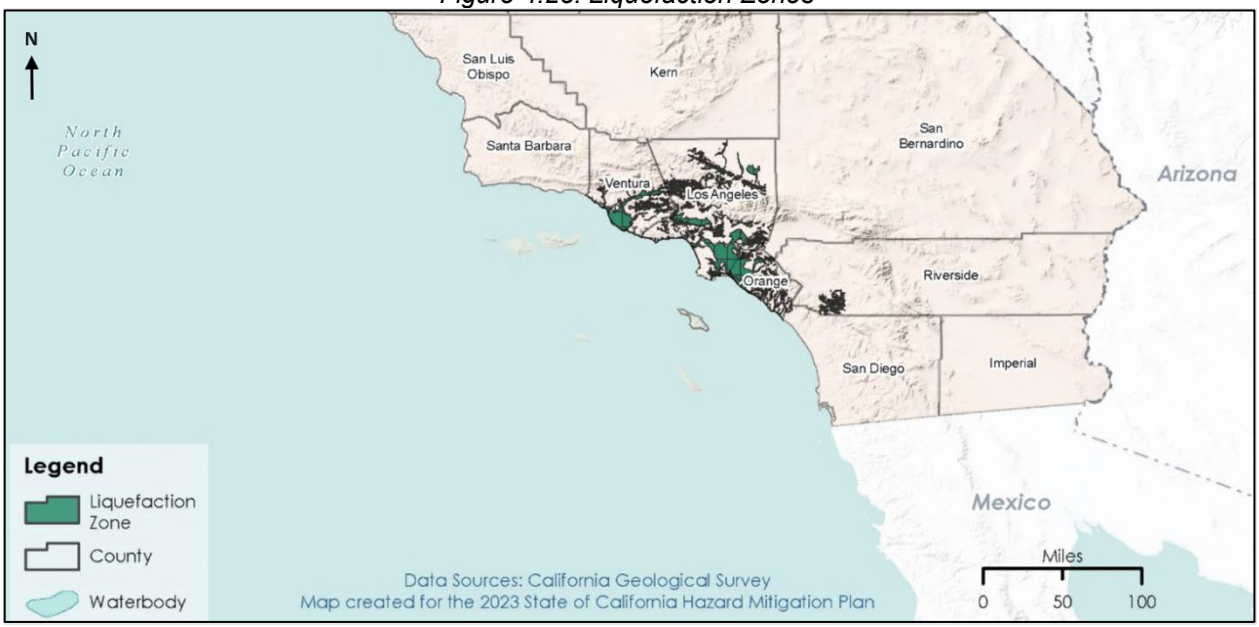
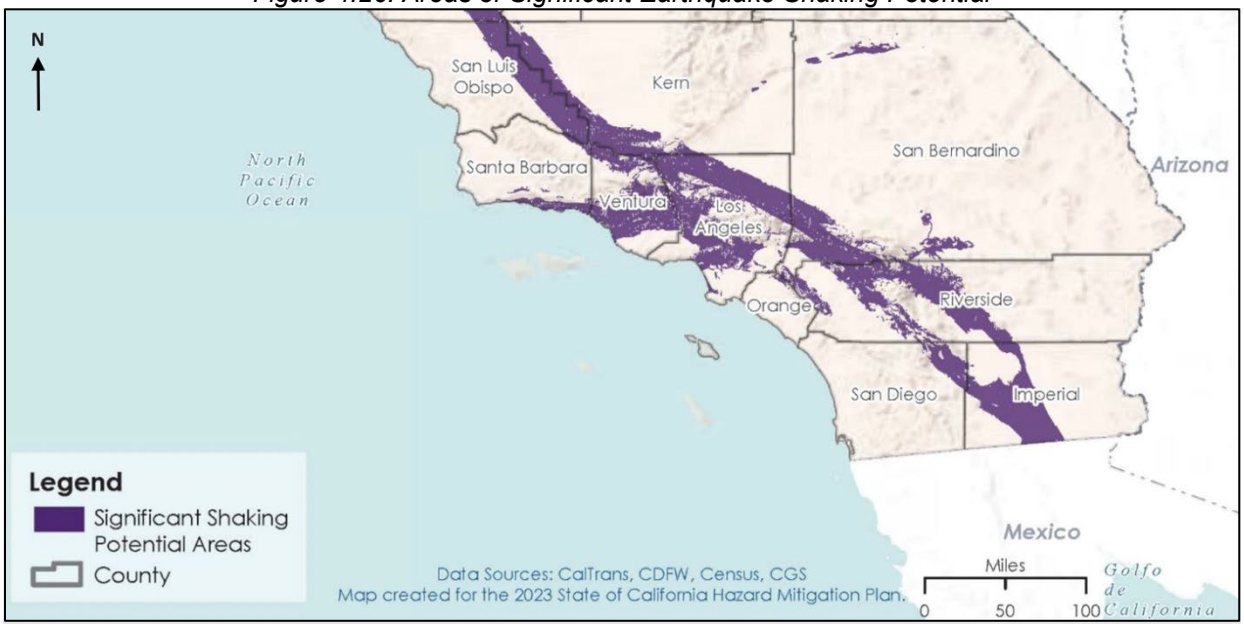


Figure 4.26. Areas of Significant Earthquake Shaking Potential



4.13.4 Hazard Extent/Intensity

The severity of an earthquake can be expressed in terms of both *intensity* and *magnitude*. However, the two terms are quite different, and they are often confused. Intensity is based on the observed effects of ground shaking on people, buildings, and natural features. It varies from place to place within the disturbed region depending on the location of the observer with respect to the earthquake epicenter. Magnitude is related to the amount of seismic energy released at the hypocenter of the earthquake. It is based on the amplitude of the earthquake waves recorded on instruments which have a common calibration. The magnitude of an earthquake is thus represented by a single, instrumentally determined value.

Earthquake strength has traditionally been measured using the Richter scale, developed by Charles Richter in 1935. The Richter scale went through numerous adjustments since its conception and was eventually replaced by the “Moment Magnitude Scale” for earthquakes larger than 3.5; however, most still refer to both scales as the Richter scale. The Richter magnitude scale, used as an indicator of the force of an earthquake, measures the magnitude, intensity, and energy released by an earthquake with seismographs. Each whole number increase in magnitude represents a tenfold increase in measured amplitude; as an estimate of energy, each whole number step in the magnitude scale corresponds to the release of about 31 times more energy than the amount associated with the preceding whole number value. It is important to note that the Richter Magnitude Scale is not used to express damage.

Table 4-67. The Richter Scale

THE RICHTER SCALE	
Magnitude	**Description**
< 2.0	Micro earthquakes, not felt.
2.0 - 2.9	Minor earthquakes, generally not felt, but are recorded.
3.0 - 3.9	Minor earthquakes, often felt, but rarely causes damage.
4.0 - 4.9	Light earthquakes, noticeable shaking of indoor items, rattling noises, and significant damage is unlikely.
5.0 - 5.9	Moderate earthquakes, can cause major damage to poorly constructed buildings over small regions, and possible slight damage to well-designed buildings.
6.0 - 6.9	Strong earthquakes, can be destructive in areas up to about 99 miles across in populated regions.
7.0 - 7.9	Major earthquakes, can cause serious damage over larger regions.
8.0 - 8.9	Great earthquakes can cause serious damage in regions several hundred miles across.
9.0 - 9.9	Great earthquakes, devastating in areas several thousands of miles across.
10 <	Massive earthquakes, never recorded, widespread devastation across vast regions.

The effect of an earthquake on the Earth's surface is called the intensity. The intensity scale consists of a series of certain key responses such as people awakening, movement of furniture, damage to chimneys, and finally - total destruction. The Modified Mercalli (MM) Intensity Scale is the common intensity scale used in the United States. This scale is composed of 12 increasing levels of intensity that range from imperceptible shaking to catastrophic destruction. It does not have a mathematical basis; instead, it is an arbitrary ranking based on observed effects. The Modified Mercalli Intensity value assigned to a specific site after an earthquake has a more meaningful measure of severity to the non-scientist than the magnitude because intensity refers to the effects actually experienced at that place.

The table below illustrates abbreviated descriptions of the 12 levels of Modified Mercalli Intensity Scale. OBJ

Table 4-68. Modified Mercalli Intensity Scale

MODIFIED MERCALLI INTENSITY SCALE	
Level of Intensity	**Observed Earthquake Effects**
I	Not felt except by a very few under especially favorable conditions.
II	Felt only by a few persons at rest, especially on upper floors of buildings.
III	Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.
IV	Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.
V	Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.
VI	Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight.
VII	Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.
VIII	Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned.

IX	Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations.
X	Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rails bent.
XI	Few, if any (masonry) structures remain standing. Bridges destroyed. Rails bent greatly.
XII	Damage total. Lines of sight and level are distorted. Objects thrown into the air.

Earthquakes can trigger other types of ground failures which could contribute to the damage. These include landslides, dam failures, and liquefaction. In the last situation, shaking can mix groundwater and soil, liquefying and weakening the ground that supports buildings and severing utility lines. This is a special problem in floodplains where the water table is relatively high, and the soils are more susceptible to liquefaction.

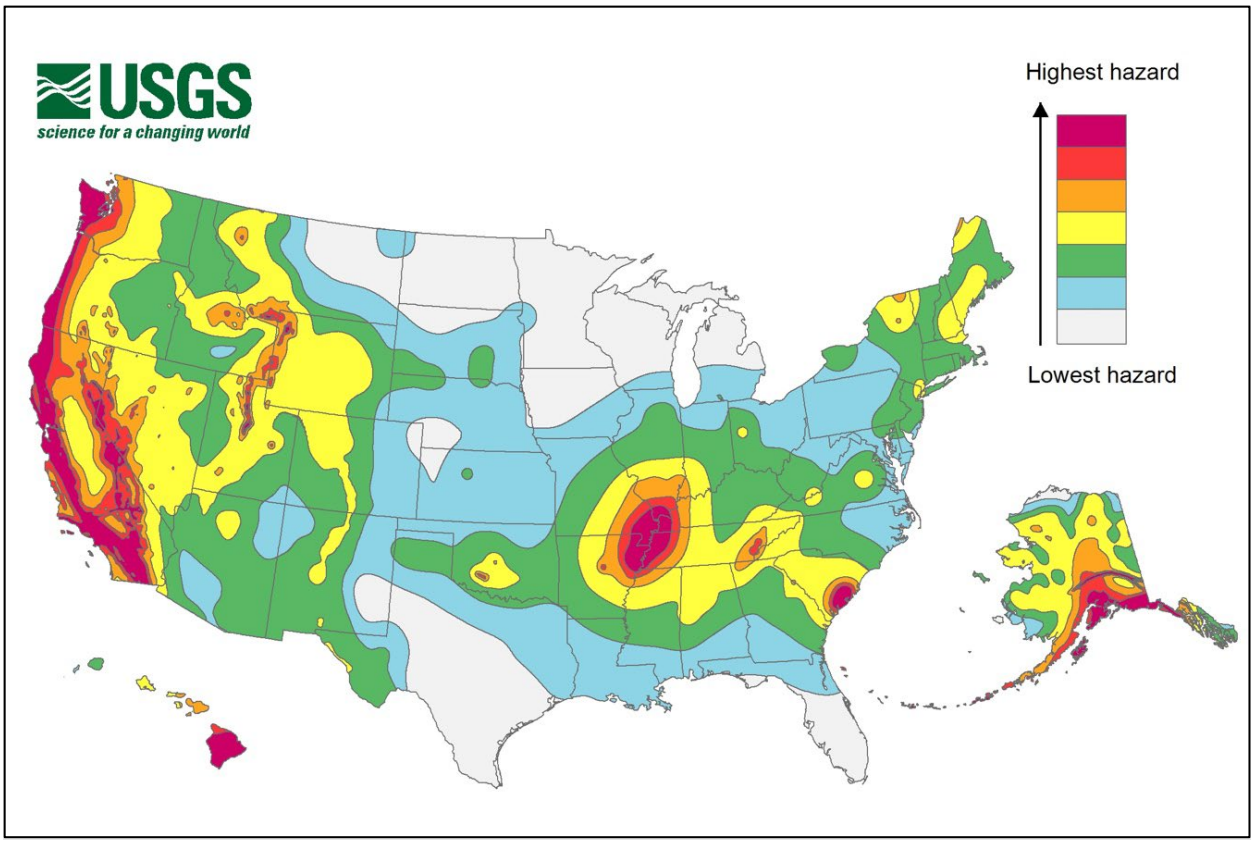
4.13.5 Probability and Frequency

Probability: The United States Geological Survey (USGS) determines the probability of earthquake events through a combination of historical earthquake data, geological and seismological research, and advanced modeling techniques. This process involves analyzing past earthquakes to understand patterns of occurrence, fault line activities, and the distribution of seismic activity across different regions. By studying the behavior of tectonic plates, including their movement and the stress accumulation along faults, scientists can assess where earthquakes are more likely to occur. The USGS also utilizes seismic hazard maps that depict the likelihood of various levels of earthquake shaking in different areas over specific time frames. These maps are based on models that incorporate the rates at which earthquakes occur in different areas and the expected ground shaking from those earthquakes.

In addition, the USGS employs probabilistic seismic hazard analysis (PSHA), a method that quantifies the likelihood of exceeding various levels of earthquake shaking in a given period, considering the uncertainties inherent in predicting earthquake behavior. PSHA considers the location, rate, and magnitude of potential earthquakes, as well as how seismic waves will propagate through the Earth to affect locations. The analysis also incorporates the potential for soil amplification and other local effects that can influence ground shaking intensity.

Frequency: The figure below illustrates peak ground accelerations having a 2% probability of being exceeded in 50 years, for a firm rock site. The long-term national seismic hazard map is based on the most recent USGS models for the conterminous U.S. (2018), Hawaii (1998), and Alaska (2007). These models are based on seismicity and fault-slip rates and consider the frequency of earthquakes of various magnitudes. In California, the hazard may be greater than shown, because site geology may amplify ground motions.

Figure 4.27. Long-term National Seismic Hazard Map


USGS
science for a changing world
Highest hazard
Lowest hazard

4.13.6 Past Events

According to the 2023 State of California HMP, California has a long history of damaging earthquakes, and earthquake forecasts indicate a 93 percent chance that one or more major earthquakes (magnitude 7 or greater) will happen in the State in the 30 years following 2014.

4.13.7 Vulnerability and Impacts

Public Health and Life Safety: According to FEMA, earthquakes can impact life safety and public health in different ways. Some of the most common impacts are as follows:

- Injuries and Loss of Life: The violent shaking and structural damage caused by earthquakes can result in injuries and, in severe cases, loss of life. Falling debris, structural collapses, and ground ruptures can pose immediate risks to individuals in affected areas.
- Structural Damage: Earthquakes can cause extensive damage to buildings, homes, and infrastructure, making them unsafe for occupancy. This can lead to injuries, homelessness, and the need for temporary shelter.
- Displacement: Earthquake-affected individuals may be forced to evacuate their homes due to damage or the threat of aftershocks. This displacement can lead to overcrowding in emergency shelters and increased stress for affected individuals and families.
- Mental Health Impact: Earthquakes can have long-lasting psychological effects, including trauma, anxiety, and post-traumatic stress disorder (PTSD), which may require mental health support and counseling.
- Strain on Healthcare Systems: Earthquakes can overwhelm healthcare systems with an influx of injured individuals in need of medical attention. Hospitals and medical facilities may face challenges in providing care and resources.
- Infrastructure Disruption: Critical infrastructure, including roads, bridges, utilities, and communication networks, can be damaged, affecting emergency response capabilities and access to essential services.
- Water Supply Contamination: Ground shaking can damage water supply systems, leading to contamination of drinking water sources. This poses health risks and requires water treatment and distribution efforts.
- Fire Hazards: Earthquakes can cause gas leaks and damage to electrical systems, increasing the risk of fires. Fire outbreaks can lead to additional injuries, property damage, and air quality issues.
- Aftershocks: Aftershocks following the initial earthquake can further damage weakened structures, hinder response efforts, and prolong the risks to life safety and public health.

Property Damage and Critical Infrastructure: Generally, wood frame buildings and structures on solid ground fare best during an earthquake. Wood frame buildings are flexible enough to withstand ground shaking and swaying. Evaluations of recent earthquakes found that damage was primarily caused to:

- Unreinforced masonry structures.
- Older buildings with some degree of deterioration.
- Buildings without foundation ties.

- Multi-story structures with open or “soft” first floors.

Most building codes have standards related to the first three concerns. This means that the most threatened buildings are older ones (built before current codes), masonry ones, and taller ones with open first floors.

In addition to the building type, damage is related to the underlying soils. Buildings on solid ground fare better, while those on loose or sandy soils will suffer more from shaking. These can be found in floodplains. If there is enough water present, the shaking can liquefy the underlying soils, which removes the support under the foundation.

Figure 3-9 in the Community Profile illustrates the locations of critical facilities within the City of Chino.

A HAZUS analysis was conducted to examine the life safety and health impact to people during an earthquake incident. In this analysis, HAZUS estimates the number of people that could be injured or killed by an earthquake in the City of Chino.

The casualties are broken down into four (4) severity levels that describe the extent of the injuries and are described as follows:

- Severity Level 1: Injuries will require medical attention, but hospitalization is not needed.
- Severity Level 2: Injuries will require hospitalization but are not considered life-threatening
- Severity Level 3: Injuries will require hospitalization and can become life threatening if not promptly treated.
- Severity Level 4: Victims are killed by the earthquake.

The casualty estimates are provided for three (3) times of day: 2:00 AM, 2:00 PM and 5:00 PM. These times represent the periods of the day when different sectors of the community are at their peak occupancy loads. The 2:00 AM estimate considers that the residential occupancy load is maximum, the 2:00 PM estimate considers that the educational, commercial and industrial sector loads are maximum and 5:00 PM represents peak commute time.

The following table provides a summary of the casualties estimated by HAZUS for an earthquake.

Table 4-69. HAZUS Casualty Estimates

Table 10: Casualty Estimates

		Level 1	Level 2	Level 3	Level 4
2 AM	Commercial	0.94	0.18	0.02	0.04
	Commuting	0.00	0.00	0.00	0.00
	Educational	0.00	0.00	0.00	0.00
	Hotels	0.00	0.00	0.00	0.00
	Industrial	1.88	0.36	0.04	0.08
	Other-Residential	20.58	3.07	0.25	0.47
	Single Family	34.52	3.29	0.09	0.14
	Total	**58**	**7**	**0**	**1**
2 PM	Commercial	64.62	12.10	1.46	2.84
	Commuting	0.01	0.01	0.02	0.00
	Educational	17.69	2.93	0.31	0.61
	Hotels	0.00	0.00	0.00	0.00
	Industrial	13.82	2.62	0.31	0.61
	Other-Residential	7.04	1.08	0.09	0.17
	Single Family	9.68	0.95	0.03	0.04
	Total	**113**	**20**	**2**	**4**
5 PM	Commercial	46.04	8.60	1.04	1.99
	Commuting	0.14	0.18	0.31	0.06
	Educational	0.00	0.00	0.00	0.00
	Hotels	0.00	0.00	0.00	0.00
	Industrial	8.64	1.64	0.20	0.38
	Other-Residential	7.74	1.18	0.10	0.18
	Single Family	13.03	1.28	0.04	0.06
	Total	**76**	**13**	**2**	**3**

Economy: According to FEMA, earthquake events can have profound and multifaceted economic impacts, affecting communities, businesses, and governments at all levels. Initially, earthquakes inflict direct damage to infrastructure, including buildings, roads, and bridges, leading to substantial repair and reconstruction costs. These costs not only strain public budgets but also divert resources from other vital community needs. Businesses experience significant disruptions, with some forced to cease operations temporarily or permanently, resulting in lost income, employment, and productivity. The ripple effects extend to the wider economy, as supply chains are disrupted, and consumer spending patterns shift in the aftermath of the disaster.

According to FEMA, earthquakes can undermine investor confidence and lead to declines in property values, especially in areas deemed at high risk for future seismic events. The insurance sector faces increased claims, which can impact the availability and cost of coverage for businesses and homeowners. Efforts to rebuild and recover from an earthquake often require substantial investment, which can stimulate economic activity in construction and related sectors but also highlight the need for improved resilience and preparedness strategies.

Changes in Development and Impact of Future Development: According to FEMA, earthquake events significantly influence changes in development and future planning strategies, primarily through the lens of enhancing resilience and safety in earthquake-prone areas. In the aftermath of significant seismic activity, there is often a reassessment of building codes and construction practices to reduce the vulnerability of structures to future earthquakes. This includes the adoption of more stringent engineering standards, the use of earthquake-resistant materials, and the incorporation of innovative design techniques that allow buildings and infrastructure to withstand seismic forces. Such measures are crucial in minimizing physical damage and ensuring the safety of occupants during subsequent earthquakes. Lastly, urban planning and zoning regulations may be revised to limit development in high-risk areas, such as fault zones and areas susceptible to soil liquefaction, further mitigating potential damage and loss of life (FEMA, 2024).

According to FEMA, earthquake events also impact long-term planning of communities, through higher building code standards and retrofitting existing structures to improve their earthquake resilience. Efforts to enhance public awareness and preparedness, including earthquake drills and the development of emergency response plans, become integral components of community planning.

Effects of Climate Change on Severity of Impacts: According to NOAA, the relationship between climate change and the severity of earthquake events is not direct, as earthquakes are primarily caused by geophysical processes related to the movement of tectonic plates beneath the Earth's surface. According to NOAA, earthquakes result from the buildup and release of energy along faults or by volcanic activity, processes that are generally considered to be independent of atmospheric conditions influenced by climate change.

4.13.8 FEMA NRI Expected Annual Loss Estimates

Table 4-70. City of Chino Expected Annual Loss Table

CITY OF CHINO CA FEMA NRI EXPECTED ANNUAL LOSS TABLE – EARTHQUAKE							
Annualized Frequency	**Population**	**Population Equivalence**	**Building Value**	**Agriculture Value**	**Total Value**	**Expected Annual Loss Score**	**Expected Annual Loss Rating**
0.0098% chance per year	0.83	$9,664,541.41	$47,900,631.4	N/A	$57,565,172.81	96.13	Relatively High
Annualized Frequency: *The natural hazard annualized frequency is defined as the expected frequency or probability of a hazard occurrence per year. Annualized frequency is derived either from the number of recorded hazard occurrences each year over a given period or the modeled probability of a hazard occurrence each year.* ***Population:*** *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology.* ***Expected Annual Loss*** *scores are calculated using an equation that combines values for exposure, annualized frequency, and historic loss ratios (Expected Annual Loss = Exposure × Annualized Frequency × Historic Loss Ratio). Source: hazards.fema.gov/nri/expected-annual-loss*							
Source: FEMA National Risk Index (2024)							

4.13.9 FEMA Hazard-Specific Risk Index Table

Table 4-71. City of Chino FEMA Hazard Specific Risk Index Table

CITY OF CHINO, CA FEMA HAZARD SPECIFIC RATINGS – EARTHQUAKE		
Risk Index Score	**Social Vulnerability Rating**	**Community Resilience Rating**
96.07	Relatively High	Relatively Low
Risk Index Scores: *are a quantitative rating calculated using data for only a single hazard type. Risk Index Scores are calculated using data for only a single hazard type, and reflect a community's Expected Annual Loss value, community risk factors, and the adjustment factor used to calculate the risk value.* ***Social Vulnerability Ratings:*** *are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Social Vulnerability is measured using the Social Vulnerability Index (SVI) published by the Centers for Disease Control and Prevention (CDC).* ***Community Resilience Ratings:*** *are a qualitative rating that describe the community in comparison to all other communities at the same level, ranging from "Very Low" to "Very High." Community Resilience is measured using the Baseline Resilience Indicators for Communities (HVRI BRIC) published by the University of South Carolina's Hazards and Vulnerability Research Institute (HVRI).*		
Source: FEMA National Risk Index (2024)		

4.13.10 FEMA NRI Exposure Value Table

Table 4-72. City of Chino FEMA NRI Exposure Value Table

CITY OF CHINO, CA FEMA EXPOSURE VALUE TABLE – EARTHQUAKE					
Hazard Type	**Total Value**	**Building Value**	**Population Equivalence**	**Population**	**Agriculture Value**
Earthquake	$1,343,572,557,379	$265,381,670,00	$1,317,238,000,000	113,555	N/A
Buildings: *Building exposure value is defined as the dollar value of the buildings determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible building exposure of an area (Census block, Census tract, or county) is its building value as recorded in Hazus 6.0, which provides 2022 valuations of the 2020 Census.* ***Population:*** *Population exposure is defined as the estimated number of people determined to be exposed to a hazard according to a hazard type-specific methodology. The maximum possible population exposure of an area (Census block, Census tract, or county) is its population as recorded in Hazus 6.0. Population loss is monetized into a population equivalence value using a VSL approach in which each fatality or ten injuries is treated as $11.6 million of economic loss (2022 dollars).* ***Agriculture:*** *Agriculture exposure value is defined as the estimated dollar value of the crops and livestock determined to be exposed to a hazard according to a hazard type-specific methodology. This is derived from the USDA 2017 Census of Agriculture county-level value of crop and pastureland with 2018 values for the US territories. All dollar values are inflation-adjusted to 2022 dollars.*					
Source: FEMA National Risk Index (2024)					

OTHER HAZARDS OF CONCERN

Although FEMA does not require non-natural hazards for inclusion in a hazard mitigation plan, City of Chino wishes to rank and mitigate against a comprehensive list of hazard events that could impact the county. Due to the nature of non-natural hazards and the discretionary status regarding their inclusion, the following hazards of interest have been briefly and qualitatively assessed for public education and informing their inclusion within the hazard ranking and mitigation process:

- Civil Disturbance
- Cybersecurity Incident
- Facility Disaster
- Hazardous Materials Incident (Fixed, Transportation)
- Prolonged Power Outage
- Terrorism
- Transportation Incident (Air & Road)

4.14 Civil Disturbance

4.14.1 Hazard Definition

The FBI defines a civil disturbance as a collective act of public disorder or violence by a group of individuals which is aimed at challenging government authority or obstructing the functioning of governmental institutions. This can encompass a wide range of activities, including protests, riots, demonstrations, and other forms of public unrest. Civil disturbances are characterized by their potential to disrupt the peace and security of a community, potentially leading to harm to persons, damage to property, and a general state of chaos if not managed properly. Civil disturbances are often driven by social, economic, political, or environmental grievances, where participants seek to draw attention to their cause or demand change from governmental or societal structures. In cases where civil disturbances escalate to violence or criminal activities, law enforcement may intervene to restore order, protect lives and property, and uphold the rule of law.

4.14.2 Hazard Extent/Intensity

The FBI measures the extent or intensity of a civil disturbance through situational assessments, intelligence gathering, and analysis of the level of disruption caused. The extent of a civil disturbance is determined by several factors, including the number of participants, the geographic area affected, the duration of the event, and the presence of any violent activities or significant property damage. The intensity is further assessed by evaluating the level of aggression displayed, the use of weapons or destructive devices, and the response required by law enforcement and emergency services.

4.14.3 Past Events

No official recorded events available at the time of the plan update.

4.14.4 Probability

The FBI determines the probability of civil disturbance incidents through intelligence gathering, monitoring of social and political trends, and evaluation of specific triggers or

events that could incite public unrest. This involves collecting and analyzing data from a wide range of sources, including law enforcement agencies, social media, public forums, and intelligence networks, to identify potential threats and assess the mood and sentiments of communities. The FBI also monitors upcoming events of political, social, or economic significance that might serve as catalysts for civil disturbances, such as elections, court decisions, or incidents of perceived injustice.

4.14.5 Vulnerability and Impacts

Health and Safety: According to the FBI, civil disturbance incidents can impact health and safety, posing both immediate and long-term risks to communities. In the short term, events can lead to injuries among participants, law enforcement personnel, and bystanders, resulting from physical confrontations, the use of crowd-control measures, or accidents in chaotic environments. Additionally, civil disturbances often result in the destruction of property, including homes, businesses, and public infrastructure, which can disrupt essential services such as healthcare, transportation, and access to food and water, further endangering public health and safety.

In the longer term, the impacts of civil disturbances can extend to the mental health and well-being of individuals and communities. The stress and trauma associated with experiencing or witnessing violence and destruction can lead to a range of psychological issues, including anxiety, depression, and post-traumatic stress disorder (PTSD). Finally, the disruption of community cohesion and trust in public institutions can have lasting effects, potentially hindering recovery efforts and resilience-building.

Property Damage and Critical Infrastructure: According to the FBI, civil disturbance incidents can impact property damage and critical infrastructure. Civil disturbance incidents can often lead to vandalism, looting, arson, and the destruction of buildings, vehicles, and storefronts, which can result in substantial financial losses for businesses and homeowners. The impact on critical infrastructure, such as utilities, transportation networks, emergency services, and communication systems, can disrupt essential services and pose serious challenges to public safety and the overall functioning of communities. Such disruptions can hinder emergency and law enforcement responses, complicating efforts to restore order and provide assistance to those affected by the disturbance.

According to the FBI, the extent of property damage and infrastructure impact can vary widely depending on the scale and intensity of the civil disturbance, as well as the preparedness and response of law enforcement and emergency services. In the aftermath of such incidents, rebuilding and repairing damaged infrastructure and properties can be a lengthy and costly process, often requiring coordination between government agencies, private sector entities, and community organizations. The psychological impact on communities, including a sense of insecurity and decreased trust in public institutions, can also have lasting effects.

4.14.6 Economy

According to the FBI, civil disturbance incidents can impact the economy with immediate and long-term effects. In the short term, civil disturbance incidents can disrupt business operations, leading to significant losses in revenue, especially for small businesses that may not have the resources to recover quickly. The physical damage to property and infrastructure necessitates costly repairs and can deter future investment and tourism in the affected areas. Additionally, civil disturbances can strain public resources, as local and state governments may need to allocate significant funds towards law enforcement, emergency response, and rebuilding efforts, diverting funds from other public services and development projects.

In the long term, the economic impact of civil disturbances can extend beyond the immediate area of the incidents. The perception of instability can decrease investor confidence, potentially leading to a decline in investment at both local and national levels. Insurance premiums in affected areas may rise, imposing additional costs on businesses and property owners. Lastly, the disruption to supply chains during civil disturbances can have ripple effects on the broader economy, affecting industries and markets beyond the immediate region.

4.15 Cybersecurity Incident

4.15.1 Hazard Description

Cyber-attacks are “deliberate exploitation of computer systems, technology-dependent enterprises, and networks.” Cyber-attacks use malicious code to alter computer operations or data. The vulnerability of computer systems to attacks is a growing concern as people and institutions become more dependent upon networked technologies. The Federal Bureau of Investigation (FBI) reports that, “cyber intrusions are becoming more commonplace, more dangerous, and more sophisticated,” with implications for private- and public-sector networks.

Malware, or malicious software, can cause numerous problems once on a computer or network, from taking control of users’ machines to discreetly sending out confidential information. Ransomware is a specific type of malware that blocks access to digital files and demands a payment to release them. Hospitals, schools, state and local governments, law enforcement agencies, businesses, and even individuals can be targeted by ransomware. A 2017 study found ransomware payments over a two-year period totaled more than $16 million. Even if a victim is perfectly prepared with full offline data backups, recovery from a sophisticated ransomware attack typically costs far more than the demanded ransom. However, according to a 2016 study by Kaspersky Lab, roughly one in five ransomware victims who pay their attackers are still not able to retrieve their data.

Cyber spying or espionage is the act of illicitly obtaining intellectual property, government secrets, or other confidential digital information, and often is associated with attacks carried out by professional agents working on behalf of a foreign government or corporation.

According to cybersecurity firm Symantec, in 2016 "…the world of cyber espionage experienced a notable shift towards more overt activity, designed to destabilize and disrupt targeted organizations and countries." A major data breach is when hackers gain access to large amounts of personal, sensitive, or confidential information and have become increasingly common. A 2018 report from the security firm Symantec found that more than seven billion identities have been exposed in data breaches over the last eight years. In addition to networked systems, data breaches can occur due to the mishandling of external drives.

Cyber-crime can refer to any of the above incidents when motivated primarily by financial gain or other criminal intent. The most severe type of attack is cyber terrorism, which aims to disrupt or damage systems to cause fear, injury, and loss to advance a political agenda.

Cyberattacks can be divided into two main categories: attacks against data, and attacks against physical infrastructure. Because our society is so dependent on technology, a large-scale cyberattack could overwhelm government and/or private-sector resources quickly, as well as threaten lives, property, the economy and national security.

Phishing is a technique employed in many of the above attacks and involves sending fraudulent emails purporting to be from known contacts or reputable companies to induce individuals to reveal personal information, such as passwords and credit card numbers, or to click on links that put the user at risk.

4.15.2 Hazard Location

Cyber disruptions are not central to one geographic area; they can occur anywhere within the City of Chino where technological systems exist or are utilized. A breach can originate at one computer and affect any other computer in the world. Targets include individual computers, networks, organizations, business sectors, or governments.

4.15.3 Hazard Extent/Intensity

The extent of a cybersecurity breach is dependent on various factors. These factors include the system that is attacked, protective measures put in place, training of the people involved, warning time, and the firewalls that exist to protect different levels of the system.

4.15.4 Probability and Frequency

Cyberattacks have increased nationwide in recent years, particularly targeting the energy sector, as well as the banking and finance sectors. Hackers have exploited vulnerabilities in company computer systems by distracting employees, interfering with Internet Security Providers (ISP), and diverting resources to steal proprietary information and personally identifiable information (PII). Small devices can wreak havoc on critical systems—some USB drives have been manufactured with viruses or become infected, spreading malware to multiple computers. Traditional cybersecurity measures such as firewalls, signature-based access controls, and anti-virus software are becoming increasingly antiquated, necessitating more advanced security strategies.

While specific data on the number of cyber incidents in the City of Chino are not available, the probability of future cyberattacks remains high, given the increasing reliance on digital infrastructure.

Several local jurisdictions in California have been affected by ransomware attacks in recent years. In 2023, the San Bernardino County Sheriff's Department was hit by a ransomware attack, forcing the county to pay a $1.1 million ransom to regain access to its systems. The attack disrupted critical law enforcement operations, highlighting the vulnerabilities faced by public agencies.

Other high-profile ransomware incidents include:

- The City of Atlanta (2018), where recovery costs exceeded $2.6 million, significantly more than the initial $52,000 ransom demand.
- The City of Baltimore (2019), where a ransomware attack impacted email, voicemail, property tax portals, water bill and parking ticket systems, and delayed over 1,000 pending home sales.
- Orange County, North Carolina (2019), where a ransomware virus disrupted county services, including real estate transactions, marriage licenses, housing voucher processing, and tax bill verification.

4.15.5 Past Events

There have been no recorded cybersecurity events in the City of Chino.

4.15.6 Vulnerability and Impacts

Cyberattacks can have a wide range of impacts, ranging from minimal to significant, depending on if the County or its jurisdictions are the main target for the attack or if they are one of many targets. Some of these attacks may be malicious and can result in catastrophic damage to the nervous system of a community's cyber infrastructure. Back-up systems, redundancy, heightened awareness, integrity restoration, and recovery will provide means to adequately manage the consequence of an attack.

Direct Damage: Cyberattacks can inflict damage on physical systems by manipulating the technology supporting the built environment.

Economic Damage: Cyberattacks can inflict huge amounts of economic damage in many different ways. Cyberattacks targeting financial institutions (banks, stock markets, etc.) can directly impact the overall economy while other attacks may target individual businesses. Large scale cyberattacks can greatly affect the economy. Symantec reports that in the last three years, businesses have lost $3 billion due to phishing email scams alone. In an electronic-based commerce society, any disruption to daily activities can have disastrous impacts to the economy. It is difficult to measure the true extent of the impact.

4.16 Hazardous Materials Incident

4.16.1 Hazard Description

Hazardous materials (HAZMAT) are substances that, because of their chemical or physical characteristics, are hazardous to humans and living organisms, property, and the environment are regulated by the U.S. Environmental Protection Agency (EPA) and, when transported in commerce, by the U.S. Department of Transportation (DOT). The EPA regulations address “hazardous substances” and “extremely hazardous substances.”

The EPA chooses to specifically list hazardous substances and extremely hazardous substances rather than providing objective definitions. Hazardous substances, as listed, are generally materials that, if released into the environment, tend to persist for long periods and pose long-term health hazards for living organisms. They are primarily chronic rather than acute health hazards.

Regulations require that spills of these materials into the environment in amounts at or above their individual “reportable quantities” must be reported to the EPA. Extremely hazardous substances, on the other hand, while also generally toxic materials, are acute health hazards that, when released, are immediately dangerous to the life of humans and animals and can cause serious damage to the environment. There are currently 355 specifically listed extremely hazardous substances listed along with their individual threshold planning quantities (TPQ)

When facilities have these materials in quantities at or above the TPQ, they must submit “Tier II” information to appropriate state and/or local agencies to facilitate emergency planning.

DOT regulations provide the following definition for the term “hazardous material”: A hazardous material is “a substance or material that the Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce” and has been designated as hazardous under section 5103 of federal hazardous materials transportation law (49 U.S.C. 5103). The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (see 49 CFR 172.101), and materials that meet the defining criteria for hazard classes and divisions in part 173 of subchapter C of the same chapter.

When a substance meets the DOT definition of a hazardous material, it must be transported under safety regulations providing for appropriate packaging, communication of hazards, and proper shipping controls.

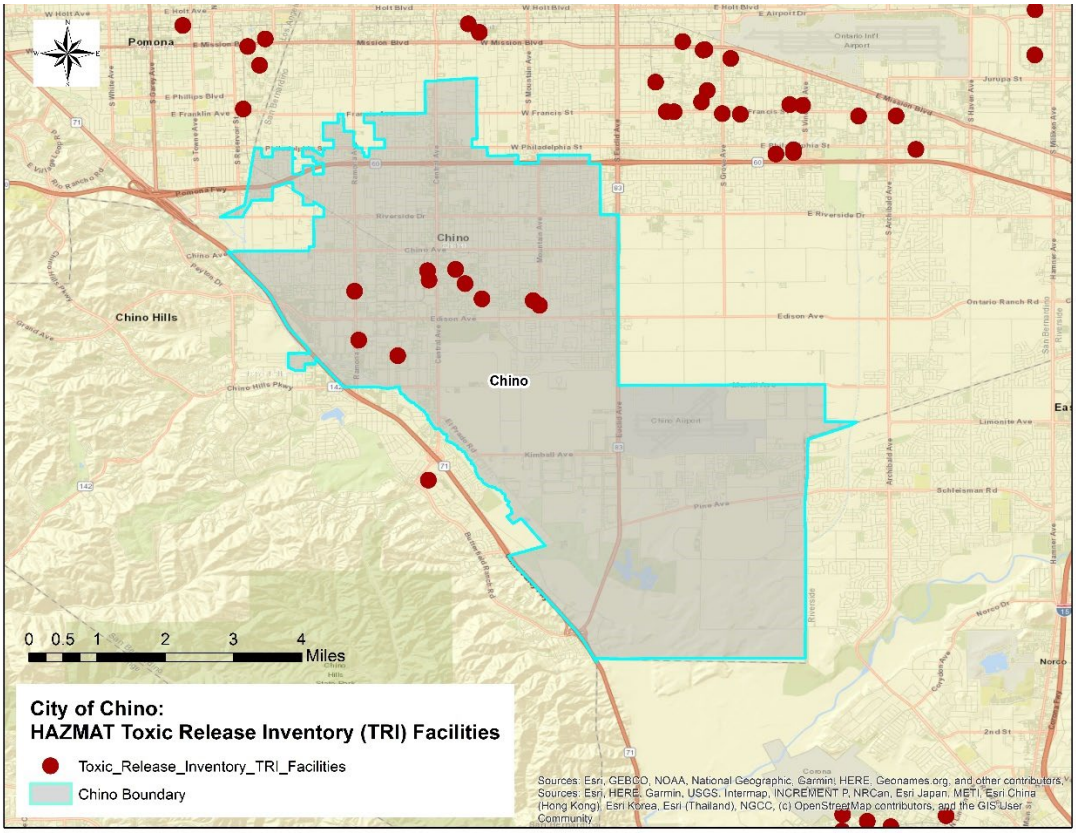
In addition to EPA and DOT regulations, the National Fire Protection Association (NFPA) develops codes and standards for the safe storage and use of hazardous materials. These codes and standards are generally adopted locally and include the use of the NFPA 704 standard for communication of chemical hazards in terms of health, fire,

instability (previously called “reactivity”), and other special hazards (such as water reactivity and oxidizer characteristics).

While somewhat differently defined by the above organizations, the term “hazardous material” may be generally understood to encompass substances that have the capability to harm humans and other living organisms, property, and/or the environment. There is also no universally accepted, objective definition of the term “hazardous material event.” A useful working definition, however, might be framed as “any actual or threatened uncontrolled release of a hazardous material, its hazardous reaction products, or the energy released by its reactions that poses a significant risk to human life and health, property, and/or the environment.”

4.16.2 Hazard Location

While a HAZMAT transportation incident could occur anywhere in the City of Chino, the figure below illustrates fixed HAZMAT sites located within the City of Chino.



4.16.3 Hazard Extent/Intensity

Diamond-shaped NFPA 704 signs ranking the health, fire, and instability hazards on a numerical scale from zero (least) to four (greatest) along with any special hazards are usually required to be posted on chemical storage buildings, tanks, and other facilities. Similar NFPA 704 labels may also be required on individual containers stored and/or used inside facilities.

The Environmental Protection Agency (EPA) uses several factors to assess the extent and intensity of HAZMAT or laboratory incidents. First, the EPA considers the type and quantity of hazardous materials involved in the incident, recognizing that different substances present varying risks to human health and the environment. Second, they assess the incident's location and geographic scope, determining whether it is localized to a laboratory, industrial facility, or if it has broader implications for densely populated areas or sensitive ecosystems.

Next, the EPA examines the release or exposure pathways to understand how hazardous materials are released and the potential routes of exposure to humans and wildlife. This includes evaluating whether the substances have become airborne, entered water bodies, or contaminated the soil. In addition, the agency investigates the immediate and long-term health and environmental effects stemming from the incident, encompassing the impact on air and water quality, ecosystems, and human health.

The response and cleanup measures taken during and after the incident play a pivotal role in assessing its extent and intensity. This involves evaluating the effectiveness of containment, control, and remediation efforts. Regulatory compliance is another crucial aspect, determining whether the incident involves non-compliance with environmental regulations and whether enforcement actions are necessary. The EPA also considers the impact on local communities, including evacuation orders, shelter-in-place advisories, public health consequences, and economic impacts. Lastly, the duration of the incident and the persistence of hazardous materials in the environment are taken into account to understand its intensity and the potential for prolonged consequences.

4.16.4 Probability and Frequency

Probability: The U.S. Department of Transportation's Pipeline and Hazardous Materials Safety Administration (PHMSA) determines the probability of hazardous incidents through risk assessment, data analysis, and regulatory compliance monitoring. PHMSA employs risk assessment methodologies that consider the physical condition of pipelines, the nature of the materials transported, historical incident data, environmental conditions, and human factors. This analysis identifies potential vulnerabilities and the likelihood of incidents occurring. PHMSA also relies on extensive data collection from pipeline operators and hazardous materials handlers, including reports on incidents, safety violations, and maintenance activities. This data is analyzed to identify trends, assess risk levels, and prioritize safety measures.

Frequency: According to the US DOT Pipeline and Hazardous Materials Safety Administration, there have been 0 HAZMAT incidents recorded between 2019 and 2023 (1,862 days). This averages 0 incidents per day during this time and incidents annually.

4.16.5 Past Events

Reference Appendix D for HAZMAT events table.

4.16.6 Vulnerabilities and Impacts

Life Safety and Public Health: According to the EPA, HAZMAT incidents can have substantial life safety and public health impacts. These impacts encompass immediate health risks due to exposure to hazardous materials, resulting in injuries, respiratory problems, chemical burns, or physical harm. In addition, long-term health effects may occur from prolonged exposure to contaminants, leading to respiratory diseases, cancers, and other chronic illnesses. Evacuations and displacement are often necessary in severe incidents, which can disrupt residents' lives, causing stress and mental health concerns. Contaminants released during such incidents can pollute air and water sources, affecting air quality and posing risks to communities through water contamination.

Next, soil and crops may become contaminated, impacting local agriculture and posing food safety risks. The need for emergency healthcare resources may overwhelm hospitals and healthcare facilities, affecting the availability of medical care for various health issues. The psychological impacts, such as fear and uncertainty, can result in stress, anxiety, and mental health challenges among affected individuals and communities.

Property Damage and Critical Infrastructure: HAZMAT incidents can result in significant property damage and critical infrastructure impacts. Property damage occurs when hazardous materials are released, leading to contamination and destruction of structures, both residential and commercial. The extent of property damage can be severe, particularly in cases of chemical spills, explosions, or fires.

Critical infrastructure, including water treatment facilities, power plants, transportation systems, and communication networks, can also be affected. Hazardous materials may contaminate water sources, disrupting water treatment plants and affecting the supply of clean water to communities. Power outages or damage to electrical infrastructure can result from fires or explosions, impacting energy supply and potentially causing additional safety risks. Transportation networks, including roads and bridges, can be compromised due to accidents or contamination, hindering access for emergency responders and the general public.

Economy: HAZMAT incidents can result in costs associated with emergency response, containment, cleanup, and environmental remediation. The financial burden of addressing the incident and managing hazardous materials can also be substantial. These costs can include expenses related to deploying first responders, hazmat teams, and emergency services to the scene. This encompasses personnel, equipment, and resources necessary to contain and mitigate the incident promptly.

There are also costs related to cleaning up and decontaminating an affected area, which can involve the removal and disposal of hazardous materials. In addition, there can be

financial repercussions, damage to research facilities, scientific equipment, and valuable experimental materials can be expensive to replace or repair.

Changes in Development and Impact of Future Development: Changes in development and future development can be impacted by HAMZAT incidents in several ways. First, such incidents may trigger a reassessment of environmental compliance and regulations in local laboratories and/or research facilities. This may lead to stricter oversight and increased regulatory requirements for handling hazardous materials and waste management, affecting the design and operation of future development projects.

Effects of Climate Change on Severity of Impacts: Changes in climate patterns can lead to extreme weather events such as hurricanes, floods, and wildfires, which can directly damage or disrupt HAZMAT storage facilities. For example, flooding can result in the release of hazardous materials from storage tanks or laboratories, posing significant risks to public health and the environment.

Climate change can also affect the transportation of hazardous materials. Increased temperatures can lead to heat-related transportation incidents, such as the overheating of vehicles carrying hazardous cargo, potentially causing leaks or accidents.

Lastly, changes in climate can alter the risk landscape by affecting the types and quantities of hazardous materials used in various industries. For example, changes in temperature and humidity levels can impact the stability of certain chemicals, making them more susceptible to accidental spills or reactions.

4.17 Prolonged Power Outage

4.17.1 Hazard Definition

An electric power outage (also power failure or power loss) is the loss of the electricity supply to a geographic area. The area of an outage (scale) can range from a single facility or neighborhood to a multi-state region. The length of the outage (scope) is determined by combination of factors to include the scale of the outage, weather, and redundant equipment and capacity.

A power outage can be described as a blackout if power is lost completely or as a brownout if the voltage level is below the normal minimum level specified for the system. The reasons for a power outage can, for instance, be a defect in a power station, damage to a power line or other part of the distribution system, a short circuit, or the overloading of electricity mains. “Load shedding” is a common term for a controlled way of rotating available generation capacity between various districts or customers, thus avoiding total wide area blackouts.

Power outages are particularly serious for hospitals and other critical facilities and operations. Our society is extremely reliant upon life-critical medical devices, communications, and electronic information all of which require reliable (uninterrupted) electric power.

The entire energy system is complex and consists of three major parts: generation, transmission, and distribution. The control and communication between these parts are extremely important as the failure of one part could disrupt the entire system. The energy system is reliant upon the following factors: continual maintenance, equipment replacement and redundancy, and additional high-load capacity. These factors have to be carefully balanced against operating cost and profit. These initiatives are expensive, but the costs cannot be readily pushed down to the consumer due to public pressure and opinion.

4.17.2 Hazard Location

This hazard affects every community in the City of Chino.

4.17.3 Hazard Extent/Intensity

Power outages in the City of Chino are typically isolated and limited to a short amount of time (less than six hours).

4.17.4 Probability and Frequency

The U.S. Department of Energy (DOE) determines the probability of prolonged power outages by analyzing the physical condition of infrastructure, such as power plants, transmission lines, and distribution networks, as well as the likelihood of extreme weather events, natural disasters, and human-induced threats that could lead to disruptions. The DOE also utilizes historical data on past outages, weather patterns, and infrastructure vulnerabilities to model potential scenarios and identify areas at higher risk of prolonged outages. Technological advancements and the integration of renewable energy sources are also considered, as they can influence the grid's adaptability and response to power demands and potential threats.

The DOE also collaborates with other federal agencies, state and local governments, and the private sector to gather comprehensive data on threats to the energy sector. This includes cybersecurity threats to the grid's operational technology systems, which are critical for maintaining power supply and distribution. By employing predictive analytics and risk assessment models, the DOE can estimate the likelihood and potential duration of power outages under various conditions.

4.17.5 Past Events

The City of Chino has experienced several power outages, though specific instances of prolonged outages have not been comprehensively detailed in public records. Southern California Edison (SCE) provides electric utility services to Chino and has reported outages in the area. Residents have reported various issues with outages, particularly during extreme weather events such as high winds and storms, which can lead to power interruptions lasting several hours or more.

In addition to weather-related outages, Chino is also subject to Public Safety Power Shutoffs (PSPS), a precautionary measure implemented by SCE to reduce wildfire risk during periods of extreme weather. PSPS events occur when strong winds, low humidity, and dry conditions increase the likelihood of wildfires, prompting SCE to temporarily shut

off power in high-risk areas. While Chino is not in a designated high-fire-risk zone, PSPS events affecting surrounding areas may still have indirect impacts, including grid disruptions and strain on emergency services.

4.17.6. Vulnerability and Impacts

Public Health and Safety: According to the Centers for Disease Control and Prevention (CDC), prolonged power outages can have significant public health and safety impacts. One of the primary concerns is the loss of refrigeration, which jeopardizes the safety of stored food and vaccines, potentially leading to foodborne illnesses and disruption of essential medical services. Additionally, the lack of heating or cooling systems during extreme weather conditions can result in temperature-related health issues, including hypothermia during cold spells and heat-related illnesses during heatwaves. The absence of power also affects the functionality of medical devices, water treatment plants, and sewage systems, increasing the risk of medical emergencies and waterborne diseases.

Moreover, prolonged power outages can hinder communication and access to information, complicating emergency response efforts and public health advisories. The inability to charge electronic devices can leave individuals isolated, especially those who are vulnerable or require special care. The CDC also highlights the increased risk of accidents and injuries in the dark, including falls, burns from candles or generators, and carbon monoxide poisoning from improper use of alternative heating or power sources.

Property Damage and Critical Infrastructure: According to the DOE, prolonged power outages can lead to significant property damage and critically impact infrastructure systems. For residential and commercial properties, the absence of electrical power affects heating, cooling, and ventilation systems, potentially leading to water pipes freezing and bursting in cold weather or exacerbating heat-related deterioration and mold growth in warmer climates. Electronic devices and appliances may suffer damage from power surges when electricity is restored, and the lack of lighting and security systems increases the vulnerability of properties to theft and vandalism.

On a larger scale, critical infrastructure such as water treatment facilities, communication networks, transportation systems, and hospitals rely heavily on continuous power supply. Prolonged outages compromise the delivery of essential services, including public transportation, emergency response, healthcare services, and water supply, posing significant risks to public health and safety. Furthermore, the economic impact of outages on businesses and industries can be substantial, affecting local and national economies.

Economy: According to the DOE, prolonged power outages can impact the economy, affecting various sectors in both direct and indirect ways. Directly, businesses that rely on electric power for production, storage, and operations may experience significant losses due to halted operations, spoilage of perishable goods, and damage to sensitive equipment. The service sector, particularly those that depend on electronic transactions and digital communications, can also be severely disrupted. This immediate halt in business activities not only affects the revenue of individual companies but also impacts the wages of employees who may be unable to work during outages.

Indirectly, prolonged power outages can erode consumer confidence and deter investment, leading to broader economic repercussions beyond the immediate areas affected. Critical infrastructure failures, such as those in transportation, communication, and financial services, can disrupt supply chains and logistics, affecting local and national markets. The cumulative effect of these disruptions can contribute to economic downturns, particularly in regions where the economy is heavily reliant on industries vulnerable to power outages.

Changes in Development and Impact of Future Development: According to the DOE, prolonged power outages can impact changes in development and future development strategies, particularly in terms of enhancing resilience and sustainability in urban planning and infrastructure design. The experience of prolonged outages highlights the vulnerabilities in existing energy systems and underscores the need for integrating more resilient power solutions. This realization is driving a shift towards the development of smart grids, renewable energy sources, and microgrid technologies that can operate independently of the main grid during outages. Such advancements not only aim to minimize the impact of future power outages but also contribute to sustainable development goals by incorporating clean energy solutions. Lastly, the DOE emphasizes the importance of adaptive infrastructure that can withstand various disruptions, including power outages. This includes designing buildings and communities that are energy-efficient and capable of utilizing backup power systems such as solar panels and battery storage.

Effects of Climate Change on Severity of Impacts: There is no data illustrating the impact of climate change on the severity of prolonged power outages.

4.18 Terrorism

4.18.1 Hazard Description

The unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." This definition encompasses both domestic and international terrorism. Domestic terrorism is characterized by acts committed by individuals or groups without foreign direction, specifically within the territorial jurisdiction of the U.S., aimed at influencing the government or population. International terrorism involves violent acts or acts dangerous to human life that violate federal or state law and are intended to intimidate or coerce a civilian population, influence the policy of a government, or affect the conduct of a government by mass destruction, assassination, or kidnapping, and occur primarily outside the territorial jurisdiction of the U.S., or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum.

4.18.2 Hazard Location

Terrorism could occur anywhere in the City of Chino. However, these types of incidents tend to occur in places significant public gatherings/events, as well as locations of (former) employment, or at schools/universities.

Table 4-73. Types of Vulnerable Soft Targets in the City of Chino, California

TYPES OF VULNERABLE SOFT TARGETS IN CHINO, CA	
Type of Location	**Examples and Description**
Schools and Educational Facilities	High-density areas with students and staff, often lacking advanced security measures.
Shopping Malls and Retail Centers	Large, open spaces with high foot traffic, such as the Chino Spectrum Marketplace.
Entertainment Venues	Places like movie theaters, concert halls, and sports arenas where large crowds gather.
Healthcare Facilities	Hospitals and clinics that provide essential services but can be overwhelmed during disasters.
Public Parks and Recreational Areas	Open areas like Monte Vista Park and Liberty Park, which attract families and groups.

Note: The above list should not be considered inclusive, as terrorism or an active assailant incident could occur anywhere in the City of Chino.

4.18.3 Hazard Extent/Intensity

The Federal Bureau of Investigation (FBI) determines the extent and intensity of terrorism or active assailant events through a combination of investigative techniques, intelligence analysis, and collaboration with local, state, national, and international law enforcement and intelligence agencies. The extent of an event refers to its scale, including the geographical area affected, the number of individuals involved (both perpetrators and victims), and the impact on infrastructure and public services. The intensity involves the level of violence, the types of weapons used, and the duration of the event. The FBI assesses these factors through the collection and analysis of evidence from the scene, eyewitness accounts, surveillance footage, and intelligence reports. This information helps the FBI understand the motivations behind the attack, the methods of operation, and any affiliations with domestic or international terrorist organizations. Lastly, the FBI utilizes advanced forensic techniques and counterterrorism methodologies to evaluate the severity of these events. This includes examining the sophistication of the attack, the level of planning and coordination involved, and the potential for future threats.

4.18.4 Probability and Frequency

Probability: The FBI determines the probability of terrorism or active assailant events through intelligence gathering, analysis of past incidents, and ongoing monitoring of potential threats. This process includes scrutinizing communications and activities of individuals or groups that may pose a terrorist threat, analyzing trends and patterns in global and domestic terrorism, and assessing the security environment of specific locations or events that may be considered targets. The FBI also collaborates with local, state, federal, and international law enforcement and intelligence agencies to gather and share information, enhancing the comprehensiveness of threat assessments. The use of

sophisticated technology and data analysis tools enables the FBI to sift through vast amounts of information to identify credible threats. Lastly, the FBI considers sociopolitical and economic factors that may influence the likelihood of terrorist activities or active assailant incidents. This approach allows the FBI to evaluate the motivations behind potential threats, the capability of individuals or groups to carry out an attack, and any indications of imminent action. Factors such as public events, political climates, and significant anniversaries also play a role in determining the probability of an event.

4.18.5 Past Events

There have been no known acts of terrorism in the City of Chino at the time of this 2024 Plan update.

4.18.6. Vulnerability and Impacts

Life Safety and Public Health: Terrorism incidents have profound life safety and public health impacts. These impacts include the loss of life, both directly through attacks and indirectly through the pervasive fear and emotional distress they induce. Additionally, physical injuries vary in severity among survivors, necessitating medical care and rehabilitation. Mental and emotional trauma is a pervasive outcome, leading to conditions like anxiety, depression, and PTSD among survivors and witnesses. Terrorism-induced displacement disrupts communities, contributing to challenges in accessing vital services. Public health concerns arise, including mass casualties, disease outbreaks, or contamination from chemical, biological, radiological, or nuclear materials. Furthermore, critical infrastructure may sustain damage, affecting public health and safety, and the economic aftermath may leave long-lasting impacts on local economies and businesses. Increased security measures may result from terrorist threats, impacting daily life, and social disruption and resource allocation may disrupt social cohesion and divert resources from other essential needs.

Property Damage and Critical Infrastructure: Terrorism incidents can cause extensive property damage and have significant critical infrastructure impacts. These impacts include the destruction or severe damage to buildings, including residential and commercial structures, leading to property losses. Additionally, vital transportation infrastructure, such as roads, bridges, airports, and public transit systems, may be targeted or affected, disrupting travel and trade. Disruptions can also extend to utilities, including power generation, water treatment, and communication systems, resulting in widespread power outages and water supply issues. Lastly, healthcare facilities (essential for addressing injuries and medical needs arising from acts of violence), may be damaged or rendered inoperable.

Economy: Terrorism incidents have a range of economic impacts. These impacts involve direct economic losses resulting from property damage, business disruption, and recovery expenses. Such incidents can curtail business activity due to reduced consumer confidence and decreased consumer spending, affecting various industries, especially those directly targeted. Furthermore, the fear and security concerns prompted by terrorism can deter tourists, leading to a decline in tourism revenue. Rebuilding and restoring damaged critical infrastructure, like transportation systems and utilities, can

impose significant economic burdens, alongside the increased costs of security measures and insurance. Finally, economic consequences of terrorism can persist long-term, impacting overall economic growth, stability, and employment rates, with potential global economic repercussions and resource reallocation.

Changes in Development and Impact of Future Development: Terrorism incidents can have notable effects on changes in development and future development. These impacts encompass urban planning and infrastructure design, where concerns about security can lead to the incorporation of protective measures in building and infrastructure designs. This may include features like blast-resistant structures and advanced security systems. Property values and real estate dynamics can shift, with affected areas potentially experiencing decreased property values, while regions with enhanced security and reduced risk may become more appealing for development. Zoning regulations and land use policies may adapt to accommodate security considerations, potentially imposing restrictions on building heights, densities, and land use near critical infrastructure or known targets. Active assailant incidents can influence economic investments, attracting businesses and investors to areas with improved security measures. Lastly, communities may invest in resilience measures, such as emergency preparedness and infrastructure upgrades, to mitigate future incidents' impact. These factors, in turn, can lead to displacement and relocation, influencing development patterns and dynamics.

Effects of Climate Change on Severity of Impacts: There is no data illustrating the impact of climate change on the severity of terrorist incidents.

4.19 Transportation Incident

4.19.1 Hazard Description

According to FEMA, the definitions of an air transportation incident and a road/highway incident are as follows:

An **air transportation incident** involves any significant event related to aircraft operation that affects public safety and may result in injury, loss of life, or property damage. This includes accidents and emergencies such as:

- Crashes and collisions involving commercial, private, or military aircraft.
- Mid-air collisions.
- Runway incursions or excursions.
- Engine failures and fires in-flight or on the ground.
- Hijackings and terrorist attacks involving aircraft.

A **road/highway incident** pertains to any significant event on roadways that poses a threat to public safety, potentially resulting in injuries, fatalities, or property damage. These incidents can include:

- Traffic accidents involving passenger vehicles, trucks, motorcycles, or bicycles.
- Multi-vehicle pile-ups.
- Pedestrian accidents.
- Roadway hazards such as debris, spills, or adverse weather conditions causing dangerous driving environments.

- Infrastructure failures, such as bridge collapses or road cave-ins.

4.19.2 Hazard Location

A transportation incident could occur on anywhere in the City of Chino; however, several major thoroughfares facilitate vehicular and aviation traffic, including:

1. **California State Route 60 (SR-60):**
    - This major east-west highway connects Chino with other parts of the Inland Empire and Los Angeles County. It is heavily trafficked and prone to accidents and congestion.
2. **California State Route 71 (SR-71):**
    - Running north-south, SR-71 links Chino with cities to the north and south, including Pomona and Corona. It is a key commuter route and sees significant traffic, making it susceptible to incidents.
3. **Central Avenue:**
    - A primary north-south arterial road in Chino, Central Avenue is crucial for local traffic and commercial transportation. It intersects with SR-60 and experiences high traffic volumes.
4. **Euclid Avenue (California State Route 83):**
    - Another important north-south route, Euclid Avenue connects Chino to Ontario and other nearby communities. It is a significant corridor for both local and regional traffic.
5. **Riverside Drive:**
    - Running east-west, Riverside Drive is a vital roadway for local traffic, connecting residential and commercial areas within Chino.
6. **Chino Airport Vicinity:**
    - Located on the southwest side of Chino, the areas around Chino Airport are directly vulnerable to incidents involving small aircraft that operate out of this general aviation airport.
7. **SR-60 and SR-71 Near Chino Airport:**
    - These highways run relatively close to Chino Airport, increasing the risk of aircraft incidents affecting these thoroughfares, particularly in the event of takeoff or landing emergencies.
8. **Euclid Avenue (SR-83):**
    - As it passes near the City of Chino Airport, Euclid Avenue is another route potentially impacted by aircraft-related incidents.

4.19.3 Hazard Extent/Intensity

According to the U.S. Department of Transportation (USDOT), the extent and intensity of a major transportation incident are measured through a combination of quantitative and qualitative assessments, focusing on factors such as the severity of the impact on human life, infrastructure damage, and disruption to the transportation network. Quantitative measures include the number of fatalities and injuries, the extent of damage to vehicles and infrastructure (such as roads, bridges, and railways), and the duration of service disruptions. These metrics provide a concrete assessment of the immediate impact of the incident.

Qualitatively, the intensity of a transportation incident is also evaluated based on the broader implications for the transportation system and public safety, including the potential for environmental harm, economic losses due to disrupted travel and cargo movement, and the psychological impact on the affected communities and first responders. The incident's complexity, such as the involvement of hazardous materials or the need for specialized response teams, further characterizes its intensity.

4.19.4 Probability and Frequency

Probability: The USDOT measures the probability of major transportation incidents by analyzing historical data, risk assessment models, and predictive analytics across various modes of transportation, including highways, railways, aviation, and maritime. This involves examining past incident records to identify patterns, frequencies, and common factors contributing to accidents, such as vehicle malfunctions, human error, environmental conditions, and infrastructure vulnerabilities. By integrating this data with current transportation trends and emerging technologies, USDOT can estimate the likelihood of future incidents.

USDOT employs risk assessment methodologies that consider the complex interplay of variables affecting transportation safety including traffic volume, weather patterns, regulatory compliance, and the state of transportation infrastructure. Predictive analytics tools and simulation models are used to forecast potential scenarios and their probabilities, taking into account changes in policy, technology, and usage patterns.

4.19.5 Past Events

While the City of Chino has not experienced major aviation accidents, there have been notable incidents at the City of Chino Airport. On June 15, 2024, during a Father's Day event hosted by the Yanks Air Museum, a vintage twin-engine Lockheed 12A Electra Junior crashed shortly after takeoff, resulting in the tragic loss of two pilots.

Another incident occurred on April 22, 2019, when a Northrop N-9MB aircraft crashed shortly after takeoff from Chino Airport during a test flight. The sole pilot on board was fatally injured.

4.19.6. Vulnerability and Impacts

Public Health and Safety: According to the USDOT, major transportation incidents can impact public health and safety impacts. In the immediate aftermath, there can be direct physical harm to individuals involved, including fatalities and injuries ranging from minor to life-altering. The psychological impact on survivors, first responders, and witnesses can also be profound, potentially leading to post-traumatic stress disorder (PTSD), anxiety, and depression. Moreover, incidents involving hazardous materials can pose additional health risks through exposure to toxic substances, potentially affecting both the immediate area and broader environment, leading to long-term health issues for the surrounding populations.

Beyond the immediate effects, major transportation incidents can disrupt critical infrastructure and public services, affecting access to healthcare, emergency services, and utilities. This disruption can exacerbate public health challenges, especially in communities with limited resources or in cases where the transportation system plays a vital role in the delivery of medical supplies and food. The economic impact, including lost productivity and the cost of medical care and rehabilitation for injured individuals, further contributes to the incident's societal toll.

Property Damage and Critical Infrastructure: According to the USDOT, a major transportation incident can result in significant property damage and critically impact infrastructure, with immediate and long-term consequences. Immediate impacts include the destruction or severe damage to vehicles, roadways, bridges, railway tracks, and nearby buildings or structures. Such incidents can compromise the structural integrity of transportation infrastructure, leading to closures, detours, and extensive repair or reconstruction efforts. In cases involving hazardous materials, the incident can also cause environmental damage, contaminating land and water sources and necessitating costly cleanup operations.

The long-term impacts on critical infrastructure can disrupt transportation networks and services, affecting local and regional economies. The interruption of supply chains and commerce, combined with the resource-intensive recovery and rebuilding processes, can strain public and private sector finances. Furthermore, the loss of or damage to critical infrastructure can undermine public confidence in transportation safety and efficiency, potentially deterring investment and development in affected areas.

Economy: According to the USDOT, a major transportation incident impact the economy, both at the local and national levels. In the immediate aftermath, such incidents disrupt transportation networks, leading to delays and detours that affect the delivery of goods and services. This disruption can result in significant economic losses for businesses, particularly those reliant on just-in-time delivery systems, and can lead to increased operational costs due to the need for rerouting and additional logistics planning. Moreover, if critical infrastructure is damaged, the costs associated with repairs and rebuilding can be substantial, drawing financial resources away from other planned investments or services. The economic impact is further compounded by potential decreases in consumer and investor confidence, especially if the incident raises concerns about the safety and reliability of the transportation system.

In the long term, major transportation incidents can lead to broader economic implications, including impacts on tourism, property values, and investment in affected areas. If the public perceives an area as unsafe or prone to disruptions, it may deter tourists and investors, leading to a decline in economic activity and growth. Lastly, the incident may prompt regulatory changes and increase safety requirements for transportation operators, leading to higher compliance costs that could be passed on to consumers.

Changes in Development and Impact of Future Development: According to the USDOT, major transportation incidents can impact changes in development and future development, particularly in terms of safety regulations, infrastructure resilience, and urban planning. Major transportation incidents often prompt a reevaluation of existing transportation policies, leading to the implementation of stricter safety standards and the adoption of new technologies designed to prevent accidents. For example, a major incident might accelerate the deployment of advanced monitoring and emergency response systems or encourage the development of infrastructure capable of withstanding extreme conditions. These changes aim to enhance the safety and efficiency of transportation systems, potentially shaping the direction of future transportation projects and investments.

Additionally, major transportation incidents can spur innovation in urban planning and sustainable development. In response to the vulnerabilities exposed by such incidents, there may be increased emphasis on integrating transportation modes and developing multi-modal transportation hubs that offer greater flexibility and redundancy. This approach can improve system resilience and reduce the impact of future incidents.

Effects of Climate Change on Severity of Impacts: There is no data illustrating the impact of climate change on the severity of transportation incidents.

Part IV: Capability Assessment

CHAPTER 5 CAPABILITY ASSESSMENT

The City of Chino does not have a dedicated Emergency Management Department; however, hazard mitigation planning efforts are led by the Emergency Services Coordinator, who is dedicated to Emergency Management.

5.1 Preventative Measures

Preventative activities keep problems related to natural hazards from escalating and ensure new developments have reduced vulnerability to hazards. The following examples of preventative measures are usually carried out by building, planning, zoning, and/or code enforcement officials:

- Floodplain Mapping and Data
- Open Space Preservation
- Floodplain Regulations
- Erosion Setbacks
- Planning and Zoning
- Stormwater Management
- Drainage System Maintenance
- Building Codes

The information within this Chapter largely focuses on building codes, planning and zoning, stormwater runoff, floodplain management, water quality protection, and soil erosion control.

5.1.1 Building Codes

Updating and adopting new building codes, as well as addressing the effectiveness of these codes, can be one of the best ways to conduct mitigation. When properly designed and constructed, many buildings can withstand the impacts of high winds, a flood, or a tornado. The City of Chino works with various versions of the International Codes published by the International Code Council, Inc. (ICC). These codes include:

- International Building Code (IBC)
- International Residential Code (IRC)
- International Fire Code (IFC)
- International Mechanical Code (IMC)
- International Fuel Gas Code (IFGC)
- International Existing Building Code (IEBC)
- International Wildland-Urban Interface Code (IWUIC)
- International Property Maintenance Code (IPMC)
- International Swimming Pool and Spa Code (ISPSC)
- International Zoning Code (IZC)

5.1.2 Code Administration

Enforcement of code standards is critical to hazard mitigation. Adequate inspections are necessary during the construction process to ensure that builders understand and implement the requirements. The Building Code Effectiveness Grading Schedule (BCEGS) is a national program used by the insurance industry to determine how well new

construction is protected from wind, earthquakes, and other non-flood hazards. Similar to the Community Rating System (CRS) and the fire insurance rating scheme, building permit programs are reviewed and scored. A Class 1 community receives the highest rating, while a Class 10 community represents the most basic level of compliance.

The City of Chino adopts updated Building Code versions every three years as part of California's triennial code adoption cycle. The next scheduled update will occur in January 2026, when the City of Chino will adopt the 2025 Building Code version.

Training of code officials is also essential for effective code enforcement. The BCEGS rating for a community is influenced by the level of training and certification among code officials and inspectors. Courses offered through building code associations help local officials stay updated on seismic, wind, and flood hazard standards, ensuring consistent application of regulations to enhance community resilience.

The table below lists building code adoptions in use within the City of Chino.

Table 5-74. Building Codes used in the City of Chino, CA

	Building Code Residential	Building Code Commercial
City of Chino	2022 California Residential Code 2021 International Residential Code	2022 California Building Code 2021 International Building Code

5.1.3 Planning and Zoning

Planning and zoning activities, such as land use plans, transportation plans, subdivision ordinances, zoning code and economic re-development plans, can be used to direct development away from hazardous areas. For example, comprehensive land use plans can designate floodplains and wetlands as areas for open space, wetlands, or low-density residential. The table below shows the City of Chino’s adopted comprehensive plans, zoning ordinances, and subdivision ordinances. The table also highlights communities where flood or other hazards are addressed or could be improved.

Table 5-75. City of Chino Planning and Land Use Ordinances

Community	Comp Plan	Mitigation and/or Hazards Included in Comprehensive Plan	Capital Improvement Plan	Mitigation and/or Hazards Included in Capital Improvement Plan	Flood hazards or drainage provisions in Subdivision Ordinance	Requirement to bury utilities in Subdivision Ordinance
City of Chino	Yes	Geologic hazards, including earthquakes, ground failure and subsidence and slope instability Flooding and dam failure Wildland fires Hazardous materials and waste Airport operations Disaster and terrorism preparedness Climate Change	Yes	Arterial Highways Local Streets Traffic Signal Modification/ Installation Sewer/ Storm Drain Water Various Landscape Improvements	Title 19 I of subdivision ordinance	19.07.170

5.1.4 Comprehensive Plans

Comprehensive Plans are the primary tools used by communities to address future development. They can reduce future flood-related damages by indicating open space or low-density development within floodplains and other hazardous areas. Natural hazards should be emphasized in specific land use recommendations.

5.1.5 Capital Improvement Plans (CIP)

The City of Chino utilizes a CIP to guide major public expenditures over a multi-year period. The CIP encompasses a wide range of projects aimed at maintaining and enhancing the community's infrastructure, including roadways, water and sewer lines, and public facilities. The program is administered by the Public Works Engineering Division, which oversees the planning, design, bidding, construction inspection, and project management functions for City-sponsored CIP projects. The CIP is developed with input from City departments and citizen groups and is adopted by the City Council based on identified needs. Funding for these projects comes from various sources, such as the General Fund, Community Development Block Grants (CDBG), Measure I, SB 1, and other local and federal grants (City of Chino, 2025).

5.2 Regulatory Capabilities

These include local ordinances, policies, and laws to manage growth and development (e.g., land use plans, capital improvement plans, transportation plans, emergency preparedness and response plans, building codes, and zoning ordinances). The City of Chino will adopt the approved 2025 Hazard Mitigation Plan into their General Plan Safety

Element for AB 2140 compliance. **Table 5-117** contains a list of legal and regulatory capabilities. The description section of each Planning and Regulatory Capability includes a paragraph on expansion, implementation, and improvement. These sections describe the processes to integrate this Hazard Mitigation Plan into other planning mechanisms.

Table 5-76. City of Chino Planning and Land Use Ordinances

City Ordinance Code Chapter 15 City Code, Building Regulations Includes: Building Code, Electrical Code, Plumbing Code, Mechanical Code, Housing Code, House Moving, Grading, Community Preservation, Fire Code			
Building Regulations (incorporated by reference and is based upon the 2022 California Building Code, 2022 California Residential Code, 2022 California Green Building Standards Code, and 2022 California Existing Building Code [all codified in California Code of Regulations, Title 24]); adopted November 17, 2022. **Expansion, Implementation, and Improvement:** Building and Fire codes will be reviewed based on developing trends in identified hazards and mitigation measures that can make them more effective at preventing losses. They will be updated to comply with the latest International and State building codes.			
Lead Department	City Planning Division	**Hazards Addressed**	All hazards
City Ordinance Code Title 8 – Zoning			
The Zoning Code addresses land use in precise detail. It sets standards for building and construction types and usage for all parcels in the City of Chino. **Expansion, Implementation, and Improvement:** Zoning Code must be modified and updated to reflect changes in development. Zoning Code may be used to address land use regulations that support mitigation actions such as development.			
Lead Department	City Planning Division	**Hazards Addressed**	Climate Change, Dam/Levee Failure, Drought, Earthquake, Flooding, Severe Weather, Wildland Fire
City Ordinance Code Title 19 – Subdivisions			
The Subdivision Code addresses the development of groups of residences and commercial property. It describes requirements for transportation, water, and wastewater services. It sets limits on residential property density. **Expansion, Implementation, and Improvement:** Subdivision Code should be modified and updated to support changes in land use development. Additionally, it should be implemented to require adequate infrastructure to support residential area populations.			
Lead Department	City Planning Division	**Hazards Addressed**	Climate Change, Dam/Levee Failure, Drought, Earthquake, Flooding, Severe Weather, Wildland Fire
City Climate Action Plan (CAP)			

The Climate Action Plan (CAP), adopted in December 2013, is the City's strategic approach to reduce greenhouse gas (GHG) emissions from sources throughout the unincorporated area. The CAP reflects the County's programs and actions to decrease energy use, improve energy efficiency, develop renewable energy, reduce vehicle miles traveled, increase multi-modal travel options, expand green infrastructure, reduce waste, and improve the efficiency of government operations. **Expansion, Implementation, and Improvement:** The CAP will be updated in parallel with the General Plan. The General Plan will provide the long-term resiliency framework of goals and policies, and the CAP will provide strategic implementation programs to show how the County will reduce GHG emissions in support of the State's adopted reduction targets for 2030 and 2050, reducing GHG emissions 40% below 1990 levels by 2030, with consideration of the State's long-term goal to reduce GHG emissions to 80% below 1990 levels by 2050.			
Lead Department	City Planning Division	**Hazards Addressed**	Climate Change, Drought, Flooding, Severe Weather, Wildland Fire, Sea Level Rise
Community Wildfire Protection Plan – City of Chino			
The 2022 update of the City of Chino County Wildfire Protection Plan (CWPP) provides an analysis on wildfire hazards and risk in the wildland urban interface (WUI) in City of Chino. The Plan follows the standards for CWPPs established by the federal Healthy Forest Restoration Act. **Expansion, Implementation, and Improvement:** The Hazard Mitigation Plan and City Community Wildfire Protection Plan should be aligned and mitigation actions in the Hazard Mitigation Plan should support the goals of the CWPP. Analysis of the fire hazard in the Hazard Mitigation Plan can inform updates and revisions to the CWPP.			
Lead Department	City of Chino Fire Department	**Hazards Addressed**	Wildland Fire
Capital Improvement Plan (CIP)			
The Capital Improvement Plan (CIP) provides broad direction for development of City facilities and infrastructure. It describes a strategy to maintain adequate support for the City's communities and commerce. Additionally, it addresses transportation, greenhouse gases, stormwater, and other environmental factors. **Expansion, Implementation, and Improvement:** The CIP should include mitigation measures that will be funded by the City such as improvements to stormwater collection systems, elevation of roadways at risk for flooding and strengthening of structures.			
Lead Department	City of Chino Public Works	**Hazards Addressed**	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire

CHAPTER 6: MITIGATION GOALS

The mitigation strategy includes the development of goals and prioritized hazard mitigation actions. Goals are long-term policy statements and global visions that support the mitigation strategy.

6.1 Community Priorities

The following topics were identified by the planning team to be of priority for the City of Chino:

- Life Safety
- Public Health
- Critical Infrastructure Maintenance and Protection
- Public Information and Warning
- Public Outreach, Education, and Awareness
- Equitable outcomes for underserved communities and socially vulnerable populations
- Inter-governmental Coordination
- Public-Private Partnerships
- Repetitive Loss Properties
- Climate Change

6.2 Goals and Guidelines

6.2.1 Mitigation Goals

The following goals (shown in order of importance) were developed by the planning team for the purpose of guiding and directing the Plan in accordance with governmental requirements, community priorities, and changing circumstances. These goals were compared with San Bernardino County Plans to ensure aligning viewpoints are used.

Goal 1. Life Safety: Prioritize the health and safety of City of Chino residents from the impacts of natural hazards.

Goal 2. Preventative Actions: Reduce risks through regulations, including building codes, limiting development within hazardous areas, and integrating mitigation strategies into local planning or capital improvement projects.

Goal 3. Property Protection. Reduce exposure to hazards through building or parcel-specific activities, such as structure/building acquisition, and protecting critical infrastructure and community lifelines within the City of Chino by identifying and reducing impacts of natural hazards through activities such as floodproofing and retrofitting.

Goal 4. Emergency Services. Reduce impacts of natural hazards by building response and recovery capabilities that are implemented during a disaster.

Goal 5. Structural Projects. Minimize the impacts of natural hazards on key structures within the City of Chino through the implementation of mitigation projects, such as detention basins, tornado shelters, advanced warning systems, etc.

6.2.2 Mitigation Guidelines

The following guidelines were developed by the planning team for purpose of achieving the goals and to facilitate the development of hazard mitigation action items in Chapter 7:

- **Guideline 1.** Prioritize hazard mitigation projects on the hazards that pose the greatest threat to the community.
- **Guideline 2**. Promote public education strategies for the community around the need to take steps to protect themselves, their families, and their property.
- **Guideline 3**. Create and foster public-private partnerships and relationships with leaders from underserved communities to accomplish hazard mitigation activities and equitable outcomes for all communities, including underserved communities and socially vulnerable populations.
- **Guideline 4**. Encourage interdepartmental and multi-jurisdictional collaboration and shared resources when developing and conducting hazard mitigation exercises and projects.
- **Guideline 5**. Strive to improve and expand communication/coordination between public works and emergency services before, during, and after a disaster response.
- **Guideline 6**. Seek County, State, and Federal support for mitigation projects

The findings, conclusions, and recommendations presented in Chapters 1 through 6 of the City of Chino Local Hazard Mitigation Plan have been collated into this Action Plan. This chapter outlines actionable steps that the City will take to reduce risks associated with natural hazards and enhance community resilience. The guidelines and goals developed by the Workgroup, presented in Chapter 6, set the context for these actions. The following action items align with the six mitigation areas outlined by the Federal Emergency Management Agency (FEMA) within their Community Rating System (CRS) Program. This Action Plan establishes a comprehensive direction for the City regarding natural hazard mitigation, incorporating an awareness of local risks, resources, and needs, and planning a clear path forward.

The Action Plan also reflects the feedback gathered from public surveys, public meetings, and stakeholder engagement. Surveys conducted at different stages of the planning process, along with feedback from public meetings and stakeholder reviews, were analyzed to ensure that community concerns and suggestions were addressed. Upon analyzing Survey 1 against Survey 2, as well as incorporating input from meetings and reviews, we were able to determine which actions the public found strong and favorable, and conversely, which actions they found wanting. Based on this analysis and comprehensive feedback, adjustments were made to the final actions presented in this chapter. This integration of public and stakeholder input ensures the plan meets the needs and priorities of the community. A summary report and all related surveys and feedback are available in the appendix for further reference.

7.1 Mitigation Action Plan

The Action Plan helps to prioritize mitigation initiatives according to a benefit/cost analysis of the proposed projects and their associated costs (44 CFR, Section 201.6(c)(3)(iii)). The action plan also provides the framework for how the proposed projects and initiatives will be implemented and administered over the next five years.

7.1.1 Mitigation Strategy/Action Timeline Parameters

While the preference is to provide definitive project completion dates, this is only possible for some mitigation strategies/actions. Therefore, the parameters for the timeline (Projected Completion Date) are as follows:

- **Short-term**—To be completed in one to five years
- **Long-term**—To be completed in greater than five years
- **Ongoing**—Currently being implemented under existing programs but without a definite completion date

7.1.2 Mitigation Strategy/Action Benefit Parameters

Benefit ratings are defined as follows:

- **High**—The project will provide an immediate reduction of risk exposure for life and property.
- **Medium**—The project will have a long-term impact on reducing risk exposure for life and property, or the project will provide an immediate reduction in the risk exposure for property.
- **Low**—Long-term benefits of the project are difficult to quantify in the short term.

7.1.3 Mitigation Strategy/Action Estimated Cost Parameters

While the preference is to provide definitive costs (dollar figures) for each mitigation strategy/action, this is only possible for some mitigation strategies/action. Therefore, the estimated costs for the mitigation initiatives identified in this Plan are identified as high, medium, or low, using the following ranges:

- **High**—Existing funding will not cover the project's cost; implementation would require new revenue through an alternative source (e.g., bonds, grants, and fee increases).
- **Medium**—The project could be implemented with existing funding but would require a re-apportion of the budget or a budget amendment, or the project cost would have to be spread over multiple years.
- **Low**—The project could be funded under the existing budget. The project is part of or can be part of a current ongoing program.

7.1.4 Mitigation Strategy/Action Prioritization Process

The action plan must be prioritized according to a benefit/cost analysis of the proposed projects and their associated costs (44 CFR, Section 201.6(c)(3)(iii)). The benefits of proposed projects were weighed against estimated costs as part of the project prioritization process. The benefit/cost analysis was not of the detailed variety required by FEMA for project grant eligibility under the Hazard Mitigation Grant Program (HMGP) and Building Resilient Infrastructure and Communities (BRIC) grant program. A less formal approach was used because some projects may not be implemented for multiple years, and associated costs and benefits could change dramatically. Therefore, a review of the apparent benefits versus the evident cost of each project was performed. Parameters were established for assigning subjective ratings (high, medium, and low) to the costs and benefits of these projects.

The priorities are defined as follows:

- **High**—A project that addresses numerous goals or hazards, has benefits that exceed the cost, has funding secured or is an ongoing project, and meets eligibility requirements for the HMGP or BRIC grant program. High-priority projects may be completed in the short term (1 to 5 years).
- **Medium**—A project that addressed multiple goals and hazards, with benefits that exceed costs, and for which funding has not been secured but is grant eligible under HMGP, BRIC, or other grant programs. The project can be completed in the short term once funding is secured. Medium-priority projects will become high-priority projects once funding is secured.
- **Low**—A project that will address a few or no goals, mitigate the risk of one or a few hazards, has benefits that do not exceed the costs or are challenging to quantify, for which funding has not been secured, that is not eligible for HMGP or BRIC grant funding, and for which the timeline for completion is long term. Low-priority projects may qualify for other grant funding sources from other programs.

For many of the strategies identified in this action plan, the participating jurisdictions may seek financial assistance under HMA programs, most requiring detailed benefit/cost analyses. These analyses will be performed on projects at the time of application using the FEMA benefit-cost model. For projects not seeking financial assistance from grant programs that require detailed analysis, the partners reserve the right to define “benefits” according to parameters that meet the goals and objectives of this Plan.

7.2 Mitigation Projects

Listed below are the projects that were developed to address the risks posed. It should be noted that this Plan serves only to recommend mitigation measures. Implementing these recommendations depends on adopting this Plan by the City of Chino City Council. It also depends on the cooperation and support of the designated offices responsible for each action item. In addition, each community was encouraged to include additional community-specific action/project items.

A summary of the previous plan’s action items through the final annual report, along with the mitigation activities communities completed to achieve each action item, can be found in Appendix E.

Participating jurisdictions agreed upon six mitigation actions that apply to the entire planning area. These shared actions, some of which address all hazards, help to meet the following requirement: “Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? Does the plan include one or more action(s) per jurisdiction for each hazard identified within the risk assessment?” In addition to the six mitigation measures that apply citywide, most communities identified additional mitigation actions unique to their jurisdiction. The following table summarizes the jurisdictions’ mitigation measures in relationship to the hazards addressed in the risk assessment. The total number of mitigation measures by hazard includes the existing/ongoing actions identified in Appendix E, some of which were identified and remain listed as All-Hazard measures from the previous plan update.

XX = City of Chino Action(s) | **X** = Organization-Specific Action(s)

Table 7-77. Participating Organization's Mitigation Strategies and Natural Hazard Alignment

	Organization	Drought	Flooding	Severe Summer Storms	Severe Winter Weather	Wildfire	Earthquake	Landslide	Invasive Species
XX	City of Chino	5	12	13	10	9	10	4	4
X	Chino Valley Fire District					1			

Table 7-78. Participating Organization's Mitigation Strategies and Manmade Hazard Alignment

	Organization	Civil Disturbance	Cybersecurity Incident	Facility Disaster	HAZMAT Incident	Prolonged Power Outage	Terrorism	Transportation Incident	All Hazards
XX	City of Chino	1	1	3	4	1	2	2	6

7.3 Mitigation Action Plan & Projects for the City of Chino

The projects in this section are considered citywide with lead agencies noted.

Action 7.3.1

Mitigation Project: Update the City's HAZMAT Response Plan. Ensure that appropriate emergency funding is available.						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2025	City of Chino	City of Chino Police/Emergency Management	Chino Valley Fire District. San Bernardino County Fire Dept. Hazardous Materials Response Team	High	Ongoing	Low to Medium
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,2,3,4	HAZMAT, Terrorism, Civil Disturbance		High		High	City, County, State
Action/Implementation Plan and Project Description:						

Action 7.3.2

Mitigation Project: Develop and maintain a list of CUPA facilities throughout the City						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2025	City of Chino	City of Chino Police/Emergency Management	Chino Valley Fire / San Bernardino County Fire (CUPA)	Medium	Ongoing	Low
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,2,3,5	HAZMAT		High		High	Local Budget
Action/Implementation Plan and Project Description:						
Utilize existing databases of CUPA facilities through city and state resources, develop master list at the city level and maintain on annual basis.						

Action 7.3.3

Mitigation Project: Evaluate and adopt Cal Fire 'Fire Hazard Severity Map, if needed.						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2026-2027	City of Chino	City of Chino Police/Emergency Management	Chino Valley Fire District	Medium	Ongoing	Low
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,3,5	Wildfire		Medium		Medium	Local budget
Action/Implementation Plan and Project Description:						
Review and evaluate existing Cal Fire mapping technologies and adopt accordingly for the city.						

Action 7.3.4

Mitigation Project: Adopt/Implement Ready, Set, Go program – Awareness if needed						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2025/2026	City of Chino	City of Chino Police/Emergency Management	Chino Valley Fire District	Medium	Ongoing	Low
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,2,3,5	Wildfire		Medium		Medium	Local Budget / Cal Fire Wildfire Prevention Grant
Action/Implementation Plan and Project Description:						
Review adopt and implement program if valid throughout the city.						

Action 7.3.5

Mitigation Project: Vegetation Management program – require clearance and abatement of vegetation as it relates to creating defensible space.						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2024	City of Chino	Chino Valley Fire District	City of Chino	High	Ongoing	Medium
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,2,3	Wildfire		High		High	Local Budget / Cal Fire Wildfire Prevention Grant / HMGP
Action/Implementation Plan and Project Description:						
Ensure all critical facilities are required to clear and maintain vegetation management areas associated with defensible space.						

Action 7.3.6

Mitigation Project: Construct the Euclid Avenue Bridge Project from Pine Avenue to SR-71 to allow motorist and goods movement during rain and flooding events in the area.						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2024	Voting District 3	City of Chino Public Works	City of Ontario, City of Eastvale, SBCTA, City of Chino Hills	High	Ongoing	High
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,2,3,4,5	Flooding, Severe Summer Storms, HAZMAT, Transportation Incident (Road & Air)		High		High	Local, State, and Federal Funding including BRIC
Action/Implementation Plan and Project Description:						

Action 7.3.7

Mitigation Project: Research / Purchase backup generators or other types of resources to provide backup power to City facilities (example water sites) to provide water to the community during a major catastrophic event.						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2025	City wide	City of Chino Police/Emergency Management	Others who can assist	High	Long Term / Ongoing	High
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
2,4,5	Earthquake, Facility Disaster, Severe Summer Storms, Cyber threat, Power Outages, Severe Winter Weather		High		High	Local funding as well as any grant opportunities which may arise including HMGP and BRIC
Action/Implementation Plan and Project Description:						
Review critical facilities and prioritize based on functional needs, determine appropriate locations and size/specifications. Apply for available funding opportunities.						

Action 7.3.8

Mitigation Project: Construct the Line H Storm Drain Project to prevent high water levels during rain events. The new storm drain line, along Quality Way and easement properties, will connect to the Prado Lake.						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2023	Voting District 3	City of Chino Public Works	-	High	Ongoing	High
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,2,3,4,5	Flooding, Severe Summer Storms, Severe Winter Weather		High		High	Local funding and any other funding sources which may come up including HMGP and BRIC
Action/Implementation Plan and Project Description:						
Line H						

Action 7.3.9

Mitigation Project: Construct the Line I Storm Drain Project to prevent high water levels during rain events. The project commences in the City of Ontario and the new storm drain line, along Euclid Avenue, will connect to the Prado Lake.						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2023	Voting District 3	City of Chino Public Works	City of Ontario, County of San Bernardino	High	Ongoing	High
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,2,3,4,5	Flooding, Severe Summer Storms, Severe Winter Weather		High		High	Local funding and cost sharing by City of Ontario and San Bernardino County
Action/Implementation Plan and Project Description:						
Line I						

Action 7.3.10

Mitigation Project: Construct the Pine Avenue Bridge connection from Euclid Avenue to SR-71 freeway. This will allow another connection to SR-71 for motorist and goods movement.						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2024	Voting District 3	City of Chino Public Works	City of Ontario, City of Eastvale, SBCTA, City of Chino Hills	High	Ongoing	High
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,2,3,4,5	Flooding, Severe Summer Storms, HAZMAT, Transportation (Road & Air)		High		High	Local, State, and Federal Funding including HMGP and BRIC
Action/Implementation Plan and Project Description:						

Action 7.3.11

Mitigation Project: Construct the San Antonio Avenue Storm Drain Project to prevent high water levels during rain events. The project commences in the City of Ontario and the new storm drain line will connect to the existing Sultana Cypress storm drain channel.						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2024	Voting District 2	City of Chino Public Works	City of Ontario	High	Ongoing	High
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,2,3,4,5	Flooding, Severe Summer Storms, Severe Winter Storms		High		High	Local funding and cost sharing by City of Ontario
Action/Implementation Plan and Project Description:						

Action 7.3.12

Mitigation Project: Prepare an Urban Forest Management Plan to provide the City a roadmap to install trees and planting that can be resistant to extreme heat and provide tree species which can help in reducing greenhouse gas emissions, and are wind resistant.						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2024	Voting District All	City of Chino Police/Emergency Management	Chino Fire District	Medium	Long Term	Medium
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
2,3,4,5	Severe Summer Storms, Drought		High		High	Local and state, Cal Fire
Action/Implementation Plan and Project Description:						

Action 7.3.13

Mitigation Project: Retrofit roofs of city buildings as needed						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2025	City wide	City of Chino Police/Emergency Management	City Managers Office -	Medium	Ongoing	Low
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
2,3,4	Facility Disaster, Severe Summer Storms, Severe Winter Weather		High		High	Local Budget, HMGP and BRIC -
Action/Implementation Plan and Project Description:						
Hardening/retrofitting of critical facility roofs throughout the city as needed based on a review of structures and vulnerabilities. Apply for grant funding where appropriate as needed.						

Action 7.3.14

Mitigation Project: Seismically Retrofit city buildings constructed prior to 2000						
Year Initiated	**Applicable Jurisdiction**	**Lead Agency/ Organization**	**Support Agency**	**Priority and Level of Importance** (Low, Medium, High)	**Projected Completion Date** (Short-term, Long-term, or Ongoing)	**Estimated Cost & Analysis** (Low, Medium, High)
2025	City wide	City of Chino Police/Emergency Management	City Managers Office -	Medium	Short Term	Medium
Applicable Goal(s)	**Hazard(s) Mitigated**		**Benefits** (Loss Avoided)		**Benefit Analysis** (Low, Medium, High)	**Potential Funding Source(s)**
1,2,3	Earthquake, Facility Disaster		Medium		Medium	HMGP, BRIC -
Action/Implementation Plan and Project Description:						
Hardening/seismic retrofitting of critical facilities throughout the city as needed based on a review of structures and vulnerabilities. Apply for grant funding where appropriate as needed.						

The Local Emergency Planning Committee (LEPC) will continue to monitor, evaluate, and update the Plan, specifically focusing on progress towards each action item within the Local Hazard Mitigation Plan (Plan). While the LEPC itself is not a new concept, its role in taking over the monitoring of the HMP is a new process for the City of Chino. The LEPC will dedicate one meeting annually to discuss the report's findings, progress each community has made, issues each community has experienced, and proposed projects. The annual meeting shall also give the LEPC the opportunity to discuss revisions/amendments needed to this Plan.

Developing an annual report and meeting annually to discuss progress keeps the LEPC involved in the Plan maintenance process, formalizes the maintenance process, and provides a level of accountability to work toward accomplishing the action items within the Plan. The City of Chino Emergency Services Coordinator and staff assigned shall be responsible for coordinating and overseeing the development of the annual report and its associated meeting. In addition, to continue to encourage community participation, annual meetings shall be open to the public and a public comment period shall be incorporated into each meeting.

Per the Federal Emergency Management Agency (FEMA), this Plan shall be updated every five years. Again, City of Chino departments and staff assigned shall be responsible for coordinating and overseeing the next Plan update. City of Chino coordination shall be overseen by the City of Chino Emergency Services Coordinator. In addition, it is recommended that the next 5-year update be conducted over the process of one to two years. This will provide the LEPC ample time to meet, develop drafts, involve the public, coordinate with stakeholders, and finalize the Plan.

This chapter describes the Plan maintenance process for the City of Chino.

8.1 Formal Review Process

The Plan will be reviewed on an annual basis by the LEPC to determine the effectiveness of programs and to reflect changes that may affect mitigation priorities. The Emergency Services Coordinator or designee will be responsible for contacting the LEPC and organizing the review. The LEPC will be responsible for monitoring and evaluating the progress of the mitigation strategies in the Plan. The LEPC will review the goals and action items to determine their relevance to changing situations in the county as well as changes in Federal policy and to ensure they are addressing current and expected conditions. The LEPC will also review the risk assessment portion of the Plan to determine if this information should be updated or modified, given any new available data. The organizations responsible for the various action items will report on the status of the projects, the success of various implementation processes, difficulties encountered, success of coordination efforts, and which strategies should be revised or removed.

The Emergency Services Coordinator (ESC) or designee will be responsible for ensuring the updating of the Plan. The ESC or designee will also notify all holders of the Plan and affected stakeholders when changes have been made. Every five years, the updated

Plan will be submitted to Cal OES and to the Federal Emergency Management Agency for review and approval.

8.2 Continued Public Involvement

The City of Chino and the LEPC are dedicated to involving the public directly in the review and updates of the Plan. The public will have the opportunity to provide input into Plan revisions and updates. Copies of the Plan will be kept by appropriate county departments and outside agencies.

Public meetings will be held when deemed necessary by the LEPC. The meetings will provide a forum where the public can express concerns, opinions, or new alternatives that can then be included in the Plan. The LEPC, and specifically Emergency Services Coordinator, will be responsible for using county resources to publicize the public meetings and maintain public involvement.

To further facilitate continued public involvement in the planning process, the City of Chino will ensure that:

- Emergency Services Coordinator will keep a copy of the Plan on hand at their office for review and comment by the public. The Plan will also be maintained on their website.
- A public meeting will be held annually to provide the public with a forum for discussing concerns, opinions, and ideas with the LEPC.
- Mitigation flyers or mailings that contain mitigation activities and actions that promote reducing damages and risks of natural hazards are developed.

8.3 Monitoring, Evaluation, and Updating the Plan

To ensure the Local Hazard Mitigation Plan continues to provide an appropriate path for risk reduction throughout the City of Chino, it is necessary to regularly evaluate and update it. The LEPC will be responsible for monitoring the status of the Plan and gathering appropriate parties to report the status of mitigation actions. The LEPC will convene on an annual basis to determine the progress of the identified mitigation actions. The LEPC will also be an active participant in the next Plan update. As the Local Hazard Mitigation Plan matures, new stakeholders, specifically those stakeholders and organizations that represent underserved populations and groups in the city, will be identified and encouraged to join the existing LEPC.

The Emergency Services Coordinator is responsible for contacting LEPC members and organizing the annual meeting. The LEPC's responsibilities include:

- Annually reviewing each goal to determine its relevance and appropriateness.
    - Monitor and evaluate the mitigation strategies in this Plan to ensure the document reflects current hazard analyses, development trends, code changes and risk analyses and perceptions.

- Ensure the appropriate implementation of annual status reports and regular maintenance of the Plan.
- Create future action plans and mitigation strategies. These should be carefully assessed and prioritized using benefit-cost analysis (BCA) methodology that FEMA has developed.
- Ensure the public is invited to comment and be involved in mitigation plan updates.
- Ensure that the city complies with all applicable Federal statutes and regulations during the periods for which it receives grant funding, in compliance with 44 CFR.
- Reassess the Plan considering any major hazard event. The LEPC will convene within 45 days of any major event to review all applicable data and to consider the risk assessment, Plan goals, and action items given the impact of the hazard event.
- Review the Plan in connection with other plans, projects, developments, and other significant initiatives.
- Coordinate with appropriate municipalities and authorities to incorporate regional initiatives that transcend the boundaries of the county.
- Update the Plan every five years and submit it for FEMA approval.
- Amend the Plan whenever necessary to reflect changes in State or Federal laws and statutes required in 44 CFR.

8.3.1 The Five-Year Action Plan

This section outlines the implementation agenda that the LEPC should follow five years following adoption of this Plan, and then every five years thereafter. The LEPC is responsible for ensuring the Local Hazard Mitigation Plan is updated every five years.

The LEPC will consider the following action plan for the five-year planning cycle. It should be noted that the schedule below can be modified as necessary and does not include any meetings and/or activities that would be necessary following a disaster event (which would include reconvening the LEPC within 45 days of a disaster or emergency to determine what mitigation projects should be prioritized during the community recovery).

If an emergency meeting of the LEPC occurs, this proposed schedule may be altered to fit any new needs.

Year 0:

- **2025:** Update City of Chino Local Hazard Mitigation Plan, including a series of meetings & public meetings. Submit 2025 Local Hazard Mitigation Plan for FEMA approval.
- **2025:** Work on mitigation actions. The Emergency Services Coordinator will stay in contact with lead departments and municipalities to keep tabs on project status.

Year 1:

- **January 2026 – December 2026:** Work on mitigation actions. The Emergency Services Coordinator will stay in contact with lead departments and municipalities to keep tabs on project status. Encourage Plan integration efforts.
- **Fall/Winter 2026:** Reconvene LEPC for an annual meeting. Discuss opportunities for mitigation plan integration with other planning documents. Discuss recent hazards. Update the status of projects. Hosting a public meeting.

Year 2:

- **January 2027 – December 2027:** Work on mitigation actions. The Emergency Services Coordinator will stay in contact with lead departments and municipalities to keep tabs on project status. Encourage Plan integration efforts.
- **Fall/Winter 2027:** Reconvene LEPC for an annual meeting. Discuss opportunities for mitigation plan integration with other planning documents. Discuss recent hazards. Update the status of projects. Host a public meeting.

Year 3:

- **January 2028 – December 2028:** Work on mitigation actions. The Emergency Services Coordinator will stay in contact with lead departments and municipalities to keep tabs on project status. Encourage Plan integration efforts.
- **Summer/Fall 2028:** Apply for Building Resilient Infrastructure and Communities or Hazard Mitigation Grant Program funds to update the next iteration of the mitigation plan.
- **Fall/Winter 2028:** Reconvene LEPC for an annual meeting. Discuss opportunities for mitigation plan integration with other planning documents. Discuss recent hazards. Update the status of projects. Host a public meeting.

Year 4:

- **January 2029 – December 2029:** Work on mitigation actions. The Emergency Services Coordinator will stay in contact with lead departments and municipalities to keep tabs on project status. Encourage Plan integration efforts. Update 2025 Local Mitigation Plan, including a series of meetings & public meetings.

Year 5:

- **2030:** Submit 2030 Local Hazard Mitigation Plan for FEMA approval. Repeat.

8.4 Annual Natural Hazard Mitigation LEPC Planning Meetings

During each annual LEPC meeting, the LEPC will be responsible for a brief evaluation of the 2025 Local Hazard Mitigation Plan and to review the progress on mitigation actions.

8.4.1 Plan Evaluation

To evaluate the Plan, the LEPC should answer the following questions:

- Are the goals still relevant?
- Is the risk assessment still appropriate, or has the nature of the hazard and/or vulnerability changed over time?
- Are current resources appropriate for implementing this Plan?
- Have lead agencies participated as originally proposed?
- Has the public been adequately involved in the process? Are their comments being heard?
- Have city departments and participating jurisdictions been integrating mitigation into their planning documents?

If the answer to each of the above questions is “yes,” the Plan evaluation is complete. If any questions are answered with a “no,” the identified gap must be addressed.

8.4.2 Review of Mitigation Actions

Once the Plan evaluation is complete, the LEPC will review the status of the mitigation actions. To do so, the LEPC should answer the following questions:

- Have the mitigation actions been implemented as planned?
- Have outcomes been adequate?
- What problems have occurred in the implementation process?

8.4.3 Meeting Documentation

Each annual LEPC meeting must be documented, including the Plan evaluation and review of mitigation actions. This may be done by survey or other means, as appropriate.

8.5 Implementation through Existing Programs

Hazard mitigation practices must be incorporated within existing plans, projects, and programs. Therefore, the involvement of all departments, private non-profits, private industry, and appropriate jurisdictions is necessary in order to find mitigation opportunities within existing or planned projects and programs. To execute this, the LEPC will assist and coordinate resources for the mitigation actions and provide strategic outreach to implement mitigation actions that meet the goals identified in this Plan.

Appendix A: Stakeholder Participation

A.1 Stakeholder Invitees

City of Chino Stakeholders						
Organization Name	**Organization Type**	**Contact Person**	**Job Title**	**Email Address**	**Notes**	**Changes/Additions 3/3/2025**
American Red Cross	Nonprofit	Erin Fox	Disaster Program Manager	Erin.Fox@redcross.org	Part of MET-Net	Also Isaias Hernandez isaias.hernandez@redcross.org
Building Resilient Communities	Nonprofit	Debra Williams	Executive Director/CEO	info@brcus.org	Part of MET-Net	
California Highway Patrol	Law Enforcement	Rodrigo Jimenez	Public Information Officer	Rjimenez@chp.ca.gov	Part of MET-Net	
California Institute for Men	Law Enforcement	Paul Ybarra	Lieutenant - PIO	Paul.Ybarra@cdcr.ca.gov	Part of MET-Net	Now Ignacio Vera ignacio.vera@cdcr.ca.gov
California Institute for Women	Law Enforcement	William Newborg	Lieutenant - PIO	William.Newborg@cdcr.ca.gov	Part of MET-Net	
CalTrans District 8	Transportation	Brian Rosenbaum	Emergency Operations Coordinator	Brian.Rosenbaum@dot.ca.gov	Part of MET-Net	
Canyon Ridge Hospital	Medical				Part of MET-Net	
Chaffey College	Education	Troy Ament	Associate Superintendent of Administrative Services & Emergency Operations	Troy.Ament@chaffey.edu	Part of MET-Net	
Chino Airport	Transportation	Maureen Snelgrove	Assistant Director of Airports	Maureen.snelgrove@airports.sbcounty.gov	Part of MET-Net	
Chino Basin Water	Special District	Dave Schroder	Facilities and Operations Manager	dschroeder@cbwcd.org		

Conservation District						
Chino Neighborhood House	Nonprofit	Kevin Cisneroz	President	kevin@inlandempireescrow.com	Part of Faith Based Collaborative	
Chino Valley Chamber of Commerce	Business	Zeb Wellborn	President	zwelborn@chinovalleychamber.com		
Chino Valley Fire District	Special District	Danielle O'Toole	Fire Marshal	dotoole@chofire.org		
Chino Valley Medical Center	Medical	Connie Rangel		crangel3@primehealthcare.com		
Chino Valley Medical Center	Medical	Juan Mestas	Director of Facilities	jmestas2@primehealthcare.com	Part of MET-Net	Now Connie Rangel
Chino Valley Unified School District	Education	Whitney Fields	Director Risk Management and Human Resources	Whitney_Fields@chino.k12.ca.us	Part of MET-Net	Now Jaime Ortega jaime_ortega@chino.k12.ca.us
City of Chino Hills	Government	Joyce Lee	Emergency Services Coordinator	jlee@chinohills.org	Part of MET-Net	
City of Eastvale	Government	Simone Blackwell	Environmental Compliance Analyst	sblackwell@eastvaleca.gov	Part of MET-Net	Also Brice Bartlette, Emergency Services Coordinator with Riverside Emergency Management Department
City of Ontario	Government	Joseph Ramos	Emergency Manager	jramos@ontarioca.gov		
Inland Empire Utilities Agency	Utilities	Tony Arellano	Safety Officer	aarellano@ieua.org	Part of MET-Net	
Inland Valley Humane Society	Nonprofit	MaryAna DeLos Santos	Director of Operations	mdelossantos@ivhsspca.org	Part of MET-Net	

Isaiah's Rock	Nonprofit	Charleen King	Founder	dublin1923@aol.com		
Monte Vista Water District	Utilities	Kelley Donaldson	Communications Affairs Manager	kdonaldson@mvwd.org	Part of MET-Net	
OmniTrans	Transportation	Andrew Cheng	Emergency Services Coordinator	Andrew.Cheng@omnitrans.org	Part of MET-Net	
Rolling Start, Inc.	Nonprofit	Serra Rae	Emergency Management/PSPS Coordinator	srae@rollingstart.com		Now William Wood wwood@rollingstart.com
San Bernardino County Office of Emergency Services	Government	Crisanta Gonzalez	Director of San Bernardino County Office of Emergency Services	Crisanta.Gonzalez@oes.sbcounty.gov	Part of MET-Net	
San Bernardino County Sheriffs - Chino Hills Station	Law Enforcement	Randy Naquin	Sergeant	rnaquin@sbcsd.org	Part of MET-Net	
San Bernardino County Voluntary Organizations Active in Disaster (VOAD)	Collaborative	Eric Cimuchowski	Chair	sbcountyVOAD@gmail.com	Part of MET-Net	
Southern California Edison	Utilities	Melissa Boyd	Government Relations Manager	Melissa.Boyd@sce.com	Part of MET-Net	
Southern California Gas Company	Utilities	Janel Ruiz		jruiz@socalgas.com		

Southern California Gas Company	Utilities	Larry Taylor	Area Manager - Chino District	LXTaylor@socalgas.com	Part of MET-Net	
U.S. Army Corps of Engineers	Government	David Kingston	Chief of Emergency Management Branch	David.A.Kingston@usace.army.mil	Part of MET-Net	
Union Pacific Railroad	Transportation	Lupe Valdez	Senior Director, Public Affairs	lcvaldez@up.com	Part of MET-Net	
Waste Management	Utilities	Glenda Chavez	Solutions Manager	gchavez3@wm.com	Part of MET-Net	
YMCA - Chino Valley	Nonprofit	Brian Rachielles	Branch Director	brian@weymca.org	Part of MET-Net	
City of Pomona	Government	Naela Cansino	Safety & Emergency Preparedness Officer	safety@pomonaca.gov	Emergency Management	Added 3/3/25
City of Upland	Government	Justin Salgado	Emergency Services Officer	justin.salgado@oes.sbcounty.gov	Emergency Management	Added 3/3/25
City of Rancho Cucamonga	Government	Riley Davis	Emergency Management Specialist	riley.davis@cityofrc.us	Emergency Management	Added 3/3/25
City of Montclair	Government	Tracy Bryan	Emergency Services Coordinator	tbryan@cityofmontclair.org	Emergency Management	Added 3/3/25
City of Corona	Government	Lee Shin	Emergency Services Manager	lee.shin@coronaca.gov	Emergency Management	Added 3/17/25

A.2 Stakeholder Meeting Sign in Sheet

HAZARD MITIGATION PLANNING MEETING

ORGANIZATION	TIME	EVENT DATE	LOCATION
City of Chino	.	8/19	Chino Senior Center

NO	NAME	PHONE	EMAIL	ORGANIZATION	SIGNATURE
1	MARC LUCIO	951-805-4662	mlucio@cityofchino.org	CITY OF CHINO	[signature]
2	Jose Ruvalcaba				[signature]
3	Ken Chen	626-322-7596	JIANAMCHEN@GMAIL.com		[signature]
4	Jose Sanchez	714 376-6448	joseange169@yahoo.com		[signature]
5	Sinclair Andruska	909-342-3877	sandruska@championnewspapers.com	Chino Champion Newspaper	[signature]
6	AARON KELCHER	909 996-7167	AKELCHER@CHINOPD.ORG	CHINO PD	[signature]
7	Myrna Kildae	(909) 518 9629			[signature]
8	Dan Martin		dan.martin@ies-consulting.com	ISC	[signature]
9	Denise School	(909) 334-3192	dschool@chinopd.org	Chino PD	[signature]
10					
11					
12					
13					

This Page Intentionally Blank

Appendix B: Public Involvement Activities and Documentation

Below are samples of public information and public involvement activities that were used during the development of the *City of Chino Local Hazard Mitigation Plan*, including:

- Survey Results
- Public Meeting Announcements / News Releases
- Outreach Activities
- Public Meeting Photos

Organization	Date	Outreach Activity	Method of Sharing
City of Chino	8/12/24	*Public Input Wanted for Local Hazard Mitigation Plan* Press Release	Email Distribution List and Website
City of Chino	8/13/24	Hazard Mitigation Workshop Invitation	Facebook/Instagram
City of Chino	8/15/24	Presentation at Faith Based Collaborative	Presentation
City of Chino	8/16/24	LHMP Video Workshop Invite	Facebook/Instagram
City of Chino	8/21/24	Chino Link – Article inviting residents to LHMP workshops	Email Distribution List and Website
City of Chino	8/29/24	Hazard Mitigation Survey Invitation	Facebok/Instagram
Chino Valley Chamber of Commerce	9/4/24	Presentation at Business at Breakfast meeting	Gave quick presentation on the local hazard mitigation plan update efforts and how to get involved
City of Chino	9/7/24	Community outreach booth at Chino Cares Emergency Preparedness Fair	Outreach booth encouraging people to take the survey
City of Chino	9/9/24	Hazard Mitigation Survey Invitation	Facebook/Instagram
City of Chino	10/1/24	*Make Your Voice Heard on the Local Hazard Mitigation Plan* Press Release	Email Distribution List and Website
Chino Valley Fire District	10/5/24	Community outreach booth at Chino Valley Fire District Open House	Outreach booth encouraging people to take the survey
City of Chino	10/3/24	Hazard Mitigation Workshop Invitation	Facebook/Instagram
City of Chino	10/11/24	Hazard Mitigation Workshop Invitation	Facebook/Instagram
City of Chino	10/14/24	Hazard Mitigation Survey and Workshop Invitation	Facebook/Instagram
City of Chino	10/17/24	Hazard Mitigation Workshop Reminder	Facebook/Instagram

City of Chino	10/26/24	Community outreach booth at Chino Police Department Open House	Outreach booth encouraging people to take the survey
City of Chino	11/1/24	Presentation during Community Emergency Response Team (CERT) Basic Training	Presentation
City of Chino	11/9/24	Community outreach booth at Bark Around Ayala Park	Outreach booth encouraging people to take the survey
City of Chino	11/14/24	Hazard Mitigation Survey Invitation	Facebook/Instagram
City of Chino		www.cityofchino.org/LHMP	website

B.1 Survey

Community Survey Results Aug-Oct 2024

Survey Overview

The City of Chino conducted a comprehensive community survey as part of the Hazard Mitigation Planning process to gather public input on hazard concerns, priorities, and mitigation preferences. The survey was designed to identify which hazards residents consider most threatening to their community and to understand their personal level of preparedness and interest in participating in future mitigation efforts.

Survey Distribution and Outreach: The City implemented an extensive outreach campaign to ensure broad community participation. The survey was:

- Featured prominently on the City of Chino's official website
- Promoted through all city social media channels
- Published in local newspaper
- Distributed to key stakeholders with requests to share with their constituents

- Made available to all attendees at public meetings, with staff assistance provided for completion

This multi-faceted approach ensured the survey reached a diverse cross-section of the community, including residents, business owners, community organizations, and other stakeholders with interests in Chino's resilience and safety.

Survey Participation: Total 175

- Complete Responses: 90.4%
- Partial Responses: 9.6%

Community Connection

Respondents were asked to identify their connection to the City of Chino. Many respondents had multiple connections to the community.

Connection to Chino	Percentage
Live in Chino	73.9%
Work in Chino	24.3%
Frequently visit Chino	24.3%
Attend school in Chino	6.1%
None of the above	2.6%

Hazard Rankings

Respondents were asked to rank 15 potential hazards from most concerning to least concerning. The following table shows the overall ranking based on cumulative scores, with higher scores indicating greater concern.

Rank	Hazard	Score
1	Earthquake	1,422
2	Prolonged Power Outage	1,190
3	Cyber Threat	1,018
4	Flooding (Riverine & Flash)	983

Rank	Hazard	Score
5	Wildfire	976
6	Hazardous Materials Incident	970
7	Severe Summer Storms	969
8	Facility Disaster	914
9	Transportation Incident (Road & Air)	899
10	Terrorism	786
11	Drought	765
12	Civil Disturbance	744
13	Severe Winter Weather	534
14	Invasive Species	497
15	Landslide	489

Single Most Concerning Hazard

When asked to identify the ONE hazard that concerned them the most, respondents overwhelmingly selected earthquakes.

Hazard	Percentage
Earthquake	59.1%
Prolonged Power Outage	9.6%
Cyber Threat	7.8%
Wildfire	7.8%
Flooding (Riverine & Flash)	3.5%
Severe Summer Storms	2.6%
Transportation Incident (Road & Air)	2.6%

Hazard	Percentage
Terrorism	2.6%
Drought	2.6%
Facility Disaster	1.7%

Hazards Considered NOT Significant

Respondents were also asked to identify hazards they felt were NOT significant concerns for the community.

Hazard	Percentage
Severe Winter Weather	20.0%
Earthquake	18.3%
Invasive Species	13.9%
Landslide	10.4%
Flooding (Riverine & Flash)	8.7%
Facility Disaster	7.0%
Terrorism	5.2%
Civil Disturbance	4.3%

Primary Concerns Regarding Chosen Hazard

Respondents were asked about their primary concern regarding their chosen hazard.

Primary Concern	Percentage
Safety of family and self	73.9%
Disruption to daily life	13.0%
Property damage	6.1%
Environmental impact	3.5%

Primary Concern	Percentage
Job/income loss	1.7%
Other	1.7%

Anticipated Personal Impact

Respondents were asked about the most likely outcome they would personally experience if their chosen hazard event were to occur.

Expected Impact	Percentage
Significant personal impact (evacuation, property damage, extended utility loss)	27.8%
Moderate disruption to daily life	20.9%
Catastrophic impact (loss of home, severe injury, loss of life)	17.4%
Major life disruption (injury, long-term displacement, job loss)	14.8%
Minor inconvenience	10.4%
Unsure/Don't know	8.7%

Resource Prioritization

When asked how limited resources should be prioritized, respondents were almost evenly split:

Priority Approach	Percentage
Hazards that occur most frequently, even if less severe	55.7%
Hazards with potential for most significant damage, even if less frequent	44.3%

Interest in Future Participation

Respondents were asked about their interest in participating in future phases of the hazard mitigation planning process.

Level of Interest	Percentage
Interested but would like more information first	40.4%

Level of Interest	Percentage
Prefer to stay informed but not actively participate	31.6%
Would like to be actively involved	21.9%
Not interested in further participation	11.4%

Key Findings and Implications

1. **Earthquake Preparedness is a Top Priority**: With nearly 60% of respondents identifying earthquakes as their primary concern, earthquake preparedness and mitigation should be a significant focus of the HMP.
2. **Infrastructure Resilience is Essential**: The high ranking of power outages and cyber threats indicates community concern about critical infrastructure vulnerability. The HMP should address the resilience of these systems.
3. **Personal Safety is the Primary Motivation**: With 73.9% of respondents citing safety of family and self as their primary concern, messaging about hazard preparedness should emphasize personal safety benefits.
4. **Balanced Approach to Resource Allocation**: The nearly even split on resource prioritization suggests the HMP should address both frequent hazards and those with catastrophic potential.
5. **Community Engagement Potential**: With over 60% of respondents expressing interest in staying involved or learning more, there is a strong foundation for continued community engagement throughout the HMP process.

Executive Summary

The community survey results provide valuable insights into the concerns, priorities, and preferences of Chino residents regarding hazard mitigation. This analysis identifies key strategic recommendations that the steering committee should consider incorporating into the Hazard Mitigation Plan update to ensure it effectively addresses community needs and concerns.

Priority Action Areas

1. Earthquake Resilience and Preparedness

Key Finding: Earthquakes represent the overwhelming concern for Chino residents (59.1% identified it as their primary concern), and the hazard ranked highest in overall priority scoring.

Strategic Recommendations:

- Develop targeted earthquake mitigation strategies for both public infrastructure and private properties
- Create comprehensive earthquake preparedness programs specifically designed for Chino's building stock and geological conditions
- Establish clear evacuation routes and emergency shelter locations specifically for earthquake scenarios
- Develop specialized outreach materials focusing on home earthquake safety measures (securing furniture, water heaters, etc.)
- Consider incentive programs for seismic retrofitting of vulnerable structures
- Partner with local businesses to ensure continuity of essential services following an earthquake
- Develop neighborhood-based earthquake response teams and regular community drills

2. Critical Infrastructure Protection

Key Finding: The second and third highest concerns (prolonged power outages and cyber threats) both relate to infrastructure vulnerability.

Strategic Recommendations:

- Conduct a comprehensive vulnerability assessment of Chino's power distribution systems
- Develop backup power systems for critical facilities and vulnerable populations
- Create a coordinated cyber-security strategy for city infrastructure systems
- Establish clear protocols for emergency communications during extended power outages
- Partner with utility companies to prioritize grid hardening in vulnerable areas
- Investigate microgrid opportunities for critical facilities

- Develop public cooling/warming centers with backup power for vulnerable populations
- Create public education campaigns about preparing for extended power outages

3. Family Safety-Focused Communication and Programs

Key Finding: 73.9% of respondents identified safety of family and self as their primary concern.

Strategic Recommendations:

- Redesign existing preparedness materials to emphasize family safety benefits
- Develop family emergency plan templates tailored to Chino's specific hazards
- Create child-friendly preparedness materials for schools and families
- Establish neighborhood-based support networks for vulnerable residents
- Implement a vulnerable population registry to prioritize assistance during emergencies
- Develop multi-lingual emergency preparedness materials reflecting Chino's diverse community
- Create age-appropriate preparedness programs for all segments of the population

4. Balanced Mitigation Strategy

Key Finding: Community is almost evenly split between prioritizing frequent hazards (55.7%) and catastrophic but less frequent hazards (44.3%).

Strategic Recommendations:

- Develop a two-tiered mitigation approach that addresses both types of hazards
- Create clear metrics for evaluating and comparing different types of hazard risks
- Establish transparent criteria for resource allocation decisions
- Identify mitigation strategies that concurrently address multiple hazard types
- Develop phased implementation plans that balance immediate and long-term risks
- Identify "no-regrets" strategies that provide benefits regardless of which hazards occur

- Establish clear monitoring and evaluation protocols to track effectiveness of both approaches

5. Enhanced Community Engagement

Key Finding: Over 60% of respondents expressed interest in being actively involved or learning more about the HMP process.

Strategic Recommendations:

- Develop ongoing engagement mechanisms beyond the planning phase
- Create a hazard mitigation citizen advisory committee
- Establish regular public forums to provide updates on implementation progress
- Develop a transparent tracking system for mitigation actions visible to the public
- Create volunteer opportunities for community members in mitigation projects
- Establish neighborhood-level preparedness coordinators
- Partner with community organizations to expand outreach capacity
- Develop a multi-platform communications strategy to maintain community engagement

Implementation Considerations

Resource Allocation Strategy

Based on the survey results, the steering committee should consider a hazard mitigation funding allocation that:

- Dedicates significant resources to earthquake preparedness and resilience (≈30-40%)
- Allocates substantial funding to critical infrastructure protection (≈20-30%)
- Supports family-focused preparedness programs (≈15-20%)
- Maintains flexibility to address both frequent and catastrophic hazards (≈10-15%)
- Funds ongoing community engagement and education (≈10-15%)

Measuring Success

The HMP should include specific metrics to evaluate success based on community priorities:

- Reduction in earthquake vulnerability for both public and private structures
- Improved resilience of critical infrastructure systems
- Increased household preparedness levels
- Broader community participation in preparedness activities
- Reduction in expected damage and recovery time from priority hazards

Potential Partnerships

Based on the survey results, the steering committee should consider developing partnerships with:

- Local utility companies for infrastructure resilience
- School districts for family and youth preparedness
- Business community for economic resilience
- Healthcare providers for vulnerable population support
- Neighborhood associations for localized implementation
- Faith communities for community outreach
- Local media for public awareness campaigns

Conclusion

The survey results provide clear direction for the HMP update. By focusing on earthquake resilience, critical infrastructure protection, family safety, a balanced mitigation approach, and enhanced community engagement, the plan can effectively address the priorities and concerns of Chino residents. These recommendations provide a framework for developing a more resilient community that is prepared for both the most likely and most severe hazards it faces.

Survey B: CITY OF CHINO HAZARD MITIGATION PLAN

Community Survey Results Oct-Dec 2024

Survey Overview

The City of Chino conducted a comprehensive community survey as part of the Hazard Mitigation Planning process to gather public feedback on proposed mitigation actions. This survey was designed to evaluate whether the mitigation strategies identified by the city adequately address the hazards identified in the first survey and to gauge community support for specific actions.

Survey Distribution and Outreach: The City implemented an extensive outreach campaign to ensure broad community participation. The survey was:

- Featured prominently on the City of Chino's official website
- Promoted through all city social media channels
- Published in local newspapers
- Distributed to key stakeholders with requests to share with their constituents
- Made available to all attendees at public meetings, with staff assistance provided for completion

This multi-faceted approach ensured the survey reached a diverse cross-section of the community, including residents, business owners, community organizations, and other stakeholders with interests in Chino's resilience and safety.

Survey Participation:

- Complete Responses: 100%
- Total Respondents: 113

Respondent Background

Previous Involvement in Hazard Mitigation Planning

Previous Involvement	Percentage
Yes	24.1%
No	75.9%

Familiarity with Chino's Hazard Mitigation Efforts

Level of Familiarity	Percentage
Very familiar	10.3%

Level of Familiarity	Percentage
Somewhat familiar	31.0%
Not very familiar	27.6%
Not at all familiar	31.0%

Adequacy of Mitigation Actions by Hazard Type

All Hazards

Rating	Percentage
Very Adequate	28.6%
Somewhat Adequate	7.1%
Adequate	39.3%
Somewhat Inadequate	14.3%
Very Inadequate	7.1%
None Applicable	3.6%

Earthquakes

Rating	Percentage
Very Adequate	17.2%
Somewhat Adequate	10.3%
Adequate	51.7%
Somewhat Inadequate	17.2%
Very Inadequate	0.0%
None Applicable	3.4%

Flooding

Rating	Percentage
Very Adequate	13.8%
Somewhat Adequate	17.2%
Adequate	51.7%
Somewhat Inadequate	10.3%
Very Inadequate	3.4%
None Applicable	3.4%

Severe Summer Storms

Rating	Percentage
Very Adequate	13.8%
Somewhat Adequate	27.6%
Adequate	41.4%
Somewhat Inadequate	10.3%
Very Inadequate	3.4%
None Applicable	3.4%

Wildfire

Rating	Percentage
Very Adequate	21.4%
Somewhat Adequate	7.1%
Adequate	50.0%
Somewhat Inadequate	10.7%
Very Inadequate	3.6%
None Applicable	7.1%

Drought

Rating	Percentage
Very Adequate	10.3%
Somewhat Adequate	27.6%
Adequate	41.4%
Somewhat Inadequate	13.8%
Very Inadequate	3.4%
None Applicable	3.4%

Cyber Threats

Rating	Percentage
Very Adequate	7.1%
Somewhat Adequate	28.6%
Adequate	39.3%
Somewhat Inadequate	21.4%
Very Inadequate	0.0%
None Applicable	3.6%

Prolonged Power Outage

Rating	Percentage
Very Adequate	3.6%
Somewhat Adequate	32.1%
Adequate	35.7%
Somewhat Inadequate	14.3%
Very Inadequate	7.1%

Rating	Percentage
None Applicable	7.1%

Hazardous Materials Incidents

Rating	Percentage
Very Adequate	10.3%
Somewhat Adequate	17.2%
Adequate	55.2%
Somewhat Inadequate	6.9%
Very Inadequate	3.4%
None Applicable	6.9%

Transportation Incidents

Rating	Percentage
Very Adequate	20.7%
Somewhat Adequate	20.7%
Adequate	44.8%
Somewhat Inadequate	6.9%
Very Inadequate	3.4%
None Applicable	3.4%

Disobedient Acts

Rating	Percentage
Very Adequate	17.2%
Somewhat Adequate	13.8%
Adequate	37.9%

Rating	Percentage
Somewhat Inadequate	20.7%
Very Inadequate	6.9%
None Applicable	3.4%

Facility Disasters

Rating	Percentage
Very Adequate	22.2%
Somewhat Adequate	11.1%
Adequate	44.4%
Somewhat Inadequate	14.8%
Very Inadequate	3.7%
None Applicable	3.7%

Support for Specific Mitigation Actions

Drought Mitigation Actions

Mitigation Action	Support (Yes)
Local Drought Ordinance	85.7%
Urban Water Management Plan	89.3%
Retrofit Water Supply Systems	96.4%
Turf Replacement Program	75.0%

Urban Flooding Mitigation Actions

Mitigation Action	Support (Yes)
Updated Flood Management Code	85.2%

Facility Disaster Mitigation Actions

Mitigation Action	Support (Yes)
Upgrade City Facilities HVAC Systems	100.0%
Solar Power and Battery Backup	85.7%

Severe Summer Storms Mitigation Actions

Mitigation Action	Support (Yes)
Cooling Centers for Extreme Heat Events	92.9%
Social Media Alerts for Severe Weather	85.7%

Fire Mitigation Actions

Mitigation Action	Support (Yes)
Vegetation and Weed Abatement Program	92.9%

All Hazards Mitigation Actions

Mitigation Action	Support (Yes)
CERT (Community Emergency Response Team) Training	89.3%

Cyber Threat Mitigation Actions

Mitigation Action	Support (Yes)
Cybersecurity Training for City Staff	82.1%
Dual Redundancy for Cyber Systems	92.9%

Perception of Balance in Mitigation Planning

Prevention vs. Preparedness

Rating	Percentage
Good balance	81.5%
Not enough focus	7.4%
Unsure	11.1%

Response vs. Recovery

Rating	Percentage
Good balance	85.2%
Not enough focus	3.7%
Unsure	11.1%

Short-term vs. Long-term Solutions

Rating	Percentage
Good balance	77.8%
Not enough focus	7.4%
Unsure	14.8%

Effectiveness of Mitigation Strategy Types

Infrastructure Improvements

Rating	Percentage
Very effective	50.0%
Moderately effective	35.7%
Slightly effective	14.3%

Building Codes and Zoning Regulations

Rating	Percentage
Very effective	32.1%
Moderately effective	50.0%
Slightly effective	14.3%
Not at all effective	3.6%

Public Education and Awareness Programs

Rating	Percentage
Very effective	39.3%
Moderately effective	35.7%
Slightly effective	25.0%

Emergency Response Planning

Rating	Percentage
Extremely effective	3.6%
Very effective	39.3%
Moderately effective	42.9%
Slightly effective	14.3%

Natural Resource Protection

Rating	Percentage
Very effective	33.3%
Moderately effective	48.1%
Slightly effective	18.5%

Respondent Demographics

Length of Association with Chino

Duration	Percentage
More than 10 years	46.0%
1-5 years	29.0%
6-10 years	14.0%
Not associated with Chino	11.0%

Key Findings and Implications

1. **Adequacy of Current Mitigation Actions**: Most respondents rated the city's mitigation actions as "Adequate" across all hazard categories, with the highest adequacy ratings for Hazardous Materials Incidents (55.2% rated as "Adequate").
2. **Areas Needing Improvement**: Cyber Threats and Prolonged Power Outages received the highest combined "Somewhat Inadequate" and "Very Inadequate" ratings (21.4% and 21.4% respectively), suggesting that these areas may need further attention and enhancement in the mitigation strategies.
3. **Strong Support for Proposed Actions**: Most proposed mitigation actions received high approval ratings (75-100%), indicating broad community support for the city's planned initiatives. The upgrade of city facilities' HVAC systems received unanimous support (100%).
4. **Balanced Approach Perception**: Over 75% of respondents felt the city maintains a good balance across multiple dimensions of mitigation planning, including prevention vs. preparedness (81.5%), response vs. recovery (85.2%), and short-term vs. long-term solutions (77.8%).
5. **Infrastructure Priority**: Half of all respondents (50%) rated infrastructure improvements as "Very effective" mitigation strategies, the highest rating among all strategy types, suggesting that infrastructure investment should be a priority.
6. **Limited Familiarity with Hazard Mitigation**: A majority of respondents (58.6%) were either "Not very familiar" or "Not at all familiar" with the city's hazard mitigation efforts, indicating a need for improved public education and engagement about existing mitigation strategies.
7. **New Participant Involvement**: With 75.9% of respondents indicating they had not previously been involved in hazard mitigation planning, this survey reached many new voices, which is important for comprehensive community input.
8. **Long-term Community Perspective**: Nearly half (46%) of respondents have been associated with Chino for more than 10 years, providing valuable long-term perspective on the city's hazards and mitigation needs.
9. **Areas of Geographic Focus**: Several areas were identified as needing focused attention, including areas around dairies (flooding concerns), the Prado Dam area, and Euclid Avenue.
10. **Strong Foundation for Implementation**: With high approval ratings for most mitigation actions and positive perception of the city's balanced approach, there is a strong foundation for successful implementation of the Hazard Mitigation Plan.

Executive Summary

The Mitigation Actions Survey provides valuable insights into how the community perceives the adequacy of Chino's proposed hazard mitigation strategies. This document outlines specific, actionable recommendations for the steering committee to enhance existing mitigation actions and address perceived gaps in the current strategy.

These strategic recommendations are derived directly from the community feedback and aim to build on the existing foundation of mitigation strategies while addressing areas that need improvement. The survey results indicate that while most mitigation actions are viewed as adequate, there are specific areas—particularly cyber threats and power outage resilience—that require additional focus.

The recommendations focus particularly on:

1. **Enhancing cyber threat and power outage resilience** - The two areas identified as having the most inadequate mitigation measures
2. **Strengthening earthquake preparedness** - The hazard with the highest overall priority from the first survey
3. **Optimizing infrastructure investments** - The strategy type rated as most effective by the community
4. **Improving public awareness** - Addressing the limited familiarity with current mitigation efforts
5. **Targeting specific geographic areas** - Addressing concerns about particular locations in Chino

Priority Action Areas

1. Cyber Threat Mitigation Enhancement

Key Finding: 21.4% of respondents rated current cyber threat mitigation actions as "Somewhat Inadequate" - the highest percentage in this category for any hazard. While cybersecurity training (82.1%) and dual redundancy (92.9%) received good support, respondents specifically noted that more infrastructure updates are needed beyond training.

Strategic Recommendations:

- **Comprehensive Cyber Security Program**

    - Develop a city-wide cyber security strategic plan that goes beyond current staff training
    - Implement multi-factor authentication across all critical city systems
    - Establish regular third-party penetration testing and vulnerability assessments
    - Create a cyber incident response plan with clearly defined roles and procedures
- **Critical Infrastructure Protection**
    - Implement network segmentation to isolate critical infrastructure systems
    - Develop dedicated security protocols for SCADA and operational technology systems
    - Establish backup systems that are fully isolated from primary networks
    - Create redundant communication channels for emergency operations
- **Community Cyber Resilience**
    - Develop public education programs on cyber security for residents and local businesses
    - Create information sharing mechanisms with local businesses on emerging cyber threats
    - Establish a community cyber incident reporting system
    - Partner with local IT professionals to create volunteer cyber response teams

2. Power Outage Resilience Improvement

Key Finding: 21.4% of respondents rated prolonged power outage mitigation measures as inadequate, while only 3.6% rated them as "Very Adequate" - the lowest for any hazard.

Strategic Recommendations:

- **Critical Facility Power Resilience**
    - Expand backup power beyond current plans to include all emergency shelters
    - Implement renewable energy + battery storage at key facilities rather than generators alone

    - Develop microgrids for critical infrastructure clusters
    - Create redundant power systems with multiple fuel sources
- **Vulnerable Population Protection**
    - Establish neighborhood resilience hubs with backup power in multiple locations
    - Develop a medical needs registry for priority restoration and support
    - Create a mobile power resource deployment plan to serve vulnerable residents
    - Partner with healthcare providers to ensure continuity of care during outages
- **Community Resilience**
    - Expand community education on prolonged outage preparation
    - Develop a volunteer network for welfare checks during extended outages
    - Create incentive programs for residential backup power systems
    - Establish clear protocols for emergency services during extended outages

3. Earthquake Resilience Enhancement

Key Finding: While 51.7% rated earthquake mitigation measures as "Adequate," this hazard was identified as the top concern in the first survey, warranting comprehensive attention.

Strategic Recommendations:

- **Infrastructure Resilience**
    - Accelerate seismic retrofitting schedule for city buildings
    - Expand retrofit focus beyond city buildings to include critical private infrastructure
    - Develop more robust backup systems for water infrastructure post-earthquake
    - Implement enhanced building codes for new construction
- **Response Capacity**
    - Expand CERT training to create neighborhood-level response teams

  - Pre-position emergency supplies in multiple locations throughout the city
  - Develop specialized earthquake response protocols for all city departments
  - Create mutual aid agreements specific to earthquake response
- **Recovery Planning**
  - Develop detailed pre-disaster recovery planning
  - Establish temporary housing solutions for displaced residents
  - Create business continuity guidance for local businesses
  - Develop debris management plans

4. Drought Mitigation Optimization

Key Finding: Very strong support for drought mitigation actions (75-96.4% approval) provides an opportunity to build on community support and expand these popular initiatives. Retrofit Water Supply Systems received near-universal support (96.4%).

Strategic Recommendations:

- **Expand Successful Programs**
  - Scale up the highly-supported retrofit water systems program (96.4% approval)
  - Enhance the urban water management plan with more specific implementation measures
  - Strengthen the turf replacement program with additional incentives and resources
  - Develop phase-in schedule for drought-resistant landscaping at all city properties
- **Water Infrastructure Resilience**
  - Accelerate implementation of water system efficiency improvements
  - Develop redundant water supply agreements with neighboring jurisdictions
  - Expand recycled water infrastructure for non-potable uses
  - Implement advanced leak detection and water monitoring systems
- **Community Engagement**

- Create demonstration water-wise gardens at public facilities
- Develop school education programs focused on water conservation
- Implement a citizen water conservation reporting system
- Establish community recognition programs for water conservation efforts

5. Public Awareness Enhancement

Key Finding: 58.6% of respondents were either "Not very familiar" or "Not at all familiar" with the city's hazard mitigation efforts.

Strategic Recommendations:

- **Comprehensive Communication Strategy**
  - Develop a dedicated hazard mitigation website with clear explanations of current efforts
  - Create accessible summaries of mitigation actions for each hazard type
  - Implement regular social media updates on mitigation progress
  - Establish a quarterly hazard preparedness newsletter
- **Education Programs**
  - Develop a "Hazard Ready Chino" public awareness campaign
  - Create age-appropriate educational materials for schools
  - Implement multilingual outreach materials
  - Establish regular community workshops on specific hazards
- **Progress Reporting**
  - Create a transparent tracking system for mitigation action implementation
  - Develop an annual "State of Preparedness" report for the community
  - Implement a dashboard showing mitigation project status
  - Host annual town halls to present mitigation progress

6. Infrastructure Investment Prioritization

Key Finding: Infrastructure improvements were rated as "Very effective" by 50% of respondents - the highest effectiveness rating among all mitigation strategy types.

Strategic Recommendations:

- **Critical Infrastructure Investment**
    - Prioritize the most highly-rated infrastructure projects from the survey
    - Focus on multi-benefit infrastructure projects that address multiple hazards
    - Develop transparent timelines and progress tracking for major infrastructure projects
    - Create infrastructure resilience standards that exceed minimum requirements
- **Building Code Enhancement**
    - Review and update building codes to address emerging climate-related risks
    - Create incentives for exceeding minimum code requirements for hazard resistance
    - Implement expedited permitting for projects that incorporate enhanced resilience measures
    - Develop educational materials explaining the safety benefits of building codes
- **Innovative Infrastructure Approaches**
    - Implement green infrastructure solutions that provide multiple benefits
    - Develop resilient infrastructure demonstration projects
    - Create public-private partnerships for critical infrastructure enhancements
    - Establish infrastructure monitoring systems to detect potential failures before they occur

7. Specific Area Focus

Key Finding: Respondents identified several specific areas that need focused mitigation attention, including dairy areas (flooding concerns), the Prado Dam area, and Euclid Avenue.

Strategic Recommendations:

- **Area-Specific Mitigation Plans**

    - Conduct detailed risk assessments for the specifically identified areas
    - Develop customized mitigation strategies for each high-risk area
    - Implement enhanced monitoring systems in vulnerable locations
    - Create area-specific outreach to residents and businesses
- **Dairy Area Flood Mitigation**
    - Conduct comprehensive hydrological assessment of dairy areas
    - Develop enhanced stormwater management systems specific to agricultural runoff
    - Implement early warning systems for potential flooding
    - Create specialized evacuation plans for livestock and residents
- **Prado Dam Area Protection**
    - Partner with Army Corps of Engineers on dam safety and flood control
    - Develop detailed inundation mapping and evacuation plans
    - Implement enhanced early warning systems
    - Create public education specific to dam-related hazards
- **Euclid Avenue Corridor Enhancement**
    - Identify specific vulnerabilities along this key transportation route
    - Develop infrastructure redundancy to maintain this critical corridor
    - Implement specialized emergency response plans for incidents along the corridor
    - Create business continuity planning specific to businesses along Euclid Avenue

Implementation Framework

Implementation Prioritization

Based on the survey results, the following implementation priorities are recommended:

1. **Immediate Priority (0-12 months)**
    - Enhance cyber security protocols and education

    - Expand backup power capabilities at critical facilities
    - Accelerate seismic retrofitting for highest-risk facilities
    - Launch expanded public awareness campaign
2. **Medium Priority (1-2 years)**
    - Implement neighborhood resilience hubs
    - Expand water conservation infrastructure
    - Develop comprehensive recovery planning
    - Create the community advisory committee structure
3. **Ongoing Priority**
    - Continuous public education and engagement
    - Regular mitigation action assessment and adjustment
    - Expansion of volunteer opportunities
    - Transparent progress reporting

Strategic Integration with First Survey Results

The recommended enhancements align with and address the priorities identified in the first community survey:

- **Earthquake Focus**: The strong support for seismic retrofitting (rated "Adequate" by 51.7%) reinforces earthquake preparedness as a priority
- **Infrastructure Resilience**: The identified need for enhanced cyber and power outage mitigation directly addresses critical infrastructure vulnerabilities
- **Family Safety**: The strong support for CERT training (89.3%) and cooling centers (92.9%) supports the family safety priority
- **Balanced Approach**: The positive perception of the city's current balance between short and long-term solutions (77.8% satisfied) validates the recommended approach

Measuring Success

Implementation should include specific metrics to track progress:

- **Effectiveness Measures**

  - Reduction in vulnerability scores for critical facilities
  - Increased redundancy in critical systems
  - Decreased recovery time estimates for major events
  - Expanded coverage of mitigation actions across the community
- **Community Engagement Measures**
  - Increased awareness of hazard mitigation efforts (target: 75% aware)
  - Growth in volunteer participation
  - Increased community feedback on mitigation actions
  - Higher ratings for mitigation adequacy in future surveys

Conclusion

The mitigation actions survey provides valuable insights into community perceptions of Chino's hazard mitigation strategies. While most mitigation actions are perceived as adequate, there are clear opportunities to enhance cyber threat and power outage resilience, strengthen earthquake preparedness, expand successful drought initiatives, and improve public awareness and engagement.

By implementing these strategic recommendations, the City of Chino can build upon its existing mitigation foundation while addressing identified gaps and leveraging strong community support for specific initiatives. These enhancements will create a more resilient Chino that is better prepared for the full spectrum of hazards identified in the community surveys.

Correlation Analysis: Survey 1 Concerns vs. Survey 2 Mitigation Actions

City of Chino Hazard Mitigation Plan

Executive Summary

This analysis evaluates how effectively the mitigation actions presented in Survey 2 address the hazard concerns and priorities identified in Survey 1. Overall, the steering committee has successfully aligned most proposed mitigation actions with community concerns, particularly for the highest-priority hazards. However, some gaps remain in specific areas that warrant additional attention.

The strongest alignments are in earthquake preparedness, flooding mitigation, and severe summer storms, where proposed actions directly address community concerns. Areas

needing further development include cyber threat and power outage resilience, which received lower adequacy ratings despite being high-priority concerns.

This correlation analysis provides guidance for finalizing the Hazard Mitigation Plan to ensure it comprehensively addresses the community's most pressing concerns while building on the strong foundation of mitigation actions that already have community support.

Priority Hazard Correlation Analysis

1. Earthquake (Ranked #1 in Survey 1)

Survey 1 Findings:

- Ranked as the top hazard concern with the highest overall score (1,422)
- 59.1% of respondents identified it as their primary concern
- 73.9% cited safety of family and self as their primary concern regarding hazards

Survey 2 Mitigation Actions:

- Reconstruct/replace aging infrastructure
- Expand water wells/treatment facilities
- Construct new groundwater facilities
- Backup Power for City Facilities
- Seismically Retrofit City Buildings
- CERT training for Earthquake preparedness/response

Correlation Analysis:

- **Alignment Rating: STRONG**
- The proposed mitigation actions directly address core earthquake concerns, particularly structural resilience through seismic retrofitting
- CERT training aligns with the family safety priority identified in Survey 1
- The focus on critical infrastructure protection addresses potential service disruptions identified as concerns

Community Response:

- 51.7% of respondents rated earthquake mitigation actions as "Adequate"

- 17.2% rated actions as "Very Adequate" and 10.3% as "Somewhat Adequate"
- 17.2% rated actions as "Somewhat Inadequate," indicating room for improvement

Gap Analysis:

- While infrastructure is well-addressed, there could be more emphasis on household-level preparation given the high concern for family safety
- Additional focus on post-earthquake recovery planning may be needed

2. Prolonged Power Outage (Ranked #2 in Survey 1)

Survey 1 Findings:

- Ranked as the second highest hazard concern (score: 1,190)
- 9.6% identified it as their primary concern
- Associated with significant or catastrophic personal impacts by many respondents

Survey 2 Mitigation Actions:

- Backup Power for City Facilities
- Solar Power and battery backup

Correlation Analysis:

- **Alignment Rating: MODERATE**
- The proposed actions address facility-level resilience but are limited in scope
- Less emphasis on community-wide power resilience or vulnerable population support

Community Response:

- Only 3.6% rated power outage mitigation actions as "Very Adequate" - the lowest for any hazard
- 35.7% rated actions as "Adequate"
- 21.4% rated actions as inadequate (combined "Somewhat" and "Very")

Gap Analysis:

- More comprehensive power resilience strategies are needed, particularly for residential areas

- Additional focus on vulnerable populations during extended outages
- Greater emphasis on redundant systems and microgrids

3. Cyber Threat (Ranked #3 in Survey 1)

Survey 1 Findings:

- Ranked as the third highest hazard concern (score: 1,018)
- 7.8% identified it as their primary concern
- Associated with potential service disruptions and security concerns

Survey 2 Mitigation Actions:

- Backup Power for City Facilities
- Dual redundancy for cyber systems
- Training of staff; test phishing

Correlation Analysis:

- **Alignment Rating: MODERATE**
- Training and redundancy address basic cyber preparedness
- Limited focus on comprehensive cyber security infrastructure

Community Response:

- 21.4% rated cyber threat mitigation as "Somewhat Inadequate" - the highest percentage for any hazard
- Only 7.1% rated actions as "Very Adequate"
- 82.1% supported cybersecurity training, but respondents noted infrastructure updates are also needed

Gap Analysis:

- More comprehensive cyber security infrastructure investments needed
- Greater focus on critical system protection beyond training
- Need for community-wide cyber resilience strategies

4. Flooding (Ranked #4 in Survey 1)

Survey 1 Findings:

- Ranked fourth in hazard concerns (score: 983)
- 3.5% identified it as their primary concern
- Particularly important in specific geographic areas (e.g., dairy areas)

Survey 2 Mitigation Actions:

- Replace storm drain systems
- Magnolia Channel Improvements
- San Antonio Avenue Storm Drain Project
- Euclid Avenue Bridge Project
- Pine Avenue Bridge Connection Project
- Line H Storm Drain Project
- Line I Storm Drain Project
- Updated Ordinance (Flood Management Code)

Correlation Analysis:

- **Alignment Rating: STRONG**
- Comprehensive set of specific infrastructure projects addressing flood risks
- Both structural and regulatory approaches included
- Geographic-specific projects addressing local concerns

Community Response:

- 51.7% rated flooding mitigation actions as "Adequate"
- 31.0% rated actions as "Very" or "Somewhat Adequate"
- 85.2% supported the Updated Flood Management Code

Gap Analysis:

- Some specific areas (dairy regions) may need more customized attention
- Additional focus on green infrastructure for flood mitigation could be beneficial

5. Wildfire (Ranked #5 in Survey 1)

Survey 1 Findings:

- Ranked fifth in hazard concerns (score: 976)
- 7.8% identified it as their primary concern
- Associated with potential evacuation and property damage

Survey 2 Mitigation Actions:

- Adopt/Implement Ready, Set, Go Program
- Fire Hazard Severity Map Adoption
- Vegetation Management Program
- Vegetation and weed abatement program

Correlation Analysis:

- **Alignment Rating: STRONG**
- Balanced approach combining planning, mapping, and physical mitigation
- Includes both prevention and response preparation
- Vegetation management directly addresses primary fire risk factors

Community Response:

- 50.0% rated wildfire mitigation actions as "Adequate"
- 28.5% rated actions as "Very" or "Somewhat Adequate"
- 92.9% supported the Vegetation and Weed Abatement Program

Gap Analysis:

- Could benefit from more evacuation planning specific to wildfire scenarios
- Additional focus on wildland-urban interface areas

Additional Hazard Correlations

Severe Summer Storms (Ranked #7 in Survey 1)

Survey 2 Mitigation Actions:

- Multiple storm drain projects
- Urban Forest Management Plan

- Cooling centers for extreme heat
- Social media alerts for severe weather

Correlation Analysis:

- **Alignment Rating: STRONG**
- Addresses both infrastructure resilience and public health concerns
- Includes communication strategies for early warning
- 92.9% supported cooling centers for extreme heat events

Drought (Ranked #11 in Survey 1)

Survey 2 Mitigation Actions:

- Multiple water conservation and efficiency measures
- Urban Water Management Plan
- Turf replacement program
- Retrofit water supply systems

Correlation Analysis:

- **Alignment Rating: VERY STRONG**
- Comprehensive suite of drought mitigation strategies
- High community support (75-96.4% approval)
- Addresses both infrastructure and behavior change

Cross-Cutting Themes

1. Family Safety Priority

Survey 1 Finding:

- 73.9% of respondents cited safety of family and self as primary concern

Survey 2 Response:

- CERT training programs (89.3% support)
- Cooling centers for vulnerable populations (92.9% support)
- Early warning systems for various hazards

- Emergency response planning rated "very effective" by 39.3%

Correlation Analysis:

- **Alignment Rating: STRONG**
- Multiple actions focus on protecting residents' safety
- Community-based training programs empower family-level preparedness

2. Balanced Mitigation Approach

Survey 1 Finding:

- Community split on prioritizing frequent hazards (55.7%) vs. catastrophic but infrequent hazards (44.3%)

Survey 2 Response:

- 81.5% felt the city maintains a good balance between prevention and preparedness
- 85.2% approved of balance between response and recovery
- 77.8% supported balance between short and long-term solutions

Correlation Analysis:

- **Alignment Rating: STRONG**
- Proposed actions reflect balanced approach between different time horizons and frequencies
- Strategy types include both preventive and response-oriented measures

3. Community Engagement

Survey 1 Finding:

- 62.3% interested in participating or learning more about mitigation planning

Survey 2 Response:

- Public education and awareness programs rated "very effective" by 39.3%
- 89.3% supported CERT training programs
- Limited familiarity with current efforts (58.6% not very or not at all familiar)

Correlation Analysis:

- **Alignment Rating: MODERATE**
- Strong support for existing engagement programs
- Gap remains in awareness of current mitigation efforts

Strategic Gaps Requiring Additional Focus

1. **Cyber Resilience Infrastructure**: While training is addressed, more comprehensive cyber security infrastructure investment is needed given the high priority of this hazard.
2. **Power Resilience Beyond Facilities**: Expand power outage mitigation beyond city facilities to include neighborhood resilience hubs and vulnerable population support.
3. **Geographical Focus Areas**: Specific areas identified by respondents (dairy regions, Prado Dam area, Euclid Avenue) need customized mitigation strategies.
4. **Public Awareness Enhancement**: Despite good mitigation actions, familiarity with these efforts remains low, indicating a need for improved communication.
5. **Evacuation Planning**: Several hazards would benefit from more specific evacuation planning and communication systems.

Recommendations for Strengthening Alignment

1. **Enhance Cyber and Power Infrastructure Resilience**
    - Develop more comprehensive cyber security infrastructure beyond training
    - Implement neighborhood-level power resilience strategies
    - Create specific plans for vulnerable populations during infrastructure failures
2. **Expand Geographic-Specific Mitigation**
    - Develop customized plans for identified high-risk areas
    - Create area-specific public education and outreach materials
    - Implement specialized monitoring systems for location-specific hazards
3. **Improve Public Awareness of Mitigation Actions**
    - Develop clear, accessible explanations of current mitigation efforts

- Create a central information hub for all hazard mitigation activities
- Implement regular community updates on mitigation progress

4. **Strengthen Household-Level Preparedness**
    - Expand CERT training with neighborhood-specific components
    - Develop family preparedness guides customized for Chino's highest-priority hazards
    - Create incentive programs for household mitigation actions
5. **Develop Comprehensive Evacuation Planning**
    - Create hazard-specific evacuation protocols and communication systems
    - Develop specialized plans for facilities serving vulnerable populations
    - Implement regular evacuation drills and exercises

Conclusion

The steering committee has successfully addressed many of the highest-priority hazard concerns identified in Survey 1, with particularly strong alignment in earthquake, flooding, wildfire, and drought mitigation strategies. The community generally perceives the city's approach to balancing different aspects of hazard mitigation as appropriate.

However, gaps remain in several key areas, particularly cyber threats and power outage resilience, which received lower adequacy ratings despite being high-priority concerns. Additionally, while specific mitigation actions have strong support, overall awareness of the city's hazard mitigation efforts remains limited.

By addressing these gaps and strengthening the identified areas, the Hazard Mitigation Plan can more comprehensively address the community's concerns while building on the strong foundation of mitigation actions that already have significant community support.

Public Plan Review Survey Results

Survey 3 Overview

As part of the final review process for the City of Chino Hazard Mitigation Plan, a comprehensive public review survey was conducted in April 2025. This survey was designed to gather feedback on the completed draft plan from community stakeholders and to ensure the final document effectively addresses the community's hazard mitigation needs and priorities. The survey solicited input on all sections of the plan, including the

planning process, community profile, risk assessment, mitigation strategy, and plan maintenance procedures.

Survey Distribution and Outreach

To ensure broad community participation in the review process, the City of Chino implemented a multi-faceted outreach campaign that included:

- Posting the draft plan and survey on the City of Chino's official website
- Promoting the review opportunity through all city social media channels
- Direct notification to participants from previous surveys who provided contact information
- Targeted outreach to key stakeholders including government agencies, local businesses, and nonprofit organizations
- Notification in local newspapers

This approach ensured the final review reached a diverse cross-section of the community, particularly focusing on stakeholders with direct interests in Chino's hazard resilience and safety.

Survey Participation

The survey received responses from 10 participants representing various stakeholder groups:

Connection to Chino	Percentage of Respondents
Government agencies	60.0%
Work in Chino	30.0%
Frequently visit Chino	30.0%
Local businesses	10.0%
Nonprofit organizations	10.0%

The survey also captured input from historically underserved groups (10% of respondents) and individuals with access and functional needs (10% of respondents), ensuring diverse perspectives were incorporated into the final plan review.

Plan Review Results

Planning Process (Part I)

Respondents unanimously agreed that the planning process described in Part I of the plan effectively reflects the needs and voices of Chino residents. Key findings include:

- **100%** of respondents indicated that the planning process was "Very clear" and they understood the purpose and next steps
- **100%** of respondents stated the plan's purpose and application were "Very clear"

These results validate the transparent and inclusive planning approach taken throughout the development of the Hazard Mitigation Plan.

Community Profile (Part II)

The community profile section received strong positive feedback:

- **100%** of respondents agreed that the plan captures what is most important about the city when it comes to handling hazards

This confirms that the plan effectively characterizes Chino's unique demographic, geographic, and economic attributes as they relate to hazard vulnerability.

Risk Assessment (Part III)

The hazard analysis and risk assessment portions of the plan received unanimous support:

- **100%** of respondents indicated that the section accurately covered the right risks for Chino
- **100%** agreed that it addresses the main hazards that impact the city
- **100%** confirmed that the main risks are properly identified

These results validate the comprehensive hazard analysis conducted during the planning process and confirm that the plan correctly prioritizes the hazards of greatest concern to the community, consistent with findings from the previous community surveys.

Mitigation Strategy (Part IV)

The mitigation strategy section received strong endorsement from survey respondents:

- **100%** of respondents believed the proposed actions would protect Chino "Very well" from the hazards faced
- **100%** confirmed that the mitigation strategy addresses their personal concerns about hazard risks

Respondents offered limited suggestions for strengthening the mitigation strategy, with most indicating the strategy was comprehensive as presented. Specific comments included:

- "More input from the community we serve"
- "All strategies appear to be extensively thought out and planned accordingly"

Plan Maintenance (Part V)

The plan maintenance procedures were well-received:

- **90%** of respondents were "Very confident" that the city will follow through on keeping the plan current and actionable
- **10%** were "Somewhat confident"
- **100%** agreed that the maintenance process presented in the plan is a good approach

These results indicate strong public confidence in the City's commitment to implementing and maintaining the Hazard Mitigation Plan over time.

Overall Assessment

When asked about the plan overall, respondents provided positive feedback and constructive comments:

Suggested Improvements:

- "More community outreach"
- "More community involvement [with] smaller businesses"

Notable Comments about the Plan:

- "Very methodical"
- "Well detailed"
- "A large document but necessary for the multitude of hazards that are certainties and foreseeable hazards"
- "Well laid out. It can be difficult to match readability with all of the state requirements for the HMP"
- "Comprehensive and targeted for the needs of the City"

Areas of Focus for Implementation:

- "Community involvement [with] smaller businesses"
- "Earthquake retrofitting and ensuring power supply"
- "Community partnership in 6.2.2 will help encourage overall preparedness for better mitigation implementation"

Support for Plan Adoption:

- A strong majority explicitly supported adoption of the plan as written
- "Yes, it's a very good plan that can grow with more community involvement"
- "Yes, I think it should be adopted because it is exceptionally thorough and has great use of charts and graphs to support content"

Correlation with Previous Surveys

This final review survey provides strong validation that the completed Hazard Mitigation Plan effectively addresses the priorities and concerns identified in the previous two community surveys:

1. **Earthquake Focus:** The initial survey identified earthquakes as the top hazard concern, with 59.1% of respondents naming it their primary concern. The final plan review shows that stakeholders are satisfied with the earthquake mitigation measures, with specific comments supporting "earthquake retrofitting" as a key focus area.
2. **Critical Infrastructure Protection:** The second and third highest concerns from the initial survey were prolonged power outages and cyber threats. The final survey's mention of "ensuring power supply" as a critical focus area confirms that the plan appropriately addresses this priority.
3. **Family Safety and Community Engagement:** The initial survey showed 73.9% of respondents citing safety of family and self as their primary concern, while over 60% expressed interest in being involved in the planning process. The final survey's emphasis on "community partnership" and "community involvement" validates that these concerns have been effectively addressed in the plan.
4. **Comprehensive Hazard Coverage:** The unanimous agreement that the plan covers the right risks for the City of Chino confirms that the hazard prioritization from the earlier surveys has been successfully translated into the final plan.

Conclusion

The Public Plan Review Survey results demonstrate strong community support for the City of Chino Hazard Mitigation Plan. Stakeholders across various sectors have confirmed that the plan effectively captures the community's hazard concerns, presents appropriate mitigation strategies, and establishes a solid framework for implementation and maintenance.

The few suggestions received primarily focus on enhancing community involvement during implementation rather than substantive changes to the plan itself, indicating that the document successfully addresses the community's hazard mitigation needs and priorities.

These results, combined with the findings from the previous two surveys, provide a robust foundation for the adoption and implementation of the Hazard Mitigation Plan, ensuring that Chino will be well-positioned to reduce risk and build resilience against the natural and man-made hazards it faces.

Supplementary documentation of meetings

Workshop Invites





奇诺市邀请您参与评估我们的地方灾害减缓计划，这是一份为我们社区减少自然和人为灾害影响的路线图。加入我们的免费研讨会，帮助塑造我们社区的安全和应急准备。

为什么您的意见很重要

我们希望听到您的声音！参加我们的一个研讨会来：

- 了解奇诺的地方灾害减缓计划
- 参与调查，表达您的关切
- 提供您的意见
- 参加抽奖，赢取奖品

加入我们的一场活动：

8月19日，星期一
下午1:00至1:45或下午2:00至2:45
奇诺老年中心，中央大道13170号

8月19日，星期一
晚上6:30至7:15或晚上7:30至8:15
奇诺警察局，守护者道5450号

8月20日，星期二
晚上6:30至7:15或晚上7:30至8:15
保护社区中心
大街15800号

扫一扫了解更多及参加调查。

如需请求口译员或其他与残障相关的便利，请致电 909-334-3524 联系无障碍协调员。如有其他问题，请致电 909-334-3192 或发送电子邮件至 dschool@chinopd.org 联系丹尼斯学校紧急服务协调员。



La Ciudad de Chino te invita a colaborar en la evaluación de nuestro Plan de Mitigación de Riesgos Locales. Este plan es nuestra guía para minimizar los efectos de desastres. Participa en un taller gratuito para contribuir a mejorar la seguridad y la preparación de nuestra comunidad.

Importancia de tu participación:

¡Tu voz cuenta! Ven a nuestros talleres para:

- Conocer el Plan de Mitigación de Riesgos de Chino
- Participar en encuestas para compartir tus preocupaciones
- Ofrecer tus sugerencias
- Participar en rifas y ganar premios

PARTICIPE EN UNA SESIÓN:

Lunes, 19 de agosto
1:00-1:45PM O 2:00-2:45 PM
Chino Senior Center,
13170 Central Avenue

Lunes, 19 de agosto
6:30-7:15 PM O 7:30-8:15PM
Chino Police Department
5450 Guardian Way

Martes, 20 de agosto
6:30-7:15 PM O 7:30-8:15PM
Preserve Community Center
15800 Main Street

Escanea para aprender más y completar la encuesta.

Para servicios de interpretación o adaptaciones por discapacidad, contacte al Coordinador de Accesibilidad al 909-334-3524. Para más información, contacte a Denise School al 909-334-3192 o dschool@chinopd.org.



Join Us for Round 2 of Important Hazard Mitigation Meetings

The City of Chino invites you to participate in the second round of public and stakeholder meetings for the 2024 Mitigation Plan Update.

Missed the first meeting? No problem! In this round of meetings, we will share and discuss proposed mitigation actions to reduce hazard impacts and gather additional input from residents and stakeholders.

JOIN US FOR A SESSION:

Wednesday , October 16
11:00 AM
Chino Senior Center*,
13170 Central Avenue

Wednesday , October 16
6:00 PM
Chino Police Department
5450 Guardian Way

**Please note that this meeting will take place during lunch service. Meals will only be provided to those who meet the Senior Center's meal qualification requirements and are registered.*

Thursday, October 17
6:00 PM
Preserve Community Center
15800 Main Street

Scan to learn more and take the survey.

To request an interpreter or other accommodations related to a disability, please contact the Accessibility Coordinator at 909-334-3524 by October 10. For additional questions, please contact Denise School, Emergency Services Coordinator at 909-334-3192 or via email at dschool@chinopd.org.

B.2 Public Meeting Announcements / News Releases

Press Release – 8/12/24: Public Input Wanted for Local Hazard Mitigation Plan
(City of Chino News Release (constantcontact.com))



Public Input Wanted for Local Hazard Mitigation Plan



CHINO, CA (August 12, 2024) -- The City of Chino is inviting the community to participate in evaluating its Local Hazard Mitigation Plan through a series of free workshops on Monday, August 19, and Tuesday, August 20.

Local Hazard Mitigation Plans are guidelines that serve as roadmaps for communities like Chino to reduce adverse impacts from natural and human-caused disasters or hazards. Chino's Plan will outline actions and steps that the City can take to reduce negative impacts on residents, businesses, and the community at large.

The community is invited to hear about Chino's Local Hazard Mitigation Plan and provide input to the City about what should be included. Participants will also take part in a survey that will provide insight into what hazards the community is concerned about in the Chino Valley. Residents can also participate in raffles to win free emergency preparedness kits.

The meetings will take place on:

- Monday, August 19, from 1 to 3 p.m. at the Chino Senior Center, 13170 Central Avenue.
- Monday, August 19, from 6:30 to 8:30 p.m. at the Chino Police Department, 5450 Guardian Way.
- Tuesday, August 20, from 6:30 to 8:30 p.m. at the Preserve Community Center, 15800 Main Street.

For more information about the Local Hazard Mitigation Plan, please visit **cityofchino.org/lhmp**.

###

PRESS CONTACT: Matthew Bramlett
PHONE NUMBER: (909) 334-3304
EMAIL: mbramlett@cityofchino.org

City of Chino | 13220 Central Avenue | Chino, CA 91710 US

Unsubscribe | Update Profile | Constant Contact Data Notice

Constant Contact

Try email marketing for free today!

Press Release – 10/1/24: Make Your Voice Heard on the Local Hazard Mitigation Plan (City of Chino News Release (constantcontact.com))



Make Your Voice Heard on the Local Hazard Mitigation Plan



CHINO, CA (October 1, 2024) -- The City of Chino is inviting you to make your voice heard on the Local Hazard Mitigation Plan through a second series of free workshops on Wednesday, October 16, and Thursday, October 17.

Local Hazard Mitigation Plans are guidelines that serve as roadmaps for communities like Chino to reduce adverse impacts from natural and human-caused disasters or hazards. Chino's Plan will outline actions and steps that the City can take to reduce negative impacts on residents, businesses, and the community at large.

The community is invited to hear about Chino's Local Hazard Mitigation Plan and provide input to the City about what should be included. Participants will also take part in a survey that will provide insight into what hazards the community is concerned about in the Chino Valley.

The meetings will take place on:

- Wednesday, October 16, at 11 a.m. at the Chino Senior Center, 13170 Central Avenue.
- Wednesday, October 16, at 6 p.m. at the Chino Police Department, 5450 Guardian Way.
- Thursday, October 17, at 6 p.m. at the Preserve Community Center, 15800 Main Street.

For more information about the Local Hazard Mitigation Plan, please visit **cityofchino.org/lhmp**.

###

PRESS CONTACT: Matthew Bramlett
PHONE NUMBER: (909) 334-3304
EMAIL: mbramlett@cityofchino.org

City of Chino | 13220 Central Avenue | Chino, CA 91710 US

Unsubscribe | Update Profile | Constant Contact Data Notice

Constant Contact
Try email marketing for free today!

EXTERNAL EMAIL: Please verify sender email. If unknown, DO NOT open links/attachments.
NEVER give out your user ID or password for any reason!

Chino Valley Champion Article – 8/17/24: Chino and Chino Hills seek input for Local Hazard Mitigation Plan (Chino and Chino Hills seek input for Local Hazard Mitigation Plan | News | championnewspapers.com)

https://www.championnewspapers.com/news/article_b0d5475c-616a-11ef-ac60-9fe227b275c2.html

FEATURED

Seniors provide input on Chino's hazard mitigation plan

By Sinclair Andruska
Aug 24, 2024

1 of 4



Fern and Pine avenues were two of several streets that flooded during the torrential rains that pummeled Chino Valley in February.
Champion photo by Josh Thompson

Several residents enjoying their afternoon at the Chino Senior Center on Monday decided to drop into the auditorium where the City of Chino was holding a Local Hazard Mitigation Plan (LHMP) meeting.

There they sat at tables where large posters with a list of hazards and natural disasters were displayed as part of an interactive activity to inspire discussion about which hazards created the most concern.

Earthquakes seemed to be the top worry for the approximately dozen residents in the room.

The purpose of the meeting, led by consultant Daniel Martin of Integrated Solutions Consulting, was to gather input on which hazards and mitigation actions should be prioritized in the LHMP.

This plan must be updated every five years for the city to receive state and federal grants, including FEMA grants, in the event of a declared disaster.

As part of the public outreach, a survey asking residents to choose from a list of hazards and rank them from most to least concerning has been made available at cityof chino.org/lhmp.

According to the survey, hazards that could impact Chino are earthquakes, floods, severe weather, wildfires, power outages, terrorism, facility disasters, and dam and levee failures.

In the 2018 LHMP, the top four hazards listed by the planning team were earthquakes, floods, terrorism, and climate change.

Mr. Martin said there are simple things that can be done to mitigate hazards, such as elevating buildings out of floodplains and implementing building codes.



"We're repairing a lot of the same damages over and over," he said.

Planning mitigation strategies before a disaster can break the cycle of damage, reconstruction, and repeated damage, he said.

Discussion among participants steered from potential disasters Chino faces to questions of a more personal nature.

Jose Ruvalcaba, who experienced the 1989 Whittier Narrows earthquake, said crime is more of a concern to him than the disasters listed in the presentation.

Kathy Olivas said she is concerned about noise from airplanes flying to and from the Ontario International Airport.

She is also worried about trees falling on cars in her neighborhood during high-wind events.

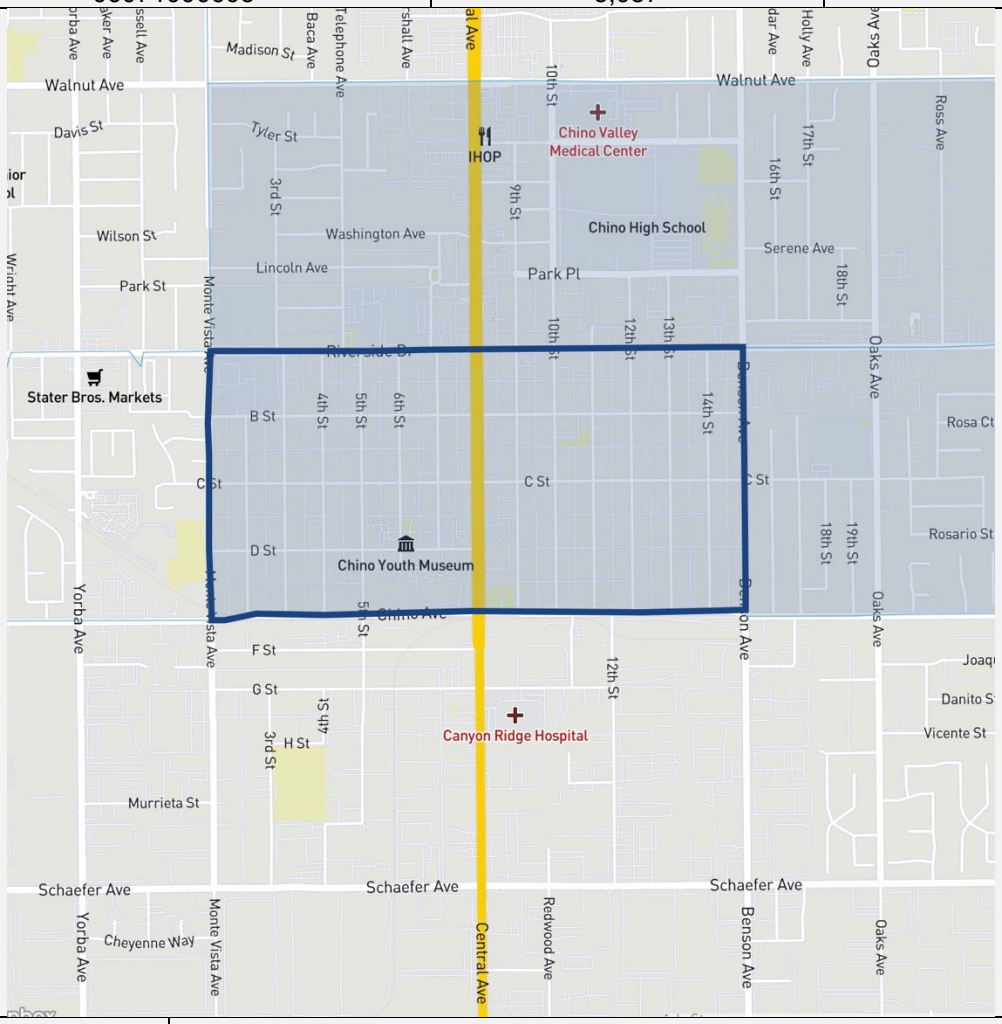
Mobility issues were a concern for one resident who said she is considering keeping an emergency kit with food and water in the pouch of her walker in case she cannot access the kit in her home during a disaster.

Chino Police Emergency Preparedness Coordinator Denise School said seniors can get more information on specific topics and concerns related to emergency preparedness by taking courses offered by the city such as the Community Emergency Response Team (CERT) training and Listos, a Spanish-language disaster preparedness course.

The meeting was one of three held in Chino this week to discuss the LHMP.

Appendix C: Disadvantaged Community Maps

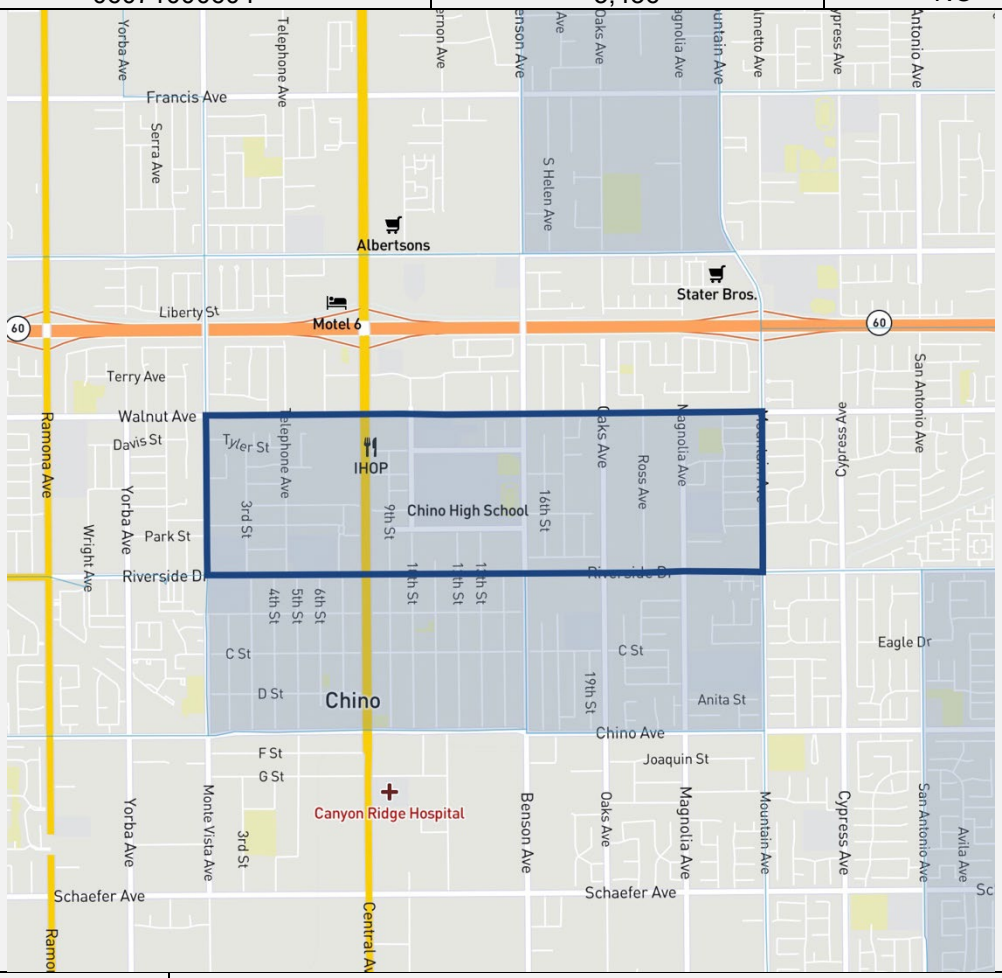
CITY OF CHINO, CA		
CLIMATE & ECONOMIC JUSTICE SCREENING TOOL - CENSUS TRACT ANALYSIS		
CENSUS TRACT 2010 ID	**CENSUS TRACT POPULATION**	**LOW INCOME TRACT?**
06071000605	5,087	YES



BURDEN	DESCRIPTION AND REPORTED DATA
Energy	*Level of inhalable particles, 2.5 micrometers or smaller (98th)*
Legacy Pollution	*Count of hazardous waste facilities within 5 kilometers (93rd)*
Transportation	*Amount of diesel exhaust in the air (93rd)*

Source: U.S. Council on Environmental Quality – Climate & Economic Justice Screening Tool (2024)

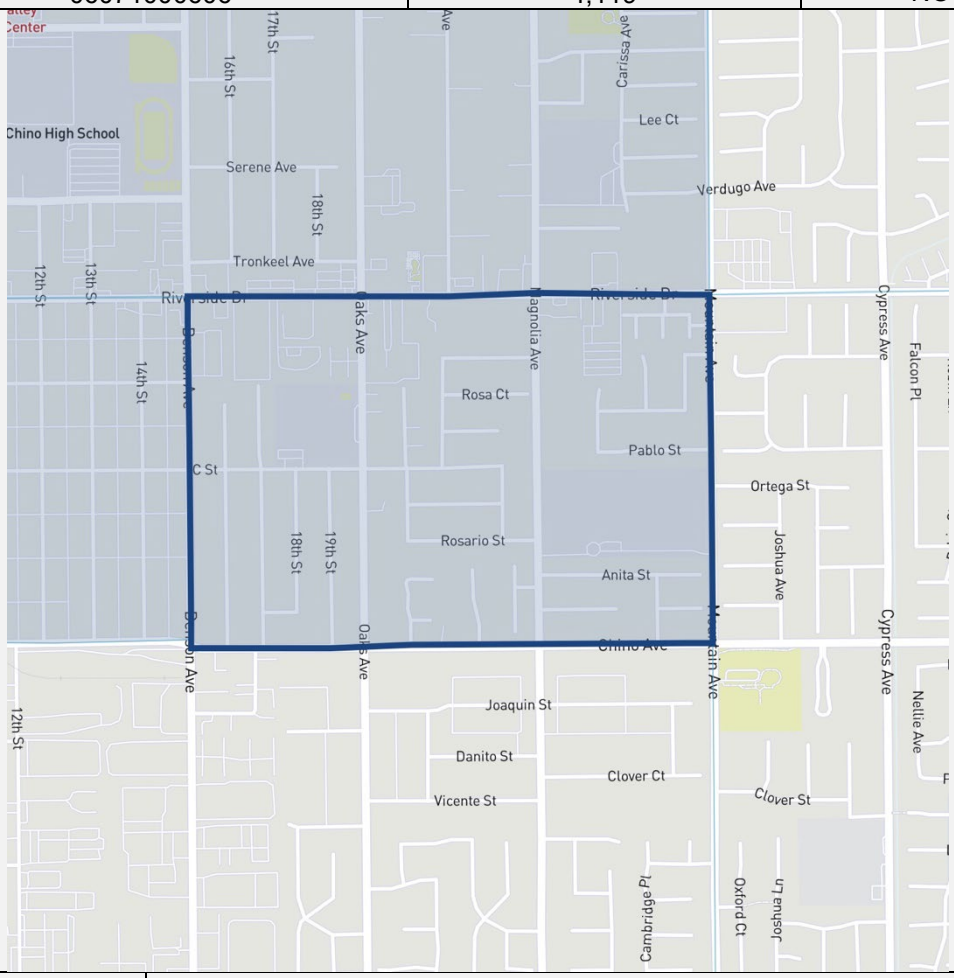
CITY OF CHINO, CA		
CLIMATE & ECONOMIC JUSTICE SCREENING TOOL - CENSUS TRACT ANALYSIS		
CENSUS TRACT 2010 ID	**CENSUS TRACT POPULATION**	**LOW INCOME TRACT?**
06071000604	5,436	NO



BURDEN	DESCRIPTION AND REPORTED DATA
Workforce Development	*Share of households where no one over age 14 speaks English very well (91st)*
High School Education	*Percent of people ages 25 years or older whose high school education is less than a high school diploma (20%)*

Source: U.S. Council on Environmental Quality – Climate & Economic Justice Screening Tool (2024)

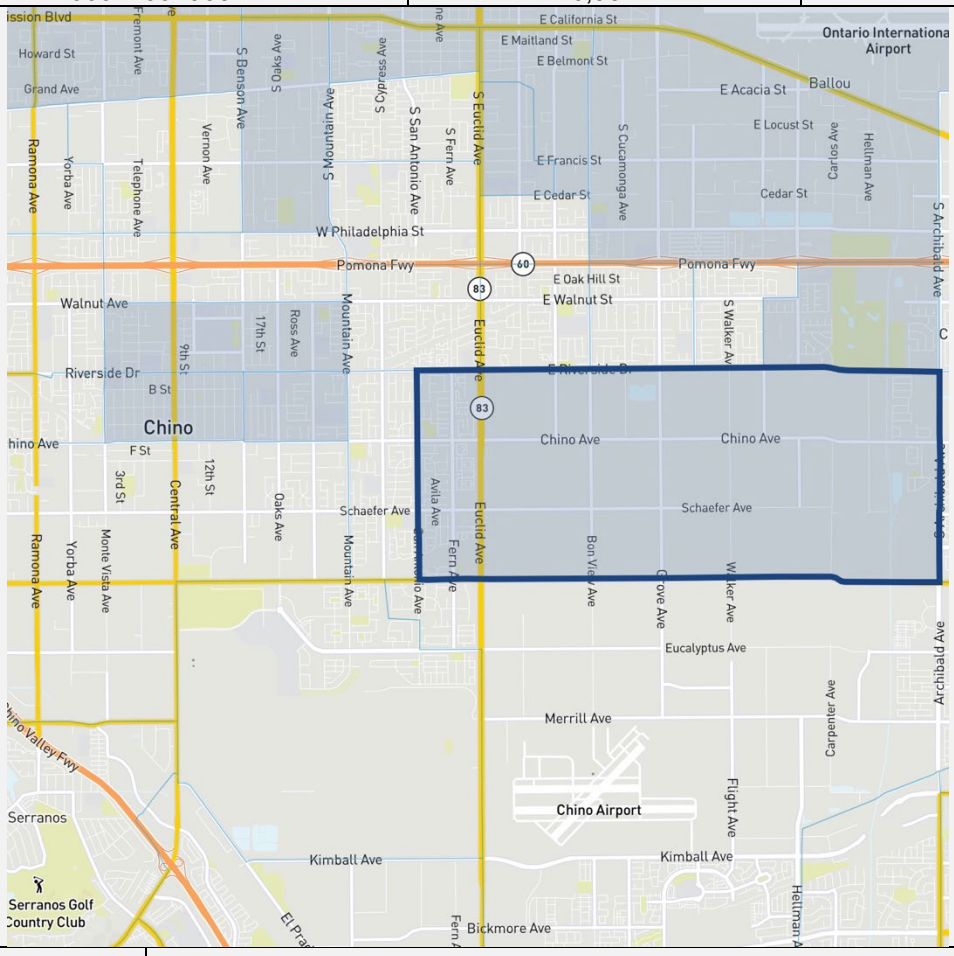
CITY OF CHINO, CA		
CLIMATE & ECONOMIC JUSTICE SCREENING TOOL - CENSUS TRACT ANALYSIS		
CENSUS TRACT 2010 ID	**CENSUS TRACT POPULATION**	**LOW INCOME TRACT?**
06071000606	4,119	NO



BURDEN	DESCRIPTION AND REPORTED DATA
Workforce Development	*Share of households where no one over age 14 speaks English very well (93rd)*
High School Education	*Percent of people ages 25 years or older whose high school education is less than a high school diploma (25%)*

Source: U.S. Council on Environmental Quality – Climate & Economic Justice Screening Tool (2024)

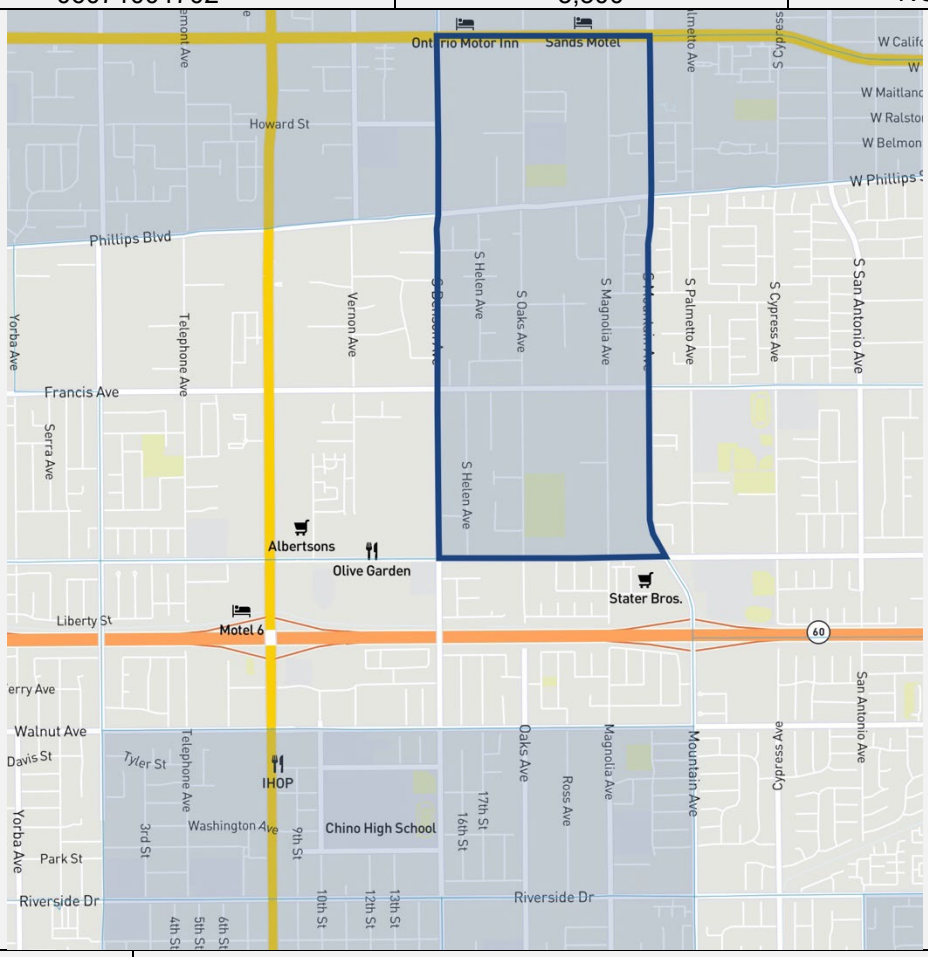
CITY OF CHINO, CA		
CLIMATE & ECONOMIC JUSTICE SCREENING TOOL - CENSUS TRACT ANALYSIS		
CENSUS TRACT 2010 ID	**CENSUS TRACT POPULATION**	**LOW INCOME TRACT?**
06071001905	6,981	NO



BURDEN	DESCRIPTION AND REPORTED DATA
Workforce Development	*Share of households where no one over age 14 speaks English very well (91st)*
High School Education	*Percent of people ages 25 years or older whose high school education is less than a high school diploma (13%)*

Source: U.S. Council on Environmental Quality – Climate & Economic Justice Screening Tool (2024)

CITY OF CHINO, CA		
CLIMATE & ECONOMIC JUSTICE SCREENING TOOL - CENSUS TRACT ANALYSIS		
CENSUS TRACT 2010 ID	**CENSUS TRACT POPULATION**	**LOW INCOME TRACT?**
06071001702	5,300	NO



BURDEN	DESCRIPTION AND REPORTED DATA
Unemployment	*Number of unemployed people as a part of the labor force (91st)*
High School Education	*Percent of people ages 25 years or older whose high school education is less than a high school diploma (19%)*

Source: U.S. Council on Environmental Quality – Climate & Economic Justice Screening Tool (2024)

APPENDIX D: HAZMAT Incidents

City of Chino, CA		
HAZARDOUS MATERIALS INCIDENTS (2019-2025)		
Incident Date Time	Incident Type Code And Description	IncidentNumber
1/2/2019 8:43	424 - Carbon monoxide incident	CH1900044
1/9/2019 10:15	412 - Gas leak (natural gas or LPG)	CH1900293
1/9/2019 19:39	412 - Gas leak (natural gas or LPG)	CH1900309
1/16/2019 17:23	671 - HazMat release investigation w/no HazMat	CH1900544
1/18/2019 8:12	411 - Gasoline or other flammable liquid spill	CH1900598
1/18/2019 18:21	424 - Carbon monoxide incident	CH1900615
1/22/2019 5:41	411 - Gasoline or other flammable liquid spill	CH1900716
1/30/2019 14:26	421 - Chemical hazard (no spill or leak)	CH1901023
1/31/2019 14:58	671 - HazMat release investigation w/no HazMat	CH1901054
2/1/2019 17:48	412 - Gas leak (natural gas or LPG)	CH1901100
2/2/2019 13:45	424 - Carbon monoxide incident	CH1901130
2/3/2019 14:12	424 - Carbon monoxide incident	CH1901162
2/4/2019 9:23	671 - HazMat release investigation w/no HazMat	CH1901188
2/4/2019 17:39	441 - Heat from short circuit (wiring), defective/worn	CH1901199
2/4/2019 22:22	410 - Combustible/flammable gas/liquid condition, other	CH1901206
2/5/2019 3:56	424 - Carbon monoxide incident	CH1901213
2/8/2019 23:34	424 - Carbon monoxide incident	CH1901328
2/9/2019 20:11	412 - Gas leak (natural gas or LPG)	CH1901358
2/13/2019 10:15	421 - Chemical hazard (no spill or leak)	CH1901494
2/13/2019 18:06	424 - Carbon monoxide incident	CH1901511
2/16/2019 11:58	411 - Gasoline or other flammable liquid spill	CH1901617
2/21/2019 11:51	424 - Carbon monoxide incident	CH1901804
2/24/2019 9:35	412 - Gas leak (natural gas or LPG)	CH1901915
2/25/2019 21:49	424 - Carbon monoxide incident	CH1901972
2/26/2019 1:03	462 - Aircraft standby	CH1901974
2/26/2019 15:24	400 - Hazardous condition, other	CH1901996
2/28/2019 11:40	421 - Chemical hazard (no spill or leak)	CH1902059
3/10/2019 1:14	400 - Hazardous condition, other	CH1902419
3/26/2019 11:52	411 - Gasoline or other flammable liquid spill	19-062201
3/26/2019 12:55	411 - Gasoline or other flammable liquid spill	19-062249
3/27/2019 16:57	410 - Combustible/flammable gas/liquid condition, other	19-063136
4/4/2019 13:47	400 - Hazardous condition, other	19-069044
4/9/2019 18:49	671 - HazMat release investigation w/no HazMat	19-073174
4/13/2019 14:36	411 - Gasoline or other flammable liquid spill	19-076117
4/15/2019 20:23	412 - Gas leak (natural gas or LPG)	19-077959
4/21/2019 13:57	412 - Gas leak (natural gas or LPG)	19-082312
4/21/2019 17:32	424 - Carbon monoxide incident	19-082456
4/23/2019 21:06	412 - Gas leak (natural gas or LPG)	19-084261

4/25/2019 14:20	400 - Hazardous condition, other	19-085684
4/26/2019 9:46	421 - Chemical hazard (no spill or leak)	19-086314
4/26/2019 15:26	412 - Gas leak (natural gas or LPG)	19-086610
4/29/2019 1:51	424 - Carbon monoxide incident	19-088531
5/1/2019 11:30	412 - Gas leak (natural gas or LPG)	19-090277
5/3/2019 14:57	412 - Gas leak (natural gas or LPG)	19-092035
5/5/2019 17:53	400 - Hazardous condition, other	19-093754
5/7/2019 12:25	411 - Gasoline or other flammable liquid spill	19-095016
5/13/2019 22:16	412 - Gas leak (natural gas or LPG)	19-100155
5/18/2019 12:47	672 - Biological hazard investigation, none found	19-103702
5/19/2019 13:06	411 - Gasoline or other flammable liquid spill	19-104436
5/19/2019 20:50	424 - Carbon monoxide incident	19-104705
5/21/2019 23:38	671 - HazMat release investigation w/no HazMat	19-106231
5/23/2019 18:12	424 - Carbon monoxide incident	19-107468
5/29/2019 22:49	412 - Gas leak (natural gas or LPG)	19-112250
6/2/2019 3:29	412 - Gas leak (natural gas or LPG)	19-114763
6/9/2019 12:17	411 - Gasoline or other flammable liquid spill	19-120798
6/10/2019 21:21	424 - Carbon monoxide incident	19-122256
6/13/2019 10:34	421 - Chemical hazard (no spill or leak)	19-124371
6/18/2019 6:42	412 - Gas leak (natural gas or LPG)	19-128205
6/20/2019 10:27	421 - Chemical hazard (no spill or leak)	19-129899
6/22/2019 20:07	424 - Carbon monoxide incident	19-131911
7/1/2019 23:04	424 - Carbon monoxide incident	19-139124
7/3/2019 10:52	412 - Gas leak (natural gas or LPG)	19-140170
7/8/2019 16:31	671 - HazMat release investigation w/no HazMat	19-145307
7/10/2019 11:10	421 - Chemical hazard (no spill or leak)	19-146643
7/11/2019 1:20	671 - HazMat release investigation w/no HazMat	19-147220
7/12/2019 0:05	400 - Hazardous condition, other	19-148008
7/16/2019 11:59	412 - Gas leak (natural gas or LPG)	19-151896
7/19/2019 11:49	462 - Aircraft standby	19-154483
7/19/2019 12:53	412 - Gas leak (natural gas or LPG)	19-154523
7/22/2019 16:51	462 - Aircraft standby	19-157153
7/23/2019 12:13	412 - Gas leak (natural gas or LPG)	19-157833
7/29/2019 10:59	412 - Gas leak (natural gas or LPG)	19-162882
8/1/2019 11:00	671 - HazMat release investigation w/no HazMat	19-165402
8/2/2019 16:40	411 - Gasoline or other flammable liquid spill	19-166507
8/3/2019 18:49	400 - Hazardous condition, other	19-167451
8/5/2019 19:36	412 - Gas leak (natural gas or LPG)	19-169249
8/14/2019 16:01	412 - Gas leak (natural gas or LPG)	19-176538
8/23/2019 20:19	400 - Hazardous condition, other	19-184322
8/29/2019 12:57	412 - Gas leak (natural gas or LPG)	19-188868
8/31/2019 10:41	412 - Gas leak (natural gas or LPG)	19-190520

9/4/2019 0:14	424 - Carbon monoxide incident	19-193736
9/4/2019 13:41	411 - Gasoline or other flammable liquid spill	19-194167
9/19/2019 9:47	400 - Hazardous condition, other	19-206453
9/20/2019 19:50	400 - Hazardous condition, other	19-207753
9/22/2019 10:01	412 - Gas leak (natural gas or LPG)	19-209000
9/24/2019 22:52	424 - Carbon monoxide incident	19-211125
9/25/2019 14:42	400 - Hazardous condition, other	19-211558
9/30/2019 8:14	421 - Chemical hazard (no spill or leak)	19-214962
10/3/2019 8:21	400 - Hazardous condition, other	19-217370
10/22/2019 16:59	411 - Gasoline or other flammable liquid spill	19-233521
10/26/2019 4:41	424 - Carbon monoxide incident	19-236744
10/30/2019 18:28	424 - Carbon monoxide incident	19-240734
11/1/2019 15:18	462 - Aircraft standby	19-242611
11/7/2019 16:43	412 - Gas leak (natural gas or LPG)	19-247615
11/8/2019 9:36	412 - Gas leak (natural gas or LPG)	19-248086
11/8/2019 20:03	422 - Chemical spill or leak	19-248614
11/12/2019 10:11	671 - HazMat release investigation w/no HazMat	19-251395
11/27/2019 8:54	400 - Hazardous condition, other	19-263156
11/29/2019 15:20	424 - Carbon monoxide incident	19-265668
12/3/2019 19:25	424 - Carbon monoxide incident	19-269247
12/6/2019 15:57	424 - Carbon monoxide incident	19-271478
12/8/2019 13:41	412 - Gas leak (natural gas or LPG)	19-272966
12/10/2019 8:54	671 - HazMat release investigation w/no HazMat	19-274301
12/12/2019 1:47	412 - Gas leak (natural gas or LPG)	19-275750
12/13/2019 12:19	424 - Carbon monoxide incident	19-276993
12/17/2019 11:22	421 - Chemical hazard (no spill or leak)	19-280145
12/20/2019 18:26	422 - Chemical spill or leak	19-282847
12/24/2019 14:52	424 - Carbon monoxide incident	19-285892
12/28/2019 2:38	671 - HazMat release investigation w/no HazMat	19-288827
12/29/2019 21:18	424 - Carbon monoxide incident	19-290415
1/9/2020 18:03	424 - Carbon monoxide incident	20-007106
1/15/2020 14:40	412 - Gas leak (natural gas or LPG)	20-011722
1/17/2020 9:18	421 - Chemical hazard (no spill or leak)	20-013071
1/19/2020 19:36	424 - Carbon monoxide incident	20-015066
1/24/2020 13:19	421 - Chemical hazard (no spill or leak)	20-018797
1/28/2020 5:18	424 - Carbon monoxide incident	20-021764
1/31/2020 10:26	412 - Gas leak (natural gas or LPG)	20-024417
2/9/2020 19:04	412 - Gas leak (natural gas or LPG)	20-032091
2/18/2020 21:37	424 - Carbon monoxide incident	20-039577
2/22/2020 13:24	411 - Gasoline or other flammable liquid spill	20-042567
2/26/2020 10:29	421 - Chemical hazard (no spill or leak)	20-045620
2/29/2020 14:30	412 - Gas leak (natural gas or LPG)	20-048362

3/3/2020 11:45	421 - Chemical hazard (no spill or leak)	20-050683
3/5/2020 19:22	671 - HazMat release investigation w/no HazMat	20-052572
3/10/2020 11:08	411 - Gasoline or other flammable liquid spill	20-056113
3/14/2020 10:19	412 - Gas leak (natural gas or LPG)	20-059321
3/18/2020 12:42	400 - Hazardous condition, other	20-062286
4/1/2020 17:35	412 - Gas leak (natural gas or LPG)	20-071956
4/3/2020 6:55	400 - Hazardous condition, other	20-072901
4/3/2020 16:56	412 - Gas leak (natural gas or LPG)	20-073282
4/5/2020 13:51	400 - Hazardous condition, other	20-074518
4/13/2020 19:37	412 - Gas leak (natural gas or LPG)	20-079754
5/2/2020 10:55	451 - Biological hazard, confirmed or suspected	20-092762
5/4/2020 2:19	424 - Carbon monoxide incident	20-094011
5/4/2020 11:48	451 - Biological hazard, confirmed or suspected	20-094284
5/4/2020 14:34	451 - Biological hazard, confirmed or suspected	20-094410
5/4/2020 15:58	451 - Biological hazard, confirmed or suspected	20-094476
5/7/2020 18:47	412 - Gas leak (natural gas or LPG)	20-096964
5/9/2020 10:36	451 - Biological hazard, confirmed or suspected	20-098210
5/9/2020 11:40	451 - Biological hazard, confirmed or suspected	20-098258
5/12/2020 10:58	400 - Hazardous condition, other	20-100451
5/12/2020 13:09	412 - Gas leak (natural gas or LPG)	20-100533
5/14/2020 10:28	451 - Biological hazard, confirmed or suspected	20-101888
5/16/2020 11:00	400 - Hazardous condition, other	20-103550
5/16/2020 13:58	412 - Gas leak (natural gas or LPG)	20-103666
5/18/2020 12:35	423 - Refrigeration leak	20-105153
5/18/2020 16:04	411 - Gasoline or other flammable liquid spill	20-105310
5/18/2020 18:25	671 - HazMat release investigation w/no HazMat	20-105386
5/21/2020 22:00	424 - Carbon monoxide incident	20-107828
5/22/2020 10:55	400 - Hazardous condition, other	20-108157
5/22/2020 15:04	671 - HazMat release investigation w/no HazMat	20-108305
5/23/2020 18:25	412 - Gas leak (natural gas or LPG)	20-109278
5/26/2020 15:28	424 - Carbon monoxide incident	20-111821
5/27/2020 9:17	412 - Gas leak (natural gas or LPG)	20-112385
5/27/2020 18:09	424 - Carbon monoxide incident	20-112795
5/27/2020 19:27	412 - Gas leak (natural gas or LPG)	20-112849
6/1/2020 13:00	671 - HazMat release investigation w/no HazMat	20-116908
6/4/2020 11:29	424 - Carbon monoxide incident	20-119342
6/6/2020 8:25	424 - Carbon monoxide incident	20-120865
6/7/2020 14:22	424 - Carbon monoxide incident	20-121836
6/8/2020 12:21	400 - Hazardous condition, other	20-122638
6/15/2020 12:34	412 - Gas leak (natural gas or LPG)	20-129191
6/15/2020 22:02	421 - Chemical hazard (no spill or leak)	20-129624
6/27/2020 11:54	411 - Gasoline or other flammable liquid spill	20-139358

7/3/2020 11:51	400 - Hazardous condition, other	20-144441
7/3/2020 11:55	400 - Hazardous condition, other	20-144449
7/5/2020 11:25	462 - Aircraft standby	20-147266
7/15/2020 20:29	412 - Gas leak (natural gas or LPG)	20-157069
7/23/2020 14:00	411 - Gasoline or other flammable liquid spill	20-163774
7/27/2020 4:52	424 - Carbon monoxide incident	20-166839
7/29/2020 9:24	671 - HazMat release investigation w/no HazMat	20-168594
8/7/2020 1:15	424 - Carbon monoxide incident	20-176545
8/11/2020 20:02	412 - Gas leak (natural gas or LPG)	20-180555
8/12/2020 20:47	671 - HazMat release investigation w/no HazMat	20-181448
8/12/2020 22:56	412 - Gas leak (natural gas or LPG)	20-181539
8/17/2020 19:17	400 - Hazardous condition, other	20-186295
8/20/2020 0:47	424 - Carbon monoxide incident	20-188398
8/22/2020 7:30	400 - Hazardous condition, other	20-190250
8/23/2020 19:12	400 - Hazardous condition, other	20-191652
8/24/2020 5:50	400 - Hazardous condition, other	20-191947
8/26/2020 7:45	462 - Aircraft standby	20-193647
8/26/2020 17:54	400 - Hazardous condition, other	20-194080
8/27/2020 0:07	424 - Carbon monoxide incident	20-194308
8/27/2020 12:38	422 - Chemical spill or leak	20-194680
8/27/2020 16:48	400 - Hazardous condition, other	20-194868
8/30/2020 23:11	411 - Gasoline or other flammable liquid spill	20-197627
8/31/2020 11:16	424 - Carbon monoxide incident	20-197924
9/4/2020 10:00	400 - Hazardous condition, other	20-201156
9/10/2020 18:47	412 - Gas leak (natural gas or LPG)	20-207095
9/15/2020 14:27	412 - Gas leak (natural gas or LPG)	20-211056
9/22/2020 15:45	400 - Hazardous condition, other	20-216763
9/30/2020 15:16	462 - Aircraft standby	20-223127
9/30/2020 20:43	412 - Gas leak (natural gas or LPG)	20-223362
10/3/2020 12:21	424 - Carbon monoxide incident	20-225495
10/6/2020 23:02	411 - Gasoline or other flammable liquid spill	20-228408
10/12/2020 11:14	412 - Gas leak (natural gas or LPG)	20-232569
10/15/2020 9:15	421 - Chemical hazard (no spill or leak)	20-234844
10/16/2020 13:58	412 - Gas leak (natural gas or LPG)	20-235969
10/17/2020 4:13	422 - Chemical spill or leak	20-236487
10/26/2020 11:49	412 - Gas leak (natural gas or LPG)	20-244022
10/27/2020 9:27	411 - Gasoline or other flammable liquid spill	20-245192
10/28/2020 11:50	412 - Gas leak (natural gas or LPG)	20-246243
10/28/2020 13:19	400 - Hazardous condition, other	20-246296
10/28/2020 17:35	412 - Gas leak (natural gas or LPG)	20-246505
11/1/2020 21:48	424 - Carbon monoxide incident	20-250296
11/9/2020 21:34	462 - Aircraft standby	20-256750

11/15/2020 19:31	424 - Carbon monoxide incident	20-261486
11/22/2020 11:44	412 - Gas leak (natural gas or LPG)	20-266922
11/26/2020 9:54	412 - Gas leak (natural gas or LPG)	20-270119
11/29/2020 16:18	424 - Carbon monoxide incident	20-273117
12/2/2020 9:53	424 - Carbon monoxide incident	20-275488
12/2/2020 11:49	424 - Carbon monoxide incident	20-275597
12/3/2020 6:34	671 - HazMat release investigation w/no HazMat	20-276314
12/5/2020 13:14	451 - Biological hazard, confirmed or suspected	20-278474
12/8/2020 12:00	412 - Gas leak (natural gas or LPG)	20-281176
12/15/2020 16:41	400 - Hazardous condition, other	20-288028
12/16/2020 13:14	422 - Chemical spill or leak	20-288781
12/19/2020 15:38	400 - Hazardous condition, other	20-291651
12/24/2020 21:59	451 - Biological hazard, confirmed or suspected	20-296948
1/4/2021 20:59	400 - Hazardous condition, other	21-003727
1/12/2021 18:03	412 - Gas leak (natural gas or LPG)	21-010900
1/13/2021 16:03	424 - Carbon monoxide incident	21-011673
1/19/2021 11:27	424 - Carbon monoxide incident	21-016951
1/19/2021 14:01	412 - Gas leak (natural gas or LPG)	21-017098
1/30/2021 22:38	412 - Gas leak (natural gas or LPG)	21-026684
2/19/2021 9:32	411 - Gasoline or other flammable liquid spill	21-041908
2/20/2021 23:29	411 - Gasoline or other flammable liquid spill	21-043287
2/25/2021 3:54	412 - Gas leak (natural gas or LPG)	21-046582
2/26/2021 11:56	400 - Hazardous condition, other	21-047759
3/2/2021 11:27	422 - Chemical spill or leak	21-051103
3/8/2021 19:06	424 - Carbon monoxide incident	21-056333
3/10/2021 18:29	411 - Gasoline or other flammable liquid spill	21-057828
3/15/2021 17:16	424 - Carbon monoxide incident	21-061480
3/19/2021 12:32	421 - Chemical hazard (no spill or leak)	21-064304
3/21/2021 15:28	424 - Carbon monoxide incident	21-065980
3/24/2021 13:35	421 - Chemical hazard (no spill or leak)	21-068075
3/26/2021 22:27	424 - Carbon monoxide incident	21-069918
3/27/2021 19:13	413 - Oil or other combustible liquid spill	21-070745
4/1/2021 8:33	400 - Hazardous condition, other	21-074518
4/1/2021 9:22	421 - Chemical hazard (no spill or leak)	21-074559
4/2/2021 7:46	412 - Gas leak (natural gas or LPG)	21-075428
4/4/2021 1:35	424 - Carbon monoxide incident	21-077110
4/14/2021 13:19	410 - Combustible/flammable gas/liquid condition, other	21-085652
4/16/2021 13:22	412 - Gas leak (natural gas or LPG)	21-087189
4/22/2021 14:19	671 - HazMat release investigation w/no HazMat	21-092456
4/25/2021 11:01	421 - Chemical hazard (no spill or leak)	21-094679
5/6/2021 14:29	411 - Gasoline or other flammable liquid spill	21-104671
5/8/2021 19:50	412 - Gas leak (natural gas or LPG)	21-106598

5/9/2021 19:11	412 - Gas leak (natural gas or LPG)	21-107402
5/12/2021 8:18	412 - Gas leak (natural gas or LPG)	21-109096
5/13/2021 16:46	411 - Gasoline or other flammable liquid spill	21-110558
5/29/2021 4:51	400 - Hazardous condition, other	21-123322
6/6/2021 14:02	412 - Gas leak (natural gas or LPG)	21-130702
6/6/2021 17:57	424 - Carbon monoxide incident	21-130904
6/9/2021 16:43	411 - Gasoline or other flammable liquid spill	21-133193
6/10/2021 6:56	412 - Gas leak (natural gas or LPG)	21-133614
6/11/2021 7:02	412 - Gas leak (natural gas or LPG)	21-134493
6/12/2021 20:17	424 - Carbon monoxide incident	21-135913
6/19/2021 22:48	424 - Carbon monoxide incident	21-142531
6/24/2021 13:36	424 - Carbon monoxide incident	21-146514
6/25/2021 14:20	412 - Gas leak (natural gas or LPG)	21-147452
6/27/2021 20:55	400 - Hazardous condition, other	21-149532
6/28/2021 15:02	422 - Chemical spill or leak	21-150263
7/9/2021 5:14	412 - Gas leak (natural gas or LPG)	21-160589
7/16/2021 9:22	424 - Carbon monoxide incident	21-166854
7/19/2021 0:01	424 - Carbon monoxide incident	21-169313
7/22/2021 8:13	424 - Carbon monoxide incident	21-172297
7/22/2021 12:54	671 - HazMat release investigation w/no HazMat	21-172502
7/29/2021 21:03	412 - Gas leak (natural gas or LPG)	21-179085
8/1/2021 22:15	424 - Carbon monoxide incident	21-182041
8/11/2021 14:56	421 - Chemical hazard (no spill or leak)	21-191221
8/14/2021 14:30	412 - Gas leak (natural gas or LPG)	21-194130
8/19/2021 12:03	421 - Chemical hazard (no spill or leak)	21-198393
8/24/2021 9:59	412 - Gas leak (natural gas or LPG)	21-202740
8/25/2021 11:36	421 - Chemical hazard (no spill or leak)	21-203692
8/31/2021 16:54	423 - Refrigeration leak	21-209768
9/5/2021 18:21	424 - Carbon monoxide incident	21-214141
9/6/2021 19:25	411 - Gasoline or other flammable liquid spill	21-215094
9/7/2021 8:25	671 - HazMat release investigation w/no HazMat	21-215505
9/20/2021 13:11	412 - Gas leak (natural gas or LPG)	21-227393
9/20/2021 18:32	412 - Gas leak (natural gas or LPG)	21-227671
9/24/2021 14:09	411 - Gasoline or other flammable liquid spill	21-231050
9/30/2021 22:05	424 - Carbon monoxide incident	21-236476
10/1/2021 5:46	411 - Gasoline or other flammable liquid spill	21-236618
10/3/2021 17:25	424 - Carbon monoxide incident	21-239041
10/7/2021 20:34	412 - Gas leak (natural gas or LPG)	21-242653
10/14/2021 9:04	412 - Gas leak (natural gas or LPG)	21-248014
10/17/2021 8:42	462 - Aircraft standby	21-250597
10/20/2021 14:35	400 - Hazardous condition, other	21-253112
10/21/2021 14:05	412 - Gas leak (natural gas or LPG)	21-253891

10/24/2021 3:08	412 - Gas leak (natural gas or LPG)	21-255999
10/25/2021 19:32	412 - Gas leak (natural gas or LPG)	21-257514
11/10/2021 16:03	412 - Gas leak (natural gas or LPG)	21-271325
11/11/2021 21:31	424 - Carbon monoxide incident	21-272527
11/14/2021 13:44	412 - Gas leak (natural gas or LPG)	21-274803
11/17/2021 11:03	400 - Hazardous condition, other	21-277297
11/18/2021 11:31	671 - HazMat release investigation w/no HazMat	21-278076
11/21/2021 18:23	411 - Gasoline or other flammable liquid spill	21-280992
11/21/2021 19:46	424 - Carbon monoxide incident	21-281049
11/22/2021 12:32	412 - Gas leak (natural gas or LPG)	21-281553
11/22/2021 12:45	413 - Oil or other combustible liquid spill	21-281561
11/23/2021 9:29	412 - Gas leak (natural gas or LPG)	21-282312
11/23/2021 10:28	412 - Gas leak (natural gas or LPG)	21-282346
11/25/2021 12:32	412 - Gas leak (natural gas or LPG)	21-284366
11/27/2021 17:46	412 - Gas leak (natural gas or LPG)	21-286471
11/28/2021 16:53	412 - Gas leak (natural gas or LPG)	21-287302
11/28/2021 18:38	412 - Gas leak (natural gas or LPG)	21-287381
12/1/2021 16:42	671 - HazMat release investigation w/no HazMat	21-289888
12/10/2021 13:38	421 - Chemical hazard (no spill or leak)	21-297473
12/17/2021 2:02	424 - Carbon monoxide incident	21-303392
12/19/2021 19:53	412 - Gas leak (natural gas or LPG)	21-306016
12/20/2021 20:29	424 - Carbon monoxide incident	21-306882
12/21/2021 17:21	412 - Gas leak (natural gas or LPG)	21-307564
12/22/2021 10:39	412 - Gas leak (natural gas or LPG)	21-308116
12/22/2021 15:17	412 - Gas leak (natural gas or LPG)	21-308347
1/8/2022 22:29	671 - HazMat release investigation w/no HazMat	22-007870
1/12/2022 11:52	671 - HazMat release investigation w/no HazMat	22-011479
1/16/2022 18:08	424 - Carbon monoxide incident	22-015693
2/3/2022 2:49	424 - Carbon monoxide incident	22-032003
2/14/2022 21:31	424 - Carbon monoxide incident	22-042866
2/19/2022 6:31	424 - Carbon monoxide incident	22-046264
2/20/2022 21:33	671 - HazMat release investigation w/no HazMat	22-047719
2/21/2022 19:35	424 - Carbon monoxide incident	22-048404
3/2/2022 6:41	400 - Hazardous condition, other	22-055402
3/11/2022 0:59	424 - Carbon monoxide incident	22-062636
3/11/2022 15:06	400 - Hazardous condition, other	22-063189
3/14/2022 16:42	411 - Gasoline or other flammable liquid spill	22-065884
3/15/2022 10:15	412 - Gas leak (natural gas or LPG)	22-066459
3/22/2022 6:14	421 - Chemical hazard (no spill or leak)	22-072284
3/26/2022 12:42	411 - Gasoline or other flammable liquid spill	22-076190
3/28/2022 17:14	412 - Gas leak (natural gas or LPG)	22-078155
3/30/2022 13:44	412 - Gas leak (natural gas or LPG)	22-079591

4/8/2022 22:22	424 - Carbon monoxide incident	22-087529
4/12/2022 3:43	400 - Hazardous condition, other	22-090017
4/21/2022 8:50	412 - Gas leak (natural gas or LPG)	22-097306
4/22/2022 15:57	412 - Gas leak (natural gas or LPG)	22-098477
4/23/2022 3:40	424 - Carbon monoxide incident	22-098869
4/25/2022 8:47	411 - Gasoline or other flammable liquid spill	22-100641
4/27/2022 14:11	412 - Gas leak (natural gas or LPG)	22-102525
4/29/2022 4:24	400 - Hazardous condition, other	22-103911
5/2/2022 21:59	410 - Combustible/flammable gas/liquid condition, other	22-107477
5/3/2022 14:45	421 - Chemical hazard (no spill or leak)	22-107976
5/8/2022 23:06	412 - Gas leak (natural gas or LPG)	22-112603
5/25/2022 23:03	400 - Hazardous condition, other	22-127745
5/27/2022 21:53	412 - Gas leak (natural gas or LPG)	22-129755
5/30/2022 12:43	413 - Oil or other combustible liquid spill	22-131835
6/3/2022 13:53	471 - Explosive, bomb removal (for bomb scare, use 721)	22-135578
6/4/2022 7:36	422 - Chemical spill or leak	22-136156
6/6/2022 12:55	400 - Hazardous condition, other	22-138151
6/9/2022 10:57	413 - Oil or other combustible liquid spill	22-140827
6/20/2022 13:42	462 - Aircraft standby	22-151157
6/23/2022 13:06	462 - Aircraft standby	22-154266
6/30/2022 18:57	400 - Hazardous condition, other	22-161393
7/15/2022 13:39	412 - Gas leak (natural gas or LPG)	22-175020
7/23/2022 18:24	412 - Gas leak (natural gas or LPG)	22-182406
7/26/2022 22:58	400 - Hazardous condition, other	22-185119
7/28/2022 13:49	671 - HazMat release investigation w/no HazMat	22-186541
8/4/2022 7:36	462 - Aircraft standby	22-192649
8/11/2022 12:38	411 - Gasoline or other flammable liquid spill	22-199426
8/11/2022 13:50	400 - Hazardous condition, other	22-199477
8/21/2022 9:38	424 - Carbon monoxide incident	22-208538
8/30/2022 12:16	412 - Gas leak (natural gas or LPG)	22-216602
9/1/2022 16:03	411 - Gasoline or other flammable liquid spill	22-218674
9/11/2022 20:19	424 - Carbon monoxide incident	22-228387
9/13/2022 9:30	411 - Gasoline or other flammable liquid spill	22-229643
9/19/2022 18:02	411 - Gasoline or other flammable liquid spill	22-234837
9/21/2022 9:39	412 - Gas leak (natural gas or LPG)	22-236109
10/6/2022 12:06	400 - Hazardous condition, other	22-249384
10/8/2022 9:50	411 - Gasoline or other flammable liquid spill	22-251029
10/8/2022 16:19	400 - Hazardous condition, other	22-251340
10/14/2022 12:11	412 - Gas leak (natural gas or LPG)	22-256354
10/18/2022 18:11	412 - Gas leak (natural gas or LPG)	22-260111
10/20/2022 0:44	424 - Carbon monoxide incident	22-261168
10/28/2022 17:34	412 - Gas leak (natural gas or LPG)	22-268344

11/6/2022 9:57	411 - Gasoline or other flammable liquid spill	22-275731
11/7/2022 22:18	400 - Hazardous condition, other	22-277082
11/11/2022 3:58	424 - Carbon monoxide incident	22-280070
11/22/2022 17:21	424 - Carbon monoxide incident	22-290649
11/24/2022 20:57	412 - Gas leak (natural gas or LPG)	22-292878
11/27/2022 13:09	412 - Gas leak (natural gas or LPG)	22-295339
12/6/2022 18:19	412 - Gas leak (natural gas or LPG)	22-303521
12/7/2022 22:52	424 - Carbon monoxide incident	22-304510
12/9/2022 15:18	412 - Gas leak (natural gas or LPG)	22-305946
12/14/2022 0:39	424 - Carbon monoxide incident	22-309750
12/16/2022 6:24	424 - Carbon monoxide incident	22-311573
12/19/2022 14:35	424 - Carbon monoxide incident	22-314515
12/20/2022 7:47	424 - Carbon monoxide incident	22-315046
12/29/2022 3:10	424 - Carbon monoxide incident	22-322892
12/31/2022 13:11	412 - Gas leak (natural gas or LPG)	22-324888
1/3/2023 14:05	451 - Biological hazard, confirmed or suspected	23-002190
1/5/2023 16:18	423 - Refrigeration leak	23-003919
1/10/2023 2:12	412 - Gas leak (natural gas or LPG)	23-007660
1/12/2023 1:00	424 - Carbon monoxide incident	23-009287
1/13/2023 16:40	424 - Carbon monoxide incident	23-010656
1/18/2023 17:29	671 - HazMat release investigation w/no HazMat	23-014663
1/19/2023 10:54	412 - Gas leak (natural gas or LPG)	23-015196
1/21/2023 17:50	412 - Gas leak (natural gas or LPG)	23-017185
1/28/2023 16:55	424 - Carbon monoxide incident	23-023035
2/21/2023 10:45	451 - Biological hazard, confirmed or suspected	23-043514
2/26/2023 20:35	412 - Gas leak (natural gas or LPG)	23-048555
2/27/2023 8:47	412 - Gas leak (natural gas or LPG)	23-048843
3/12/2023 14:31	424 - Carbon monoxide incident	23-061837
3/14/2023 18:20	412 - Gas leak (natural gas or LPG)	23-063709
3/20/2023 9:02	671 - HazMat release investigation w/no HazMat	23-068465
3/26/2023 12:54	462 - Aircraft standby	23-073554
3/31/2023 7:14	671 - HazMat release investigation w/no HazMat	23-077563
4/8/2023 18:02	462 - Aircraft standby	23-084935
4/9/2023 17:30	400 - Hazardous condition, other	23-085734
4/26/2023 18:56	422 - Chemical spill or leak	23-101260
5/11/2023 18:47	423 - Refrigeration leak	23-114027
5/13/2023 19:56	671 - HazMat release investigation w/no HazMat	23-115835
5/17/2023 14:13	412 - Gas leak (natural gas or LPG)	23-119308
5/20/2023 20:49	412 - Gas leak (natural gas or LPG)	23-122325
5/23/2023 8:37	671 - HazMat release investigation w/no HazMat	23-124379
5/23/2023 21:26	411 - Gasoline or other flammable liquid spill	23-124973
5/26/2023 10:47	462 - Aircraft standby	23-126981

5/31/2023 18:51	412 - Gas leak (natural gas or LPG)	23-131576
6/2/2023 2:12	412 - Gas leak (natural gas or LPG)	23-132624
6/7/2023 18:00	413 - Oil or other combustible liquid spill	23-137478
6/10/2023 8:52	424 - Carbon monoxide incident	23-139664
6/20/2023 14:36	462 - Aircraft standby	23-148278
7/1/2023 18:13	411 - Gasoline or other flammable liquid spill	23-158588
7/4/2023 4:07	671 - HazMat release investigation w/no HazMat	23-160978
7/13/2023 14:16	671 - HazMat release investigation w/no HazMat	23-170346
7/14/2023 3:15	422 - Chemical spill or leak	23-170952
7/20/2023 7:02	400 - Hazardous condition, other	23-176793
7/21/2023 10:01	424 - Carbon monoxide incident	23-177864
7/26/2023 13:18	400 - Hazardous condition, other	23-182860
8/1/2023 21:33	424 - Carbon monoxide incident	23-188815
8/6/2023 0:48	424 - Carbon monoxide incident	23-192656
8/12/2023 1:30	424 - Carbon monoxide incident	23-198227
8/15/2023 17:46	412 - Gas leak (natural gas or LPG)	23-201551
8/20/2023 2:34	424 - Carbon monoxide incident	23-205782
8/23/2023 14:37	411 - Gasoline or other flammable liquid spill	23-209196
9/3/2023 15:10	400 - Hazardous condition, other	23-219348
9/18/2023 22:51	412 - Gas leak (natural gas or LPG)	23-232821
9/19/2023 19:17	400 - Hazardous condition, other	23-233537
9/20/2023 7:09	412 - Gas leak (natural gas or LPG)	23-233784
9/22/2023 20:57	671 - HazMat release investigation w/no HazMat	23-236140
9/23/2023 9:40	424 - Carbon monoxide incident	23-236455
9/23/2023 12:47	671 - HazMat release investigation w/no HazMat	23-236580
9/24/2023 19:25	412 - Gas leak (natural gas or LPG)	23-237741
9/26/2023 16:08	400 - Hazardous condition, other	23-239331
10/5/2023 15:11	471 - Explosive, bomb removal (for bomb scare, use 721)	23-247041
10/13/2023 19:57	421 - Chemical hazard (no spill or leak)	23-254129
10/15/2023 20:23	424 - Carbon monoxide incident	23-255991
10/15/2023 23:45	411 - Gasoline or other flammable liquid spill	23-256104
10/16/2023 18:34	400 - Hazardous condition, other	23-256835
10/19/2023 22:37	412 - Gas leak (natural gas or LPG)	23-259711
10/22/2023 11:03	411 - Gasoline or other flammable liquid spill	23-261879
10/24/2023 13:20	411 - Gasoline or other flammable liquid spill	23-263586
10/24/2023 15:21	424 - Carbon monoxide incident	23-263695
11/3/2023 11:02	422 - Chemical spill or leak	23-272329
11/3/2023 17:54	671 - HazMat release investigation w/no HazMat	23-272725
11/6/2023 14:27	421 - Chemical hazard (no spill or leak)	23-275254
11/8/2023 19:10	411 - Gasoline or other flammable liquid spill	23-277187
11/11/2023 18:06	412 - Gas leak (natural gas or LPG)	23-279829
11/13/2023 9:25	671 - HazMat release investigation w/no HazMat	23-281140

11/19/2023 8:30	400 - Hazardous condition, other	23-286528
11/22/2023 16:43	462 - Aircraft standby	23-289693
11/22/2023 21:08	424 - Carbon monoxide incident	23-289885
11/27/2023 16:08	422 - Chemical spill or leak	23-293991
12/8/2023 9:12	412 - Gas leak (natural gas or LPG)	23-303362
12/9/2023 10:08	671 - HazMat release investigation w/no HazMat	23-304314
12/11/2023 19:45	412 - Gas leak (natural gas or LPG)	23-306773
12/12/2023 14:00	424 - Carbon monoxide incident	23-307380
12/12/2023 15:22	412 - Gas leak (natural gas or LPG)	23-307450
12/15/2023 9:30	424 - Carbon monoxide incident	23-309984
12/21/2023 13:54	412 - Gas leak (natural gas or LPG)	23-315710
12/24/2023 23:13	412 - Gas leak (natural gas or LPG)	23-318825
12/29/2023 18:04	424 - Carbon monoxide incident	23-323202
12/29/2023 20:00	410 - Combustible/flammable gas/liquid condition, other	23-323286
1/5/2024 12:29	411 - Gasoline or other flammable liquid spill	24-003978
1/13/2024 7:04	671 - HazMat release investigation w/no HazMat	24-010803
1/13/2024 22:44	671 - HazMat release investigation w/no HazMat	24-011540
1/19/2024 14:06	413 - Oil or other combustible liquid spill	24-016442
1/27/2024 14:42	422 - Chemical spill or leak	24-023246
2/9/2024 20:04	424 - Carbon monoxide incident	24-034724
2/10/2024 0:34	424 - Carbon monoxide incident	24-034888
2/11/2024 23:13	424 - Carbon monoxide incident	24-036601
2/18/2024 12:21	424 - Carbon monoxide incident	24-042078
2/20/2024 15:07	411 - Gasoline or other flammable liquid spill	24-043693
2/21/2024 18:21	413 - Oil or other combustible liquid spill	24-044612
2/26/2024 15:11	671 - HazMat release investigation w/no HazMat	24-048740
2/28/2024 9:52	424 - Carbon monoxide incident	24-050194
3/2/2024 10:06	400 - Hazardous condition, other	24-052717
3/3/2024 21:56	424 - Carbon monoxide incident	24-053933
3/3/2024 23:26	424 - Carbon monoxide incident	24-053974
3/21/2024 15:29	400 - Hazardous condition, other	24-068750
3/22/2024 14:21	412 - Gas leak (natural gas or LPG)	24-069548
4/2/2024 15:41	411 - Gasoline or other flammable liquid spill	24-078704
4/3/2024 21:26	424 - Carbon monoxide incident	24-079798
4/5/2024 15:15	424 - Carbon monoxide incident	24-081140
4/9/2024 16:25	412 - Gas leak (natural gas or LPG)	24-084580
4/12/2024 8:15	412 - Gas leak (natural gas or LPG)	24-086979
4/12/2024 8:36	412 - Gas leak (natural gas or LPG)	24-087001
4/12/2024 9:38	412 - Gas leak (natural gas or LPG)	24-087054
4/16/2024 12:48	424 - Carbon monoxide incident	24-090585
4/22/2024 13:09	422 - Chemical spill or leak	24-096027
5/19/2024 0:34	672 - Biological hazard investigation, none found	24-119389

5/24/2024 2:47	412 - Gas leak (natural gas or LPG)	24-123855
5/26/2024 17:50	400 - Hazardous condition, other	24-126132
6/2/2024 20:56	424 - Carbon monoxide incident	24-132700
6/3/2024 15:20	471 - Explosive, bomb removal (for bomb scare, use 721)	24-133323
6/9/2024 20:22	410 - Combustible/flammable gas/liquid condition, other	24-139436
6/29/2024 1:17	400 - Hazardous condition, other	24-157620
7/1/2024 9:00	411 - Gasoline or other flammable liquid spill	24-159660
7/6/2024 19:37	411 - Gasoline or other flammable liquid spill	24-165992
7/11/2024 20:39	412 - Gas leak (natural gas or LPG)	24-171242
7/12/2024 14:12	411 - Gasoline or other flammable liquid spill	24-171888
7/17/2024 12:45	671 - HazMat release investigation w/no HazMat	24-176610
7/17/2024 15:53	400 - Hazardous condition, other	24-176752
7/22/2024 10:45	413 - Oil or other combustible liquid spill	24-181180
7/25/2024 8:56	671 - HazMat release investigation w/no HazMat	24-183830
8/2/2024 9:06	412 - Gas leak (natural gas or LPG)	24-191149
8/8/2024 7:39	411 - Gasoline or other flammable liquid spill	24-196792
8/19/2024 8:29	412 - Gas leak (natural gas or LPG)	24-206563
8/19/2024 20:39	412 - Gas leak (natural gas or LPG)	24-207191
8/21/2024 9:35	410 - Combustible/flammable gas/liquid condition, other	24-208436
8/21/2024 21:56	412 - Gas leak (natural gas or LPG)	24-209098
8/22/2024 16:02	451 - Biological hazard, confirmed or suspected	24-209733
8/27/2024 19:11	412 - Gas leak (natural gas or LPG)	24-214463
8/31/2024 8:14	412 - Gas leak (natural gas or LPG)	24-217441
9/5/2024 16:34	412 - Gas leak (natural gas or LPG)	24-222638
9/9/2024 16:59	671 - HazMat release investigation w/no HazMat	24-226782
9/13/2024 21:34	424 - Carbon monoxide incident	24-230646
9/26/2024 12:49	412 - Gas leak (natural gas or LPG)	24-241520
10/3/2024 8:26	671 - HazMat release investigation w/no HazMat	24-247552
10/3/2024 8:46	412 - Gas leak (natural gas or LPG)	24-247563
10/5/2024 14:20	411 - Gasoline or other flammable liquid spill	24-249536
10/6/2024 10:01	412 - Gas leak (natural gas or LPG)	24-250301
10/9/2024 5:58	400 - Hazardous condition, other	24-252813
10/9/2024 19:49	412 - Gas leak (natural gas or LPG)	24-253404
10/10/2024 13:05	411 - Gasoline or other flammable liquid spill	24-253970
10/19/2024 21:03	412 - Gas leak (natural gas or LPG)	24-262070
10/22/2024 11:30	412 - Gas leak (natural gas or LPG)	24-264195
10/24/2024 10:48	412 - Gas leak (natural gas or LPG)	24-266019
10/26/2024 2:07	412 - Gas leak (natural gas or LPG)	24-267536
10/31/2024 20:09	412 - Gas leak (natural gas or LPG)	24-272572
11/1/2024 10:51	412 - Gas leak (natural gas or LPG)	24-273010
11/2/2024 19:59	400 - Hazardous condition, other	24-274250
11/4/2024 20:23	412 - Gas leak (natural gas or LPG)	24-275972

11/5/2024 8:05	411 - Gasoline or other flammable liquid spill	24-276270
11/5/2024 10:12	412 - Gas leak (natural gas or LPG)	24-276402
11/5/2024 11:07	424 - Carbon monoxide incident	24-276469
11/9/2024 13:22	412 - Gas leak (natural gas or LPG)	24-280665
11/11/2024 8:22	411 - Gasoline or other flammable liquid spill	24-282185
11/12/2024 7:29	424 - Carbon monoxide incident	24-282935
11/19/2024 22:29	424 - Carbon monoxide incident	24-289817
11/29/2024 21:43	424 - Carbon monoxide incident	24-298426
11/30/2024 12:34	412 - Gas leak (natural gas or LPG)	24-298837
12/1/2024 7:36	420 - Toxic condition, other	24-299493
12/18/2024 16:41	412 - Gas leak (natural gas or LPG)	24-315438
12/20/2024 15:18	411 - Gasoline or other flammable liquid spill	24-317235
1/1/2025 11:29	412 - Gas leak (natural gas or LPG)	25-000407
1/3/2025 23:07	424 - Carbon monoxide incident	25-002851
1/4/2025 0:54	424 - Carbon monoxide incident	25-002900
1/4/2025 16:11	412 - Gas leak (natural gas or LPG)	25-003395
1/6/2025 2:24	422 - Chemical spill or leak	25-004671
1/7/2025 6:49	671 - HazMat release investigation w/no HazMat	25-005686
1/8/2025 7:52	412 - Gas leak (natural gas or LPG)	25-007014
1/8/2025 9:44	412 - Gas leak (natural gas or LPG)	25-007149
1/8/2025 11:40	412 - Gas leak (natural gas or LPG)	25-007318
1/13/2025 22:23	412 - Gas leak (natural gas or LPG)	25-013250
1/21/2025 10:33	412 - Gas leak (natural gas or LPG)	25-020603
2/6/2025 0:08	412 - Gas leak (natural gas or LPG)	25-034639
2/10/2025 20:41	412 - Gas leak (natural gas or LPG)	25-038824
2/11/2025 20:39	411 - Gasoline or other flammable liquid spill	25-039528
2/13/2025 4:27	411 - Gasoline or other flammable liquid spill	25-040604
2/14/2025 17:20	412 - Gas leak (natural gas or LPG)	25-042208
2/17/2025 19:30	424 - Carbon monoxide incident	25-044810
2/18/2025 16:59	412 - Gas leak (natural gas or LPG)	25-045514
2/19/2025 14:38	462 - Aircraft standby	25-046300
2/19/2025 23:11	400 - Hazardous condition, other	25-046698
2/23/2025 17:28	412 - Gas leak (natural gas or LPG)	25-049953
2/26/2025 23:07	412 - Gas leak (natural gas or LPG)	25-052868
3/4/2025 14:17	424 - Carbon monoxide incident	25-057599
3/18/2025 18:13	412 - Gas leak (natural gas or LPG)	25-069463
3/18/2025 21:32	412 - Gas leak (natural gas or LPG)	25-069582
3/19/2025 11:39	462 - Aircraft standby	25-070012
3/25/2025 3:25	410 - Combustible/flammable gas/liquid condition, other	25-074868

APPENDIX E: Previous Mitigation Action Status Update

Action ID	Action Title/Description	Hazard(s) Mitigated	Lead Agency	Address Existing or Future Development	Priority	Related Goal	2025 Status
All Hazards 1.1	Develop and implement the "Chino Cares" program which includes educating the public and asking them to pledge their commitment to preparedness.	All Hazards	City of Chino Police Emergency Management	Both	Medium	1, 3	Ongoing
Earthquake 1.1	Reconstruct or replace aging infrastructure where needed.	Earthquake	City of Chino City Manager	Both	High	2	Ongoing
Earthquake 1.2	City shall consider constructing new or expanding existing water wells and ground water treatment facilities in order to support new development	Earthquake;	City of Chino Public Works	Both	High	1	Ongoing
Flooding 1.1	City shall reconstruct or replace storm drain systems as needed	Flood	City of Chino Police Emergency Management	Existing	Medium	1	Ongoing
Anti-Terrorism 1.1	Continue to train and educate officers and citizens in terrorism-related topics and strategies for prevention.	Terrorism	City of Chino Police Emergency Management	NA	Medium	2	Ongoing

	AT Action 1.2 Identify and catalog the critical facilities within the City of Chino utilizing CalCOP (California Common Operating Picture)						
Climate Change 1.1	Continue implementing the energy conservation and efficiency measures identified in the City of Chino Climate Action Plan	Climate Change	City of Chino Police Emergency Management	Both	Medium	1	
All Hazards 1.2	Educating residents and businesses on personal, family, and business preparedness through presentations, fairs, brochures, and video presentations on the local cable access channel.	All Hazards	City of Chino Police Emergency Management	NA	Low	2	Ongoing
All Hazards 1.3	The City will continue to maintain its current relationships with community stakeholders and seek to develop new relationships including stronger relationships with local businesses.	All Hazards	City of Chino Police Emergency Management	NA	Low	3	Ongoing

All Hazards 1.4	Providing training to City employees in the areas of NIMS, SEMS, EOC Operations, Shelter Management, and personal preparedness. Ongoing: a "Disaster Academy" was developed for all City employees and takes place several times per year; EOC training and Shelter Operations training occur on a regular basis.	All Hazards	City of Chino Police Emergency Management	Both	Medium	3	Ongoing
All Hazards 1.5	The City will continue to enhance its readiness by conducting periodic exercises of EOC responders, first responders, and other City employees. Regular table top exercises have already been made a part of weekly Executive Management Team meetings as well as Police Department Management Team meetings. A	All Hazards	City of Chino Police Emergency Management	Both	Medium	3	Ongoing

	functional exercise is planned for 2011 for the West End Mobile Field Force using a local prison						
Earthquake 1.3	Construction of new groundwater wells and groundwater treatment facilities: To increase the City's water supply capability.	Earthquake	City of Chino Public Works	Future development	High	1	Ongoing Lack of Funding
Flooding 1.2	Magnolia Channel Improvements	Flood	City of Chino Public Works	Existing	Low	1	Ongoing Lack of funding

APPENDIX F: Resolutions of Adoption

RESOLUTION NO. 2025-060

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA ADOPTING THE 2025 LOCAL HAZARD MITIGATION PLAN UPDATE, AUTHORIZING FUTURE NON-SUBSTANTIVE AMENDMENTS TO THE PLAN, AND RESCINDING RESOLUTION NO. 2018-022

WHEREAS, the preservation of life and property is an inherent responsibility of local, state and federal government; and

WHEREAS, the City of Chino joined local community stakeholders to develop, adopt, and maintain a Local Hazard Mitigation Plan; and

WHEREAS, the City is charged and entrusted with the protection of persons and property prior to and during emergencies, and/or disaster conditions; and

WHEREAS, the goal of a Local Hazard Mitigation Plan is to minimize, reduce, or eliminate loss of life and/or property; and

WHEREAS, the Local Hazard Mitigation Plan represents a comprehensive description of the City's commitment to reducing, preventing, or eliminating potential impacts of disasters caused by natural and human-caused hazards; and

WHEREAS, the City of Chino previously adopted its Local Hazard Mitigation Plan with the adoption of Resolution No. 2018-022; and

WHEREAS, the City Council desires to rescind Resolution No. 2018-022 and adopt the updated 2025 Local Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the City has undertaken a comprehensive planning effort in developing the Local Hazard Mitigation Plan by organizing resources, assessing risks, and developing and implementing a mitigation plan and monitoring process; and

WHEREAS, a Local Hazard Mitigation Plan is a Federal requirement under the Disaster Mitigation Act of 2000 for the City to receive Federal funds for disaster recovery and mitigation; and

WHEREAS, the Local Hazard Mitigation Plan established a coordinated effort to support mitigation activities, and identifies measures to combat natural and man-made hazards within the City; and

WHEREAS, the Local Hazard Mitigation Plan is an extension of the State of California Hazard Mitigation Plan and will be reviewed and exercised periodically and revised as necessary to meet changing conditions; and

WHEREAS, the City of Chino agrees to adopt the 2025 Local Hazard Mitigation Plan and urges all officials, employees, public and private organizations, and citizens, individually and collectively, to do their share in furthering the goals and objectives of hazard mitigation within the City of Chino.

NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY OF CHINO HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. Resolution No. 2018-022 is hereby rescinded.

SECTION 2. The City Council adopts the City of Chino 2025 Local Hazard Mitigation Plan Update.

SECTION 3. The City of Chino adopts the 2025 Local Hazard Mitigation Plan Update by reference into the safety element of their general plan in accordance with the requirements of AB 2140.

SECTION 4. The City Council authorizes the Director of Emergency Services, or their duly appointed representative, to make necessary administrative and operational changes to the plan that are in keeping with the intent of the plan as approved.

SECTION 5. The City Council authorizes the Director of Emergency Services, or their duly appointed representative, to perform all duties required to carry out the Local Hazard Mitigation Plan.

SECTION 6. That the City Clerk shall certify as to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED THIS 16th DAY OF SEPTEMBER, 2025.

_____
EUNICE M. ULLOA, MAYOR

ATTEST:

_____
NATALIE GONZAGA, CITY CLERK

MEMORANDUM
CITY OF CHINO
PUBLIC WORKS DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **HYE JIN LEE, PE, DIRECTOR OF PUBLIC WORKS**

SUBJECT

Professional Service Agreement - Southstar Engineering and Consulting, Inc. for Civil Engineering Design Services for the Sewer Line Rehabilitation Fiscal Year 2026 Project (SW260).

RECOMMENDATION

Award a Professional Service Agreement to Southstar Engineering and Consulting, Inc. for Civil Engineering Design Services for the Sewer Line Rehabilitation Fiscal Year 2026 Project (SW260) for $363,990; and authorize the City Manager to execute all necessary documents on behalf of the City.

FISCAL IMPACT

Sufficient funds are budgeted in the Fiscal Year 2025-26 Capital Improvement Program (CIP) for the Sewer Line Rehabilitation Fiscal Year 2026 Project (SW260).

Sewer Line Rehabilitation Fiscal Year 2026 (SW260)			
Fund	**Adopted Budget**	**Expenditures**	**Budget Available**
530 - Sewer Fund	$2,000,000	$0	$2,000,000

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above furthers the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Superior Customer Service
- Financial Stability
- Responsible Long-Range Planning

Revenue: Click or tap here to enter text.	Expenditure: 5307340 – 48004 - SW260
Transfer In: Click or tap here to enter text.	Transfer Out: Click or tap here to enter text.

BACKGROUND

The City of Chino encompasses approximately 31 square miles and provides wastewater collection services to 21,000 sewer connections through approximately 270 miles of sanitary sewer pipelines. Staff developed a Capital Improvement Program that identifies recommended sewer line replacement projects and recommended phasing of the replacement projects to ensure the City efficiently collects and conveys wastewater for treatment for its customers. The selection and phasing of projects considers the age of the pipe, material, the number of recent repairs, and potential for a sewer overflow.

The project scope includes pipeline segments identified for replacement in the 2022 Sewer Master Plan, as well as segments selected by staff based on maintenance and repair history. The locations listed below are also referenced in Exhibit A - Vicinity Map:

NO.	LOCATION	LINEAR FEET
1.	Kellogg Avenue - Sutter Street to the cul-de-sac	368
2.	Monte Vista Avenue - near the intersection of Lincoln Avenue	240
3.	6th Street Alley - East of 6th Street, from B Street to the alley south of B Street	280
4.	Durango Street - Arvidson Road to Noble Place	399
5.	Clover Street - Joshua Place to Bunker Hill Place	455
6.	Amber Road - Carter Street to approximately 360 feet south of Carter Street	383
7.	Central Avenue - Edison Avenue to Anderson Street	1,800
8.	Anderson Street - Central Avenue to Redwood Street	680
	Total Length of Sewer Main Line Replacement	**4,605**

The project will replace approximately 4,605 linear feet of existing 8-inch and 10-inch sewer mains constructed of either non-reinforced concrete pipe (CP) or vitrified clay pipe (VCP) depending on the location throughout the City.

The design scope includes topographical survey, utility research/coordination, potholing, preparing plans, specifications, cost estimates and bid/construction support. Moreover, this capital improvement will reduce potential for sewer overflows, more costly repairs in the future, decrease wastewater infiltration, and improve the overall system operations. Public Works service operations will be improved by adding cleanout access points at every sewer lateral connection at the property line to improve sewer lateral services to the properties.

ISSUES/ANALYSIS

On August 4, 2025, Public Works staff solicited an Informal Request for Proposals (RFP) from the Master On-Call consultant list (RFP No. 2023-3003) to three (3) firms for Civil Engineering Professional Services. The City received two (2) proposals by the closing date of August 15, 2025. The proposals were evaluated and ranked based on the following criteria:

- Experience/Qualifications
- Past Performance/References
- Plan Methodology/Project Approach
- Quality and Responsiveness of Proposal
- Cost Evaluation

Following evaluation, Southstar Engineering and Consulting, Inc. received the highest score and is recommended for the contract award.

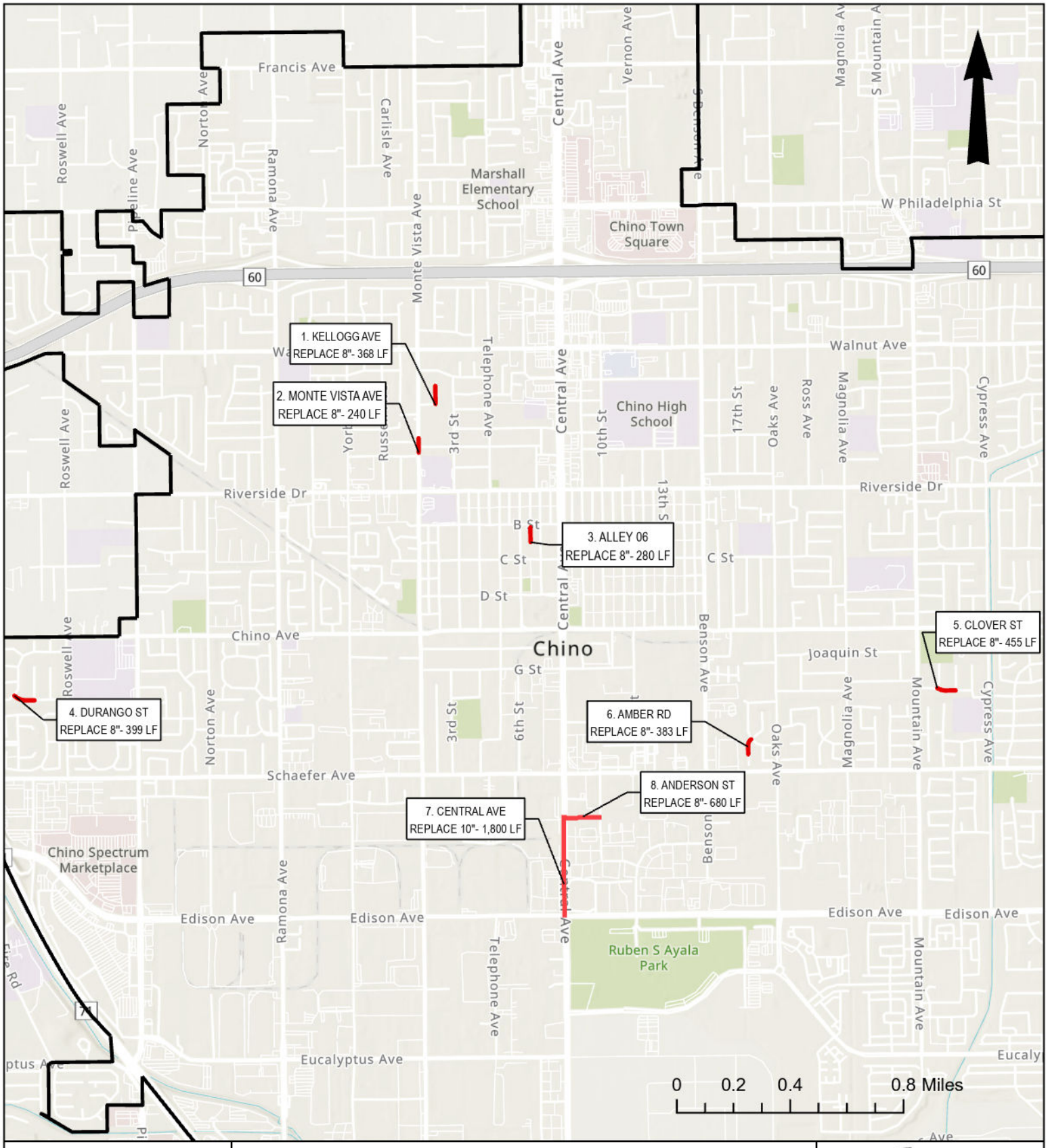
Evaluation Results:

RANK	CONSULTANT	LOCATION
1.	Southstar Engineering and Consulting, Inc.	Riverside, CA
2.	EXP	San Bernardino, CA
*N/A	David Beckwith and Associates, Inc	Rancho Cucamonga, CA

* Declined to submit proposal

Staff requests City Council approval to award a contract to Southstar Engineering and Consulting, Inc. for Civil Engineering Services, for a not-to-exceed amount of $363,990.

Attachment: Exhibit A – Vicinity Map
Exhibit B – PSA Southstar Engineering and Consulting, Inc.



Vicinity Map

Project No. SW260
Sewer Rehabilitation
Various Locations Citywide



Project Name/No.: Sewer Rehab FY26 **Contract No.: _____**

Project Manager: PW/ N. Avila **Approved: _____**

AGREEMENT FOR SERVICES BETWEEN THE CITY OF CHINO AND SOUTHSTAR ENGINEERING, INC

THIS AGREEMENT FOR SERVICES (herein "Agreement") is made and entered into this 16th day of September, 2025, ("Effective Date") by and between the City of Chino, a California municipal corporation ("City") and **Southstar Engineering, Inc.**, a California Corporation ("Consultant"). City and Consultant may be referred to individually as "Party" or collectively as "Parties."

RECITALS

A. City has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the services defined and described particularly in Article 1 of this Agreement.

B. Consultant, following submission of a proposal or bid for the performance of the services defined and described particularly in Article 1 of this Agreement, was selected by the City to perform those services.

C. Pursuant to the City of Chino's Municipal Code, City has authority to enter into and execute this Agreement.

D. The Parties desire to formalize the selection of Consultant for performance of those services defined and described particularly in Article 1 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the parties agree as follows:

ARTICLE 1. SERVICES OF CONSULTANT

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, the Consultant shall provide those services specified in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by this reference, which may be referred to herein as the "services" or "work" hereunder. As a material inducement to the City entering into this Agreement, Consultant represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. Consultant covenants that it shall

follow the highest professional standards in performing the work and services required hereunder and that all materials will be both of good quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase "highest professional standards" shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

1.2 Consultant's Proposal.

The Scope of Services shall include the scope of work included in Consultant's proposal, which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law.

Consultant shall keep itself informed concerning, and shall render all services hereunder in accordance with, all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental entity having jurisdiction in effect at the time service is rendered.

1.4 California Labor Law.

If the Scope of Services includes any "public work" or "maintenance work," as those terms are defined in California Labor Code Section 1720 *et seq.* and California Code of Regulations, Title 8, Section 16000 *et seq.*, and if the total compensation is $1,000 or more, Consultant shall pay prevailing wages for such work and comply with the requirements in California Labor Code section 1770 *et seq.* and 1810 *et seq*., and all other applicable laws, as they pertain to such work, including the following requirements:

(a) DIR Monitoring and Enforcement. The public work and/or maintenance work performed under this Agreement shall be subject to compliance monitoring and enforcement by the Department of Industrial Relations ("DIR"). Consultant shall post job site notices, as prescribed by regulation.

(b) Prevailing Wages. Consultant shall pay prevailing wages to the extent required by Labor Code Section 1771. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at City Hall and will be made available to any interested party on request. By initiating any work under this Agreement, Consultant acknowledges receipt of a copy of the DIR determination of the prevailing rate of per diem wages, and Consultant shall post a copy of the same at each job site where work is performed under this Agreement.

(c) Penalty for Failure to Pay Prevailing Wages. Consultant shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Consultant shall, as a penalty to the City, forfeit two hundred dollars ($200) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined

by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Consultant or by any subcontractor.

(d) Payroll Records. Consultant shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Consultant and each subcontractor to: keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776; certify and make such payroll records available for inspection as provided by Section 1776; and inform the City of the location of the records.

(e) Apprentices. Consultant shall comply with and be bound by the provisions of Labor Code Sections 1777.5, 1777.6, and 1777.7 and California Code of Regulations Title 8, Section 200 *et seq.* concerning the employment of apprentices on public works projects. Consultant shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Consultant shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within sixty (60) days after concluding work pursuant to this Agreement, Consultant and each of its subcontractors shall submit to the City a verified statement of the journeyman and apprentice hours performed under this Agreement.

(f) Eight-Hour Work Day. Consultant acknowledges that eight (8) hours labor constitutes a legal day's work. Consultant shall comply with and be bound by Labor Code Section 1810.

(g) Penalties for Excess Hours. Consultant shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Consultant shall, as a penalty to the City, forfeit twenty-five dollars ($25) for each worker employed in the performance of this Agreement by the Consultant or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code section 1815, work performed by employees of Consultant in excess of eight (8) hours per day, and forty (40) hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of 8 hours per day at not less than one and one-half (1½) times the basic rate of pay.

(h) Workers' Compensation. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees if it has employees. By executing this Agreement, and in accordance with the provisions of California Labor Code Section 1861, Consultant certifies as follows:

> "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

(i) Consultant's Responsibility for Subcontractors. For every subcontractor who will perform work under this Agreement, Consultant shall be responsible for such subcontractor's compliance with Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code, and shall make such compliance a requirement in any contract with any subcontractor for work under this Agreement. Consultant shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor's compliance, including without limitation, conducting a review of the certified payroll records of the subcontractor on a periodic basis or upon becoming aware of the failure of the subcontractor to pay his or her workers the specified prevailing rate of wages. Consultant shall diligently take corrective action to halt or rectify any such failure by any subcontractor.

1.5 Licenses, Permits, Fees and Assessments.

Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City, its officers, employees or agents of City, against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.6 Familiarity with Work.

By executing this Agreement, Consultant warrants that Consultant (i) has thoroughly investigated and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Consultant warrants that Consultant has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Consultant discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Consultant shall immediately inform the City of such fact and shall not proceed except at Consultant's risk until written instructions are received from the Project Manager.

1.7 Software and Computer Services.

If the Scope of Services includes the provision and/or installation of any software, computer system, or other computer technology, Consultant represents and warrants that it has inspected the City's current infrastructure, equipment, computer system and software and that the software, computer system, or other computer technology provided and/or installed by Consultant under this Agreement is compatible, and shall be fully functional, with such infrastructure, equipment, computer system and software of the City. Consultant acknowledges that the City is relying on the representation by Consultant as a material consideration in entering into this Agreement.

1.8 Care of Work.

The Consultant shall adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as may be caused by City's own negligence.

1.9 Further Responsibilities of Parties.

Both parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither party shall be responsible for the service of the other.

1.10 Additional Services.

City shall have the right, subject to state law and the City's Municipal Code, at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Project Manager to the Consultant, incorporating therein any adjustment in (i) the Contract Sum for the actual costs of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation for extra work shall require the approval of City Council unless the City Council has previously authorized the City Manager to approve an increase in compensation and the amount of the increase does not exceed such authorization. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other contractors. No claims for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

1.11 Special Requirements.

Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT.

2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "C" and

incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed **Three Hundred Sixty-Three Thousand Nine Hundred Ninety Dollars and Zero Cents ($363,990.00)** (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.10.

2.2 Method of Compensation.

The method of compensation may include: (i) a lump sum payment upon completion; (ii) payment in accordance with specified tasks or the percentage of completion of the services, less contract retention; (iii) payment for time and materials based upon the Consultant's rates as specified in the Schedule of Compensation, provided that (a) time estimates are provided for the performance of sub tasks, (b) contract retention is maintained, and (c) the Contract Sum is not exceeded; or (iv) such other methods as may be specified in the Schedule of Compensation.

2.3 Reimbursable Expenses.

Compensation may include reimbursement for actual and necessary expenditures for reproduction costs, telephone expenses, and travel expenses approved by the Project Manager in advance, or actual subcontractor expenses of an approved subcontractor pursuant to Section 4.5, and only if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City. Coordination of the performance of the work with City is a critical component of the services. If Consultant is required to attend additional meetings to facilitate such coordination, Consultant shall not be entitled to any additional compensation for attending said meetings.

2.4 Invoices.

Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Consultant is certifying compliance with all provisions of the Agreement. Consultant shall not invoice City for any duplicate services performed by more than one person.

All invoices shall be submitted by email to **ap@cityofchino.org**. Each invoice is to include:

(a) Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.

(b) Line items for all materials and equipment properly charged to the Services.

(c) Line items for all other approved reimbursable expenses claimed, with supporting documentation.

(d) Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

(e) If this Agreement requires prevailing wages, per Section 1.4 of the Agreement, all invoices shall include a copy of Consultant's Certified Payroll and proof that Certified Payroll has been submitted to the DIR. Consultant shall also submit a list of the prevailing wage rates for all employees and subcontractors providing services under this Agreement, as applicable, with Consultant's first invoice. If these rates change at any time during the term of the Agreement, Consultant shall submit a new list of rates to the City with its first invoice following the effective date of the rate change.

City shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, or as provided in Section 7.3, City will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant's correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by City for any invoice provided by the Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.5 Waiver.

Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

2.6 Contingency of Funds.

Consultant acknowledges that funding or portions of funding for this Agreement may be contingent upon State budget approval; receipt of funds from, and/or obligation of funds by the State of California to City; or inclusion of sufficient funding for the services hereunder in the budget approved by Chino City Council for each fiscal year covered by this Agreement. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, City may immediately terminate or modify this Agreement without penalty.

ARTICLE 3. PERFORMANCE SCHEDULE

3.1 Time of Essence.

Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance.

Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this

reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Project Manager but not exceeding one hundred eighty (180) days cumulatively.

3.3 Force Majeure.

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within ten (10) days of the commencement of such delay notify the Project Manager in writing of the causes of the delay. The Project Manager shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Project Manager such delay is justified. The Project Manager's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services, which shall be no later than June 30, 2028, except as otherwise provided in the Schedule of Performance (Exhibit "D").

ARTICLE 4. COORDINATION OF WORK

4.1 Representatives and Personnel of Consultant.

The following principals of Consultant ("Principals") are hereby designated as being the principals and representatives of Consultant authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

(Name)	(Title)
(Name)	(Title)

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principals were a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principals shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. All personnel of Consultant, and any authorized agents, shall at all times be

under the exclusive direction and control of the Principals. For purposes of this Agreement, the foregoing Principals may not be replaced nor may their responsibilities be substantially reduced by Consultant without the express written approval of City. Additionally, Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance.

4.2 Status of Consultant.

Consultant shall have no authority to bind City in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of City. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

4.3 Project Manager.

The Project Manager shall be **Natalie Avila, Associate Engineer** or any other person as may be designated by the Project Manager. It shall be the Consultant's responsibility to assure that the Project Manager is kept informed of the progress of the performance of the services and the Consultant shall refer any decisions which must be made by City to the Project Manager. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Project Manager. The Project Manager shall have authority, if specified in writing by the City Manager, to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

4.4 Independent Consultant.

Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Consultant's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant.

4.5 Prohibition Against Subcontracting or Assignment.

The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

ARTICLE 5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages.

Without limiting Consultant's indemnification of City, and prior to commencement of any services under this Agreement, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

(a) General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

(b) Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

(c) Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

(d) Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000).

(e) Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall include all of the requirements stated herein.

(f) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit "B".

5.2 General Insurance Requirements.

(a) Proof of insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

(b) Duration of coverage. Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, its agents, representatives, employees or subconsultants.

(c) Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

(d) City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(e) Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or that is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

(f) Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(g) Enforcement of contract provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

(h) Requirements not limiting. Requirements of specific coverage features or limits contained in this section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

(i) Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

(j) Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

(k) Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

(l) Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(m) Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements

of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

(n) Agency's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

(o) Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

(p) Timely notice of claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(q) Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

5.3 Indemnification.

To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"), or arising from Consultant's or indemnitors' reckless or willful misconduct, or arising from Consultant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Consultant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

(b) Consultant will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Consultant hereunder; and Consultant agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

(c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Consultant for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Consultant hereunder, Consultant agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.

Consultant shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Consultant shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Consultant in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Consultant and shall survive termination of this Agreement.

ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records.

Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Project Manager to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. The Project Manager shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Consultant's business, custody of the books and records may be given to City, and access shall be provided by Consultant's successor in interest. Notwithstanding the above, the Consultant shall fully cooperate with the City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 Reports.

Consultant shall periodically prepare and submit to the Project Manager such reports concerning the performance of the services required by this Agreement as the Project Manager shall require. Consultant hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Consultant

agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Project Manager of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

6.3 Ownership of Documents.

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the "documents and materials") prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Project Manager or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Consultant will be at the City's sole risk and without liability to Consultant, and Consultant's guarantee and warranties shall not extend to such use, reuse or assignment. Consultant may retain copies of such documents for its own use. Consultant shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Moreover, Consultant with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

6.4 Confidentiality and Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the Project Manager.

(b) Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the Project Manager or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

(c) If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Consultant's conduct.

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

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law.

This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of San Bernardino, State of California, or any other appropriate court in such county, and Consultant covenants and agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of San Bernardino, State of California.

7.2 Disputes; Default.

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the City may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default, the City may take necessary steps to terminate this Agreement under this Article. Any failure on the part of the City to give notice of the Consultant's default shall not be deemed to result in a waiver of the City's legal rights or any rights arising out of any provision of this Agreement.

7.3 Retention of Funds.

Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, or any indebtedness shall exist which shall appear

to be the basis for a claim of lien, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Consultant to insure, indemnify, and protect City as elsewhere provided herein.

7.4 Waiver.

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.5 Rights and Remedies are Cumulative.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.6 Legal Action.

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code Sections 905 *et seq.* and 910 *et seq.*, in order to pursue a legal action under this Agreement.

7.7 Liquidated Damages.

Since the determination of actual damages for any delay in performance of this Agreement would be extremely difficult or impractical to determine in the event of a breach of this Agreement, the Consultant and its sureties shall be liable for and shall pay to the City the sum of Zero Dollars and Zero Cents ($0.00) as liquidated damages for each working day of delay in the performance of any service required hereunder. The City may withhold from any monies payable on account of services performed by the Consultant any accrued liquidated damages.

7.8 Termination Prior to Expiration of Term.

This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this

Contract at any time, with or without cause, upon thirty (30) days' written notice to Consultant, except that where termination is due to the fault of the Consultant, the period of notice may be such shorter time as may be determined by the Project Manager. In addition, the Consultant reserves the right to terminate this Contract at any time, with or without cause, upon sixty (60) days' written notice to City, except that where termination is due to the fault of the City, the period of notice may be such shorter time as the Consultant may determine. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Project Manager. Except where the Consultant has initiated termination, the Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Project Manager thereafter in accordance with the Schedule of Compensation or such as may be approved by the Project Manager, except as provided in Section 7.3. In the event the Consultant has initiated termination, the Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder. In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

7.9 Termination for Default of Consultant.

If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.10 Attorneys' Fees.

If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

ARTICLE 8. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees.

No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest.

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the Project Manager. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Agreement.

No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects her/his financial interest or the financial interest of any corporation, partnership or association in which (s)he is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

8.3 Covenant Against Discrimination.

Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

8.4 Unauthorized Aliens.

Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C. § 1101 *et seq.*, as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Consultant hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Notices.

Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City

Manager and to the attention of the Project Manager (with her/his name and City title), City of Chino, 13220 Central Avenue, Chino, California 91710 and in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3 Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

9.4 Integration; Amendment.

This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the parties. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Consultant and by the City Council. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

9.5 Severability.

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.6 Warranty & Representation of Non-Collusion.

No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of

"financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant's Authorized Initials _____

9.7 Corporate Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

CITY:

CITY OF CHINO, a municipal corporation

_____

Linda Reich, City Manager

ATTEST:

_____

Natalie Gonzaga, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____

Fred Galante, City Attorney

APPROVED AS TO CONTENT:

_____

Hye Jin Lee, PE, Director of Public Works

CONSULTANT:
SOUTHSTAR ENGINEERING, INC.:

By:_____

Name:
Title:

By:_____

Name:
Title:

Address: 1945 Chicago Ave., Unit C2
Riverside, CA 92507

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer.

EXHIBIT "A"

SCOPE OF SERVICES

I. Consultant will perform the Services described in Consultant's Proposal, attached hereto as Exhibit A-1.

II. All work products are subject to review and acceptance by the City and must be revised by the Consultant without additional charge to the City until found satisfactory and accepted by City.

EXHIBIT "A-1"

SCOPE OF WORK

TASK 1 – PROJECT MEETINGS, PRELIMINARY RESEARCH AND COORDINATION

Meetings with City

We propose to initially meet with City staff (kick-off meeting) to discuss project details, establish goals, review the project schedule and coordinate efforts. Additionally, this task includes up to five (5) meetings during the design process. These meetings could be used for progress design reviews with the City and/or utility coordination.

Background Information

We will assemble available City information pertaining to the project including as-built drawings, utility information, CCTV reports/videos, base maps, right-of-way data and additional pertinent information for the project.

We will take digital photos of each of the sites and observe existing conditions so we can identify any unusual or special conditions that may affect the project design or construction.

Utility Coordination

We propose to coordinate with outside utility companies to identify all known existing facilities (both underground and overhead) and that those utilities are identified accurately during the design phase. We will communicate with electric, cable, and phone providers informing them of the project and requesting their facility drawings. We will follow up with all utility providers after the 60% and 90% submittals should any relocation and/or adjustment of their facilities will be required. We will maintain records of utility notifications including contact numbers, dates of transmittals, and responses.

We understand the City will provide available as-built records for City-owned facilities (water, sewer and storm drain.)

After reviewing the utility maps and evaluating the initial project design, we will advise the City where utility mark outs for potholing may be required. Given the scope of utility modifications planned for this project, we don't anticipate the need for 5 potholes per 100 feet of pipe rehabilitation (approximately 15-20 potholes per site; total of 100+-) as noted in the RFP. The sewer main rehabilitation will occur at the same horizontal and vertical locations as the existing and we don't anticipate significant utility conflicts. If potholing is needed, we have allocated up to forty (40) pothole locations for investigation, to be identified after the 30% design stage. Should additional pothole locations be needed, we have included an optional task to provide up to an additional 10 potholes.

Below are the general potholing assumptions that our subconsultant **AirX** has provided:

40 Potholes

- AirX has 10 days to excavate 40 potholes, class II backfill, and a third laborer for a hot patch cap.
- A return mobilization of 8 days has been added to perform AC T-Cut Hot Patching procedures.
- Optional slurry has been added in the event that the inspector requires slurry backfill.

As-needed Potholes

- AirX has 3 days to excavate the 10 potholes, class II backfill, and a third laborer for a hot patch cap.
- A return mobilization of 2 days has been added to perform AC T-Cut Hot Patching procedures.
- Optional slurry has been added in the event that the inspector requires slurry backfill.

We will obtain a no fee Right-of-Way Encroachment and Detour Lane or Sidewalk Closure Permit prior to starting pothole work. The permit shall identify all requirements, work hours, and other conditions such as restoration compliance with City Standard Drawing Nos. 109 and 112. Traffic control management plan will be submitted per the permit requirements.

TASK 2 – TOPGRAPHIC SURVEY

Task 2.1 - Site Control

CL Surveying and Mapping (CL Survey) will establish a site-wide network of horizontal/vertical control to serve as the basis for any subsequent boundary, topographic, or construction staking surveys that may be required throughout the course of the project. CL Survey will reference the California Coordinate System of 1983(CCS83) horizontally, and the National Geodetic Vertical Datum 1929 (NGVD29), vertically.

Task 2.2 - Centerline/Right-of-Way Record Mapping

CL Survey will conduct the field measurements to orient the centerlines and rights-of-ways within the project limits as shown on the street list in the RFP. This effort does not constitute a full and complete boundary survey of the adjacent land parcels. Survey monuments located and indicated on the survey shall be limited to existing, centerline monuments found to be present along the streets and all associated ties as indicated. A centerline and right of way base map will be prepared based on record data only.

Task 2.3–Topographic Survey 6 Streets

(Kellog, Monte Vista, Alley 06, Durango, Clover, Amber, Central, Anderson)

CL Survey will perform a field topographic survey to document existing site topography and planimetrics within said project limits. Substantial visible improvements will be located within the street right of way, including utilities, manholes, valve covers, utility vaults and covers, signposts, signs, trees, utility poles, traffic signal poles, cross gutters, local depressions, catch basins, driveway openings, sidewalks, corner access ramps, fire hydrants, parkway drains, etc. Visible indications of surface utilities lying within the

project limits will be located, as will accurate lid/rim elevations for drainage structures present. Street cross sections will be taken at 25-foot intervals. The standard cross-sectional data will consist of right-of-way, back of walk, topo of curb, flow line, lip of gutter and crown for both sides of the street.

Deliverables will include an AutoCAD drawing file along with the Ascii point file of the survey points collected in the field.

TASK 3 – GEOTECHNICAL INVESTIGATION

Subsurface Exploration

The geotechnical investigation scope of work, provided by **Verdantas (formerly Leighton)**, will involve drilling, logging, and sampling two (2) geotechnical borings along the Monte Vista Avenue and Central Avenue sewer alignments and one (1) geotechnical boring for each of the remaining sewer alignment improvement areas for a total of ten (10) geotechnical borings. Prior to commencing fieldwork, Verdantas will mark proposed geotechnical boring locations and notify the design team and Dig Alert (811), such that known public or private underground utilities can be identified. An encroachment permit will be obtained with the City of Chino assuming that all geotechnical boring locations are within City right-of-way. Geotechnical borings will be performed through the existing pavements with a subcontracted truck-mounted drill rig, extending to depths of approximately 15 feet below existing ground surface (bgs). Boring depths may be adjusted based on proposed sewer line invert elevations, and boring locations adjusted based on buried and overhead utility conflicts.

The proposed sewer line improvement areas are primarily within residential streets, with the exception of Monte Vista Avenue, Central Avenue, and Anderson Street. Traffic control may be required within these non-residential roadways. Traffic lane shutdowns are not currently anticipated for the remaining residential roadways assuming that the drill rig can perform drilling directly adjacent to curb areas; warning signs and cones will be utilized around the work area. Immediately following logging and sampling, our borings will be backfilled per encroachment permit requirements, and patched at the surface with cold-mix asphalt or ready-mix concrete dyed black.

Geotechnical Laboratory Testing

Geotechnical laboratory testing will be performed select soil samples to classify soils and evaluate soil engineering properties. This testing is anticipated to include: in-situ density and moisture content, modified Proctor laboratory maximum dry density and optimum moisture curves, shear strength, and R-value. However, the actual geotechnical laboratory testing program will be determined after drilling is complete and will be based on actual soil types encountered.

Geotechnical Analyses and Report Preparation

Verdantas will review field and laboratory data and perform geotechnical engineering analysis to develop geotechnical recommendations for pipeline design, backfill and pavement replacement. We will prepare a report that includes results of our geotechnical borings and laboratory testing, and present conclusions and geotechnical recommendations for design and construction of these proposed sewer improvements. The geotechnical report will be signed and stamped by a California licensed Geotechnical Engineer (GE), and include alignment segment conditions, pipe bedding and backfill, lateral earth pressures, pavement design, and temporary excavation recommendations.

TASK 4 – DESIGN MEMORANDUM

Following our background research, including documentation gathering, utility coordination, topographic survey and field review, our NASSCO-certified staff will review the available CCTV inspection videos and reports and assess the conditions of sewer mains and manholes and provide recommended rehabilitation methods for each project site. Possible rehabilitation methods include CIPP lining, pipe bursting or open cut removal and replacement. We understand the City's preferred method of rehabilitation is standard open cut trench removal and replacement with VCP. We will prepare a design memorandum outlining our assessment of pipe conditions, recommended rehabilitation methods and preliminary estimated construction costs for the City's review.

TASK 5 – 30% Submittal

Following the City's review of the design memorandum, we will prepare a 30% submittal, which will include preliminary drawings, and an engineer's opinion of probable construction cost. The engineers estimate (quantities and costs) will be prepared on the City's Engineering Cost Estimate form. Preliminary plans will include plan view horizontal alignments and utility infrastructure. Plans will be on City title block sheets and prepared at 1"=40' scale. North arrow and scale, bearing and benchmark information, and centerline with offset from R/W will be shown along with other applicable items from the City's plan check list. We will provide the City with electronic files of the 30% plans, and preliminary engineer's estimate (PDF, and MS Excel formats as appropriate).

TASK 6 – 60% SUBMITTAL

Following the City's review of the 30% submittal, we will prepare a 60% submittal, which will include the detailed improvement plans for the sewer main rehabilitation (plan and profiles) as well as any sewer manhole repairs/rehabilitation and associated details. Improvement plans will include items from the City's plan check list as applicable. We will also prepare a summary report that identifies potential utility conflicts and proposed solutions. If typical trench shoring and installation will be challenging, we will include in the summary report special construction methods, materials, or testing procedures for the City's review and consideration. The 60% submittal will also include an updated engineer's estimate of probable construction costs on the City's Engineering Cost Estimate form. Electronic copies of the plans, and estimate (PDF and MS Excel formats as appropriate) will be provided for City review and comment.

If the Division of Drinking Water (DDW) Standard required separations can't be achieved, we will prepare a Waterworks Standards Main Separation Alternative Form (DDW variance waiver) for submission to DDW for approval.

TASK 7 – 90% SUBMITTAL

Following the City's review of the 60% submittal, we will prepare a 90% submittal, which will include the final design including complete improvement plans with all slopes, invert and rim elevations, and associated construction details. Improvement plans will include all items from the City's plan check list as applicable. We will also prepare the standard front end bid documents (general provisions, special provisions, and bid proposal information), technical specifications and an updated engineer's estimate of probable construction costs. Technical specifications will be based on the Standard Specifications for Public Works Construction 2024 Edition (Greenbook) including supplement edition, the City of Chino Standard Plans and Specifications, and construction Bid Descriptions. Electronic copies of the plans, specifications and estimate (PDF, MS Word, and MS Excel formats as appropriate) will be provided for City review and comment.

Our Construction Management Department will perform a constructability review of the contract documents. Through this review, we will help minimize change orders and potential claims.

TASK 8 – FINAL SUBMITTAL

Upon completion of the 90% submittal and review by the City, we will prepare a final submittal of the plans, specifications and engineer's opinion of probable construction cost. Final bid documents shall include a draft temporary sewer bypass and pumping plan, if required, and associated details, flow monitoring requirements, and specifications. We will include language in the project specifications that the Contractor shall provide a final sewer bypass and pumping plan for review and approval by the City prior to construction.

Electronic copies of the stamped and signed drawings, specifications, and engineer's opinion of probable construction cost will be provided to the City.

TASK 9 – BIDDING ASSISTANCE

We will provide bid assistance to the City to answer any questions that may arise and provide clarification during the bidding phase. Response to requests for information (RFI) shall be done with two (2) working days. This task includes preparing up to two (2) addendums that may be necessary.

TASK 10 – CONSTRUCTION DESIGN SUPPORT

During construction, we will provide design support services, which includes assisting the City with answering up to ten (10) Request for Information (RFI's) and up to ten (10) submittals from the Contractor. We will also review change order requests from the Contractor. We will also attend up to three (3) meetings. For purposes of this proposal we have included up to three (3) change orders. Please note that our effort for this task is only an estimate. If further construction design assistance is requested during construction, we will notify the City and provide a modified scope and fee for the City's consideration.

Upon the completion of construction, we will prepare record drawings based on red-line "as-builts" provided by the Contractor. "As Built" drawings will be submitted to the City in electronic format (AutoCAD, Esri GIS shape, and PDF). AutoCAD files will be submitted as an e-transmitted zip file of the CAD drawings will all base files attached. Scanned resolution of the PDF file shall be a minimum of 360 dpi.

TASK 11 – ALTERNATIVE OPTION 1 – MONTE VISTA (OPTIONAL TASK)

We understand the City may want to separate Project Site 2 - Monte Vista from the rest of the plan set to allow the City to bid separately or combine with other CIP projects. Should the City elect to separate the project site we will prepare a separate plan set including a title sheet, general notes/quantities, plan & profiles, and details sheets along with applicable specifications that the City can use as a separate bid package.

EXHIBIT "B"

SPECIAL REQUIREMENTS

(Superseding Contract Boilerplate)

EXHIBIT "C"

SCHEDULE OF COMPENSATION

I. **Consultant shall be compensated for the services provided under this Agreement in accordance with the budget and rates provided in Exhibit "C-1".**

II. **Within the budgeted amounts for each Task, and with the approval of the Project Manager, funds may be shifted from one Task subbudget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.10.**

III. **The City will compensate Consultant for the Services performed upon submission of a valid invoice, as described in Section 2.4.**

IV. **The total compensation for the Services shall not exceed the Contract Sum, as provided in Section 2.1 of this Agreement.**

EXHIBIT "C-1"

CHINO - FY2026 Sewer Line Rehabilitation Project	Engineering Design Services							
Task Information							Hours & Cost	
TASK	PM Sup.Engineer	QA/QC Engineer	Senior Project Engineer	Assistant Engineer	Construction Manager	Admin	TOTAL HOURS	TOTAL FEE
	$235	$260	$260	$190	$235	$130		
1 Project Management, Preliminary Research and Coordination								
Project Management	20						20	$4,700
Meetings (6)	8			8		2	18	$3,660
Background Information	8			20			28	$5,680
Survey Coordination				4			4	$760
Subtotal							**70**	**$14,800**
1 Potholing - Subconsultant (AirX)*								
Total Number of Estimated Potholes - 40								$106,205
Total Number of Estimated Additional Potholes - 10								$29,695
Subtotal								**$135,900**
2 Field Survey - Subconsultant (CL Survey)*								
Task 2.1 - Site Control								
Task 2.2 - Centerline/Right-of-Way Record Mapping								
Task 2.3–Topographic Survey – 6 Streets								
Subtotal								**$46,640**
3 Geotechnical Investigation - Subconsultant (Verdantas)*								
Field Exploration								$23,700
Geotechnical Laboratory Testing								$11,400
Geotechnical Analyses and Report Preparation								$5,700
Subtotal								**$40,800**
4 Design Memorandum								
CCTV Review and Design Memorandum	16	2	2	22		2	44	$9,240
Subtotal							**44**	**$9,240**
5 30% Improvement Plans & Estimate								
Improvement Plans	12	4	4	60			80	$16,300
Engineer's Estimate	2	1	1	4			8	$1,750
Design Memorandum	8	1	1	6			16	$3,540
Subtotal							**104**	**$21,590**
6 60% Improvement Plans, Specifications, & Estimate								
Improvement Plans	16	4	4	86	2		112	$22,650
Summary Report	2	1	1	4			8	$1,750
Opinion of Cost	2	1	1	4			8	$1,750
Subtotal							**128**	**$26,150**
7 90% Improvement Plans, Specifications, & Estimate								
Improvement Plans	14	3	3	60	2		82	$16,720
Specifications	4	2	2	8	2	2	20	$4,230
Engineer's Estimate	2	1	1	4			8	$1,750
Subtotal							**110**	**$22,700**
8 Final Improvement Plans, Specifications, & Estimate								
Improvement Plans	12	3	3	40	1	2	61	$12,475
Specifications	2	2	2	8	1	2	17	$3,525
Engineer's Estimate	2	1	1	4			8	$1,750
Subtotal							**86**	**$17,750**
9 Bidding Assistance								
Bid Questions-Review and Response, Addendums(2)	10	2	2	8		2	24	$5,170
Subtotal							**24**	**$5,170**
10 Construction Contract Assistance								
Meetings (3)	4			4			8	$1,700
RFIs (10) and Submittals (10)	8	2	2	20	2		34	$7,190
Contract Change Orders (3)	8	2	2	4			16	$3,680
As-Builts (Record Drawings)	2			20			22	$4,270
Subtotal							**80**	**$16,840**
11 Alternative Option 1-Monte Vista (Optional Task)								
Improvement Plans	4	2	2	8			16	$3,500
Specifications	1	1	1	4		2	9	$1,775
Engineer's Estimate	1	1	1	2			5	$1,135
Subtotal							**30**	**$6,410**
Total Cost	**168**	**36**	**36**	**412**	**10**	**14**	**676**	**$363,990**

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

I. Consultant shall perform all services timely in accordance with the following schedule:

*Finalized deadline dates will be contingent upon actualized project schedules, which shall be approved by the City. Consultant will coordinate with City and Project Staff to ensure timely completion of services and adherence to approved task schedules.

II. The Project Manager may approve extensions for performance of the services in accordance with Section 3.2.

MEMORANDUM
CITY OF CHINO
PUBLIC WORKS DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **HYE JIN LEE, PUBLIC WORKS DIRECTOR**

SUBJECT

Adoption of the Measure I Five-Year Capital Project Needs Analysis (CPNA) for FY 2026/2027 – 2030/2031.

RECOMMENDATION

Adopt Resolution No. 2025-059, approving the Measure I Five-Year Capital Project Needs Analysis (CPNA) for Fiscal Years 2026/2027 to 2030/2031; and authorize the City Manager to execute all the necessary documents on behalf of the City.

FISCAL IMPACT

There is no direct fiscal impact with the adoption of the Measure I Five-Year Capital Project Needs Analysis (CPNA). San Bernardino County Transportation Authority (SBCTA) staff will utilize the City's CPNA submittal to prepare a cash-flow analysis, which serves as the basis for allocating Measure I funds. Final allocation decisions, including the approval of eligible projects for reimbursement, are made by the SBCTA Board in conjunction with adoption of the Authority's annual budget, typically considered each spring.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above furthers the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Financial Stability
- Responsible Long-Range Planning
- Positive City Image

Revenue:	Expenditure:
Transfer In:	Transfer Out:

BACKGROUND

In November 1989, San Bernardino County voters approved Measure I, which authorized the San Bernardino County Transportation Authority (SBCTA) to levy a half-cent sales tax. This tax was intended to fund transportation projects and improvements across both incorporated and unincorporated areas of San Bernardino County. The measure was in effect for 20 years, from 1990 to 2010.

To continue supporting these initiatives beyond the original timeframe, Measure I was extended in November 2004 through a new initiative known as Measure I 2010-2040. This extension authorized continuation of the tax for an additional 30 years, from 2010 to 2040, ensuring ongoing financial resources for transportation infrastructure.

The Measure I 2010-2040 Expenditure Plan includes the Valley Major Street Program, which funds regional arterial projects identified in the SBCTA Nexus Study. The Nexus Study provides a framework for shared development costs and guides the allocation of Measure I funds toward specific regional transportation projects. To qualify for Measure I and for State or Federal Transportation funds administered by SBCTA, projects must be listed in the Nexus Study and fall within the Major Street Arterial Sub-Program and Interchange Program.

Additionally, the Measure I Strategic Plan mandates that local jurisdictions annually adopt a Five-Year Capital Projects Needs Analysis (CPNA). This analysis documents project and program needs by fiscal year, detailing anticipated funding sources, amounts, and project phasing. SBCTA uses the CPNA to assess cash flow needs for the Valley Freeway Interchange and Arterial Program so staff can make informed decisions during the annual budgeting process. The CPNA and Resolution are due to SBCTA on or before September 30, 2025.

ISSUES/ANALYSIS

The Five-Year CPNA is the basis for establishing reimbursement eligibility and serves as the City's financial framework for long-term capital planning. It aligns project delivery schedules with projected cash flows and requires continuous monitoring to ensure compliance with SBCTA guidelines, reconcile near-term cash advances with future equitable share allocations, and safeguard against over-commitment of limited transportation funds. The CPNA also provides a clear projection of anticipated revenues, current balances, and approved advances, as summarized below.

CPNA Revenue Projections (FY 2026/2027 – FY 2030/2031)

FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	Total Projected Revenue
$2,303,858	$2,364,658	$2,427,813	$2,506,660	$2,588,179	$12,191,168

Allocation Totals

Current Allocation Balance	Total Projected Revenue	Total Available through FY30/31
$23,995,589	$12,191,168	$36,186,757

The City has an approved cash advance of $12,747,348, previously authorized by SBCTA at the City's request, earmarking a portion of the Measure I Arterial Sub-Program allocation for the Pine Avenue Bridge and Edison Avenue projects. This advance provides immediate funding,

enabling the City to initiate design and construction activities without reliance on incremental, year-to-year Measure I reimbursements. If the City wishes to apply its remaining equitable share balance to additional projects, an amendment to the existing advance arrangement with SBCTA would be required.

Timely adoption of the CPNA is necessary to maintain the City's eligibility for Measure I reimbursements and to secure funding for critical regional arterial projects. Approval of the attached resolution will allow staff to transmit the CPNA to SBCTA by the required September 30, 2025 deadline, ensuring the City continues to maximize its equitable share of Measure I funds while supporting long-range transportation and infrastructure priorities.

Attachment: Resolution 2025-059

RESOLUTION NO. 2025-059

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, STATE OF CALIFORNIA, ADOPTING THE AMENDED MEASURE I FIVE-YEAR CAPITAL PROJECT NEEDS ANALYSIS FOR FISCAL YEARS 2026/2027 THROUGH 2030/2031

WHEREAS, San Bernardino County voters approved the passage of Measure I in November 2004, authorizing the San Bernardino County Transportation Authority to impose a one-half of one percent retail transactions and use tax applicable in the incorporated and unincorporated territory of the County of San Bernardino; and

WHEREAS, revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plan set forth in San Bernardino County Transportation Authority's Ordinance No. 04-01 of the Authority; and

WHEREAS, the Strategic Plan requires each local jurisdiction applying for revenue from certain Measure I Programs to annually adopt and update a Five-Year Capital Project Needs Analysis; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Chino hereby adopts the Measure I Five Year Capital Project Needs Analysis for Fiscal Years 2026/2027 through 2030/2031, attached to this Resolution as Exhibit A.

APPROVED AND ADOPTED THIS 16th DAY OF SEPTEMBER 2025.

EUNICE ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

State of California)
County of San Bernardino) ss.
City of Chino)

I, Natalie Gonzaga, City Clerk of the City of Chino, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting held on the 16th day of September 2025, by the following votes:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

_____
NATALIE GONZAGA, CITY CLERK

Attachment: Exhibit A – CPNA Report

Capital Project Needs Analysis
City of Chino
Valley Arterial Sub-Program

Nexus Project Cost	**$ 39,292,000**
Dev. Loan	**No**
5-Year Advance	**Yes**
Public Share:	**64.8%**
Dev. Share:	**35.20%**

Project Information	Phase	Funding	PRIOR*	FY 26/27	FY 27/28	FY28/29	FY 29/30	FY 30/31	FUTURE
Widen Pine Avenue from El Prado Road to State Route 71 (SR-71)	**PA&ED**								
	Total Cost:	**$1,500,000.00**							
	Fund Type:	MSI Arterial	$ -	$ 324,000	$ -	$ -	$ -	$ -	$ -
		DEV FEE	$ -	$ 376,000	$ -	$ -	$ -	$ -	$ -
		DEV LOAN	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Other: SAFETEA-LU	$ -	$ 800,000	$ -	$ -	$ -	$ -	$ -
Current Total Project Cost Estimate:	**PS&E**								
	Total Cost:	**$13,370,589.00**							
$74,000,000.00	**Fund Type:**	MSI Arterial	$ 1,833,830	$ 1,400,000	$ 1,400,000	$ -	$ -	$ -	$ -
		DEV FEE	$ 1,354,655	$ 1,497,500	$ 1,496,700	$ -	$ -	$ -	$ -
Total Measure I Request:		MI LOCAL ST	$ 147,390	$ -	$ -	$ -	$ -	$ -	$ -
$25,321,605.00		Other: SAFETEA-LU	$ 1,534,714	$ 1,352,900	$ 1,352,900	$ -	$ -	$ -	$ -
(Summation of Measure I)	**ROW**								
	Total Cost:	**$0.00**							
	Fund Type:	MSI Arterial	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Comments:		DEV FEE	$ -	$ -	$ -	$ -	$ -	$ -	$ -
The cost estimate is subject to change based on the final design of the Pine Avenue Connector Bridge and SR 71 Interchange. Additionally, the construction timeline will depend on securing funding and coordinating with multiple jurisdictions. The new scope includes an EIR and a new traffic study.		DEV LOAN	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Other:	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	CONST								
	Total Cost:	**$59,129,411.00**							
	Fund Type:	MSI Arterial	$ -	$ -	$ 9,083,187	$ 8,638,983	$ 2,641,605	$ -	$ -
		DEV FEE	$ -	$ -	$ 5,104,000	$ 5,104,000	$ -	$ -	$ -
		OTHER	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Other: TBD	$ -	$ -	$ 10,399,744	$ 10,399,744	$ 7,758,148	$ -	$ -

*Prior should identify any expenses incurred in prior years that have not yet been reimbursed by SBCTA including anticipated FY 2023/2024 expenses.

Capital Project Needs Analysis
City of Chino
Valley Arterial Sub-Program

Nexus Project Cost	**$ 12,407,000**
Dev. Loan	**No**
5-Year Advance	**No**
Public Share:	**64.8%**
Dev. Share:	**35.20%**

Project Information	**Phase**	**Funding**	**PRIOR***	**FY 26/27**	**FY 27/28**	**FY28/29**	**FY 29/30**	**FY 30/31**	**FUTURE**
Widen Edison Avenue - Central Avenue to Euclid Avenue from 4 to 6 lanes	**PA&ED**								
	Total Cost:	**$0.00**							
	Fund Type:	MSI Arterial	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		- Select Fund -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		- Select Fund -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		- Select Fund -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Other:		$ -	$ -	$ -	$ -	$ -	$ -
Current Total Project Cost Estimate:	**PS&E**								
	Total Cost:	**$2,000,000.00**							
$16,200,000.00	**Fund Type:**	MSI Arterial	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		- Select Fund -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Measure I Request:		- Select Fund -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		- Select Fund -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$2,000,000.00		Other: ROPs	$ 2,000,000	$ -	$ -	$ -	$ -	$ -	$ -
(Summation of Measure I)	**ROW**								
	Total Cost:	**$0.00**							
	Fund Type:	MSI Arterial	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Comments:		- Select Fund -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Project completion is anticipated in Spring 2025. The City plans to submit a reimbursement request during the fiscal year 2025-26.		- Select Fund -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		- Select Fund -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Other:	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	CONST								
	Total Cost:	**$14,200,000.00**							
	Fund Type:	MSI Arterial	$ 2,000,000	$ -	$ -	$ -	$ -	$ -	$ -
		DEV FEE	$ 5,769,000	$ -	$ -	$ -	$ -	$ -	$ -
		OTHER	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Other: ROPs	$ 6,431,000		$ -	$ -	$ -	$ -	$ -

*Prior should identify any expenses incurred in prior years that have not yet been reimbursed by SBCTA including anticipated FY 2023/2024 expenses.

Capital Project Needs Analysis
City of Chino
Valley Arterial Sub-Program

Nexus Project Cost	**$ 7,355,000**
Dev. Loan	**No**
5-Year Advance	**No**
Public Share:	**64.8%**
Dev. Share:	**35.20%**

Project Information	Phase	Funding	PRIOR*	FY 26/27	FY 27/28	FY28/29	FY 29/30	FY 30/31	FUTURE
Widen Pine Avenue from Hellman Avenue to Euclid Avenue from 2 to 6 lanes	**PA&ED**								
	Total Cost:								
	Fund Type:	MSI Arterial	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		DEV FEE	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		DEV LOAN	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Other:	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Current Total Project Cost Estimate:	**PS&E**								
	Total Cost:	**$0.00**							
$16,500,000.00	**Fund Type:**	MSI Arterial	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		DEV FEE	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Measure I Request:		DEV LOAN	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$8,865,152.00		Other:			$ -	$ -	$ -	$ -	$ -
(Summation of Measure I)	**ROW**								
	Total Cost:	**$0.00**							
	Fund Type:	MSI Arterial	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Comments:		DEV FEE	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Portions of Pine Avenue are complete, with the work done so far carried out by the City's master developer in The Preserve. The expenses for this completed work have not yet been reconciled. Additionally, the City is leading the efforts on Pine Avenue between Johnson and Euclid Avenues, including the intersection of Euclid Avenue and Pine Avenue. The City is nearing the final stages of the preliminary engineering and design phase.		DEV LOAN	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Other:	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	CONST								
	Total Cost:	**$14,609,772.00**							
	Fund Type:	MSI Arterial	$ -	$ -	$ 4,432,576	$ 4,432,576	$ -	$ -	$ -
		DEV FEE	$ -	$ -	$ 2,872,310	$ 2,872,310	$ -	$ -	$ -
		OTHER	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Other:	$ -	$ -	$ -	$ -	$ -	$ -	$ -

*Prior should identify any expenses incurred in prior years that have not yet been reimbursed by SBCTA including anticipated FY 2023/2024 expenses.

Reference: Measure I Policies 40005 and 40006

	Program	Jurisdiction	Public Share	Project Name	Dev Loan	5-Yr Advance	NEXUS Project Cost	Current Cost Estimate	MI Prior	MI FY 26/27	MI FY 27/28	MI FY 28/29	MI FY 29/30	MI FY 30/31	MSI Future	MI Total
Proj 1	Valley Arterial Sub-Program	City of Chino	64.8%	Widen Pine Avenue from El Prado Road to State Route 71 (SR-71)	No	Yes	$ 39,292,000	$ 74,000,000	$ 1,833,830	$ 1,724,000	$ 10,483,187	$ 8,638,983	$ 2,641,605	$ -	$ -	$ 25,321,605
Proj 2	Valley Arterial Sub-Program	City of Chino	64.8%	Widen Edison Avenue - Central Avenue to Euclid Avenue from 4 to 6 lanes	No	Yes	$ 12,407,000	$ 16,200,000	$ 2,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,000,000
Proj 3	Valley Arterial Sub-Program	City of Chino	64.8%	Widen Pine Avenue from Hellman Avenue to Euclid Avenue from 2 to 6 lanes	No	No	$ 7,355,000	$ 45,300,000	$ -	$ -	$ 4,432,576	$ 4,432,576	$ -	$ -	$ -	$ 8,865,152
																$ 36,186,757

MEMORANDUM
CITY OF CHINO
PUBLIC WORKS DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **HYE JIN LEE, PE, DIRECTOR OF PUBLIC WORKS**

SUBJECT

Final Acceptance of Public Improvements for Site Approval PL20-0029 located at 13404 Yorba Avenue.

RECOMMENDATION

1) Accept public improvements as complete for Site Approval PL20-0029; 2) authorize release of the performance bond and initiate the warranty bond; and 3) authorize the City Manager to execute the necessary documents on behalf of the City.

FISCAL IMPACT

There are sufficient funds included in the City's Operating Budget to support the ongoing maintenance activities related to the public improvements being accepted.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Positive City Image
- Public Service Excellence through Internal and External Partnerships

Revenue: Click or tap here to enter text.	Expenditure:
Transfer In: Click or tap here to enter text.	Transfer Out: Click or tap here to enter text.

BACKGROUND

Yorba XC, LLC (developer) entered into an agreement with the Chino Valley Unified School District (CVUSD) to construct the district's new administrative office building in exchange for a long-term ground lease on an adjacent piece of industrial property to the east, owned by CVUSD. Subsequently, the developer submitted applications to develop two separate Site Approvals in accordance with the agreement. Project PL20-0026 is for the construction of a two-story administrative office building that was built at 13461 Ramona Avenue. The project was accepted by the City Council as complete on July 15, 2025. Project PL20-0029 is the second site, which involves the construction of a speculative warehouse/distribution building at 13404 Yorba Avenue (Exhibit A).

The Engineering Conditions of Approval ("COA") for PL20-0029 required the developer to design and construct certain public improvements on the perimeter of Yorba Avenue including, but not limited to, sidewalk, curb ramps, asphalt concrete overlay, streetlights, parkway landscaping, signing and striping, sewer, storm drain and domestic water improvements. The public improvements completed by the developer necessitated the execution of a Public Improvement Agreement and posting securities that the City Council approved on July 5, 2022 (Exhibit B). It should be noted that the costs associated with the design and construction of the required public improvements are completely offset by the applicant. There is no direct fiscal impact on the City.

The conditions of approval required the owner annex the property to the City's Landscape and Lighting District No. 2002-1 (Annexation/Zone No. 91) for public streetlight maintenance along the project's frontage, within the right-of-way.

On July 5, 2022, the City Council approved Resolution 2022-039, which declared the City's intention to annex the property into Landscape and Lighting District (LLD) No. 2002-1 (Annexation/Zone No. 91) and approved the Engineer's Report, which estimates the annual assessment to be levied from the property for streetlight maintenance. By way of ballots mailed to the property owner(s), the property owner(s) are requested to register their support or protest for the annexation to Landscape and Lighting District No. 2002-1 (Annexation/Zone No. 91). On December 6, 2022, the City Council held a public hearing and approved Resolution 2022-081 ordering the annexation into Landscape and Lighting District No. 2002-1 (Annexation/Zone No. 91).

The public improvements for this project were completed in accordance with the approved plans and to the satisfaction of Public Works staff. The project reached substantial completion in March 2025. Between March and August 2025, the contractor and project manager coordinated with the City's project engineer to address various administrative items included in the final punch list to close out the project file, including as-built drawings, grading certificate, compaction report, CAD/GIS files, and backflow certification. All outstanding punch list items have since been completed to the City's satisfaction.

ISSUES/ANALYSIS

The public improvements being accepted by the City of Chino, as described above, are included as shown on Exhibit C. The public improvements completed have been constructed in compliance with the City's standards/specifications, including accessibility requirements, and to

the satisfaction of the Public Works Inspector. All public improvements that were part of the COA for this project were fully funded by the developer.

Security for a one-year warranty period has been submitted to the City. Under the warranty bond obligation, the developer will correct any defects found within one year of the City Council's acceptance of the Project. Also, upon completion and final acceptance, the public improvements shall become the sole exclusive property of the City to operate and maintain. The following maintenance obligations will commence following acceptance of the public improvements:

Domestic Water:	By the City
Public Sewer:	By the City
Public Street Sweeping:	By the City
Public Streetlights:	By the City (LLD)

Attachments: Exhibit A - Location Map
Exhibit B - Public Improvement Agreement
Exhibit C - Public Improvements Atlas

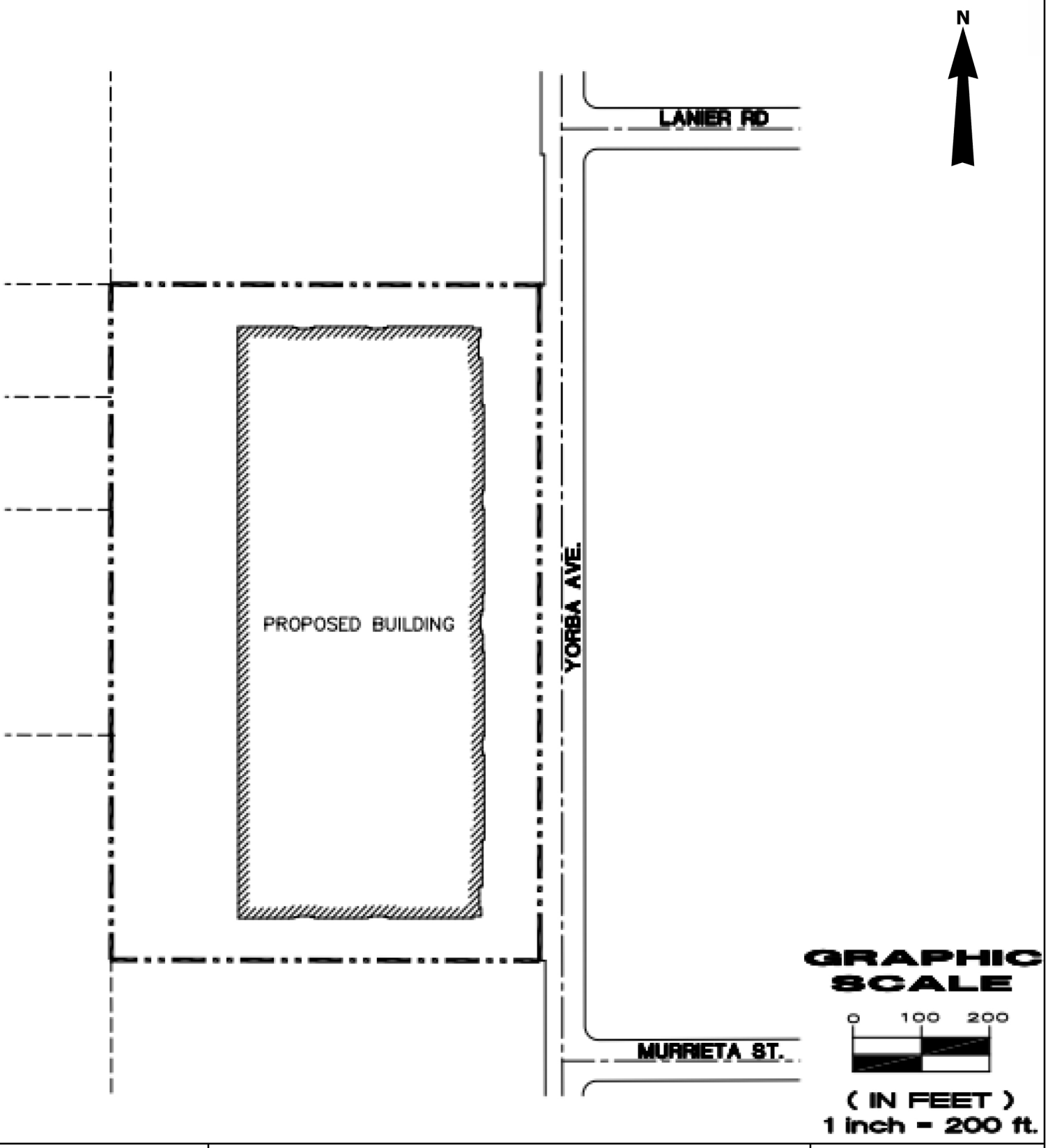


Exhibit A

PL 20-0029 Site Approval



Contract #2023-056
Approved 7-5-2022

PUBLIC IMPROVEMENT AGREEMENT

by and between

CITY OF CHINO

and

YORBA XC, LLC

PUBLIC IMPROVEMENT AGREEMENT BETWEEN

THE CITY OF CHINO

AND

YORBA XC, LLC

Agreement Date: July 5, 2022

Developer Name: Yorba XC, LLC

Description: Yorba XC, LLC entered into an agreement with the Chino Valley Unified School District (CVUSD) to construct a 325,300 square-foot industrial warehouse building is located at 13404 Yorba Avenue.

Estimated Total Cost of Improvements: $1,066,400.00

Security:

Bond No.: 107643680

Surety: Travelers Casualty and Surety Company of America

Designees for the Service of Written Notice:

CITY:	**DEVELOPER**
Jesus Plasencia Assistant City Engineer 13220 Central Avenue Chino, CA 91710 (909) 334-3417	Yorba XC, LLC Attn: Ms. Brandi Smith 3010 Old Ranch Parkway, Suite 480 Seal Beach, CA 90740 (562) 284-5001 brandis@xbcinc.com
CITY PROJECT INSPECTOR	
Isaac Ortega Permit & Inspection Supervisor 13220 Central Avenue Chino, CA 91710 (909) 334-3501 iortega@cityofchino.org	

TABLE OF CONTENTS

1. Construction Obligations

1.1 Works of Improvement
1.2 Other Obligations Referenced in Conditions of Approval
1.3 Intent of Plans
1.4 Survey Monuments
1.5 Performance of Work
1.6 Changes in the Work
1.7 Defective Work
1.8 No Warranty by City
1.9 Authority of the City Engineer
1.10 Documents Available at the Site
1.11 Inspection
1.12 Compliance With Law; Applicable Standards for Improvements
1.13 Suspension of Work
1.14 Erosion and Dust Control and Environmental Mitigation
1.15 Final Acceptance of Works of Improvement
1.16 Vesting of Ownership
1.17 Developer's Obligation to Warn Public During Construction
1.18 Injury to Public Improvements, Public Property or Public Utility

2. Time for Performance

2.1 Commencement and Completion Dates
2.2 Phasing Requirements
2.3 Force Majeure
2.4 Continuous Work

3. Labor

3.1 Labor Standards
3.2 Nondiscrimination
3.3 Licensed Contractors
3.4 Workers' Compensation

4. Security

4.1 Required Security
4.2 Form of Security Instruments
4.3 Developer's Liability
4.4 Letters of Credit
4.5 Release of Security Instruments

5. Cost of Construction and Provision of Inspection Service

5.1 Developer Responsible for All Related Costs of Construction
5.2 Payment to City for Cost of Related Inspection and Engineering Services
5.3 Payment of Development Impact Fees

6. Acceptance of Offers of Dedication

7. Warranty of Work

8. Default

8.1 Default by Developer
8.2 Remedies
8.3 Remedies Not Exclusive
8.4 Attorney's Fees and Costs
8.5 Waiver

9. Indemnity/Hold Harmless

10. Developer's Indemnity of Project Approval

11. Insurance Requirements

12. Environmental Warranty

13. General Provisions

13.1 Successors and Assigns
13.2 No Third Party Beneficiaries
13.3 No Vesting Rights
13.4 Developer is Not Agent of City
13.5 Time of the Essence
13.6 Notices
13.7 No Apportionment
13.8 Severability
13.9 Captions
13.10 Incorporation of Recitals
13.11 Interpretation
13.12 Entire Agreement; Waivers and Amendments
13.13 Counterparts

14. Authority

PUBLIC IMPROVEMENT AGREEMENT

THIS PUBLIC IMPROVEMENT AGREEMENT (this "Agreement") is entered into this 5th day of July, 2022, by and between the CITY OF CHINO, a municipal corporation, organized and existing in the County of San Bernardino, under and by virtue of the laws of the State of California, ("CITY"), and Yorba XC, LLC ("DEVELOPER").

RECITALS

A. The Chino Valley Unified School District (CVUSD) is the owner of certain real property located in the City of Chino, County of San Bernardino, State of California (the "Property"), as described on Exhibit "A", which Developer proposes to develop and construct certain works of improvement thereon, as hereafter set forth.

B. Developer entered into an agreement with CVUSD, which requires Developer to construct sidewalk, asphalt concrete overlay, streetlights, parkway landscaping, striping and traffic controls, sewer, domestic water, and fire hydrants at the site location on Ramona Avenue (the "Project"). Based on the authorization provided by the agreement between Developer and CVUSD, Developer is authorized and did submit an application with the City for Site Approval No. 20-0026 (PL20-0029), which application was granted, as extended. CVUSD further acknowledges and consents to the terms of this Agreement, as demonstrated by its signature on the Acknowledgement following the signature page on this Agreement.

C. The City desires to assure that said improvements proposed for the Project will be constructed in a good workmanlike manner and in accordance with all applicable laws, statues, ordinances, resolutions and regulations now in force and effect in the City of Chino and the State of California, all of which are incorporated herein.

D. The Developer acknowledges familiarity with the various requirements for public improvements contained in the Chino Municipal Code and agrees to comply therewith.

COVENANTS

Based upon the foregoing Recitals which are incorporated herein by reference and in consideration of City's site plan or other entitlements for the Property and permitting development of the Property to proceed, Developer agrees to timely perform all of its obligations as set forth herein.

1. Construction Obligations.

1.1. Works of Improvement. Developer agrees, at its sole cost and expense, to construct or install, or cause to be constructed or installed the street, drainage, domestic water, sanitary sewer, street lighting, landscaping, utility, and other improvements more fully described as Exhibit "B" attached hereto (the "Works of Improvement"), as the same may be supplemented and revised from time to time as set forth in this Agreement (said plans and specifications, together with all related documents, the "Plans"). The estimated construction cost for the Works of Improvement is $1,066,400.00.

1.2. Other Obligations Referenced in Conditions of Tentative Map Approval. In addition to the foregoing, Developer shall satisfy all of the other Conditions associated with the Project and the Property. The Conditions associated with the Map are included in Exhibit "B" attached hereto.

1.3. Intent of Plans. The intent of the Plans referenced in Section 1.1 is to prescribe a complete work of improvement which Developer shall perform or cause to be performed in a manner acceptable to the City Engineer, (or designee), and in full compliance with all codes and the terms of this Agreement. Developer shall complete a functional or operable improvement or facility, even though the Plans may not specifically call out all items of work required for Developer's contractor to complete its tasks, incidental appurtenances, materials, and the like. If any omissions are made or information necessary to carry out the full intent and meaning of the Plans, Developer or its contractor shall immediately notify its design engineer who will seek approval of the City Engineer for furnishing of detailed instructions. In the event of any doubt or question arising regarding the true meaning of any of the Plans, reference shall be made to the City Engineer whose decision thereon shall be final.

Developer recognizes that the Plans consist of general drawings. All authorized alterations affecting the requirements and information given on the Plans shall be in writing and approved by the City Engineer. The Plans shall be supplemented by such working or shop drawings as are necessary to adequately control the work. Without the City Engineer's prior written approval, no change shall be made by Developer or its contractor to any plan, specification, or working or shop drawing after it has been stamped as approved.

1.4. Performance of Work. Developer shall furnish or cause to be furnished all materials, labor, tools, equipment, utilities, transportation, and incidentals required to perform Developer's obligations under this Agreement.

1.5. Changes in the Work. The City Engineer, without invalidating this Agreement and without notification to any of the sureties or financial institutions referenced in Paragraph 4, may order extra work or may make changes by altering or deleting any portion of the Works of Improvement as specified herein or as deemed necessary or desirable by the City Engineer as determined necessary to accomplish the purposes of this Agreement and to protect the public health, safety, or welfare. The City Engineer shall notify Developer or its contractor in writing (by Correction Notice) at the time a determination has been made to require changes in the work. No field changes performed or proposed by Developer or its contractor shall be binding on City unless approved in writing by the City Engineer. The City and Developer may mutually agree upon changes to the Works of Improvement, subject to the security requirements in Section 4.

1.6. Defective Work. Developer shall repair, reconstruct, replace, or otherwise make acceptable any work found by the City Engineer to be defective.

1.7. No Warranty by City. The Plans for the Works of Improvement have been prepared by or on behalf of Developer or its consultants or contractors, and City makes no representation or warranty, express or implied, to Developer or to any other person regarding the adequacy of the Plans or related documents.

1.8. Authority of the City Engineer. In addition to the authority granted to the City Engineer elsewhere in this Agreement, the City Engineer shall have the authority to decide all questions which may arise as to the quality and acceptability of materials furnished and work performed, and all questions as to the satisfactory and acceptable fulfillment of the terms of this Agreement by Developer and its contractor.

1.9. Documents Available at the Site. Developer shall keep a copy of all approved Plans at the job site and shall give access thereto to the City's inspectors and engineers at all times.

1.10. Inspection. Developer shall have an authorized representative on the job site at all times during which work is being done who has full authority to act for Developer, or its design engineer, and Developer's contractor(s) regarding the Works of Improvement. Developer shall cause its contractor to furnish the City with every reasonable facility for ascertaining whether or not the Works of Improvement as performed are in accordance with the requirements and intent of this Agreement, including the Plans. If the City inspector requests it, the Developer or its contractor, at any time before acceptance of the Works of Improvement, shall remove or uncover such portions of the finished work as may be directed which have not previously been inspected. After examination, the Developer or its contractor shall restore said portions of the work to the standards required hereunder. Inspection or supervision by the City Engineer (or designee) shall not be considered as direct control of the individual workmen on the job site. City's inspectors shall have the authority to stop any and all work not in accordance with the requirements contained or referenced in this Agreement.

The inspection of the work by City shall not relieve Developer or its contractor of any obligations to fulfill this Agreement as herein provided, and unsuitable materials or work may be rejected notwithstanding that such materials or work may have been previously overlooked or accepted.

1.11. Compliance With Law; Applicable Standards for Improvements. In addition to the express provisions of this Agreement and the Plans, Developer shall cause construction of the Works of Improvement to be completed in accordance with all other applicable federal, state, and local laws, ordinances, rules and regulations. In addition, without limiting the foregoing, the Developer shall, at its expense, obtain and comply with the conditions of all necessary permits and licenses for the construction of the Works of Improvement. The Developer shall also give all necessary notices and pay all fees and taxes as required by law.

Developer shall construct the improvements in accordance with the City standards in effect at the time of the adoption of this Agreement. City reserves the right to protect the public safety or welfare or comply with applicable Federal or State law or City zoning ordinances.

1.12. Suspension of Work. The City Engineer shall have authority to order suspension of the work for failure of the Developer's contractor to comply with law pursuant to Section 1.12. In case of suspension of work for any cause whatsoever, Developer and its contractor shall be responsible for all materials and shall store them properly if necessary, and shall provide suitable interim drainage and/or dust control measures, and erect temporary structures where necessary.

1.13. Erosion and Dust Control and Environmental Mitigation. All grading, landscaping, and construction activities shall be performed in a manner to control erosion and prevent flooding problems. The City Engineer shall have the authority to require erosion plans to prescribe reasonable controls on the method, manner, and time of grading, landscaping, and construction activities to prevent nuisances to surrounding properties. Plans shall include without limitation temporary drainage and erosion control requirements, dust control procedures, restrictions on truck and other construction traffic routes, noise abatement procedures, storage of materials and equipment, removal of garbage, trash, and refuse, securing the job site to prevent injury, and similar matters.

1.14. Final Acceptance of Works of Improvement. After Developer has completed all of the Works of Improvement, Developer shall then request a final inspection of the work. If items are found by the City's inspectors to be incomplete or not in compliance with this Agreement or any of the requirements contained or referenced herein, City will inform the Developer or its contractor of such items. After the Developer has completed these items, the procedure shall then be the same as specified above for the Developer's or its contractor's initial request for final inspection. If items are found by City's inspectors to be incomplete or not in compliance after two (2) "final" inspections, the City may require the Developer or its contractor, as a condition to performing further field inspections, to submit in writing a detailed statement of the work performed subsequent to the date of the previous inspection which was found to be incomplete or not in compliance at that time. Developer shall be responsible for payment to City Engineer of re-inspection fees in the amount necessary to cover the City's costs for additional final inspections, as determined by the City Engineer.

No inspection or acceptance pertaining to specific parts of the Works of Improvement shall be construed as final acceptance of any part until the overall final acceptance by the City Engineer is made. The City Engineer shall make a certification of completion and acceptance on the Works of Improvement by recordation of a Notice of Acceptance on behalf of the City. Final acceptance shall not constitute a waiver by the City Engineer of defective work subsequently discovered.

The date on which the Works of Improvement will be considered as complete shall be the date of the Notice of Acceptance.

1.15. Vesting of Ownership. Upon recordation of the Notice of Acceptance, ownership of the Works of Improvement shall vest in the City.

1.16. Developer's Obligation to Warn Public During Construction. Until recordation of the Notice of Acceptance, Developer shall give good and adequate warning to the public of any dangerous condition of the Works of Improvements, and shall take reasonable actions to protect the public from such dangerous condition. Until recordation of the Notice of Acceptance, Developer shall provide forty-eight (48) hours' advance written notice to all neighboring property owners and tenants affected by Developer's operations or construction of the hours, dates and duration of any planned construction activities.

1.17. Injury to Public Improvements, Public Property or Public Utility. Until recordation of the Notice of Acceptance of the Works of Improvement, Developer assumes responsibility

for the care and maintenance of, and any damage to, the Works of Improvements. Developer shall replace or repair all Works of Improvements, public property, public utility facilities, and surveying or subdivision monuments and benchmarks which are destroyed or damaged for any reason, regardless whether resulting from the acts of the Developer, prior to the recordation of the Notice of Acceptance. Developer shall bear the entire cost of such replacement or repairs regardless of what entity owns the underlying property. Any repair or replacement shall be to the satisfaction, and subject to the approval, of the City Engineer.

Neither the City, nor any officer or employee thereof, shall be liable or responsible for any accident, loss or damage, regardless of cause, occurring to the work or Works of Improvements prior to recordation of the Notice of Acceptance of the work or improvements.

2. Time for Performance.

2.1. Commencement and Completion Dates. Subject to Sections 2.2 and 2.3 below, Developer shall (i) commence with construction and installation of the Works of Improvement thirty (30) days following City's approval of the Plans ("Commencement Date"); and (ii) complete or cause to be completed all of the Works of Improvement within two (2) years after the Commencement Date. In the event good cause exists as determined by the City Engineer, the time for commencement of construction or completion of the Works of Improvement hereunder may be extended by up to three (3) additional one year periods. Extensions shall be executed in writing by the City Engineer. The City Engineer in his or her sole discretion determines whether or not the Developer has established good cause for an extension. As a condition of such extension, the City Engineer may require Developer to furnish new security guaranteeing performance of this Agreement, as extended, in an increased amount to compensate for any increase in construction costs as determined by the City Engineer. If Developer requests and is granted an extension of time for completion of the improvements, City may apply the standards in effect at the time of the extension.

2.2. Phasing Requirements. Notwithstanding the provisions of Section 2.1, the City reserves the right to control and regulate the phasing of completion of specific Works of Improvement as required to comply with applicable City ordinances, regulations, and rules relating to the timely provision of public services and facilities. In addition to whatever other remedies the City may have for Developer's failure to satisfy such phasing requirements, as the same now exist or may be amended from time to time, Developer acknowledges City's right to withhold the issuance of further building permits on the Property until such phasing requirements are satisfied. Prior to issuance of building permits, Developer shall provide satisfactory evidence that all applicable requirements that are a condition to issuance of building permits have been satisfied. Such requirements may include the payment of fees, construction of improvements, or both. Final inspections or issuance of Certificates of Occupancy may be withheld from the Developer by the City, if, upon a determination by the City Engineer, completion of specific Works of Improvements or other requirements associated with the development of the Property have not been completed to the City Engineer's satisfaction.

2.3. Force Majeure. Notwithstanding the provisions of Section 2.1, Developer's time for commencement and completion of the Works of Improvement shall be extended for the

period of any enforced delay caused due to circumstances beyond the control and without the fault of Developer, including to the extent applicable adverse weather conditions, flood, earthquakes, strikes, lockouts, pandemics, acts or failures to act of a public agency (including City), required changes to the scope of work required by City, and similar causes; provided, however, that the period of any enforced delay hereunder shall not include any period longer than five (5) days prior to City's receipt of a written notice from Developer or its contractor detailing the grounds for Developer's claim to a right to extend its time for performance hereunder. The City Engineer shall evaluate all claims to Force Majeure and make a reasonable determination regarding the length of any extension of time for commencement and/or completion of the Works of Improvement and the City Engineer's decision shall be final.

2.4. Continuous Work. After commencement of construction of the Works of Improvement (or separate portion thereof), Developer shall cause such work to be diligently pursued to completion, and shall not abandon the work for a consecutive period or more than thirty (30) days, events of Force Majeure excepted.

3. Labor.

3.1. Labor Standards. This Agreement is subject to, and Developer agrees to comply with, all of the applicable provisions of the Labor Code including, but not limited to, the wage and hour, prevailing wage, worker compensation, and various other labor requirements in Division 2, Part 7, Chapter 1, including section 1720 to 1740, 1770 to 1780, 1810 to 1815, 1860 to 1861, which provisions are specifically incorporated herein by reference as set forth herein in their entirety. Developer shall expressly require compliance with the provisions of this Section in all agreements with contractors and subcontractors for the performance of the Works of Improvement.

3.2. Nondiscrimination. In accordance with the California Fair Employment and Housing Act ("FEHA"), California Government Code Section 12940 *et seq.*, Developer agrees that Developer, its agents, employees, contractors, and subcontractor performing any of the Works of Improvement shall not discriminate, in any way, against any person on the basis of race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Developer shall expressly require compliance with the provisions of this Section in all agreements with contractors and subcontractors for the performance of this Agreement.

3.3. Licensed Contractors. Developer shall cause all of the Works of Improvement to be constructed by contractors and subcontractors with valid California Contractors' licenses for the type of work being performed. All of Developer's contractors and subcontractors shall obtain a valid City of Chino business license prior to performing any work pursuant to this Agreement. Developer shall provide the City Engineer with a list of all of its contractors and subcontractors prior to initiating any work, and all valid Contractor's licenses and business licenses issued thereto as a condition of constructing the Works of Improvements.

3.4. Worker's Compensation. Developer shall cause every contractor and subcontractor performing any of the Works of Improvement to carry Workers' Compensation

Insurance as required by the Labor Code of the State of California and shall cause each such contractor and subcontractor to submit to City a Certificate of Insurance verifying such coverage prior to such contractor or subcontractor entering onto the job site.

4. Security.

4.1. Required Security.

(a) At the time Developer executes this Agreement, Developer shall furnish to City the following bonds, letters of credit, instruments of credit (assignment of deposit account) or other security acceptable to City in its sole and absolute discretion and satisfying the requirements of the applicable provisions of this Section 4 below (hereinafter "Security Instruments"):

(i) A Security Instrument securing Developer's faithful performance of all of the Works of Improvement ("Faithful Performance Security Instrument"), in the amount of $1,066,400.00 equal to 100% of the estimated construction cost referenced in Section 1.1.

(ii) A Security Instrument guaranteeing the payment to contractors, subcontractors, and other persons furnishing labor, materials, and/or equipment ("Labor and Materials Security Instrument") with respect to the Works of Improvement in an amount equal to $533,200.00 equal to 50% of the estimated construction cost referenced in Section 1.1.

This Agreement shall not be effective for any purpose until such Security Instruments are supplied to and approved by City in accordance herewith.

(b) Required Security Instrument for Maintenance and Warranty. Prior to the City Council's acceptance of the Works of Improvement and recordation of a Notice of Completion, Developer shall deliver a Security Instrument warranting the work accepted for a period of one (1) year following said acceptance ("Maintenance and Warranty Security Instrument"), in the amount of $106,600.00 equal to 10% of the estimated construction cost set forth in Section 1.1 or a suitable amount determined by the City Engineer.

4.2. Form of Security Instruments. All Security Instruments shall be in the amounts required under Section 4.1 (a) or 4.1(b), as applicable, shall meet the following minimum requirements and otherwise shall be in a form provided by City or otherwise approved by the City Attorney:

(a) Bonds. For Security Instruments provided in the form of bonds, any such bond must be issued and executed by an insurance company or bank authorized to transact surety business in the State of California. Any insurance company acting as surety shall have a minimum rating of A-IX, as rated by the current edition of Best's Key Rating Guide published by A.M. Best's Company, Oldwick,

New Jersey, 08858. Any bank acting as surety shall have a minimum rating of AA, as rated by Moody's or Standard & Poor's.

(b) Letters of Credit. For Security Instruments which are letters of credit, any letter of credit shall be an original separate unconditional, irrevocable, negotiable and transferable commercial letter of credit issued by a financial institution with offices in the State of California acceptable to City. Any such letter of credit shall specifically permit City to draw on same by unilateral certification of the City Engineer of the City that Developer is in default under its payment or performance obligations hereunder or in the event Developer fails to deliver a replacement letter of credit not less than thirty (30) days prior to the date of expiration of any such letter of credit and shall further be subject to the provisions of Section 4.4.

(c) Instrument of Credit. For Security Instruments which are Instruments of Credit, any Instrument of Credit shall be an assignment of deposit account assigning as security to City all of Developer's interest in funds on deposit in one or more bank accounts with financial institutions acceptable to City.

(d) General Requirements for all Security Instruments.

(i) Payments under any Security Instruments shall be required to be made (and, with respect to bonds, litigation shall be required to be instituted and maintained) in the City of Chino, State of California (and the Security Instrument shall so provide).

(ii) Each Security Instrument shall have a minimum term of one (1) year after the deadline for Developer's completing the Works of Improvement, in accordance with Section 2.1 (other than Instruments of Credit, which shall have no defined term or expiration date).

(iii) Each Security Instrument shall provide that changes may be made in the Works of Improvement pursuant to the terms of this Agreement without notice to any issuer or surety and without affecting the obligations under such Security Instrument.

(iv) If the Developer seeks to replace any security with another security, the replacement shall: (1) comply with all the requirements for security in this Agreement; (2) be provided by the Developer to the City Engineer; and (3) upon its written acceptance by the City Engineer, be deemed a part of this Agreement. Upon the City Engineer's acceptance of a replacement security, the former security shall be released by the City.

4.3. Developer's Liability. While no action of Developer shall be required in order for City to realize on its security under any Security Instrument, Developer agrees to cooperate

with City to facilitate City's realization under any Security Instrument, and to take no action to prevent City from such realization of any Security Instrument. Notwithstanding the giving of any Security Instrument or the subsequent expiration of any Security Instrument or any failure by any surety or financial institution to perform its obligations with respect thereto, Developer shall be personally liable for performance under this Agreement and for payment of the cost of the labor and materials for the improvements required to be constructed or installed hereby and shall, within ten (10) days after written demand therefor, deliver to City such substitute security as City shall require satisfying the requirements in this Section 4.

4.4. Letters of Credit.

(a) In the event a letter of credit is given pursuant to Section 4.2(b), City shall be entitled to draw on any such letter of credit if a replacement letter of credit (expiring in not less than one (1) year, unless City agrees to a lesser term in City's sole and absolute discretion) is not delivered not less than thirty (30) days prior to the expiration of the original letter of credit, such substitute letter of credit being in the same amount and having the terms and conditions as the initial letter of credit delivered hereunder, issued by a financial institution acceptable to City as of the date of delivery of the replacement letter of credit.

(b) In the event of draw by the City on a letter of credit, the City may elect, in its sole and absolute discretion, to apply any such funds drawn to the obligations secured by such letter of credit or to hold such funds in an account under the control of the City, with no interest accruing thereon for the benefit of the Developer. If the City elects to hold the funds in an account pursuant to the foregoing, City may thereafter at any time elect instead to apply such funds as provided in the foregoing. Developer agrees and hereby grants City a security interest in such account to the extent required for City to realize on its interests therein, and agrees to execute and deliver to City any other documents requested by City in order to evidence the creation and perfection of City's security interest in such account.

4.5. Release of Security Instruments. The City shall release all Security Instruments consistent with Government Code Sections 66499.7 and 66499.8, Section 19.09.010 of the Chino Municipal Code, and as follows:

(a) City shall release the Faithful Performance Security Instrument and Labor and Materials Security Instrument when all of the following have occurred:

(i) Developer has made written request for release and provided evidence of satisfaction of all other requirements in this Section 4.5;

(ii) the Works of Improvement have been accepted;

(iii) Developer has delivered the Maintenance and Warranty Security Instrument; and

(iv) after passage of the time within which lien claims are required to be made pursuant to Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code of the State of California. If lien claims have been timely filed, City shall hold the Labor and Materials Security Instrument until such claims have been resolved, Developer has provided a statutory bond, or otherwise as required by applicable law.

(b) City shall release the Maintenance and Warranty Security Instrument upon Developer's written request upon the expiration of the warranty period, and settlement of any claims filed during the warranty period.

(c) The City may retain from any security released, an amount sufficient to cover costs and reasonable expenses and fees, including reasonable attorney's fees.

5. Cost of Construction and Provision of Inspection Service.

5.1. Developer Responsible for All Costs of Construction. Developer shall be responsible for payment of all costs incurred for construction and installation of the Works of Improvement. In the event Developer is entitled to reimbursement from City for any of the Works of Improvement, such reimbursement shall be subject to a separate Reimbursement Agreement to be entered into between Developer and City prior to construction of the Works of Improvement.

5.2. Payment to City for Cost of Related Inspection and Engineering Services. Developer shall compensate City for all of City's costs reasonably incurred in having its authorized representative make the usual and customary inspections of the Works of Improvement. In addition, Developer shall compensate City for all design, plan check, evaluating any proposed or agreed-upon changes in the work. The procedures for deposit and payment of such fees shall be as established by the City. In no event shall Developer be entitled to additional inspections or a final inspection and acceptance of any of the Works of Improvement until all City fees and charges have been fully paid, including without limitation, charges for applicable penalties and additional required inspections.

5.3. Payment of Development Impact Fees. Developer shall pay Development Impact Fees pursuant to and in accordance with Chino Municipal Code Chapter 3.40 and Chapter 3.45, as applicable.

6. Acceptance of Offers of Dedication. The City Council shall pass as appropriate resolution or resolutions accepting all offers of dedication shown on the approvals for the Project, with acceptance to become effective upon completion and acceptance by City of the Works of Improvement.

7. Warranty of Work. Developer shall guarantee all Works of Improvement against defective materials and workmanship for a period of one (1) year from the date of final acceptance. If any of the Works of Improvement should fail or prove defective within said one

(1) year period due to any reason other than improper maintenance, or if any settlement of fill or backfill occurs, or should any portion of the Works of Improvement fail to fulfill any requirements of the Plans, Developer, within fifteen (15) days after written notice of such defects, or within such shorter time as may reasonably be determined by the City in the event of emergency, shall commence to repair or replace the same together with any other work which may be damaged or displaced in so doing. Should Developer fail to remedy defective material and/or workmanship or make replacements or repairs within the period of time set forth above, City may make such repairs and replacements and the actual cost of the required labor and materials shall be chargeable to and payable by Developer. The warranty provided herein shall not be in lieu of, but shall be in addition to, any warranties or other obligations otherwise imposed by law.

8. Default.

8.1. Default by Developer. Default by Developer shall include, but not be limited to:

(a) Developer's failure to timely commence construction of Works of Improvement under this Agreement;

(b) Developer's failure to timely complete construction of the Works of Improvement;

(c) Developer's failure to perform substantial construction work for a period for 20 consecutive calendar days after commencement of the work;

(d) Developer's insolvency, appointment of a receiver, or the filing of any petition in bankruptcy, either voluntary or involuntary, which Developer fails to discharge within 30 days;

(e) The commencement of a foreclosure action against the Property or a portion thereof, or any conveyance in lieu or in avoidance of foreclosure; or

(f) Developer's failure to perform any other obligation under this Agreement.

8.2. Remedies. The City reserves all remedies available to it at law or in equity for a default or breach of Developer's obligations under this Agreement. The City shall have the right, subject to this Section, to draw upon or use the appropriate security to mitigate the City's damages in the event of default by Developer. The City's right to draw upon or use the security is in addition to any other remedy available to City. The parties acknowledge that the estimated costs and security amounts may not reflect the actual cost of construction of the improvements and, therefore, City's damages for Developer's default shall be measured by the cost of completing the required improvements. The City may use the sums provided by the securities for the completion of the Works of Improvement in accordance with the plans. In the event the Developer fails to cure any default under this Agreement within 20 days after the City mails a notice of such default to the Developer and the Developer's surety, Developer authorizes the City to perform the obligation for which Developer is in default and agrees to pay the entire cost of such performance by the City. The City may take over the work and complete the Works of Improvement, by contract or by any other method City deems appropriate, at the

expense of the Developer. In such event, City, without liability for doing so, may complete the Works of Improvement using any of Developer's materials, appliances, plans and other property that are at the work site and that are necessary to complete the Works of Improvement.

8.3. Remedies Not Exclusive. In any case where this Agreement provides a specific remedy to City for a default by Developer hereunder, the Developer agrees that the choice of remedy or remedies for Developer's breach shall be in the discretion of the City. Additionally, any remedy specifically provided in this Agreement shall be in addition to, and not exclusive of, City's right to pursue any other administrative, legal, or equitable remedy to which it may by entitled.

8.4. Attorney's Fees and Costs. In the event that Developer fails to perform any obligation under this Agreement, Developer agrees to pay all costs and expenses incurred by City in securing performance of such obligations, including costs of suit and reasonable attorney's fees. In the event of any dispute arising out of Developer's performance of its obligations under this Agreement or under any of the Security Instruments referenced herein, the prevailing party in such action, in addition to any other relief which may be granted, shall be entitled to recover its reasonable attorney's fees and costs. Such attorney's fees and cost shall include fees and costs on any appeal, and in addition a party entitled to attorney's fees and costs shall be entitled to all other reasonable costs incurred in investigating such action, taking depositions and discovery, retaining expert witnesses, and all other necessary and related costs with respect to the litigation. All such fees and costs shall be deemed to have accrued on commencement of the action and shall be enforceable whether or not the action is prosecuted to judgment.

8.5. Waiver. No waiver by the City of any breach or default by the Developer shall be considered valid unless in writing, and no such waiver by the City shall be deemed a waiver of any subsequent breach or default by the Developer.

9. Indemnity/Hold Harmless. City or any officer, employee or agent thereof shall not be liable for any injury to persons or property occasioned by reason of the acts or omissions of Developer, its agents, employees, contractors and subcontractors in the performance of this Agreement. Developer further agrees to protect, defend, indemnify and hold harmless City, its officials, boards and commissions, and members thereof, agents, and employees from any and all claims, demands, causes of action, liability or loss of any sort, because of, or arising out of, acts or omissions of Developer, its agents, employees, contractors and subcontractors in the performance of this Agreement, except for such claims, demands, causes of action, liability or loss arising out of the sole active negligence of the City, its officials, boards, commissions, the members thereof, agents and employees, including all claims, demands, causes of action, liability or loss because of or arising out of, in whole or in part, the design or construction of the improvements. This indemnification and agreement to hold harmless shall extend to injuries to persons and damages or taking of property resulting from the design or construction of said Project, and the public improvements as provided herein, and in addition, to adjacent property owners as a consequence of the diversion of waters from the design and construction of public drainage systems, streets and other improvements. Recordation of the Notice of Acceptance by the City of the Works of Improvements shall not constitute an

assumption by the City of any responsibility for any damage or taking covered by this Section. City shall not be responsible for the design or construction of the property to be dedicated or the improvements pursuant to the approved improvement plans or map, regardless of any negligent action or inaction taken by the City in approving the plans or map, unless the particular improvement design was specifically required by City over written objection by Developer submitted to the City Engineer before approval of the particular improvement design, which objection indicated that the particular improvement design was dangerous or defective and suggested an alternative safe and feasible design.

After recordation of the Notice of Acceptance, the Developer shall remain obligated to eliminate any latent defect in design or dangerous condition caused by the design or construction defect for a period of one (1) year; however, Developer shall not be responsible for routine maintenance. It is the intent of this section that Developer shall be responsible for all liability for design and construction of the improvements installed or work done pursuant to this Agreement and that City shall not be liable for any negligence, nonfeasance, misfeasance or malfeasance in approving or reviewing any work or construction. The improvement security shall not be required to cover the provisions of this Paragraph.

Developer shall reimburse the City for all costs and expenses, including but not limited to fees and charges of architects, engineers, attorneys, and other professionals, and court costs, incurred by City in enforcing this Section.

10. Developer's Indemnity of Project Approval. Developer shall defend, indemnify, and hold harmless the City and its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul, an approval of the City, advisory agency, appeal board, or legislative body concerning the Project. The City shall promptly notify the Developer of any claim, action, or proceeding and cooperate fully in the defense of any such claim, action, or proceeding. In the event City fails to promptly notify the Developer of any claim, action, or proceeding, or if the City fails to cooperate in the defense, the Developer shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this Section prohibits the City from participating in the defense of any claim, action, or proceeding if City bears its own attorney's fees and costs and defends the action in good faith. Developer shall not be required to pay or perform any settlement unless the settlement is approved by the Developer.

11. Insurance Requirements. Developer, at Developer's sole cost and expense and for the full term of this Agreement and any extensions thereto, shall obtain and maintain all of the following minimum insurance requirements in a form approved by the City's authorized designee for Risk Management prior to commencing any work:

(a) Commercial General Liability policy with a minimum $1 million combined single limit for bodily injury and property damage providing all of the following minimum coverage without deductibles:

(i) Premises operations; including X, C, and U coverage;

(ii) Owners' and contractors' protection;

(iii) Blanket contractual;

(iv) Completed operations; and

(v) Products.

(b) Commercial Business Auto policy with a minimum $1 million combined single limit for bodily injury and property damage, providing all of the following minimum coverage without deductibles:

(i) Coverage shall apply to any and all leased, owned, hired, or non-owned vehicles used in pursuit of any of the activities associated with this Agreement; and

(ii) Any and all mobile equipment including cranes which are not covered under the above Commercial Business Auto policy shall have said coverage provided under the Commercial General Liability policy.

(c) Workers Compensation and Employers' Liability policy in accordance with the laws of the State of California and providing coverage for any and all employees of the Developer:

(i) This policy shall provide coverage for Workers' Compensation (Coverage A); and

(i) This policy shall provide coverage for $1,000,000 Employers' Liability (Coverage B).

(ii) Pursuant to Labor Code section 1861, Developer by executing this Agreement certifies: "*I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract.*"

(iii) Prior to commencement of work, the Developer shall file with the City's Risk Manager a Certificate of Insurance or certification of permission to self-insure workers' compensation conforming to the requirements of the Labor Code.

(d) Endorsements. All of the following endorsements are required to be made a part of each of the above-required policies as stipulated below:

(i) "The City of Chino, its officers, employees and agents are hereby added as additional insureds."

(ii) "This policy shall be considered primary insurance with respect to any other valid and collectible insurance the City may possess, including any self- insured retention the City may have and any other insurance the City does possess shall be considered excess insurance only."

(iii) "This insurance shall act for each insured and additional insured as though a separate policy has been written for each. This, however, will not act to increase the limit of the insuring company."

(iv) "Thirty (30) days prior written notice of cancellation shall be given to the City of Chino in the event of cancellation and/or reduction in coverage, except that ten (10) days prior written notice shall apply in the event of cancellation for non-payment of premium." Such notice shall be sent to the Risk Manager at the address indicated in Subsection f below.

(v) Subsection d(iv) hereinabove "Cancellation Notice" is the only endorsement required of the Workers' Compensation and Employers' Liability policy.

(e) Admitted Insurers. All insurance companies providing insurance to the Developer under this Agreement shall be admitted to transact the business of insurance by the California Insurance Commissioner.

(f) Proof of Coverage. Copies of all required endorsements shall be attached to the Certificate of Insurance which shall be provided by the Developer's insurance company as evidence of the coverage required herein and shall be mailed to:

City of Chino
Risk Management
13220 Central Avenue
Chino, CA 91710

12. Environmental Warranty.

12.1. Prior to the acceptance of any dedications or Works of Improvement by City, Developer shall provide City with a written warranty in a form substantially similar to Exhibit "C" attached hereto and incorporated herein by reference, that:

(a) Neither the property to be dedicated nor Developer are in violation of any environmental law, and neither the property to be dedicated nor the Developer are subject to any existing, pending or threatened investigation by any federal, state or local governmental authority under or in connection with the environmental laws relating to the property to be dedicated.

(b) Neither Developer nor any other person with Developer's permission to be upon the property to be dedicated shall use, generate, manufacture, produce, or release, on, under, or about the property to be dedicated, any Hazardous Substance except in compliance with all applicable environmental laws. For the purposes of this Agreement, the term "Hazardous Substances" shall mean any substance or material which is capable of posing a risk of injury to health, safety or property, including all those materials and substances designated as hazardous or toxic by any federal, state or local law, ordinance, rule, regulation or policy, including but not limited to, all of those materials and substances defined as "Toxic Materials" in Sections 66680 through 66685 of Title 22 of the California Code of Regulations, Division 4, Chapter 30, as the same shall be amended from time to time, or any other materials requiring remediation under federal, state or local laws, ordinances, rules, regulations or policies.

(c) Developer has not caused or permitted the release of, and has no knowledge of the release or presence of, any Hazardous Substance on the property to be dedicated or the migration of any hazardous substance from or to any other property adjacent to, or in the vicinity of, the property to be dedicated.

(d) Developer's prior and present use of the property to be dedicated has not resulted in the release of any hazardous substance on the property to be dedicated.

12.2. Developer shall give prompt written notice to City of:

(a) Any proceeding or investigation by any federal, state or local governmental

(b) authority with respect to the presence of any hazardous substance on the property to be dedicated or the migration thereof from or to any other property adjacent to, or in the vicinity of, the property to be dedicated.

(c) Any claims made or threatened by any third party against City or the property to be dedicated relating to any loss or injury resulting from any hazardous substance; and

(d) Developer's discovery of any occurrence or condition on any property adjoining or in the vicinity of the property to be dedicated that could cause the property to be dedicated or any part thereof to be subject to any restrictions on its ownership, occupancy, use for the purpose for which it is intended, transferability or suit under any environmental law.

13. General Provisions.

13.1. Successors and Assigns. This Agreement shall be binding upon all successors and assigns to Developer's right, title, and interest in and to the Property and any portion thereof. Developer hereby consents to City recording this Agreement as official records of San Bernardino County, affecting fee title interest to the Property to provide constructive notice of the rights and obligations incurred by Developer in the City's approval of this Agreement. In

the event the Property is subsequently conveyed by Developer to a third party prior to completion of the Works of Improvement, whereby the third party is intended to assume Developer's responsibilities with regard to this Agreement, (the "Replacement Developer"), the rights and obligations of this Agreement shall transfer to the Replacement Developer; however, the Security Instruments required pursuant to Section 4 of this Agreement, and furnished by Developer as a condition of the City's approval of this Agreement, shall remain Developer's responsibility to maintain until such time as Developer and its Replacement Developer enter into a Transfer and Assignment of Public Improvement Agreement, (the "Transfer Agreement"), to acknowledge the transfer of fee title to the Property from the Developer to its Replacement Developer, and to acknowledge the rights and obligations associated with this Agreement upon the Replacement Developer, including Replacement Developer's responsibility to furnish replacement Security Instruments meeting the City's approval pursuant to Section 4 of this Agreement. Until such time as a Transfer Agreement, meeting the City's approval, is executed by Developer and its Replacement Developer, and replacement Security Instruments meeting City's approval are furnished by the Replacement Developer, Developer retains sole responsibility for maintaining all Security Instruments required pursuant to Section 4 of this Agreement.

13.2. No Third Party Beneficiaries. This Agreement is intended to benefit only the parties hereto and their respective successors and assigns. Neither City nor Developer intend to create any third party beneficiary rights in this Agreement in any contractor, subcontractor, member of the general public, or other person or entity.

13.3. No Vesting Rights. Performance by the Developer of this Agreement shall not be construed to vest Developer's rights with respect to any change in any zoning or building law or ordinance.

13.4. Developer is Not Agent of City. Neither Developer nor Developer's agents, contractors, or subcontractors are agents or contractors of the City in connection with the performance of Developer's obligations under this Agreement.

13.5. Time of the Essence. Time is of the essence of Developer's performance of all of its obligations under this Agreement.

13.6. Notices. Unless otherwise specified in this Agreement, all notices required or provided for under this Agreement shall be in writing and delivered in person or sent by mail, postage prepaid and addressed as provided in this Section. Notice shall be effective on the date is delivered in person, or, if mailed, on the date of deposit in the United States Mail. Notice shall be provided to the persons listed on Pages 1 and 2 of this Agreement by the parties for this purpose.

Either party may provide a new designated representative and/or address by written notice as provided in this Section.

13.7. No Apportionment. Nothing contained in this Agreement shall preclude City from expending monies pursuant to agreements concurrently or previously executed between the parties, or from entering into agreements with other Developers for the apportionment of costs

of water and sewer mains, or other improvements pursuant to the provisions of the City ordinances providing therefore. Nor shall anything in the Agreement commit City to any such apportionment.

13.8. Severability. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect unless amended or modified by mutual written consent of the parties.

13.9. Captions. The captions of this Agreement are for convenience and reference only and shall not be used in the interpretation of any provision of this Agreement.

13.10. Incorporation of Recitals. The recitals to this Agreement are hereby incorporated into the terms of this Agreement.

13.11. Interpretation. This Agreement shall be interpreted in accordance with the laws of the State of California.

13.12. Entire Agreement; Waivers and Amendments. This Agreement integrates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the parties with respect to all or part of the subject matter hereof, except as may be expressly provided herein. All waivers of the provisions of this Agreement must be in writing and signed by an authorized representative of the party to be charged, and all amendments hereto must be in writing and signed by the appropriate representatives of both parties.

13.13. Counterparts. This Agreement may be executed in one or more counterparts, all of which taken together shall be deemed one original.

14. Authority. The persons executing this Agreement on behalf of the parties warrant the (I) party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into of this Agreement does not violate any provisions of any other agreement to which said party is bound. Additionally, Developer represents to City that it has received CVUSD's consent to perform all required Works of Improvements and enter into this Agreement.

[SIGNATURES ON NEXT PAGE]

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

APPROVED AS TO FORM:

Fred Galante, City Attorney

APPROVED AS TO CONTENT:

Nicholas S. Liguori, AICP
Development Services Director

YORBA XC, LLC:

By: _____ 6/6/22
(Signature and Date)

Name: JAY SONI
(Please type or print name)

Title: President
(Please type or print title)

CITY OF CHINO

Anthony Arroyo, Interim City Manager

Dated: 7/7/2022

ATTEST:

By _____
Angela Robles, City Clerk

Dated: 7.7.2022

ACKNOWLEDGMENT

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

State of California
County of Orange)

On June 6, 2022 before me, Valerie Kilgore, Notary Public,
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature Valerie Kilgore (Seal)

VALERIE KILGORE
Notary Public - California
Orange County
Commission # 2365127
My Comm. Expires Jul 11, 2025

ACKNOWLEDGEMENT AND AGREEMENT OF OWNER

The undersigned hereby acknowledges and agrees it has reviewed the terms and provisions of that certain Public Improvement Agreement by and between the City of Chino and Yorba XC, LLC, dated July 5, 2022 ("PIA"), and as owner of the property that is the subject of the PIA, located at 13461 Ramona Avenue, in the City of Chino ("Property") agrees to the terms of, and hereby acknowledges its consent to, the PIA.

The individual executing this Acknowledgment on behalf of the Chino Valley Unified School District ("CVUSD"), represents, warrants and covenants that (i) it is duly organized and existing, (ii) such person is duly authorized to execute and deliver this Acknowledgment on behalf of CVUSD, in accordance with authority granted under the organizational documents of CVUSD, and (iii) CVUSD is bound under the terms of the PIA, and (iv) entering into this Acknowledgment does not violate any provision of any other agreement to which CVUSD is bound

AGREED AND ACCEPTED AS OF THIS 3RD DAY OF JUNE, 2022

CHINO VALLEY UNIFIED SCHOOL DISTRICT

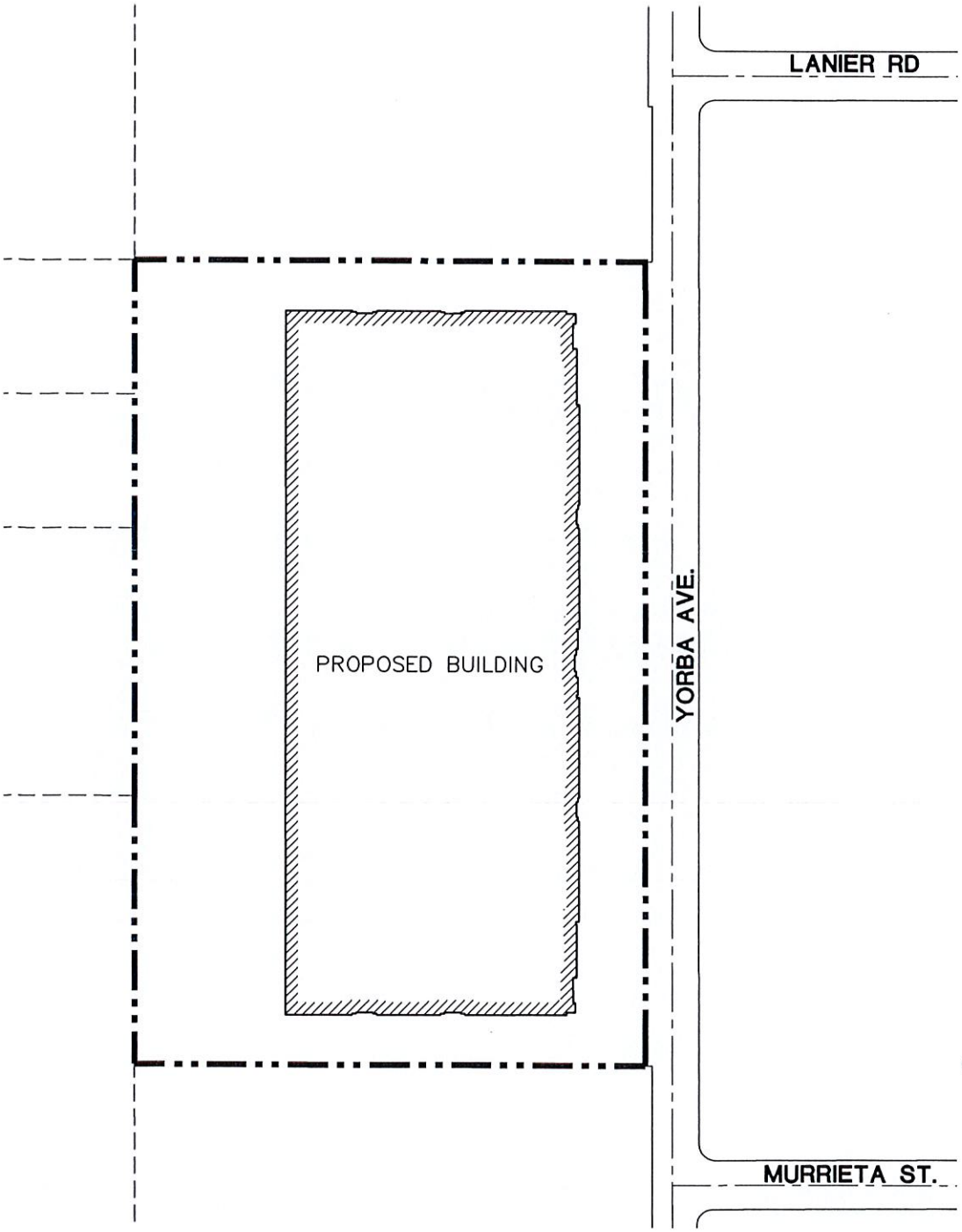
By: _____

Name: GREG STACHURA

Title: ASSISTANT SUPERINTENDENT
FACILITIES, PLANNING & OPERATIONS
CHINO VALLEY UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

PL 20-0029 SITE APPROVAL



NORTH

CA

GRAPHIC SCALE

0 100 200

(IN FEET)

1 inch = 200 ft.

LEGEND

- TRACT & ANNEXATION BOUNDARY
- STREET RIGHT OF WAY
- EXISTING PROPERTY LINE
- STREET CENTERLINE

CA ENGINEERING, INC.

Planning · Engineering · Surveying

13821 NEWPORT AVE., STE 110

TUSTIN, CA 92780

949-724-9480 949-724-9484 FAX

EXHIBIT "B"

WORKS OF IMPROVEMENT

A. Removal of undesirable, dangerous and dead plant materials and roots.

B. All onsite and offsite grading as specified on the approved grading plan.

C. Relocation of all public utility structures as necessary to properly construct the required improvements.

D. Storm drain facilities as required and shown on the approved construction plans and in accordance with City Standards.

E. Water mains, valves, hydrants, services, meters and appurtenances to serve each lot as shown on the approved construction plans and in accordance with City Standards.

F. Underground installation of all electrical, telephone, cable television and any other energy or communication lines that abut or are within the project site.

G. A street lighting system (City-owned) in accordance with City Standards.

H. Disposal of all rocks and debris located within any public right-of-way within said development or on the boundary streets thereof.

I. Installation of concrete curbs, gutters, sidewalks, cross gutters, driveways and intersections as shown on approved construction plans and in accordance with City Standards.

J. Installation of asphalt concrete or Portland Cement Concrete street pavement on base material as shown on approved construction plans and in accordance with City Standards.

K. Street signs at intersections per the City Standards.

L. Installation of approved landscaping (plants and materials).

M. Setting monuments as required by the State Code.

The Developer shall also perform all work and furnish all materials necessary, in the opinion of the Director of Development Services or his designee and on his order, to complete the improvements in accordance with the plans and specifications on file as hereinbefore specified, or any changes required or ordered by said Engineer which, in his opinion, are necessary or required to complete this work.

SUBMITTAL DATE: MONDAY, APRIL 4, 2022

IA

CITY OF

ENGINEERING COST E

RECORD NUMBER PL 20-0029LD ECE02

PROJECT NUMBER PL 20-0029
ENGINEER'S COST ESTIMATE (OFF-SITE)

PROJECT NO: PL20-0029

LOCATION : 13404 Yorba Avenue

By: CA Engineering

DATE: 3/29/2022

13404 YORBA AVE

PLNG WTR ENV FIRE S/SD CONSULT TRAF ADA

1ST 2ND 3RD **4TH** 5TH 6TH 7TH 8TH 9TH 10TH 11TH

RETURN PLANS BY: MONDAY, APRIL 18TH TO T.AGUILERA

Quantity	Unit	Item	Unit Price	Total Cost Per Item
STREETS				
	EA	Tree Removal	$ 800.00	$ -
6	CY	Concrete Removal	$ 325.00	$ 1,950.00
805	CY	AC Pavement Removal	$ 100.00	$ 80,500.00
	CY	Imported Common Fill (Incl. Compaction)	$ 34.00	$ -
32585	SF	Preparation of Subgrade, Sidewalk and Paving	$ 1.00	$ 32,585.00
939	LF	PCC 8" Curb & 24" Gutter on 6" AB	$ 26.00	$ 24,414.00
	LF	PCC 8" Curb & 24" Gutter on 6" AB	$ 24.00	$ -
	LF	PCC Curb Only	$ 20.00	$ -
	LF	8" A.C. Berm	$ 20.00	$ -
	SF	8" PCC Cross Gutter on 6" AB	$ 16.00	$ -
4122	SF	4" PCC Sidewalk	$ 5.80	$ 23,907.60
	SF	6" PCC Thick Drive Approach on 6" AB	$ 12.50	$ -
2229	SF	8" PCC Thick Drive Approach on 6" AB	$ 15.00	$ 33,435.00
	LF	2" x 6" Redwood Header	$ 7.50	$ -
4	EA	Street Sign and Post	$ 475.00	$ 1,900.00
	EA	Traffic Sign and Post	$ 400.00	$ -
	EA	Reflector Sign and Post	$ 175.00	$ -
	EA	Painted Legend	$ 6.50	$ -
	SF	Prime or Tack Coat	$ 0.08	$ -
	TON	AC Variable - <300T	$ 130.00	$ -
850	TON	AC Variable - >300T	$ 120.00	$ 102,000.00
	TON	CAB Variable - <300T	$ 100.00	$ -
2850	TON	CAB Variable - >300T	$ 90.00	$ 256,500.00

FOR PLAN & BONDING PURPOSES ONLY

REVIEWED

CITY OF CHINO ENGINEERING

BY Isidro Abreo DATE 5/9/2022

CITY OF CHINO

ENGINEERING COST ESTIMATE - OFFSITE

PROJECT NO: PL20-0029
LOCATION : 13404 Yorba Avenue
By: CA Engineering
DATE: 3/29/2022

Quantity	Unit	Item	Unit Price	Total Cost Per Item
STREETS				
4	EA	Adjust Sewer Manhole to Grade	$ 950.00	$ 3,800.00
	EA	Adjust Sewer Cleanout to Grade	$ 500.00	$ -
2	EA	Adjust Water Valve and Can to Grade	$ 525.00	$ 1,050.00
3	EA	Street Light (City Owner)	$ 7,700.00	$ 23,100.00
1	EA	Electrical Pedestal	$ 6,500.00	$ 6,500.00
	EA	Lot Monument Setting Fee	$ 550.00	$ -
1192	LF	Sawcut A.C.	$ 3.00	$ 3,576.00
	LF	Sawcut Concrete	$ 3.00	$ -
	SF	Cold Plane A.C. 2" Thick	$ 0.28	$ -
	LF	Signing & Striping for		
		Arterial	$ 19.00	$ -
1107	LF	Collector	$ 13.00	$ 14,391.00
		Local	$ 7.00	$ -
	EA	Traffic Signal (8 - Phase Controller)	$ 350,000.00	$ -
	EA	Modify existing Traffic Signal per Quadrant	$ 75,000.00	$ -
	LF	Chain Link Fence		
		4 foot Residential Grade (Add $7.00/LF for Removal of Existing Fence)	$ 25.00	$ -
		6 foot School fence (Add $9.00/LF for Removal of Existing Fence)	$ 35.00	$ -
	EA	Utility Poles		
		Transmission	$ 11,500.00	$ -
		Distribution	$ 8,000.00	$ -
		Service	$ 3,000.00	$ -

FOR PLAN & BONDING PURPOSES ONLY

REVIEWED
CITY OF CHINO ENGINEERING
BY Isidro Abreo DATE 5/9/2022

CITY OF CHINO

ENGINEERING COST ESTIMATE - OFFSITE

PROJECT NO: PL20-0029

LOCATION : 13404 Yorba Avenue

By: CA Engineering

DATE: 3/29/2022

Quantity	Unit	Item	Unit Price	Total Cost Per Item
STREETS				
4265	SF	Landscape (Including shrubs, Hardscape, Irrigation, Ground Cover, Lighting, Installation Labor and Connection to Existing Systems)	$ 15.00	$ 63,975.00
	LF	14 foot Median with Landscape, Irrigation, Lighting, Hardscape, Curb, Gutter & Pavement	$ 300.00	$ -
		Rail Road Crossing		
	LS	Safety Equipment (Complete Including Crossing Gates, Signs, and Lights)	$ 500,000.00	$ -
	SF	Track Crossing (Concrete)	$ 175.00	$ -
	SF	Approach	$ 4.00	$ -
1	EA	S.W. Ramps (A.D.A. Compliant)	$ 4,000.00	$ 4,000.00
	EA	Traffic Signal Loops	$ 600.00	$ -

STREETS				
		STREET SUBTOTAL		$ 677,583.60
	LS	Mobilzation (5% of Construction Cost)	5%	$ 33,879.18
	LS	Traffic Control (5% of Construction Cost)	5%	$ 33,879.18
	LS	Clear & Grub Site (5% of Construction Cost)	5%	$ 33,879.18
	LS	Excavation (Clean Material) (5% of Construction Cost)	5%	$ 33,879.18
		GRAND TOTAL STREETS ONLY		$ 813,100.32

FOR PLA & BONDING PURPOSES ONLY

REVIEWED

CITY OF CHINO ENGINEERING

BY Isidro Abreo DATE 5/9/2022

CITY OF CHINO

ENGINEERING COST ESTIMATE - OFFSITE

PROJECT NO: PL20-0029

LOCATION : 13404 Yorba Avenue

By: CA Engineering

DATE: 3/29/2022

Quantity	Unit	Item	Unit Price	Total Cost Per Item
WATER				
	LF	Trench Support/Shoring (6 foot depth)	$ 15.00	$ -
	CY	Pipe Bedding & Compaction (Imported)	$ 90.00	$ -
	LF	6" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	$ 80.00	$ -
	LF	8" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	$ 100.00	$ -
	LF	12" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	$ 135.00	$ -
	LF	18" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	$ 175.00	$ -
	LF	Removal, Disposal of ACP and Backfill	$ 150.00	$ -
	EA	6" Gate Valve	$ 2,000.00	$ -
	EA	8" Gate Valve	$ 2,600.00	$ -
	EA	12" Gate Valve	$ 4,500.00	$ -
	EA	18" Gate Valve	$ 7,500.00	$ -
1	EA	Fire Hydrant Assembly per City Std.	$ 7,500.00	$ 7,500.00
	EA	Blow-off Assembly 4" per City Std.	$ 8,600.00	$ -
	EA	2" Air Relief Assembly	$ 4,500.00	$ -
	EA	1" Water Service/Meter	$ 3,500.00	$ -
2	EA	2" Water Service/Meter	$ 4,500.00	$ 9,000.00
1	EA	1-1/2" REDUCED PRESSURE TYPE BACKFLOW PREVENTION ASSEMBLY PER CITY STD. 471	$ 8,000.00	$ 8,000.00

WATER				
		WATER SUBTOTAL		$ 24,500.00
	LS	Mobilzation (5% of Construction Cost)	5%	$ 1,225.00
	LS	Traffic Control (5% of Construction Cost)	5%	$ 1,225.00
		GRAND TOTAL WATER ONLY		**$ 26,950.00**

FOR PLAN & BONDING PURPOSES ONLY

CITY OF CHINO

ENGINEERING COST ESTIMATE - OFFSITE

PROJECT NO: PL20-0029

LOCATION : 13404 Yorba Avenue

By: CA Engineering

DATE: 3/29/2022

Quantity	Unit	Item	Unit Price	Total Cost Per Item
RECYCLED WATER				
	LF	Trench Support/Shoring (6 foot depth)	$ 15.00	$ -
	CY	Pipe Bedding (Imported)	$ 90.00	$ -
	LF	6" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	$ 80.00	$ -
	LF	8" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	$ 100.00	$ -
	LF	12" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	$ 135.00	$ -
	LF	18" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	$ 175.00	$ -
	EA	6" Gate Valve	$ 2,000.00	$ -
	EA	8" Gate Valve	$ 2,600.00	$ -
	EA	12" Gate Valve	$ 4,500.00	$ -
	EA	18" Gate Valve	$ 7,500.00	$ -
	EA	Fire Hydrant Assembly per City Std.	$ 7,500.00	$ -
	EA	Blow-off Assembly 5" per City Std.	$ 8,600.00	$ -
	EA	2" Air Relief Assembly	$ 4,500.00	$ -
	EA	1" Water Service/Meter	$ 3,500.00	$ -
	EA	2" Water Service/Meter	$ 4,500.00	$ -

RECYCLED WATER				
		RECYCLED WATER SUBTOTAL		$ -
	LS	Mobilzation (5% of Construction Cost)	5%	$ -
	LS	Traffic Control (5% of Construction Cost)	5%	$ -
		GRAND TOTAL RECYCLED WATER ONLY		$ -

FOR PLAN & BONDING PURPOSES ONLY

REVIEWED

CITY OF CHINO ENGINEERING

BY Isidro Abreo DATE 5/9/2022

CITY OF CHINO

ENGINEERING COST ESTIMATE - OFFSITE

PROJECT NO: PL20-0029

LOCATION : 13404 Yorba Avenue

By: CA Engineering

DATE: 3/29/2022

Quantity	Unit	Item	Unit Price	Total Cost Per Item
SEWER				
	LF	Trench Support/Shoring	$ 15.00	$ -
	LF	4" V.C.P Installed, including excavation, bedding, backfill and pavement restoration	$75.00	$ -
66	LF	8" V.C.P Installed, including excavation, bedding, backfill and pavement restoration	$84.00	$ 5,544.00
	LF	8" V.C.P Installed, including excavation, bedding, backfill and pavement restoration	$93.00	$ -
	LF	10" V.C.P. Installed, including excavation, bedding, backfill and pavement restoration	$103.00	$ -
	LF	12" V.C.P. Installed, including excavation, bedding, backfill and pavement restoration	$123.00	$ -
	LF	15" V.C.P. Installed, including excavation, bedding, backfill and pavement restoration	$143.00	$ -
	LF	18" V.C.P. Installed, including excavation, bedding, backfill and pavement restoration	$163.00	$ -
	LF	21" V.C.P. Installed, including excavation, bedding, backfill and pavement restoration	$193.00	$ -
	LF	24" V.C.P. Installed, including excavation, bedding, backfill and pavement restoration	$208.00	$ -
	EA	Sewer Saddle	$450.00	$ -
	EA	Wyes 4" x 8" Typical	$225.00	$ -
	EA	48" Sewer Manhole	$4,700.00	$ -
	EA	60" Sewer Manhole	$7,500.00	$ -
	EA	Sewer Cleanout	$1,800.00	$ -

SEWER				
		SEWER SUBTOTAL		$ 5,544.00
	LS	Mobilization (5% of Construction Cost)	5%	$ 277.20
	LS	Traffic Control (5% of Construction Cost)	5%	$ 277.20
		GRAND TOTAL SEWER ONLY		$ 6,098.40

FOR PLANNING PURPOSES ONLY

CITY OF CHINO

ENGINEERING COST ESTIMATE - OFFSITE

PROJECT NO: PL20-0029

LOCATION : 13404 Yorba Avenue

By: CA Engineering

DATE: 3/29/2022

Quantity	Unit	Item	Unit Price	Total Cost Per Item
STORM DRAIN				
	LF	24" X 36" C.M.P.A. (10 Gauge)	$ 230.00	$ -
	LF	27" x 43" C.M.P.A (10 Gauge)	$ 250.00	$ -
	EA	Storm Drain Manhole #1	$ 10,000.00	$ -
1	EA	Junction Structure #2 (24" or larger)	$ 8,850.00	$ 8,850.00
	EA	Junction Structure #4 (24" or smaller)	$ 4,000.00	$ -
	EA	Outlet Structure	$ 10,000.00	$ -
	EA	Catch Basin 3.5' Width	$ 7,200.00	$ -
	EA	Catch Basin 7' Width/L.D.	$ 7,900.00	$ -
	EA	Catch Basin 10' Width/L.D.	$ 9,950.00	$ -
	EA	Catch Basin 14' Width/L.D.	$ 11,000.00	$ -
	EA	Catch Basin 21' Width/L.D.	$ 13,000.00	$ -
	LF	18 inch/HDPE RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 200.00	$ -
	LF	24 inch/HDPE RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 240.00	$ -
	LF	27 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 260.00	$ -
	LF	30 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 280.00	$ -
	LF	33 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 295.00	$ -
	LF	36 inch RCP/HDPE Installed, including excavation, bedding, backfill and pavement restoration	$ 310.00	$ -
	LF	39 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 320.00	$ -
	LF	42 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 330.00	$ -
	LF	45 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 360.00	$ -
48	LF	48 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 385.00	$ 18,480.00
	LF	54 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 440.00	$ -
	LF	60 inch RCP/HDPE Installed, including excavation, bedding, backfill and pavement restoration	$ 500.00	$ -

FOR PLAN & BONDING PURPOSES ONLY

REVIEWED

CITY OF CHINO ENGINEERING

BY Isidro Abreo DATE 5/9/2022

CITY OF CHINO

ENGINEERING COST ESTIMATE - OFFSITE

PROJECT NO: PL20-0029

LOCATION : 13404 Yorba Avenue

By: CA Engineering

DATE: 3/29/2022

Quantity	Unit	Item	Unit Price	Total Cost Per Item
STORM DRAIN				
	LF	66 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 560.00	$ -
	LF	72 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 625.00	$ -
	LF	78 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 690.00	$ -
	LF	84 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 765.00	$ -
	LF	90 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 830.00	$ -
	LF	96 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 920.00	$ -
	LF	102 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 1,000.00	$ -
	LF	108 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	$ 1,075.00	$ -
	LF	7' x 6' RCB Installed, including excavation, bedding, backfill and pavement restoration	$ 700.00	$ -
	LF	7' x 8.5' RCB Installed, including excavation, bedding, backfill and pavement restoration	$ 820.00	$ -
	LF	7' x 9.5' RCB Installed, including excavation, bedding, backfill and pavement restoration	$ 870.00	$ -
	LF	8' x 11' RCB Installed, including excavation, bedding, backfill and pavement restoration	$ 1,000.00	$ -
	LF	8' x 13' RCB Installed, including excavation, bedding, backfill and pavement restoration	$ 1,100.00	$ -
	LF	9' x 9' RCB Installed, including excavation, bedding, backfill and pavement restoration	$ 1,000.00	$ -
	LF	9' x 12' RCB Installed, including excavation, bedding, backfill and pavement restoration	$ 1,100.00	$ -
	LF	4' x 6' RCB Installed, including excavation, bedding, backfill and pavement restoration	$ 680.00	$ -
2	EA	STORM DRAIN INLET RISER	$ 1,000.00	$ 2,000.00
4	EA	DOWN DRAIN TO PIPE TRANSITION	$ 1,000.00	$ 4,000.00

STORM DRAIN				
		STORM DRAIN SUBTOTAL		$ 33,330.00
	LS	Mobilization (5% of Construction Cost)	5%	$ 1,666.50
	LS	Traffic Control (5% of Construction Cost)	5%	$ 1,666.50
		GRAND TOTAL STORM DRAIN ONLY		**$ 36,663.00**

FOR PURPOSES ONLY
BIDDING

CITY OF CHINO

ENGINEERING COST ESTIMATE - OFFSITE

PROJECT NO: PL20-0029

LOCATION : 13404 Yorba Avenue

By: CA Engineering

DATE: 3/29/2022

Quantity	Unit	Item	Unit Price	Total Cost Per Item
DIRECT COSTS		GRAND TOTAL STREETS ONLY		$ 813,100.32
		GRAND TOTAL WATER ONLY		$ 26,950.00
		GRAND TOTAL RECYCLED WATER ONLY		$ -
		GRAND TOTAL SEWER ONLY		$ 6,098.40
		GRAND TOTAL STORM DRAIN ONLY		$ 36,663.00
		GRAND TOTAL (FOR PLAN CHECK & INSPECTION FEE DETERMINATION)		$ 882,811.72
PROJECT ADDITIVES		*Project Contingencies*	10%	$ *88,281.17*
		Construction Staking	3%	$ *26,484.35*
		Soils Testing	1%	$ *8,828.12*
		Material Testing	1%	$ *8,828.12*
		Construction Inspection	4.8%	$ *42,374.96*
		Contract Administration	1%	$ *8,828.12*
		GRAND TOTAL (FOR BOND AMOUNTS)		$ *1,066,436.56*

FOR BONDING PURPOSES ONLY

REVIEWED

CITY OF CHINO ENGINEERING

BY Isidro Abreo DATE 5/9/2022

CITY OF CHINO

ENGINEERING COST ESTIMATE - OFFSITE

PROJECT NO: PL20-0029

LOCATION : 13404 Yorba Avenue

By: CA Engineering

DATE: 3/29/2022

Quantity	Unit	Item	Unit Price	Total Cost Per Item

BY ENGINEER

Prepared By: Fred Cornwell

R.C.E. Number: 45591

Expiration: 12/31/2021

REGISTERED PROFESSIONAL ENGINEER
FRED CORNWELL
NO. 45591
CIVIL
STATE OF CALIFORNIA

Place R.C.E. Stamp and Signature Here (required)

BY CITY

Faithful Performance Bond (100% of Construction Cost)	$	1,066,400.00
Labor & Material Bond (50% of Construction Cost)	$	533,200.00
Warranty Bond (10% of Construction Cost)	$	106,600.00

FOR PLANNING & BONDING PURPOSES ONLY

REVIEWED

CITY OF CHINO ENGINEERING

BY Isidro Abreo DATE 5/9/2022

EXHIBIT "C"

YORBA XC, LLC

ENVIRONMENTAL WARRANTY

As a condition precedent to acceptance of the dedications and public improvements to be conveyed by the above-named Developer to the City of Chino for the above-referenced Subdivision, Developer hereby warrants to the City of Chino that:

1. Neither the property to be dedicated nor Developer are in violation of any environmental law, and neither the property to be dedicated nor the Developer are subject to any existing, pending or threatened investigation by any federal, state or local governmental authority under or in connection with the environmental laws relating to the property to be dedicated.

2. Neither Developer nor any other person with Developer's permission to be upon the property to be dedicated has used, generated, manufactured, produced, or released, on, under, or about the property to be dedicated, any Hazardous Substance except in compliance with all applicable environmental laws. For the purposes of this warranty, the term "Hazardous Substances" shall mean any substance or material which is capable of posing a risk of injury to health, safety or property, including all those materials and substances designated as hazardous or toxic by any federal, state or local law, ordinance, rule, regulation or policy, including but not limited to, all of those materials and substances defined as "Toxic Materials" in Sections 66680 through 66685 of Title 22 of the California Code of Regulations, Division 4, Chapter 30, as the same shall be amended from time to time, or any other materials requiring remediation under federal, state or local laws, ordinances, rules, regulations or policies.

3. Developer has not caused or permitted the release of, and has no knowledge of the release or presence of, any Hazardous Substance on the property to be dedicated or the migration of any hazardous substance from or to any other property adjacent to, or in the vicinity of, the property to be dedicated.

4. Developer's prior and present use of the property to be dedicated has not resulted in the release of any Hazardous Substance on the property to be dedicated.

5. All persons executing this warranty hereby represent and warrant to the City of Chino, and Developer hereby represents and warrants, that the signators hereto have the legal power, right and authority to execute this warranty on behalf of the Developer and that the signators hereto have sufficient knowledge or expertise, either personally, through reasonable inspection and investigation of the property, or through reasonable reliance upon the investigation and professional opinion of Developer's environmental experts, to make the representations herein, and that no consent of any other party is required to execute this warranty and make the representations herein on behalf of the Developer to the City of Chino.

Each of the undersigned persons declares under penalty of perjury that the foregoing is true and correct.

Dated: 4/7/22

Yorba XC, LLC

By: _____

*Proof of authorization for Developer's signatures is required to be submitted concurrently with this environmental warranty.

Bond No.: 107643680
Contract No.: 2023-056
Approved: 7/5/2022

FAITHFUL PERFORMANCE BOND

(OFF-SITE IMPROVEMENTS FOR 13404 YORBA AVENUE – PL 20-0029)

WHEREAS, the City Council of the City of Chino, State of California, hereinafter designated as "CITY" and YORBA XC, LLC, hereinafter designated as "PRINCIPAL," have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated July 5, 2022, and identified as Project Name 13404 Yorba Avenue (PL 20-0029) is hereby referred to and made a part hereof; and

WHEREAS, said Principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement.

NOW, THEREFORE, we, the Principal and Travelers Casualty and Surety Company of America, as surety, are held and firmly bound unto the City of Chino in the penal sum of One Million Sixty-Six Thousand Four Hundred Dollars ($1,066,400.00) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors, and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above-bound Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and provisions in said agreement and any alteration thereof made as therein provided, on his or its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless City, its officers, agents, and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees including reasonable attorneys' fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

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

IN WITNESS WHEREOF, this instrument has been duly executed by Principal and Surety above named, on _____.

Yorba XC, LLC	Travelers Casualty and Surety Company of America
PRINCIPAL	SURETY
By: _____	By: _____

SIGNATURES MUST BE NOTARIZED

KENDALL ROWE
Notary Public, State of Texas
Notary ID#: 12927473-8
My Commission Expires 01-22-2025

KENDALL ROWE
Notary Public, State of Texas
Notary ID#: 12927473-8
My Commission Expires 01-22-2025

ACKNOWLEDGMENT

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

State of California
County of Orange)

On June 3, 2022 before me, Valerie Kilgore, Notary Public,
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature Valerie Kilgore (Seal)

VALERIE KILGORE
Notary Public - California
Orange County
Commission # 2365127
My Comm. Expires Jul 11, 2025

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **FRANK A SWINGLE JR** of **DALLAS**, **Texas**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes,** the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 1 day of June, 2022

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Bond No.: 107643680
Contract No.: 2023-056
Approved: 7/5/2022

LABOR AND MATERIAL BOND

(OFF-SITE IMPROVEMENTS FOR 13404 YORBA AVENUE – PL 20-0029)

WHEREAS, the City Council of the City of Chino, State of California, hereinafter designated as "CITY" and YORBA XC, LLC, hereinafter designated as "PRINCIPAL," have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated July 5, 2022, and identified as Project Name 13404 Yorba Avenue (PL 20-0029), is hereby referred to and made a part hereof; and

WHEREAS, under the terms of said agreement, Principal is required, before entering upon the performance of the work, to file a good and sufficient payment bond with the City of Chino to secure the claims to which reference is made in Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the Civil Code of the State of California.

NOW, THEREFORE, said Principal and the undersigned, as corporate surety, are held and firmly bound unto the City of Chino, and all contractors, subcontractors, laborers, material, men, and other persons employed in the performance of the aforesaid agreement and referred to in the aforesaid Code of Civil Procedure in the sum of Five Hundred Thirty-Three Thousand Two Hundred Dollars ($533,200.00) for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, that said surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by City in successfully enforcing such obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

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

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

IN WITNESS WHEREOF, this instrument has been duly executed by Principal and Surety above named, on June 1, 2022.

Yorba XC, LLC
PRINCIPAL

By: _____

Travelers Casualty and Surety Company of America
SURETY

By: _____

SIGNATURE(S) MUST BE NOTARIZED

KENDALL ROWE
Notary Public, State of Texas
Notary ID#: 12927473-8
My Commission Expires 01-22-2025

Kendall Rowe

ACKNOWLEDGMENT

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

State of California
County of Orange)

On June 3, 2022 before me, Valerie Kilgore, Notary Public,
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature Valerie Kilgore (Seal)

VALERIE KILGORE
Notary Public - California
Orange County
Commission # 2365127
My Comm. Expires Jul 11, 2025

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **FRANK A SWINGLE JR** of **DALLAS**, **Texas**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021,** before me personally appeared **Robert L. Raney,** who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes,** the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 1 day of June, 2022

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Bond No.: 107643680
Contract No.: 2023-056
Approved: 7/5/2022

WARRANTY BOND
(OFF-SITE IMPROVEMENTS FOR 13404 YORBA AVENUE – PL 20-0029)

WHEREAS, the City Council of the City of Chino, State of California, hereinafter designated as "CITY" and YORBA XC, LLC hereinafter designated as "PRINCIPAL," have entered into an agreement whereby Principal has agreed to warrant and guarantee the installation, completion, and maintenance of certain designated public improvements, which said agreement, dated July 5, 2022, and identified as Project No. 13404 Yorba Avenue (PL 20-0029), is hereby referred to and made a part hereof; and

WHEREAS, said Principal is required under the terms of said agreement to furnish a bond for the warranty of said improvements.

NOW, THEREFORE, we, the Principal, and Travelers Casualty and Surety Company of America, as surety, are held and firmly bound unto the City of Chino in the penal sum of One Hundred Six Thousand Six Hundred Dollars ($106,600.00) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors, and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bound Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and provisions in said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and performed thereof made as therein provided, on his or its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless City, its officers, agents, and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby, and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees including reasonable attorneys' fees, incurred by the City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

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

IN WITNESS WHEREOF, this instrument has been duly executed by Principal and Surety above named, on June 1, 2022.

Yorba XC, LLC
PRINCIPAL

By: _____

Travelers Casualty and Surety Company of America
SURETY

By: _____

SIGNATURE(S) MUST BE NOTARIZED

KENDALL ROWE
Notary Public, State of Texas
Notary ID#: 12927473-8
My Commission Expires 01-22-2025

ACKNOWLEDGMENT

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

State of California
County of Orange)

On June 3, 2022 before me, Valerie Kilgore, Notary Public,
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature Valerie Kilgore (Seal)

VALERIE KILGORE
Notary Public - California
Orange County
Commission # 2365127
My Comm. Expires Jul 11, 2025

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **FRANK A SWINGLE JR** of **DALLAS**, **Texas**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

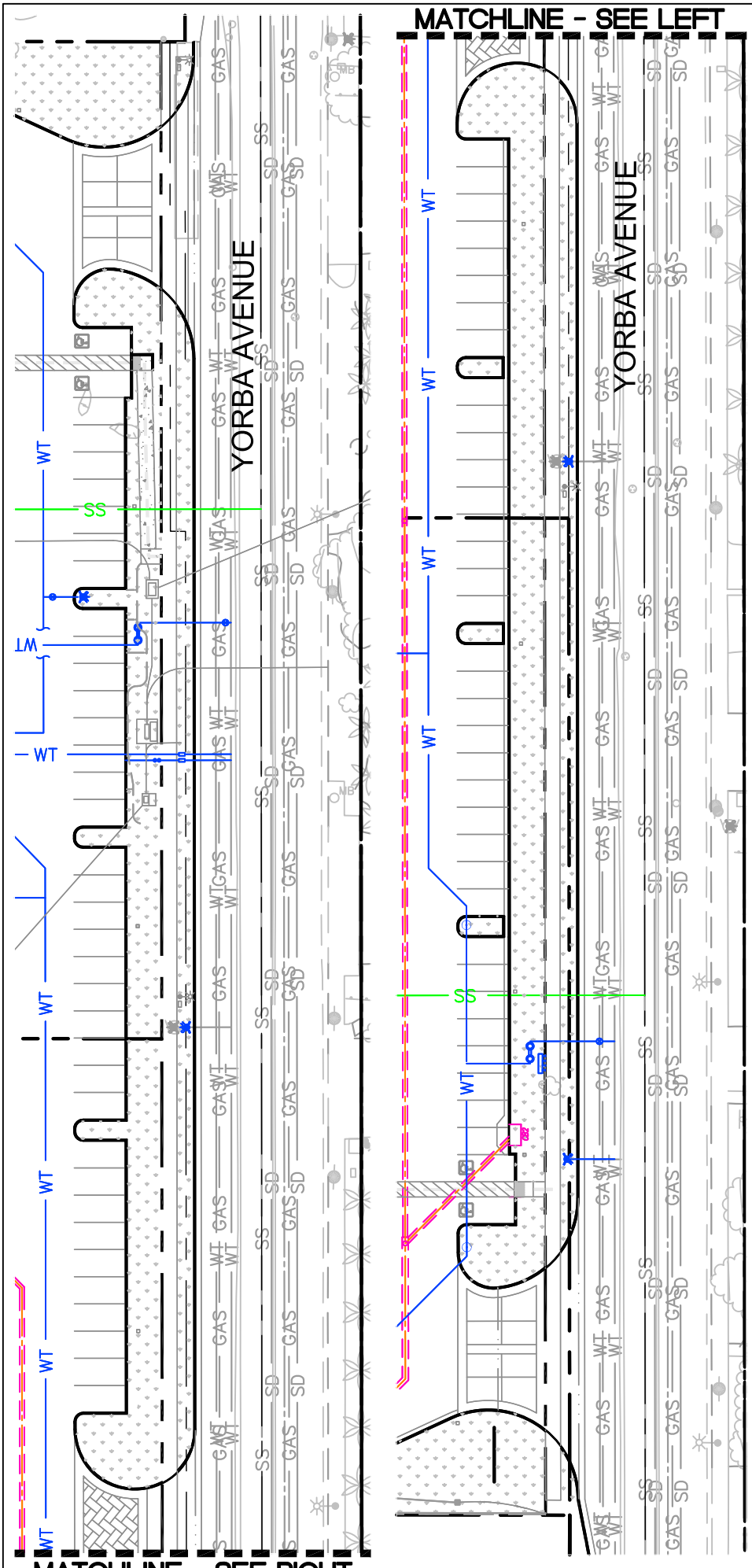
_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice Pres

13404 YORBA AVENUE OFFSITE IMPROVEMENTS



LEGEND

- EXIST. CURB AND GUTTER
- EXIST. STORM DRAIN
- EXIST. CATCH BASIN
- EXIST. SEWER
- EXIST. WATER LINE
- EXIST. STREET LIGHT
- EXIST. FIRE HYDRANT
- EXIST. POWER POLE
- EXIST. SIGN
- PROP. CURB ONLY
- PROP. CURB & GUTTER
- PROPOSED BUILDING WALL
- PROPOSED SIDEWALK
- EXIST. FENCE
- EXIST. TREE/SHRUB
- PRO. FIRE HYDRANT
- PRO. RETAINING WALL
- PROPOSED STORM DRAIN
- PROPOSED SEWER
- EXISTING SEWER
- WT PROPOSED WATER
- WT EXISTING WATER

NORTH

CA

1 inch = 50 ft.

MEMORANDUM
CITY OF CHINO
PUBLIC WORKS DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: LINDA REICH, CITY MANAGER

FROM: HYE JIN LEE, DIRECTOR OF PUBLIC WORKS

SUBJECT

Public Improvement Agreement with Chaffey Community College District for public improvements generally located at the intersection of Satterfield Way and Eucalyptus Avenue.

RECOMMENDATION

Approve the Public Improvement Agreement and associated securities with Chaffey Community College District for public improvements, including the construction of a fire access driveway, installation of curb ramps, and relocation of an existing irrigation backflow device, generally located at the intersection of Satterfield Way and Eucalyptus Avenue. Additionally, authorize the City Manager to execute any necessary documents on behalf of the City.

FISCAL IMPACT

There is no direct fiscal impact to the City.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above will further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Responsible Long-Range Planning
- Public Service Excellence Through Internal & External Partnerships

BACKGROUND

Chaffey College expanded its campus with the construction of a new building, all of which was reviewed and approved by the Department of State Architect. As part of this expansion, the College was required to provide a fire access lane, which necessitated the construction of a driveway within the City of Chino public right-of-way generally located at the intersection of Satterfield Way and Eucalyptus Avenue as shown in Exhibit 1. Associated improvements include, but are not limited to, the installation of curb ramps and the relocation of an existing backflow device to accommodate the new driveway. The public improvements necessitate a Public Improvement Agreement and corresponding securities provided in Exhibit 2.

ISSUES/ANALYSIS

Upon completion to the satisfaction of the City Engineer and Public Works Inspection team, staff will bring a report to the City Council for final acceptance of the public improvements.

The Public Improvement Agreement and associated securities have been reviewed and approved by the City Attorney, ensuring that the City's interests are protected throughout the construction process.

Attachments: Exhibit A - Location Map
Exhibit B – Public Improvement Agreement

Exhibit A



Vicinity Map

Exhibit A

City of Chino

DRAFT

PUBLIC IMPROVEMENT AGREEMENT

by and between

CITY OF CHINO

and

CHAFFEY COMMUNITY COLLEGE DISTRICT

PUBLIC IMPROVEMENT AGREEMENT BETWEEN

THE CITY OF CHINO

AND

CHAFFEY COMMUNITY COLLEGE DISTRICT

Agreement Date: _____

Project Description: Emergency Fire Access Driveway

Tentative Map No.: N/A

Estimated Total Cost of Improvements: $300,000

Security:

Bond No.: _____

Surety: _____

Designees for the Service of Written Notice:

CITY:	DISTRICT:
Jesus Plasencia Assistant City Engineer 13220 Central Avenue Chino, CA 91710 (909) 334-3417 jplasencia@cityofchino.org	**Troy Ament** **Associate Superintendent, Administrative Services & Emergency Operations** **5885 Haven Ave.** **Rancho Cucamonga, California 91737** **(909) 238-3764** **Troy.ament@chaffey.edu**
CITY PROJECT INSPECTOR	
Isaac Ortega Permit & Inspection Supervisor 13220 Central Avenue Chino, CA 91710 (909) 334-3501 iortega@cityofchino.org	

TABLE OF CONTENTS

1. Construction Obligations

1.1 Works of Improvement
1.2 Intent of Plans
1.3 Performance of Work
1.4 Changes in the Work
1.5 Defective Work
1.6 No Warranty by City
1.7 Authority of the City Engineer
1.8 Documents Available at the Site
1.9 Inspection
1.10 Compliance with Law; Applicable Standards for Improvements
1.11 Suspension of Work
1.12 Erosion and Dust Control and Environmental Mitigation
1.13 Final Acceptance of Works of Improvement
1.14 Vesting of Ownership
1.15 DISTRICT's Obligation to Warn Public During Construction
1.16 Injury to Public Improvements, Public Property or Public Utility

2. Time for Performance

2.1 Commencement and Completion Dates
2.2 Phasing Requirements
2.3 Force Majeure
2.4 Continuous Work

3. Labor

3.1 Labor Standards
3.2 Nondiscrimination
3.3 Licensed Contractors
3.4 Workers' Compensation

4. Security

4.1 Required Security
4.2 Form of Security Instruments
4.3 DISTRICT's Liability
4.4 Letters of Credit
4.5 Release of Security Instruments

5. Cost of Construction and Provision of Inspection Service

5.1 DISTRICT Responsible for All Related Costs of Construction
5.2 Payment to City for Cost of Related Inspection and Engineering Services

6. Acceptance of Offers of Dedication

7. Warranty of Work

8. Default

8.1 Default by DISTRICT
8.2 Remedies
8.3 Remedies Not Exclusive
8.4 Attorney's Fees and Costs
8.5 Waiver

9. Indemnity/Hold Harmless

10. DISTRICT's Indemnity of Project Approval

11. Insurance Requirements

12. Environmental Warranty

13. General Provisions

13.1 Successors and Assigns
13.2 No Third-Party Beneficiaries
13.3 No Vesting Rights
13.4 DISTRICT is Not Agent of City
13.5 Time of the Essence
13.6 Notices
13.7 No Apportionment
13.8 Severability
13.9 Captions
13.10 Incorporation of Recitals
13.11 Interpretation
13.12 Entire Agreement; Waivers and Amendments
13.13 Counterparts

14. Authority

PUBLIC IMPROVEMENT AGREEMENT

THIS PUBLIC IMPROVEMENT AGREEMENT (this "Agreement") is entered into this _____ day of _____, 20___, by and between the CITY OF CHINO, a municipal corporation, organized and existing in the County of San Bernardino, under and by virtue of the laws of the State of California, ("CITY"), and Chaffey Community College District, a public community college district ("DISTRICT").

RECITALS

A. CITY is the owner of certain real property located in the City of Chino, County of San Bernardino, State of California (the "Property"), as described on Exhibit "A", which DISTRICT has agreed to construct certain works of improvement thereon, as hereafter set forth.

B. DISTRICT has applied for and received conditional approval from the City to make ADA-related improvements to the City's existing sidewalk and street , at the intersection and surrounding area of Eucalyptus Ave. and Satterfield Way (the "Project").

C. The City desires to assure that said improvements proposed for the Project will be constructed in a good workmanlike manner and in accordance with all applicable laws, statues, ordinances, resolutions and regulations now in force and effect in the City of Chino and the State of California, all of which are incorporated herein.

D. DISTRICT acknowledges familiarity with the various requirements for public improvements contained in the Chino Municipal Code and agrees to comply therewith.

COVENANTS

Based upon the foregoing Recitals which are incorporated herein by reference and in consideration of City's site plan or other entitlements for the Property and permitting development of the Property to proceed, DISTRICT agrees to timely perform all of its obligations as set forth herein.

1. Construction Obligations.

1.1. Works of Improvement. DISTRICT agrees, at its sole cost and expense, to construct or install, or cause to be constructed or installed ADA-compliant improvements to sidewalks, curb ramps, one driveway approach for emergency vehicle access to the DISTRICT's Chino Property, and streets located at the intersection and surrounding area of Eucalyptus Ave. and Satterfield Way ("Works of Improvement"). The estimated construction cost for the Works of Improvement is $300,000.00.

1.2. Intent of Plans. The intent of the Plans referenced in Section 1.1 is to prescribe a complete work of improvement which DISTRICT shall perform or cause to be performed in a manner acceptable to the City Engineer, (or designee), and in full compliance with all codes and the terms of this Agreement. DISTRICT shall complete a functional or operable

improvement or facility, even though the Plans may not specifically call out all items of work required for DISTRICT's contractor to complete its tasks, incidental appurtenances, materials, and the like. If any omissions are made or information necessary to carry out the full intent and meaning of the Plans, DISTRICT or its contractor shall immediately notify its design engineer who will seek approval of the City Engineer for furnishing of detailed instructions. In the event of any doubt or question arising regarding the true meaning of any of the Plans, reference shall be made to the City Engineer whose decision thereon shall be final.

DISTRICT recognizes that the Plans consist of general drawings. All authorized alterations affecting the requirements and information given on the Plans shall be in writing and approved by the City Engineer. The Plans shall be supplemented by such working or shop drawings as are necessary to adequately control the work. Without the City Engineer's prior written approval, no change shall be made by DISTRICT or its contractor to any plan, specification, or working or shop drawing after it has been stamped as approved.

1.3. Performance of Work. DISTRICT shall furnish or cause to be furnished all materials, labor, tools, equipment, utilities, transportation, and incidentals required to perform DISTRICT's obligations under this Agreement.

1.4. Changes in the Work. The City and DISTRICT may mutually agree, in writing, to make changes to the work being performed by the DISTRICT and/or its contractors.

1.5. Defective Work. DISTRICT shall cause its contractor to repair, reconstruct, replace, or otherwise make acceptable any work found by the City Engineer to be defective.

1.6. No Warranty by City. The Plans for the Works of Improvement have been prepared by or on behalf of DISTRICT or its consultants or contractors, and City makes no representation or warranty, express or implied, to DISTRICT or to any other person regarding the adequacy of the Plans or related documents.

1.7. Authority of the City Engineer. In addition to the authority granted to the City Engineer elsewhere in this Agreement, the City Engineer shall have the authority to decide all questions which may arise as to the quality and acceptability of materials furnished and work performed, and all questions as to the satisfactory and acceptable fulfillment of the terms of this Agreement by DISTRICT and its contractor.

1.8. Documents Available at the Site. DISTRICT shall cause its contractor to keep a copy of all approved Plans at the job site and shall give access thereto to the City's inspectors and engineers at all times.

1.9. Inspection. DISTRICT shall ensure that an authorized representative is available to address inquiries at all times during which work is being done who has full authority to act for DISTRICT, or its design engineer, and DISTRICT's contractor(s) regarding the Works of Improvement. DISTRICT shall cause its contractor to furnish the City with every reasonable facility for ascertaining whether or not the Works of Improvement as performed are in accordance with the requirements and intent of this Agreement, including the Plans. If the City inspector requests it, the DISTRICT's contractor, at any time before acceptance of the Works of Improvement, shall remove or uncover such portions of the finished work as may be

directed which have not previously been inspected. After examination, the DISTRICT's contractor shall restore said portions of the work to the standards required hereunder. Inspection or supervision by the City Engineer (or designee) shall not be considered as direct control of the individual workmen on the job site. City's inspectors shall have the authority to stop any and all work not in accordance with the requirements contained or referenced in this Agreement.

The inspection of the work by City shall not relieve DISTRICT or its contractor of any obligations to fulfill this Agreement as herein provided, and unsuitable materials or work may be rejected notwithstanding that such materials or work may have been previously overlooked or accepted.

1.10. Compliance with Law; Applicable Standards for Improvements. In addition to the express provisions of this Agreement and the Plans, DISTRICT shall cause construction of the Works of Improvement to be completed in accordance with all other applicable federal, state, and local laws, ordinances, rules and regulations.

DISTRICT shall construct the improvements in accordance with the City standards in effect at the time of the adoption of this Agreement. City reserves the right to protect the public safety or welfare or comply with applicable Federal or State law or City zoning ordinances.

1.11. Suspension of Work. The City Engineer shall have authority to order suspension of the work for failure of the DISTRICT's contractor to comply with law pursuant to Section 1.12. In case of suspension of work for any cause whatsoever, DISTRICT and its contractor shall be responsible for all materials and shall store them properly if necessary and shall provide suitable interim drainage and/or dust control measures, and erect temporary structures where necessary.

1.12. Erosion and Dust Control and Environmental Mitigation. All grading, landscaping, and construction activities shall be performed in a manner to control erosion and prevent flooding problems. The City Engineer shall have the authority to require erosion plans to prescribe reasonable controls on the method, manner, and time of grading, landscaping, and construction activities to prevent nuisances to surrounding properties. Plans shall include without limitation temporary drainage and erosion control requirements, dust control procedures, restrictions on truck and other construction traffic routes, noise abatement procedures, storage of materials and equipment, removal of garbage, trash, and refuse, securing the job site to prevent injury, and similar matters.

1.13. Final Acceptance of Works of Improvement. After DISTRICT's contractor has completed all of the Works of Improvement, DISTRICT shall then request a final inspection of the work. If items are found by the City's inspectors to be incomplete or not in compliance with this Agreement or any of the requirements contained or referenced herein, City will inform the DISTRICT or its contractor of such items. After the DISTRICT's contractor has completed these items, the procedure shall then be the same as specified above for the DISTRICT's contractor's initial request for final inspection. If items are found by City's inspectors to be incomplete or not in compliance after two (2) "final" inspections, the City may require the DISTRICT or its contractor, as a condition to performing further field inspections, to submit in

writing a detailed statement of the work performed subsequent to the date of the previous inspection which was found to be incomplete or not in compliance at that time.

No inspection or acceptance pertaining to specific parts of the Works of Improvement shall be construed as final acceptance of any part until the overall final acceptance by the City Engineer is made. The City Engineer shall make a certification of completion and acceptance on the Works of Improvement by recordation of a Notice of Acceptance on behalf of the City. Final acceptance shall not constitute a waiver by the City Engineer of defective work subsequently discovered.

The date on which the Works of Improvement will be considered as complete shall be the date of the Notice of Acceptance.

1.14. Vesting of Ownership. Upon recordation of the Notice of Acceptance, ownership of the Works of Improvement shall vest in the City.

1.15. DISTRICT's Obligation to Warn Public During Construction. Until recordation of the Notice of Acceptance, DISTRICT shall give good and adequate warning to the public of any dangerous condition of the Works of Improvements and shall take reasonable actions to protect the public from such dangerous condition. Until recordation of the Notice of Acceptance, DISTRICT shall provide forty-eight (48) hours' advance written notice to all neighboring property owners and tenants affected by DISTRICT's operations or construction of the hours, dates and duration of any planned construction activities.

1.16. Injury to Public Improvements, Public Property or Public Utility. Until recordation of the Notice of Acceptance of the Works of Improvement, DISTRICT assumes responsibility for the care and maintenance of, and any damage to, the Works of Improvements. DISTRICT shall replace or repair all Works of Improvements, public property, public utility facilities, and surveying or subdivision monuments and benchmarks which are destroyed or damaged for any reason, regardless whether resulting from the acts of the DISTRICT, prior to the recordation of the Notice of Acceptance. DISTRICT shall bear the entire cost of such replacement or repairs regardless of what entity owns the underlying property. Any repair or replacement shall be to the satisfaction, and subject to the approval, of the City Engineer.

Neither the City, nor any officer or employee thereof, shall be liable or responsible for any accident, loss or damage, regardless of cause, occurring to the work or Works of Improvements prior to recordation of the Notice of Acceptance of the work or improvements.

2. Time for Performance.

2.1. Commencement and Completion Dates. Subject to Sections 2.2 and 2.3 below, DISTRICT shall (i) commence with construction and installation of the Works of Improvement one-hundred and twenty (120) days following City's approval of the Plans ("Commencement Date"); and (ii) complete or cause to be completed all of the Works of Improvement within two (2) years after the Commencement Date. In the event good cause exists as determined by the City Engineer, the time for commencement of construction or completion of the Works of Improvement hereunder may be extended by up to three (3) additional one-year periods. Extensions shall be executed in writing by the City Engineer. The City Engineer in his or her

sole discretion determines whether or not the DISTRICT has established good cause for an extension. As a condition of such extension, the City Engineer may require DISTRICT to furnish new security guaranteeing performance of this Agreement, as extended, in an increased amount to compensate for any increase in construction costs as determined by the City Engineer. If DISTRICT requests and is granted an extension of time for completion of the improvements, City may apply the standards in effect at the time of the extension.

2.2. Phasing Requirements. Notwithstanding the provisions of Section 2.1, the City reserves the right to control and regulate the phasing of completion of specific Works of Improvement as required to comply with applicable City ordinances, regulations, and rules relating to the timely provision of public services and facilities. In addition to whatever other remedies the City may have for DISTRICT's failure to satisfy such phasing requirements, as the same now exist or may be amended from time to time, DISTRICT acknowledges City's right to withhold the issuance of further building permits on the Property until such phasing requirements are satisfied. Prior to issuance of building permits, DISTRICT shall provide satisfactory evidence that all applicable requirements that are a condition to issuance of building permits have been satisfied. Such requirements may include the payment of fees, construction of improvements, or both. Final inspections or issuance of Certificates of Occupancy may be withheld from the DISTRICT by the City, if, upon a determination by the City Engineer, completion of specific Works of Improvements or other requirements associated with the development of the Property have not been completed to the City Engineer's satisfaction.

2.3. Force Majeure. Notwithstanding the provisions of Section 2.1, DISTRICT's time for commencement and completion of the Works of Improvement shall be extended for the period of any enforced delay caused due to circumstances beyond the control and without the fault of DISTRICT, including to the extent applicable adverse weather conditions, flood, earthquakes, strikes, lockouts, pandemics, acts or failures to act of a public agency (including City), required changes to the scope of work required by City, and similar causes; provided, however, that the period of any enforced delay hereunder shall not include any period longer than five (5) days prior to City's receipt of a written notice from DISTRICT or its contractor detailing the grounds for DISTRICT's claim to a right to extend its time for performance hereunder. The City Engineer shall evaluate all claims to Force Majeure and make a reasonable determination regarding the length of any extension of time for commencement and/or completion of the Works of Improvement and the City Engineer's decision shall be final.

2.4. Continuous Work. After commencement of construction of the Works of Improvement (or separate portion thereof), DISTRICT shall cause such work to be diligently pursued to completion and shall not abandon the work for a consecutive period or more than thirty (30) days, events of Force Majeure excepted.

3. Labor.

3.1. Labor Standards. This Agreement is subject to, and DISTRICT agrees to comply with, all of the applicable provisions of the Labor Code including, but not limited to, the wage and hour, prevailing wage, worker compensation, and various other labor requirements in Division 2, Part 7, Chapter 1, including section 1720 to 1740, 1770 to 1780, 1810 to 1815,

1860 to 1861, which provisions are specifically incorporated herein by reference as set forth herein in their entirety. DISTRICT shall expressly require compliance with the provisions of this Section in all agreements with contractors and subcontractors for the performance of the Works of Improvement.

3.2. Nondiscrimination. In accordance with the California Fair Employment and Housing Act ("FEHA"), California Government Code Section 12940 *et seq.*, DISTRICT agrees that DISTRICT, its agents, employees, contractors, and subcontractor performing any of the Works of Improvement shall not discriminate, in any way, against any person on the basis of race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. DISTRICT shall expressly require compliance with the provisions of this Section in all agreements with contractors and subcontractors for the performance of this Agreement.

3.3. Licensed Contractors. DISTRICT shall cause all of the Works of Improvement to be constructed by contractors and subcontractors with valid California Contractors' licenses for the type of work being performed. All of DISTRICT's contractors and subcontractors shall obtain a valid City of Chino business license prior to performing any work pursuant to this Agreement. DISTRICT shall provide the City Engineer with a list of all of its contractors and subcontractors prior to initiating any work, and all valid Contractor's licenses and business licenses issued thereto as a condition of constructing the Works of Improvements.

3.4. Worker's Compensation. DISTRICT shall cause every contractor and subcontractor performing any of the Works of Improvement to carry Workers' Compensation Insurance as required by the Labor Code of the State of California and shall cause each such contractor and subcontractor to submit to City a Certificate of Insurance verifying such coverage prior to such contractor or subcontractor entering onto the job site.

4. Security. At the time DISTRICT executes this Agreement, DISTRICT shall furnish to City an executed copy of the Performance Bond included as Exhibit D.

5. Cost of Construction and Provision of Inspection Service.

5.1. DISTRICT Responsible for All Costs of Construction. DISTRICT shall be responsible for payment of all costs incurred for construction and installation of the Works of Improvement. In the event DISTRICT is entitled to reimbursement from City for any of the Works of Improvement, such reimbursement shall be subject to a separate Reimbursement Agreement to be entered into between DISTRICT and City prior to construction of the Works of Improvement.

5.2. Payment to City for Cost of Related Inspection and Engineering Services. Developer shall compensate City for all of City's costs reasonably incurred in having its authorized representative make the usual and customary inspections of the Works of Improvement. In addition, Developer shall compensate City for all design, plan check, evaluating any proposed or agreed-upon changes in the work. The procedures for deposit and payment of such fees shall be as established by the City. In no event shall Developer be entitled to additional inspections or a final inspection and acceptance of any of the Works of

Improvement until all City fees and charges have been fully paid, including without limitation, charges for applicable penalties and additional required inspections.

6. Acceptance of Offers of Dedication. The City Council shall pass as appropriate resolution or resolutions accepting all offers of dedication shown on the approvals for the Project, with acceptance to become effective upon completion and acceptance by City of the Works of Improvement.

7. Warranty of Work. DISTRICT shall guarantee all Works of Improvement against defective materials and workmanship for a period of one (1) year from the date of final acceptance. If any of the Works of Improvement should fail or prove defective within said one (1) year period due to any reason other than improper maintenance, or if any settlement of fill or backfill occurs, or should any portion of the Works of Improvement fail to fulfill any requirements of the Plans, DISTRICT, within fifteen (15) days after written notice of such defects, or within such shorter time as may reasonably be determined by the City in the event of emergency, shall commence to repair or replace the same together with any other work which may be damaged or displaced in so doing. Should DISTRICT fail to remedy defective material and/or workmanship or make replacements or repairs within the period of time set forth above, City may make such repairs and replacements and the actual cost of the required labor and materials shall be chargeable to and payable by DISTRICT. The warranty provided herein shall not be in lieu of, but shall be in addition to, any warranties or other obligations otherwise imposed by law.

8. Default.

8.1. Default by DISTRICT. Default by DISTRICT shall include, but not be limited to:

(a) DISTRICT's failure to timely commence construction of Works of Improvement under this Agreement;

(b) DISTRICT's failure to timely complete construction of the Works of Improvement;

(c) DISTRICT's failure to perform substantial construction work for a period for 20 consecutive calendar days after commencement of the work;

(d) DISTRICT's insolvency, appointment of a receiver, or the filing of any petition in bankruptcy, either voluntary or involuntary, which DISTRICT fails to discharge within 30 days;

(e) The commencement of a foreclosure action against the Property or a portion thereof, or any conveyance in lieu or in avoidance of foreclosure; or

(f) DISTRICT's failure to perform any other obligation under this Agreement.

8.2. Remedies. The City reserves all remedies available to it at law or in equity for a default or breach of DISTRICT's obligations under this Agreement. The City shall have the right, subject to this Section, to draw upon or use the appropriate security to mitigate the City's

damages in the event of default by DISTRICT. The City's right to draw upon or use the security is in addition to any other remedy available to City. The parties acknowledge that the estimated costs and security amounts may not reflect the actual cost of construction of the improvements and, therefore, City's damages for DISTRICT's default shall be measured by the cost of completing the required improvements. The City may use the sums provided by the securities for the completion of the Works of Improvement in accordance with the plans. In the event the DISTRICT fails to cure any default under this Agreement within 20 days after the City mails a notice of such default to the DISTRICT and the DISTRICT's surety, DISTRICT authorizes the City to perform the obligation for which DISTRICT is in default and agrees to pay the entire cost of such performance by the City. The City may take over the work and complete the Works of Improvement, by contract or by any other method City deems appropriate, at the expense of the DISTRICT. In such event, City, without liability for doing so, may complete the Works of Improvement using any of DISTRICT's materials, appliances, plans and other property that are at the work site and that are necessary to complete the Works of Improvement.

8.3. Remedies Not Exclusive. In any case where this Agreement provides a specific remedy to City for a default by DISTRICT hereunder, the DISTRICT agrees that the choice of remedy or remedies for DISTRICT's breach shall be in the discretion of the City. Additionally, any remedy specifically provided in this Agreement shall be in addition to, and not exclusive of, City's right to pursue any other administrative, legal, or equitable remedy to which it may by entitled.

8.4. Attorney's Fees and Costs. IIn the event of any dispute arising out of DISTRICT's performance of its obligations under this Agreement or under any of the Security Instruments referenced herein, the prevailing party in such action, in addition to any other relief which may be granted, shall be entitled to recover its reasonable attorney's fees and costs. Such attorney's fees and cost shall include fees and costs on any appeal, and in addition a party entitled to attorney's fees and costs shall be entitled to all other reasonable costs incurred in investigating such action, taking depositions and discovery, retaining expert witnesses, and all other necessary and related costs with respect to the litigation. All such fees and costs shall be deemed to have accrued on commencement of the action and shall be enforceable whether or not the action is prosecuted to judgment.

8.5. Waiver. No waiver by the City of any breach or default by the DISTRICT shall be considered valid unless in writing, and no such waiver by the City shall be deemed a waiver of any subsequent breach or default by the DISTRICT.

9. Indemnity/Hold Harmless. City or any officer, employee or agent thereof shall not be liable for any injury to persons or property occasioned by reason of the acts or omissions of DISTRICT, its agents, employees, contractors and subcontractors in the performance of this Agreement. DISTRICT further agrees to protect, defend, indemnify and hold harmless City, its officials, boards and commissions, and members thereof, agents, and employees from any and all claims, demands, causes of action, liability or loss of any sort, because of, or arising out of, acts or omissions of DISTRICT, its agents, employees, contractors and subcontractors in the performance of this Agreement, except for such claims, demands, causes of action, liability or loss arising out of the sole active negligence of the City, its officials, boards,

commissions, the members thereof, agents and employees, including all claims, demands, causes of action, liability or loss because of or arising out of, in whole or in part, the design or construction of the improvements.

After recordation of the Notice of Acceptance, the DISTRICT shall remain obligated to eliminate any latent defect in design or dangerous condition caused by the design or construction defect for a period of one (1) year; however, DISTRICT shall not be responsible for routine maintenance.

10. Insurance Requirements. DISTRICT, at DISTRICT's sole cost and expense and for the full term of this Agreement and any extensions thereto, shall obtain and maintain all of the following minimum insurance requirements in a form approved by the City's authorized designee for Risk Management prior to commencing any work:

(a) Commercial General Liability policy with a minimum $1 million combined single limit for bodily injury and property damage providing all of the following minimum coverage without deductibles:

(i) Premises operations; including X, C, and U coverage;

(ii) Owners' and contractors' protection;

(iii) Blanket contractual;

(iv) Completed operations; and

(v) Products.

(b) Commercial Business Auto policy with a minimum $1 million combined single limit for bodily injury and property damage, providing all of the following minimum coverage without deductibles:

(i) Coverage shall apply to any and all leased, owned, hired, or non-owned vehicles used in pursuit of any of the activities associated with this Agreement; and

(ii) Any and all mobile equipment including cranes which are not covered under the above Commercial Business Auto policy shall have said coverage provided under the Commercial General Liability policy.

(c) Workers Compensation and Employers' Liability policy in accordance with the laws of the State of California and providing coverage for any and all employees of the DISTRICT:

(i) This policy shall provide coverage for Workers' Compensation (Coverage A); and

(i) This policy shall provide coverage for $1,000,000 Employers' Liability (Coverage B).

(ii) Pursuant to Labor Code section 1861, DISTRICT by executing this Agreement certifies: "*I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract.*"

(iii) Prior to commencement of work, the DISTRICT shall file with the City's Risk Manager a Certificate of Insurance or certification of permission to self-insure workers' compensation conforming to the requirements of the Labor Code.

(d) Endorsements. All of the following endorsements are required to be made a part of each of the above-required policies as stipulated below:

(i) "The City of Chino, its officers, employees and agents are hereby added as additional insureds."

(ii) "This policy shall be considered primary insurance with respect to any other valid and collectible insurance the City may possess, including any self- insured retention the City may have and any other insurance the City does possess shall be considered excess insurance only."

(iii) "This insurance shall act for each insured and additional insured as though a separate policy has been written for each. This, however, will not act to increase the limit of the insuring company."

(iv) "Thirty (30) days prior written notice of cancellation shall be given to the City of Chino in the event of cancellation and/or reduction in coverage, except that ten (10) days prior written notice shall apply in the event of cancellation for non-payment of premium." Such notice shall be sent to the Risk Manager at the address indicated in Subsection f below.

(v) Subsection d(iv) hereinabove "Cancellation Notice" is the only endorsement required of the Workers' Compensation and Employers' Liability policy.

(e) Admitted Insurers. All insurance companies providing insurance to the DISTRICT under this Agreement shall be admitted to transact the business of insurance by the California Insurance Commissioner.

(f) Proof of Coverage. Copies of all required endorsements shall be attached to the Certificate of Insurance which shall be provided by the DISTRICT's insurance company as evidence of the coverage required herein and shall be mailed to:

City of Chino
Risk Management
13220 Central Avenue
Chino, CA 91710

11. Environmental Warranty.

11.1. Prior to the acceptance of any dedications or Works of Improvement by City, DISTRICT shall provide City with a written warranty in a form substantially similar to Exhibit "C" attached hereto and incorporated herein by reference, that:

(a) Neither the property to be dedicated nor DISTRICT are in violation of any environmental law, and neither the property to be dedicated nor the DISTRICT are subject to any existing, pending or threatened investigation by any federal, state or local governmental authority under or in connection with the environmental laws relating to the property to be dedicated.

(b) Neither DISTRICT nor any other person with DISTRICT's permission to be upon the property to be dedicated shall use, generate, manufacture, produce, or release, on, under, or about the property to be dedicated, any Hazardous Substance except in compliance with all applicable environmental laws. For the purposes of this Agreement, the term "Hazardous Substances" shall mean any substance or material which is capable of posing a risk of injury to health, safety or property, including all those materials and substances designated as hazardous or toxic by any federal, state or local law, ordinance, rule, regulation or policy, including but not limited to, all of those materials and substances defined as "Toxic Materials" in Sections 66680 through 66685 of Title 22 of the California Code of Regulations, Division 4, Chapter 30, as the same shall be amended from time to time, or any other materials requiring remediation under federal, state or local laws, ordinances, rules, regulations or policies.

(c) DISTRICT has not caused or permitted the release of and has no knowledge of the release or presence of any Hazardous Substance on the property to be dedicated or the migration of any hazardous substance from or to any other property adjacent to, or in the vicinity of, the property to be dedicated.

(d) DISTRICT's prior and present use of the property to be dedicated has not resulted in the release of any hazardous substance on the property to be dedicated.

11.2. DISTRICT shall give prompt written notice to City of:

(a) Any proceeding or investigation by any federal, state or local governmental

(b) authority with respect to the presence of any hazardous substance on the property to be dedicated or the migration thereof from or to any other property adjacent to, or in the vicinity of, the property to be dedicated.

(c) Any claims made or threatened by any third party against City or the property to be dedicated relating to any loss or injury resulting from any hazardous substance; and

(d) DISTRICT's discovery of any occurrence or condition on any property adjoining or in the vicinity of the property to be dedicated that could cause the property to be dedicated or any part thereof to be subject to any restrictions on its ownership, occupancy, use for the purpose for which it is intended, transferability or suit under any environmental law.

12. General Provisions.

12.1. Successors and Assigns. This Agreement shall be binding upon all successors and assigns to DISTRICT's right, title, and interest in and to the Property and any portion thereof. DISTRICT hereby consents to City recording this Agreement as official records of San Bernardino County, affecting fee title interest to the Property to provide constructive notice of the rights and obligations incurred by DISTRICT in the City's approval of this Agreement. DISTRICT.

12.2. No Third-Party Beneficiaries. This Agreement is intended to benefit only the parties hereto and their respective successors and assigns. Neither City nor DISTRICT intend to create any third-party beneficiary rights in this Agreement in any contractor, subcontractor, member of the general public, or other person or entity.

12.3. No Vesting Rights. Performance by the DISTRICT of this Agreement shall not be construed to vest DISTRICT's rights with respect to any change in any zoning or building law or ordinance.

12.4. DISTRICT is Not Agent of City. Neither DISTRICT nor DISTRICT's agents, contractors, or subcontractors are agents or contractors of the City in connection with the performance of DISTRICT's obligations under this Agreement.

12.5. Time of the Essence. Time is of the essence of DISTRICT's performance of all of its obligations under this Agreement.

12.6. Notices. Unless otherwise specified in this Agreement, all notices required or provided for under this Agreement shall be in writing and delivered in person or sent by mail, postage prepaid and addressed as provided in this Section. Notice shall be effective on the date is delivered in person, or, if mailed, on the date of deposit in the United States Mail. Notice shall be provided to the persons listed on Pages 1 and 2 of this Agreement by the parties for this purpose.

Either party may provide a new designated representative and/or address by written notice as provided in this Section.

12.7. No Apportionment. Nothing contained in this Agreement shall preclude City from expending monies pursuant to agreements concurrently or previously executed between the parties, or from entering into agreements with other DISTRICTs for the apportionment of costs of water and sewer mains, or other improvements pursuant to the provisions of the City ordinances providing, therefore. Nor shall anything in the Agreement commit City to any such apportionment.

12.8. Severability. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect unless amended or modified by mutual written consent of the parties.

12.9. Captions. The captions of this Agreement are for convenience and reference only and shall not be used in the interpretation of any provision of this Agreement.

12.10. Incorporation of Recitals. The recitals to this Agreement are hereby incorporated into the terms of this Agreement.

12.11. Interpretation. This Agreement shall be interpreted in accordance with the laws of the State of California.

12.12. Entire Agreement; Waivers and Amendments. This Agreement integrates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the parties with respect to all or part of the subject matter hereof, except as may be expressly provided herein. All waivers of the provisions of this Agreement must be in writing and signed by an authorized representative of the party to be charged, and all amendments hereto must be in writing and signed by the appropriate representatives of both parties.

12.13. Counterparts. This Agreement may be executed in one or more counterparts, all of which taken together shall be deemed one original.

13. Authority. The persons executing this Agreement on behalf of the parties warrant the (I) party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into of this Agreement does not violate any provisions of any other agreement to which said party is bound.

14. Governing Board Approval. Parties agree that this Agreement is contingent on approval by the Chaffey Community College District Governing Board.

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

APPROVED AS TO FORM:

_____
Fred Galante, City Attorney

APPROVED AS TO CONTENT:

_____
Hye Jin Lee, P.E.
Director of Public Works

CHAFFEY COMMUNITY COLLEGE DISTRICT

By:_____
(Signature and Date)

Name:_____
(Please type or print name)

Title:_____
(Please type or print title)

CITY OF CHINO

_____
Linda Reich, City Manager

Dated:_____

ATTEST:

By _____
Natalie Gonzaga, City Clerk

Dated: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT — CIVIL CODE § 1189

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

State of California)

County of _____)

On _____ before me, _____,

Date *Here Insert Name and Title of the Officer*

personally appeared _____

Name(s) of Signer(s)

_____,

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

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

WITNESS my hand and official seal.

Signature _____

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____
_____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____
_____

©2014 National Notary Association • www.NationalNotary.org • 1-800-US NOTARY (1-800-876-6827) Item #5907

01225.0068 2020729.1 7/10/2025

EXHIBIT “A”

LOCATION MAP

EXHIBIT "B"

WORKS OF IMPROVEMENT

A. Relocation of all public utility structures as necessary to properly construct the required improvements. Disposal of all rocks and debris located within any public right-of-way within said development or on the boundary streets thereof.

B. Installation of concrete curbs, gutters, sidewalks, cross gutters, driveways and intersections as shown on approved construction plans and in accordance with City Standards.

C. Installation of asphalt concrete or Portland Cement Concrete street pavement on base material as shown on approved construction plans and in accordance with City Standards.

D. Installation of approved landscaping (plants and materials).

The DISTRICT shall also perform all work and furnish all materials necessary, in the opinion of the Director of Development Services or his designee and on his order, to complete the improvements in accordance with the plans and specifications on file as hereinbefore specified, or any changes required or ordered by said Engineer which, in his opinion, are necessary or required to complete this work.

EXHIBIT "C"

CHAFFEY COMMUNITY COLLEGE DISTRICTEMERGENCY FIRE ACCESS DRIVEWAYENVIRONMENTAL WARRANTY

As a condition precedent to acceptance of the dedications and public improvements to be conveyed by the above-named DISTRICT to the City of Chino for the above-referenced Project, DISTRICT hereby warrants to the City of Chino that:

1. Neither DISTRICT nor any other person with DISTRICT's permission to be upon the property to be dedicated has used, generated, manufactured, produced, or released, on, under, or about the property to be dedicated, any Hazardous Substance except in compliance with all applicable environmental laws. For the purposes of this warranty, the term "Hazardous Substances" shall mean any substance or material which is capable of posing a risk of injury to health, safety or property, including all those materials and substances designated as hazardous or toxic by any federal, state or local law, ordinance, rule, regulation or policy, including but not limited to, all of those materials and substances defined as "Toxic Materials" in Sections 66680 through 66685 of Title 22 of the California Code of Regulations, Division 4, Chapter 30, as the same shall be amended from time to time, or any other materials requiring remediation under federal, state or local laws, ordinances, rules, regulations or policies.

2. DISTRICT has not caused or permitted the release of and has no knowledge of the release or presence of any Hazardous Substance on the property to be dedicated or the migration of any hazardous substance from or to any other property adjacent to, or in the vicinity of, the property to be dedicated.

3. DISTRICT's prior and present use of the property to be dedicated has not resulted in the release of any Hazardous Substance on the property to be dedicated.

4. All persons executing this warranty hereby represent and warrant to the City of Chino, and DISTRICT hereby represents and warrants, that the signators hereto have the legal power, right and authority to execute this warranty on behalf of the DISTRICT and that the signators hereto have sufficient knowledge or expertise, either personally, through reasonable inspection and investigation of the property, or through reasonable reliance upon the investigation and professional opinion of DISTRICT's environmental experts, to make the representations herein, and that no consent of any other party is required to execute this warranty and make the representations herein on behalf of the DISTRICT to the City of Chino.

Each of the undersigned persons declares under penalty of perjury that the foregoing is true and correct.

Dated: _____

CHAFFEY COMMUNITY COLLEGE DISTRICT*

By: _____

*Proof of authorization for DISTRICT's signatures is required to be submitted concurrently with this environmental warranty.

EXHIBIT “D”

PERFORMANCE BOND

MEMORANDUM
CITY OF CHINO
PUBLIC WORKS DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: LINDA REICH, CITY MANAGER

FROM: HYE JIN LEE, DIRECTOR OF PUBLIC WORKS

SUBJECT

Conditional Approval of a Covenant Agreement to Annex for Sanitary Sewer Service and request approval from the San Bernardino Local Agency Formation Commission (LAFCO) for sanitary sewer service for the property located at 12058 Roswell Avenue (proposed Accessory Dwelling Unit (ADU) and primary residence) within the City of Chino's Sphere of Influence.

RECOMMENDATION

1) Adopt Resolution No. 2025-062 conditionally approving a Covenant Agreement to Annex for Sanitary Sewer; 2) request approval from the San Bernardino Local Agency Formation Commission for sanitary sewer service for the property located at 12058 Roswell Avenue within the City of Chino's Sphere of Influence; and 3) authorize the City Manager to execute all the necessary documents on behalf of the City.

FISCAL IMPACT

There is no direct fiscal impact to the City's General Fund. All costs associated with utility connections, plan check, and LAFCO processing will be fully reimbursed by the applicant. Upon connection to the public sewer, the following fees will apply:

- Sewer Development Impact Fee (DIF): This one-time fee is assessed for all new connections to the City's sewer system.
- Inland Empire Utilities Agency (IEUA) Sewage Facilities Development Fee (SFDF): one-time fee for a new sewer connection within the IEUA service area.

In addition to one-time fees, property owners will be billed monthly for ongoing sewer service:

- Sewer Maintenance Fee (City)
- Wastewater Treatment Fee (pass-through to IEUA)

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Responsible Long-Range Planning
- Positive City Image

Revenue: Click or tap here to enter text.	Expenditure:

Transfer In: Click or tap here to enter text.	Transfer Out: Click or tap here to enter text.

BACKGROUND

The subject property, located at 12058 Roswell Avenue (previously 12054 Roswell Avenue), lies within the unincorporated area of San Bernardino County in the City of Chino's Sphere of Influence (SOI) and has a General Plan land use designation of Residential RD 2 (1-2 du/acre). The property is not contiguous to the City boundary and is currently developed with a single-family residence served by an on-site septic system. The property owner has submitted an application with the County of San Bernardino to convert the existing garage into an Accessory Dwelling Unit (ADU). As part of this request, the property owner seeks to connect the existing primary residence, and ultimately the proposed ADU, to the public sewer system.

City staff evaluated service availability and confirmed that connection can be provided via an existing 8-inch sewer main in Roswell Avenue. This facility is adequate to serve both the residence and the proposed ADUs.

In 2025, the City Council adopted Resolution No. 2025-021, which updated the Sewer Connection Policy and established revised criteria for SOI requests. Pursuant to this policy, staff determined that annexation was not practical due to the property's non-contiguous location relative to the City boundary and the disproportionate cost of pursuing annexation for a single property owner. As a result, an Ability to Serve Letter was issued on July 3, 2025. The current request qualifies under *Section 1. Properties within the Sphere of In Influence (SOI)* of the policy as a non-sizable development, is consistent with the General Plan and zoning designation, and satisfies all criteria for connection to the public sewer system.

Pursuant to the current policy, a recommendation from the Infrastructure and Streets Committee is not required for this request. Staff is therefore authorized to present the application directly to the City Council for consideration.

ISSUES/ANALYSIS

The San Bernardino County Local Agency Formation Commission (LAFCO) would likely require annexation of a broader area beyond the subject property to establish a logical and cohesive service boundary. However, coordinating such an annexation effort would place an unreasonable administrative and financial burden on a single property owner. The combined cost of LAFCO application fees, along with City, County, and construction-related expenses, renders annexation cost-prohibitive for the applicant currently.

In accordance with adopted City Council policy, the property owner will instead execute an Irrevocable Agreement to Annex (attached to the Resolution as Exhibit B), committing the property to annex into the City of Chino at a future date when broader annexation becomes feasible.

With adoption of Resolution No. 2025-062, the City Manager will be authorized to execute and submit a LAFCO Application for Extension of Services by Contract (attached as Exhibit A). Approval of the Irrevocable Agreement to Annex is contingent upon two conditions:

1. LAFCO approval of the City's service extension request, and
2. Full reimbursement by the applicant for all costs incurred by the City in the preparation, submittal, and processing of the LAFCO application.

The City Manager shall be authorized to execute the agreement on behalf of the City only after receiving written confirmation from LAFCO that the service extension request has been approved. If LAFCO denies the request, or if the applicant fails to reimburse the City in full, the agreement will not be executed, and utility service will not be extended.

It should be noted that properties with open code violations will not be permitted to connect to the public sewer system. Any such violations must be fully resolved, and staff will verify compliance prior to the issuance of a right-of-way permit for sewer connection.

Attachments:

Resolution No. 2025-062
Exhibit A – LAFCO Application for Extension of Services by Contract
Exhibit B – Irrevocable Agreement to Annex
Exhibit C – Sewer Lateral Map
Ability to Serve Letter (dated July 3, 2025)
City Sanitary Sewer Policy – Resolution No. 2025-021

RESOLUTION NO. 2025-062

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, CONDITIONALLY APPROVING A COVENANT AGREEMENT TO ANNEX FOR SANITARY SEWER SERVICE AND REQUEST APPROVAL FROM LAFCO (ASSESSOR PARCEL NUMBER 1013-501-05)

WHEREAS, the City of Chino received a request to provide sanitary sewer service to a property outside of its jurisdictional boundaries but within its sphere of influence, located at 12058 Roswell Avenue (previously 12054 Roswell), Chino, CA 91710 (APN 1013-501-05) ("Property"); and

WHEREAS, pursuant to Resolution No. 2025-021, the City's policy is to only allow new or existing developments located outside of the City's jurisdictional boundaries but within its sphere of influence to connect to the City's sanitary sewer system in accordance with the following requirements:

(1) If the parcel is not contiguous to the City boundary, the owner of the parcel must execute and file an irrevocable agreement to annex to the City at such time as sufficient parcels can be assembled and qualify for annexation in accordance with Local Agency Formation Commission ("**LAFCO**") policy pertaining to such annexations.

(2) If the parcel is contiguous to a City boundary, the owner will be required to annex the parcel to the City, or, if this is determined to be infeasible, to execute an irrevocable agreement to annex.

(3) Finally, all parcels requesting sewer service must be developed in accordance with the City's General Plan and in conformance with all City codes and standards; and

WHEREAS, the Property is contiguous to the City boundary, but annexation has been determined to be infeasible at this time and the owner of the Property has executed an irrevocable agreement to annex; and

WHEREAS, pursuant to Government Code Section 56133, the City may only provide new or extended services by agreement outside of its jurisdictional boundary if it first requests and receives written approval from LAFCO.

NOW, THEREFORE, BE IT RESOLVED, that the City of Chino does hereby determine, find, resolve, and order as follows:

SECTION 1. The City Manager or designee is authorized to execute the San Bernardino LAFCO Application for Extension of Service by Contract (attached to this Resolution as Exhibit A) and to submit the Application to the San Bernardino County LAFCO.

SECTION 2. The Covenant Agreement to Annex for Sanitary Sewer Service ("**Agreement**") (attached to this Resolution as Exhibit B) is approved, conditioned on (i) approval by LAFCO, and (ii) reimbursement by the applicant of all application fees and other costs incurred by the City in

preparing, submitting, and processing a request to LAFCO to extend sewer service to the Property pursuant to Government Code Section 56133 ("**Reimbursement**"). The City Manager is authorized to execute the Agreement on behalf of the City following notification by LAFCO that the City's request to extend services to the Property has been approved and following Reimbursement by the applicant. If the City's request to extend service to the Property is not approved by LAFCO or if applicant does not submit a full Reimbursement to the City, the Agreement shall not be executed by the City.

APPROVED AND ADOPTED THIS 16th DAY OF SEPTEMBER 2025.

EUNICE M. ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

State of California)
County of San Bernardino) ss.
City of Chino)

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify that the forgoing Resolution was duly adopted by the City Council at a regular meeting held on the 16th day of September 2025, by the following votes:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

_____
NATALIE GONZAGA, CITY CLERK

Attachments: Exhibit A – LAFCO Application
Exhibit B – Covenant Agreement to Annex

_____
(FOR LAFCO USE ONLY)

SAN BERNARDINO LAFCO
APPLICATION FOR
EXTENSION OF SERVICE BY CONTRACT

(A certified copy of the City Council/District Board of Directors resolution or a letter from the City Manager/General Manager requesting approval for an out-of-agency service agreement must be submitted together with this application form.)

AGENCY TO EXTEND SERVICE:

AGENCY NAME:	City of Chino
CONTACT PERSON:	Jesus Plasencia
ADDRESS:	13220 Central Avenue
	Chino, CA 91710
PHONE:	(909) 334-3418
EMAIL:	jplasencia@cityofchino.org

CONTRACTING PARTY:

NAME OF PROPERTY OWNER:	Xisheng Jia &Hong Ying Yuan
CONTACT PERSON:	Sarah Jia
MAILING ADDRESS:	12058 Roswell Avenue
	Chino, CA 91710
PHONE:	[redacted]
EMAIL:	
ADDRESS OF PROPERTY PROPOSED FOR CONTRACT:	12058 Roswell Avenue
	Chino, CA 91710
CONTRACT NUMBER/IDENTIFICATION:	n/a
PARCEL NUMBER(S):	1013-501-05
ACREAGE:	0.59 acres

_____
(FOR LAFCO USE ONLY)

The following questions are designed to obtain information related to the proposed agreement/contract to allow the Commission and staff to adequately assess the proposed service extension. You may include any additional information which you believe is pertinent. Please use additional sheets where necessary.

1. (a) List the type or types of service(s) to be provided by this agreement/contract.

Sewer service for the single-family residence and new attached Accessory Dwelling Units (ADU).

(b) Are any of the services identified above "new" services to be offered by the agency? ☐ YES ■ NO. If yes, please provide explanation on how the agency is able to provide the service.

2. Is the property to be served within the agency's sphere of influence? ■ YES ☐ NO

3. Please provide a description of the service agreement/contract.

The property owner is entering into an irrevocable agreement to annex the property as a condition of receiving sewer service.

4. (a) Is annexation of the territory by your agency anticipated at some point in the future? ☐ YES ■ NO. If yes, please provide a projected timeframe when it anticipates filing an application for annexation of territory that would include the area to be served. If no, please provide an explanation as to why a jurisdictional change is not possible at this time.

(b) Is the property to be served contiguous to the agency's boundary?
☒ YES ☐ NO. If yes, please provide explanation on why annexation to the agency is not being contemplated.

The financial burden of annexation is not feasible for an individual property owner with a single lot.

5. Is the service agreement/contract outside the Agency's sphere of influence in response to a threat to the public health and safety of the existing residents as defined by Government Code Section 56133(c)?
☐ YES ☒ NO. If yes, please provide documentation regarding the circumstance (i.e. letter from Environmental Health Services or the Regional Water Quality Control Board).

6. (a) What is the existing use of the property?

Residential (RD 2)

(b) Is a change in use proposed for the property? ☐ YES ☒ NO. If yes, please provide a description of the land use change.

7. If the service agreement/contract is for development purposes, please provide a complete description of the project to be served and its approval status.

n/a

8. Are there any land use entitlements/permits involved in the agreement/contract? ☐ YES ■ NO. If yes, please provide documentation for this entitlement including the conditions of approval and environmental assessment that are being processed together with the project. Please check and attach copies of those documents that apply:

Tentative Tract Map / Parcel Map	☐
Permit (Conditional Use Permit, General Plan Amendment, etc.)	☐
Conditions of Approval	☐
Negative Declaration (Initial Study)	☐
Notice of Determination (NOD)/Notice of Exemption (NOE)	☐
Department of Fish and Game (DFG) Receipt	☐
Others (please identify below)	☐

9. Has the agency proposing to extend service conducted any CEQA review for this contract? ☐ YES ■ NO. If yes, please provide a copy of the agency's environmental assessment including a copy of the filed NOD/NOE and a copy of the DFG Receipt.

10. Plan for Service:

(a) Please provide a detailed description of how services are to be extended to the property. The response should include, but not be limited to, a description of: 1) capacity of existing infrastructure, 2) type of infrastructure to be extended or added to serve the area, 3) location of existing infrastructure in relation to the area to be served, 4) distance of infrastructure to be extended to serve the area, and 5) other permits required to move forward with the service extension.

An 8-inch sewer main is available within the public right-of-way fronting the property. There is sufficient capacity in the system to accommodate the proposed service connection. The proposed single-family home is located within 250 feet of the main line.

The property owner will retain a licensed contractor to construct the lateral connecting the home and the ADU to the sewer main. This work will require a delta revision to the approved plan. Upon approval of the revised plan, the connection may proceed in accordance with City requirements.

(b) Please provide a detailed description of the overall cost to serve the property. The response should include the costs to provide the service (i.e. fees, connection charges, etc.) and also the costs of all improvements necessary to serve the area (i.e. material/equipment costs, construction/installation costs, etc.).

Description of Fees/Charges	*Cost*	*Total*
Sewer Development Impact Fee	$610.98	$610.98
Sewage Facilities Development	$8,620	$8,620
Estimated Construction Costs	tbd	tbd
Plan Check & Inspection	$1,500	$1,500
Right-of-Way Permit	$282	$282
Note: Does not include other costs such as		
County permit fees, mobilization, road, repair, etc.		
Total Costs	tbd	tbd

(c) Please identify any unique costs related to the service agreement such as premium outside City/District rates or additional 3rd-party user fees and charges (i.e. fees/charges attributable to other agencies).

n/a

(d) If financing is to occur, please provide any special financial arrangement between the agency and the property owner, including a discussion of any later repayment or reimbursement (If available, a copy of the agreement for repayment/reimbursement is to be provided).

n/a

11 Does the City/District have any policies related to extending service(s) outside its boundary? ■ YES ☐ NO. If yes, has a copy been provided to LAFCO? ■ YES ☐ NO. If not, please include a copy of the policy or policies (i.e. resolution, municipal code section, etc.) as part of the application.

Resolution 2025-021

CERTIFICATION

As a part of this application, the City/Town of CHINO, or the _____ District/Agency agree to defend, indemnify, hold harmless, promptly reimburse San Bernardino LAFCO for all reasonable expenses and attorney fees, and release San Bernardino LAFCO, its agents, officers, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it.

This indemnification obligation shall include, but not be limited to, damages, penalties, fines and other costs imposed upon or incurred by San Bernardino LAFCO should San Bernardino LAFCO be named as a party in any litigation or administrative proceeding in connection with this application.

The agency signing this application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications. I understand that if this application is approved, the Commission will impose a condition requiring the applicant to indemnify, hold harmless and reimburse the Commission for all legal actions that might be initiated as a result of that approval.

(FOR LAFCO USE ONLY)

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this evaluation of service extension to the best of my ability, and that the facts, statement and information presented herein are true and correct to the best of my knowledge and belief.

SIGNED _____

NAME: Jesus Plasencia

POSITION TITLE: Assistant City Engineer

DATE: _____

REQUIRED EXHIBITS TO THIS APPLICATION:

1. Copy of the agreement/contract.
2. Map(s) showing the property to be served, existing agency boundary, the location of the existing infrastructure, and the proposed location of the infrastructure to be extended.
3. Certified Plan for Service (if submitted as a separate document) including financing arrangements for service.

Please forward the completed form and related information to:

Local Agency Formation Commission for San Bernardino County
1170 W. Third Street, Unit 150,
San Bernardino, CA 92415-0490
PHONE: (909) 388-0480 • FAX: (909) 388-0481

Rev: krm – 8/19/2015

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

City of Chino
City Clerk
P.O. Box 667
Chino, CA 91708

Exempt from recording fees according to Government Code Section No. 27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE

COVENANT AGREEMENT TO ANNEX AND FOR SANITARY SEWER SERVICE

This Covenant Agreement ("**Agreement**") is made this ____ day of _____, 2025, by and between the City of Chino, a municipal corporation, hereinafter referred to as "**City**", and Xisheng Jia and Hong Ying Yuan hereinafter referred to as "**Owner**."

RECITALS

A. Owner owns that certain real property located at 12058 Roswell Avenue, in the County of San Bernardino, State of California, and more particularly described in Exhibit "A" attached hereto ("**Property**").

B. The Property is outside of City's territorial boundaries but within City's Sphere of Influence.

C. Owner has requested permission to connect the Property, and existing and/or proposed improvements on the Property, to the City's sanitary sewer system ("**Sewer**").

D. City is willing to allow Owner to connect the Property to the Sewer on the condition that Owner (i) enter into an irrevocable agreement to annex the Property to the City at such time as the City determines a sufficient number of parcels are assembled for annexation and the number of parcels or area qualifies for annexation in accordance with the Local Agency Formation Commission (LAFCO) policy pertaining to such annexations, and (ii) that Owner agrees to develop the Property in accordance with the City's General Plan and in conformance with all City codes and standards pertaining to the Sewer.

E. As required by Government Code Section 56133, the City has requested and received approval from the Local Agency Formation Commission (LAFCO) of San Bernardino County ("**LAFCO**") to provide Sewer service to the Property.

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. **Incorporation of Recitals.** The foregoing recitals are incorporated herein by reference.

2. **Effective Date; Duration.** This Agreement shall be effective ("**Effective Date**") on the date it is recorded in the Official Records of San Bernardino County ("**Official Records**") and shall continue in full force and effect until terminated in accordance with Section 7 below. Owner shall execute and acknowledge this Agreement and deliver it to City for execution after which City shall have it recorded in the Official Records and send a recorded copy to Owner.

3. **Owner's Representations and Warranties.** Owner represents and warrants to the City that, as of the Effective Date, Owner is the fee owner of the Property, that there are no other owners of the Property other than those listed in this Agreement, and that Owner has authority to execute this Agreement which shall be binding on the Property.

4. **Covenants, Restrictions and Obligations.** Owner covenants and agrees as follows:

(a) **Annexation.**

(i) At such time as the City decides to seek annexation of the Property to the City ("**Annexation**"), in the City's sole discretion, Owner shall consent to the Annexation, shall fully cooperate with and provide all necessary assistance to the City during the Annexation process, and shall take all actions required to effectuate the Annexation. Owner waives all rights to protest or otherwise oppose the Annexation of the Property to the City of Chino. Specifically, Owner shall not present any written or oral protest of or objection to Annexation to LAFCO, and shall not object (either orally or in writing) to any proposal by LAFCO to waive protest proceedings concerning the Annexation, whether at a public hearing or otherwise.

(ii) Additionally, Owner shall pay all fees and costs, at the time that they become due and payable, as would ordinarily be charged to an Owner whose property is being considered for annexation or is annexed to the City, if any.

(b) **Development of Property.** Upon and after connecting the Property to the Sewer, Owner shall use and develop the Property only in a manner consistent with the permitted use(s) for the Property as show in the Land Use Element of the City's General Plan ("**General Plan**"), in addition to any other land use and development standards imposed by the County of San Bernardino. Prior to connecting to and receiving Sewer service, Owner shall provide the City with sufficient information and documentation, including plans, drawings, and specifications, if necessary, to demonstrate to the City's reasonable satisfaction that the existing or proposed use of the Property is consistent with the General Plan. Notwithstanding any other provision of this Agreement, a current or proposed use that is not consistent with the General Plan will not be permitted to connect to the Sewer.

(c) **Sewer Connection.** Owner shall (i) pay all fees, charges, and deposits required by the City for connection to and use of the Sewer including but not limited to fees for Sewer Maintenance and IEUA Sewage Treatment; (ii) shall complete all improvements required to extend the Sewer to the Property, in accordance with City standards (as determined by the City Engineer), at Owner's sole expense; and (iii) shall comply with all City codes and standards regarding use of the Sewer, including but not limited to, discharge regulations.

5. **Extension of Sewer Service.** City agrees to allow the Property to connect to the Sewer, subject to Owner's compliance with the terms of this Agreement and subject to any conditions imposed by LAFCO in its approval of City's request to extend Sewer service to the Property, if any, which are incorporated herein.

6. **Runs with the Land.** This Agreement shall run with and burden the Property and all future owners, tenants, and occupants of the Property, and shall run in favor of the City in gross as a covenant and equitable servitude and shall benefit all real property owned by the City from time to time.

7. **Release of Covenant.** Provided Owner is not in default of this Agreement, Owner may request that this Agreement be released by sending written notice to City requesting the release after the Property has been annexed to the City of Chino. Upon confirmation of compliance with the foregoing to the reasonable satisfaction of the City, City shall execute a release in a form approved by the City Attorney, which shall be executed and acknowledged by the City and recorded in the Official Records. The release may be executed by the City Manager.

8. **Violations; Remedies.**

(a) **Breach of Annexation Covenant.**

(i) Owner's breach of Section 4(a)(i) of this Agreement will cause substantial injury to the City, including but not limited to delaying and potentially preventing City's ability to annex the Property and other properties to the City, which is the City's primary aim and intent in entering into this Agreement. Since the determination of actual damages caused by a breach of Section 4(a)(i) would be difficult or impractical to determine, City and Owner agree that if Owner breaches Section 4(a)(i) either by making a protest or objection as described in Section 4(a)(i) or refusing to take any actions required to effectuate the Annexation, Owner shall be liable for and shall pay to the City the sum of Ten Thousand Dollars ($10,000), and shall also reimburse the City for all costs (including legal fees) incurred by the City as a result of Owner's breach, all of which shall be due upon demand by the City, and shall be due whether or not Owner's breach prevents Annexation. City may also seek any other remedy for such breach available under law.

(ii) If Owner refuses or fails to timely make any payment described in Section 4(a)(ii), Owner authorizes City to make such payment on Owner's behalf and Owner shall reimburse City for such payment within (30) days of a written demand by the City.

(b) **Breach of Sewer Regulations.** If the City believes Owner has violated Section 4(c) of this Agreement, City may provide written notice of breach and demand that Owner

remedy the breach within thirty (30) days of receipt of the notice. If Owner fails to remedy the breach in the specified time period and provide proof thereof to the reasonable satisfaction of the City, Owner shall be liable for and shall pay to the City One Hundred Dollars ($100.00) per day until the breach is cured to the City's reasonable satisfaction.

(c) **Rights and Remedies are Cumulative.** The rights and remedies of the City listed in this Section 8 are cumulative and the exercise by City of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by Owner.

(d) **Lien.** If any amount due to the City under this Section 8 is not paid within thirty (30) days of a written demand by the City, City shall have the right to record a lien against the Property for such amount.

9. **Amendment or Modification.** This Agreement may not be amended or modified except (i) in writing executed by the then current owner(s) of the Property and the City, and (ii) recorded in the Official Records.

10. **Notices.** Any notice to be given under this Agreement shall be given by personal delivery or by depositing the same in the United States Mail, certified or registered, postage prepaid, at the following addresses:

City:	City of Chino 13220 Central Avenue Chino, CA 91710 Attn: Director of Development Services
With Copy to:	City of Chino 13220 Central Avenue Chino, CA 91710 Attn: City Attorney
Owner:	Xisheng Jia and Hong Ying Yuan 12058 Roswell Avenue Chino, CA 91710

Any notice delivered personally shall be effective upon delivery. Any notice given by mail as above provided shall be effective forty-eight (48) hours after deposit in the mail. Any party may change address for notice by giving written notice of such change to the other party.

11. **Miscellaneous.**

(a) **Severability.** If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

(b) **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of California and any legal action shall be brought in a court of competent jurisdiction in San Bernardino County.

(c) **Attorney's Fees.** In the event of any litigation or other legal proceeding arising from this Agreement, the prevailing party will be entitled to recover, in addition to any other relief awarded or granted, its reasonable costs and expenses, including attorney's fees, incurred in the proceeding.

(d) **Final Agreement.** This Agreement contains the entire understanding and agreement with respect to the subject matter of this Agreement and all prior or contemporaneous documents, communications, understandings, representations, and statements shall be of no force or effect.

(e) **Construction.** This Agreement shall be construed according to its fair meaning as if prepared by all parties to this Agreement. Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

(f) **No Waiver.** The failure to enforce any term, covenant, or condition of this Agreement shall not be construed as a waiver of the right to enforce this, or any other, term, covenant, or condition of this Agreement.

(g) **Counterparts.** This Agreement may be executed in any number of counterparts each of which shall be an original but all of which shall constitute one and the same document.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective officials thereunto duly authorized.

CITY:

CITY OF CHINO, a municipal corporation

_____
Dr. Linda Reich, City Manager

ATTEST:

_____
Natalie Gonzaga, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
Fred Galante, City Attorney

APPROVED AS TO CONTENT:

_____
Hye Jin Lee
Director of Public Works

OWNERS:

By: _____

Name: Xisheng Jia

By: _____

Name: Hong Ying Yuan

[OWNER'S SIGNATURE SHALL BE NOTARIZED]

EXHIBIT A

PROPERTY DESCRIPTION

THAT CERTAIN REAL PROPERTY IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, LEGALLY DESCRIBED AS FOLLOWS:

<<PENDING>>

APN:1013-501-05

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

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, 2025 before me, _____, a notary public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

_____
Notary Public

SEAL:

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

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

In _____, 2025 before me, _____, a notary public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

_____
Notary Public

SEAL:



Vicinity Map

Home and 2 ADUs Proposed Connection to Sewer Main



1425

EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN C. COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

July 3, 2025
Attn: Property Owner
losarah46@gmail.com

Subject: **Will Serve Letter Sewer Service**
12058 Roswell Avenue (previously 12054 Roswell)
APN 1013-501-05

To Whom It May Concern:

This letter serves as confirmation that the City of Chino is the exclusive provider of sanitary sewer services within the City's limits and Sphere of Influence (SOI). Property owners within the SOI may submit requests to connect their property to the City's sewer system.

Following a review of the existing sewer infrastructure surrounding the property at 12058 Roswell Avenue, City staff determined that an 8" sewer line is situated on Roswell Avenue, directly adjacent to the property. Therefore, the City of Chino hereby issues this "Will Serve" letter, indicating the availability of sewer service for the proposed Accessory Dwelling Unit at the aforementioned address.

As a condition precedent to sewer connection, the Property Owner shall execute and record an Irrevocable Agreement to Annex in a form approved by the City. In addition, the City shall submit a formal application for annexation to the San Bernardino County Local Agency Formation Commission (LAFCO). The Property Owner shall be responsible for the payment of all applicable LAFCO and City application fees, which shall be remitted to the City prior to the commencement of the application process.

Furthermore, all development projects processed through the County of San Bernardino that request municipal utility connections within the City's SOI are subject to the requirements set forth in City Council Resolution No. 2025-0212, which governs utility service eligibility and annexation conditions for properties located within the SOI.

Should you have any questions or require further information, please feel free to contact Sylvia Ramos, Contracts & DIF Administrator, at (909) 334-3418 or via email at sramos@cityofchino.org.

Sincerely,

Jesus Plasencia

Jesus Plasencia, P.E.
Assistant City Engineer

13220 Central Avenue, Chino, California 91710
Mailing Address: P.O. Box 667, Chino, California 91708-0667
(909) 334-3250 • (909) 334-3720 Fax
Web Site: www.cityofchino.org

RESOLUTION NO. 2025-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, SUPERSEDING RESOLUTION 2022-041 AND AMENDING THE SANITARY SEWER POLICY TO ESTABLISH CRITERIA FOR SEWER AND WATER SERVICE REQUESTS WITHIN THE CITY'S SPHERE OF INFLUENCE AND OUT-OF-BOUNDARY SERVICE AREAS

WHEREAS, the City of Chino ("City"), pursuant to its authority as a municipal corporation, previously adopted Resolution No. 2022-041 to establish a policy governing the provision of sanitary sewer services in the Sphere of Influence ("SOI"); and

WHEREAS, the City has determined that an amendment to the Sanitary Sewer Policy ("Policy") is necessary to establish clear and enforceable criteria for evaluating sewer and water service requests within its SOI and out-of-boundary service areas; and

WHEREAS, the amended Policy provides a structured framework for assessing infrastructure capacity, regulatory compliance, financial feasibility, and regional public benefits to ensure that sewer and water service extensions align with the City's General Plan, Capital Improvement Program, and long-term infrastructure investment priorities as applicable; and

WHEREAS, in furtherance of these objectives, all requests for sewer and water service within the SOI and out-of-boundary service areas shall be evaluated on a case-by-case basis utilizing the criteria in the amended Policy; and

WHEREAS, any request for sewer or water service that does not conform to the City's General Plan land use designations and Zoning Code within the SOI or any request for municipal service connections outside the City's boundaries shall require review by the Infrastructure Committee and a recommendation to the City Council prior to issuance of an "Ability to Serve" letter to the requesting party; and

WHEREAS, an "Ability to Serve" letter shall not constitute approval of a utility service connection but shall serve solely as confirmation that the City has the capacity to provide service at the time of issuance; final authority to approve any sewer or water service connection shall remain exclusively with the City Council, which must authorize service through the execution of a formal agreement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHINO DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. PROPERTIES WITHIN THE SPHERE OF INFLUENCE (SOI)

Properties located within the SOI seeking connection to the public sewer system shall exclusively obtain sewer service from the City. Pursuant to Section 713.4 of the California Plumbing Code, titled Public Sewer Availability, any property situated within two hundred (200) feet of an existing public sewer line is required to connect to the City's sanitary sewer system. All requests for connection shall be reviewed on a case-by-case basis and shall comply fully with the guidelines set forth herein for properties within the SOI. Any deviations from the General Plan and zoning requirements , irrespective of degree or nature, are subject to review and approval at the sole discretion of the City Council.

A. General Plan & Zoning Requirements

Properties within the SOI must conform to the City's General Plan land use and zoning requirements to qualify for sewer service connection:

Staff may not independently authorize any deviation from the City's General Plan or zoning requirements. All such requests must first be presented to the Infrastructure Committee for review. The Committee shall provide a recommendation to the City Council, which holds final authority to approve or deny any deviation and associated utility connection.

B. Annexation Requirements

1. Non-Contiguous Parcels (SOI parcels not adjacent to the City boundary):

   a. Non-adjacent properties within the SOI that do not qualify as a Sizable Project as defined herein, may connect to the public sewer system upon execution and recording of an Irrevocable Agreement to Annex. City staff is authorized to issue an "Ability to Serve" letter for such requests, provided the subject property fully complies with all applicable General Plan and zoning requirements. The issuance of an "Ability to Serve" letter by staff shall not constitute final approval; the ultimate approval authority for sewer connection remains solely with the City Council, contingent upon approval of the formal Irrevocable Agreement to Annex.

   b. Non-adjacent properties within the SOI that qualify as a Sizable Projects as defined herein, may connect to the public sewer system upon execution and recording of an Irrevocable Agreement to Annex; provided annexation into the City is determined to be economically or practically infeasible as defined in Section 2 herein. The Infrastructure Committee shall provide a recommendation to the City Council, which holds final authority to approve or deny the issuance of the Ability to Serve Letter contingent upon the project's full compliance with all applicable General Plan and zoning requirements. Recommendation of such letter by the Infrastructure Committee shall not constitute final approval; ultimate approval authority for sewer connection serving Sizable Projects remains solely with the City Council, contingent upon approval of the Irrevocable Agreement to Annex.

   c. Additionally, in the event a proposed project fails to conform with applicable General Plan or Zoning requirements, such project shall be subject to the provisions set forth in Section 1 of this policy. Furthermore, depending upon the size, scale, and anticipated impacts of the proposed development, the City reserves the right to require annexation into the City, with all associated annexation costs and expenses borne solely by the applicant.

2. Contiguous Parcels (SOI parcels bordering the City boundary)

   Contiguous properties within the SOI shall be required to annex into the City to connect to the public sewer system, unless the City determines annexation to be economically or practically infeasible, as defined in Section 2 herein. In cases where annexation is deemed infeasible, connection may be permitted upon execution and recording of an Irrevocable Agreement to Annex. All provisions and requirements governing sewer connections under

an Irrevocable Agreement to Annex, including but not limited to parcel size, project type, compliance with General Plan and zoning requirements, Infrastructure Committee recommendation, and final approval by the City Council, as outlined above for non-adjacent properties, shall fully apply.

3. Accessory Dwelling Units (ADUs) Exemption

a) Accessory Dwelling Units (ADUs) located within the SOI shall remain exempt from mandatory connection to the City's public sewer system pursuant to California Government Code Section 65852.2(f)(2), as amended. Notwithstanding this exemption, City staff shall proactively provide property owners requesting an "Ability to Serve" or "Not Serve" letter with comprehensive information regarding available public sewer connection options, particularly in cases where public sewer infrastructure exists adjacent or in close proximity to the subject property. Further, staff shall actively encourage connection to the public sewer system for all structures located on the subject parcel, including but not limited to ADUs and associated single-family residences, wherever connection is determined by the City to be feasible.

b) In cases where an ADU property owner within the SOI voluntarily elects to connect to the public sewer system, City staff is authorized to issue an "Ability to Serve" letter irrespective of compliance with General Plan or zoning requirements. All applicable provisions, requirements, and procedures associated with executing and recording an Irrevocable Agreement to Annex, as outlined in Section 1 of this policy, shall fully apply. Issuance of an "Ability to Serve" letter by staff shall not constitute final approval; ultimate authority to approve sewer connections remains solely with the City Council.

4. Sizable Projects

a) "Sizable Projects" shall be defined as new developments or infill projects within the Sphere of Influence (SOI) consisting of more than four (4) residential dwelling units, or commercial and industrial developments exceeding 10,000 square feet of gross floor area. The determination of annexation requirements for these projects shall consider criteria including, but not limited to, proximity or contiguity to the City boundary, projected impacts on City infrastructure and municipal services, and the type, scope, and overall scale of the proposed development.

b) All "Sizable Projects," as defined herein, shall be subject to review and recommendation by the Infrastructure Committee prior to the issuance of an "Ability to Serve" letter. Such letter may only be issued by City staff, following City Council approval. Final authority for sewer connection for all Sizable Projects resides exclusively with the City Council and shall be granted only upon the execution of an Irrevocable Agreement to Annex for Sanitary Sewer Service.

SECTION 2. INFEASIBILITY DETERMINATIONS SPHERE OF INFLUENCE (SOI):

The City of Chino expressly reserves the right to determine, in its sole discretion, that annexation is infeasible under any of the following conditions:

1. Disproportionate Burden on an Individual Property Owner – Where the proposed annexation would impose an undue financial or procedural obligation on the requesting property owner, rendering the annexation inequitable.
2. Insufficient Support from Adjacent Property Owners – Where there is inadequate participation or concurrence from surrounding parcels necessary to justify or effectuate the annexation.
3. Infrastructure Deficiencies – Where existing municipal sewer or water infrastructure is inadequate or otherwise incapable of accommodating the proposed annexation.
4. Economic Viability – Where the extension of municipal services to the subject property, absent broader support or financial participation from neighboring parcels, would result in an unsustainable fiscal obligation to the City.
5. Excessive Long-Term Liabilities – Where annexation would create undue or excessive ongoing maintenance, operational, or financial burdens on the City, compromising its ability to efficiently manage municipal infrastructure.

City staff shall make the initial determination for infeasibility; however, depending on the nature of the request, the Infrastructure Committee and, ultimately, the City Council shall retain the final authority to determine whether a property is deemed infeasible for annexation into the City as a prerequisite to connecting to the public sewer system.

SECTION 3. OUT-OF-BOUNDARY SERVICE AGREEMENTS

An Out-of-Boundary Service Agreement ("Agreement") is a legally binding instrument between the City of Chino ("City") and another municipal jurisdiction ("Requesting Municipality") for the provision of municipal sewer and water services to properties located outside the City's corporate limits and beyond its Sphere of Influence. The extension of such services shall be considered an extraordinary measure and will only be granted when the City Council, at its sole and absolute discretion, determines that:

1. No other reasonable or feasible alternative exists for the property to connect to a sewer or water system; and
2. The requested service extension is technically feasible; and
3. The extension will not adversely impact existing or planned infrastructure.
4. The service extension will not create significant impacts on the economic interests of the City, its residents or businesses.

Each request for an "Out-of-Boundary" Sewer and Water Service Agreement shall be subject to a case-by-case review and undergo a Service Feasibility Analysis, as defined below.

Service Feasibility Analysis

No Agreement shall be approved unless and until a comprehensive feasibility analysis has been conducted by the City, which shall include, but not be limited to, an assessment of the following factors:

1. Infrastructure Capacity and Accessibility – The extent to which the City's existing sewer and water infrastructure possesses sufficient capacity to accommodate the proposed service extension without compromising existing or planned service obligations.

2. Long-Term Maintenance Obligations – The anticipated financial and operational burden associated with maintaining, repairing, and replacing infrastructure necessary to facilitate service under the Agreement, including lifecycle costs, depreciation, and projected capital improvement needs.
3. Impact on Existing and Future Service Demands – A determination as to whether the proposed service extension would negatively impact the City's ability to meet current or future service demands, including regulatory compliance and long-term sustainability considerations.
4. Technical Study Requirement – As a condition precedent to approval, the Requesting Municipality shall be required to commission and submit a comprehensive study, prepared by a licensed professional engineer, analyzing the feasibility, impact, and technical requirements associated with the requested utility service connection. Such study shall include capacity assessments, identification of necessary infrastructure improvements, and a projection of long-term system impacts. The City shall have full authority to review, approve, or reject the findings of the said study, and all costs associated with the preparation and submission thereof shall be borne solely by the Requesting Municipality.
5. A Recycled Water Allocation Service Feasibility Analysis shall be conducted to determine whether the proposed service extension results in a net increase in the recycled water allocated to the City. Any Out-of-Boundary Service Agreement for sewer connections shall expressly state that all recycled water generated from wastewater treated within the City's system remains part of the City of Chino's allocated supply. No rights, claims, or entitlements to the recycled water shall be granted to the external agency or development receiving sewer service.

Infrastructure Committee Oversight

a) All requests for municipal sewer or water connections under this Agreement shall be subject to a comprehensive review by the Infrastructure Committee. The Infrastructure Committee may, at its discretion, recommend to the City Council the issuance of an "Ability to Serve" letter; however, such recommendation shall not constitute approval of the requested service connection.

b) Final authority to approve or deny any service extension request shall rest solely with the City Council. No connection shall be permitted unless and until the City Council grants final approval.

c) Additionally, the "Ability to Serve" letter will include an acknowledgment stating that the Requesting Municipality understands its applicants assume certain risks when proceeding with projects that rely on out-of-boundary sewer or water service. While City of Chino staff adheres to all formal policy requirements in processing such requests, the ultimate outcome remains uncertain, as approval or denial is solely at the discretion of the City Council.

Requesting Agency's Cost Participation and Applicant Obligations

If the City grants approval to extend service, the City and the adjacent jurisdiction shall enter into an agreement outlining the terms and conditions of the service extension. This agreement shall include, but is not limited to, the following provisions

a) Where the extension of sewer or water service necessitates new infrastructure, the applicant shall be solely responsible for all costs associated with constructing the necessary service line or laterals to establish the connection to the City's utility line.

b) If future downstream upsizing or replacement of the existing City-owned utility line is required to accommodate increased capacity needs, the applicant shall provide a one-time, lump-sum fair share contribution toward the cost of such improvements, determined per the Service Feasibility Analysis.

c) The applicant shall also be responsible for the payment of all applicable Development Impact Fees (DIF) and any required pass-through fees to the Inland Empire Utilities Agency (IEUA) in accordance with prevailing fee schedules and agency requirements.

SECTION 4. SUPERSESSION

Resolution 2022-041 is hereby superseded and replaced in its entirety by this resolution. Any provisions, policies, or approvals established under Resolution 2022-041 that conflict with this resolution are hereby repealed and shall have no further force or effect.

All references to Resolution 2022-041 in any existing agreements, policies, or documents shall be interpreted in accordance with this resolution. In the event of any inconsistency between this resolution and prior City policies, the terms of this resolution shall govern.

PASSED, APPROVED, AND ADOPTED THIS 3rd DAY OF JUNE 2025.

EUNICE M. ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) §.
CITY OF CHINO)

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify the foregoing Resolution 2025-021 was duly adopted by the Chino City Council at a regular meeting held on the 3rd day of June 2025, by the following votes:

AYES:	COUNCIL MEMBERS:	LUCIO, FLORES, BURTON, ULLOA
NOES:	COUNCIL MEMBERS:	NONE.
ABSENT:	COUNCIL MEMBERS:	COMSTOCK

ngonzaga
NATALIE GONZAGA, CITY CLERK

MEMORANDUM
CITY OF CHINO
PUBLIC WORKS DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: LINDA REICH, CITY MANAGER

FROM: HYE JIN LEE, DIRECTOR OF PUBLIC WORKS

SUBJECT

Conditional Approval of a Covenant Agreement to Annex for Sanitary Sewer Service and request approval from the San Bernardino Local Agency Formation Commission (LAFCO) for sanitary sewer service for the property located at 13140 Roswell Avenue (new Accessory Dwelling Unit and primary residence) within the City of Chino's Sphere of Influence.

RECOMMENDATION

1) Adopt Resolution No. 2025-063 conditionally approving a Covenant Agreement to Annex for Sanitary Sewer; 2) request approval from the San Bernardino Local Agency Formation Commission for sanitary sewer service for the property located at 13140 Roswell Avenue within the City of Chino's Sphere of Influence; and 3) authorize the City Manager to execute all the necessary documents on behalf of the City.

FISCAL IMPACT

There is no direct fiscal impact to the City's General Fund. All costs associated with utility connections, plan check, and LAFCO processing will be fully reimbursed by the applicant. Upon connection to the public sewer, the following fees will apply:

- Sewer Development Impact Fee (DIF): This one-time fee is assessed for all new connections to the City's sewer system.
- Inland Empire Utilities Agency (IEUA) Sewage Facilities Development Fee (SFDF): one-time fee for a new sewer connection within the IEUA service area.

In addition to one-time fees, property owners will be billed monthly for ongoing sewer service:

- Sewer Maintenance Fee (City)
- Wastewater Treatment Fee (pass-through to IEUA)

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Responsible Long-Range Planning
- Positive City Image

Revenue: Click or tap here to enter text.	Expenditure:
Transfer In: Click or tap here to enter text.	Transfer Out: Click or tap here to enter text.

BACKGROUND

The subject property, located at 13140 Roswell Avenue, lies within the unincorporated area of San Bernardino County in the City of Chino's Sphere of Influence (SOI) and has a General Plan land use designation of Residential RD 4.5 (3-4.5 du/acre). The property is not contiguous to the City boundary and is currently developed with a single-family residence served by an on-site septic system. The owner proposes to construct an Accessory Dwelling Unit (ADU) and has requested to connect both the existing residence and the proposed ADU to the public sewer system.

City staff evaluated the availability of public sewer and confirmed that service can be provided via an existing 8-inch sewer main located in Roswell Avenue. This facility is adequate to accommodate both the existing residence and the proposed ADU.

At the time the request was submitted, the City was operating under Resolution No. 2022-041 (the prior Sanitary Sewer Policy). Under that policy, staff determined that annexation was not practical given the property's non-contiguous location to the City boundary and the disproportionate cost and administrative burden for a single property owner. Accordingly, staff issued an Ability to Serve Letter on May 16, 2025, consistent with the provisions in effect at that time.

Subsequently, the City Council adopted Resolution No. 2025-021, which superseded the previous policy and established updated criteria for evaluating sewer service requests within the SOI. Upon reevaluation under the new policy, staff determined that this request continues to meet the applicable requirements for service under *Section 1. Properties within the Shere of Influence (SOI)*, which governs properties located within the SOI. The project qualifies as a non-sizable development, is consistent with the City's General Plan and zoning designations, and satisfies all criteria for utility connection.

In accordance with the provisions of the current policy, a recommendation from the Infrastructure and Streets Committee was not required for this request. Staff is therefore authorized to present the service application directly to the City Council for consideration.

ISSUES/ANALYSIS

The San Bernardino County Local Agency Formation Commission (LAFCO) would likely require annexation of a broader area beyond the subject property to establish a logical and cohesive service boundary. However, coordinating such an annexation effort would place an unreasonable administrative and financial burden on a single property owner. The combined cost of LAFCO application fees, along with City, County, and construction-related expenses, renders annexation cost-prohibitive for the applicant currently.

In accordance with adopted City Council policy, the property owner will instead execute an Irrevocable Agreement to Annex (attached to the Resolution as Exhibit B), committing the property to annex into the City of Chino at a future date when broader annexation becomes feasible.

With adoption of Resolution No. 2025-063, the City Manager will be authorized to execute and submit a LAFCO Application for Extension of Services by Contract (attached as Exhibit A). Approval of the Irrevocable Agreement to Annex is contingent upon two conditions:

1. LAFCO approval of the City's service extension request, and
2. Full reimbursement by the applicant for all costs incurred by the City in the preparation, submittal, and processing of the LAFCO application.

The City Manager shall be authorized to execute the agreement on behalf of the City only after receiving written confirmation from LAFCO that the service extension request has been approved. If LAFCO denies the request, or if the applicant fails to reimburse the City in full, the agreement will not be executed, and utility service will not be extended.

It should be noted that properties with open code violations will not be permitted to connect to the public sewer system. Any such violations must be fully resolved, and staff will verify compliance prior to the issuance of a right-of-way permit for sewer connection.

Attachments:

Resolution No. 2025-063
Exhibit A – LAFCO Application for Extension of Services by Contract
Exhibit B – Irrevocable Agreement to Annex
Exhibit C – Sewer Lateral Map
Ability to Serve Letter (dated May 16, 2025)
City Sanitary Sewer Policy – Resolution No. 2025-021

RESOLUTION NO. 2025-063

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, CONDITIONALLY APPROVING A COVENANT AGREEMENT TO ANNEX FOR SANITARY SEWER SERVICE AND REQUEST APPROVAL FROM LAFCO (ASSESSOR PARCEL NUMBER 1019-262-14)

WHEREAS, the City of Chino received a request to provide sanitary sewer service to a property outside of its jurisdictional boundaries but within its sphere of influence, located at 13140 Roswell Avenue, Chino, CA 91710 (APN 1019-262-14) ("Property"); and

WHEREAS, pursuant to Resolution No. 2025-021, the City's policy is to only allow new or existing developments located outside of the City's jurisdictional boundaries but within its sphere of influence to connect to the City's sanitary sewer system in accordance with the following requirements:

(1) If the parcel is not contiguous to the City boundary, the owner of the parcel must execute and file an irrevocable agreement to annex to the City at such time as sufficient parcels can be assembled and qualify for annexation in accordance with Local Agency Formation Commission ("**LAFCO**") policy pertaining to such annexations.

(2) If the parcel is contiguous to a City boundary, the owner will be required to annex the parcel to the City, or, if this is determined to be infeasible, to execute an irrevocable agreement to annex.

(3) Finally, all parcels requesting sewer service must be developed in accordance with the City's General Plan and in conformance with all City codes and standards; and

WHEREAS, the Property is contiguous to the City boundary, but annexation has been determined to be infeasible at this time and the owner of the Property has executed an irrevocable agreement to annex; and

WHEREAS, pursuant to Government Code Section 56133, the City may only provide new or extended services by agreement outside of its jurisdictional boundary if it first requests and receives written approval from LAFCO.

NOW, THEREFORE, BE IT RESOLVED, that the City of Chino does hereby determine, find, resolve, and order as follows:

SECTION 1. The City Manager or designee is authorized to execute the San Bernardino LAFCO Application for Extension of Service by Contract (attached to this Resolution as Exhibit A) and to submit the Application to the San Bernardino County LAFCO.

SECTION 2. The Covenant Agreement to Annex for Sanitary Sewer Service ("**Agreement**") (attached to this Resolution as Exhibit B) is approved, conditioned on (i) approval by LAFCO, and (ii) reimbursement by the applicant of all application fees and other costs incurred by the City in preparing, submitting, and processing a request to LAFCO to extend sewer service to the Property

pursuant to Government Code Section 56133 ("**Reimbursement**"). The City Manager is authorized to execute the Agreement on behalf of the City following notification by LAFCO that the City's request to extend services to the Property has been approved and following Reimbursement by the applicant. If the City's request to extend service to the Property is not approved by LAFCO or if applicant does not submit a full Reimbursement to the City, the Agreement shall not be executed by the City.

APPROVED AND ADOPTED THIS 16th DAY OF SEPTEMBER 2025.

EUNICE M. ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

State of California)
County of San Bernardino) ss.
City of Chino)

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify that the forgoing Resolution was duly adopted by the City Council at a regular meeting held on the 16th day of September 2025, by the following votes:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

_____
NATALIE GONZAGA, CITY CLERK

Attachments: Exhibit A – LAFCO Application
Exhibit B – Covenant Agreement to Annex

_____
(FOR LAFCO USE ONLY)

SAN BERNARDINO LAFCO
APPLICATION FOR
EXTENSION OF SERVICE BY CONTRACT

(A certified copy of the City Council/District Board of Directors resolution or a letter from the City Manager/General Manager requesting approval for an out-of-agency service agreement must be submitted together with this application form.)

AGENCY TO EXTEND SERVICE:

AGENCY NAME:	City of Chino
CONTACT PERSON:	Jesus Plasencia
ADDRESS:	13220 Central Avenue
	Chino, CA 91710
PHONE:	(909) 334-3418
EMAIL:	jplasencia@cityofchino.org

CONTRACTING PARTY:

NAME OF PROPERTY OWNER:	Moses Gutierrez
CONTACT PERSON:	Moses Gutierrez
MAILING ADDRESS:	13140 Roswell Avenue
	Chino, CA 91710
PHONE:	[redacted]
EMAIL:	
ADDRESS OF PROPERTY PROPOSED FOR CONTRACT:	13140 Roswell Avenue
	Chino, CA 91710
CONTRACT NUMBER/IDENTIFICATION:	n/a
PARCEL NUMBER(S):	1019-262-14
ACREAGE:	0.25 acres

_____
(FOR LAFCO USE ONLY)

The following questions are designed to obtain information related to the proposed agreement/contract to allow the Commission and staff to adequately assess the proposed service extension. You may include any additional information which you believe is pertinent. Please use additional sheets where necessary.

1. (a) List the type or types of service(s) to be provided by this agreement/contract.

Sewer service for an existing single-family residence and new Accessory Dwelling Unit (ADU).

(b) Are any of the services identified above "new" services to be offered by the agency? ☐ YES ■ NO. If yes, please provide explanation on how the agency is able to provide the service.

2. Is the property to be served within the agency's sphere of influence? ■ YES ☐ NO

3. Please provide a description of the service agreement/contract.

The property owner is entering into an irrevocable agreement to annex the property as a condition of receiving sewer service.

4. (a) Is annexation of the territory by your agency anticipated at some point in the future? ☐ YES ■ NO. If yes, please provide a projected timeframe when it anticipates filing an application for annexation of territory that would include the area to be served. If no, please provide an explanation as to why a jurisdictional change is not possible at this time.

(b) Is the property to be served contiguous to the agency's boundary?
☒ YES ☐ NO. If yes, please provide explanation on why annexation to the agency is not being contemplated.

The financial burden of annexation is not feasible for an individual property owner with a single lot.

5. Is the service agreement/contract outside the Agency's sphere of influence in response to a threat to the public health and safety of the existing residents as defined by Government Code Section 56133(c)?
☐ YES ☒ NO. If yes, please provide documentation regarding the circumstance (i.e. letter from Environmental Health Services or the Regional Water Quality Control Board).

6. (a) What is the existing use of the property?

Residential (RD 4.5)

(b) Is a change in use proposed for the property? ☐ YES ☒ NO. If yes, please provide a description of the land use change.

7. If the service agreement/contract is for development purposes, please provide a complete description of the project to be served and its approval status.

n/a

8. Are there any land use entitlements/permits involved in the agreement/contract? ☐ YES ■ NO. If yes, please provide documentation for this entitlement including the conditions of approval and environmental assessment that are being processed together with the project. Please check and attach copies of those documents that apply:

Tentative Tract Map / Parcel Map	☐
Permit (Conditional Use Permit, General Plan Amendment, etc.)	☐
Conditions of Approval	☐
Negative Declaration (Initial Study)	☐
Notice of Determination (NOD)/Notice of Exemption (NOE)	☐
Department of Fish and Game (DFG) Receipt	☐
Others (please identify below)	☐

9. Has the agency proposing to extend service conducted any CEQA review for this contract? ☐ YES ■ NO. If yes, please provide a copy of the agency's environmental assessment including a copy of the filed NOD/NOE and a copy of the DFG Receipt.

10. Plan for Service:

(a) Please provide a detailed description of how services are to be extended to the property. The response should include, but not be limited to, a description of: 1) capacity of existing infrastructure, 2) type of infrastructure to be extended or added to serve the area, 3) location of existing infrastructure in relation to the area to be served, 4) distance of infrastructure to be extended to serve the area, and 5) other permits required to move forward with the service extension.

An 8-inch sewer main is available within the public right-of-way fronting the property. There is sufficient capacity in the system to accommodate the proposed service connection. The proposed single-family home is located within 250 feet of the main line.

The property owner will retain a licensed contractor to construct the lateral connecting the home and ADU to the sewer main. This work will require a delta revision to the approved plan. Upon approval of the revised plan, the connection may proceed in accordance with City requirements.

(b) Please provide a detailed description of the overall cost to serve the property. The response should include the costs to provide the service (i.e. fees, connection charges, etc.) and also the costs of all improvements necessary to serve the area (i.e. material/equipment costs, construction/installation costs, etc.).

Description of Fees/Charges	*Cost*	*Total*
Sewer Development Impact Fee	$610.98	$610.98
Sewage Facilities Development	$8,620	$8,620
Estimated Construction Costs	tbd	tbd
Plan Check & Inspection	$1,500	$1,500
Right-of-Way Permit	$282	$282
Note: Does not include other costs such as		
County permit fees, mobilization, road, repair, etc.		
Total Costs	tbd	tbd

(c) Please identify any unique costs related to the service agreement such as premium outside City/District rates or additional 3rd-party user fees and charges (i.e. fees/charges attributable to other agencies).

n/a

(d) If financing is to occur, please provide any special financial arrangement between the agency and the property owner, including a discussion of any later repayment or reimbursement (If available, a copy of the agreement for repayment/reimbursement is to be provided).

n/a

11 Does the City/District have any policies related to extending service(s) outside its boundary? ■ YES ☐ NO. If yes, has a copy been provided to LAFCO? ■ YES ☐ NO. If not, please include a copy of the policy or policies (i.e. resolution, municipal code section, etc.) as part of the application.

Resolution 2025-021

CERTIFICATION

As a part of this application, the City/Town of CHINO, or the _____ District/Agency agree to defend, indemnify, hold harmless, promptly reimburse San Bernardino LAFCO for all reasonable expenses and attorney fees, and release San Bernardino LAFCO, its agents, officers, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it.

This indemnification obligation shall include, but not be limited to, damages, penalties, fines and other costs imposed upon or incurred by San Bernardino LAFCO should San Bernardino LAFCO be named as a party in any litigation or administrative proceeding in connection with this application.

The agency signing this application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications. I understand that if this application is approved, the Commission will impose a condition requiring the applicant to indemnify, hold harmless and reimburse the Commission for all legal actions that might be initiated as a result of that approval.

(FOR LAFCO USE ONLY)

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this evaluation of service extension to the best of my ability, and that the facts, statement and information presented herein are true and correct to the best of my knowledge and belief.

SIGNED _____

NAME: Jesus Plasencia

POSITION TITLE: Assistant City Engineer

DATE: _____

REQUIRED EXHIBITS TO THIS APPLICATION:

1. Copy of the agreement/contract.
2. Map(s) showing the property to be served, existing agency boundary, the location of the existing infrastructure, and the proposed location of the infrastructure to be extended.
3. Certified Plan for Service (if submitted as a separate document) including financing arrangements for service.

Please forward the completed form and related information to:

Local Agency Formation Commission for San Bernardino County
1170 W. Third Street, Unit 150,
San Bernardino, CA 92415-0490
PHONE: (909) 388-0480 • FAX: (909) 388-0481

Rev: krm – 8/19/2015

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

City of Chino
City Clerk
P.O. Box 667
Chino, CA 91708

Exempt from recording fees according to Government Code Section No. 27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE

COVENANT AGREEMENT TO ANNEX AND FOR SANITARY SEWER SERVICE

This Covenant Agreement ("**Agreement**") is made this ____ day of _____, 2025, by and between the City of Chino, a municipal corporation, hereinafter referred to as "**City**", and Moses Gutierrez hereinafter referred to as "**Owner**."

RECITALS

A. Owner owns that certain real property located at 13140 Roswell Avenue, in the County of San Bernardino, State of California, and more particularly described in Exhibit "A" attached hereto ("**Property**").

B. The Property is outside of City's territorial boundaries but within City's Sphere of Influence.

C. Owner has requested permission to connect the Property, and existing and/or proposed improvements on the Property, to the City's sanitary sewer system ("**Sewer**").

D. City is willing to allow Owner to connect the Property to the Sewer on the condition that Owner (i) enter into an irrevocable agreement to annex the Property to the City at such time as the City determines a sufficient number of parcels are assembled for annexation and the number of parcels or area qualifies for annexation in accordance with the Local Agency Formation Commission (LAFCO) policy pertaining to such annexations, and (ii) that Owner agrees to develop the Property in accordance with the City's General Plan and in conformance with all City codes and standards pertaining to the Sewer.

E. As required by Government Code Section 56133, the City has requested and received approval from the Local Agency Formation Commission (LAFCO) of San Bernardino County ("**LAFCO**") to provide Sewer service to the Property.

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. **Incorporation of Recitals.** The foregoing recitals are incorporated herein by reference.

2. **Effective Date; Duration.** This Agreement shall be effective ("**Effective Date**") on the date it is recorded in the Official Records of San Bernardino County ("**Official Records**") and shall continue in full force and effect until terminated in accordance with Section 7 below. Owner shall execute and acknowledge this Agreement and deliver it to City for execution after which City shall have it recorded in the Official Records and send a recorded copy to Owner.

3. **Owner's Representations and Warranties.** Owner represents and warrants to the City that, as of the Effective Date, Owner is the fee owner of the Property, that there are no other owners of the Property other than those listed in this Agreement, and that Owner has authority to execute this Agreement which shall be binding on the Property.

4. **Covenants, Restrictions and Obligations.** Owner covenants and agrees as follows:

(a) **Annexation.**

(i) At such time as the City decides to seek annexation of the Property to the City ("**Annexation**"), in the City's sole discretion, Owner shall consent to the Annexation, shall fully cooperate with and provide all necessary assistance to the City during the Annexation process, and shall take all actions required to effectuate the Annexation. Owner waives all rights to protest or otherwise oppose the Annexation of the Property to the City of Chino. Specifically, Owner shall not present any written or oral protest of or objection to Annexation to LAFCO, and shall not object (either orally or in writing) to any proposal by LAFCO to waive protest proceedings concerning the Annexation, whether at a public hearing or otherwise.

(ii) Additionally, Owner shall pay all fees and costs, at the time that they become due and payable, as would ordinarily be charged to an Owner whose property is being considered for annexation or is annexed to the City, if any.

(b) **Development of Property.** Upon and after connecting the Property to the Sewer, Owner shall use and develop the Property only in a manner consistent with the permitted use(s) for the Property as show in the Land Use Element of the City's General Plan ("**General Plan**"), in addition to any other land use and development standards imposed by the County of San Bernardino. Prior to connecting to and receiving Sewer service, Owner shall provide the City with sufficient information and documentation, including plans, drawings, and specifications, if necessary, to demonstrate to the City's reasonable satisfaction that the existing or proposed use of the Property is consistent with the General Plan. Notwithstanding any other provision of this Agreement, a current or proposed use that is not consistent with the General Plan will not be permitted to connect to the Sewer.

(c) **Sewer Connection.** Owner shall (i) pay all fees, charges, and deposits required by the City for connection to and use of the Sewer including but not limited to fees for Sewer Maintenance and IEUA Sewage Treatment; (ii) shall complete all improvements required to extend the Sewer to the Property, in accordance with City standards (as determined by the City Engineer), at Owner's sole expense; and (iii) shall comply with all City codes and standards regarding use of the Sewer, including but not limited to, discharge regulations.

5. **Extension of Sewer Service.** City agrees to allow the Property to connect to the Sewer, subject to Owner's compliance with the terms of this Agreement and subject to any conditions imposed by LAFCO in its approval of City's request to extend Sewer service to the Property, if any, which are incorporated herein.

6. **Runs with the Land.** This Agreement shall run with and burden the Property and all future owners, tenants, and occupants of the Property, and shall run in favor of the City in gross as a covenant and equitable servitude and shall benefit all real property owned by the City from time to time.

7. **Release of Covenant.** Provided Owner is not in default of this Agreement, Owner may request that this Agreement be released by sending written notice to City requesting the release after the Property has been annexed to the City of Chino. Upon confirmation of compliance with the foregoing to the reasonable satisfaction of the City, City shall execute a release in a form approved by the City Attorney, which shall be executed and acknowledged by the City and recorded in the Official Records. The release may be executed by the City Manager.

8. **Violations; Remedies.**

(a) **Breach of Annexation Covenant.**

(i) Owner's breach of Section 4(a)(i) of this Agreement will cause substantial injury to the City, including but not limited to delaying and potentially preventing City's ability to annex the Property and other properties to the City, which is the City's primary aim and intent in entering into this Agreement. Since the determination of actual damages caused by a breach of Section 4(a)(i) would be difficult or impractical to determine, City and Owner agree that if Owner breaches Section 4(a)(i) either by making a protest or objection as described in Section 4(a)(i) or refusing to take any actions required to effectuate the Annexation, Owner shall be liable for and shall pay to the City the sum of Ten Thousand Dollars ($10,000), and shall also reimburse the City for all costs (including legal fees) incurred by the City as a result of Owner's breach, all of which shall be due upon demand by the City, and shall be due whether or not Owner's breach prevents Annexation. City may also seek any other remedy for such breach available under law.

(ii) If Owner refuses or fails to timely make any payment described in Section 4(a)(ii), Owner authorizes City to make such payment on Owner's behalf and Owner shall reimburse City for such payment within (30) days of a written demand by the City.

(b) **Breach of Sewer Regulations.** If the City believes Owner has violated Section 4(c) of this Agreement, City may provide written notice of breach and demand that Owner

remedy the breach within thirty (30) days of receipt of the notice. If Owner fails to remedy the breach in the specified time period and provide proof thereof to the reasonable satisfaction of the City, Owner shall be liable for and shall pay to the City One Hundred Dollars ($100.00) per day until the breach is cured to the City's reasonable satisfaction.

(c) **Rights and Remedies are Cumulative.** The rights and remedies of the City listed in this Section 8 are cumulative and the exercise by City of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by Owner.

(d) **Lien.** If any amount due to the City under this Section 8 is not paid within thirty (30) days of a written demand by the City, City shall have the right to record a lien against the Property for such amount.

9. **Amendment or Modification.** This Agreement may not be amended or modified except (i) in writing executed by the then current owner(s) of the Property and the City, and (ii) recorded in the Official Records.

10. **Notices.** Any notice to be given under this Agreement shall be given by personal delivery or by depositing the same in the United States Mail, certified or registered, postage prepaid, at the following addresses:

City:	City of Chino 13220 Central Avenue Chino, CA 91710 Attn: Director of Development Services
With Copy to:	City of Chino 13220 Central Avenue Chino, CA 91710 Attn: City Attorney
Owner:	Moses Gutierrez 13140 Roswell Avenue Chino, CA 91710

Any notice delivered personally shall be effective upon delivery. Any notice given by mail as above provided shall be effective forty-eight (48) hours after deposit in the mail. Any party may change address for notice by giving written notice of such change to the other party.

11. **Miscellaneous.**

(a) **Severability.** If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

(b) **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of California and any legal action shall be brought in a court of competent jurisdiction in San Bernardino County.

(c) **Attorney's Fees.** In the event of any litigation or other legal proceeding arising from this Agreement, the prevailing party will be entitled to recover, in addition to any other relief awarded or granted, its reasonable costs and expenses, including attorney's fees, incurred in the proceeding.

(d) **Final Agreement.** This Agreement contains the entire understanding and agreement with respect to the subject matter of this Agreement and all prior or contemporaneous documents, communications, understandings, representations, and statements shall be of no force or effect.

(e) **Construction.** This Agreement shall be construed according to its fair meaning as if prepared by all parties to this Agreement. Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

(f) **No Waiver.** The failure to enforce any term, covenant, or condition of this Agreement shall not be construed as a waiver of the right to enforce this, or any other, term, covenant, or condition of this Agreement.

(g) **Counterparts.** This Agreement may be executed in any number of counterparts each of which shall be an original but all of which shall constitute one and the same document.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective officials thereunto duly authorized.

CITY:

CITY OF CHINO, a municipal corporation

_____
Dr. Linda Reich, City Manager

ATTEST:

_____
Natalie Gonzaga, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
Fred Galante, City Attorney

APPROVED AS TO CONTENT:

_____
Hye Jin Lee
Director of Public Works

OWNER:

By: _____

Name: Moses Gutierrez

[OWNER'S SIGNATURE SHALL BE NOTARIZED]

EXHIBIT A

PROPERTY DESCRIPTION

THAT CERTAIN REAL PROPERTY IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, LEGALLY DESCRIBED AS FOLLOWS:

LOT 84 OF TRACT NO. 3200, IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 42, PAGES 91 AND 92 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

APN:1019-262-14

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

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, 2025 before me, _____, a notary public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

_____
Notary Public

SEAL:

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

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

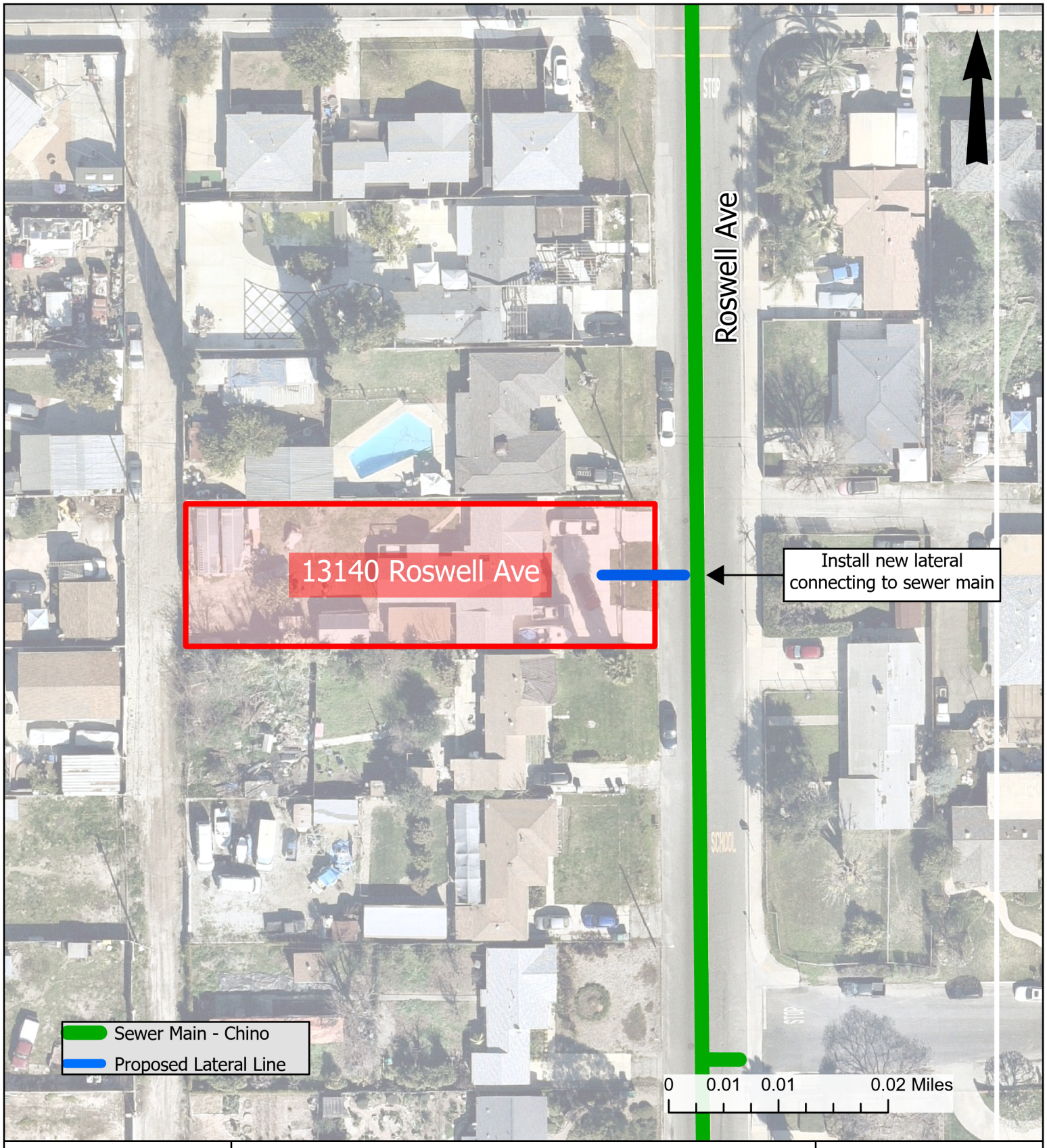
In _____, 2025 before me, _____, a notary public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

_____
Notary Public

SEAL:



Vicinity Map

Home and ADU Proposed Connection to Sewer Main



1457

EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN C. COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

May 16, 2025

Attn: Property Owner
mogutz@me.com

Subject: Will Serve Letter Sewer Service – 13140 Roswell Avenue

To Whom It May Concern:

This letter serves as confirmation that the City of Chino is the exclusive provider of sanitary sewer services within the City's limits and Sphere of Influence (SOI). Property owners within the SOI may submit requests to connect their property to the City's sewer system.

Following a review of the existing sewer infrastructure surrounding the property at 13140 Roswell Avenue, City staff determined that the nearest sewer line is situated on Roswell Avenue, directly adjacent to the property. Therefore, the City of Chino hereby issues this "Will Serve" letter, indicating the availability of sewer service for the proposed Accessory Dwelling Unit at the aforementioned address.

If you are still interested in connecting to the public system, City staff is happy to assist you. The City would need to first obtain a copy of the recorded Grant Deed for your property. Once the deed is received by staff, the irrevocable offer of annexation agreement and application process will begin. Please note, the proposed irrevocable offer of annexation agreement is conditioned on the applicant paying all applicable connection fees and securing plan check approval for the additional sewer infrastructure.

Should you have any questions or require further information, please feel free to contact Sylvia Ramos, Contracts & DIF Administrator, at (909) 334-3418 or via email at sramos@cityofchino.org.

Sincerely,

Sylvia Ramos

Digitally signed by Sylvia Ramos
DN: cn=Sylvia Ramos, c=US, o=City of Chino , ou=DS, email=sramos@cityofchino.org
Reason: I am approving this document
Date: 2025.05.16 16:26:57 -07'00'

Sylvia Ramos
Contracts & DIF Administrator

RESOLUTION NO. 2025-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, SUPERSEDING RESOLUTION 2022-041 AND AMENDING THE SANITARY SEWER POLICY TO ESTABLISH CRITERIA FOR SEWER AND WATER SERVICE REQUESTS WITHIN THE CITY'S SPHERE OF INFLUENCE AND OUT-OF-BOUNDARY SERVICE AREAS

WHEREAS, the City of Chino ("City"), pursuant to its authority as a municipal corporation, previously adopted Resolution No. 2022-041 to establish a policy governing the provision of sanitary sewer services in the Sphere of Influence ("SOI"); and

WHEREAS, the City has determined that an amendment to the Sanitary Sewer Policy ("Policy") is necessary to establish clear and enforceable criteria for evaluating sewer and water service requests within its SOI and out-of-boundary service areas; and

WHEREAS, the amended Policy provides a structured framework for assessing infrastructure capacity, regulatory compliance, financial feasibility, and regional public benefits to ensure that sewer and water service extensions align with the City's General Plan, Capital Improvement Program, and long-term infrastructure investment priorities as applicable; and

WHEREAS, in furtherance of these objectives, all requests for sewer and water service within the SOI and out-of-boundary service areas shall be evaluated on a case-by-case basis utilizing the criteria in the amended Policy; and

WHEREAS, any request for sewer or water service that does not conform to the City's General Plan land use designations and Zoning Code within the SOI or any request for municipal service connections outside the City's boundaries shall require review by the Infrastructure Committee and a recommendation to the City Council prior to issuance of an "Ability to Serve" letter to the requesting party; and

WHEREAS, an "Ability to Serve" letter shall not constitute approval of a utility service connection but shall serve solely as confirmation that the City has the capacity to provide service at the time of issuance; final authority to approve any sewer or water service connection shall remain exclusively with the City Council, which must authorize service through the execution of a formal agreement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHINO DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. PROPERTIES WITHIN THE SPHERE OF INFLUENCE (SOI)

Properties located within the SOI seeking connection to the public sewer system shall exclusively obtain sewer service from the City. Pursuant to Section 713.4 of the California Plumbing Code, titled Public Sewer Availability, any property situated within two hundred (200) feet of an existing public sewer line is required to connect to the City's sanitary sewer system. All requests for connection shall be reviewed on a case-by-case basis and shall comply fully with the guidelines set forth herein for properties within the SOI. Any deviations from the General Plan and zoning requirements , irrespective of degree or nature, are subject to review and approval at the sole discretion of the City Council.

A. General Plan & Zoning Requirements

Properties within the SOI must conform to the City's General Plan land use and zoning requirements to qualify for sewer service connection:

Staff may not independently authorize any deviation from the City's General Plan or zoning requirements. All such requests must first be presented to the Infrastructure Committee for review. The Committee shall provide a recommendation to the City Council, which holds final authority to approve or deny any deviation and associated utility connection.

B. Annexation Requirements

1. Non-Contiguous Parcels (SOI parcels not adjacent to the City boundary):

   a. Non-adjacent properties within the SOI that do not qualify as a Sizable Project as defined herein, may connect to the public sewer system upon execution and recording of an Irrevocable Agreement to Annex. City staff is authorized to issue an "Ability to Serve" letter for such requests, provided the subject property fully complies with all applicable General Plan and zoning requirements. The issuance of an "Ability to Serve" letter by staff shall not constitute final approval; the ultimate approval authority for sewer connection remains solely with the City Council, contingent upon approval of the formal Irrevocable Agreement to Annex.

   b. Non-adjacent properties within the SOI that qualify as a Sizable Projects as defined herein, may connect to the public sewer system upon execution and recording of an Irrevocable Agreement to Annex; provided annexation into the City is determined to be economically or practically infeasible as defined in Section 2 herein. The Infrastructure Committee shall provide a recommendation to the City Council, which holds final authority to approve or deny the issuance of the Ability to Serve Letter contingent upon the project's full compliance with all applicable General Plan and zoning requirements. Recommendation of such letter by the Infrastructure Committee shall not constitute final approval; ultimate approval authority for sewer connection serving Sizable Projects remains solely with the City Council, contingent upon approval of the Irrevocable Agreement to Annex.

   c. Additionally, in the event a proposed project fails to conform with applicable General Plan or Zoning requirements, such project shall be subject to the provisions set forth in Section 1 of this policy. Furthermore, depending upon the size, scale, and anticipated impacts of the proposed development, the City reserves the right to require annexation into the City, with all associated annexation costs and expenses borne solely by the applicant.

2. Contiguous Parcels (SOI parcels bordering the City boundary)

   Contiguous properties within the SOI shall be required to annex into the City to connect to the public sewer system, unless the City determines annexation to be economically or practically infeasible, as defined in Section 2 herein. In cases where annexation is deemed infeasible, connection may be permitted upon execution and recording of an Irrevocable Agreement to Annex. All provisions and requirements governing sewer connections under

an Irrevocable Agreement to Annex, including but not limited to parcel size, project type, compliance with General Plan and zoning requirements, Infrastructure Committee recommendation, and final approval by the City Council, as outlined above for non-adjacent properties, shall fully apply.

3. Accessory Dwelling Units (ADUs) Exemption

a) Accessory Dwelling Units (ADUs) located within the SOI shall remain exempt from mandatory connection to the City's public sewer system pursuant to California Government Code Section 65852.2(f)(2), as amended. Notwithstanding this exemption, City staff shall proactively provide property owners requesting an "Ability to Serve" or "Not Serve" letter with comprehensive information regarding available public sewer connection options, particularly in cases where public sewer infrastructure exists adjacent or in close proximity to the subject property. Further, staff shall actively encourage connection to the public sewer system for all structures located on the subject parcel, including but not limited to ADUs and associated single-family residences, wherever connection is determined by the City to be feasible.

b) In cases where an ADU property owner within the SOI voluntarily elects to connect to the public sewer system, City staff is authorized to issue an "Ability to Serve" letter irrespective of compliance with General Plan or zoning requirements. All applicable provisions, requirements, and procedures associated with executing and recording an Irrevocable Agreement to Annex, as outlined in Section 1 of this policy, shall fully apply. Issuance of an "Ability to Serve" letter by staff shall not constitute final approval; ultimate authority to approve sewer connections remains solely with the City Council.

4. Sizable Projects

a) "Sizable Projects" shall be defined as new developments or infill projects within the Sphere of Influence (SOI) consisting of more than four (4) residential dwelling units, or commercial and industrial developments exceeding 10,000 square feet of gross floor area. The determination of annexation requirements for these projects shall consider criteria including, but not limited to, proximity or contiguity to the City boundary, projected impacts on City infrastructure and municipal services, and the type, scope, and overall scale of the proposed development.

b) All "Sizable Projects," as defined herein, shall be subject to review and recommendation by the Infrastructure Committee prior to the issuance of an "Ability to Serve" letter. Such letter may only be issued by City staff, following City Council approval. Final authority for sewer connection for all Sizable Projects resides exclusively with the City Council and shall be granted only upon the execution of an Irrevocable Agreement to Annex for Sanitary Sewer Service.

SECTION 2. INFEASIBILITY DETERMINATIONS SPHERE OF INFLUENCE (SOI):

The City of Chino expressly reserves the right to determine, in its sole discretion, that annexation is infeasible under any of the following conditions:

1. Disproportionate Burden on an Individual Property Owner – Where the proposed annexation would impose an undue financial or procedural obligation on the requesting property owner, rendering the annexation inequitable.
2. Insufficient Support from Adjacent Property Owners – Where there is inadequate participation or concurrence from surrounding parcels necessary to justify or effectuate the annexation.
3. Infrastructure Deficiencies – Where existing municipal sewer or water infrastructure is inadequate or otherwise incapable of accommodating the proposed annexation.
4. Economic Viability – Where the extension of municipal services to the subject property, absent broader support or financial participation from neighboring parcels, would result in an unsustainable fiscal obligation to the City.
5. Excessive Long-Term Liabilities – Where annexation would create undue or excessive ongoing maintenance, operational, or financial burdens on the City, compromising its ability to efficiently manage municipal infrastructure.

City staff shall make the initial determination for infeasibility; however, depending on the nature of the request, the Infrastructure Committee and, ultimately, the City Council shall retain the final authority to determine whether a property is deemed infeasible for annexation into the City as a prerequisite to connecting to the public sewer system.

SECTION 3. OUT-OF-BOUNDARY SERVICE AGREEMENTS

An Out-of-Boundary Service Agreement ("Agreement") is a legally binding instrument between the City of Chino ("City") and another municipal jurisdiction ("Requesting Municipality") for the provision of municipal sewer and water services to properties located outside the City's corporate limits and beyond its Sphere of Influence. The extension of such services shall be considered an extraordinary measure and will only be granted when the City Council, at its sole and absolute discretion, determines that:

1. No other reasonable or feasible alternative exists for the property to connect to a sewer or water system; and
2. The requested service extension is technically feasible; and
3. The extension will not adversely impact existing or planned infrastructure.
4. The service extension will not create significant impacts on the economic interests of the City, its residents or businesses.

Each request for an "Out-of-Boundary" Sewer and Water Service Agreement shall be subject to a case-by-case review and undergo a Service Feasibility Analysis, as defined below.

Service Feasibility Analysis

No Agreement shall be approved unless and until a comprehensive feasibility analysis has been conducted by the City, which shall include, but not be limited to, an assessment of the following factors:

1. Infrastructure Capacity and Accessibility – The extent to which the City's existing sewer and water infrastructure possesses sufficient capacity to accommodate the proposed service extension without compromising existing or planned service obligations.

2. Long-Term Maintenance Obligations – The anticipated financial and operational burden associated with maintaining, repairing, and replacing infrastructure necessary to facilitate service under the Agreement, including lifecycle costs, depreciation, and projected capital improvement needs.
3. Impact on Existing and Future Service Demands – A determination as to whether the proposed service extension would negatively impact the City's ability to meet current or future service demands, including regulatory compliance and long-term sustainability considerations.
4. Technical Study Requirement – As a condition precedent to approval, the Requesting Municipality shall be required to commission and submit a comprehensive study, prepared by a licensed professional engineer, analyzing the feasibility, impact, and technical requirements associated with the requested utility service connection. Such study shall include capacity assessments, identification of necessary infrastructure improvements, and a projection of long-term system impacts. The City shall have full authority to review, approve, or reject the findings of the said study, and all costs associated with the preparation and submission thereof shall be borne solely by the Requesting Municipality.
5. A Recycled Water Allocation Service Feasibility Analysis shall be conducted to determine whether the proposed service extension results in a net increase in the recycled water allocated to the City. Any Out-of-Boundary Service Agreement for sewer connections shall expressly state that all recycled water generated from wastewater treated within the City's system remains part of the City of Chino's allocated supply. No rights, claims, or entitlements to the recycled water shall be granted to the external agency or development receiving sewer service.

Infrastructure Committee Oversight

a) All requests for municipal sewer or water connections under this Agreement shall be subject to a comprehensive review by the Infrastructure Committee. The Infrastructure Committee may, at its discretion, recommend to the City Council the issuance of an "Ability to Serve" letter; however, such recommendation shall not constitute approval of the requested service connection.

b) Final authority to approve or deny any service extension request shall rest solely with the City Council. No connection shall be permitted unless and until the City Council grants final approval.

c) Additionally, the "Ability to Serve" letter will include an acknowledgment stating that the Requesting Municipality understands its applicants assume certain risks when proceeding with projects that rely on out-of-boundary sewer or water service. While City of Chino staff adheres to all formal policy requirements in processing such requests, the ultimate outcome remains uncertain, as approval or denial is solely at the discretion of the City Council.

Requesting Agency's Cost Participation and Applicant Obligations

If the City grants approval to extend service, the City and the adjacent jurisdiction shall enter into an agreement outlining the terms and conditions of the service extension. This agreement shall include, but is not limited to, the following provisions

a) Where the extension of sewer or water service necessitates new infrastructure, the applicant shall be solely responsible for all costs associated with constructing the necessary service line or laterals to establish the connection to the City's utility line.

b) If future downstream upsizing or replacement of the existing City-owned utility line is required to accommodate increased capacity needs, the applicant shall provide a one-time, lump-sum fair share contribution toward the cost of such improvements, determined per the Service Feasibility Analysis.

c) The applicant shall also be responsible for the payment of all applicable Development Impact Fees (DIF) and any required pass-through fees to the Inland Empire Utilities Agency (IEUA) in accordance with prevailing fee schedules and agency requirements.

SECTION 4. SUPERSESSION

Resolution 2022-041 is hereby superseded and replaced in its entirety by this resolution. Any provisions, policies, or approvals established under Resolution 2022-041 that conflict with this resolution are hereby repealed and shall have no further force or effect.

All references to Resolution 2022-041 in any existing agreements, policies, or documents shall be interpreted in accordance with this resolution. In the event of any inconsistency between this resolution and prior City policies, the terms of this resolution shall govern.

PASSED, APPROVED, AND ADOPTED THIS 3rd DAY OF JUNE 2025.

EUNICE M. ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) §.
CITY OF CHINO)

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify the foregoing Resolution 2025-021 was duly adopted by the Chino City Council at a regular meeting held on the 3rd day of June 2025, by the following votes:

AYES:	COUNCIL MEMBERS:	LUCIO, FLORES, BURTON, ULLOA
NOES:	COUNCIL MEMBERS:	NONE.
ABSENT:	COUNCIL MEMBERS:	COMSTOCK

ngonzaga
NATALIE GONZAGA, CITY CLERK

MEMORANDUM
CITY OF CHINO
PUBLIC WORKS DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: LINDA REICH, CITY MANAGER

FROM: HYE JIN LEE, DIRECTOR OF PUBLIC WORKS

SUBJECT

Conditional Approval of a Covenant Agreement to Annex for Sanitary Sewer Service and request approval from the San Bernardino Local Agency Formation Commission (LAFCO) for sanitary sewer service for the property located at 13252 Roswell Avenue (new Accessory Dwelling Units and primary residence) within the City of Chino's Sphere of Influence.

RECOMMENDATION

1) Adopt Resolution No. 2025-061 conditionally approving a Covenant Agreement to Annex for Sanitary Sewer; 2) request approval from the San Bernardino Local Agency Formation Commission for sanitary sewer service for the property located at 13252 Roswell Avenue within the City of Chino's Sphere of Influence; and 3) authorize the City Manager to execute all the necessary documents on behalf of the City.

FISCAL IMPACT

There is no direct fiscal impact to the City's General Fund. All costs associated with utility connections, plan check, and LAFCO processing will be fully reimbursed by the applicant. Upon connection to the public sewer, the following fees will apply:

- Sewer Development Impact Fee (DIF): This one-time fee is assessed for all new connections to the City's sewer system.
- Inland Empire Utilities Agency (IEUA) Sewage Facilities Development Fee (SFDF): one-time fee for a new sewer connection within the IEUA service area.

In addition to one-time fees, property owners will be billed monthly for ongoing sewer service:

- Sewer Maintenance Fee (City)
- Wastewater Treatment Fee (pass-through to IEUA)

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Responsible Long-Range Planning
- Positive City Image

Revenue: Click or tap here to enter text.	Expenditure:
Transfer In: Click or tap here to enter text.	Transfer Out: Click or tap here to enter text.

BACKGROUND

The subject property, located at 13252 Roswell Avenue, lies within the unincorporated area of San Bernardino County in the City of Chino's Sphere of Influence (SOI) and has a General Plan land use designation of Residential RD 2 (1-2 du/acre). The property is not contiguous to the City boundary and is currently developed with a single-family residence served by an on-site septic system. The property owner has submitted an application with the County of San Bernardino to expand the existing residence and construct two attached Accessory Dwelling Units (ADUs). As part of this request, the owner seeks to connect both the expanded primary residence and the proposed ADUs to the public sewer system.

City staff evaluated service availability and confirmed that connection can be provided via an existing 8-inch sewer main in Roswell Avenue. This facility is adequate to serve both the expanded residence and the proposed ADUs.

In 2025, the City Council adopted Resolution No. 2025-021, which updated the Sewer Connection Policy and established revised criteria for SOI requests. Pursuant to this policy, staff determined that annexation was not practical due to the property's non-contiguous location relative to the City boundary and the disproportionate cost of pursuing annexation for a single property owner. As a result, an Ability to Serve Letter was issued on July 3, 2025. The current request qualifies under *Section 1, Properties within the Sphere of Influence (SOI*) of the policy as a non-sizable development, is consistent with the General Plan and zoning designation, and satisfies all criteria for connection to the public sewer system.

Pursuant to the current policy, a recommendation from the Infrastructure and Streets Committee is not required for this request. Staff is therefore authorized to present the application directly to the City Council for consideration.

ISSUES/ANALYSIS

The San Bernardino County Local Agency Formation Commission (LAFCO) would likely require annexation of a broader area beyond the subject property to establish a logical and cohesive service boundary. However, coordinating such an annexation effort would place an unreasonable administrative and financial burden on a single property owner. The combined cost of LAFCO application fees, along with City, County, and construction-related expenses, renders annexation cost-prohibitive for the applicant currently.

In accordance with adopted City Council policy, the property owner will instead execute an Irrevocable Agreement to Annex (attached to the Resolution as Exhibit B), committing the property to annex into the City of Chino at a future date when broader annexation becomes feasible.

With adoption of Resolution No. 2025-061, the City Manager will be authorized to execute and submit a LAFCO Application for Extension of Services by Contract (attached as Exhibit A). Approval of the Irrevocable Agreement to Annex is contingent upon two conditions:

1. LAFCO approval of the City's service extension request, and
2. Full reimbursement by the applicant for all costs incurred by the City in the preparation, submittal, and processing of the LAFCO application.

The City Manager shall be authorized to execute the agreement on behalf of the City only after receiving written confirmation from LAFCO that the service extension request has been approved. If LAFCO denies the request, or if the applicant fails to reimburse the City in full, the agreement will not be executed, and utility service will not be extended.

It should be noted that properties with open code violations will not be permitted to connect to the public sewer system. Any such violations must be fully resolved, and staff will verify compliance prior to the issuance of a right-of-way permit for sewer connection.

Attachments:

Resolution No. 2025-061
Exhibit A – LAFCO Application for Extension of Services by Contract
Exhibit B – Irrevocable Agreement to Annex
Exhibit C – Sewer Lateral Map
Ability to Serve Letter (dated July 3, 2025)
City Sanitary Sewer Policy – Resolution No. 2025-021

RESOLUTION NO. 2025-061

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, CONDITIONALLY APPROVING A COVENANT AGREEMENT TO ANNEX FOR SANITARY SEWER SERVICE AND REQUEST APPROVAL FROM LAFCO (ASSESSOR PARCEL NUMBER 1019-271-06)

WHEREAS, the City of Chino received a request to provide sanitary sewer service to a property outside of its jurisdictional boundaries but within its sphere of influence, located at 13252 Roswell Avenue, Chino, CA 91710 (APN 1019-271-06) ("Property"); and

WHEREAS, pursuant to Resolution No. 2025-021, the City's policy is to only allow new or existing developments located outside of the City's jurisdictional boundaries but within its sphere of influence to connect to the City's sanitary sewer system in accordance with the following requirements:

(1) If the parcel is not contiguous to the City boundary, the owner of the parcel must execute and file an irrevocable agreement to annex to the City at such time as sufficient parcels can be assembled and qualify for annexation in accordance with Local Agency Formation Commission ("**LAFCO**") policy pertaining to such annexations.

(2) If the parcel is contiguous to a City boundary, the owner will be required to annex the parcel to the City, or, if this is determined to be infeasible, to execute an irrevocable agreement to annex.

(3) Finally, all parcels requesting sewer service must be developed in accordance with the City's General Plan and in conformance with all City codes and standards; and

WHEREAS, the Property is contiguous to the City boundary, but annexation has been determined to be infeasible at this time and the owner of the Property has executed an irrevocable agreement to annex; and

WHEREAS, pursuant to Government Code Section 56133, the City may only provide new or extended services by agreement outside of its jurisdictional boundary if it first requests and receives written approval from LAFCO.

NOW, THEREFORE, BE IT RESOLVED, that the City of Chino does hereby determine, find, resolve, and order as follows:

SECTION 1. The City Manager or designee is authorized to execute the San Bernardino LAFCO Application for Extension of Service by Contract (attached to this Resolution as Exhibit A) and to submit the Application to the San Bernardino County LAFCO.

SECTION 2. The Covenant Agreement to Annex for Sanitary Sewer Service ("**Agreement**") (attached to this Resolution as Exhibit B) is approved, conditioned on (i) approval by LAFCO, and (ii) reimbursement by the applicant of all application fees and other costs incurred by the City in preparing, submitting, and processing a request to LAFCO to extend sewer service to the Property

pursuant to Government Code Section 56133 ("**Reimbursement**"). The City Manager is authorized to execute the Agreement on behalf of the City following notification by LAFCO that the City's request to extend services to the Property has been approved and following Reimbursement by the applicant. If the City's request to extend service to the Property is not approved by LAFCO or if applicant does not submit a full Reimbursement to the City, the Agreement shall not be executed by the City.

APPROVED AND ADOPTED THIS 16th DAY OF SEPTEMBER 2025.

EUNICE M. ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

State of California)
County of San Bernardino) ss.
City of Chino)

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify that the forgoing Resolution was duly adopted by the City Council at a regular meeting held on the 16th day of September 2025, by the following votes:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

_____
NATALIE GONZAGA, CITY CLERK

Attachments: Exhibit A – LAFCO Application
Exhibit B – Covenant Agreement to Annex

_____
(FOR LAFCO USE ONLY)

SAN BERNARDINO LAFCO
APPLICATION FOR
EXTENSION OF SERVICE BY CONTRACT

(A certified copy of the City Council/District Board of Directors resolution or a letter from the City Manager/General Manager requesting approval for an out-of-agency service agreement must be submitted together with this application form.)

AGENCY TO EXTEND SERVICE:

AGENCY NAME:	City of Chino
CONTACT PERSON:	Jesus Plasencia
ADDRESS:	13220 Central Avenue
	Chino, CA 91710
PHONE:	(909) 334-3418
EMAIL:	jplasencia@cityofchino.org

CONTRACTING PARTY:

NAME OF PROPERTY OWNER:	Yun Sing Ng
CONTACT PERSON:	Yo Fu Quan
MAILING ADDRESS:	13252 Roswell Avenue
	[redacted]
PHONE:	
EMAIL:	
ADDRESS OF PROPERTY PROPOSED FOR CONTRACT:	13252 Roswell Avenue
	Chino, CA 91710
CONTRACT NUMBER/IDENTIFICATION:	n/a
PARCEL NUMBER(S):	1019-271-06
ACREAGE:	0.42 acres

(FOR LAFCO USE ONLY)

The following questions are designed to obtain information related to the proposed agreement/contract to allow the Commission and staff to adequately assess the proposed service extension. You may include any additional information which you believe is pertinent. Please use additional sheets where necessary.

1. (a) List the type or types of service(s) to be provided by this agreement/contract.

Sewer service for an expaned single-family residence and two new attached Accessory Dwelling Units (ADUs).

(b) Are any of the services identified above "new" services to be offered by the agency? ☐ YES ■ NO. If yes, please provide explanation on how the agency is able to provide the service.

2. Is the property to be served within the agency's sphere of influence? ■ YES ☐ NO

3. Please provide a description of the service agreement/contract.

The property owner is entering into an irrevocable agreement to annex the property as a condition of receiving sewer service.

4. (a) Is annexation of the territory by your agency anticipated at some point in the future? ☐ YES ■ NO. If yes, please provide a projected timeframe when it anticipates filing an application for annexation of territory that would include the area to be served. If no, please provide an explanation as to why a jurisdictional change is not possible at this time.

(b) Is the property to be served contiguous to the agency's boundary?
☒ YES ☐ NO. If yes, please provide explanation on why annexation to the agency is not being contemplated.

The financial burden of annexation is not feasible for an individual property owner with a single lot.

5. Is the service agreement/contract outside the Agency's sphere of influence in response to a threat to the public health and safety of the existing residents as defined by Government Code Section 56133(c)?
☐ YES ☒ NO. If yes, please provide documentation regarding the circumstance (i.e. letter from Environmental Health Services or the Regional Water Quality Control Board).

6. (a) What is the existing use of the property?

Residential (RD 2)

(b) Is a change in use proposed for the property? ☐ YES ☒ NO. If yes, please provide a description of the land use change.

7. If the service agreement/contract is for development purposes, please provide a complete description of the project to be served and its approval status.

n/a

8. Are there any land use entitlements/permits involved in the agreement/contract? ☐ YES ■ NO. If yes, please provide documentation for this entitlement including the conditions of approval and environmental assessment that are being processed together with the project. Please check and attach copies of those documents that apply:

Tentative Tract Map / Parcel Map	☐
Permit (Conditional Use Permit, General Plan Amendment, etc.)	☐
Conditions of Approval	☐
Negative Declaration (Initial Study)	☐
Notice of Determination (NOD)/Notice of Exemption (NOE)	☐
Department of Fish and Game (DFG) Receipt	☐
Others (please identify below)	☐

9. Has the agency proposing to extend service conducted any CEQA review for this contract? ☐ YES ■ NO. If yes, please provide a copy of the agency's environmental assessment including a copy of the filed NOD/NOE and a copy of the DFG Receipt.

10. Plan for Service:

(a) Please provide a detailed description of how services are to be extended to the property. The response should include, but not be limited to, a description of: 1) capacity of existing infrastructure, 2) type of infrastructure to be extended or added to serve the area, 3) location of existing infrastructure in relation to the area to be served, 4) distance of infrastructure to be extended to serve the area, and 5) other permits required to move forward with the service extension.

An 8-inch sewer main is available within the public right-of-way fronting the property. There is sufficient capacity in the system to accommodate the proposed service connection. The proposed single-family home is located within 250 feet of the main line.

The property owner will retain a licensed contractor to construct the lateral connecting the home and the ADUs to the sewer main. This work will require a delta revision to the approved plan. Upon approval of the revised plan, the connection may proceed in accordance with City requirements.

(b) Please provide a detailed description of the overall cost to serve the property. The response should include the costs to provide the service (i.e. fees, connection charges, etc.) and also the costs of all improvements necessary to serve the area (i.e. material/equipment costs, construction/installation costs, etc.).

Description of Fees/Charges	*Cost*	*Total*
Sewer Development Impact Fee	$610.98	$610.98
Sewage Facilities Development	$8,620	$8,620
Estimated Construction Costs	tbd	tbd
Plan Check & Inspection	$1,500	$1,500
Right-of-Way Permit	$282	$282
Note: Does not include other costs such as		
County permit fees, mobilization, road, repair, etc.		
Total Costs	tbd	tbd

(c) Please identify any unique costs related to the service agreement such as premium outside City/District rates or additional 3rd-party user fees and charges (i.e. fees/charges attributable to other agencies).

n/a

(d) If financing is to occur, please provide any special financial arrangement between the agency and the property owner, including a discussion of any later repayment or reimbursement (If available, a copy of the agreement for repayment/reimbursement is to be provided).

n/a

11 Does the City/District have any policies related to extending service(s) outside its boundary? ■ YES ☐ NO. If yes, has a copy been provided to LAFCO? ■ YES ☐ NO. If not, please include a copy of the policy or policies (i.e. resolution, municipal code section, etc.) as part of the application.

Resolution 2025-021

CERTIFICATION

As a part of this application, the City/Town of CHINO, or the _____ District/Agency agree to defend, indemnify, hold harmless, promptly reimburse San Bernardino LAFCO for all reasonable expenses and attorney fees, and release San Bernardino LAFCO, its agents, officers, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it.

This indemnification obligation shall include, but not be limited to, damages, penalties, fines and other costs imposed upon or incurred by San Bernardino LAFCO should San Bernardino LAFCO be named as a party in any litigation or administrative proceeding in connection with this application.

The agency signing this application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications. I understand that if this application is approved, the Commission will impose a condition requiring the applicant to indemnify, hold harmless and reimburse the Commission for all legal actions that might be initiated as a result of that approval.

(FOR LAFCO USE ONLY)

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this evaluation of service extension to the best of my ability, and that the facts, statement and information presented herein are true and correct to the best of my knowledge and belief.

SIGNED _____

NAME: Jesus Plasencia

POSITION TITLE: Assistant City Engineer

DATE: _____

REQUIRED EXHIBITS TO THIS APPLICATION:

1. Copy of the agreement/contract.
2. Map(s) showing the property to be served, existing agency boundary, the location of the existing infrastructure, and the proposed location of the infrastructure to be extended.
3. Certified Plan for Service (if submitted as a separate document) including financing arrangements for service.

Please forward the completed form and related information to:

Local Agency Formation Commission for San Bernardino County
1170 W. Third Street, Unit 150,
San Bernardino, CA 92415-0490
PHONE: (909) 388-0480 • FAX: (909) 388-0481

Rev: krm – 8/19/2015

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

City of Chino
City Clerk
P.O. Box 667
Chino, CA 91708

Exempt from recording fees according to Government Code Section No. 27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE

COVENANT AGREEMENT TO ANNEX AND FOR SANITARY SEWER SERVICE

This Covenant Agreement ("**Agreement**") is made this ____ day of _____, 2025, by and between the City of Chino, a municipal corporation, hereinafter referred to as "**City**", and Yun Sing Ng and Li Li, hereinafter referred to as "**Owner**."

RECITALS

A. Owner owns that certain real property located at 13252 Roswell Avenue, in the County of San Bernardino, State of California, and more particularly described in Exhibit "A" attached hereto ("**Property**").

B. The Property is outside of City's territorial boundaries but within City's Sphere of Influence.

C. Owner has requested permission to connect the Property, and existing and/or proposed improvements on the Property, to the City's sanitary sewer system ("**Sewer**").

D. City is willing to allow Owner to connect the Property to the Sewer on the condition that Owner (i) enter into an irrevocable agreement to annex the Property to the City at such time as the City determines a sufficient number of parcels are assembled for annexation and the number of parcels or area qualifies for annexation in accordance with the Local Agency Formation Commission (LAFCO) policy pertaining to such annexations, and (ii) that Owner agrees to develop the Property in accordance with the City's General Plan and in conformance with all City codes and standards pertaining to the Sewer.

E. As required by Government Code Section 56133, the City has requested and received approval from the Local Agency Formation Commission (LAFCO) of San Bernardino County ("**LAFCO**") to provide Sewer service to the Property.

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. **Incorporation of Recitals.** The foregoing recitals are incorporated herein by reference.

2. **Effective Date; Duration.** This Agreement shall be effective ("**Effective Date**") on the date it is recorded in the Official Records of San Bernardino County ("**Official Records**") and shall continue in full force and effect until terminated in accordance with Section 7 below. Owner shall execute and acknowledge this Agreement and deliver it to City for execution after which City shall have it recorded in the Official Records and send a recorded copy to Owner.

3. **Owner's Representations and Warranties.** Owner represents and warrants to the City that, as of the Effective Date, Owner is the fee owner of the Property, that there are no other owners of the Property other than those listed in this Agreement, and that Owner has authority to execute this Agreement which shall be binding on the Property.

4. **Covenants, Restrictions and Obligations.** Owner covenants and agrees as follows:

(a) **Annexation.**

(i) At such time as the City decides to seek annexation of the Property to the City ("**Annexation**"), in the City's sole discretion, Owner shall consent to the Annexation, shall fully cooperate with and provide all necessary assistance to the City during the Annexation process, and shall take all actions required to effectuate the Annexation. Owner waives all rights to protest or otherwise oppose the Annexation of the Property to the City of Chino. Specifically, Owner shall not present any written or oral protest of or objection to Annexation to LAFCO, and shall not object (either orally or in writing) to any proposal by LAFCO to waive protest proceedings concerning the Annexation, whether at a public hearing or otherwise.

(ii) Additionally, Owner shall pay all fees and costs, at the time that they become due and payable, as would ordinarily be charged to an Owner whose property is being considered for annexation or is annexed to the City, if any.

(b) **Development of Property.** Upon and after connecting the Property to the Sewer, Owner shall use and develop the Property only in a manner consistent with the permitted use(s) for the Property as show in the Land Use Element of the City's General Plan ("**General Plan**"), in addition to any other land use and development standards imposed by the County of San Bernardino. Prior to connecting to and receiving Sewer service, Owner shall provide the City with sufficient information and documentation, including plans, drawings, and specifications, if necessary, to demonstrate to the City's reasonable satisfaction that the existing or proposed use of the Property is consistent with the General Plan. Notwithstanding any other provision of this Agreement, a current or proposed use that is not consistent with the General Plan will not be permitted to connect to the Sewer.

(c) **Sewer Connection.** Owner shall (i) pay all fees, charges, and deposits required by the City for connection to and use of the Sewer including but not limited to fees for Sewer Maintenance and IEUA Sewage Treatment; (ii) shall complete all improvements required to extend the Sewer to the Property, in accordance with City standards (as determined by the City Engineer), at Owner's sole expense; and (iii) shall comply with all City codes and standards regarding use of the Sewer, including but not limited to, discharge regulations.

5. **Extension of Sewer Service.** City agrees to allow the Property to connect to the Sewer, subject to Owner's compliance with the terms of this Agreement and subject to any conditions imposed by LAFCO in its approval of City's request to extend Sewer service to the Property, if any, which are incorporated herein.

6. **Runs with the Land.** This Agreement shall run with and burden the Property and all future owners, tenants, and occupants of the Property, and shall run in favor of the City in gross as a covenant and equitable servitude and shall benefit all real property owned by the City from time to time.

7. **Release of Covenant.** Provided Owner is not in default of this Agreement, Owner may request that this Agreement be released by sending written notice to City requesting the release after the Property has been annexed to the City of Chino. Upon confirmation of compliance with the foregoing to the reasonable satisfaction of the City, City shall execute a release in a form approved by the City Attorney, which shall be executed and acknowledged by the City and recorded in the Official Records. The release may be executed by the City Manager.

8. **Violations; Remedies.**

(a) **Breach of Annexation Covenant.**

(i) Owner's breach of Section 4(a)(i) of this Agreement will cause substantial injury to the City, including but not limited to delaying and potentially preventing City's ability to annex the Property and other properties to the City, which is the City's primary aim and intent in entering into this Agreement. Since the determination of actual damages caused by a breach of Section 4(a)(i) would be difficult or impractical to determine, City and Owner agree that if Owner breaches Section 4(a)(i) either by making a protest or objection as described in Section 4(a)(i) or refusing to take any actions required to effectuate the Annexation, Owner shall be liable for and shall pay to the City the sum of Ten Thousand Dollars ($10,000), and shall also reimburse the City for all costs (including legal fees) incurred by the City as a result of Owner's breach, all of which shall be due upon demand by the City, and shall be due whether or not Owner's breach prevents Annexation. City may also seek any other remedy for such breach available under law.

(ii) If Owner refuses or fails to timely make any payment described in Section 4(a)(ii), Owner authorizes City to make such payment on Owner's behalf and Owner shall reimburse City for such payment within (30) days of a written demand by the City.

(b) **Breach of Sewer Regulations.** If the City believes Owner has violated Section 4(c) of this Agreement, City may provide written notice of breach and demand that Owner

remedy the breach within thirty (30) days of receipt of the notice. If Owner fails to remedy the breach in the specified time period and provide proof thereof to the reasonable satisfaction of the City, Owner shall be liable for and shall pay to the City One Hundred Dollars ($100.00) per day until the breach is cured to the City's reasonable satisfaction.

(c) **Rights and Remedies are Cumulative.** The rights and remedies of the City listed in this Section 8 are cumulative and the exercise by City of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by Owner.

(d) **Lien.** If any amount due to the City under this Section 8 is not paid within thirty (30) days of a written demand by the City, City shall have the right to record a lien against the Property for such amount.

9. **Amendment or Modification.** This Agreement may not be amended or modified except (i) in writing executed by the then current owner(s) of the Property and the City, and (ii) recorded in the Official Records.

10. **Notices.** Any notice to be given under this Agreement shall be given by personal delivery or by depositing the same in the United States Mail, certified or registered, postage prepaid, at the following addresses:

City:	City of Chino 13220 Central Avenue Chino, CA 91710 Attn: Director of Development Services
With Copy to:	City of Chino 13220 Central Avenue Chino, CA 91710 Attn: City Attorney
Owner:	Yun Sing Ng and Li Li 13252 Roswell Avenue Chino, CA 91710

Any notice delivered personally shall be effective upon delivery. Any notice given by mail as above provided shall be effective forty-eight (48) hours after deposit in the mail. Any party may change address for notice by giving written notice of such change to the other party.

11. **Miscellaneous.**

(a) **Severability.** If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

(b) **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of California and any legal action shall be brought in a court of competent jurisdiction in San Bernardino County.

(c) **Attorney's Fees.** In the event of any litigation or other legal proceeding arising from this Agreement, the prevailing party will be entitled to recover, in addition to any other relief awarded or granted, its reasonable costs and expenses, including attorney's fees, incurred in the proceeding.

(d) **Final Agreement.** This Agreement contains the entire understanding and agreement with respect to the subject matter of this Agreement and all prior or contemporaneous documents, communications, understandings, representations, and statements shall be of no force or effect.

(e) **Construction.** This Agreement shall be construed according to its fair meaning as if prepared by all parties to this Agreement. Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

(f) **No Waiver.** The failure to enforce any term, covenant, or condition of this Agreement shall not be construed as a waiver of the right to enforce this, or any other, term, covenant, or condition of this Agreement.

(g) **Counterparts.** This Agreement may be executed in any number of counterparts each of which shall be an original but all of which shall constitute one and the same document.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective officials thereunto duly authorized.

CITY:

CITY OF CHINO, a municipal corporation

_____
Dr. Linda Reich, City Manager

ATTEST:

_____
Natalie Gonzaga, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
Fred Galante, City Attorney

APPROVED AS TO CONTENT:

_____
Hye Jin Lee
Director of Public Works

OWNERS:

By: _____

Name: Yun Sing Ng

By: _____

Name: Li Li

[OWNER'S SIGNATURE SHALL BE NOTARIZED]

EXHIBIT A

PROPERTY DESCRIPTION

THAT CERTAIN REAL PROPERTY IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, LEGALLY DESCRIBED AS FOLLOWS:

THAT PORTION OF LOT 30, SECTION 9, TOWNSHIP 2 SOUTH, RANGE 8 WEST, SAN BERNARDINO BASE AND MERIDIAN, IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ACCORDING TO MAP "D" OF AN EXTENSION OF THE SUBDIVISION OF RANCHO SANTA ANA DEL CHINO, AS PER PLAT THEREOF RECORDED IN BOOK 12 OF MAPS, PAGE 47, RECORDS OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WEST LINE OF ROSWELL AVENUE, 327 FEET NORTH OF THE INTERSECTION OF SAID WEST LINE WITH THE NORTH LINE OF CHINO AVENUE; THENCE WEST 305.17 FEET, PARALLEL WITH THE NORTH LINE OF CHINO AVENUE; THENCE SOUTH 60 FEET, PARALLEL WITH THE WEST LINE OF ROSWELL AVENUE; THENCE EAST 305.17 FEET, PARALLEL WITH THE NORTH LINE OF CHINO AVENUE, TO A POINT IN THE WEST LINE OF ROSWELL AVENUE; THENCE NORTH 60 FEET TO THE POINT OF BEGINNING.

APN:1019-271-06

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

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, 2025 before me, _____, a notary public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

_____
Notary Public

SEAL:

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

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

In _____, 2025 before me, _____, a notary public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

_____
Notary Public

SEAL:



Vicinity Map

Home and 2 ADUs Proposed Connection to Sewer Main



EUNICE M. ULLOA
Mayor

CURTIS BURTON
Mayor Pro Tem

KAREN C. COMSTOCK
CHRISTOPHER FLORES
MARC LUCIO
Council Members

DR. LINDA REICH
City Manager

CITY of CHINO

July 3, 2025
Attn: Property Owner
granduniteduiders8888@gmail.com

Subject: Will Serve Letter Sewer Service
13252 Roswell Avenue

To Whom It May Concern:

This letter serves as confirmation that the City of Chino is the exclusive provider of sanitary sewer services within the City's limits and Sphere of Influence (SOI). Property owners within the SOI may submit requests to connect their property to the City's sewer system.

Following a review of the existing sewer infrastructure surrounding the property at 13252 Roswell Avenue, City staff determined that an 8" sewer line is situated on Roswell Avenue, directly adjacent to the property. Therefore, the City of Chino hereby issues this "Will Serve" letter, indicating the availability of sewer service for the existing single-family home, and the two proposed accessory dwelling units at the aforementioned address.

As a condition precedent to sewer connection, the Property Owner shall execute and record an Irrevocable Agreement to Annex in a form approved by the City. In addition, the City shall submit a formal application for annexation to the San Bernardino County Local Agency Formation Commission (LAFCO). The Property Owner shall be responsible for the payment of all applicable LAFCO and City application fees, which shall be remitted to the City prior to the commencement of the application process.

Furthermore, all development projects processed through the County of San Bernardino that request municipal utility connections within the City's SOI are subject to the requirements set forth in City Council Resolution No. 2025-0212, which governs utility service eligibility and annexation conditions for properties located within the SOI.

Should you have any questions or require further information, please feel free to contact Sylvia Ramos, Contracts & DIF Administrator, at (909) 334-3418 or via email at sramos@cityofchino.org.

Sincerely,

Jesus Plasencia

Jesus Plasencia, P.E.
Assistant City Engineer

13220 Central Avenue, Chino, California 91710
Mailing Address: P.O. Box 667, Chino, California 91708-0667
(909) 334-3250 • (909) 334-3720 Fax
Web Site: www.cityofchino.org

RESOLUTION NO. 2025-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, SUPERSEDING RESOLUTION 2022-041 AND AMENDING THE SANITARY SEWER POLICY TO ESTABLISH CRITERIA FOR SEWER AND WATER SERVICE REQUESTS WITHIN THE CITY'S SPHERE OF INFLUENCE AND OUT-OF-BOUNDARY SERVICE AREAS

WHEREAS, the City of Chino ("City"), pursuant to its authority as a municipal corporation, previously adopted Resolution No. 2022-041 to establish a policy governing the provision of sanitary sewer services in the Sphere of Influence ("SOI"); and

WHEREAS, the City has determined that an amendment to the Sanitary Sewer Policy ("Policy") is necessary to establish clear and enforceable criteria for evaluating sewer and water service requests within its SOI and out-of-boundary service areas; and

WHEREAS, the amended Policy provides a structured framework for assessing infrastructure capacity, regulatory compliance, financial feasibility, and regional public benefits to ensure that sewer and water service extensions align with the City's General Plan, Capital Improvement Program, and long-term infrastructure investment priorities as applicable; and

WHEREAS, in furtherance of these objectives, all requests for sewer and water service within the SOI and out-of-boundary service areas shall be evaluated on a case-by-case basis utilizing the criteria in the amended Policy; and

WHEREAS, any request for sewer or water service that does not conform to the City's General Plan land use designations and Zoning Code within the SOI or any request for municipal service connections outside the City's boundaries shall require review by the Infrastructure Committee and a recommendation to the City Council prior to issuance of an "Ability to Serve" letter to the requesting party; and

WHEREAS, an "Ability to Serve" letter shall not constitute approval of a utility service connection but shall serve solely as confirmation that the City has the capacity to provide service at the time of issuance; final authority to approve any sewer or water service connection shall remain exclusively with the City Council, which must authorize service through the execution of a formal agreement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHINO DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. PROPERTIES WITHIN THE SPHERE OF INFLUENCE (SOI)

Properties located within the SOI seeking connection to the public sewer system shall exclusively obtain sewer service from the City. Pursuant to Section 713.4 of the California Plumbing Code, titled Public Sewer Availability, any property situated within two hundred (200) feet of an existing public sewer line is required to connect to the City's sanitary sewer system. All requests for connection shall be reviewed on a case-by-case basis and shall comply fully with the guidelines set forth herein for properties within the SOI. Any deviations from the General Plan and zoning requirements , irrespective of degree or nature, are subject to review and approval at the sole discretion of the City Council.

A. General Plan & Zoning Requirements

Properties within the SOI must conform to the City's General Plan land use and zoning requirements to qualify for sewer service connection:

Staff may not independently authorize any deviation from the City's General Plan or zoning requirements. All such requests must first be presented to the Infrastructure Committee for review. The Committee shall provide a recommendation to the City Council, which holds final authority to approve or deny any deviation and associated utility connection.

B. Annexation Requirements

1. Non-Contiguous Parcels (SOI parcels not adjacent to the City boundary):

   a. Non-adjacent properties within the SOI that do not qualify as a Sizable Project as defined herein, may connect to the public sewer system upon execution and recording of an Irrevocable Agreement to Annex. City staff is authorized to issue an "Ability to Serve" letter for such requests, provided the subject property fully complies with all applicable General Plan and zoning requirements. The issuance of an "Ability to Serve" letter by staff shall not constitute final approval; the ultimate approval authority for sewer connection remains solely with the City Council, contingent upon approval of the formal Irrevocable Agreement to Annex.

   b. Non-adjacent properties within the SOI that qualify as a Sizable Projects as defined herein, may connect to the public sewer system upon execution and recording of an Irrevocable Agreement to Annex; provided annexation into the City is determined to be economically or practically infeasible as defined in Section 2 herein. The Infrastructure Committee shall provide a recommendation to the City Council, which holds final authority to approve or deny the issuance of the Ability to Serve Letter contingent upon the project's full compliance with all applicable General Plan and zoning requirements. Recommendation of such letter by the Infrastructure Committee shall not constitute final approval; ultimate approval authority for sewer connection serving Sizable Projects remains solely with the City Council, contingent upon approval of the Irrevocable Agreement to Annex.

   c. Additionally, in the event a proposed project fails to conform with applicable General Plan or Zoning requirements, such project shall be subject to the provisions set forth in Section 1 of this policy. Furthermore, depending upon the size, scale, and anticipated impacts of the proposed development, the City reserves the right to require annexation into the City, with all associated annexation costs and expenses borne solely by the applicant.

2. Contiguous Parcels (SOI parcels bordering the City boundary)

   Contiguous properties within the SOI shall be required to annex into the City to connect to the public sewer system, unless the City determines annexation to be economically or practically infeasible, as defined in Section 2 herein. In cases where annexation is deemed infeasible, connection may be permitted upon execution and recording of an Irrevocable Agreement to Annex. All provisions and requirements governing sewer connections under

an Irrevocable Agreement to Annex, including but not limited to parcel size, project type, compliance with General Plan and zoning requirements, Infrastructure Committee recommendation, and final approval by the City Council, as outlined above for non-adjacent properties, shall fully apply.

3. Accessory Dwelling Units (ADUs) Exemption

a) Accessory Dwelling Units (ADUs) located within the SOI shall remain exempt from mandatory connection to the City's public sewer system pursuant to California Government Code Section 65852.2(f)(2), as amended. Notwithstanding this exemption, City staff shall proactively provide property owners requesting an "Ability to Serve" or "Not Serve" letter with comprehensive information regarding available public sewer connection options, particularly in cases where public sewer infrastructure exists adjacent or in close proximity to the subject property. Further, staff shall actively encourage connection to the public sewer system for all structures located on the subject parcel, including but not limited to ADUs and associated single-family residences, wherever connection is determined by the City to be feasible.

b) In cases where an ADU property owner within the SOI voluntarily elects to connect to the public sewer system, City staff is authorized to issue an "Ability to Serve" letter irrespective of compliance with General Plan or zoning requirements. All applicable provisions, requirements, and procedures associated with executing and recording an Irrevocable Agreement to Annex, as outlined in Section 1 of this policy, shall fully apply. Issuance of an "Ability to Serve" letter by staff shall not constitute final approval; ultimate authority to approve sewer connections remains solely with the City Council.

4. Sizable Projects

a) "Sizable Projects" shall be defined as new developments or infill projects within the Sphere of Influence (SOI) consisting of more than four (4) residential dwelling units, or commercial and industrial developments exceeding 10,000 square feet of gross floor area. The determination of annexation requirements for these projects shall consider criteria including, but not limited to, proximity or contiguity to the City boundary, projected impacts on City infrastructure and municipal services, and the type, scope, and overall scale of the proposed development.

b) All "Sizable Projects," as defined herein, shall be subject to review and recommendation by the Infrastructure Committee prior to the issuance of an "Ability to Serve" letter. Such letter may only be issued by City staff, following City Council approval. Final authority for sewer connection for all Sizable Projects resides exclusively with the City Council and shall be granted only upon the execution of an Irrevocable Agreement to Annex for Sanitary Sewer Service.

SECTION 2. INFEASIBILITY DETERMINATIONS SPHERE OF INFLUENCE (SOI):

The City of Chino expressly reserves the right to determine, in its sole discretion, that annexation is infeasible under any of the following conditions:

1. Disproportionate Burden on an Individual Property Owner – Where the proposed annexation would impose an undue financial or procedural obligation on the requesting property owner, rendering the annexation inequitable.
2. Insufficient Support from Adjacent Property Owners – Where there is inadequate participation or concurrence from surrounding parcels necessary to justify or effectuate the annexation.
3. Infrastructure Deficiencies – Where existing municipal sewer or water infrastructure is inadequate or otherwise incapable of accommodating the proposed annexation.
4. Economic Viability – Where the extension of municipal services to the subject property, absent broader support or financial participation from neighboring parcels, would result in an unsustainable fiscal obligation to the City.
5. Excessive Long-Term Liabilities – Where annexation would create undue or excessive ongoing maintenance, operational, or financial burdens on the City, compromising its ability to efficiently manage municipal infrastructure.

City staff shall make the initial determination for infeasibility; however, depending on the nature of the request, the Infrastructure Committee and, ultimately, the City Council shall retain the final authority to determine whether a property is deemed infeasible for annexation into the City as a prerequisite to connecting to the public sewer system.

SECTION 3. OUT-OF-BOUNDARY SERVICE AGREEMENTS

An Out-of-Boundary Service Agreement ("Agreement") is a legally binding instrument between the City of Chino ("City") and another municipal jurisdiction ("Requesting Municipality") for the provision of municipal sewer and water services to properties located outside the City's corporate limits and beyond its Sphere of Influence. The extension of such services shall be considered an extraordinary measure and will only be granted when the City Council, at its sole and absolute discretion, determines that:

1. No other reasonable or feasible alternative exists for the property to connect to a sewer or water system; and
2. The requested service extension is technically feasible; and
3. The extension will not adversely impact existing or planned infrastructure.
4. The service extension will not create significant impacts on the economic interests of the City, its residents or businesses.

Each request for an "Out-of-Boundary" Sewer and Water Service Agreement shall be subject to a case-by-case review and undergo a Service Feasibility Analysis, as defined below.

Service Feasibility Analysis

No Agreement shall be approved unless and until a comprehensive feasibility analysis has been conducted by the City, which shall include, but not be limited to, an assessment of the following factors:

1. Infrastructure Capacity and Accessibility – The extent to which the City's existing sewer and water infrastructure possesses sufficient capacity to accommodate the proposed service extension without compromising existing or planned service obligations.

2. Long-Term Maintenance Obligations – The anticipated financial and operational burden associated with maintaining, repairing, and replacing infrastructure necessary to facilitate service under the Agreement, including lifecycle costs, depreciation, and projected capital improvement needs.
3. Impact on Existing and Future Service Demands – A determination as to whether the proposed service extension would negatively impact the City's ability to meet current or future service demands, including regulatory compliance and long-term sustainability considerations.
4. Technical Study Requirement – As a condition precedent to approval, the Requesting Municipality shall be required to commission and submit a comprehensive study, prepared by a licensed professional engineer, analyzing the feasibility, impact, and technical requirements associated with the requested utility service connection. Such study shall include capacity assessments, identification of necessary infrastructure improvements, and a projection of long-term system impacts. The City shall have full authority to review, approve, or reject the findings of the said study, and all costs associated with the preparation and submission thereof shall be borne solely by the Requesting Municipality.
5. A Recycled Water Allocation Service Feasibility Analysis shall be conducted to determine whether the proposed service extension results in a net increase in the recycled water allocated to the City. Any Out-of-Boundary Service Agreement for sewer connections shall expressly state that all recycled water generated from wastewater treated within the City's system remains part of the City of Chino's allocated supply. No rights, claims, or entitlements to the recycled water shall be granted to the external agency or development receiving sewer service.

Infrastructure Committee Oversight

a) All requests for municipal sewer or water connections under this Agreement shall be subject to a comprehensive review by the Infrastructure Committee. The Infrastructure Committee may, at its discretion, recommend to the City Council the issuance of an "Ability to Serve" letter; however, such recommendation shall not constitute approval of the requested service connection.

b) Final authority to approve or deny any service extension request shall rest solely with the City Council. No connection shall be permitted unless and until the City Council grants final approval.

c) Additionally, the "Ability to Serve" letter will include an acknowledgment stating that the Requesting Municipality understands its applicants assume certain risks when proceeding with projects that rely on out-of-boundary sewer or water service. While City of Chino staff adheres to all formal policy requirements in processing such requests, the ultimate outcome remains uncertain, as approval or denial is solely at the discretion of the City Council.

Requesting Agency's Cost Participation and Applicant Obligations

If the City grants approval to extend service, the City and the adjacent jurisdiction shall enter into an agreement outlining the terms and conditions of the service extension. This agreement shall include, but is not limited to, the following provisions

a) Where the extension of sewer or water service necessitates new infrastructure, the applicant shall be solely responsible for all costs associated with constructing the necessary service line or laterals to establish the connection to the City's utility line.

b) If future downstream upsizing or replacement of the existing City-owned utility line is required to accommodate increased capacity needs, the applicant shall provide a one-time, lump-sum fair share contribution toward the cost of such improvements, determined per the Service Feasibility Analysis.

c) The applicant shall also be responsible for the payment of all applicable Development Impact Fees (DIF) and any required pass-through fees to the Inland Empire Utilities Agency (IEUA) in accordance with prevailing fee schedules and agency requirements.

SECTION 4. SUPERSESSION

Resolution 2022-041 is hereby superseded and replaced in its entirety by this resolution. Any provisions, policies, or approvals established under Resolution 2022-041 that conflict with this resolution are hereby repealed and shall have no further force or effect.

All references to Resolution 2022-041 in any existing agreements, policies, or documents shall be interpreted in accordance with this resolution. In the event of any inconsistency between this resolution and prior City policies, the terms of this resolution shall govern.

PASSED, APPROVED, AND ADOPTED THIS 3rd DAY OF JUNE 2025.

EUNICE M. ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) §.
CITY OF CHINO)

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify the foregoing Resolution 2025-021 was duly adopted by the Chino City Council at a regular meeting held on the 3rd day of June 2025, by the following votes:

AYES:	COUNCIL MEMBERS:	LUCIO, FLORES, BURTON, ULLOA
NOES:	COUNCIL MEMBERS:	NONE.
ABSENT:	COUNCIL MEMBERS:	COMSTOCK

ngonzaga
NATALIE GONZAGA, CITY CLERK

MEMORANDUM
CITY OF CHINO
DEVELOPMENT SERVICES DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **MAYOR AND CITY COUNCIL MEMBERS, CITY OF CHINO**

FROM: **WARREN MORELION, AICP, DIRECTOR OF DEVELOPMENT SERVICES**

SUBJECT

Appeal of Planning Commission action approving the Chino Gateway Terminal Project.

RECOMMENDATION

Conduct a Public Hearing; Adopt Resolution No. 2025-058, denying the appeal and thereby upholding the approval of PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit), based upon the findings and subject to the departmental conditions of approval.

FISCAL IMPACT

If the project is developed, the City will receive one-time revenues in the form of permit and development impact fees. Ongoing revenues through property and sales taxes will also be generated in the future.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above furthers the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Responsible Long-Range Planning

Revenue:	Expenditure:
Transfer In:	Transfer Out:

BACKGROUND

On August 15, 2024, Gateway Terminal LLC (the "Applicant") submitted a Site Approval (SA) (PL24-0098) and two Special Conditional Use Permit (SCUP) (PL24-0097 and PL24-0120) applications to construct the Chino Gateway Terminal Project ("the Project) consisting of a 158,548 square foot industrial warehouse building and a 3,540 square foot food and beverage building with an outdoor dining area, located on 7.35 acres of land within the Light Industrial (M1) zoning district at the southwest corner of Schaefer Avenue and Oaks Avenue. The site is the current location of Gateway Karis Church that will be relocated to the College Park community once their new church building is constructed at the northwest corner of Eucalyptus Avenue and Satterfield Avenue. In compliance with the California Environmental Quality Act (CEQA), an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Project was prepared by LSA Associates, Inc.

On July 16, 2025, the Planning Commission held a public hearing to consider the Project. Prior to the meeting, staff received a letter from Supporters Alliance for Environmental Responsibility ("SAFER"), claiming the Addendum prepared for the Project does not fall within the scope of the 2010 General Plan Environmental Impact Report (GPEIR) and that new significant impacts or mitigation measures have emerged. Therefore, SAFER claims a new Environmental Impact Report (EIR) or Negative Declaration should have been prepared for the Project. Since the letter was received after the staff report publication, staff introduced the letter at the Planning Commission meeting, which SAFER did not attend. During the deliberation, the Commission asked staff if the EIR Addendum is sufficient for the Project. Staff explained that the EIR Addendum is the appropriate environmental document for this type of project pursuant to CEQA. Following deliberation, the Planning Commission adopted Planning Commission Resolution No. PC2025-012, approving the Project subject to departmental conditions of approval, with the addition of a condition requiring the applicant to reinforce the outdoor dining area with protective bollards. The full Planning Commission staff report packet is included as Exhibit A and Planning Commission Resolution No. PC2025-012, including the condition added by the Planning Commission is attached as Exhibit B.

On July 23, 2025, SAFER (the "Appellant"), filed an appeal of the Planning Commission's decision, reiterating the same objections to the EIR Addendum and claiming that new significant impacts or mitigation measures require the preparation of a new EIR or Negative Declaration. SAFER provided no additional evidence or supporting documentation with the appeal other than what was originally submitted in the letter received prior to the Planning Commission meeting. A copy of the appeal application is included as Exhibit C.

ISSUES/ANALYSIS

Environmental Review and CEQA Compliance

On July 6, 2010, the City of Chino (the "City) certified the 2010 GPEIR to guide future development within the City's planning area in accordance with the goals and policies of the General Plan. The project site was included in the planning area analyzed in the GPEIR and was evaluated at full build out under the current zoning designation of M1, which allows for a variety of less intensive industrial uses.

As mentioned, an Addendum to the City of Chino GPEIR was prepared for the Project in accordance with CEQA. The purpose of the Addendum is to determine whether the Project would result in any new or substantially more severe environmental impacts than those identified in the GPEIR. As the lead agency under CEQA, the City of Chino is responsible for

conducting this evaluation and determining the appropriate environmental document. As part of the process, the applicant submitted numerous technical studies including a Health Risk Assessment, Biology Report, Arborist Report, Cultural Resources and Historical Significance Assessment, Geotechnical Study, Phase 1 Environmental Site Assessment, Preliminary Water Quality Management Plan and Drainage Study, Noise Survey, Traffic Impact Analysis, Water Demand Analysis, and Sewer Capacity Analysis. Based on the review of the technical studies submitted by the applicant, the City concluded that the Project would not have any new significant impacts or increase the severity of impacts previously disclosed in the GPEIR. As a result, the Addendum was determined to be the appropriate CEQA document for the Project, and no further environmental review is required under CEQA Guidelines.

SAFER's Appeal

SAFER's appeal presents vague and unsupported claims that new information, significant environmental impacts and/or mitigation measures may have emerged since the 2010 GPEIR was certified and therefore claims that a new EIR or Negative Declaration is required. However, under CEQA Guidelines, Section 15162, additional environmental documentation is only required if the Project would result in: 1) new significant impacts; 2) substantially increase the severity of the previously identified significant impacts; or 3) new information of substantial importance that was not known at the time the GPEIR certification.

The Addendum and the Planning Commission's decision were based on comprehensive technical analysis that evaluated the Project's environmental impacts. The Addendum provided: 1) a detailed summary of relevant General Plan policies for each environmental topic addressed in the GPEIR; 2) the level of impact for each environmental topic identified in the GPEIR; and 3) an evaluation of the Project's impacts compared to those analyzed in the GPEIR.

The Addendum appropriately compared the impacts of the Project with those anticipated from full General Plan buildout. This is backed by the numerous technical studies that evaluated potential impacts and concluded that no additional mitigation would be required for the Project. Based on this analysis, the Planning Commission found no evidence that the Project would result in new or more severe significant impacts than those previously identified in the GPEIR. As documented in the Addendum, the Project would not result in any new significant impacts, nor would it cause a substantial increase in the severity of existing impacts beyond those addressed in the GPEIR. The Project's potential impacts are equal or less than those evaluated in the GPEIR. Additionally, there have been no substantial changes in the Project's conditions or location that would lead to new or more severe environmental impacts. Therefore, no new information has been identified that would require further CEQA review under Section 15162. In conclusion, SAFER's appeal fails to present any substantial evidence or justification to support its claims or to warrant further CEQA review.

The Addendum and all supporting technical studies are available for public review on the City's website at: https://www.cityofchino.org/591/Environmental-Documents.

Public Noticing

A 10-day notice for the appeal was mailed to all property owners within a 300-foot radius of the project site. In addition, a notice was published in the *Chino Champion* on September 6, 2025. A total of two freestanding signs were posted along each of the project's street frontages with project information in accordance with Section 20.23.140.D.1 of the City's Zoning Code. In response to the public notice, no comments have been received. The notice exceeds legal noticing requirements.

Attachments:

Exhibit A – Planning Commission Staff Report Packet
Exhibit B – Planning Commission Resolution No. 2025-012
Exhibit C – Appeal Application
Resolution No. 2025-058

EXHIBIT A

MEMORANDUM
CITY OF CHINO
DEVELOPMENT SERVICES DEPARTMENT

PLANNING COMMISSION MEETING DATE: JULY 16, 2025

PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit)

LOCATION MAP



PROJECT NO.: PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit)

APPLICANT: Gateway Terminal LLC

REQUEST: A request for approval for the Chino Gateway Terminal Project located on approximately 7.35 acres of land within the Light Industrial (M1) zoning district. The project includes the following applications:

- PL24-0097 (Special Conditional Use Permit) – A request to allow an industrial building greater than 50,000 square feet in the M1 zoning district for warehousing, wholesaling and distribution use.
- PL24-0098 (Site Approval) – A request to construct a mixed-use project consisting of a 158,548 square foot industrial warehouse building, and a 3,540 square restaurant building with an outdoor dining area.
- PL24-0120 (Special Conditional Use Permit) – A request to allow restaurants in the M1 zoning district.

LOCATION: Southwest corner of Schaefer Avenue and Oaks Avenue (APNs: 1021-052-04, -06, -09 and -11)

RECOMMENDATION

Adopt Planning Commission Resolution No. PC2025-012, approving PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit), based upon the findings and subject to the departmental conditions of approval.

SURROUNDING ZONING AND LAND USE:

	Existing Land Use	*General Plan*	*Zoning District*
Project Site -	Gateway Karis Church, Vacant	Light Industrial (LI)	Light Industrial (M1)
North -	Single-Family Residential	RD 4.5 (4.5 dwelling units/acre)	RD 4.5 (4.5 dwelling units/acre)
East -	Industrial	Light Industrial (LI)	Light Industrial (M1)
South -	Industrial	General Industrial (GI)	General Industrial (M2)
West -	Industrial	Light Industrial (LI)	Light Industrial (M1)

BACKGROUND

Gateway Terminal LLC, the applicant, acquired the project site in 2020 through a land exchange agreement with Gateway Karis Church, the former property owner and current occupant with the intent to develop the site with a mixed-use project. The project consists of a mixed-use development which includes a 158,548 square foot industrial building and a 3,540 square foot food and beverage building with an outdoor dining area. As part of the agreement, the applicant is constructing a new 27,000 square foot church facility at The Campus in College Park, located north of Eucalyptus Avenue, west of Satterfield, south of Notre Dame Avenue, and east of Oaks Avenue. The Campus entitlements were approved on September 6, 2022, and construction is currently underway. Once the facility is complete, the church will relocate to the location in College Park.

ISSUES/ANALYSIS

Site Design

The proposed project consists of a mixed-use development which includes a 3,540 square foot food and beverage building with an outdoor dining area as well as a 158,548 square foot speculative industrial building. Each building will be located on a separate lot which will be established by a lot line adjustment processed through the Public Works Department.

The 3,540 square foot food and beverage building, located at the northeast corner of the project site along Schaefer Avenue, includes four tenant spaces, shared restrooms, storage areas, and an outdoor seating area. Each tenant space is designed to accommodate individual restaurant operators, with service provided at the counter and outdoor dining available to patrons. Parking is provided along the west and south sides of the building. The proposed food and beverage building is required to provide 36 parking spaces and provides a total of 40 parking spaces dedicated to the building.

The industrial building is primarily plotted behind the food and beverage building, with the office portion fronting Schaefer Avenue. The building has a total footprint of 153,548 square feet, comprised of 150,048 square feet of warehouse space, 3,500 square feet of office space and 5,000 square feet of mezzanine space above the office area. At the rear of the building, twenty dock high loading doors and 10 truck trailer parking spaces are located within a secured private yard area. The yard area is screened from public view by a 10-foot-high solid tilt-up wall and metal gate, designed to match the architectural style of the building. The proposed industrial building provides a total of 92 spaces, which meets the minimum parking requirements. Parking is provided along the west and south sides of the building, as well as within the secured yard area.

Each building has dedicated site access with one driveway from Schaefer Avenue and one from Oaks Avenue, allowing separate and efficient circulation for customers and industrial operations.

Project statistics are as follows:

Item	
Project Area	7.35 acres
No. Lots	2
Lot Area	Parcel 1 – 285,640 square feet Parcel 2 – 34,683 square feet
No. of Buildings	2
Building Area	158,548 square feet (warehouse industrial) 3,520 square feet (food & beverage)
Lot Coverage (proposed/maximum)	49% proposed/50% maximum
Floor Area Ratio (proposed/maximum)	0.51 proposed /0.6 maximum
Landscape Coverage (proposed/required)	10.2% proposed/10% required
Parking (proposed/required)	132 parking spaces proposed/128 parking space required

Landscaping

The project provides a landscape coverage of 10.2%, satisfying the minimum landscape coverage requirement of 10% for properties in the M1 zoning district. Drought tolerant landscape design is provided throughout the development that is comprised of trees, shrubs and groundcover, primarily concentrated along the Schaefer Avenue and Oaks Avenue street frontages. Additional landscape features are provided near the outdoor seating areas for the food and beverage building. In addition, an outdoor employee break area is proposed at the northwest corner of the project site, located in front of the industrial building. This area features enhanced landscaping, decorative paving, wall seating, steal planter boxes, and decorative hardscape and is designed to serve the industrial building.

Architecture

The food and beverage building is designed with a modern industrial architectural style that draws inspiration from cargo shipping containers. This design is achieved through the use of steel wall panels that replicate the appearance of shipping containers, complemented by flat steel panels, and metal screens to adequately screen roof top equipment. The outdoor dining area is enclosed by corrugated steel panels, steel planter boxes, and rebar fencing, and is enhanced by curved steel light fixtures that provide illumination and reinforce the industrial design theme. In addition, climbing plant material will be integrated into the outdoor seating area along the fence and light fixtures to add warmth and soften the industrial aesthetic.

The warehouse industrial building features a concrete tilt-up design with smooth painted finish varying in shades of gray. Steel wall panels, designed to mimic the appearance of shipping containers, along with flat steel panels, are primarily concentrated at the office area facing Schaefer Avenue. These steel elements complement the architectural style of the food and beverage building, creating a cohesive site design. In addition, horizontal and vertical reveals enhance the elevations with reflective glass in clear anodized aluminum frames, which is concentrated at the corners of the building, enhancing the office area, and at the center of the building facing Schaefer Avenue. Architectural articulation is further achieved through four-foot insets and offsets along the street frontages and at the office area. Breaks in the roofline are provided as well, primarily where the insets and offsets occur.

Special Conditional Use Permit

The applicant has applied for two Special Conditional Use Permits (SCUP), one to allow restaurant uses within the food and beverage building, and a second to permit the industrial building to exceed 50,000 square feet in size.

A SCUP is required to be approved by the Planning Commission to establish a restaurant use in the M1 zoning district. The proposed food and beverage building has been designed to accommodate up to four tenant spaces, which would all be covered under the SCUP. A license through the Alcohol Beverage Control (ABC) is not currently requested in conjunction with the food uses. In the future, if an ABC license is requested by a tenant, an Administrative Approval would be required.

The second SCUP being requested is to allow the industrial building to exceed 50,000 square feet in size. The size of the building is generally consistent with other industrial buildings located on the east side of Oaks Avenue, along Schaefer Avenue. These buildings are all located on larger lots and designed for a single-tenant user. The proposed building has been designed with loading doors on the southern side of the building to minimize impacts to the existing residential neighborhood on the north side of Schaefer Avenue. Additionally, Schaefer

Avenue is designated as a City truck route. The proposed building is speculative, meaning that a tenant is not known at this time. Potential tenants would need to comply with the M1 zoning district, which allows for lighter industrial uses ranging from warehousing and distribution to light manufacturing.

Public Noticing

A 10-day notice was mailed to all property owners within a 300-foot radius of the project site. In addition, a notice was published in the *Chino Champion* on July 5, 2025, and the City sent information out on the City's social media platforms. A total of two freestanding signs were posted along each of the project's street frontages with project information in accordance with Section 20.23.140.D.1 of the City's Zoning Code. In response to the public notice, no comments have been received. The notice exceeds legal noticing requirements.

ENVIRONMENTAL REVIEW

An Addendum to the City of Chino General Plan Environmental Impact Report (EIR) (SCH# 2008091064) for the Chino Gateway Terminal Project, dated June 2025, has been prepared for this project by LSA Associates, Inc. As outlined in CEQA Guidelines Section 15164, an Addendum is the appropriate environmental document if some changes or additions to the previously certified EIR are necessary, but the proposed project does not constitute new information and would not change the assumptions, analysis, conclusions, or mitigation measures of the EIR to a significant degree. The analysis concluded that the proposed project would not create any new significant impacts or impacts significantly different than those identified in the City of Chino's General Plan EIR. In addition, the proposed project would not increase the severity of any previously identified significant impacts. Therefore, the proposed project is within the scope of the previous EIR.

Link to EIR Addendum: Environmental Documents | Chino, CA

RESOLUTION NO. PC2025-012

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CHINO, CALIFORNIA, APPROVING PL24-0097 (SPECIAL CONDITIONAL USE PERMIT), PL24-0098 (SITE APPROVAL), AND PL24-0120 (SPECIAL CONDITIONAL USE PERMIT) FOR APPROVAL TO CONSTRUCT THE CHINO GATEWAY TERMINAL PROJECT CONSISTING OF A 158,548 SQUARE FEET INDUSTRIAL WAREHOUSE BUILDING, A 3,540 SQUARE FOOT RESTAURANT BUILDING WITH AN OUTDOOR DINING AREA, AND TO CONDITIONALLY PERMIT RESTAURANTS, AND A WAREHOUSE INDUSTRIAL BUILDING GREATER THAN 50,000 SQUARE FEET, LOCATED ON APPROXIMATELY 7.35 ACRES OF LAND WITHIN THE LIGHT INDUSTRIAL (M1) ZONING DISTRICT AT THE SOUTHWEST CORNER OF SCHAEFER AVENUE AND OAKS AVENUE (APN: 1021-052-04, -06, -09 AND -11).

WHEREAS, Gateway Terminal LLC (the "Applicant"), has filed an application with the City of Chino (the "City") for approval of PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit) (the "Project") to construct the Chino Gateway Terminal Project consisting of a 158,548 square foot warehouse industrial building, a 3,540 square foot restaurant building with an outdoor dining area, and to conditionally permit restaurants and a warehouse industrial building greater than 50,000 square feet, located on approximately 7.35 acres of land within the Light Industrial (M1) zoning district at the southwest corner of Schaefer Avenue and Oaks Avenue (APN: 1021-052-04, -06, -09 and -11); and

WHEREAS, in compliance with the California Environmental Quality Act (CEQA), an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project, dated June 2025, has been prepared by LSA Associates, Inc.; and

WHEREAS, the Planning Commission of the City of Chino has completed its study of the proposed Project; and

WHEREAS**,** on July 16, 2025, the Planning Commission held a duly noticed public hearing for the Project in compliance with law, including compliance with the relevant provisions of the California Government Code and Chino Municipal Code, entertained the written and oral report of staff, and took public testimony on the Project.

NOW, THEREFORE, the Planning Commission of the City of Chino, California, does hereby FIND, DETERMINE, and RESOLVE as follows:

A. The foregoing recitals are true and correct and incorporated herein.

B. Based on substantial evidence, both written and oral, from the public hearing, the Planning Commission makes the following findings and takes the following actions on PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit):

1. *PL24-0098 (Site Approval)*

    a. The proposed Project is consistent with the goals and policies of the City's adopted General Plan and/or applicable specific plan(s). The Project site has a General Plan land use designation of Light Industrial (LI). The LI land use designation is intended for industrial uses with fewer impacts on traffic, noises, odors and pollutants and allows for a broad range of uses. The Project has been designed to meet applicable development standards and design guidelines. The Project serves General Plan Goal LU-2 and Objective LU-2.1 which aim to foster the development of new industrial uses in the City while preventing negative impacts on the health, safety, and welfare of residents and General Plan Objective LU-1.3 which encourages commercial development that will support and enhance vibrant commercial areas and serve existing neighborhoods;

    b. The proposed Project is permitted within the zoning district in which it is proposed and complies with all applicable provisions of the City's Zoning Code. The Project is located in the Light Industrial (M1) zoning district and consists of a 158,548 square foot warehouse industrial building and a 3,540 square foot food and beverage building with an outdoor dining area. The restaurant uses and the size of the warehouse building, which exceeds 50,000 square feet, require approval of a Special Conditional Use Permit. Additionally, the Project meets or exceeds all minimum development standards related to setbacks, building height, lot coverage, parking, and landscaping;

    c. The subject site is physically suitable, including, but not limited to, parcel size, shape, access and availability of utilities, for the type and intensity of use proposed, as all minimum zoning requirements governing parcel size, shape, access, type and intensity of development have been met or exceeded. The 7.35-acre site is flat and will have adequate infrastructure and four points of vehicular access from Schaefer Avenue and Oaks Avenue. Utilities and stormwater improvements will be extended to serve the site;

    d. The subject site for the Project relates to streets and highways properly designed, both as to width and type of pavement to carry the type and quantity of traffic generated by the proposed Project, in that the Project site is located along Schaefer Avenue, which is designated as a primary arterial and Oaks Avenue, which is designated as an urban industrial collector. Access to the site is provided from the adjacent streets. Additionally,

Schaefer Avenue is designated as a truck route. Both streets are currently improved and has adequate capacity to serve the proposed Project;

e. The proposed Project is compatible with those abutting properties and in the surrounding area. The Project is located within an area designated for industrial uses and is surrounded by existing industrial developments to the east, south and west. To the north, Schaefer Avenue separates the single-family residential development from the Project. The Project will have no significant negative light, noise, and aesthetic impacts, as the building has been designed to meet all development and design requirements of the M1 zoning district, in which it is located;

f. The proposed location, size, and operating characteristics of the proposed Project will not be detrimental to the public interest, health, safety or general welfare, as the proposed Project consists of a mixed-use development with an industrial building and a food and beverage building, which is consistent with the M1 zoning district. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A";

g. The proposed Project will not have a significant adverse impact on the environment as an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Addendum satisfies the requirement of CEQA and the CEQA Guidelines (California Public Resources Code §§ 21000 *et seq*.; 14 Cal. Code Regs. §§ 15000 *et seq*.); and

h. The minimum safeguards necessary to protect the public health, safety and general welfare have been required of the proposed Project and have been imposed as conditions of Project approval by the Chino Planning Commission. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A".

2. *PL24-0097 (Special Conditional Use Permit – Warehouse Building ≥ 50,000SF)*

a. The proposed use is consistent with the goals and policies of the City's adopted General Plan and/or applicable specific plan(s), in that the proposed use consists of an industrial building exceeding 50,000 square feet, which is permitted subject to approval of a SCUP. The use supports General Plan Goal LU-2 and Objective LU-2.1, which aims to foster the

development of new industrial uses that contributes to the City's economic development, while ensuring such uses are planned and designed to prevent negative impacts on the health, safety, and welfare of residents;

b. The subject site is physically suitable, including but not limited to, parcel size, shape, access and availability of utilities, for the type and intensity of use proposed, as all minimum zoning requirements governing parcel size, shape access, type and intensity of the use have already been met or exceeded and the appropriate infrastructure and public improvements are conditioned to be constructed with the development. Additionally, the proposed 158,548 square foot industrial building meets all requirements and development standards in the Zoning Ordinance;

c. The subject site relates to streets and highways properly designed, both as to width and type of pavement to carry the type and quantity of traffic generated by the proposed use; as the 158,548 square foot industrial building will have direct access from one driveway off Schaefer Avenue and a second driveway off Oaks Avenue. Schaefer Avenue is designated as a primary arterial and truck route and Oaks Avenue is designated as an urban industrial collector, both streets designed to carry the volume of traffic typically generated by the use;

d. The proposed use is compatible with those on abutting properties and in the surrounding neighborhood. The Project is located within an area designated for industrial uses and is surrounded by existing industrial developments to the east, south and west. To the north, Schaefer Avenue, separates the single-family residential development from the use. The use will have no significant negative light, noise, and aesthetic impacts, as the building has been designed to meet all development and design requirements of the M1 zoning district, in which it is located. Additionally, the M1 zoning district is intended for industrial uses that are less intensive;

e. The proposed location, size, and operating characteristics of the proposed use will not be detrimental to the public interest, health, safety or general welfare, as the 158,548 square foot industrial building is allowed in the M1 zoning district, subject to the approval of a SCUP. In addition, certain safeguards have been required of the proposed use, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A";

f. The proposed Project will not have a significant adverse impact on the environment as an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The

Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Addendum satisfies the requirement of CEQA and the CEQA Guidelines (California Public Resources Code §§ 21000 *et seq*.; 14 Cal. Code Regs. §§ 15000 *et seq*.); and

g. The minimum safeguards necessary to protect the public health, safety and general welfare have been required of the proposed Project and have been imposed as conditions of Project approval by the Chino Planning Commission. In addition, certain safeguards have been required of the proposed use, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A".

3. *PL24-0120 (Special Conditional Use Permit - Restaurant):*

a. The proposed use is consistent with the goals and policies of the City's adopted General Plan and/or applicable specific plan(s); in that the proposed use consists of individual restaurants located within a multi-tenant building. The proposed use is permitted, subject to approval of a SCUP Furthermore, Objective LU-1.3 of the City's General Plan encourages commercial development that will support and enhance vibrant commercial areas to serve existing neighborhoods with a combination of daily and specialty daily needs;

b. The subject site is physically suitable, including, but not limited to, parcel size, shape, access and availability of utilities, for the type and intensity of use proposed, as all minimum zoning requirements governing parcel size, shape access, type and intensity of development have already been met or exceeded and the appropriate infrastructure and public improvements are conditioned to be constructed with the development;

c. The subject site relates to streets and highways properly designed, both as to width and type of pavement to carry the type and quantity of traffic generated by the proposed use; as the restaurant building will have direct access from one driveway off Schaefer Avenue a second driveway off Oaks Avenue. Schaefer Avenue is designated as a primary arterial and Oaks Avenue is designated as an urban industrial collector, both streets designed to carry the volume of traffic typically generated by the proposed restaurant use;

d. The proposed use is compatible with those on abutting properties and in the surrounding neighborhood, in that restaurants in the M1 zoning district are allowed, subject to approval of a SCUP. The proposed food and beverage building is located within an area designated for industrial uses and is surrounded by existing industrial developments to the east, south and west. The restaurant component is strategically located at the northeast corner of

the project site, serving as a transitional buffer between the single-family residential neighborhood, separated by Schaefer Avenue, and the larger warehouse industrial building to the south. The use will have no significant negative light, noise, and aesthetic impacts, as the building has been designed to meet all development and design requirements of the M1 zoning district, in which it is located;

e. The proposed location, size, and operating characteristics of the proposed use will not be detrimental to the public interest, health, safety or general welfare, as restaurant uses are allowed in the M1 zoning district, subject to the approval of a SCUP. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A";

f. The proposed Project will not have a significant adverse impact on the environment as an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Addendum satisfies the requirement of CEQA and the CEQA Guidelines (California Public Resources Code §§ 21000 *et seq*.; 14 Cal. Code Regs. §§ 15000 *et seq*.); and

g. The minimum safeguards necessary to protect the public health, safety and general welfare have been required of the proposed Project and have been imposed as conditions of Project approval by the Chino Planning Commission. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A".

4. *CEQA Findings.* An Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared by LSA Associates, Inc. for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The Planning Commission has considered the Addendum and Environmental Impact Report as part of its decision on this Project pursuant to Section 15164. The Planning Commission hereby finds that the Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Planning Commission hereby finds that the Project will not have any impacts that would require a revision to the EIR or any other additional environmental review.

5. *Approval of PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit).* The Planning

Commission hereby approves PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit) subject to the Conditions of Approval attached hereto as Exhibit "A". Applicant, including its successors and assigns, shall be responsible for implementing and complying with all conditions set forth in Exhibit "A".

6. *Actions by the Planning Commission Secretary.* The Planning Commission Secretary is hereby directed to attest to the adoption of this Resolution as of the date set forth below and forthwith transmit a copy of this Resolution, by regular mail, to the Applicant at the address of record set forth in the Application.

PASSED, APPROVED, AND ADOPTED THIS 16TH DAY OF JULY 2025.

_____
PLANNING COMMISSION CHAIRPERSON

ATTEST:

_____
SECRETARY, PLANNING COMMISSION

State of California)
County of San Bernardino) §
City of Chino)

I hereby certify the foregoing Resolution was duly adopted by the Chino Planning Commission at a meeting held on the 16th day of July 2025 and entered in the minutes of said Commission.

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

_____
SECRETARY, PLANNING COMMISSION

Attachment: Exhibit "A" – Conditions of Approval

EXHIBIT A

DEPARTMENTAL
CONDITIONS OF APPROVAL

DATE: July 16, 2025

PROJECT FILE NO.: PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit)

LOCATION: Southwest corner of Schaefer Avenue and Oaks Avenue (APN: 1021-052-04, -06, -09 and -11)

APPLICANT: Gateway Terminal LLC

The departments listed below have reviewed the above referenced application. Those departments marked with an "X" have required conditions of approval to be imposed on the project.

Development Services Department –
- [X] Planning Division
- [ ] ADA Accessibility Division

Public Works Department –
- [X] Engineering Division
- [ ] Traffic Division

[X] Chino Valley Independent Fire District

[ ] Police Department

[ ] Finance Department

[ ] Community Services, Parks & Recreation Department

DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION CONDITIONS OF APPROVAL

DATE: July 16, 2025

PROJECT FILE NO.: PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit)

LOCATION: Southwest corner of Schaefer Avenue and Oaks Avenue (APN: 1021-052-04, -06, -09 and -11)

APPLICANT: Gateway Terminal LLC

1.0 TIME LIMITS:

1.1. The above referenced Site Approval and Special Conditional Use Permits shall expire on July 16, 2026, if building permits are not obtained and/or the approved uses have not commenced. The expiration date may be extended upon written request by the applicant on a City application form. The request must be received by the Director of Development Services at least 30 days prior to expiration of the application.

1.2. Should any of the special conditionally permitted uses cease to exist for 180 or more consecutive days, then the permit shall be deemed null and void.

2.0 GENERAL REQUIREMENTS:

2.1. Failure to comply with any conditions of approval shall be deemed just cause for revocation of project approval by the Planning Commission and/or City Council.

2.2. The project shall proceed only in accordance with the approved plans on file with the Development Services Department, and with the conditions contained herein and the Chino Municipal Code.

2.3. The Director of Development Services shall have the authority to approve minor deviations in the site plan, architecture and/or landscape providing the total approved building area is not exceeded. If it is determined that the changes will be substantial, approval from the Planning Commission will be required.

2.4. Approval of this request shall not waive compliance with any section of the Chino Municipal Code, or any other applicable City ordinances, or applicable specific plan provision.

2.5. Pursuant to Government Code Section 66020, upon approval of the project, the applicant has a 90-day period in which to protest the fees, dedications, reservation or other exaction imposed on this project through the conditions of approval.

2.6. In the event that any condition contained herein is determined to be invalid or legally unenforceable, all remaining conditions shall remain in force.

2.7. In the event that any condition imposing a fee, exaction, dedication, or other mitigation measure is challenged by the applicant and/or other parties in an action filed in a court of law, which action is brought within the time period provided for by law, this approval shall be suspended pending dismissal of such action, the expiration of the limitation period applicable to such action, or final resolution of such action. If any condition is invalidated by a court of law, the applicable section of the entire project shall be reviewed by the City and substitute conditions may be imposed.

2.8. The applicant shall indemnify the City and its elected boards, commissions, officers, agents and employees and will hold and save them and each of them harmless from any and all actions, claims, liabilities, losses, damages, penalties, obligations and expenses, including but not limited to attorneys' fees and costs, (collectively "claims") against the City for any such claims and shall be responsible for any judgment arising therefrom. The City shall provide the applicant with notice of the pendency of such action and shall request that the applicant defend such action. The applicant may utilize the City Attorney's office or use legal counsel of its choosing, but shall reimburse the City for any necessary legal cost incurred by City, including for the City's required participation in defense of the claims. The applicant shall provide a deposit in the amount of 100% of the City's estimate, in its sole and absolute discretion, of the cost of litigation, including the cost of any award of attorney's fees, and shall make additional deposits as requested by City to keep the deposit at such level. If the applicant fails to provide or maintain the deposit, the City may abandon the action and the applicant shall pay all costs resulting therefrom and City shall have no liability to the applicant.

2.9. The City of Chino has an executive contract with Waste Management for all solid waste collection and hauling services within the City. The applicant shall be responsible for making arrangements with Waste Management for disposal of any/all construction debris or trash generated

as a result of this permit. Waste Management can be reached at 1-800 423-9986.

2.10. Any change in the project shall be reviewed by the Development Services Department for compliance with CEQA.

2.11. All proposed signs shall be designed to conform with the City's Sign Code (Chino Municipal Code, Title 16 – Signs) and shall require separate application and approval by the Director of Development Services prior to installation.

2.12. Pursuant to Public Resources Code Section 21089 and Fish and Wildlife Code Section 711.4, the developer shall provide those fees marked [X] below in the form of a check made payable to the ***San Bernardino County Clerk of the Board of Supervisors*** within 5 days of Planning Commission approval. **Project approval shall not be complete until the required fee(s) is (are) paid:**

[X] $50 for the Notice of Determination filing fee.

3.0 PRIOR TO THE ISSUANCE OF A BUILDING AND/OR GRADING PERMIT:

3.1. The applicant/developer shall pay development impact fees at the established rate. Such fees may include, but not be limited to, new construction fee, park or open space fees, school fees, drainage fees, sewer fees, building permit and plan check fees.

3.2. Revised plans, incorporating all conditions of approval, shall be submitted and approved by the Director of Development Services.

3.3. All plans shall be coordinated for consistency.

3.4. The applicant/developer shall submit two sets of structural plans/construction documents. The plans shall include one set of structural calculations, one set of Title 24 energy calculations, and one soils report. The applicant/developer shall also submit the above documents in digital format to the Building Division once approved.

3.5. A construction management plan shall be submitted and approved by the Director of Development Services. The plan shall coordinate and address construction activities that may impact residents and/or surrounding businesses in adjacent areas. Elements of the plan shall contain, but not be limited to, the following:

a. Routing of construction equipment
b. Hours of operation

c. Dust control
d. Vector control
e. Vehicle, equipment, and personnel staging
f. Pre-construction meetings
g. Contractor/subcontractor acknowledgement, obligations, and penalties
h. Traffic control and coordination
i. Security and interim fencing
j. Signs posted on the site with a contact number for the job site construction manager and the City's Code Enforcement Division. Signs shall measure at least four feet by eight feet and shall be posted along every street frontage. The developer shall contact the City immediately upon any change in contact numbers.
k. Building and landscape phasing. This plan shall show which buildings and landscaping will be completed in which phases, and how each completed phase will be closed off from phases under construction so as to minimize conflict between construction vehicles, construction equipment, employees, and residents, as applicable.

3.6. A precise wall plan identifying the design, location and construction details of all walls and fences shall be submitted and approved by the Planning and Building Divisions. All perimeter and street-facing walls, including retaining walls, shall be decorative in nature.

3.7. Prior to the issuance of any grading permit, detailed on-site landscaping and irrigation construction drawings along with a copy of the Planning Commission approved conceptual landscape plans and a copy of the conditions of approval shall be submitted for review and approval by the Director of Development Services. A grading permit will not be issued until the City's outside plan checker has completed one review of detailed landscape and irrigation plans for the development. Payment of the Landscape & Irrigation Plan Review Fee shall be due at the time of submittal. Plans shall be prepared to comply with the City's Water Efficient Landscape Ordinance, adopted on October 6, 2015, Ordinance No. 2015-008, meet the requirements for a Landscape Documentation Package in accordance with Section 20.19.030 of the Landscape Ordinance, and shall bear the seal of a landscape architect registered with the state of California. If the site includes areas proposed to be placed within a City-maintained Landscape Maintenance District, then the plans shall be prepared on City of Chino, Engineering Division base sheets, and shall bear the seal of a landscape architect registered with the state of California. Original mylars shall be submitted to the City upon approval of plans by the City Engineer.

3.7.1. To minimize damage to paved areas due to tree root growth, trees located within five (5) feet of any paved surface area, shall be

provided with root barriers unless it can be demonstrated, to the satisfaction of the Planning Division, that the root growth characteristics of the type of tree proposed does not warrant their installation.

3.8. Approval of the conceptual landscape plan by the Planning Commission does not constitute final approval. The final landscape approval (during the plan check process and/or following installation) shall be subject to the review and approval of the City's Landscape Architect Consultant and the Director of Development Services. The City Landscape Architect or Director of Development Services may require additional/fewer trees, shrubs, vines, and ground cover as necessary, based on final site conditions during the landscape plan check process or field review process in order to mitigate any site conditions that were not apparent during either the Planning Commission review or plan check review process.

3.9. All new ground-mounted utilities, including but not limited to cable television facilities, and telephone/fiber optic facilities, shall be undergrounded. Equipment that is not placed underground such as SCE transformers, backflow prevention devices, irrigation valves and controllers used for common landscape areas shall be placed in areas out of public view and sufficiently screened. The location and method of screening shall be reflected in a plan and shall be subject to the review and approval by the Director of Development Services.

3.10. All electrical panels and cabinets shall be completely screened. All electrical panels and cabinets shall be fully enclosed and integrated into and architecturally compatible with the building to the satisfaction of the Director of Development Services. The locations of the electrical panels and cabinets shall be reflected on a site plan and elevation(s) to be reviewed and approved by the Director of Development Services.

3.11. Prior to the issuance of a building permit, the approved grading plans shall be attached to the construction plan set. The project shall be built according to the plans approved by the Planning Commission on July 16, 2025, as prepared by Gateway Terminal LLC, O.C. Design & Engineering, Phil May Landscape Architecture and Pacific Consulting Group, Inc. Any substantial modification to the project shall require Planning Commission review and approval. If minor in nature, the modification may be reviewed and approved by the Development Services Director.

3.12. A detailed on-site exterior lighting plan shall be submitted and approved by the Director of Development Services. Plans shall be designed pursuant to Chino Municipal Code Section 20.10.090 *(Outdoor Lighting)*

and shall identify fixture design, illumination (photometric), location, height and method of shielding, so as not to adversely affect adjacent properties.

3.13. Upon submittal of construction drawings to the Building Division for plan check review, all departmental conditions of approval for the project shall be included on the sheet following the title sheet, or the first sheet of the plans. A site plan shall also be attached to all sets of construction drawings. The condition shall be a minimum requirement for acceptance of construction drawings for the Building plan check review.

3.14. The applicant is required to contact the West Valley Mosquito and Vector Control District to determine if an inspection or field survey of potential vectors and their ectoparasites is necessary. If the District so determines, an inspection or field survey shall be conducted by the District, at the applicant's expense, prior to demolition or grading in order to protect the health of and reduce the risk of neighboring residents to vector-borne diseases. Based on the inspection or survey results, the applicant shall take appropriate vector control methods as recommended by the District.

3.15. A Water Quality Management Plan shall be prepared in accordance with County of San Bernardino requirements and submitted and approved by the City.

3.16. No grading permits shall be issued until all applicable biological resource mitigation measures, identified in the Addendum to the City of Chino General Plan Certified Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project, prepared by LSA Associates, Inc., dated June 2025, as they apply to the project area, have been complied with to the satisfaction of the Director of Development Services.

4.0 PRIOR TO START OF CONSTRUCTION:

4.1. A pre-construction meeting, scheduled with the Building Division, shall be held with all applicable City staff members, developer, contractor, superintendent, and all applicable subcontractors.

4.2. The final landscape and irrigation plans for the development shall be approved by the Director of Development Services.

4.3. The approved construction management plan shall be distributed to all contractors and subcontractors and shall be maintained on-site through the duration of construction.

5.0 PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY:

5.1. All conditions of approval shall be completed to the satisfaction of the Director of Development Services.

5.2. The fee for review of the landscaping and irrigation plans by both the City and the City's landscape architect shall be paid by the developer.

5.3. All landscaping and irrigation shall be installed in accordance with the approved Planning Commission plans on file with the Development Services Department, and irrigation systems fully operational. In addition, all hardscaped and landscaped areas shall be free of trash and debris.

5.4. A licensed landscape architect or contractor, or other licensed certified professional in a related field shall conduct a final field inspection and shall prepare a certificate of completion, which shall be filed with the Director of Development Services. The certificate of completion shall be prepared in accordance with Section 20.19.030.J of the Landscape Ordinance, and shall specifically indicate that plants were installed as specified by the landscape design plan, that the irrigation system was installed as specified by the irrigation design plan, and that an irrigation audit has been performed. All landscape and irrigation audits shall be conducted by a landscape irrigation auditor. Landscape audits shall not be conducted by the person who designed the landscape or installed the landscape.

5.5. A landscape maintenance program for the entire project site shall be reviewed and approved by the Director of Development Services. The maintenance program shall include general landscape maintenance provisions for pruning, trimming, the replacement of any dead, decayed, or diseased vegetation, ongoing weed abatement, and replacement/repair of the irrigation system, when necessary. The landscape maintenance program shall be included with the contract with the landscape maintenance company to ensure they implement the maintenance program. In addition, the maintenance program should include provisions for periodic inspections to ensure the irrigation system is working properly, and all landscaping is being properly maintained.

5.6. Prior to issuance of a certificate of occupancy for the final unit, any temporary sales and/or construction office buildings/trailers shall be removed from the site.

5.7. The project site shall be clean and free of trash and construction debris, and all construction equipment shall be removed from the site.

6.0 ENVIRONMENTAL REQUIREMENTS & MITIGATION MEASURES:

6.1. Comply with all mitigation measures identified in the attached *Mitigation Monitoring and Reporting Program* contained within the Addendum to the City of Chino General Plan Certified Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project and attached as Exhibit "A" to the conditions of approval, which identifies each environmental mitigation measure, the time in which it will be implemented and the responsible party for monitoring its implementation.

7.0 OTHER REQUIREMENTS:

7.1. The applicant shall disclose to all potential tenants or owners of units or buildings that the businesses/uses must be consistent with the standards of the land use designation/zoning district in which the project site is located.

7.2. All existing buildings or structures on the project site that are proposed to be demolished shall be removed or razed within 90 days of the existing church vacating the site or issuance of a grading permit, whichever occurs first. The Director of Development Services may approve an extension of time to complete the demolition, based on evidence that the applicant has exercised reasonable progress. Approval of this application shall be deemed null and void upon failure of the applicant to comply with this condition within the aforementioned time periods.

7.3. The project site shall be cleared of all trash, debris, weeds, and other discarded items within two weeks of Planning Commission approval. Approval of this application shall be deemed null and void upon failure of the applicant to comply with this condition within the aforementioned time period.

7.4. A coating that will facilitate the removal of graffiti shall be applied over the complete height of one side/both sides of walls and/or fences, and to a height of eight feet on building walls. If a coating is not provided, the owner of the property shall paint the buildings and/or walls to remove graffiti within 72 hours of notice.

7.5. All signs, including subdivision and/or realty signs proposed for this development shall be designed to conform to the Sign Ordinance and shall require separate application and approval by the Planning and Building Divisions prior to installation.

7.6. Building and Site Design:

7.6.1. Exterior building color shall be reviewed and approved by the Director of Development Services. Colors shall be coordinated between structures, utilizing compatible hues and intensities. Final review and approval of paint colors utilizing a color test may be required prior to painting any structure, if determined necessary in the field by the Director of Development Services.

7.6.2. All building drainage gutters, downspouts, vents, etc., located on the exterior walls shall be architecturally compatible with the exterior building design and color, to the satisfaction of the Director of Development Services, or shall be completely concealed from view. They shall not be located on the exterior of building walls near office areas or other prominent locations on the building(s).

7.6.3. All new mechanical equipment and appurtenances of any type (including, but not limited to, electrical cabinets, HVAC equipment, skylights, stack vents or fans) whether located on rooftops, ground level or anywhere on the building structure, shall be completely screened so as not to be visible from any public street and/or adjacent property, subject to review and approval by the Director of Development Services. The parapet wall should serve as the primary method of screening, or the facilities shall be enclosed within the structure of the building. Such enclosure of facilities shall be of compatible design related to building structure for which such facilities are intended to serve.

7.6.4. Returns for parapet walls shall not be visible from public view and shall be evaluated in the field during construction, and modified if necessary so as not to be visible. All parapet returns shall be a minimum of 4 feet deep.

7.6.5. New ladders for roof access shall be mounted on the inside of the building or shall be completely concealed from view for commercial and industrial projects.

7.6.6. All new overhead doors, mechanical doors and/or man doors shall be color coordinated with the building.

7.6.7. An outdoor employee break area shall be provided at the northwest corner of the project site, in front of the industrial warehouse building. This area shall be provided with seating, tables, enhanced paving treatments, hose bibs, decorative trash

receptacles, a shade trellis structure, and shade trees, to the satisfaction of the Director of Development Services.

7.6.8. All landscaping shall be designed and installed in accordance with Section 20.19 of the Chino Municipal Code.

7.7. Parking and Lighting:

7.7.1. All exterior lighting fixtures shall be installed in accordance with plans on file with the Development Services Department and shall be fully operational prior to occupancy.

7.7.2. All building-mounted light fixtures within public areas shall be decorative in nature and architecturally compatible with the building. Building-mounted light fixtures shall be reviewed and approved by the Director of Development Services prior to installation. “Wall-paks” or other standardized exterior lighting shall not be permitted within public areas.

7.7.3. All parking and loading areas shall be paved and double-striped in accordance with plans on file with the Development Services Department, Chino Municipal Code Chapter 20.18 *(Parking)* and the disabled parking and accessibility requirements of state law (see the CalDAG—California Disabled Accessibility Guidebook).

7.7.4. Drive surfaces contiguous with planter areas shall have a 6-inch raised curb separation.

7.7.5. All parking spaces, aisles, entrances and exits shall be double-striped per City standards.

7.7.6. All parking spaces for compact cars shall be clearly identified as "Compact Car Only" on the pavement, at the opening of the space. Compact parking spaces shall be reasonably distributed throughout the parking area, subject to review and approval by the Director of Development Services.

7.8. Refuse and Recycling:

7.8.1. Separate receptacles (bins) for the collection of refuse, recyclable, and organics materials shall be provided. An adequate number of bins to allow for the collection of refuse recyclable, and organic materials generated by the development shall be provided.

7.8.2. Refuse, recyclable, and organics materials bins shall be enclosed by a 6-foot-high (1.83 m) wall with a solid roof that is designed to be architecturally compatible with the building(s), with solid view obstructing gates fitted with self-closing door devices and be designed with cane bolts in front of the block walls to secure the gates when in the open position. The gates should also be equipped with rod locks and corresponding rod holes in both the open and closed gate positions. Bins containing recyclable materials shall be provided protection from adverse environmental conditions that might render the collection materials unmarketable.

7.8.3. No refuse/recycling/organic enclosure shall be located within any required setback area.

7.8.4. All refuse, recyclable and organic material bin enclosures not located in private yard areas shall be screened with landscaping on all sides, with the exception of the gate area. All sides of the enclosure, with the exception of the gate area, shall be surrounded by a minimum 18” wide planter area for the purpose of providing landscape material.

7.8.5. Refuse storage, recycling and organic areas shall not be used for the storage of materials other than that for which it is designed (refuse, recyclable and organic materials). The premises shall be kept in a neat and orderly condition, and in good repair and appearance at all times.

7.9. Phased Projects:

7.9.1. All required street improvements and a minimum of 10 feet of landscaping on private property shall be installed in conjunction with the construction of Phase 1 of the proposed project. The landscaping within this area shall be included in the landscape maintenance program.

7.9.2. Prior to the first occupancy permit, all undeveloped building pads shall be improved according to the following requirements:

7.9.3. For an undeveloped building pad located adjacent to the street or main drive aisle of the site, the area shall be landscaped with a planting scheme consisting of a low-maintenance drought tolerant erosion control mix of Cucamonga brome (20 lbs/acre), tomcat clover (4 lbs/acre and small fescue (8 lbs/acre) at a minimum of 85% PLS (pure live seed). The irrigation system shall consist of

low precipitation sprinkler heads and/or drip system. In addition, shrubs may be required to provide screening from the street, if determined needed by the Director of Development Services. Said treatment shall be incorporated into the required landscape and irrigation plans.

7.9.4. For a larger phased area located on the interior of the site, a construction fence/green screen may be provided in lieu of the landscape treatment. The fence shall be maintained in good condition at all times.

7.10. Chino Climate Action Plan:

7.10.1. Per Section 15.45.070 of the Chino Municipal Code, demonstrate consistency with the Chino Climate Action Plan by implementing one of the following three options:

a) Exceed the mandatory California Energy Code Title 24, Part 6 standards in effect at the time of application submittal by 5%; or
b) Achieve an equivalent reduction through voluntary measures in the California Green Building Standards Code, Title 24, Part 11 (CALGreen) in effect at the time of application submittal; or
c) Provide other equivalent greenhouse gas (GHG) reductions through measures including but not limited to, non-vehicle transportation infrastructure, transit, ZEV (zero emission vehicle) infrastructure or other incentives, waste diversion, water conservation, tree planting, renewable energy option packages, or any combination of these or other measures such that GHG emissions are reduced by 0.74 MT CO2e per residential dwelling unit per year and/or per TSF of commercial/industrial use per year.

Applicants that choose Option a described above will be required to verify that their project meets the 5% improvement above the mandatory standards through the appropriate certificate of compliance form for residential construction (CF-1R) or for commercial/industrial construction (PERF-1C). Applicants that choose Options b or c described above will be required to utilize the GHG Performance Standard Checklist developed by the City, or provide other valid documentation, such as CalEEMod or other methodologies, as verified by the Director of Development Services to demonstrate the required GHG reductions consistent with the City's CAP.

8.0 CONSTRUCTION SITE SECURITY:

8.1. Each site shall be completely encircled by a minimum 6' tall security-quality chain link fence once precise grading has been completed or as determined by the Deputy Director of Development Services.

8.2. Tennis court or similar screening material shall be securely attached for the length of the fence, excluding gates and 10' on either side of gates.

8.3. Each site shall have only one entry/exit gate, or as approved by the Planning Division.

8.4. Gate hinge pins shall be spot-welded or altered in such a way as to prevent easy removal.

8.5. Each gate shall have a casehardened lock and chain, or other equivalent security hardware.

8.6. “No Trespassing” signs shall be attached to the exterior of the fence at a minimum distance of a third of a mile and at all entrances.

8.7. On or near the exterior of each gate will be a sign with the address of the site in no less than 6" letters. Both the number and street name will be listed on the sign. The address posted will be used for the entire site until the fence is removed and individual addresses assigned.

8.8. Office trailers and tool bins shall be placed adjacent to gates inside the property to allow observation from outside.

8.9. Lighting on trailers and bins is desirable but shall be directed into the property so as not to impede outside observation or endanger nearby traffic with glare.

8.10. Tool bins shall be secured with casehardened locks, preferably with lock guards.

8.11. A sign stating that theft is not acceptable on the site and will be reported to the police, or wording to that effect, will be displayed prominently near each entrance.

8.12. Each site will have an assigned Crime Prevention Manager who is responsible for the following:

a. Providing his/her name and 24-hour telephone access number to the Chino Police Department.

b. Have available at all times the names and 24-hour contact numbers for all subcontractors.
c. Have the authority to speak for the development/owners on matters concerning trespassing and other criminal matters.
d. Complete routine fence inspections and arrange for prompt repairs or removal of any damage, graffiti, or loose screening.
e. Ensure that no work or maintenance of construction equipment is being performed on the site between 8 PM and 7 AM.
f. Ensure that all above security requirements are complied with, and that all security hardware, fencing, and lighting are maintained in working order.
g. Ensure that thefts are immediately reported to the police department and that reasonable steps are taken, if evident, to prevent future similar incidents.

9.0 THE APPROVED USES SHALL BE OPERATED IN ACCORDANCE WITH THE FOLLOWING:

9.1. All operations shall not create a nuisance due to noise, odor, dust, mud, smoke, steam, vibration or other similar causes.

9.2. The operation or activity shall not cause the emission of any smoke, fly ash, dust, fumes, vapors, gases, or other forms of air pollution that can cause damage to human health, vegetation, or other forms of air pollution that can cause excessive soiling on any other parcel. No emission shall be permitted which exceeds the requirements of the South Coast Air Quality Management District or the requirements of any Air Quality Plan adopted by the City of Chino.

9.3. The operation or activity shall not emit odorous gases or other odorous matter in such quantities as to be dangerous, injurious, noxious, or otherwise objectionable to a level that is detectable with or without the aid of instruments at or beyond the project site boundary.

9.4. The operation shall not discharge, at any point, into any public or private street, public sewer, storm drain, private stream, body of water, or into the ground, any material which can contaminate any water supply, interfere with bacteriological processes in sewerage treatment, or otherwise cause the emission of dangerous or offensive elements, except in accordance with the standards approved by the California Department of Public Health, or any other federal, state or local government agency.

9.5. No operation or activity shall emit heat or cold that would cause a temperature increase or decrease on any adjacent parcel in excess of 10^0F (5.56^0C).

9.6. No operation or activity shall cause any impermissible source of electronic disturbance that adversely affects persons or the operation of any equipment on any other parcel that is not in conformance with the regulations of the Federal Communications Commission (FCC). Impermissible interference for the purposes of this document shall mean any interference that violates the rules and regulations of the FCC and/or the Communications Act of 1934, as amended.

9.7. No operation or activity shall be permitted to cause a steady state, earth-borne oscillation which is continuous and occurring more frequently than 100 times per minute beyond the project site. Ground vibration caused by moving vehicles, trains, aircraft, or temporary construction or demolition is exempted from this requirement.

9.8. Noise emanating from the project site, and which is received by adjacent land uses, shall not exceed the levels specified below, except that loudspeakers, bells, gongs, buzzers or other noise attention or attracting devices shall not exceed a maximum daytime dBA level of 60 and nighttime dBA of 40, measured anywhere beyond the boundaries of the property within which the noise is created.

Maximum Time of Exposure	Noise Metric	Noise Level Not To Be Exceeded	
		7 a.m. to 10 p.m.	10 p.m. to 7 a.m.
30 Minutes/Hour	L50	55 dBA	50 dBA
15 Minutes/Hour	L25	60 dBA	55 dBA
5 Minutes/Hour	L8.3	65 dBA	60 dBA
One Minute/Hour	L1.7	70 dBA	65 dBA
Any Period of Time	Lmax	75 Dba	70 dBA

Attachment:

Exhibit “A” – Mitigation Monitoring and Reporting Program

MITIGATION MONITORING AND REPORTING PROGRAM
CHINO GATEWAY TERMINAL PROJECT

This Mitigation Monitoring and Reporting Program has been prepared for use in implementing mitigation for the:

Chino Gateway Terminal Project
Special Conditional Use Permits (PL24-0097 and PL24-0120), Site Approval (PL24-0098)

The program has been prepared in compliance with State law and Addendum to The City of Chino General Plan Environmental Impact Report (State Clearinghouse No. 2008091064) prepared for the project by the City of Chino (City).

The California Environmental Quality Act (CEQA) requires adoption of a reporting or monitoring program for those measures placed on a project to mitigate or avoid significant effects on the environment (Public Resource Code Section 21081.6). The law states the reporting or monitoring program shall be designed to ensure compliance during project implementation.

The monitoring program contains the following elements:

1) The mitigation measures are recorded with the action and procedure necessary to ensure compliance. In some instances, one action may be used to verify implementation of several mitigation measures.
2) A procedure for compliance and verification has been outlined for each action necessary. This procedure designates who will take action, what action will be taken and when, and to whom and when compliance will be reported.
3) The program has been designed to be flexible. As monitoring progresses, changes to compliance procedures may be necessary based upon recommendations by those responsible for the program. As changes are made, new monitoring compliance procedures and records will be developed and incorporated into the program.

This Mitigation Monitoring and Reporting Program includes mitigation identified in The City of Chino General Plan Environmental Impact Report (State Clearinghouse No. 2008091064).

MITIGATION MONITORING AND RESPONSIBILITIES

As the Lead Agency, the City is responsible for ensuring full compliance with the mitigation measures adopted for the proposed project. The City shall monitor and report on all mitigation activities. Mitigation measures shall be implemented at different stages of development throughout the project site. In this regard, the responsibilities for implementation have been assigned to the Applicant, City, Contractor, or a combination thereof. If, during the course of project implementation, any of the mitigation measures identified herein cannot be successfully implemented, the City shall be immediately informed, and the City shall then inform any affected responsible agencies. The City, in conjunction with any affected responsible agencies, shall then determine if modification to the project is required and/or whether alternative mitigation is appropriate.

REGULATORY COMPLIANCE MEASURES

Regulatory Compliance Measures are presented in instances where the proposed project would not create a significant impact but would be required to adhere to regulatory requirements in order to ensure impacts do not become significant. Regulatory Compliance Measures outline compliance with various federal, State, and/or local acts, laws, rules, regulations, municipal codes, policies, etc.

THIS PAGE INTENTIONALLY LEFT BLANK

MITIGATION MONITORING AND REPORTING PROGRAM
CHINO GATEWAY TERMINAL PROJECT

MITIGATION MONITORING AND REPORTING PROGRAM CHECKLIST

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 13, 2025

Mitigation Measure No. / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
V.1. AESTHETICS					
Since there are no significant impacts related to aesthetics as a result of the project, no mitigation measures are required.					
V.2. AGRICULTURAL RESOURCES					
Since there are no significant impacts related to agricultural resources as a result of the project, no mitigation measures are required.					
V.3. AIR QUALITY AND GREENHOUS EGAS EMISSIONS					
Since there are no significant impacts related to air quality and greenhouse gas emissions as a result of the project, no mitigation measures are required.					
V.4. BIOLOGICAL RESOURCES					
Since there are no significant impacts related to biological resources as a result of the project, no mitigation measures are required.					
V.5. CULTURAL RESOURCES					
Since there are no significant impacts related to cultural resources as a result of the project, no mitigation measures are required.					
V.6. GEOLOGY/SOILS and MINERAL RESOURCES					
Since there are no significant impacts related to geology/soils and mineral resources as a result of the project, no mitigation measures are required.					
V.7. HAZARDS & HAZARDOUS MATERIALS					
Since there are no significant impacts related to hazards and hazardous materials as a result of the project, no mitigation measures are required.					
V.8. HYDROLOGY/WATER QUALITY					
Since there are no significant impacts related to hydrology/water quality as a result of the project, no mitigation measures are required.					
V.9. LAND USE and PLANNING					
Since there are no significant impacts related to land use and planning as a result of the project, no mitigation measures are required.					

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 13, 2025

Mitigation Measure No. / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
V.10. NOISE					
Since there are no significant impacts related to noise as a result of the project, no mitigation measures are required.					
V.11. POPULATION/HOUSING					
Since there are no significant impacts related to population/housing as a result of the project, no mitigation measures are required.					
V.12. PARKS and PUBLIC SERVICES					
Since there are no significant impacts related to parks and public services as a result of the project, no mitigation measures are required.					
V.13. TRANSPORTATION/TRAFFIC					
Since there are no significant impacts related to transportation/traffic as a result of the project, no mitigation measures are required.					
V.14. UTILITY SYSTEMS and INFRASTRUCTURE					
Since there are no significant impacts related to utility systems and infrastructure as a result of the project, no mitigation measures are required.					
V.15. ENERGY					
Since there are no significant impacts related to energy as a result of the project, no mitigation measures are required.					
V.16. VEHICLE MILES TRAVELED					
Since there are no significant impacts related to vehicle miles traveled as a result of the project, no mitigation measures are required.					
V.17. TRIBAL CULTURAL RESOURCES					
Since there are no significant impacts related to tribal cultural resources as a result of the project, no mitigation measures are required.					
V.18. WILDFIRE					
Since there are no significant impacts related to wildfire as a result of the project, no mitigation measures are required.					

MITIGATION MONITORING AND REPORTING PROGRAM
CHINO GATEWAY TERMINAL PROJECT

REGULATORY COMPLIANCE MEASURES

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 16, 2025

Regulatory Compliance Measure / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
V.4. BIOLOGICAL RESOURCES					
REGUATORY COMPLIANCE MEASURE BIO-1: A preconstruction survey for burrowing will be conducted within 30 days prior to initial ground disturbance. If burrowing owl is found on the site, the developer will consult with California Department of Fish and Wildlife (CDFW) and relocate the owls in accordance with CDFW burrowing owl relocation protocols, including the creation of artificial burrows.	City of Chino Director of Development Services, or designee.	Within 30 days prior to initial ground disturbance and during construction.	Evidence to the City a qualified biologist is retained, the required pre-construction survey has been completed, and, if necessary, appropriate consultation with the CDFW and relocation of owls in accordance with CDFW burrowing owl relocation protocols, including the creation of artificial burrows, has occurred.		Withhold grading permit and/or issuance of a stop work order.
REGUATORY COMPLIANCE MEASURE BIO-2: If tree removal is to be conducted during the nesting season (February through August), a preconstruction nesting bird survey shall be conducted by a qualified avian biologist to ensure that active bird nests would not be disturbed or destroyed. The survey shall be completed no more than three days prior to initial clearing of vegetation. The nesting bird survey shall include the project site and adjacent areas where project activities have the potential to affect active nests, either directly or indirectly, due to construction activity, noise, human activity, or ground disturbance. If an active nest is identified, a qualified avian biologist shall establish an appropriately sized non-disturbance	City of Chino Director of Development Services, or designee.	No more than three days prior to initial clearing of vegetation if tree removal is to be conducted during the nesting season (February through August).	Evidence to the City a qualified avian biologist is retained, the required pre-construction survey has been completed, and, if necessary, appropriate buffers have been implemented and enforced until the nest is deemed inactive by the qualified avian biologist.		Withhold grading permit and/or issuance of a stop work order.

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 16, 2025

Regulatory Compliance Measure / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
buffer between 100 and 300 feet (500 feet for raptors) around the nest, depending on bird species, behavior, and level of construction activity, using flagging or staking. Construction activities shall not occur within any non-disturbance buffer zones until the nest is deemed inactive by the qualified avian biologist.					

PUBLIC WORKS CONDITIONS OF APPROVAL
PROJECT NO. PL24-0097 (SCUP)/-0098 (SA)/-0120(SCUP)

DATE: July 1, 2025 PC MEETING DATE: July 16, 2025

PROJECT DESCRIPTION: Proposal for a new mixed use development of two buildings: a building with 158,548 sq ft of industrial warehouse uses and 3,520 sq ft of food and beverage use building. Existing structures, totaling 17,716 SF, are to be demolished. Four (4) lots will be merged into two (2) lots.

PROJECT LOCATION: 5849 Schaefer Avenue

APPLICANT: Gateway Terminal LLC PROJECT ENGINEER: Daniel Aguirre

---

PRIOR TO THE THREE MAJOR DEVELOPMENT EVENTS, THE APPLICANT SHALL SATISFY AND FULFILL ALL CONDITIONS OUTLINED BELOW. FAILURE TO COMPLY WITH ANY CONDITIONS OF APPROVAL SHALL BE DEEMED JUST CAUSE FOR REVOCATION OF PROJECT APPROVAL BY THE PLANNING COMMISSION. HOWEVER, THE PUBLIC WORKS DIRECTOR SHALL HAVE THE AUTHORITY TO APPROVE MINOR DEVIATIONS IN THE CONDITIONS OF APPROVAL, AND ALL PLANS INCLUDING THE CONSTRUCTION DRAWINGS.

1.0 **PRIOR TO ISSUANCE OF BUILDING OR CONSTRUCTION PERMITS:**

1.1. All required plans and studies shall be prepared by a Registered Professional Engineer and submitted to the Project Engineer for review and approval. All project plans must be approved by the City Engineer's office before a Building Permit will be issued. All maps, studies, calculation sheets, reports, etc. must be on and/or folded in an 11-inch by 8½-inch standard format.

1.2. Make the following dedications:

Street Name	Distance	Direction From C/L
Oaks Ave	33-ft total from CL to ROW	West
	(3-ft dedication)	

1.2a Dedicate to the City of Chino, a corner cutoff dedication at the southwest corner of Schaefer Ave. and Oaks Ave., per the City's Municipal Code.

1.2b Prepare and record necessary drainage easements to implement the project in accordance with drainage law.

1.3. Apply for and record a Lot Merger (LM) prior to the issuance of building permits. Record a Conforming Deed with the County of San Bernardino within six months of the recordation of the LM to conform the new legal description. Submit a copy of the recorded Conforming Deed to the Public Works Department.

1.4. Prepare and submit a drainage study, including supporting hydraulic and hydrological data to the project engineer for approval. The study shall confirm or recommend changes to the City's adopted Master Drainage Plan by identifying off-site and on-site storm water runoff impact resulting from build-out of permitted General Plan land uses. In addition, the study shall identify the project's contribution and shall provide locations and sizes of catchments and system connection points and all downstream drainage mitigation measures.

1.5. Prepare and submit a final grading plan showing building footprints, pad elevations, finished grades, drainage routes, retaining walls, erosion control, slope easements and other pertinent information in accordance with Appendix J of the California Building Code, latest edition.

1.6. Provide a certificate, from a Registered Civil Engineer, certifying that the finished grading has been completed in accordance with the City approved grading plan.

1.7. Submit a soils/geology report in accordance with Appendix J of the California Building Code, latest edition to the project engineer for review and approval.

1.8. Design per City Standards and construct full public improvements for all impacted and interior streets/facilities in accordance with City Code, Standards and Specifications. Such public improvements shall include, but not be limited to, the following [1]:

	Street Names			
	Schaefer Ave	Oaks Ave		
Curb & Gutter (Offset from Centerline)	36’	22’		
Sidewalk (Width)	5’ [2]	5’ [2]		
Asphalt Concrete Pavement on Aggregate Base (Width from Centerline)				
Asphalt Concrete Overlay [3]	X	X		
Street Lights [4]	X	X		
Median Island and Landscaping				
Parkway Landscaping [5]	X	X		
Striping and Traffic Controls [6]	X	X		
Traffic Signal Interconnect				
Conduit System for CATV				
Sewer [7]		X		
Storm Drain		X		
Domestic Water [8]	X	X		
Recycled Water				
Fire Hydrants as required by CVIFD [9]	X	X		
Driveways approaches [10]	X	X		

1. The public improvements listed above are required along the south side of Schaefer Avenue and the west side of Oaks Avenue as specified in our municipal code and per the City of Chino’s General Plan. All required street improvements should follow the new City standard for street trenching backfill and repair. Repair all damage to existing public improvements due to the proposed construction activities and as requested by the Public Works Inspector.
2. The sidewalk shall be extended along the project frontage on Schaefer Ave to the existing catch basin located near the northwesterly corner of the project site. ADA ramps shall be constructed at the southwest and southeast corners of Schaefer and Oaks to align with ADA standards.
3. Grind and overlay a minimum of 2 inches of the existing asphalt pavement along the project frontage in accordance with City of Chino standards. The limits of work shall extend to the street centerline along Oaks Avenue. The extent of asphalt pavement along Schaefer Avenue shall be determined based on the limits shown on the approved precise grading plan, including any areas impacted by new driveway installation, utility connections, or accessibility improvements.
4. Streetlights shall be installed per City of Chino standards and shall utilize an unmetered service pedestal.
5. The parkway maintenance shall be the responsibility of the property owner.
6. Extent of the signing & striping plan shall be dictated by the City Traffic Engineer.
7. Abandon unused sewer service(s) where applicable, per City standards.

8. Provide new water meters and services and abandon unused water meters and services where applicable, per City standards.
9. All existing fire hydrants that require relocation will need to be upgraded to the latest model per City of Chino standards.
10. All proposed driveway approaches shall be constructed per City Std. No. 250 with 5-ft sidewalks. Minimum width shall be 30-ft. Minimum radii per City and Chino Valley Independent Fire District (CVIFD) requirements.

1.9. All improvements shall comply with federal, state, and local accessibility regulations and standards.

a. The review or approval of plans and specifications by the City does not permit the violation of any section of the federal law, state law, building code, or local ordinance.

b. Where accessibility standards are contradictory, the provision that provides the most accessible (restrictive) condition shall apply.

c. Where the project's conditions of approval conflict with accessibility regulations and standards, the prevailing provision shall be determined by City's Accessibility Coordinator and City Engineer.

Pedestrian facilities (privately or publicly owned) that are open to the public shall comply with the City's Policy on Accessible Pedestrian Facilities, accessibility standards in the CBC, and ADA regulations at Part 36 of Title 28, which include the 2010 (ADA) Standards.

Accessibility of existing and proposed building improvements will be evaluated by the City's building department. Those comments and requests are in addition to those provided herein.

1.10. Design and install a monitoring manhole (per City Standard No. 530) on each domestic sewer lateral connection from any industrial building into the City's main sewer or into a private sewer main that is tributary to the City's main sewer. In addition, design and install a sampling Wye on a stubbed-out sewer lateral connection into the main sewer for each industrial building in this development.

1.11. Execute a Public Improvement Agreement and submit security in an amount acceptable to the City Engineer to guarantee construction of the public improvements listed in 1.8. All security must be accessible to the City at any time and in a form acceptable to the City Engineer, pursuant to Government Code, Section 66499.

1.12. Complete and file the petition for annexation of your project property to the City's Landscape and Street Lighting Maintenance District MD 2002-01.

1.13. Annex into the current services special tax community facilities district of the City (the "City Services CFD") through the submission of an application to the City's Finance Department along with the payment of $11,000.00 plus the per parcel fee, for the City's outside costs of the annexation process, or (II) form a new City community facilities district with a services special tax component commensurate with the City Services CFD, or (III) provide a lump sum payment to the City which, based on current interest rate conditions, is projected to finance in perpetuity the same services projected to be provided through annexation into the City Services CFD. Upon completion of the annexation, an annual special tax will be assessed on the property tax bill to each Assessor Parcel at an established rate set by the City Services CFD document entitled "Rate and Method of Apportionment" available for review in the CFD Annual Report located at:

https://www.cityofchino.org/222/Community-Facilities-District-Mello-Roos

This annual tax is used to fund Police, Fire and other municipal services provided to residents and businesses in the general City.

1.14. Obtain design and plan approval from appropriate utility companies for undergrounding all utility lines adjoining and interior to the project, including power lines of 34.5kV or less in accordance with City Code, Chapter 13.32.

1.15. Comply with all applicable requirements of the City Code.

1.16. The project must ensure that all pedestrian facilities (private or publicly owned) that are open to the public shall comply with accessibility standards in the City's Policy on Accessible Pedestrian Facilities, the current edition of the CBC in effect at the time of building permit issuance or, if no permit, the date construction commences, and Part 36 of Title 28 of the Americans with Disabilities Act (ADA) regulations, which include the 2010 ADA Standards. This includes the following structures and facilities:

a. Sidewalks and walks (public right of way sidewalk, walks within the development);
b. Curb ramps (should be directional with one curb ramp provided for each pedestrian crossing and shall comply with the City' Policy on Accessible Pedestrian Facilities);
c. Pedestrian crossings at driveways; and
d. Crosswalks (marked, unmarked, signalized)

1.17. Existing pedestrian facilities on the frontage of the development, open to the public within the development, shall be evaluated for accessibility. The street frontage includes all adjacent pedestrian facilities, created by, extended from, or connected to any required or provided sidewalks improvements. The frontage may include sidewalks, curb ramps, connecting crosswalks (marked and unmarked), and other associated pedestrian facilities (on-street parking space, etc.).

a. The following existing improvements shall be made compliant with accessibility regulations as a part of this project:
   i. sidewalks/walks
   ii. curb ramps near the southwest and southeast corners of Schaefer Ave and Oaks Ave
   iii. crosswalk pavement and associated pedestrian facilities (pedestrian push buttons, maneuvering space, clear space)
   iv. driveway approaches crossings
   v. parking space

b. Improvements that are non-compliant with the accessibility standards in effect at the time of construction or alteration, shall be brought up to current accessibility standards. This work shall be incorporated into the scope of this project and shall be completed prior to acceptance by the City.

c. Improvements that are compliant with the accessibility standards in effect at the time of construction, shall be documented on a separate construction plan with detailed specifications (running and cross slopes of all pedestrian walking surfaces, locations, dimensions and slopes of maneuvering spaces and landings, width of sidewalk, clear width and vertical clearance from obstructions). The accessibility of existing improvements will be verified by City inspection staff upon completion of the project. Discrepancies between documented existing conditions and existing conditions as measured by City staff shall be remediated and brought up to accessibility standards as part of the project.

1.18. Pay all applicable fees pursuant to City Code including, but not limited to, the Development Impact Fees (DIF) and Sewage Facilities Development Fee (SFDF). The actual amount of fees due to the City will be based on the fee schedule in place on the date that the fees are due, or the date that they are paid, whichever occurs last. The fee amount stated in this notice is subject to change based on (1) annual adjustments for inflation, pursuant to Chino Municipal Code Section 3.40.100

or 3.45.100, (2) revisions to the Chino Municipal Code, and (3) updates to the fee studies and nexus reports adopted by the City.

Developer is solely responsible for remaining informed about changes in the fee amounts. City shall have no obligation to inform Developer of changes in the fee amounts unless Developer requests notice of such changes, pursuant to Government Code Section 66019(b) and Chino Municipal Code Section 3.40.080(B) or 3.45.080(B).

1.19. All projects developing one (1) acre or more of total land area, or which are part of a larger phased development that will disturb one acre of land, are required to obtain coverage under the State Water Resources Control Board's (SWRCB) General Permit for storm water discharges associated with construction activity. Proof of filing a Notice of Intent (NOI) with the SWRCB for coverage under this permit is required. A copy of the Waste Discharger's Identification Number (WDID), issued by the SWRCB, must be submitted to the Project Engineer prior to issuance of grading permits. More detailed information regarding this General Permit, applicable fee information and the necessary forms to complete the NOI are available by calling (916) 341-5537 or on the SWRCB web site at: http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml.

1.20. Pursuant to Santa Ana Regional Water Quality Control Board Order Number R8-2010-0036, NPDES Permit No. CAS618036, prepare a project-specific Water Quality Management Plan (WQMP) and submit to the project engineer for review and approval. To address NPDES Permit requirements to the maximum extent practicable, the project shall be designed to specify preferential use of Low Impact Development Best Management Practices that reduce pollutants and runoff volume through structural measures (e.g., infiltration, harvesting, and bio-treatment) and non-structural measures (e.g., preserving natural areas, clustering development, and reducing impervious areas). The WQMP shall conform to the requirements of the San Bernardino County Stormwater Program, 2013 WQMP Technical Guidance Document and include the Trash Order Implementation Plan requirements.

1.21. Any future maintenance and repair of sewer laterals, except for the portion of lateral located within the public right-of-way or public easement, and domestic water or fire service laterals to the project site shall be the sole responsibility of the applicant/property owner in accordance with City Code, Chapter 13.04.175 and 13.12.150.

1.22. City staff shall determine the type of water (potable or recycled) to be used for grading operations, dust control activities, and common area/public landscape irrigation at the time of permit issuance.

1.23. All public street corners shall have a minimum curb radii per City Code, Chapter 19.06 and City Standards and Specifications.

1.24. Provide adequate sight distance per City Standard No. 865 for each project driveway and at all intersections. Landscaping type and height shall be maintained to ensure sight distance requirements are perpetuated.

1.25. Comply with all requirements of the Traffic Impact Analysis (TIA) dated May 21, 2025 including participation in fair share contributions (if applicable) and construction of required improvements.

1.26. If the design of the proposed curb ramps requires modifications to the existing traffic signal at the intersection of Schaefer Avenue and Oaks Avenue, the developer shall be responsible for implementing those modifications. During construction, the developer shall be responsible for any damages attributed to the construction of related public improvements and shall coordinate with the Transportation Division and the City's designated traffic signal maintenance company for technical support of the traffic signal during construction until such time as the improvements are accepted by the City to the satisfaction of the City Engineer.

1.27. Submit to the City electronic files, in Adobe Acrobat PDF format, of all submittals, including reports, studies, improvement plans and City redlines of previous submittals. Include AutoCAD and Esri GIS shape files as an e-transmitted zip file of all approved improvement plans.

1.28. The Developer may coordinate with the City to identify any eligible development impact fee (DIF) credits in accordance with the Chino Municipal Code. If any credits are identified, the Developer shall enter into a mutually agreed-upon DIF credit agreement with the City, which shall be subject to City Council approval.

2.0 PRIOR TO REQUEST FOR AND RELEASE OF OCCUPANCY PERMITS/ACCEPTANCE OF PUBLIC IMPROVEMENTS:

2.1. Construct and secure Public Works Department approval of all public facilities enumerated under Section 1.0 above (per Resolution No. 88-23).

2.2. Underground all utility lines adjoining and interior to the project, including power lines of 34.5kV or less in accordance with City Code, Chapter 13.32

2.3. Distribute for signature of all buyers, the information and disclosure notice announcing that the development will be annexed to the City's Landscape and Street Lighting Maintenance Assessment District before transfer of property title and completion and acceptance of all public improvements.

2.4. The applicant's Civil Engineer shall field verify that all BMPs are designed, constructed, and functional in accordance with the approved WQMP. BMPs shall also be inspected by Public Works Environmental staff. Coordinate inspection with staff and submit a completed City of Chino BMP field verification form for review and approval.

2.5. Provide and record a reciprocal use and maintenance agreement to assure common ingress and egress and joint maintenance of all common access, parking areas and drives.

2.6. Pay all remaining applicable fees pursuant to City Code.

2.7. Rehabilitate all street pavement impacted by utility trench repairs as directed by City staff. Install signing and striping per approved plans.

2.8. Submit to the City, electronic files of Tract/Parcel Map and "as-built" improvement plans in AUTOCAD, Esri GIS shape and Adobe Acrobat PDF formats. AUTOCAD files shall be submitted as an etransmitted zip file of the CAD drawings with all base files attached. Scanned resolution of PDF shall be a minimum of 360 dpi.

3.0 PRIOR TO FINAL ACCEPTANCE/PROJECT CLOSEOUT:

3.1 Complete all Conditions of Approval listed under Sections 1-3 above.

3.2 Submit to the City, electronic files of "as-built" improvement plans in AUTOCAD, Esri GIS shape and Adobe Acrobat PDF formats. AUTOCAD files shall be submitted as an etransmitted zip file of the CAD drawings with all base files attached. Scanned resolution of PDF shall be a minimum of 360 dpi.

Attachment

CITY OF CHINO
PUBLIC WORKS DEPARTMENT
DEVELOPMENT ENGINEERING DIVISION

PROJECT NO. PL24-0097(SCUP)/-0098 (SA)/-0120 (SCUP)

PROJECT ENGINEER: Daniel Aguirre
DATE: 7/1/2025

A COPY OF THIS CHECK LIST MUST BE PROVIDED ALONG WITH A COMPLETED PLAN CHECK REVIEW APPLICATION TO THE ENGINEERING TECHNICIAN WHEN MAKING AN APPOINTMENT FOR FIRST PLAN CHECK SUBMITTAL

- ☒ Copy of Development Engineering Division Conditions of Approval
- ☒ Plan Check Fee Calculation Form
- ☐ Maps (Subdivision Only)
- ☒ Preliminary Title Report (no older than six months) (Subdivision Only)
- ☐ Closure Calculations (Subdivision Only)
- ☐ Referenced Maps (Subdivision Only)
- ☒ Preliminary Soils Report (no older than sixty days)
- ☐ Lot line adjustment certificate
- ☒ Lot merger
- ☒ Right-of-way dedication
- ☐ Rough Grading Plans
- ☒ Precise Grading Plans
- ☐ Storm Drain Plans
- ☒ Hydrology and Hydraulic Calculations with Backup Data (Signed and Sealed by a Registered Civil Engineer)
- ☒ Engineering Cost Estimate (On City Forms) with Engineer's Wet Signature and Stamp
- ☐ Street Improvements Plans
- ☐ Cross-Sections (if street plans are required) at 50' intervals and extended a minimum of 100' beyond limits of improvements
- ☒ Sewer Plans (Delta revisions for proposed connections)
- ☒ Domestic Water Plans (Delta revisions for proposed connections)
- ☐ Recycled Water Plans
- ☒ Street Light Plans
- ☒ Voltage Drop Calculations (Signed and Sealed by a Registered Engineer)
- ☒ Signing and Striping Plans
- ☐ Traffic Signal Interconnect Plans
- ☒ Traffic Signal Plans (dependent on curb ramp design)
- ☒ Water Quality Management Plan
- ☐ Construction Management Plan

Chino Valley Fire District

14011 City Center Drive
Chino Hills, CA 91709
(909) 902-5260 Administration
(909) 902-5250 Fax
Chinovalleyfire.org

Board of Directors

Sarah-Ramos Evinger
President
Mike Kreeger
Vice President
Tom Haughey
Harvey Luth
Andrew Romaine

Fire Chief
Dave Williams

June 25, 2025

2024-00002066

GATEWAY TERMINAL LLC 13925 CITY CENTER DR STE 200 CHINO HILLS, CA - California 91709	Project Name: GATEWAY TERMINAL, PL24-0097(SCUP), PL24-0098 (SA), PL24-0120 Project Address: 5835 & 5885 Schaefer Ave. Chino, CA. 91710

It is a recommendation of the Fire District that the developer of every new construction project facilitate a preconstruction meeting. The meeting is to be scheduled with the Fire District Inspector for said project.

The following are the conditions of the above referenced permit/project. All conditions shall be adhered to, failure to comply with said conditions may result in the revocation of said permit and/or punitive fines as outlined in the Fire District fee schedule.

We look forward to a cooperative working relationship throughout the project. Should you have any questions regarding the project, including the conditions as set forth herein, please feel free to contact our office at (909) 902-5280.

Fire Protection Requirements

1.0 THE ITEMS BELOW ARE CONDITIONS OF APPROVAL AND ARE TO BE COMPLETED PRIOR TO RECORDATION:

1.1 Fire access roads shall be designed and plans submitted to the Fire District for approval. Fire access roads shall be constructed of an all-weather hard surface, such as, asphalt or concrete, and be a minimum unobstructed width of 26 feet and minimum clear height of 13'6". The road grade shall not exceed twelve percent (12%) maximum. An approved turn around shall be provided at the end of each roadway in excess of 150 feet in length. Aerial access shall be provided for any buildings 30' ft. and higher per 2019 CFC. Appendix D. A 26' ft. wide access road shall be a minimum of 15' ft. to the building and a maximum of 30' ft. from the building. Access roads shall comply with Fire District Standard No. 111.

1.2 The development and each phase shall have two (2) points of vehicular access during construction. Fire District Standard No. 111 shall be complied with.

1.3 Water systems shall be designed to meet the required fire flow of this development and be approved by the Community Risk Reduction Division. Buildings in excess of 100,000 square feet shall have a minimum of two (2) connections to a public main. The developer shall furnish the Community Risk Reduction Division with three (3) copies of the water system working plans done by the installing contractor for approval, along with the Fire Flow Availability Form completed by the water purveyor prior to recordation. The required fire flow shall be determined by using the California Fire Code, current adopted edition. For all private systems, the water systems shall comply with Fire District Standard Nos. 101, 102, and 103. In areas without water-serving utilities, fire protection water systems shall be based on NFPA Pamphlet 1231. For water connections and work conducted in the public right of way, please refer to separate plans reviewed and approved by the water purveyor.

1.4 Fire hydrants shall be six-inch (6") diameter with a minimum one four-inch (4") and one two and one-half inch (2-1/2") connections. All fire hydrants shall be spaced a maximum of three hundred feet (300') apart. Private water systems shall comply with Fire District Standard Nos. 101, 102, and 114. All hydrants shall be installed with pavement markers to identify their locations.

1.5 Access drives which cross property lines shall be provided with CC & R's, access easements or reciprocating agreements and shall be recorded on the titles of affected properties. Copies of the recorded documents shall be provided at the time of Fire District plan review.

1.6 Underground fire mains which cross property lines shall be provided with CC & R's, easements, or reciprocating agreements addressing the use and maintenance of the mains and hydrants and shall be recorded on the titles of affected properties. Copies of the recorded documents shall be provided at the time of Fire District plan review.

2.0 THE ITEMS BELOW ARE CONDITIONS OF APPROVAL AND ARE TO BE COMPLETED PRIOR TO ISSUANCE OF BUILDING PERMIT:

2.1 Fire access roads shall be constructed and approved by the Community Risk Reduction Division prior to combustibles being brought onto the site.

2.2 Approved street signs shall be installed prior to issuance of building permits, as well as a job site address.

2.3 Fire Protection water systems shall be tested, operational, and approved by the Community Risk Reduction Division prior to combustible materials being brought to the site.

2.4 All flammable vegetation shall be removed from each building site for a minimum distance of thirty feet (30') from any flammable building material including all structures.

2.5 A detailed site plan of the development is required to be submitted in electronic (pdf.) format. The plan must show and be limited to: locations of property lines, buildings, and equipment and hazards for emergency response purposes. Please refer to Fire District Standard No. 143. Additional or revised files may be required during construction and/or prior to final signoff.

2.6 The Developer shall submit, as an electronic file, a drawing of the new streets in pdf format to the Fire District with the building construction plans. Format must contain and be restricted to the following layers: A. Right of way; B. Parcel Lines; C. Street Names; D. Address numbers; E. Fire Hydrants. Additional or revised files may be required during construction and/or prior to final signoff.

3.0 THE ITEMS BELOW ARE CONDITIONS OF APPROVAL AND ARE TO BE COMPLETED PRIOR TO OCCUPANCY:

3.1 An automatic protection fire sprinkler system is required for all buildings 5,000 sq. ft or greater. and/or when used for allowable area increase, if applicable. This system shall comply with NFPA Standard No. 13 and Fire District Standard No. 110. An electronic/PDF set of detailed plans along with hydraulic calculations and material specifications shall be submitted to the Community Risk Reduction Division. The system shall be installed, tested and approved prior to system final. Fire sprinkler systems shall be installed by a licensed C-16 contractor and the contractor is required to submit a report to The Compliance Engine (TCE).

3.2 An automatic fire alarm system is required. An electronic/PDF set of detailed plans shall be submitted showing the design, system components, signaling devices, fire alarm power supply, control panel and auxiliary devices and functions of the alarm system. Please refer to Fire District Standard No. 133 and current adopted editions of the California Building Code, as well as NFPA Standard 72. The contractor is required to submit a report to The Compliance Engine (TCE).

3.3 Approved in-building, two-way emergency responder communication coverage for emergency responders shall be provided in all new buildings, if ERRC evaluation determines the need for installation of system. In-building, two-way emergency responder communication coverage within the building shall be based on the existing coverage levels of the public safety communication systems utilized by the jurisdiction, measured at the exterior of the building. System shall comply with current adopted edition of the California Fire Code, NFPA 70, 72 & 1221 and the contractor is required to submit a report to The Compliance Engine (TCE).

3.4 An automatic fixed fire extinguishing system may be required. An electronic/PDF set of detailed plans shall be submitted to the Community Risk Reduction Division for approval. System shall comply with current adopted edition of the California Fire Code, NFPA Standard 17-A, and UL 300. Please refer to Fire District Standard No. 112. The contractor is required to submit a report to The Compliance Engine (TCE).

3.5 Insulated liquid carbon dioxide systems with more than 100 pounds (45.4 kg) of carbon dioxide used in beverage dispensing applications shall comply with CFC, Section 5307.3.1., and shall be provided with mechanical ventilation or a gas detection system. The contractor is required to submit a report to The Compliance Engine (TCE).

3.6 A maximum occupant load sign shall be posted in a conspicuous location neat the main entrance/exit of the room, if occupant load is greater than 49 people. Such sign shall be legible.

3.7 Hand-held portable fire extinguishers are required to be installed. The location, type and cabinet design shall be approved by the Community Risk Reduction Division.

3.8 Exits, doors, signs and approved path marking shall be installed in accordance with the current adopted edition of the California Building Code, Section 1007

3.9 "No Parking - Fire Lane" signs shall be installed in interior access drives at locations designated by the Community Risk Reduction Division. Curbs shall be painted red at locations designated by the Community Risk Reduction Division. Please refer to Fire District Standard No. 121.

3.10 An approved recessed Fire Department "KNOX" brand key box is required. The key box shall be located at or near the main entrance(s), and shall be provided with a tamper switch and shall be monitored by an approved central station monitoring service. Please refer to Fire District Standard No. 117.

3.11 An approved Knox key switch and/or Knox lock is required on each automatic electric or manual gate that crosses an EVA. All automatic gates shall be provided with a manual override. Fire District Standard No. 116 & 117 shall be complied with.

3.12 Commercial, industrial, and multi-family building addresses shall be posted with a minimum eight inch (8") numbers, visible from the street and during the hours of darkness they shall be internally or externally electrically illuminated. Posted numbers shall contrast with the background used and be legible from the street.

Where building set back exceeds 100 feet from the roadway, additional non-illuminated six inch (6") numbers shall be displayed at the property access entrance. These numbers shall also contrast with the background used. Fire District Standard No. 122 must be complied with.

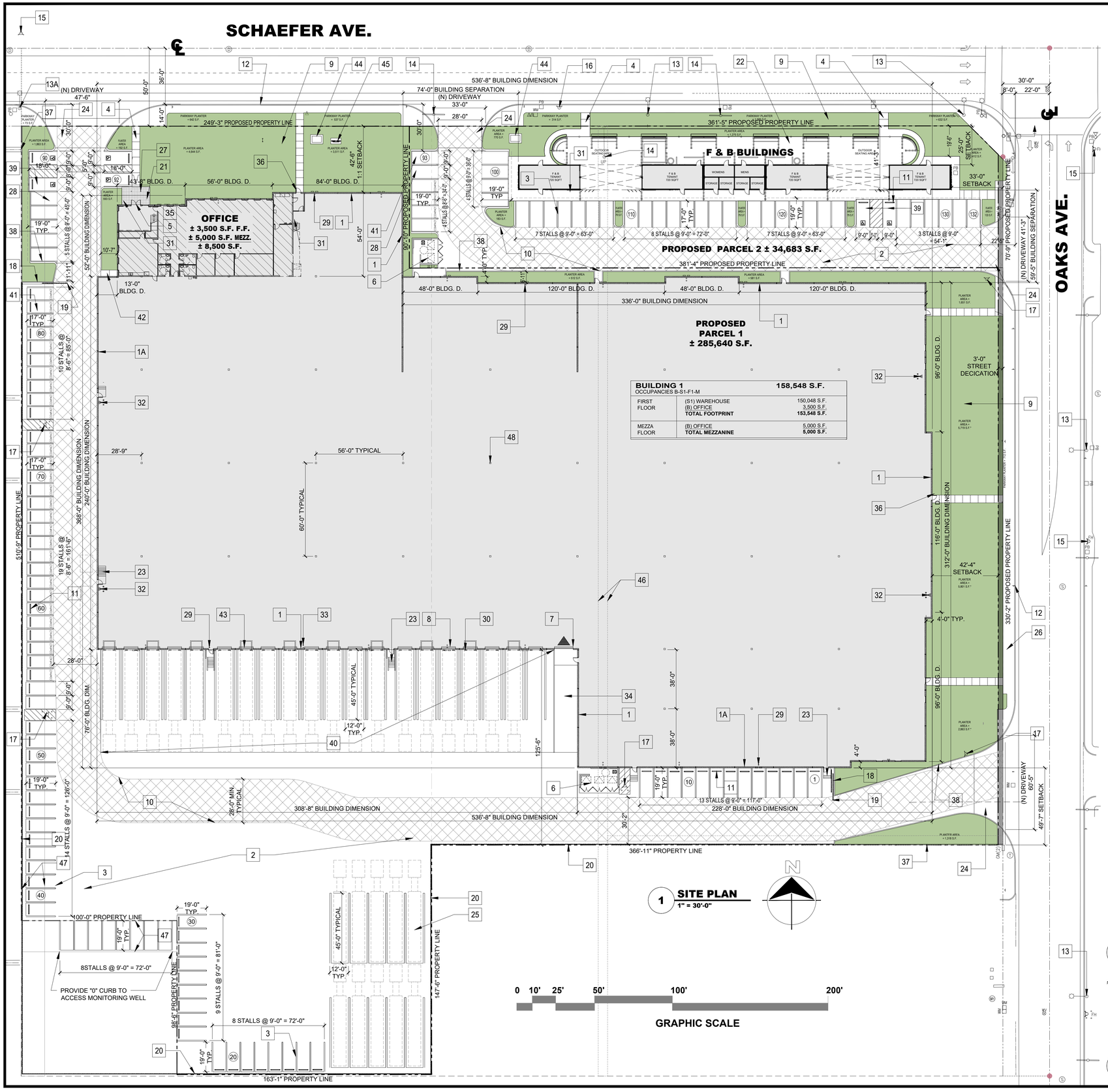
3.13 An electronic/PDF set of plans shall be submitted separately for each of the following listed items to the Fire District for review, approval and permit prior to any installation or work being done. Approved plans must be maintained at the worksite during construction. Fees are due at the time of submittal.

a) Building Construction, includes tenant improvement work
b) Private (onsite) Underground Fire Protection Water Systems, if applicable
c) Fire Sprinkler Systems, designed by C16 contractor or registered engineer
d) Fire Alarm Systems or Sprinkler Monitoring Systems designed by a C7, C10 contractor or registered engineer.
e) Knox box and/or security gate locations.
f) Gas detection systems
g) Emergency Responder Radio Coverage Systems

Applicable Standards:

101, 102, 103, 110, 111, 114, 117, 121, 122, 133, 141, 143

CVFD Standards available online at http://www.chinovalleyfire.org



1 **SITE PLAN**
1" = 30'-0"

SITE PLAN KEYNOTES

1 CONCRETE TILT UP WALL
1A 3 HOUR CONCRETE TILT UP WALL W/ 3 HOUR JOINTS
2 CONCRETE PAVING, PER CIVIL DRAWINGS
3 PARKING STALL DOUBLE STRIPPING (PER CITY OF CHINO STDS.) TYPICAL
4 ACCESSIBLE PATH OF TRAVEL. 60" WIDE (MIN.)
5 BUILDING ENTRANCE. AFFIX A 4" SQ. INTERNATIONAL ACCESSIBILITY SYMBOL PER CBC 11B-216.6 & FIRE DEPARTMENT KNOX BOX
6 TRASH ENCLOSURE, MIN. 6' HIGH SCREEN WALLS WITH METAL DOORS (2-TRASH / RECYCLE BINS + 1 96 GALLON ORGANICS RECYCLING BIN) PER CITY OF CHINO STANDARDS SEE
7 12' X14' TRUCK DOOR (GRADE LEVEL)
8 9' X10' TRUCK DOOR (DOCK HIGH) TYPICAL
9 DROUGHT TOLERANT LANDSCAPE W/AUTOMATIC IRRIGATION SYSTEM SEE LANDSCAPING DWGS. MOUND LANDSCAPE WHERE PATH OF TRAVEL OCCURS TO PROVIDE 3" MAX. GRADE ELEVATION DIFFERENCE, TYPICAL
10 28'-0" WIDE MIN. & CLEAR TO THE SKY FIRE LANE PER THE CITY OF CHINO'S FIRE DEPARTMENT STANDARDS
11 PREFABRICATED CONCRETE BUMPER, TYPICAL
12 (E) CURB AND GUTTER, TYP.
13 (E) LIGHT POLE, TYP.
13A (E) LIGHT POLE TO BE RELOCAED
14 (E) POWER POLE, TO BE RELOCATED
15 (E) PUBLIC FIRE HYDRANT
16 (N) PUBLIC FIRE HYDRANT
17 (N) PRIVATE FIRE HYDRANT
18 10'-0 HIGH CONCRETE TILT UP SCREEN WALL, COLOR AND REVEALS TO MATCH THE BUILDING, SEE ELEVATIONS.
19 10'-0 WROUGHT IRON SLIDING GATE, WITH 1" SQUARE TUBE STEEL PICKETS SPACED AT 6" O.C., PROVIDE PERFORATED SHEET METAL AFFIXED TO THE INSIDE SURFACE PROVIDING MINIMUM 50% SCREEN. PROVIDE FIRE DEPARTMENT KNOX BRAND KEY SWITCH COMPLIANT WITH ONTARIO FD STANDARDS #B-003, #B-004 & #H-001 PROVIDE ELECTRICAL CONDUIT FOR GATE OPENER FUTURE USE
20 8'-0 WROUGHT IRON FENCE
21 ENHANCED PEDESTRIAN ACCESS, TOP CAST ACID WASH CONCRETE GRAPHITE COLOR WITH SCORE LINES PER DESIGN.
22 EXTERIOR PATIO "BY OTHERS" SEE RAD PLANS.
23 CONCRETE STAIRS, MEDIUM BROOM FINISH TYPICAL. SEE GRADING PLANS FOR ELEVATIONS.
24 ENHANCED DRIVEWAY APPROACH, 6" MIN. THICK, 3500 PSI
25 TRACTOR TRAILER PARKING STALL, TYPICAL
26 EXISTING SIDEWALK.
27 LITHONIA KBC8 LED WHITE, LIGHTED BOLLARD AT ENTRY
28 FUTURE EVSE LOCATION COMPLIANT TO CGBSC § 5.106.5.3.2 SEE ELECTRICAL PLANS
29 LOCATION OF INTERIOR ROOF DRAIN, SEE CIVIL PLANS, TYP.
30 RUBBER BUMPER BY OTHERS, TYPICAL., PROVIDE EDGE OF DOCK LEVELERS WHERE NO PIT LEVELER IS PROVIDED.
31 BYCICLE RACK, (5 PARKING SPACES EACH)
32 PROPOSED LOCATION OF FIRE SPRINKLER RISER
33 6" DIAM. CONCRETE FILLED PIPE BOLLARD, TYPICAL.
34 FORKLIFT RAMP, SEE CIVIL DRAWINGS
35 NO SMOKING SIGNAGE WITHIN 25'-0" OF BUILDING ENTRIES, OUTDOOR AIR INTAKES, OPERABLE WINDOWS, AND WITHIN THE BUILDING.
36 3'X7' HOLLOW METAL MAN DOOR (TYPICAL)WITH 60"x60" LANDING.
37 6" WIDE MOWSTRIP @ PROPERTY LINE, TYPICAL
38 6" WIDE, 6" MIN. HIGH CONCRETE CURB, TYPICAL. CURB TO BE 1' WIDE WHEN ADJACENT TO PARKING STALLS, SEE GRADING PLANS
39 ACCESSIBLE PARKING, TYP
40 CONCRETE APRON. 6" THICK CONCRETE PAVING OVER 4" CLASS 2 AGREGATE OVER 12" (90%) COMPACTED SUBGRADE, 3,000 PSI W/ #3 REBAR @ 18" O.C. EACH WAY, 4" SLUMP CONTROL JOINTS AT 20'-0" O.C. EACH WAY, HEAVY BROOM FINISH, SEE CIVIL PLANS
41 PARKING SPACES FOR CLEAN AIR VEHICLE / CARPOOL PARKING
42 DESIGNATED SMOKING AREA FURTHER THAN 25' AWAY FROM BUILDING DOORS AND VENTILATION OPENINGS.
43 PIT STYLE DOCK LEVELER, TYPICAL EVERY OTHER TRUCK DOOR
44 TRANSFORMER PAD, SCREENED WITH LANDSCAPING MATERIAL, COORDINATE WITH THE UTILITY EXACT LOCATION.
45 PROPOSED LOCATION OF PIV VALVE COMPLETELY SCREENED
46 UTILITY EASEMENT TO BE QUITCLAIMED
47 INGRESS / EGRESS & PARKING EASEMENT
48 BUILDING COLUMN PER STRUCTURAL, TYPICAL

PROJECT DATA

DESCRIPTION	AREAS
ZONING	M1- LIGHT INDUSTRIAL
PROJECT DESCRIPTION	• (1) NEW CONCRETE TILT UP WAREHOUSE / OFFICE BUILDING AS DESCRIBED BELOW • (1) NEW SHIPPING CONTAINER FOOD AND BEVERAGE BUILDING AS DESCRIBED BELOW
ASSESSOR'S PARCEL NO:	1021-052-04-0-000 1021-052-06-0-000 1021-052-09-0-000 1021-052-11-0-000
BUILDING CODE	CBC 2022
BLDG. OCCUPANCY	B - OFFICE F1: MANUFACTURING S1 : WAREHOUSE M : MERCANTILE
BUILDING TYPE	III-B, FULLY SPRINKLERED
LAND AREA :	PARCEL SIZE GROSS ±320,139 S.F.
COVERAGE :	49.0% FAR: 0.51
ALLOWABLE LOT COVERAGE:	50.0% ALLOWABLE FAR: 0.60
RATIO OF IMPERVIOUS SURFACE:	EXISTING 30 % PROPOSED 88%
LANDSCAPED AREA REQUIRED 10% OF PARCEL	32,014 S.F. LANDSCAPED AREA PROVIDED = 32,727 S.F. AGGREGATE PLANTER AREAS
CONSTRUCTION TYPE	II-B WITH FULLY SUPERVISED AUTOMATIC FIRE SPRINKLER SYSTEMS
BUILDING HEIGHT	MAXIMUM BUILDING HEIGHT PER 504.3 = 75'
NUMBER OF STORIES	ALLOWABLE STORIES PER 504.4 = 3
AREA JUSTIFICATION	UNLIMITED AREA WITH 60' YARDS ALL AROUND. THE YARDS CAN BE REDUCED TO 40' IN NO MORE THAN 75% OF THE PERIMETER

*HEIGHT, NUMBER OF STORIES AND ALLOWABLE AREA CALCULATED BASED ON THE MOST RESTRICTIVE OCCUPANCY ALLOWANCE PER § 508.3, IN THIS CASE F1-S

ALL BUILDINGS TOTAL AREA **162,068 S.F.**

BUILDING 1 OCCUPANCIES B-S1-F1-M **158,548 S.F.**

FIRST FLOOR	(S1) WAREHOUSE	150,048 S.F.
	(B) OFFICE	3,500 S.F.
	TOTAL FOOTPRINT	**153,548 S.F.**
MEZZA FLOOR	(B) OFFICE	5,000 S.F.
	TOTAL MEZZANINE	**5,000 S.F.**

F & B BUILDING OCCUPANCIES B & M **3,520 S.F.**

FIRST FLOOR	(M) TENANT SPACES & RESTROOMS**	3,520 S.F.
	(M) INDOOR SEATING AREAS	N/A
	*(M) OUTDOOR SEATING AREAS**	*3,600 S.F.*
	TOTAL FOOTPRINT	**3,520 S.F.**

PARKING REQUIRED :

BUILDING 1

OFFICE PARKING 1/250	8,500/ 250 =	34 STALLS
WAREHOUSE PARKING 1/1000 FIRST 20,000	20,000/ 1000 =	20 STALLS
WAREHOUSE PARKING 1/2000 SECOND 20,000	20,000/ 2000 =	10 STALLS
WAREHOUSE PARKING 1/4000 EXCESS	110,048/ 4000 =	28 STALLS
TOTAL PARKING REQUIRED		92 STALLS

F & B BUILDINGS

RESTAURANT SEATING AREAS 1/100	3,600 / 100 =	36 STALLS

TOTAL PARKING REQUIRED 128

PARKING PROVIDED:

ACCESSIBLE (STANDARD) 14' X 20'	2 - STALLS
ACCESSIBLE (8' RAMP) 17' X 20'	4 - STALLS
STANDARD STALLS 9' X 19'	67 - STALLS
COMPACT STALLS (25%MAX) 8'-6" X 17'	33 - STALLS
CLEAN AIR STALLS 9' X 19'	13 - STALLS
CLEAN AIR STALL EVSE 9' X 19'	13 - STALLS
TOTAL	132 - STALLS
BICYCLE RACK @ 5% OF PARKING	7 SPACES

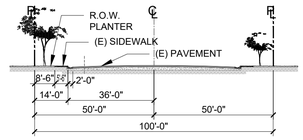
TRUCK LOADING REQUIRED	2 SPACES
TRUCK LOADING PROVIDED	20 SPACES
TRUCK PARKING REQUIRED (1 PER EA 2 LOADING)	10 SPACES
TRUCK PARKING PROVIDED	10 SPACES
TRASH ENCL. AREA PROVIDED	430 S.F.

CONTRIBUTES TO PARKING CALCULATIONS BUT NOT TO BUILDING AREA
CONTRIBUTES TO BUILDING AREA BUT NOT TO PARKING CALCULATIONS**

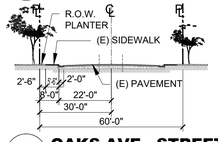
SITE



VICINITY MAP
NOT TO SCALE



2 **SCHAEFFER AVE. STREET SECTION**
1" = 30'-0"



3 **OAKS AVE. STREET SECTION**
1" = 30'-0"

architecture
O.C. DESIGN & ENGINEERING
7501 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.8804
LICENSED ARCHITECT RICARDO CRESPO C-34696 10/31/2019 RENEWAL DATE STATE OF CALIFORNIA

REVISIONS:

CLIENT:
GATEWAY TERMINAL LLC
1925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS: SITE PLAN
SCALE: INDICATED
DATE: 07-23-2024
PROJECT NO.: A-24-007
DRAWN: I.C.

SHEET A100 OF 1 SHEETS

CHINO GATEWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONCRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

1 **SITE UTILIZATION**
1" = 100'-0"

N

0 20' 50' 100' 250' 500'

GRAPHIC SCALE

O.C. DESIGN & ENGINEERING
7001 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.8804

LICENSED ARCHITECT ★ STATE OF CALIFORNIA ★ LICENSED TO CREATE
C-34696
10/31/2015
RENEWAL DATE

REVISIONS:
1.

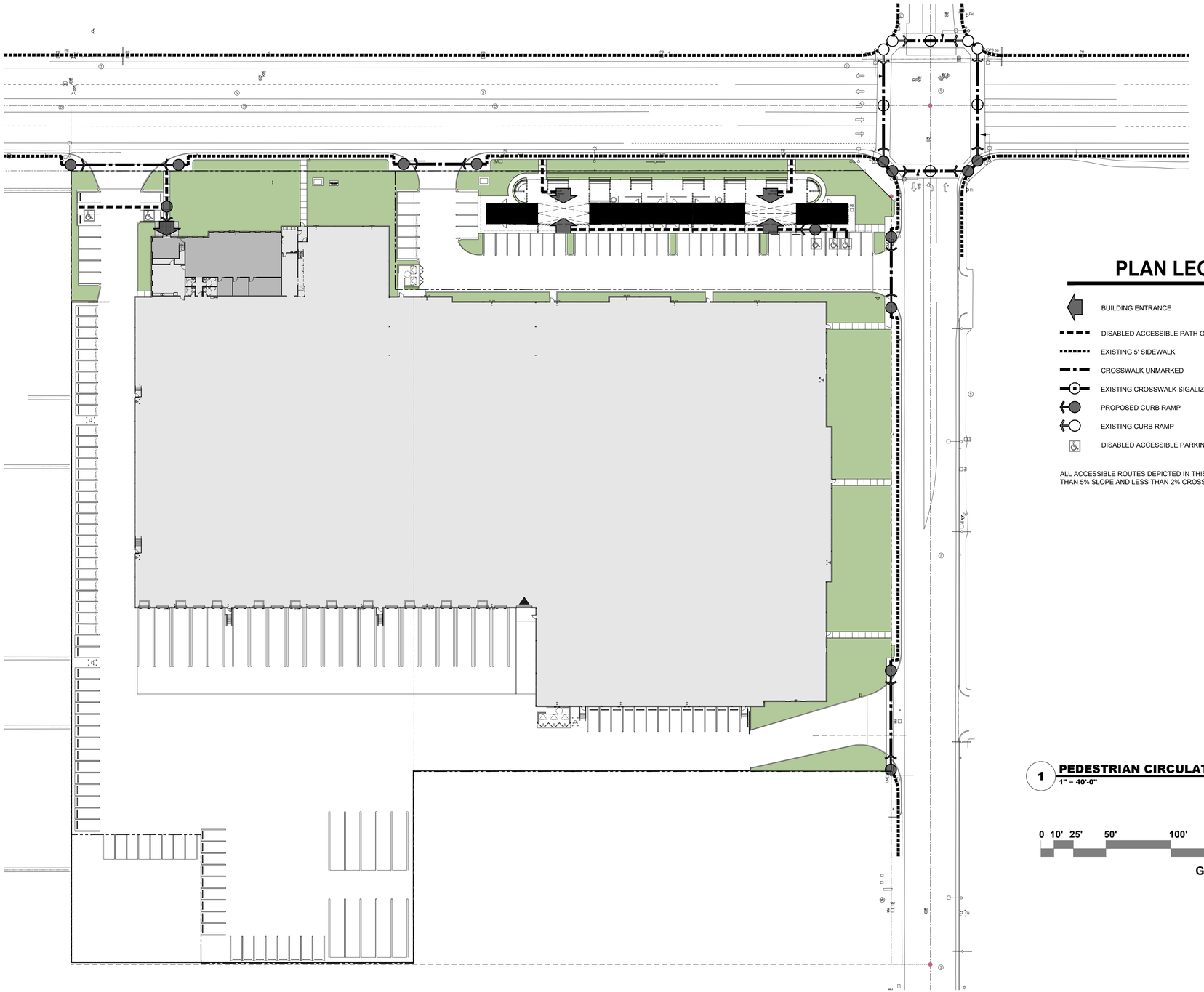
CLIENT:
GATEWAY TERMINAL LLC
10805 STATE CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS: SITE UTILIZATION
SCALE: INDICATED
PROJECT NO. A-24-007
DATE: 07-23-2024
DRAWN: J.C.

SHEET A101 OF 2 SHEETS

CHINO GATEWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONCRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER



PLAN LEGEND

- BUILDING ENTRANCE
- DISABLED ACCESSIBLE PATH OF TRAVEL MIN. 5' WIDE
- EXISTING 5' SIDEWALK
- CROSSWALK UNMARKED
- EXISTING CROSSWALK SIGALIZED
- PROPOSED CURB RAMP
- EXISTING CURB RAMP
- DISABLED ACCESSIBLE PARKING

ALL ACCESSIBLE ROUTES DEPICTED IN THIS PLAN SHALL HAVE LESS THAN 5% SLOPE AND LESS THAN 2% CROSS SLOPE

1 **PEDESTRIAN CIRCULATION PLAN**
1" = 40'-0"

N

0 10' 25' 50' 100' 200'
GRAPHIC SCALE

architecture

O.C. DESIGN & ENGINEERING
7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.9804

LICENSED ARCHITECT
IGNACIO CRESPO
C-34996
10/31/2019
RENEWAL DATE
STATE OF CALIFORNIA

REVISIONS:

CLIENT:
GATEWAY TERMINAL LLC
13925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

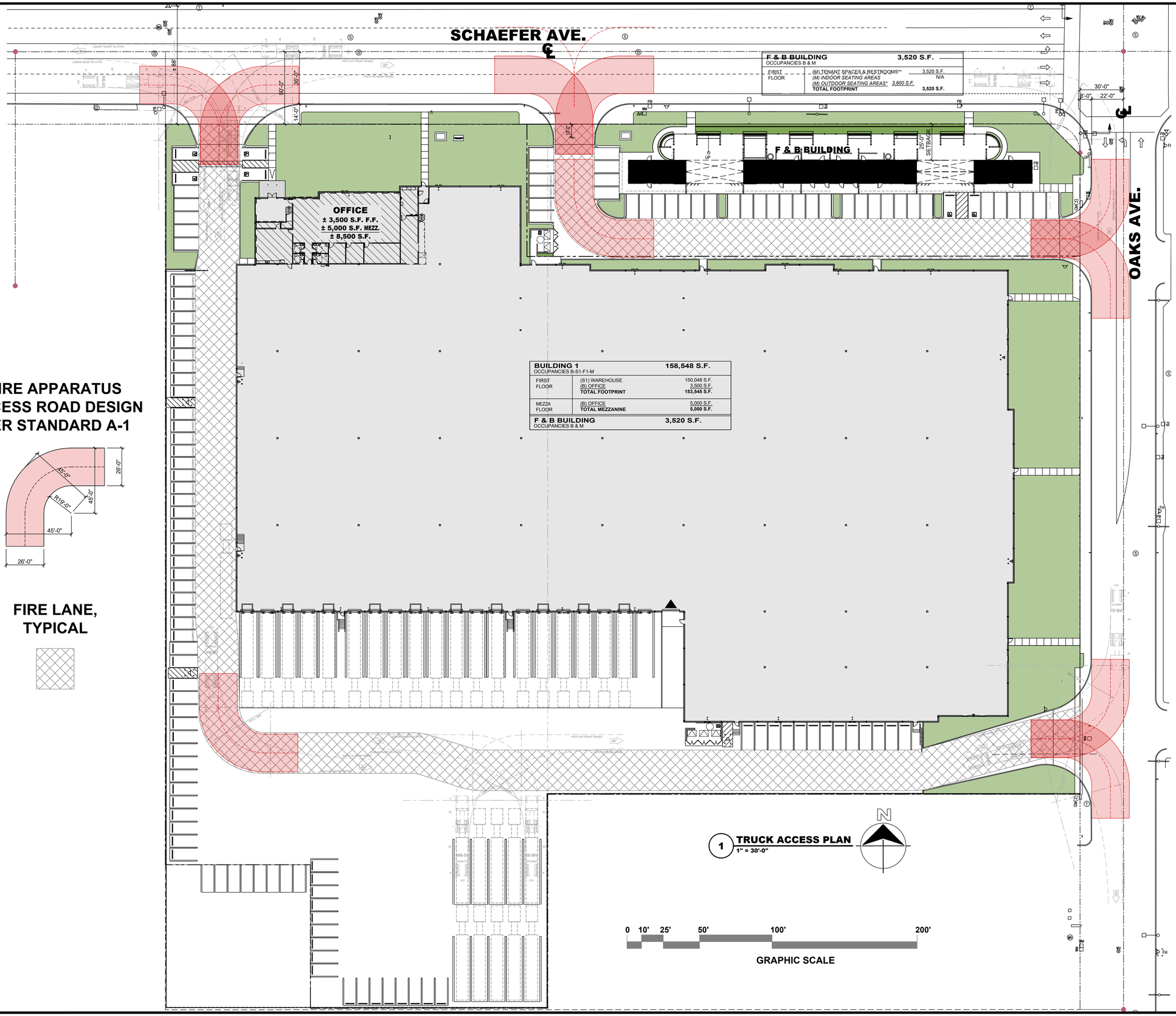
CONTENTS: PEDESTRIAN CIRCULATION PLAN
SCALE: INDICATED
PROJECT NO. A-24-007
DATE: 07-23-2024
DRAWN: I.C.

SHEET A102 OF 3 - SHEETS

CHINO GATEWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

5/29/2025 12:36 PM - Y:\2024\A-24-007-Oaks & Shaeffer Chino\OAKS-PLANNING\OAKS-A100.dwg



F & B BUILDING	3,520 S.F.
OCCUPANCIES B & M	
FIRST FLOOR	(M) TENANT SPACES & RESTROOMS** 3,520 S.F.
	(M) INDOOR SEATING AREAS N/A
	*(M) OUTDOOR SEATING AREAS** *3,600 S.F.*
	TOTAL FOOTPRINT **3,520 S.F.**

BUILDING 1	158,548 S.F.
OCCUPANCIES B-S1-F1-M	
FIRST FLOOR	(S1) WAREHOUSE 150,048 S.F.
	(B) OFFICE 3,500 S.F.
	TOTAL FOOTPRINT **153,548 S.F.**
MEZZA FLOOR	(B) OFFICE 5,000 S.F.
	TOTAL MEZZANINE **5,000 S.F.**
F & B BUILDING	3,520 S.F.
OCCUPANCIES B & M	

FIRE APPARATUS ACCESS ROAD DESIGN PER STANDARD A-1

FIRE LANE, TYPICAL

1 **TRUCK ACCESS PLAN**
1" = 30'-0"

0 10' 25' 50' 100' 200'

GRAPHIC SCALE

PROJECT DATA

DESCRIPTION	AREAS
ZONING	M1- LIGHT INDUSTRIAL
PROJECT DESCRIPTION	• (1) NEW CONCRETE TILT UP WAREHOUSE / OFFICE BUILDING AS DESCRIBED BELOW • (1) NEW SHIPPING CONTAINER FOOD AND BEVERAGE BUILDING AS DESCRIBED BELOW
ASSESSOR'S PARCEL NO:	1021-052-04-0-000 1021-052-06-0-000 1021-052-09-0-000 1021-052-11-0-000
BUILDING CODE	CBC 2022
BLDG. OCCUPANCY	B - OFFICE F1: MANUFACTURING S1 : WAREHOUSE M : MERCANTILE
BUILDING TYPE	III-B, FULLY SPRINKLERED
LAND AREA :	PARCEL SIZE GROSS ±320,139 S.F.
COVERAGE :	49.0% FAR: 0.51
ALLOWABLE LOT COVERAGE:	50.0% ALLOWABLE FAR: 0.60
RATIO OF IMPERVIOUS SURFACE:	EXISTING 30 % PROPOSED 88%
LANDSCAPED AREA REQUIRED 10% OF PARCEL 32,014 S.F.	LANDSCAPED AREA PROVIDED = 32,727 S.F. AGGREGATE PLANTER AREAS
CONSTRUCTION TYPE	III-B WITH FULLY SUPERVISED AUTOMATIC FIRE SPRINKLER SYSTEMS
BUILDING HEIGHT	MAXIMUM BUILDING HEIGHT PER 504.3 = 75'
NUMBER OF STORIES	ALLOWABLE STORIES PER 504.4 = 3
AREA JUSTIFICATION	UNLIMITED AREA WITH 60' YARDS ALL AROUND, THE YARDS CAN BE REDUCED TO 40' IN NO MORE THAN 75% OF THE PERIMETER

*HEIGHT, NUMBER OF STORIES AND ALLOWABLE AREA CALCULATED BASED ON THE MOST RESTRICTIVE OCCUPANCY ALLOWANCE PER § 508.3, IN THIS CASE F1-S

ALL BUILDINGS	162,068 S.F.
TOTAL AREA	
BUILDING 1	**158,548 S.F.**
OCCUPANCIES B-S1-F1-M	
FIRST FLOOR (S1) WAREHOUSE	150,048 S.F.
(B) OFFICE	3,500 S.F.
TOTAL FOOTPRINT	**153,548 S.F.**
MEZZA FLOOR (B) OFFICE	5,000 S.F.
TOTAL MEZZANINE	**5,000 S.F.**
F & B BUILDING	**3,520 S.F.**
OCCUPANCIES B & M	
FIRST FLOOR (M) TENANT SPACES & RESTROOMS**	3,520 S.F.
(M) INDOOR SEATING AREAS	N/A
*(M) OUTDOOR SEATING AREAS** *3,600 S.F.*	
TOTAL FOOTPRINT	**3,520 S.F.**

PARKING REQUIRED :

BUILDING 1

OFFICE PARKING 1/250	8,500/ 250 =	34 STALLS
WAREHOUSE PARKING 1/1000 FIRST 20,000	20,000/ 1000 =	20 STALLS
WAREHOUSE PARKING 1/2000 SECOND 20,000	20,000/ 2000 =	10 STALLS
WAREHOUSE PARKING 1/4000 EXCESS	110,048/ 4000 =	28 STALLS
TOTAL PARKING REQUIRED		92 STALLS

F & B BUILDINGS

RESTAURANT SEATING AREAS 1/100	3,600 / 100 =	36 STALLS

TOTAL PARKING REQUIRED 128

PARKING PROVIDED:

ACCESSIBLE (STANDARD)	14' X 20'	2 - STALLS
ACCESSIBLE (F RAMP)	17' X 20'	4 - STALLS
STANDARD STALLS	9' X 19'	67 - STALLS
COMPACT STALLS (25%MAX)	8'-6" X 17'	33 - STALLS
CLEAN AIR STALLS	9' X 19'	13 - STALLS
CLEAN AIR STALL EVSE	9' X 19'	13 - STALLS
TOTAL		132 - STALLS

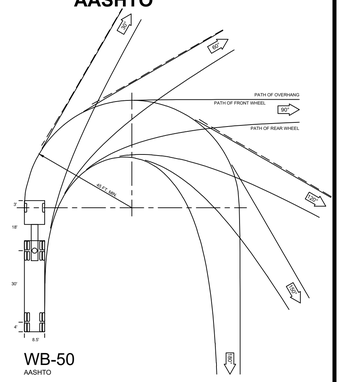
BICYCLE RACK @ 5% OF PARKING 7 SPACES

TRUCK LOADING REQUIRED	2 SPACES
TRUCK LOADING PROVIDED	20 SPACES
TRUCK PARKING REQUIRED (1 PER EA 2 LOADING)	10 SPACES
TRUCK PARKING PROVIDED	10 SPACES
TRASH ENCL. AREA PROVIDED	430 S.F.

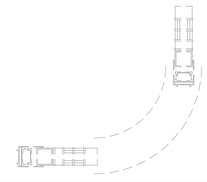
*CONTRIBUTES TO PARKING CALCULATIONS BUT NOT TO BUILDING AREA**
CONTRIBUTES TO BUILDING AREA BUT NOT TO PARKING CALCULATIONS**

TRUCK TURNING TEMPLATES

- **SEMI TRAILER WB-50 AASHTO**



- **TRASH / RECYCLING**



O.C. DESIGN & ENGINEERING
7501 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.8804

LICENSED ARCHITECT ★ VINCENT O. CIRESPO ★ C-34696 10/31/2015 RENEWAL DATE ★ STATE OF CALIFORNIA

REVISIONS:

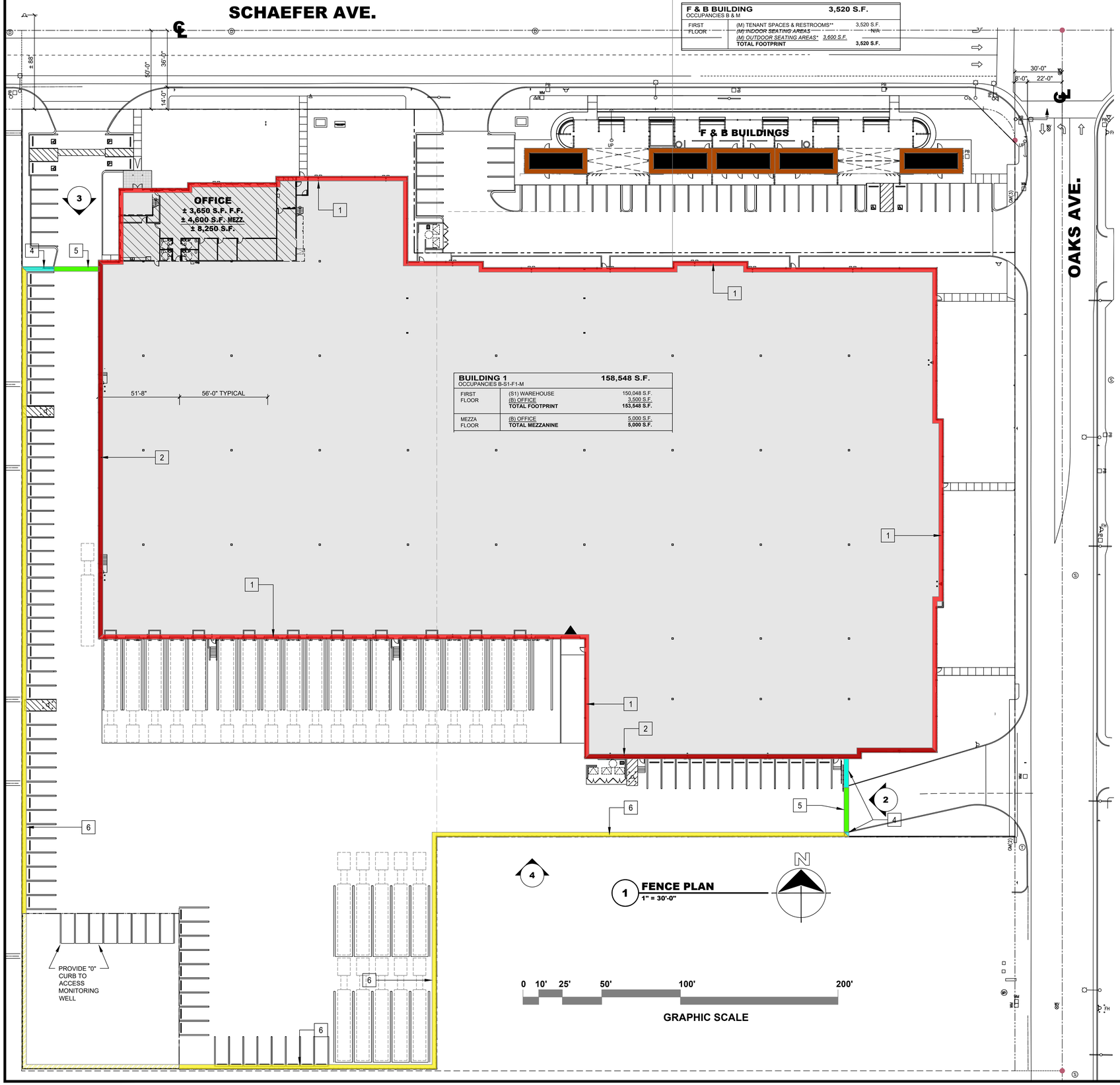
CLIENT:
GATEWAY TERMINAL LLC
15825 CHESTNUT DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS: TRUCK ACCESS PLAN
SCALE: INDICATED
DATE: 07-23-2024
PROJECT NO. A-24-007
DRAWN: I.C.

SHEET A103 OF 1 - SHEETS

CHINO GATEWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER



F & B BUILDING — 3,520 S.F.
OCCUPANCIES B & M

FIRST FLOOR	(M) TENANT SPACES & RESTROOMS**	3,520 S.F.
	(M) INDOOR SEATING AREAS	N/A
	*(M) OUTDOOR SEATING AREAS** *3,600 S.F.*	
	TOTAL FOOTPRINT	**3,520 S.F.**

BUILDING 1 — 158,548 S.F.
OCCUPANCIES B-S1-F1-M

FIRST FLOOR	(S1) WAREHOUSE	150,048 S.F.
	(B) OFFICE	3,500 S.F.
	TOTAL FOOTPRINT	**153,548 S.F.**
MEZZA FLOOR	(B) OFFICE	5,000 S.F.
	TOTAL MEZZANINE	**5,000 S.F.**

1 FENCE PLAN
1" = 30'-0"

PROJECT DATA

DESCRIPTION	AREAS
ZONING	M1- LIGHT INDUSTRIAL
PROJECT DESCRIPTION	• (1) NEW CONCRETE TILT UP WAREHOUSE / OFFICE BUILDING AS DESCRIBED BELOW • (1) NEW SHIPPING CONTAINER FOOD AND BEVERAGE BUILDING AS DESCRIBED BELOW
ASSESSOR'S PARCEL NO:	1021-052-04-0-000 1021-052-06-0-000 1021-052-09-0-000 1021-052-11-0-000
BUILDING CODE	CBC 2022
BLDG. OCCUPANCY	B - OFFICE F1: MANUFACTURING S1: WAREHOUSE M: MERCANTILE
BUILDING TYPE	III-B, FULLY SPRINKLERED
LAND AREA :	PARCEL SIZE GROSS ±320,139 S.F.
COVERAGE :	49.0% FAR: 0.51
ALLOWABLE LOT COVERAGE:	50.0% ALLOWABLE FAR: 0.60
RATIO OF IMPERVIOUS SURFACE:	EXISTING 30 % PROPOSED 88%
LANDSCAPED AREA REQUIRED 10% OF PARCEL 32,014 S.F.	LANDSCAPED AREA PROVIDED = 32,727 S.F. AGGREGATE PLANTER AREAS
CONSTRUCTION TYPE	III-B WITH FULLY SUPERVISED AUTOMATIC FIRE SPRINKLER SYSTEMS
BUILDING HEIGHT	MAXIMUM BUILDING HEIGHT PER 504.3 = 75'
NUMBER OF STORIES	ALLOWABLE STORIES PER 504.4 = 3
AREA JUSTIFICATION	UNLIMITED AREA WITH 60' YARDS ALL AROUND. THE YARDS CAN BE REDUCED TO 40' IN NO MORE THAN 75% OF THE PERIMETER

*HEIGHT, NUMBER OF STORIES AND ALLOWABLE AREA CALCULATED BASED ON THE MOST RESTRICTIVE OCCUPANCY ALLOWANCE PER § 508.3, IN THIS CASE F1-S

ALL BUILDINGS — 162,068 S.F.
TOTAL AREA

BUILDING 1 — 158,548 S.F.
OCCUPANCIES B-S1-F1-M

FIRST FLOOR	(S1) WAREHOUSE	150,048 S.F.
	(B) OFFICE	3,500 S.F.
	TOTAL FOOTPRINT	**153,548 S.F.**
MEZZA FLOOR	(B) OFFICE	5,000 S.F.
	TOTAL MEZZANINE	**5,000 S.F.**

F & B BUILDING — 3,520 S.F.
OCCUPANCIES B & M

FIRST FLOOR	(M) TENANT SPACES & RESTROOMS**	3,520 S.F.
	(M) INDOOR SEATING AREAS	N/A
	*(M) OUTDOOR SEATING AREAS** *3,600 S.F.*	
	TOTAL FOOTPRINT	**3,520 S.F.**

PARKING REQUIRED :

BUILDING 1

OFFICE PARKING 1/250	8,500/ 250 =	34 STALLS
WAREHOUSE PARKING 1/1000 FIRST 20,000	20,000/ 1000 =	20 STALLS
WAREHOUSE PARKING 1/2000 SECOND 20,000	20,000/ 2000 =	10 STALLS
WAREHOUSE PARKING 1/4000 EXCESS	110,048/ 4000 =	28 STALLS
TOTAL PARKING REQUIRED		92 STALLS

F & B BUILDINGS

RESTAURANT SEATING AREAS 1/100	3,600 / 100 =	36 STALLS

TOTAL PARKING REQUIRED 128

PARKING PROVIDED:

ACCESSIBLE (STANDARD) 14' X 20'	2 - STALLS
ACCESSIBLE (8' RAMP) 17' X 20'	4 - STALLS
STANDARD STALLS 9' X 19'	67 - STALLS
COMPACT STALLS (25%MAX) 8'-6" X 17'	33 - STALLS
CLEAN AIR STALLS 9' X 19'	13 - STALLS
CLEAN AIR STALL EVSE 9' X 19'	13 - STALLS
TOTAL	132 - STALLS
BICYCLE RACK @ 5% OF PARKING	7 SPACES

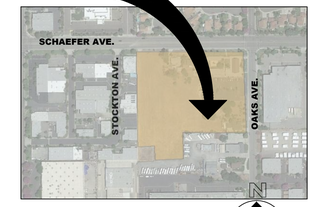
TRUCK LOADING REQUIRED	2 SPACES
TRUCK LOADING PROVIDED	20 SPACES
TRUCK PARKING REQUIRED (1 PER EA 2 LOADING)	10 SPACES
TRUCK PARKING PROVIDED	10 SPACES
TRASH ENCL. AREA PROVIDED	430 S.F.

CONTRIBUTES TO PARKING CALCULATIONS BUT NOT TO BUILDING AREA
CONTRIBUTES TO BUILDING AREA BUT NOT TO PARKING CALCULATIONS**

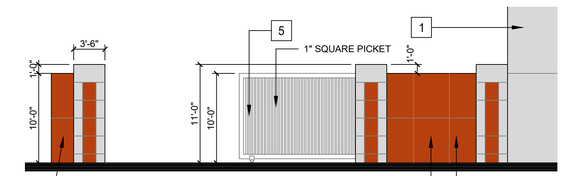
KEY NOTES:

1. CONCRETE TILT UP WALL, TYPICAL
2. 3HR FR CONCRETE TILT UP WALL @ REDUCED YARD
3. STUD WALL / CONTAINER WALL, TYPICAL
4. 10'-0 HIGH CONCRETE TILT UP SCREEN WALL, COLOR AND REVEALS TO MATCH THE BUILDING, SEE ELEVATIONS.
5. 10'-0 WROUGHT IRON SLIDING GATE, WITH 1" SQUARE TUBE STEEL PICKETS SPACED AT 6" O.C., PROVIDE PERFORATED SHEET METAL AFFIXED TO THE INSIDE SURFACE PROVIDING MINIMUM 50% SCREEN. PROVIDE FIRE DEPARTMENT KNOX BRAND KEY SWITCH COMPLIANT WITH ONTARIO FD STANDARDS #B-003, #B-004 & #H-001 PROVIDE ELECTRICAL CONDUIT FOR GATE OPENER FUTURE USE
6. (N) 8'-0 WROUGHT IRON FENCE
7. (E) 8'-0 WROUGHT IRON FENCE

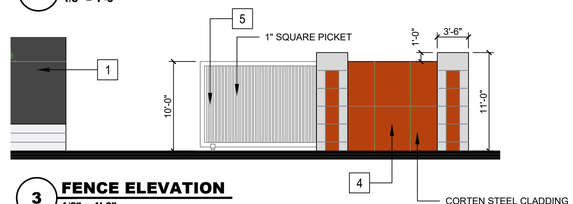
SITE



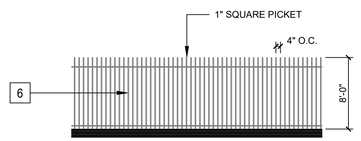
VICINITY MAP
NOT TO SCALE



2 FENCE ELEVATION
1/8" = 1'-0"



3 FENCE ELEVATION
1/8" = 1'-0"



4 W.I. FENCE ELEVATION, TYP.
1/8" = 1'-0"

architecture
O.C. DESIGN & ENGINEERING
7501 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.6804

LICENSED ARCHITECT — CHRISTOPHER O. CRESPO — C-34696 — 10/31/2015 RENEWAL DATE — STATE OF CALIFORNIA

REVISIONS:

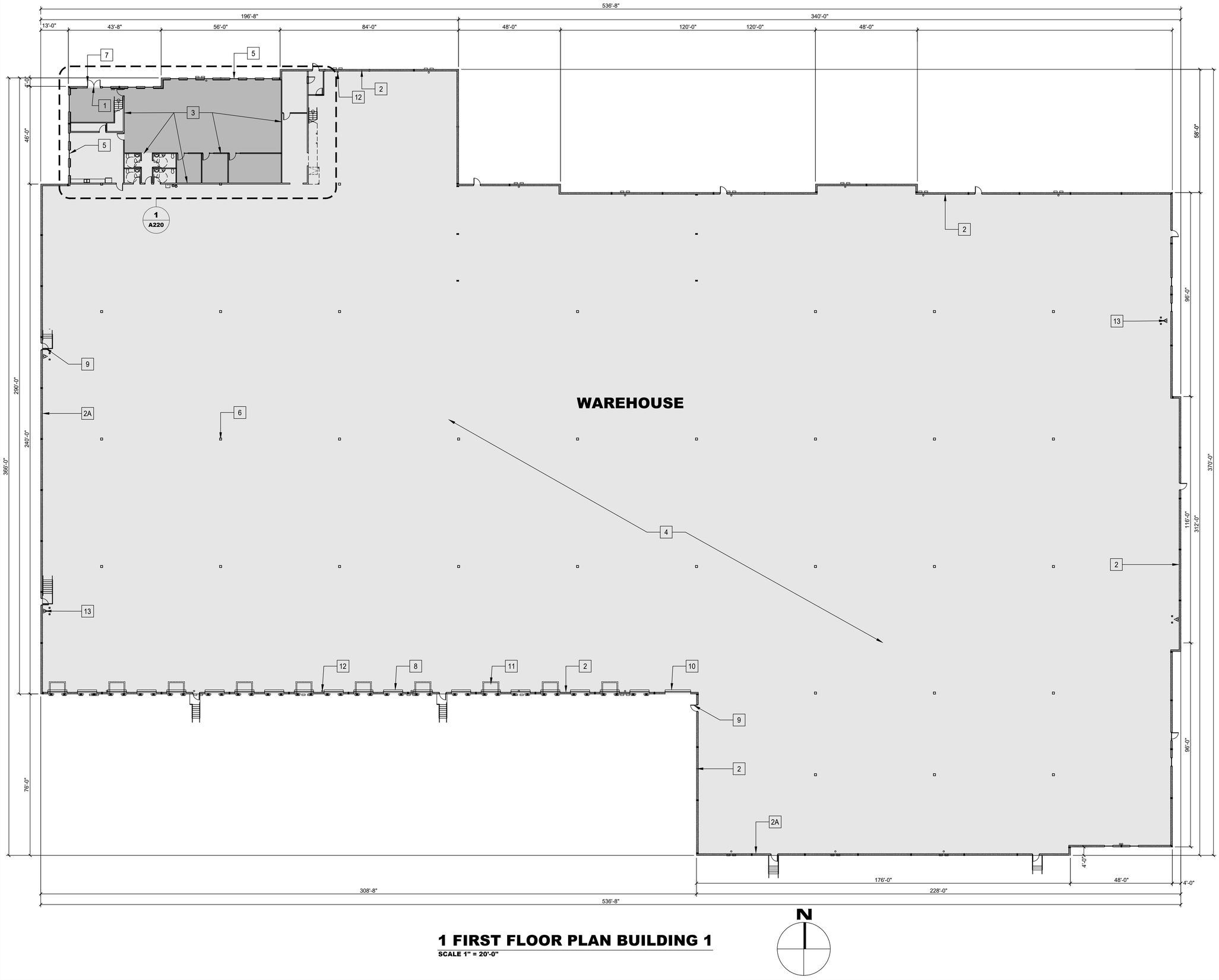
CLIENT:
GATEWAY TERMINAL LLC
15825 ROBERT JOSEPH DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS: FENCE PLAN
SCALE: INDICATED
DATE: 07-23-2024
PROJECT NO. A-24-007
DRAWN: I.C.

SHEET A104 OF SHEETS 1

CHINO GATEWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER



1 FIRST FLOOR PLAN BUILDING 1

SCALE 1" = 20'-0"

KEY NOTES:

1	BUILDING ENTRANCE.
2	CONCRETE TILT UP WALL, TYPICAL
2A	3HR FR CONCRETE TILT UP WALL, @ REDUCED YARD
3	STUD WALL, TYPICAL
4	CONCRETE SLAB PER STRUCTURAL
5	GLAZING, TYPICAL
6	STEEL COLUMN (TYP.)
7	6' X 7' FULL LITE DOUBLE DOORS, TYPICAL
8	9' X 10' DOCK HIGH DOOR, TYPICAL
9	3' X 7' HOLLOW METAL PAINTED TO MATCH THE BUILDING, TYPICAL
10	12' X14' TRUCK DOOR (GRADE LEVEL)
11	DOCK LEVELER, TYPICAL
12	ROOF DRAIN, TYPICAL
13	FIRE RISER, TYPICAL

architecture

O.C. DESIGN & ENGINEERING
7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.9804

LICENSED ARCHITECT
IGNACIO CRESPO
C-34996
10/31/2019
RENEWAL DATE
STATE OF CALIFORNIA

REVISIONS:

CLIENT:
GATEWAY TERMINAL LLC
13925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS: FIRST FLOOR PLAN

SCALE: INDICATED
PROJECT NO. A-24-007
DATE: 07-23-2024
DRAWN: I.C.

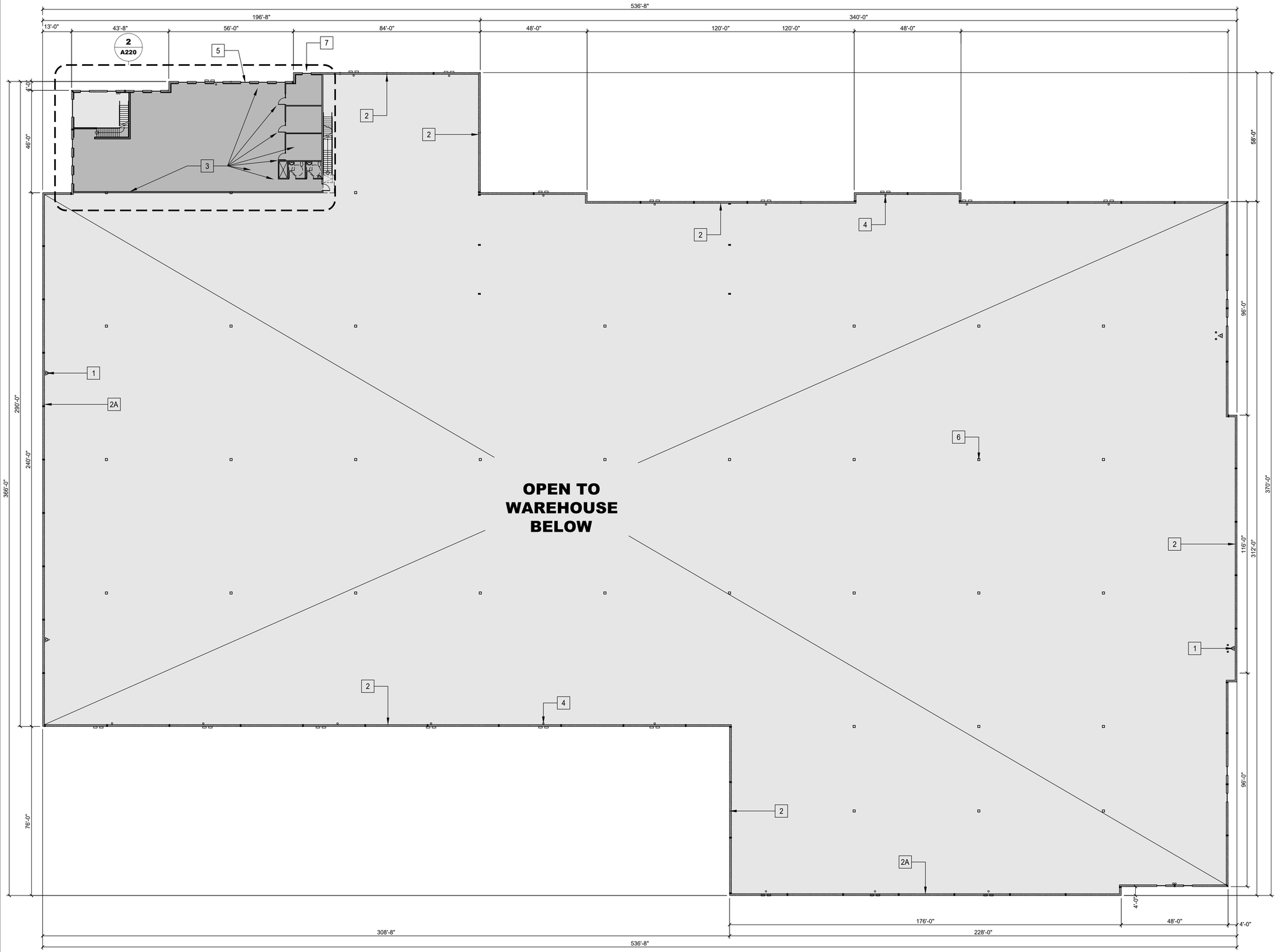
SHEET A200
4 OF - SHEETS

CHINO GATEWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

1553

4/14/2025 3:49 PM - Y:\2024\A-24-007-Oaks & Shaeffer Chino\OAKS-PLANNING\OAKS-A100.dwg



KEY NOTES:

1. FIRE RISER, TYPICAL
2. CONCRETE TILT UP WALL, TYPICAL
2A. 3HR FR CONCRETE TILT UP WALL @ REDUCED YARD
3. STUD WALL, TYPICAL
4. ROOF DRAIN, TYPICAL
5. GLAZING, TYPICAL
6. STEEL COLUMN (TYP.)
7. CLERESTORY WINDOW AT WAREHOUSE, TYPICAL

1 MEZZANINE PLAN BUILDING 1

SCALE 1" = 20'-0"

architecture

O.C. DESIGN & ENGINEERING
7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.9804

LICENSED ARCHITECT
IGNACIO CRESPO
C-34996
10/31/2019
RENEWAL DATE
STATE OF CALIFORNIA

REVISIONS:

CLIENT:
GATEWAY TERMINAL LLC
13925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS: MEZZANINE PLAN
SCALE: INDICATED
PROJECT NO. A-24-007
DATE: 07-23-2024
DRAWN: I.C.

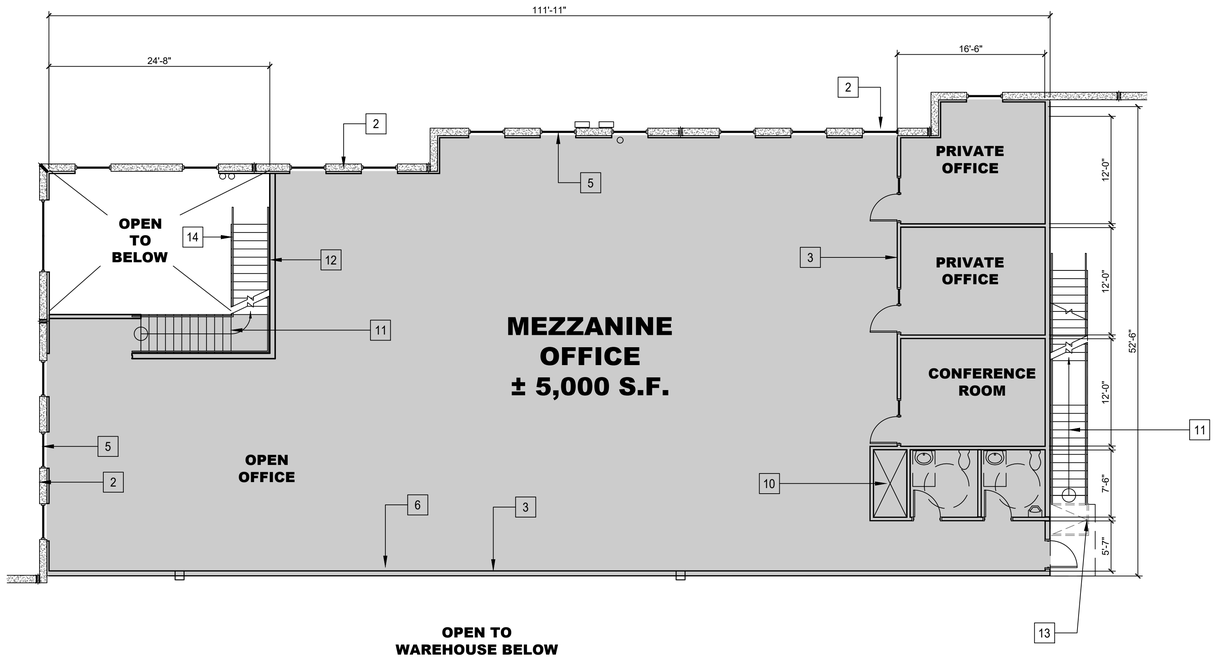
SHEET A210 OF 5 SHEETS

CHINO GATEWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

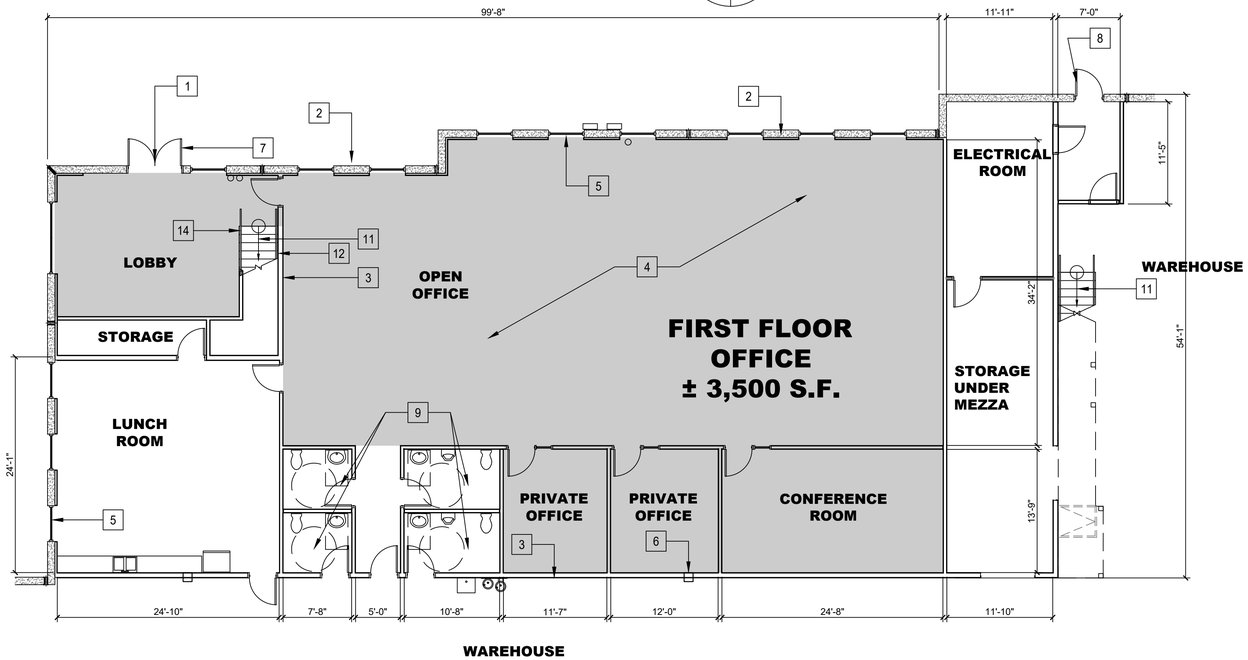
4/14/2025 3:50 PM - Y:\2024\A-24-007-Oaks & Shaeffer Chino\OAKS-PLANNING\OAKS-A100.dwg

1554



2 MEZZANINE FLOOR PLAN

SCALE 1/8" = 1'-0"



1 FIRST FLOOR OFFICE PLAN

SCALE 1/8" = 1'-0"

KEY NOTES:

1. BUILDING ENTRANCE.
2. CONCRETE TILT UP WALL, TYPICAL
3. STUD WALL, TYPICAL
4. CONCRETE SLAB PER STRUCTURAL
5. GLAZING, TYPICAL
6. STEEL COLUMN (TYP.)
7. 6' X 7' FULL LITE DOUBLE DOORS, TYPICAL
8. 3' X 7' HOLLOW METAL PAINTED TO MATCH THE BUILDING, TYPICAL
9. DISABLED ACCESSIBLE RESTROOMS, TYPICAL
10. HVAC SHAFT
11. STAIRS TO MEZZANINE
12. 42" HIGH GUARD, TYPICAL
13. ROOF ACCESS HATCH ABOVE
14. GLASS GUARDRAIL WITH HANDRAIL

architecture
O.C. DESIGN & ENGINEERING
7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.9804

LICENSED ARCHITECT ★ STATE OF CALIFORNIA ★
IGNACIO CRESPO
C-34996
10/31/2019
RENEWAL DATE

REVISIONS:

CLIENT:
GATEWAY TERMINAL LLC
13925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS: ENLARGED OFFICE PLAN
SCALE: INDICATED
PROJECT NO. A-24-007
DATE: 07-23-2024
DRAWN: I.C.

SHEET A220 OF 6 SHEETS

CHINO GATEWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

4/14/2025 3:50 PM - Y:\2024\A-24-007-Oaks & Shaeffer Chino\OAKS-PLANNING\OAKS-A100.dwg

1555

(PUBLIC STREET)

SCHAEFER AVENUE

MA1.2
1

1 2 3 4 5 6 7 8

02
MA1.6

A
B
C

PARKWAY PLANTER = 314 S.F.

PARKWAY PLANTER = 1585 S.F.

PARKWAY PLANTER = 632 S.F.

PLANTER AREA = 929 S.F.

PLANTER AREA = 1275 S.F.

PLANTER AREA = 1907 S.F.

Concrete pad
for transformer

OUTDOOR WALKWAY

OUTSIDE
SEATING
3600 SF

F & B TENANT
720 SF

F & B TENANT
720 SF

WOMENS
160 SF

MENS
160 SF

STORAGE
80 SF

STORAGE
80 SF

STORAGE
80 SF

STORAGE
80 SF

F & B TENANT
720 SF

7' - 4 1/4"

F & B TENANT
720 SF

1
MA1.5

2
MA1.4

PLANTER
AREA = 86 S.F.

PLANTER
AREA =
79 S.F.

PLANTER
AREA =
79 S.F.

PLANTER
AREA =
79 S.F.

2
MA1.3

PLANTER AREA = 512 S.F.

PLNATER AREA = 581 S.F.

PLANTER AREA = 1651 S.F.

PLANTER AREA = 5719 S.F.

03
MA1.6

GROUND MATERIAL LEGEND

- CONCRETE WITH EXPANSION JOINS EVERY 8'
- DECOMPOSED GRANITE WITH BINDING AGENT

N

1 FLOOR PLAN
1" = 10'-0"

architecture

7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.9804

LICENSED ARCHITECT
EDWARD O. CRESPO
C-34696
10/31/2019
RENEWAL DATE
STATE OF CALIFORNIA

REVISIONS:

CLIENT:
GATEWAY TERMINAL
1925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS:

SCALE:
DATE: April 15, 2025
PROJECT NO. A-24-007
DRAWN: I.C.

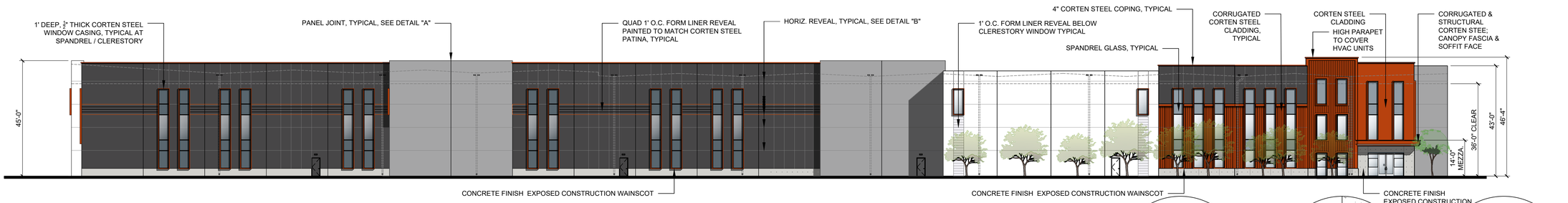
SHEET FLOOR PLAN

MA1.1 OF - SHEETS

CHINO GETAWAY INDUSTRIAL

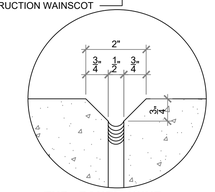
5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER - 1556

BLANK PAGE INSERTED FOR
ELIMINATED ADDITIONAL
FLOOR PLAN

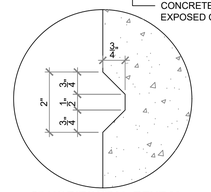


1 - NORTH ELEVATION @ SCHAEFER AVE.

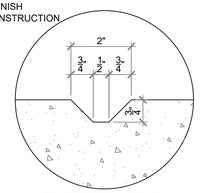
SCALE 1= 20'-0"



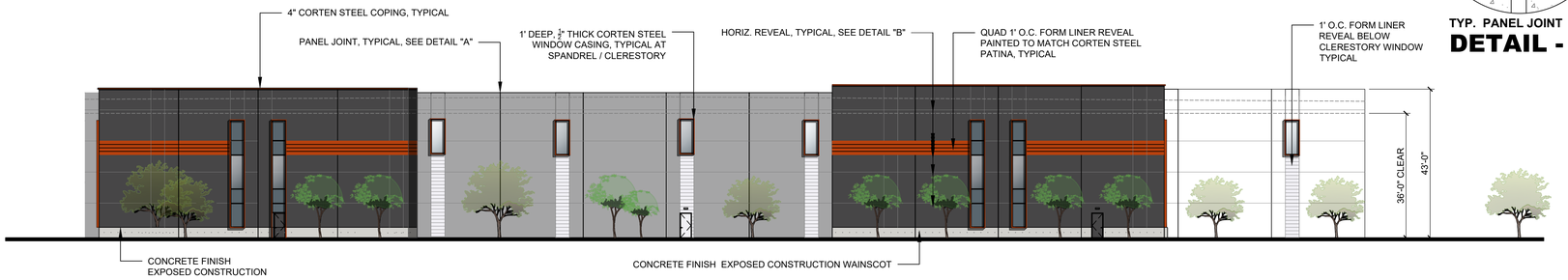
TYP. PANEL JOINT
DETAIL - A



2" HORIZONTAL REVEAL
DETAIL - B



2" VERTICAL REVEAL
DETAIL - C

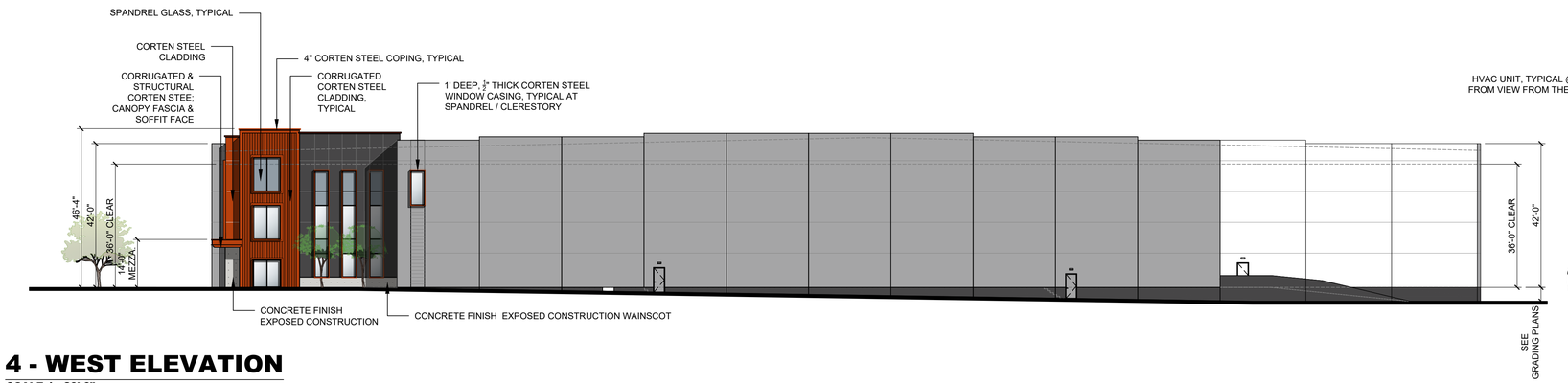


2 - EAST ELEVATION @ OAKS AVE.

SCALE 1= 20'-0"

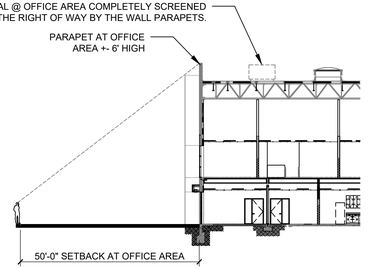
3 - SOUTH ELEVATION

SCALE 1= 20'-0"



4 - WEST ELEVATION

SCALE 1= 20'-0"



5 - LINE OF SIGHT

SCALE 1= 20'-0"

architecture
O.C. DESIGN & ENGINEERING
7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.6804

LICENSED ARCHITECT ★ LICENSE 1 OF CHRISTOPHER CRESPO C-34696 10/31/2015 RENEWAL DATE ★ STATE OF CALIFORNIA ★

REVISIONS:

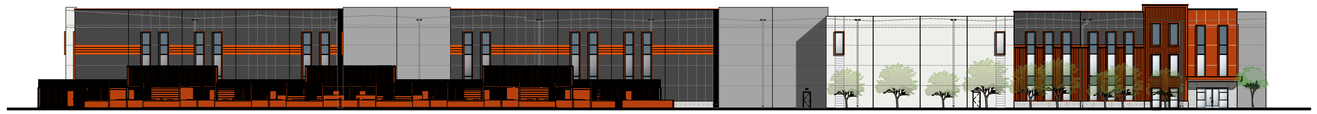
CLIENT:
GATEWAY TERMINAL LLC
15505 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS: ELEVATIONS
SCALE: INDICATED
DATE: 07-23-2024
PROJECT NO. A-24-007
DRAWN: I.C.

SHEET A300 OF SHEETS

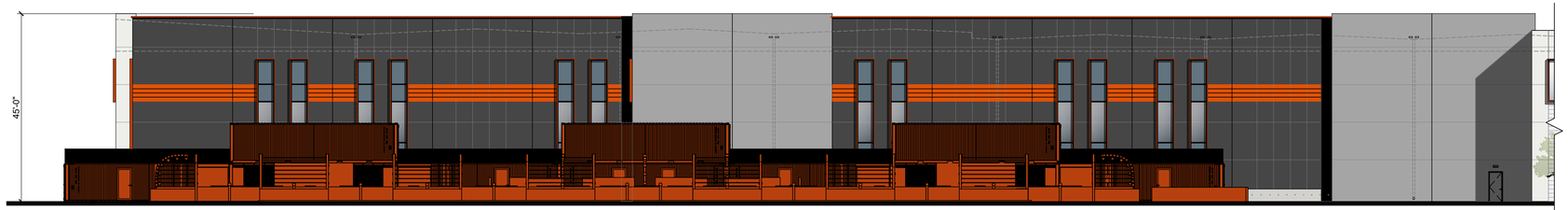
CHINO GATEWAY INDUSTRIAL
5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

1558



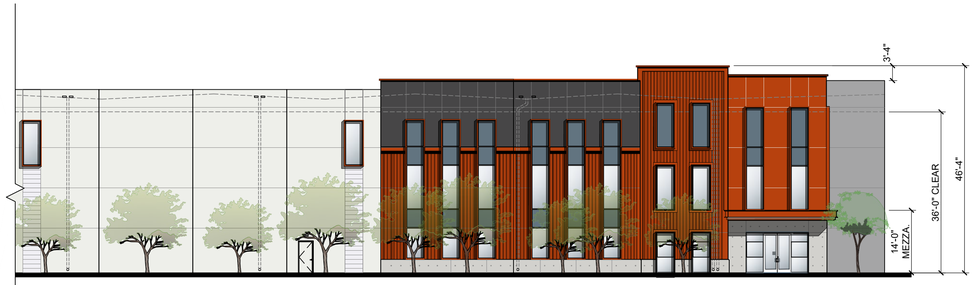
1 - CITY SCAPE NORTH ELEVATION @ SCHAEFER AVE.

SCALE 1/32" = 1'-0"



2 - CITY SCAPE PARTIAL NORTH ELEVATION @ SCHAEFER AVE.

SCALE 1/16" = 1'-0"



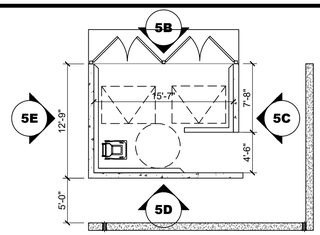
3 - CITY SCAPE PARTIAL NORTH ELEVATION @ SCHAEFER AVE.

SCALE 1/16" = 1'-0"

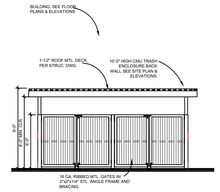


4 - CITY SCAPE EAST ELEVATION @ OAKS AVE.

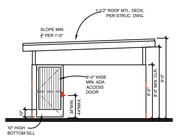
SCALE 1/16" = 1'-0"



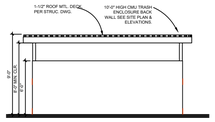
5A - T.E. FLOOR PLAN



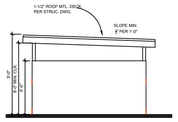
5B - T.E. ELEVATION



5C - T.E. ELEVATION



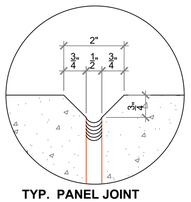
5D - T.E. ELEVATION



5E - T.E. ELEVATION

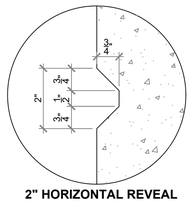
5 - TRASH ENCLOSURE PLAN & ELEVATIONS

SCALE 1/16" = 1'-0"



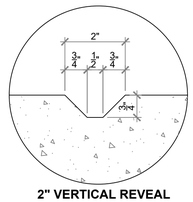
TYP. PANEL JOINT

DETAIL - A



2" HORIZONTAL REVEAL

DETAIL - B



2" VERTICAL REVEAL

DETAIL - C

architecture

O.C. DESIGN & ENGINEERING
7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.9804

LICENSED ARCHITECT ★ STATE OF CALIFORNIA ★
IGNACIO CRESPO
C-34996
10/31/2019
RENEWAL DATE

REVISIONS:

CLIENT:
GATEWAY TERMINAL LLC
13925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS: ELEVATIONS

SCALE: INDICATED
PROJECT NO. A-24-007
DATE: 07-23-2024
DRAWN: I.C.

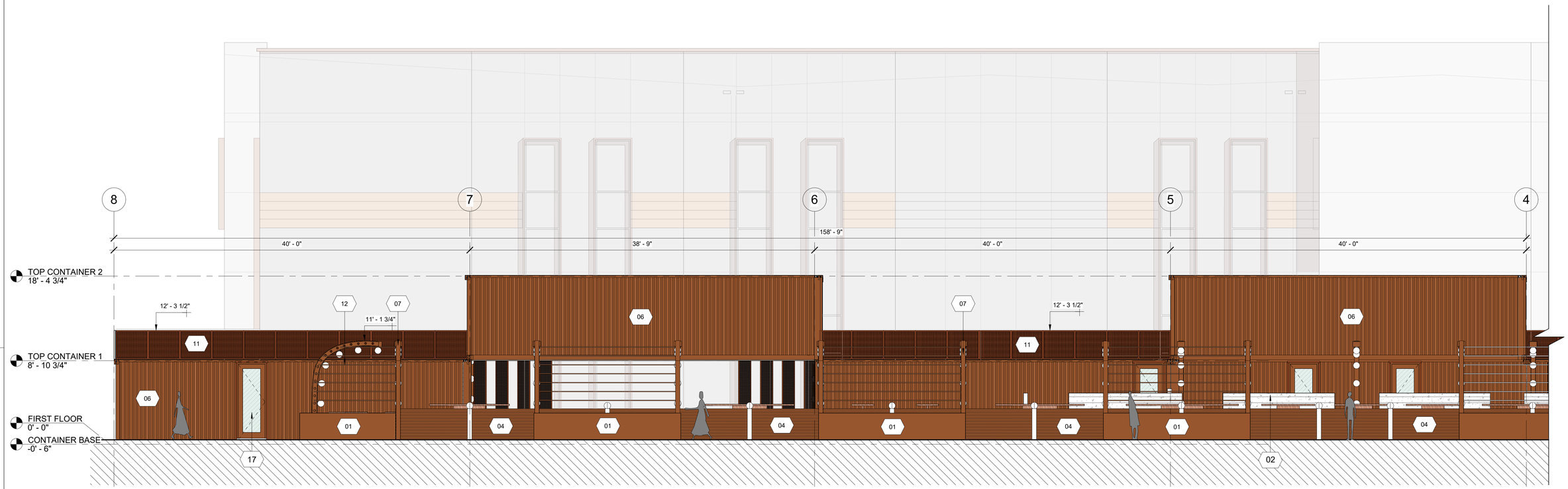
SHEET A301 OF - SHEETS

CHINO GATEWAY INDUSTRIAL

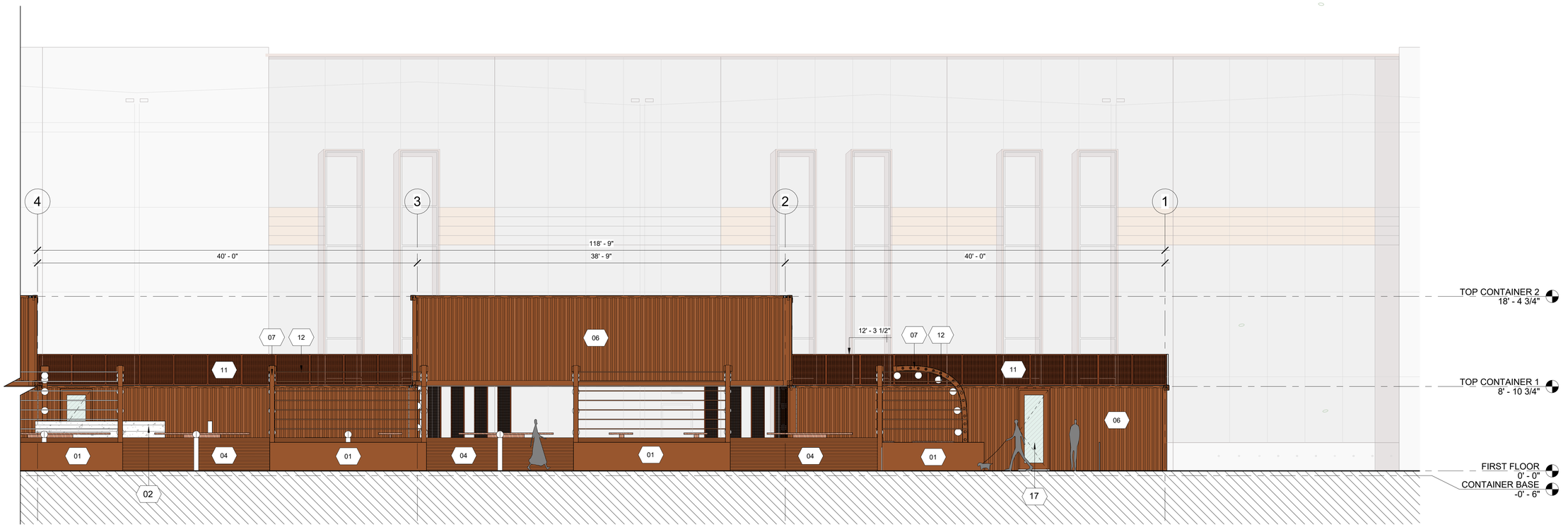
5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

1559

4/14/2025 3:53 PM - Y:\2024\A-24-007-Oaks & Shaefer Chino\OAKS-PLANNING\OAKS-A300.dwg



1 NORTH ELEVATION
3/16" = 1'-0"



2 NORTH ELEVATION B
3/16" = 1'-0"

SEE MATERIALS DETAILS IN NEXT PAGE

architecture

7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.9804

LICENSED ARCHITECT
IGNACIO CRESPO
C-34996
10/31/2019
RENEWAL DATE
STATE OF CALIFORNIA

REVISIONS:

CLIENT:
GATEWAY TERMINAL
13925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS:

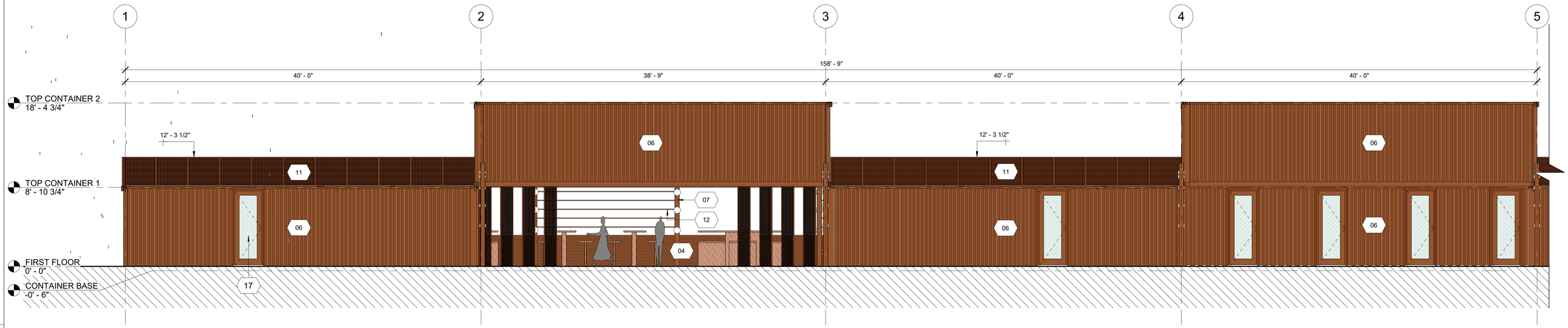
SCALE:
DATE: April 15, 2025
PROJECT NO. A-24-007
DRAWN: I.C.

SHEET ELEVATIONS
MA1.2 OF - SHEETS

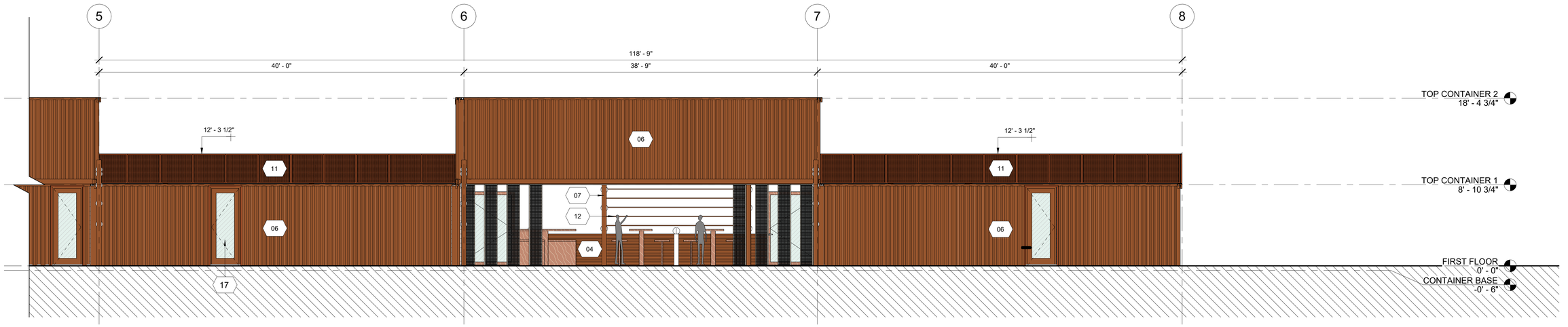
CHINO GETAWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

1560



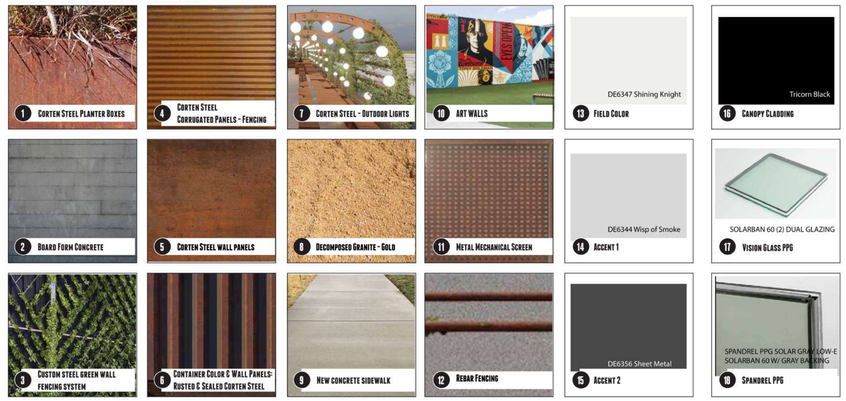
2 SOUTH ELEVATION B
3/16" = 1'-0"



1 SOUTH ELEVATION
3/16" = 1'-0"

MATERIAL BOARD		
Material	Description	Comments
01	Corten Steel Planter Boxes	Containers are Corten Steel - Rusted, Sealed and Clear Coated
02	Board Form Concrete	
03	Custom steel green wall fencing system	
04	Corten Steel Corrugated Panels - Fencing	Corrugated Metal Fencing, Horizontal Corten Steel - Rusted, Sealed and Clear Coated
05	Corten Steel wall panels	
06	Rusted and sealed corten steel	Containers are Corten Steel - Rusted, Sealed and Clear Coated
07	Corten Steel	Custom Outdoor Lighting - Corten Steel - Rusted, Sealed and Clear Coated
08	Decomposed Granite Gold	
09	New concrete sidewalk	
10	Art walls	
11	Metal Mechanical Screen	Metal Mechanical Screen Corten Steel - Rusted, Sealed and Clear Coated, holes not to exceed .25"
12	Rebar Fencing	Rebar Fencing, Horizontal - Rusted, Sealed and Clear Coated
13	Field Color	DE6347 Shining Knight
14	Accent 1	DE6344 Wisp of Smoke
15	Accent 2	DE6356 Sheet Metal
16	Canopy Cladding	Tricorn Black
17	Vision Glass PPG	SOLARBAN 60 (2) DUAL GLAZING
18	Spandrel PPG	SPANDREL PPG SOLAR GRAY LOW-E SOLARBAN 60 W/ GRAY BACKING

MATERIALS BOARD



7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.9804

LICENSED ARCHITECT
IGNACIO CRESPO
C-34996
10/31/2019
RENEWAL DATE
STATE OF CALIFORNIA

REVISIONS:

CLIENT:
GATEWAY TERMINAL
13925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS:

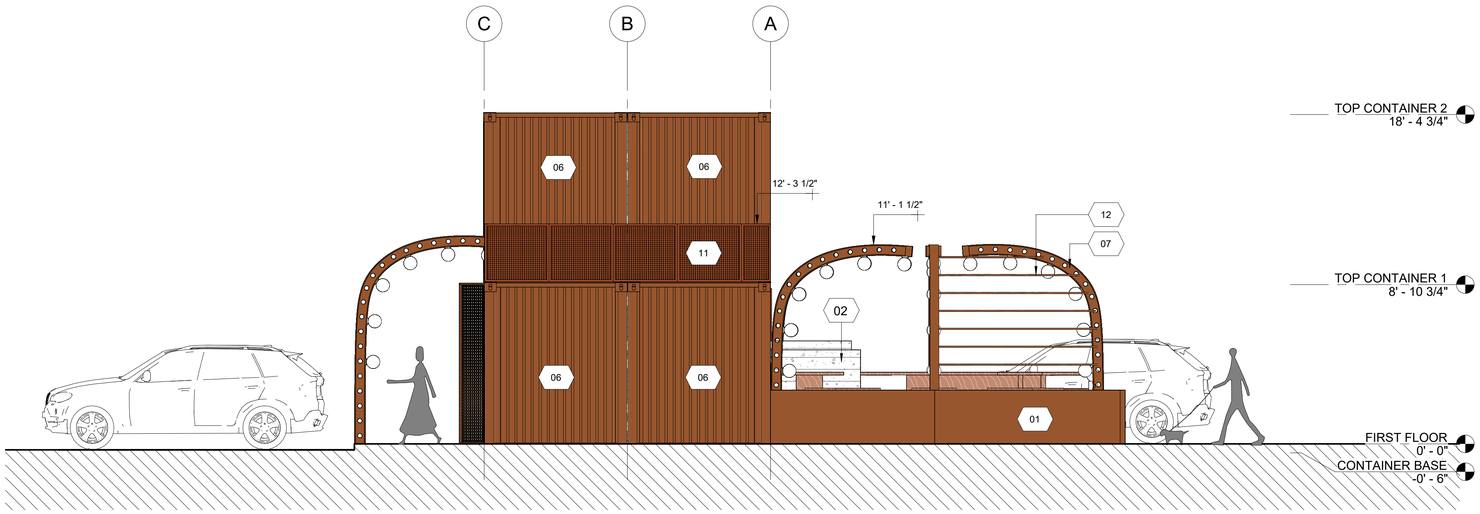
PROJECT NO. A-24-007
SCALE:
DRAWN: I.C.
DATE: April 15, 2025

SHEET ELEVATIONS
MA1.3 OF - SHEETS

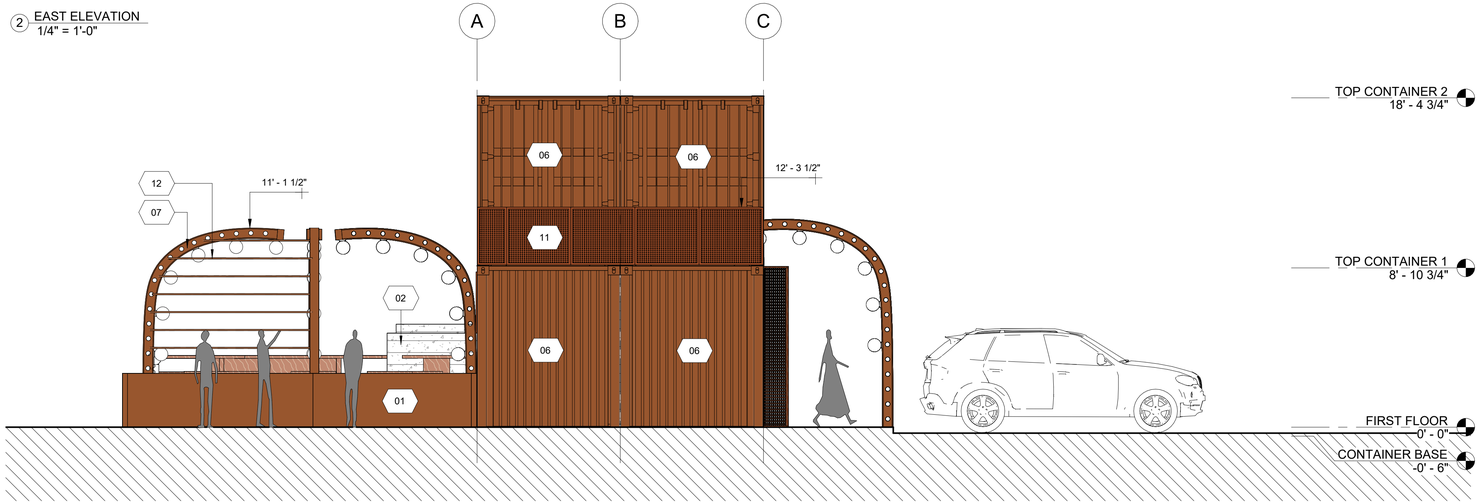
CHINO GETAWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

1561



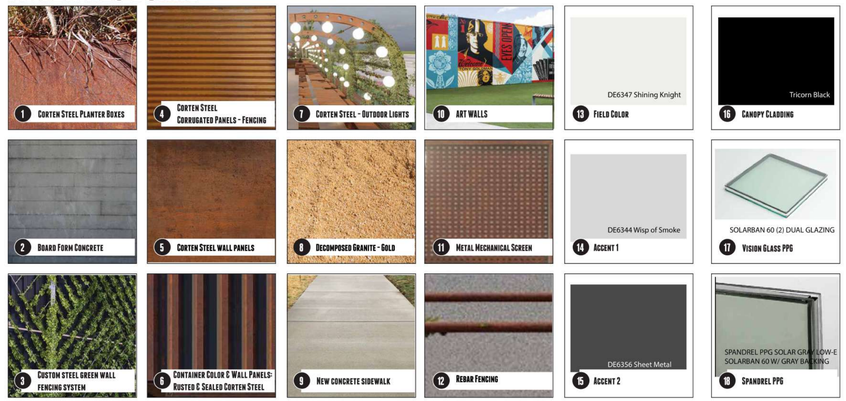
2 EAST ELEVATION
1/4" = 1'-0"



1 WEST ELEVATION
1/4" = 1'-0"

MATERIAL BOARD		
Material	Description	Comments
01	Corten Steel Planter Boxes	Containers are Corten Steel - Rusted, Sealed and Clear Coated
02	Board Form Concrete	
03	Custom steel green wall fencing system	
04	Corten Steel Corrugated Panels - Fencing	Corrugated Metal Fencing, Horizontal Corten Steel - Rusted, Sealed and Clear Coated
05	Corten Steel wall panels	
06	Rusted and sealed corten steel	Containers are Corten Steel - Rusted, Sealed and Clear Coated
07	Corten Steel	Custom Outdoor Lighting - Corten Steel - Rusted, Sealed and Clear Coated
08	Decomposed Granite Gold	
09	New concrete sidewalk	
10	Art walls	
11	Metal Mechanical Screen	Metal Mechanical Screen Corten Steel - Rusted, Sealed and Clear Coated, holes not to exceed .25"
12	Rebar Fencing	Rebar Fencing, Horizontal - Rusted, Sealed and Clear Coated
13	Field Color	DE6347 Shining Knight
14	Accent 1	DE6344 Wisp of Smoke
15	Accent 2	DE6356 Sheet Metal
16	Canopy Cladding	Tricorn Black
17	Vision Glass PPG	SOLARBAN 60 (2) DUAL GLAZING
18	Spandrel PPG	SPANDREL PPG SOLAR GRAY LOW-E SOLARBAN 60 W/ GRAY BACKING

MATERIALS BOARD



architecture

7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.9804

LICENSED ARCHITECT
IGNACIO CRESPO
C-34996
10/31/2019
RENEWAL DATE
STATE OF CALIFORNIA

REVISIONS:

CLIENT:
GATEWAY TERMINAL
13925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS:

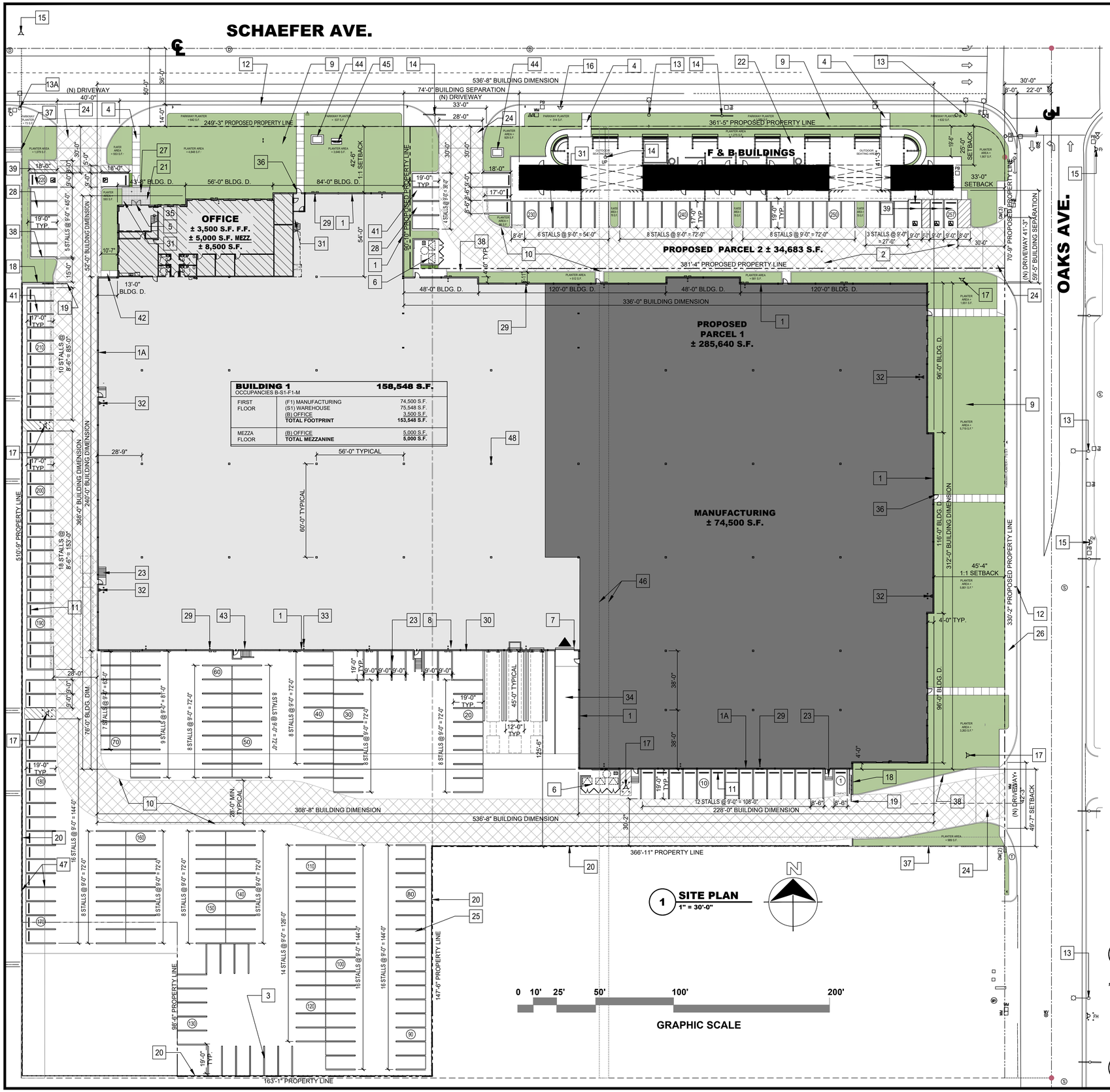
SCALE:
DATE: April 15, 2025
PROJECT NO. A-24-007
DRAWN: I.C.

SHEET ELEVATIONS
MA1.4 OF - SHEETS

CHINO GETAWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

1562



1 **SITE PLAN**
1" = 30'-0"

SITE PLAN KEYNOTES

1 CONCRETE TILT UP WALL
1A 3 HOUR CONCRETE TILT UP WALL W/ 3 HOUR JOINTS
2 CONCRETE PAVING, PER CIVIL DRAWINGS
3 PARKING STALL DOUBLE STRIPPING (PER CITY OF CHINO STDS.) TYPICAL
4 ACCESSIBLE PATH OF TRAVEL. 60" WIDE (MIN.)
5 BUILDING ENTRANCE. AFFIX A 4" SQ. INTERNATIONAL ACCESSIBILITY SYMBOL PER CBC 11B-216.6 & FIRE DEPARTMENT KNOX BOX
6 TRASH ENCLOSURE, MIN. 6' HIGH SCREEN WALLS WITH METAL DOORS (2-TRASH / RECYCLE BINS + 1 96 GALLON ORGANICS RECYCLING BIN) PER CITY OF CHINO STANDARDS SEE
7 12' X14' TRUCK DOOR (GRADE LEVEL)
8 9' X10' TRUCK DOOR (DOCK HIGH) TYPICAL
9 DROUGHT TOLERANT LANDSCAPE W/AUTOMATIC IRRIGATION SYSTEM SEE LANDSCAPING DWGS. MOUND LANDSCAPE WHERE PATH OF TRAVEL OCCURS TO PROVIDE 3" MAX. GRADE ELEVATION DIFFERENCE, TYPICAL
10 28'-0" WIDE MIN. & CLEAR TO THE SKY FIRE LANE PER THE CITY OF CHINO'S FIRE DEPARTMENT STANDARDS
11 PREFABRICATED CONCRETE BUMPER, TYPICAL
12 (E) CURB AND GUTTER, TYP.
13 (E) LIGHT POLE, TYP.
13A (E) LIGHT POLE TO BE RELOCATED
14 (E) POWER POLE, TO BE RELOCATED
15 (E) PUBLIC FIRE HYDRANT
16 (N) PUBLIC FIRE HYDRANT
17 (N) PRIVATE FIRE HYDRANT
18 10'-0 HIGH CONCRETE TILT UP SCREEN WALL, COLOR AND REVEALS TO MATCH THE BUILDING, SEE ELEVATIONS.
19 10'-0 WROUGHT IRON SLIDING GATE, WITH 1" SQUARE TUBE STEEL PICKETS SPACED AT 6" O.C., PROVIDE PERFORATED SHEET METAL AFFIXED TO THE INSIDE SURFACE PROVIDING MINIMUM 50% SCREEN. PROVIDE FIRE DEPARTMENT KNOX BRAND KEY SWITCH COMPLIANT WITH ONTARIO FD STANDARDS #B-003, #B-004 & #H-001 PROVIDE ELECTRICAL CONDUIT FOR GATE OPENER FUTURE USE
20 8'-0 WROUGHT IRON FENCE
21 ENHANCED PEDESTRIAN ACCESS, TOP CAST ACID WASH CONCRETE GRAPHITE COLOR WITH SCORE LINES PER DESIGN.
22 EXTERIOR PATIO "BY OTHERS" SEE RAD PLANS.
23 CONCRETE STAIRS, MEDIUM BROOM FINISH TYPICAL. SEE GRADING PLANS FOR ELEVATIONS.
24 ENHANCED DRIVEWAY APPROACH, 6" MIN. THICK, 3500 PSI
25 TRACTOR TRAILER PARKING STALL, TYPICAL
26 EXISTING SIDEWALK.
27 LITHONIA KBC8 LED WHITE, LIGHTED BOLLARD AT ENTRY
28 FUTURE EVSE LOCATION COMPLIANT TO CGBSC § 5.106.5.3.2 SEE ELECTRICAL PLANS
29 LOCATION OF INTERIOR ROOF DRAIN, SEE CIVIL PLANS, TYP.
30 RUBBER BUMPER BY OTHERS, TYPICAL., PROVIDE EDGE OF DOCK LEVELERS WHERE NO PIT LEVELER IS PROVIDED.
31 BICYCLE RACK
32 PROPOSED LOCATION OF FIRE SPRINKLER RISER
33 6" DIAM. CONCRETE FILLED PIPE BOLLARD, TYPICAL.
34 FORKLIFT RAMP, SEE CIVIL DRAWINGS
35 NO SMOKING SIGNAGE WITHIN 25'-0" OF BUILDING ENTRIES, OUTDOOR AIR INTAKES, OPERABLE WINDOWS, AND WITHIN THE BUILDING.
36 3'X7' HOLLOW METAL MAN DOOR (TYPICAL)WITH 60"x60" LANDING.
37 6" WIDE MOWSTRIP @ PROPERTY LINE, TYPICAL
38 6" WIDE, 6" MIN. HIGH CONCRETE CURB, TYPICAL. CURB TO BE 1' WIDE WHEN ADJACENT TO PARKING STALLS, SEE GRADING PLANS
39 ACCESSIBLE PARKING, TYP
40 CONCRETE APRON: 6" THICK CONCRETE PAVING OVER 4" CLASS 2 AGREGATE OVER 12" (90%) COMPACTED SUBGRADE, 3,000 PSI W/ #3 REBAR @ 18" O.C. EACH WAY, 4" SLUMP CONTROL JOINTS AT 20'-0" O.C. EACH WAY, HEAVY BROOM FINISH, SEE CIVIL PLANS
41 PARKING SPACES FOR CLEAN AIR VEHICLE / CARPOOL PARKING
42 DESIGNATED SMOKING AREA FURTHER THAN 25' AWAY FROM BUILDING DOORS AND VENTILATION OPENINGS.
43 PIT STYLE DOCK LEVELER, TYPICAL EVERY OTHER TRUCK DOOR
44 TRANSFORMER PAD, SCREENED WITH LANDSCAPING MATERIAL, COORDINATE WITH THE UTILITY EXACT LOCATION.
45 PROPOSED LOCATION OF PIV VALVE COMPLETELY SCREENED
46 UTILITY EASEMENT TO BE QUITCLAIMED
47 INGRESS / EGRESS & PARKING EASEMENT
48 BUILDING COLUMN PER STRUCTURAL, TYPICAL

PROJECT DATA

DESCRIPTION	AREAS
ZONING	M1- LIGHT INDUSTRIAL
PROJECT DESCRIPTION	• (1) NEW CONCRETE TILT UP WAREHOUSE / OFFICE BUILDING AS DESCRIBED BELOW • (1) NEW SHIPPING CONTAINER FOOD AND BEVERAGE BUILDING AS DESCRIBED BELOW
ASSESSOR'S PARCEL NO:	1021-052-04-0-000 1021-052-06-0-000 1021-052-09-0-000 1021-052-11-0-000
BUILDING CODE	CBC 2022
BLDG. OCCUPANCY	B - OFFICE F1: MANUFACTURING S1: WAREHOUSE M: MERCANTILE
BUILDING TYPE	III-B, FULLY SPRINKLERED
LAND AREA :	PARCEL SIZE GROSS ±320,139 S.F.
COVERAGE :	49.0% FAR: 0.51
ALLOWABLE LOT COVERAGE:	50.0% ALLOWABLE FAR: 0.60
RATIO OF IMPERVIOUS SURFACE:	EXISTING 30 % PROPOSED 88%
LANDSCAPED AREA REQUIRED 10% OF PARCEL 32,014 S.F.	LANDSCAPED AREA PROVIDED = 33,733 S.F. AGGREGATE PLANTER AREAS
CONSTRUCTION TYPE	II-B WITH FULLY SUPERVISED AUTOMATIC FIRE SPRINKLER SYSTEMS
BUILDING HEIGHT	MAXIMUM BUILDING HEIGHT PER 504.3 = 75'
NUMBER OF STORIES	ALLOWABLE STORIES PER 504.4 = 3
AREA JUSTIFICATION	UNLIMITED AREA WITH 60' YARDS ALL AROUND. THE YARDS CAN BE REDUCED TO 40' IN NO MORE THAN 75% OF THE PERIMETER

*HEIGHT, NUMBER OF STORIES AND ALLOWABLE AREA CALCULATED BASED ON THE MOST RESTRICTIVE OCCUPANCY ALLOWANCE PER § 508.3, IN THIS CASE F-1-S

ALL BUILDINGS 162,068 S.F.
TOTAL AREA

BUILDING 1 158,548 S.F.
OCCUPANCIES B-S1-F1-M

FIRST FLOOR	(F1) MANUFACTURING	74,500 S.F.
	(S1) WAREHOUSE	75,548 S.F.
	(B) OFFICE	3,500 S.F.
	TOTAL FOOTPRINT	153,548 S.F.
MEZZA FLOOR	(B) OFFICE	5,000 S.F.
	TOTAL MEZZANINE	5,000 S.F.

F & B BUILDING 3,520 S.F.
OCCUPANCIES B & M

FIRST FLOOR	(M) TENANT SPACES & RESTROOMS**	3,520 S.F.
	(M) INDOOR SEATING AREAS	N/A
	*(M) OUTDOOR SEATING AREAS** 3,600 S.F.*	
	TOTAL FOOTPRINT	3,520 S.F.

PARKING REQUIRED :

BUILDING 1

OFFICE PARKING 1/250	8,500/ 250 =	34 STALLS
WAREHOUSE PARKING 1/1000 FIRST 20,000	20,000/ 1000 =	20 STALLS
WAREHOUSE PARKING 1/2000 SECOND 20,000	20,000/ 2000 =	10 STALLS
WAREHOUSE PARKING 1/4000 EXCESS	31,048/ 4000 =	8 STALLS
MANUFACTURING PARKING 1/500	74,500 / 500 =	149 STALLS
TOTAL PARKING REQUIRED		221 STALLS

F & B BUILDINGS
RESTAURANT SEATING AREAS 1/100 3,600 / 100 = 36 STALLS

TOTAL PARKING REQUIRED 257

PARKING PROVIDED:

ACCESSIBLE (STANDARD) 14' X 20'	4 - STALLS
ACCESSIBLE (9' RAMP) 17' X 20'	4 - STALLS
STANDARD STALLS 9' X 19'	165 - STALLS
COMPACT STALLS (25%MAX) 8'-6" X 17'	32 - STALLS
CLEAN AIR STALLS 9' X 19'	26 - STALLS
CLEAN AIR STALL EVSE 9' X 19'	26 - STALLS
TOTAL	257 - STALLS
BICYCLE RACK @ 5% OF PARKING	13 SPACES

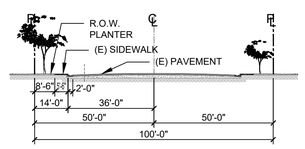
TRUCK LOADING REQUIRED	2 SPACES
TRUCK LOADING PROVIDED	2 SPACES
TRUCK PARKING REQUIRED (1 PER EA 2 LOADING)	1 SPACES
TRUCK PARKING PROVIDED	1 SPACES
TRASH ENCL. AREA PROVIDED	430 S.F.

*CONTRIBUTES TO PARKING CALCULATIONS BUT NOT TO BUILDING AREA**
CONTRIBUTES TO BUILDING AREA BUT NOT TO PARKING CALCULATIONS**

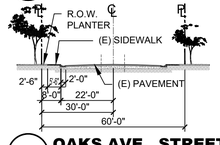
SITE



VICINITY MAP
NOT TO SCALE



2 **SCHAEFFER AVE. STREET SECTION**
1" = 30'-0"



3 **OAKS AVE. STREET SECTION**
1" = 30'-0"

O.C. DESIGN & ENGINEERING
7501 CROSSWAY DRIVE
PICO RIVERA, CA 90660
TEL 562.942.8804

LICENSED ARCHITECT ★ VINCENT J. CISNEROS ★ LICENSE C-34696 ★ 10/31/2015 RENEWAL DATE ★ STATE OF CALIFORNIA

REVISIONS:

CLIENT:
GATEWAY TERMINAL LLC
15825 ALTON PARKWAY DR.
SUITE 200
CHINO HILLS, CA 91709

CONTENTS: SITE PLAN
SCALE: INDICATED
DATE: 07-23-2024
PROJECT NO. A-24-007
DRAWN: I.C.

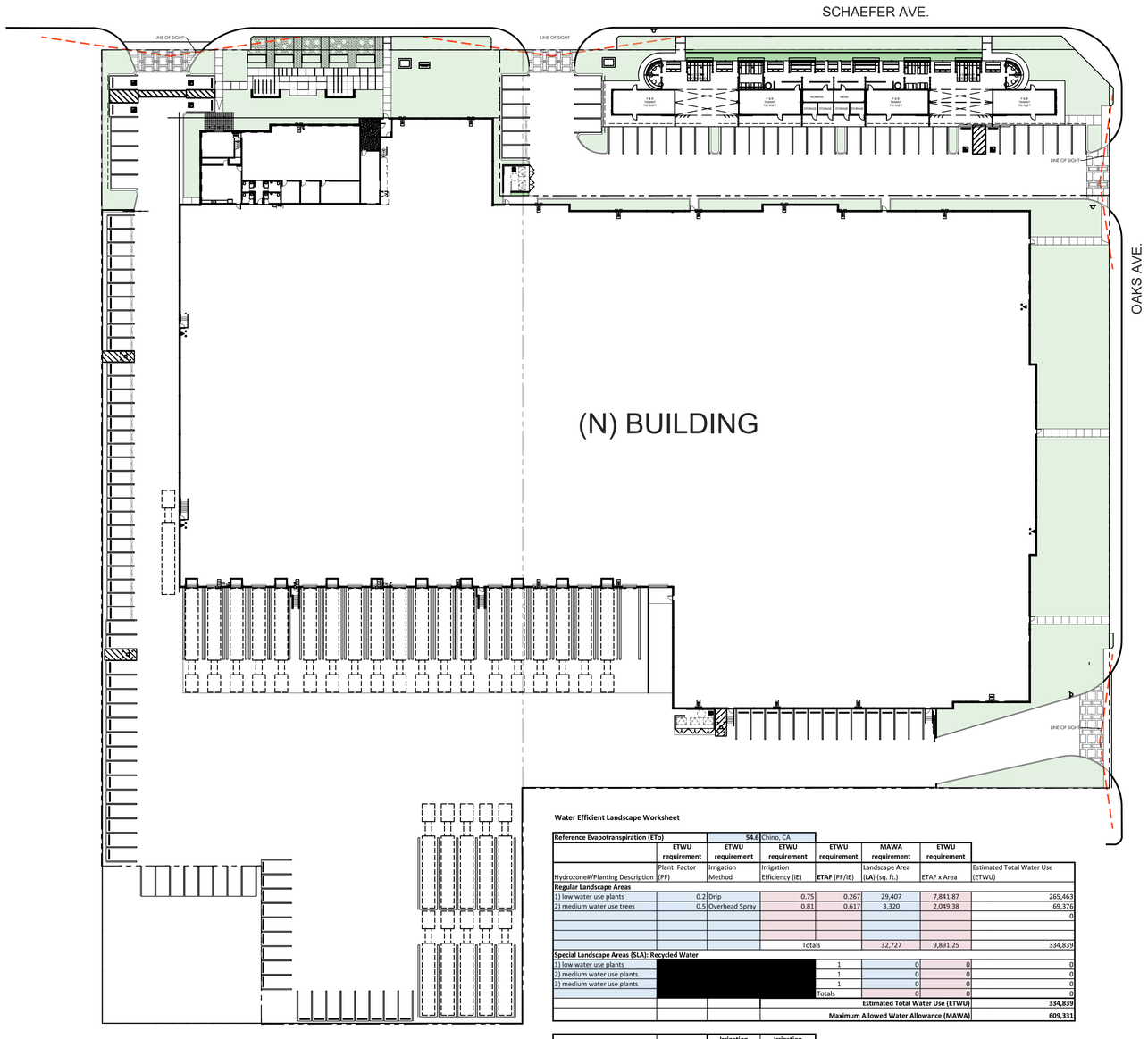
SHEET: A100ALT
1 OF 1 SHEETS

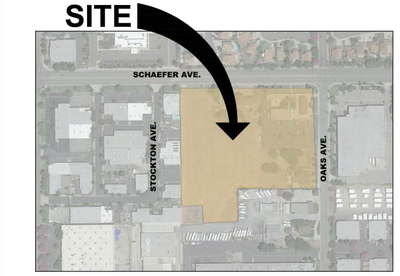
CHINO GATEWAY INDUSTRIAL
5885 SCHAEFER AVE., CHINO, CA - CONRETE TILT UP WAREHOUSE / OFFICE BUILDING - UTR # 0180SCHAEFER

ARCHITECTURAL LANDSCAPE PLANS

CHINO GATEWAY INDUSTRIAL

5885 SCHAEFER AVE., CHINO, CA





	SHEET INDEX
L-1	COVER SHEET
L-2	PRELIMINARY LANDSCAPE PLAN
L-3	PRELIMINARY LANDSCAPE PLAN-2
L-4	PLANT PICTURES PLAN—1
L-5	PLANT PICTURES PLAN—2
L-6	PLANT PICTURES PLAN—3
L-7	COLOR LANDSCAPE PLAN

CONSULTANTS

OWNER / DEVELOPER
GATEWAY TERMINAL LLC
13925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA91709

ARCHITECT
O.C. DESIGN & ENGINEERING
7901 CROSSWAY DRIVE
PICO RIVERA, CA 90660
562-942-9804

LANDSCAPE ARCHITECT
PHIL MAY LANDSCAPE ARCHITECTURE
2532 WALLACE AVE.
FULLERTON, CA 92831
909-373-1959

Water Efficient Landscape Worksheet

Reference Evapotranspiration (ETo)		54.6 Chino, CA					
	ETWU requirement	ETWU requirement	ETWU requirement	ETWU requirement	MAWA requirement	ETWU requirement	
Hydrozone#/Planting Description	Plant Factor (PF)	Irrigation Method	Irrigation Efficiency (IE)	ETAF (PF/IE)	Landscape Area (LA) (sq. ft.)	ETAF x Area	Estimated Total Water Use (ETWU)
Regular Landscape Areas							
1) low water use plants	0.2	Drip	0.75	0.267	29,407	7,841.87	265,463
2) medium water use trees	0.5	Overhead Spray	0.81	0.617	3,320	2,049.38	69,376
							0
			Totals		32,727	9,891.25	334,839
Special Landscape Areas (SLA): Recycled Water							
1) low water use plants				1	0	0	0
2) medium water use plants				1	0	0	0
3) medium water use plants				1	0	0	0
				Totals	0	0	0
						Estimated Total Water Use (ETWU)	**334,839**
						Maximum Allowed Water Allowance (MAWA)	**609,331**

Plant Water Use Type	Plant Factor	Irrigation method	Irrigation Efficiency
very low	0-0.1	overhead spray	0.75
low	0.1-0.3	drip	0.81
medium	0.4-0.6		
high	0.7-1.0		

MAWA (annual gallons allowed)= (Eto) (0.62) [(ETAF x LA) + ((1-ETAF) x SLA)]

where 0.62 is a conversion factor that converts acre-inches per acre/year to gallons per sq. ft./year. LA is the total landsape area in sq. ft, SLA is the total special landscape area in sq. ft., and ETAF is .55 for residential areas and 0.45 for non residential areas.

ETAF Calculations

Regular Landscape Areas

Total ETAF x Area	9,891
Total Area	32,727
Average ETAF	**0.30**

Average ETAF for regular landscape areas must be 0.55 or below for residential areas, and 0.45 or below for non-residential areas.

All Landscape Areas

Total ETAF x Area	9,891
Total Area	32,727
Sitewide ETAF	**0.30**

LANDSCAPE AREA = 32,727 s.f.

NOTE:
ALL PROPOSED LANDSCAPE AREAS WILL BE IRRIGATED WITH AN AUTOMATIC IRRIGATION CONTROLLER SYSTEM

CERTIFICATION OF LANDSCAPE DESIGN

I hereby certify that:

(1) I am a professional appropriately licensed in the State of California to provide professional landscape design services.
(2) The landscape design and water use calculations for the property located at _ REDLANDS INDUSTRIAL 2810 REDLANDS AVE, PERRIS, CA
(3) (provide street address or parcel number(s)) were prepared by me or under my supervision.
(4) The landscape design and water use calculations for the identified property comply with the requirements of the City of Chino, CA, Water Efficient Landscape Ordinance (Municipal Code Chapter 13.18) and the City of Chino, CA, Water Efficient Landscape Guidelines.
(5) The information I have provided in this Certificate of Landscape Design is true and correct and is hereby submitted in compliance with the City of Chino, CA, Water Efficient Landscape Guidelines.

PHIL MAY — Print Name
05-28-2025 — Date
Signature
3104 — License Number
2532 WALLACE AVE., FULLERTON CA 92831 — Address
(909) 373-1959 — Telephone
pmay@philmaydesign.com — E-mail Address
Landscape Design Professional's Stamp

REGISTERED LANDSCAPE ARCHITECT — PHILIP S. MAY — EXPIRATION DATE 05-31-2027 — RENEWAL DATE 05-28-2025 — DATE — STATE OF CALIFORNIA

NORTH

0 20' 40' 80'

SCALE: 1" = 40'-0"

REVISIONS | BY

PHIL MAY LANDSCAPE ARCHITECTURE
2532 Wallace Ave.
Fullerton,CA 92831
Phone:(909)373-1959
pmay@philmaydesign.com
www.philmaydesign.com

REGISTERED LANDSCAPE ARCHITECT — PHILIP S. MAY — EXPIRATION DATE 05-31-2027 — RENEWAL DATE 05-28-2025 — DATE — STATE OF CALIFORNIA

COVER SHEET

CHINO GATEWAY INDUSTRIAL
5885 SCHAEFER AVE.,
CHINO, CA

DRAWN R.S.
CHECKED R.S.
DATE 05-28-2025
SHEET L-1
OF 7 SHEETS
JOB NO. 24049

THESE DRAWINGS ARE INSTRUMENTS OF SERVICE AND ARE PROPERTY OF PHIL MAY LANDSCAPE ARCHITECTURE. ALL DESIGNS AND OTHER INFORMATION ON THE DRAWINGS ARE FOR THE USE ON THE SPECIFIED PROJECT AND SHALL NOT BE USED OTHERWISE WITHOUT THE EXPRESS WRITTEN PERMISSION OF PHIL MAY LANDSCAPE ARCHITECTURE. WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE SHALL BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWINGS. COPYRIGHTED ©

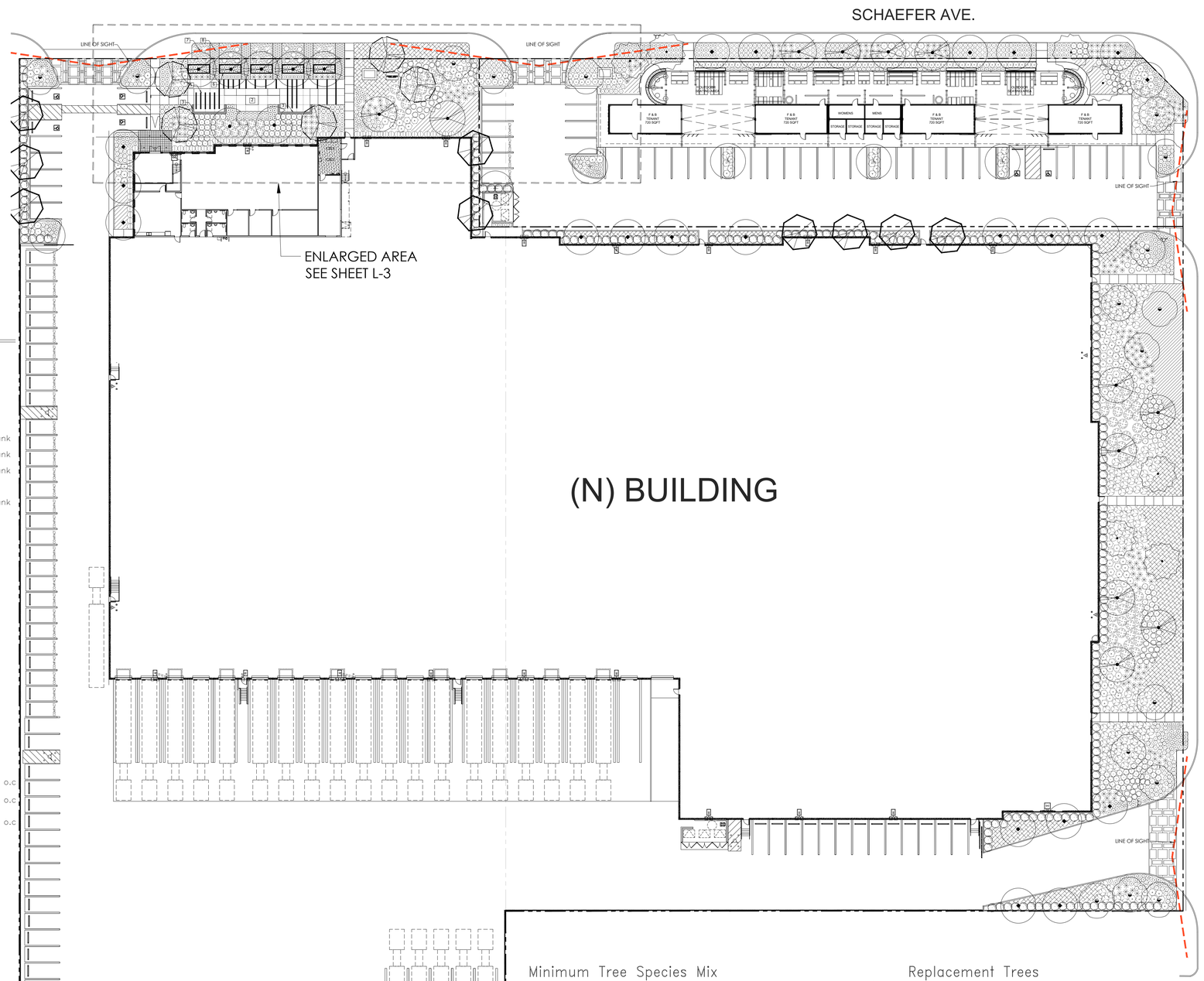
1564

PROPOSED LANDSCAPE ELEMENTS

1. PORCELAIN STONE BY BELGARD (QUARZITI– MANTLE)
2. CONCRETE PAVING NATURAL COLOR, WASHED FINISH
3. 18" HIGH CAST IN PLACE SEAT WALL NATURAL COLOR, WASHED FINISH
4. CONCRETE MOW CURB
5. 4'x4' CUT–OUT FOR PALM TREES
6. 18" HIGH CORTEN STEEL PLANTERS
7. DECOMPOSED GRANITE, PALM SPRINGS GOLD
8. 3/4" CRUSHED ROCK, PALM SPRINGS GOLD

PLANT LEGEND

SYMBOL	BOTANICAL NAME	COMMON NAME	QTY	SIZE	WUCOLS PLANT FACTOR	REMARKS
	TREES					
	Arbutus 'Marina'	NCN	5	36" box	L	Multi–trunk
	Olea europea 'Swan Hill'	Fruitless Olive Tree	2	48" box	L	Multi–trunk
	Olea europea 'Swan Hill'	Fruitless Olive Tree	17	24" box	L	Multi–trunk
	Cercis o. 'Forest Pansy'	Forest Pansy	21	24" box	M	Standard trunk
	Lagestroemia i. 'Tuscarora'	Crape Myrtle	17	24" box	M	Standard trunk
	Lophostemon confertus	Brisbane box	9	24" box	M	Standard trunk
	Parkinsonia 'Desert Museum'	Palo Verde	7	48" box	L	Multi–trunk
	Geijera parvifolia	Australian Willow	6	24" box	L	Standard trunk
	SHRUBS					
	Agave attenuata	Foxtail Agave	79	5 gal	L	
	Agave 'Blue Glow'	Blue Glow Agave	10	5 gal	L	
	Chondropetalum tectorum	Small Cape Rush	300	1 gal	L	
	Echinocactus grusonii	Golden Barrel Cactus	12	5 gal	L	
	Ligustrum j.'Texanum'	Texas Privet	219	5 gal	M	
	Leucophyllum f. 'Compacta'	Compact Texas Ranger	9	5 gal	L	
	Bougainvillea 'Raspberry Ice'	Raspberry Ice Bougainvillea	90	5 gal	L	
	Callistemon 'Little John'	Dwarf Bottlebrush	67	5 gal	M	
	Westringia fruticosa 'Smokey'	Dwarf Coastal Rosemary	242	5 gal	L	
	Westringia fruticosa	Coast Rosemary	216	5 gal	L	
	PERENNIALS					
	Verbena peruviana	Verbena	128	1 gal	L	
	Dianella 'Little Rev'	Little Rev Flax Lily	412	1 gal	L	
	Sesleria autumnalis	Moor Grass	381	1 gal	L	
	Juncus tenuis 'Blue Dart'	Blue Dart Rush	50	1 gal	L	
	Senecio serpens	Blue Chalksticks	103	1 gal	L	
	GROUNDCOVER					
	Baccharis p. 'Coyote Bush'	Dwarf Coyote Bush	157	1 gal	L	plant @ 48" o.c
	Carissa m. 'Emerald Blanket'	Emerald Blanket	282	1 gal	L	plant @ 36" o.c
	Rosmarinus officinalis 'Irene'	Irene Trailing Rosemary	323	1 gal	L	plant @ 48" o.c
	3/4" crushed rock, Palm Springs Gold					
	Decomposed granite, Palm Springs Gold					



Minimum Tree Species Mix

TREES PROPOSED = 117, NUMBER OF TREE SPECIES = 7
MINIMUM # OF TREE SPECIES REQUIRED = 5

Shade Analysis

PARKING AREA: 29,885 S.F. = 177 PARKING STALLS
PARKING AREA TO BE SHADED = 15,231 S.F. = 51% AREA TO BE SHADED

Interior Parking Lot Landscape Requirements

PARKING AREA: 21,888 S.F.
PARKING AREA TO BE LANDSCAPED = 12,358 S.F. = 39%

Replacement Trees

MITIGATED TREES PROPOSED TO BE REMOVED = 4, Coast Live Oak
REPLACEMENT TREES REQUIRED = 11

REPLACEMENT TREES

BOTANICAL NAME	COMMON NAME	QTY	SIZE
Arbutus 'Marina'	NCN	2	36" box
Olea europea 'Swan Hill'	Fruitless Olive Tree	2	48" box
Parkinsonia 'Desert Museum'	Palo Verde	7	48" box

NORTH

0 15' 30' 60'

SCALE: 1" = 30'-0"

ALL LANDSCAPE INSTALLATION SHALL BE PERMANENTLY MAINTAINED.

ALL LANDSCAPE AREAS SHALL RECEIVE AUTOMATIC IRRIGATION SYSTEM.

ALL LANDSCAPE PLANS AND INSTALLATIONS SHALL ADHERE TO CITY OF CHINO DESIGN GUIDELINES, CODES AND REGULATIONS.

COMPLIANCE STATEMENT

REGISTERED LANDSCAPE ARCHITECT PHILIP S. MAY 3104 SIGNATURE 05-31-2027 RENEWAL DATE 05-28-2025 DATE STATE OF CALIFORNIA

I AM FAMILIAR WITH THE REQUIREMENTS FOR LANDSCAPE AND IRRIGATION PLANS CONTAINED IN THE WATER EFFICIENT LANDSCAPE REGULATIONS OF THE CITY OF CHINO. I HAVE PREPARED THIS PLAN IN COMPLIANCE WITH THOSE REGULATIONS, I CERTIFY THAT THE PLAN IMPLEMENTS THOSE REGULATIONS TO PROVIDE EFFICIENT USE OF WATER.

REVISIONS	BY

PHIL MAY LANDSCAPE ARCHITECTURE
2532 Wallace Ave.
Fullerton,CA 92831
Phone:(909)373-1959
pmay@philmaydesign.com
www.philmaydesign.com

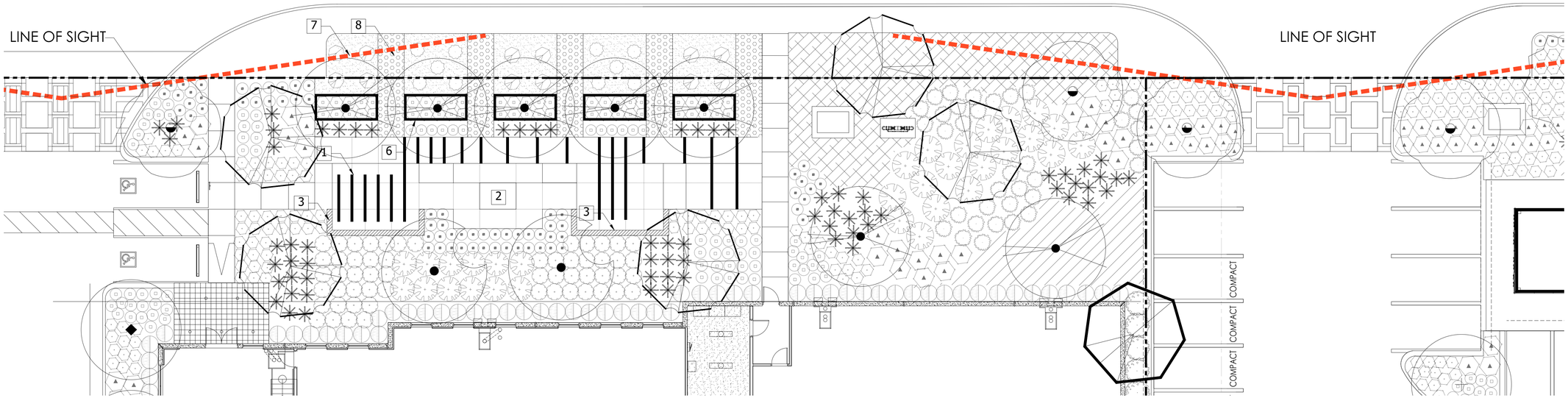
REGISTERED LANDSCAPE ARCHITECT PHILIP S. MAY 3104 SIGNATURE 05-31-2027 RENEWAL DATE 05-28-2025 DATE STATE OF CALIFORNIA

PRELIMINARY LANDSCAPE PLAN

CHINO GATEWAY INDUSTRIAL
5885 SCHAEFER AVE.,
CHINO, CA

DRAWN R.S.
CHECKED R.S.
DATE 05-28-2025
SHEET L-2
OF 7 SHEETS
JOB NO. 24049

THESE DRAWINGS ARE INSTRUMENTS OF SERVICE AND ARE PROPERTY OF PHIL MAY LANDSCAPE ARCHITECTURE. ALL DESIGNS AND OTHER INFORMATION ON THE DRAWINGS ARE FOR THE USE ON THE SPECIFIED PROJECT AND SHALL NOT BE USED OTHERWISE WITHOUT THE EXPRESS WRITTEN PERMISSION OF PHIL MAY LANDSCAPE ARCHITECTURE. WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE SHALL BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWINGS. COPYRIGHTED ©



PROPOSED LANDSCAPE ELEMENTS

1	PORCELAIN STONE BY BELGARD (QUARZITI– MANTLE)
2	CONCRETE PAVING NATURAL COLOR, WASHED FINISH
3	18" HIGH CAST IN PLACE SEAT WALL NATURAL COLOR, WASHED FINISH
4	CONCRETE MOW CURB
5	4'x4' CUT–OUT FOR PALM TREES
6	18" HIGH CORTEN STEEL PLANTERS
7	DECOMPOSED GRANITE, PALM SPRINGS GOLD
8	3/4" CRUSHED ROCK, PALM SPRINGS GOLD

ALL LANDSCAPE INSTALLATION SHALL BE PERMANENTLY MAINTAINED.

ALL LANDSCAPE AREAS SHALL RECEIVE AUTOMATIC IRRIGATION SYSTEM.

ALL LANDSCAPE PLANS AND INSTALLATIONS SHALL ADHERE TO CITY OF CHINO DESIGN GUIDELINES, CODES AND REGULATIONS.

COMPLIANCE STATEMENT

REGISTERED LANDSCAPE ARCHITECT · PHILIP S. May · SIGNATURE · 05-31-2027 RENEWAL DATE · 05-28-2025 DATE · STATE OF CALIFORNIA

I AM FAMILIAR WITH THE REQUIREMENTS FOR LANDSCAPE AND IRRIGATION PLANS CONTAINED IN THE WATER EFFICIENT LANDSCAPE REGULATIONS OF THE CITY OF CHINO. I HAVE PREPARED THIS PLAN IN COMPLIANCE WITH THOSE REGULATIONS, I CERTIFY THAT THE PLAN IMPLEMENTS THOSE REGULATIONS TO PROVIDE EFFICIENT USE OF WATER.

PLANT LEGEND

SYMBOL	BOTANICAL NAME	COMMON NAME
	TREES	
	Arbutus 'Marina'	NCN
	Olea europea 'Swan Hill'	Fruitless Olive Tree
	Olea europea 'Swan Hill'	Fruitless Olive Tree
	Cercis o. 'Forest Pansy'	Forest Pansy
	Lagestroemia i. 'Tuscarora'	Crape Myrtle
	Lophostemon confertus	Brisbane box
	Parkinsonia 'Desert Museum'	Palo Verde
	Geijera parvifolia	Australian Willow
	Existing trees to remain in place, see "Tree Report"	
	SHRUBS	
	Agave attenuata	Foxtail Agave
	Agave 'Blue Glow'	Blue Glow Agave
	Chondropetalum tectorum	Small Cape Rush
	Echinocactus grusonii	Golden Barrel Cactus
	Ligustrum j.'Texanum'	Texas Privet
	Leucophyllum f. 'Compacta'	Compact Texas Ranger
	Bougainvillea 'Raspberry Ice'	Raspberry Ice Bougainvillea
	Callistemon 'Little John'	Dwarf Bottlebrush
	Westringia fruticosa 'Smokey'	Dwarf Coastal Rosemary
	Westringia fruticosa	Coast Rosemary
	PERENNIALS	
	Verbena peruviana	Verbena
	Dianella 'Little Rev'	Little Rev Flax Lily
	Sesleria autumnalis	Moor Grass
	Juncus tenuis 'Blue Dart'	Blue Dart Rush
	Senecio serpens	Blue Chalksticks
	GROUNDCOVER	
	Baccharis p. 'Coyote Bush'	Dwarf Coyote Bush
	Carissa m. 'Emerald Blanket'	Emerald Blanket
	Rosmarinus officinalis 'Irene'	Irene Trailing Rosemary
	3/4" crushed rock, Palm Springs Gold	
	Decomposed granite, Palm Springs Gold	

NORTH

0 5' 10' 20'

SCALE: 1" = 10'-0"

REVISIONS BY

PHIL MAY LANDSCAPE ARCHITECTURE
2532 Wallace Ave.
Fullerton,CA 92831
Phone:(909)373-1959
pmay@philmaydesign.com
www.philmaydesign.com

REGISTERED LANDSCAPE ARCHITECT · PHILIP S. May · SIGNATURE · 05-31-2027 RENEWAL DATE · 05-28-2025 DATE · STATE OF CALIFORNIA

PRELIMINARY LANDSCAPE PLAN-2

CHINO GATEWAY INDUSTRIAL
5885 SCHAEFER AVE.,
CHINO, CA

DRAWN R.S.
CHECKED R.S.
DATE 05-28-2025
SHEET L-3
OF 7 SHEETS
JOB NO. 24049

THESE DRAWINGS ARE INSTRUMENTS OF SERVICE AND ARE PROPERTY OF PHIL MAY LANDSCAPE ARCHITECTURE. ALL DESIGNS AND OTHER INFORMATION ON THE DRAWINGS ARE FOR THE USE ON THE SPECIFIED PROJECT AND SHALL NOT BE USED OTHERWISE WITHOUT THE EXPRESS WRITTEN PERMISSION OF PHIL MAY LANDSCAPE ARCHITECTURE. WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE SHALL BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWINGS. COPYRIGHTED ©

TREES



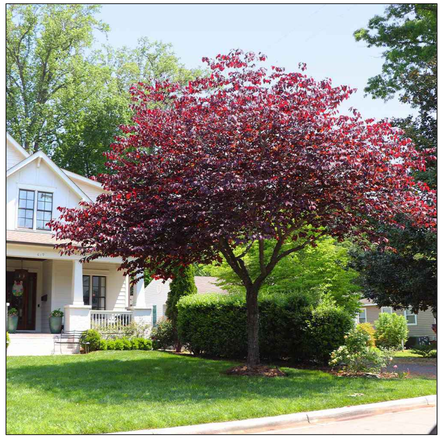
Olea europea 'Swan Hill'



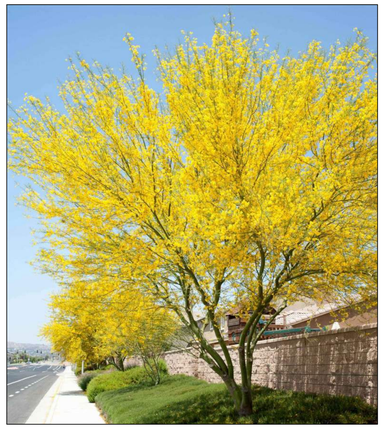
Geijera parvifolia



Lophostemon confertus



Cercis o. 'Forest Pansy'



Parkinsonia 'Desert Museum'



Arbutus marina



Lagestroemia i. 'Tuscarora'

THESE DRAWINGS ARE INSTRUMENTS OF SERVICE AND ARE PROPERTY OF PHIL MAY LANDSCAPE ARCHITECTURE. ALL DESIGNS AND OTHER INFORMATION ON THE DRAWINGS ARE FOR THE USE ON THE SPECIFIED PROJECT AND SHALL NOT BE USED OTHERWISE VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE SHALL BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWINGS. COPYRIGHTED ©

WITHOUT THE EXPRESS WRITTEN PERMISSION OF PHIL MAY LANDSCAPE ARCHITECTURE. WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL

REVISIONS	BY

PHIL MAY
LANDSCAPE
ARCHITECTURE

2532 Wallace Ave.
Fullerton,CA 92831

Phone:(909)373-1959

pmay@philmaydesign.com
www.philmaydesign.com

REGISTERED LANDSCAPE ARCHITECT
PHILIP S. MAY
EXPIRATION DATE
05-31-2027
RENEWAL DATE
05-28-2025
DATE
STATE OF CALIFORNIA

PLANT
PICTURES - 1

CHINO GATEWAY
INDUSTRIAL
5885 SCHAEFER AVE.,
CHINO, CA

DRAWN
R.S.
CHECKED
R.S.
DATE
05-28-2025
SHEET
L-4
OF 7 SHEETS
JOB NO.
24049

1567

SHRUBS



Westringia fruticosa



Callistemon 'Little John'



Bougainvillea 'Raspberry Ice'



Echinocactus grusonii



Leucophyllum f. 'Compacta'



Agave attenuata



Ligustrum j.'Texanum'



Westringia fruticosa 'Smokey'



Agave 'Blue Glow'

THESE DRAWINGS ARE INSTRUMENTS OF SERVICE AND ARE PROPERTY OF PHIL MAY LANDSCAPE ARCHITECTURE. ALL DESIGNS AND OTHER INFORMATION ON THE DRAWINGS ARE FOR THE USE ON THE SPECIFIED PROJECT AND SHALL NOT BE USED OTHERWISE WITHOUT THE EXPRESS WRITTEN PERMISSION OF PHIL MAY LANDSCAPE ARCHITECTURE. WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE SHALL BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWINGS. COPYRIGHTED ©

REVISIONS | BY

PHIL MAY
LANDSCAPE
ARCHITECTURE

2532 Wallace Ave.
Fullerton,CA 92831

Phone:(909)373-1959

pmay@philmaydesign.com
www.philmaydesign.com

REGISTERED LANDSCAPE ARCHITECT
PHILIP S. MAY
Phil May
SIGNATURE
05-31-2027
RENEWAL DATE
05-28-2025
DATE
STATE OF CALIFORNIA

PLANT
PICTURES -2

CHINO GATEWAY
INDUSTRIAL
5885 SCHAEFER AVE.,
CHINO, CA

DRAWN
R.S.
CHECKED
R.S.
DATE
05-28-2025
SHEET
L-5
OF 7 SHEETS

JOB NO.
24049

1568

PERENNIALS



Dianella 'Little Rev'



Verbena peruviana



Sesleria autumnalis



Senecio serpens



Juncus tenuis 'Blue Dart'

GROUND COVERS



Rosmarinus officinalis 'Irene'



Decomposed Granite



Carissa m. 'Emerald Blanket'



3/4" Crushed Stone



Baccharis p. 'Coyote Bush'

THESE DRAWINGS ARE INSTRUMENTS OF SERVICE AND ARE PROPERTY OF PHIL MAY LANDSCAPE ARCHITECTURE. ALL DESIGNS AND OTHER INFORMATION ON THE DRAWINGS ARE FOR THE USE ON THE SPECIFIED PROJECT AND SHALL NOT BE USED OTHERWISE WITHOUT THE EXPRESS WRITTEN PERMISSION OF PHIL MAY LANDSCAPE ARCHITECTURE. WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE SHALL BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWINGS. COPYRIGHTED ©

REVISIONS | BY

PHIL MAY
LANDSCAPE
ARCHITECTURE

2532 Wallace Ave.
Fullerton,CA 92831

Phone:(909)373-1959

pmay@philmaydesign.com
www.philmaydesign.com

REGISTERED LANDSCAPE ARCHITECT
PHILIP S. MAY
Phil May
SIGNATURE
05-31-2027
RENEWAL DATE
05-28-2025
DATE
STATE OF CALIFORNIA

PLANT PICTURES - 3

CHINO GATEWAY
INDUSTRIAL
5885 SCHAEFER AVE.,
CHINO, CA

DRAWN
R.S.
CHECKED
R.S.
DATE
05-28-2025
SHEET
L-6
OF 7 SHEETS
JOB NO.
24049

1569

PROPOSED LANDSCAPE ELEMENTS

1	PORCELAIN STONE BY BELGARD (QUARZITI– MANTLE)
2	CONCRETE PAVING NATURAL COLOR, WASHED FINISH
3	18" HIGH CAST IN PLACE SEAT WALL NATURAL COLOR, WASHED FINISH
4	CONCRETE MOW CURB
5	4'x4' CUT–OUT FOR PALM TREES
6	18" HIGH CORTEN STEEL PLANTERS
7	DECOMPOSED GRANITE, PALM SPRINGS GOLD
8	3/4" CRUSHED ROCK, PALM SPRINGS GOLD

PLANT LEGEND

SYMBOL	BOTANICAL NAME	COMMON NAME	QTY	SIZE	WUCOLS PLANT FACTOR	R
	TREES					
	Arbutus 'Marina'	NCN	5	36" box	L	M
	Olea europea 'Swan Hill'	Fruitless Olive Tree	2	48" box	L	M
	Olea europea 'Swan Hill'	Fruitless Olive Tree	17	24" box	L	M
	Cercis o. 'Forest Pansy'	Forest Pansy	21	24" box	M	St
	Lagestroemia i. 'Tuscarora'	Crape Myrtle	17	24" box	M	St
	Lophostemon confertus	Brisbane box	9	24" box	M	St
	Parkinsonia 'Desert Museum'	Palo Verde	7	48" box	L	M
	Geijera parvifolia	Australian Willow	6	24" box	L	St
	SHRUBS					
	Agave attenuata	Foxtail Agave	79	5 gal	L	
	Agave 'Blue Glow'	Blue Glow Agave	10	5 gal	L	
	Chondropetalum tectorum	Small Cape Rush	300	1 gal	L	
	Echinocactus grusonii	Golden Barrel Cactus	12	5 gal	L	
	Ligustrum j.'Texanum'	Texas Privet	219	5 gal	M	
	Leucophyllum f. 'Compacta'	Compact Texas Ranger	9	5 gal	L	
	Bougainvillea 'Raspberry Ice'	Raspberry Ice Bougainvillea	90	5 gal	L	
	Callistemon 'Little John'	Dwarf Bottlebrush	67	5 gal	M	
	Westringia fruticosa 'Smokey'	Dwarf Coastal Rosemary	242	5 gal	L	
	Westringia fruticosa	Coast Rosemary	216	5 gal	L	
	PERENNIALS					
	Verbena peruviana	Verbena	128	1 gal	L	
	Dianella 'Little Rev'	Little Rev Flax Lily	412	1 gal	L	
	Sesleria autumnalis	Moor Grass	381	1 gal	L	
	Juncus tenuis 'Blue Dart'	Blue Dart Rush	50	1 gal	L	
	Senecio serpens	Blue Chalksticks	103	1 gal	L	
	GROUNDCOVER					
	Baccharis p. 'Coyote Bush'	Dwarf Coyote Bush	157	1 gal	L	pl
	Carissa m. 'Emerald Blanket'	Emerald Blanket	282	1 gal	L	pl
	Rosmarinus officinalis 'Irene'	Irene Trailing Rosemary	323	1 gal	L	pl
	3/4" crushed rock, Palm Springs Gold					
	Decomposed granite, Palm Springs Gold					

ALL LANDSCAPE INSTALLATION SHALL BE PERMANENTLY MAINTAINED.

ALL LANDSCAPE AREAS SHALL RECEIVE AUTOMATIC IRRIGATION SYSTEM.

ALL LANDSCAPE PLANS AND INSTALLATIONS SHALL ADHERE TO CITY OF CHINO DESIGN GUIDELINES, CODES AND REGULATIONS.

COMPLIANCE STATEMENT

REGISTERED LANDSCAPE ARCHITECT — PHIL S. MAY — SIGNATURE — 05-31-2027 RENEWAL DATE — 05-27-2025 DATE — STATE OF CALIFORNIA

I AM FAMILIAR WITH THE REQUIREMENTS FOR LANDSCAPE AND IRRIGATION PLANS CONTAINED IN THE WATER EFFICIENT LANDSCAPE REGULATIONS OF THE CITY OF CHINO. I HAVE PREPARED THIS PLAN IN COMPLIANCE WITH THOSE REGULATIONS, I CERTIFY THAT THE PLAN IMPLEMENTS THOSE REGULATIONS TO PROVIDE EFFICIENT USE OF WATER.



REVISIONS	BY

PHIL MAY LANDSCAPE ARCHITECTURE
2532 Wallace Ave.
Fullerton,CA 92831
Phone:(909)373-1959
pmay@philmaydesign.com
www.philmaydesign.com

REGISTERED LANDSCAPE ARCHITECT — PHIL S. MAY — SIGNATURE — 05-31-2027 RENEWAL DATE — 05-27-2025 DATE — STATE OF CALIFORNIA

PRELIMINARY LANDSCAPE PLAN

CHINO GATEWAY INDUSTRIAL
5885 SCHAEFER AVE.,
CHINO, CA

DRAWN R.S.
CHECKED R.S.
DATE 05-27-2025
SHEET L-3
OF 7 SHEETS
JOB NO. 24049

THESE DRAWINGS ARE INSTRUMENTS OF SERVICE AND ARE PROPERTY OF PHIL MAY LANDSCAPE ARCHITECTURE. ALL DESIGNS AND OTHER INFORMATION ON THE DRAWINGS ARE FOR THE USE ON THE SPECIFIED PROJECT AND SHALL NOT BE USED OTHERWISE WITHOUT THE EXPRESS WRITTEN PERMISSION OF PHIL MAY LANDSCAPE ARCHITECTURE. WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB. ANY DISCREPANCIES SHALL BE REPORTED TO PHIL MAY LANDSCAPE ARCHITECTURE BEFORE ANY WORK IS PERFORMED. COPYRIGHT © 2025

PRECISE GRADING PLANS

5885 SCHAEFER AVE

GENERAL NOTES FOR GRADING PLANS:

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE APPROVED GRADING PLAN, MUNICIPAL CODE SECTIONS 15.05.192, 19.07.140, AND 19.09.030, APPENDIX J OF THE CALIFORNIA BUILDING CODE, LATEST EDITION, AND PRELIMINARY SOILS REPORT DATED _____ DONE UNDER THE DIRECTION AND SUPERVISION OF A LICENSED SOILS ENGINEER. DEVIATION FROM THE APPROVED GRADING PLAN SHALL BE APPROVED PRIOR TO THE COMMENCEMENT OF CONSTRUCTION
2. SURVEY MONUMENTS SHALL BE PROTECTED AND PERPETUATED IN PLACE. ANY DISTURBED PR COVERED MONUMENTS SHALL BE RESET BY A REGISTERED CIVIL ENGINEER OR A LICENSED LAND SURVEYOR.
3. HOURS OF OPERATION FOR ON-SITE WORK SHALL BE FROM 7:00 AM TO 8:00 PM, MONDAY THROUGH FRIDAY. OTHER HOURS SHALL REQUIRE WRITTEN AUTHORIZATION FROM THE CITY ENGINEER OR THE BUILDING OFFICIAL. ROAD/LANE CLOSURES SHALL BE LIMITED TO THE HOURS 8:30 AM TO 3:30 PM ON WEEKDAYS.
4. PRIOR TO CONSTRUCTION WORK, ALL CONTRACTORS, INCLUDING SUBCONTRACTORS, SHALL OBTAIN A CITY BUSINESS LICENSE AND AN ENCROACHMENT PERMIT.
5. NO WORK SHALL BY UNDERTAKEN WITHOUT OBTAINING A PERMIT FROM THE CITY. THE CITY INSPECTOR SHALL BE NOTIFIED AT (909) 334-6250 AT LEAST 24 HOURS IN ADVANCE OF REQUIRED INSPECTIONS.
6. THE CONTRACTOR SHALL REPAIR OR REPLACE ALL EXISTING DAMAGED OR ALTERED PUBLIC IMPROVEMENTS AS REQUIRED BY THE CITY ENGINEER.
7. ANY MATERIAL INCORPORATED AS PART OF THE COMPACTED FILL SHALL BE APPROVED BY A SOILS ENGINEER. INSPECTION AND CERTIFICATION OF FILL PLACEMENT SHALL BE PROVIDED BY A SOILS ENGINEER DURING THE PROCESS OF GRADING. NO ROCK OR SIMILAR MATERIAL GREATER THAN EIGHT INCHES IN DIAMETER SHALL BE PLACED IN THE FILL UNLESS RECOMMENDATIONS FOR SUCH PLACEMENT HAVE BEEN SUBMITTED BY A SOILS ENGINEER IN ADVANCE AND APPROVED BY THE CITY ENGINEER.
8. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION OF ALL UTILITIES OR STRUCTURES, ABOVE OR BELOW GROUND, SHOWN OR NOT SHOWN ON THESE PLANS. HE SHALL BE HELD RESPONSIBLE FOR DAMAGE CAUSED BY HIS OPERATIONS. THE CITY ENGINEER SHALL BE NOTIFIED OF ANY CONFLICTS. CONSTRUCTION SHALL BE TERMINATED, AND STREETS RESTORED UNTIL CORRECTIVE MEASURES HAVE BEEN APPROVED BY THE CITY ENGINEER.
9. ANY UNKNOWN SUB-SURFACE STRUCTURES ENCOUNTERED DURING CONSTRUCTION SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF A SOILS ENGINEER AND THE CITY ENGINEER PRIOR TO PROCEEDING WITH GRADING OPTIONS.
10. ALL AREAS SHALL SLOPE A MINIMUM OF 1.0% TO STREET, DRIVE OR SWALE UNLESS SHOWN OTHERWISE
11. MAXIMUM FILL SLOPE SHALL NOT EXCEED 2:1 UNLESS APPROVED BY A SOILS ENGINEER. FILL SLOPES SHALL HAVE NOT LESS THAN 90% RELATIVE COMPACTION AS DETERMINED BY ASTM D 1557-70 AND CERTIFIED BY A SOILS ENGINEER. TOES OF SLOPES SHALL BE LOCATED PER APPENDIX J OF THE CALIFORNIA BUILDING CODE.
12. SEPARATE PERMITS SHALL BE REQUIRED FOR ANY IMPROVEMENT WORK IN THE PUBLIC RIGHT-OF-WAY.
13. BACKFILL OF TRENCHES SHALL BE CERTIFIED BY A SOILS ENGINEER (90% MINIMUM COMPACTION) PER CITY STANDARDS AND SPECIFICATIONS. EXCAVATIONS, CONSTRUCTION AND INSTALLATIONS IN THE PUBLIC RIGHT-OF-WAY SHALL REQUIRE INSPECTION BY THE CITY INSPECTOR. FAILURE TO HAVE INSPECTION MAY REQUIRE RE-EXCAVATION OF THE CONSTRUCTION.
14. THE CONTRACTOR SHALL SWEEP DAILY AND CLEAN UP ALL VISIBLE DIRT, SILT, SAND OR OTHER SUBSTANCES DEPOSITED IN PUBLIC STREETS BY CONSTRUCTION ACTIVITIES ASSOCIATED WITH THE PROJECT.
15. EARTHWORK QUANTITIES FOR STREET AND SITE GRADING ARE ESTIMATED TO BE:

    CUT: FILL: IMPORT:

    THESE QUANTITIES ARE BASED ON THE ASSUMPTION THAT A SUBSIDENCE WILL OCCUR OVER THE ENTIRE SITE.

    THE UNDERSIGNED CIVIL ENGINEER CERTIFIES THAT THIS GRADING WORK WILL BE SUPERVISED IN ACCORDANCE WITH SECTION J AND SECTION 1705.6 OF THE CALIFORNIA BUILDING CODE.

    SIGNATURE R.C.E. NO. DATE

16. AN "AS-BUILT" OR RECORD DRAWING OF THE GRADING PLAN SHALL BE SUBMITTED BY THE DEVELOPER ALONG WITH A FINAL GRADE CERTIFICATION PRIOR TO AN ISSUANCE OF OCCUPANCY.
17. NO WATER SHALL BE TAKEN FROM CITY FIRE HYDRANTS WITHOUT AN AUTHORIZED HYDRANT METER.
18. THE CITY ENGINEER MAY REQUIRE PROTECTIVE MEASURES AND/OR TEMPORARY DRAINAGE PROVISIONS TO PROTECT ADJOINING PROPERTIES DURING GRADING OPERATIONS AND PERIODS OF HEAVY RAINFALL. EROSION CONTROL PLANS SHALL BE APPROVED FOR THE PROJECT PRIOR TO ISSUANCE OF A GRADING PERMIT.
19. UTILITY LINES ADJOINING AND INTERIOR TO THE PROJECT, INCLUDING POWER LINES OF 34.5KV OR LESS, SHALL BE UNDERGROUNDED IN ACCORDANCE WITH CHAPTER 13.32 OF THE CITY CODE.
20. THESE PLANS ARE APPROVED FOR GRADING ONLY. RETAINING WALLS AND NON-RETAINING WALLS SHALL REQUIRE SEPARATE PERMITS AND INSPECTION.
21. APPROVAL OF THESE PLANS BY THE CITY OF ITS AGENTS SHALL NOT RELIEVE THE CONTRACTOR OF THE APPLICANT OF THE RESPONSIBILITY FOR THE CORRECTION OF ERRORS OR OMISSIONS DISCOVERED DURING CONSTRUCTION. UPON REQUEST, THE APPROPRIATE PLAN REVISIONS SHALL BE PROMPTLY SUBMITTED TO THE CITY ENGINEER FOR REVIEW AND APPROVAL.
22. ALL EARTH MOVING OPERATIONS SHALL CEASE IF WIND VELOCITIES EXCEED 25 M.P.H. THE SITE SHALL BE KEPT REGULARLY WATERED TO MITIGATE BLOWING DUST FOR THE DURATION OF THE HIGH WINDS.
23. THE DEVELOPER SHALL BE RESPONSIBLE FOR SUBMITTING TO THE CITY PROOF THAT A NOTICE OF INTENT (NOI) FOR THE GENERAL PERMIT FOR STORM WATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY HAS BEEN FILED WITH AND APPROVED BY THE STATE WATER RESOURCES CONTROL BOARD (SWRCB). CONSTRUCTION SHALL NOT COMMENCE WITHOUT THIS APPROVAL. THE DEVELOPER SHALL BE RESPONSIBLE TO COMPLY WITH THE GENERAL CONSTRUCTION ACTIVITY STORM WATER PERMIT BY IMPLEMENTING THEIR STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THE DURATION OF THE PROJECT.
24. THE CONTRACTOR SHALL WATER ALL ACTIVE CONSTRUCTION SITES AND UNPAVED ROAD SURFACES AS NECESSARY TO CONTROL BLOWING DUST.
25. THE CONTRACTOR SHALL WATER OR COVER ANY STORED OR STOCKPILED SOIL, SAND, OR OTHER FINE PARTICLE SUBSTANCE OR SOIL AMENDMENTS AS REQUIRED TO CONTROL BLOWING DUST.
26. GRADING ACTIVITIES SHALL BE SCHEDULED TO MINIMIZE THE AREA OF EXPOSED EXCAVATED SOIL AND SHALL ESTABLISH VEGETATIVE COVER OR APPLY STABILIZATION MATERIAL TO EXPOSED SURFACE AREAS IN A TIMELY MANNER, FOLLOWING GRADING AND CONSTRUCTION.
27. ALL EQUIPMENT/TRUCKS EXPORTING SOIL, CEMENT, OR OTHER DRY, POWDERY SUBSTANCES OR BUILDING MATERIALS ON ANY PUBLIC STREET SHALL BE COVERED.
28. PARKING OF EMPLOYEE VEHICLES ARE UNPAVED AREAS OF THE CONSTRUCTION SITE SHALL BE PROHIBITED.
29. THE DEVELOPER SHALL PREPARE AN EROSION CONTROL PLAN (ECP) TO PREVENT SEDIMENT FROM ENTERING STORM DRAINS OR WATER BODIES FOR CONSTRUCTION PROJECTS DISTURBING LESS THAN 1 ACRE OF SOIL. THE DEVELOPER SHALL SUBMIT THE ECP TO THE CITY'S PROJECT ENGINEER FOR REVIEW AND APPROVAL, PRIOR TO ISSUANCE OF A GRADING PERMIT.
30. FOR PROJECTS REQUIRING COVERAGE UNDER THE NPDES GENERAL CONSTRUCTION ACTIVITIES STORM WATER PERMIT (1 ACRES OR MORE OF SOIL DISTURBANCE), THE DEVELOPER SHALL SUBMIT A NOTICE OF INTENT (NOI) TO THE STATE WATER RESOURCES CONTROL BOARD (SWRCB) AND PREPARE A STORM WATER POLLUTION PREVENTION PLAN (SWPPP) PREPARED BY QSD. AFTER FILING THE NOI AND RECEIVING A WASTE DISCHARGER'S IDENTIFICATION NUMBER (WDID) FROM THE SWRCB, THE DEVELOPER SHALL PROVIDE A COPY OF THE WDID LETTER AND THE SWPPP TO THE CITY ENGINEER PRIOR TO ISSUANCE OF A GRADING PERMIT.
31. A SIX-FOOT HIGH SCREENING FENCE WITH FABRIC SHALL BE INSTALLED ALONG THE PROJECT BOUNDARIES EXPOSED TO PUBLIC VIEW PRIOR TO COMMENCEMENT OF CONSTRUCTION.
32. RECYCLED WATER SHALL BE USED FOR ALL CONSTRUCTION PURPOSES, WHERE FEASIBLE.

SITE INFORMATION

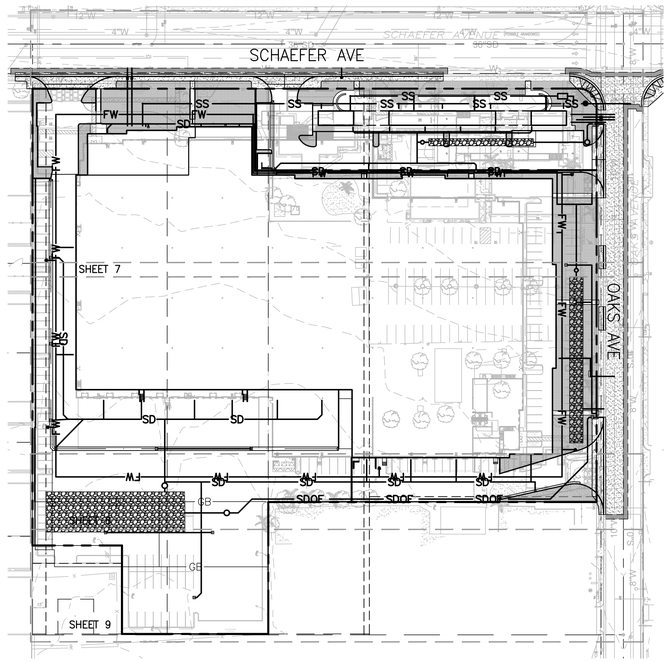
SITE ADDRESS:	5885 SCHAEFER AVE, CHINO, CA 91710
APN:	0209-092-09 & 0209-092-13
TOTAL SITE AREA:	7.355 AC / 320,382 SF
DISTURBED AREA:	7.355 AC / 320,382 SF
IMPERVIOUS AREA:	6.498 AC / 283,060 SF
ZONING CLASSIFICATION:	INDUSTRIAL PARK (IP)
EXISTING USE:	VACANT
PROPOSED USE:	MIXED-USE
TOTAL LOTS:	2

ESTIMATED EARTHWORK QUANTITIES

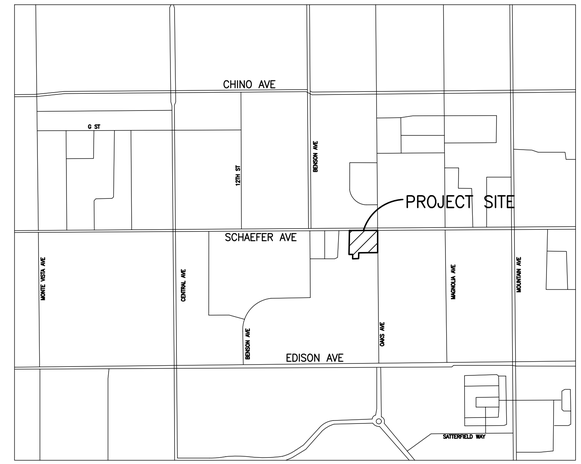
CUT:	**6,916** CUBIC YARDS
FILL:	**6,804** CUBIC YARDS
NET (CUT/EXPORT):	**112** CUBIC YARDS
(REMEDIAL GRADING)	**12,609** CUBIC YARDS

EARTHWORK CALCULATION NOTES:

1. THE ESTIMATED QUANTITIES PROVIDED ABOVE ARE TO BE USED FOR JURISDICTIONAL PLAN CHECKING AND PERMITTING PURPOSES ONLY.
2. ESTIMATED EARTHWORK ABOVE IS BASED ON DESIGN FINISH GRADES TO EXISTING GRADES AND/OR CONTOURS AS PROVIDED ON THE BASE SURVEY. THE ESTIMATED EARTHWORK DOES NOT ACCOUNT FOR THE THICKNESS OF PAVEMENTS, FOUNDATIONS AND SLABS ON GRADE, FOOTINGS, CLEARING AND GRUBBING, OVER EXCAVATION AND RECOMPACTION, AND CONSTRUCTION MEANS AND METHODS.
3. THE ESTIMATED EARTHWORK QUANTITIES DO NOT INCLUDE SHRINKAGE AND/OR EXPANSION FACTORS DUE TO COMPACTION OR OVER EXCAVATION QUANTITIES.
4. THE CONTRACTOR SHALL CALCULATE HIS OWN EARTHWORK QUANTITIES NECESSARY FOR HIS BID AND WORK.
5. ESTIMATED EARTHWORK QUANTITIES ABOVE ASSUME THAT ALL ONSITE MATERIALS ARE SUITABLE FOR BACKFILLING. HOWEVER, ACTUAL EXISTING ONSITE MATERIALS AND IMPORTED MATERIALS MUST FIRST BE APPROVED BY THE GEOTECHNICAL ENGINEER PRIOR TO INSTALLATION, REMOVAL, REPLACEMENT.



INDEX MAP
1"=80'



VICINITY MAP
NOT TO SCALE

ENGINEER'S NOTICE TO CONTRACTOR

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIBAILITY, REALL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

UNDERGROUND UTILITIES & STRUCTURES

THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITY PLANS OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS AND MAY NOT REFLECT ALL EXISTING UTILITIES. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONS OF THE RECORDED UTILITIES AS WELL AS ANY NOT SHOWN AND SHALL CONFIRM ALL ALIGNMENTS AND GRADES BY FIELD INVESTIGATIONS. THE CONTRACTOR IS REQUIRED TO TAKE ALL PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES SHOWN, AND IS RESPONSIBLE FOR THE PROTECTION OF, AND ANY DAMAGE TO THESE LINES OR STRUCTURES.

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

UTILITY PURVEYORS

SEWER AGENCY
CITY OF CHINO PW DEPT.
5050 SCHAEFER AVE
CHINO, CA 91710
(909) 334-3266

WATER COMPANY
CITY OF CHINO PW DEPT.
5050 SCHAEFER AVE
CHINO, CA 91710
(909) 334-3266

GAS COMPANY
SOUTHERN CALIFORNIA GAS
13525 12TH STREET
CHINO, CA 91761
(909) 335-7867

ELECTRIC COMPANY
SOUTHERN CALIFORNIA EDISON
1351 E. FRANCIS ST
ONTARIO, CA, 91761
(909) 930-8348

TELEPHONE COMPANY
FRONTEIR COMMUNICATIONS
(855) 849-4050

CABLE COMPANY
CHARTER COMMUNICATIONS
(951) 406-1627

FIRE DEPARTMENT
CHINO VALLEY INDEPENDENT FIRE DISTRICT
14011 CITY CENTER DRIVE
CHINO HILLS, CA 91709
(909) 902-5260

PROJECT DIRECTORY

OWNER/DEVELOPER
GATEWAY TERMINAL LLC
13925 CITY CENTER DR.
SUITE 200
CHINO HILLS, CA 91709
TEL: 714.869.0560

ARCHITECT
O.C. DESIGN & ENGINEERING
7901 CROSSWAY DR.
PICO RIVERA, CA 90660
TEL: 562.942.9804

SURVEYOR
JOSEPH C. TRUXAW & ASSOCIATES, INC.
1915 W. ORANGEWOOD AVE.
SUITE 101
ORANGE, CA 92868
TEL: 714.935.0265

CIVIL ENGINEER
PACIFIC CONSULTING GROUP, INC.
2239 STATE AVE., #B
COSTA MESA, CA 92627
TEL: 818.800.6991

GEOTECHNICAL CONSULTANT
NORCAL ENGINEERING
10641 HUMBOLT STREET
LOS ALAMITOS, CA 90720
TEL: 562.799.9469

SHEET INDEX

SHT 1	TITLE SHEET
SHT 2	GENERAL NOTES
SHT 3	EROSION CONTROL PLAN
SHT 4	EROSION CONTROL NOTES AND DETAILS
SHT 5	ROUGH GRADING PLAN
SHT 6	GRADING SECTIONS
SHT 7	GRADING SECTIONS CONT'D
SHT 8	GRADING SECTIONS CONT'D
SHT 9	GRADING SECTIONS CONT'D
SHT 10	PRECISE GRADING PLAN
SHT 11	PRECISE GRADING PLAN CONT'D
SHT 12	PRECISE GRADING PLAN CONT'D
SHT 13	GRADING DETAILS
SHT 14	DRAINAGE PLAN
SHT 15	DRAINAGE DETAILS
SHT 16	UTILITY PLAN

LEGEND

SITE

- CURB/BACK OF CURB/GUTTER
- RETAINING WALL/SITE WALL
- PROPERTY LINE/RIGHT OF WAY
- CENTER LINE
- FENCE

EROSION CONTROL

- GRAVEL DBAGS
- FIBER ROLL
- PROPOSED BUILDING EXCAVATION OUTLINE
- EXISTING DRAINAGE DIRECTION OF FLOW

GRADING

- 100 — PROPOSED MAJOR CONTOUR
- 102 — PROPOSED MINOR CONTOUR
- FLOW LINE
- GB — GRADE BREAK LINE
- R — RIDGE LINE
- EARTHEN SWALE
- SAWCUT
- LIMITS OF GRADING
- GRADING BENCH
- TOP / TOE — GRADED SLOPE (HORIZONTAL:VERTICAL)
- 4" SD — STORM DRAIN
- STORM DRAIN INLET

ABBREVIATIONS

AC	ASPHALTIC CONCRETE	FT	FOOT OR FEET	STD	STANDARD
BCR	BEGIN CURVE RETURN	FU	FIXTURE UNITS	SDMH	STORM DRAIN MANHOLE
BW	BACK OF WALK	FW	FIRE WATER	TC	TOP OF CURB
BLDG	BUILDING	GPM	GALLONS PER MINUTE	TEL	TELEPHONE
BM	BENCH MARK	HP	HIGH POINT	TG	TOP OF GRATE
BOS	BOTTOM OF STAIRS	INV.	INVERT	TOS	TOP OF STAIRS
BMP	BEST MANAGEMENT PRACTICES	LP	LOW POINT	TW	TOP OF WALL
CB	CATCH BASIN	MAX	MAXIMUM	TS	TRAFFIC SIGNAL
CL	CENTER LINE	MIN	MINIMUM	TSB	TRAFFIC SIGNAL BOX
CMU	CONCRETE MASONRY UNIT	MH	MANHOLE	TYP	TYPICAL
CO	CLEANOUT	NTS	NOT TO SCALE	VIF	VERIFY IN FIELD
CONC	PORTLAND CEMENT CONCRETE	PA	PLANTER AREA	VLT	VAULT
CF	CURB FACE	POC	POINT OF CONNECTION	VCP	VITRIFIED CLAY PIPE
DW	DOMESTIC WATER	PIV	POST INDICATOR VALVE	W	WATER
EG	EDGE OF GUTTER	PRV	PRESSURE REDUCING VALVE	WM	WATER METER
EL. OR ELEV	ELEVATION	PVC	POLYVINYL CHLORIDE	WV	WATER VALVE
ELEC	ELECTRIC, ELECTRICAL	R	RADIUS		
EX. OR EXIST.	EXISTING	RD	ROOF DRAIN		
FDC	FIRE DEPARTMENT CONNECTION	RW	RIGHT-OF-WAY		
FF	FINISHED FLOOR	S=	SLOPE EQUALS		
FG	FINISHED GRADE (LANDSCAPE)	SD	STORM DRAIN		
FS	FINISHED SURFACE (HARDSCAPE)	SSMH	SANITARY SEWER MANHOLE		
FH	FIRE HYDRANT	SS	SANITARY SEWER		
FL	FLOW LINE				

SEAL

REGISTERED PROFESSIONAL ENGINEER — ALEJANDRINE PRUITT — C 95048 — EXP. 09/30/25 — CIVIL — STATE OF CALIFORNIA

SIGN DATE 06/05/2025

BASIS OF BEARINGS

THE BEARING OF NORTH 00°00'00" WEST ALONG THE CENTERLINE OF OAKS AVENUE PER RECORD OF SURVEY 17-0161, FILED IN BOOK 167, PAGE 54 OF RECORDS OF SURVEY, RECORDS OF SAN BERNARDINO COUNTY, STATE OF CALIFORNIA, WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.

LEGAL DESCRIPTION

PARCEL A, B, C, AND D, PM NO 2272 IN THE CITY OF CHINO, COUNTY OF SAN BERNADINO STATE OF CALIFORNIA AS PER MAP RECORDED IN BOOK 20 PAGE 15 OF PARCEL MAPS, RECORDED OF SAID COUNTY

PREPARED BY	REVISIONS	MADE BY / DATE	APPROVED BY / DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	PLANNING SUBMITTAL		8/13/24
ADDRESS: 2239 STATE AVE., #B COSTA MESA, CA 92627	1ST RE-SUBMITTAL		10/17/24
TELEPHONE: (818) 800-6991 FAX: ( )	2ND RE-SUBMITTAL		12/18/24
SIGNATURE RCE DATE	3RD RE-SUBMITTAL		3/25/25
	4TH RE-SUBMITTAL		5/28/25

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:

PUBLIC WORKS DIRECTOR DATE:

CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

GATEWAY CHINO
5885 SCHAEFER AVE

TITLE SHEET

PROJECT NO.

SHEET 1 OF 18

DRAWING NO.

GENERAL NOTES

1. IN CASE OF EMERGENCY. CALL MAURA JOHNSON, DIRECTOR OF HOUSING AT 818-332-8208.

2. ALL NEW CONSTRUCTION SHALL COMPLY WITH THE CONTRACT DOCUMENTS AND LATEST EDITIONS OF THE CALIFORNIA BUILDING CODE, "STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION", AND CITY OF CITY CHINO LOCAL ORDINANCES AS APPLICABLE.

3. ALL GRADING WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS AND RECOMMENDATIONS CONTAINED IN THE GEOTECHNICAL INVESTIGATION, BY GEOCON WEST, INC. DATED SEPTEMBER 15, 2021. THE GEOTECHNICAL REPORT IS CONSIDERED A PART OF THESE PLANS AND IS TO BE ADHERED TO IN ALL OF ITS RECOMMENDATIONS AND REQUIREMENTS. WHERE MORE RESTRICTIVE, THE GEOTECHNICAL REPORT SHALL GOVERN.

2. THE CONTRACTOR SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE CONDITIONS, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY, AND SHALL NOT BE LIMITED TO NORMAL WORKING HOURS.

3. PRIOR TO COMMENCING CONSTRUCTION, THE CONTRACTOR SHALL VERIFY ALL JOIN CONDITIONS FOR GRADING, DRAINAGE AND UNDERGROUND FACILITIES INCLUDING LOCATION AND ELEVATION OF EXISTING UNDERGROUND FACILITIES AT CROSSINGS WITH PROPOSED UNDERGROUND FACILITIES. IF CONDITIONS DIFFER FROM THOSE SHOWN ON THE PLANS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND SHALL NOT BEGIN CONSTRUCTION UNTIL THE CHANGED CONDITIONS HAVE BEEN EVALUATED.

4. ALL DRAWINGS ARE CONSIDERED TO BE A PART OF THE CONTRACT DOCUMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REVIEW AND COORDINATION OF ALL DRAWINGS AND SPECIFICATIONS PRIOR TO THE START OF CONSTRUCTION. ANY DISCREPANCIES THAT OCCUR SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO THE START OF CONSTRUCTION SO THAT A CLARIFICATION CAN BE ISSUED. ANY WORK PERFORMED IN CONFLICT WITH THE CONTRACT DOCUMENTS OR ANY CODE REQUIREMENTS SHALL BE CORRECTED BY THE CONTRACTOR AT THEIR OWN EXPENSE AND AT NO EXPENSE TO THE OWNER OR ARCHITECT.

5. THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

6. NOTES AND DETAILS ON DRAWINGS SHALL TAKE PRECEDENCE OVER GENERAL NOTES AND TYPICAL DETAILS. WHERE NO DETAILS ARE GIVEN, CONSTRUCTION SHALL BE AS SHOWN FOR SIMILAR WORK.

7. THE EXISTENCE, LOCATION AND CHARACTERISTICS OF UNDERGROUND UTILITY INFORMATION SHOWN ON THESE PLANS HAVE BEEN OBTAINED FROM A REVIEW OF AVAILABLE RECORD DATA. NO REPRESENTATION IS MADE AS TO THE ACCURACY OR COMPLETENESS OF SAID UTILITY INFORMATION. THE CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS.

8. IF AT ANY TIME DURING GRADING OPERATIONS, ANY UNFAVORABLE GEOLOGICAL CONDITIONS ARE ENCOUNTERED, GRADING IN THAT AREA WILL STOP UNTIL APPROVED CORRECTIVE MEASURES ARE OBTAINED.

9. THE PROPOSED GRADE IS THE FINAL GRADE AND NOT THE ROUGH GRADE. THE CONTRACTOR SHALL SUBTRACT THE THICKNESS OF THE PAVED SECTION AND/OR LANDSCAPE TOPSOIL SECTION TO ARRIVE AT THE ROUGH GRADE ELEVATION.

10. STRAIGHT GRADE SHALL BE MAINTAINED BETWEEN CONTOUR LINES AND SPOT ELEVATIONS UNLESS OTHERWISE SHOWN ON THE PLANS.

11. ALL DEBRIS AND FOREIGN MATERIAL SHALL BE REMOVED FROM THE SITE AND DISPOSED OF AT APPROVED DISPOSAL SITES. THE CONTRACTOR SHALL OBTAIN NECESSARY PERMITS FOR THE TRANSPORTATION OF MATERIAL TO AND FROM THE SITE.

12. ALL FILL SOILS OR SOILS DISTURBED OR OVEREXCAVATED DURING CONSTRUCTION SHALL BE COMPACTED PER THE REQUIREMENTS OF THE SOILS REPORT BUT NOT LESS THAN 90% MAXIMUM DENSITY AS DETERMINED BY A.S.T.M. SOIL COMPACTION TEST D-1557.

13. THE CONTRACTOR SHALL OBTAIN AN O.S.H.A. PERMIT FROM THE CALIFORNIA DIVISION OF INDUSTRIAL SAFETY PRIOR TO THE CONSTRUCTION OF TRENCHES OR EXCAVATIONS WHICH ARE FIVE FEET OR DEEPER.

14. DIMENSIONS TO PIPELINES ARE TO CENTERLINE UNLESS OTHERWISE NOTED.

15. ALL WATER LINES SHALL BE INSTALLED WITH 36" MINIMUM COVER FROM TOP OF PIPE TO FINISHED GRADE, UNLESS OTHERWISE NOTED.

16. THRUST BLOCKS SHALL BE INSTALLED AT WATERLINE HORIZONTAL AND VERTICAL BENDS, TEES, CAPPED ENDS AND REDUCERS ACCORDING TO THE DETAILS PROVIDED ON THESE PLANS.

17. CONSTRUCTION STAKING FOR IMPROVEMENTS SHOWN ON THESE PLANS SHALL BE PERFORMED BY A LICENSED LAND SURVEYOR. CONSTRUCTION STAKING SURVEYOR SHALL BE RESPONSIBLE FOR COORDINATION OF THESE PLANS WITH SOURCE DRAWINGS PREPARED BY ARCHITECT, LANDSCAPE ARCHITECT, STRUCTURAL ENGINEER, MEP CONSULTANT AND ANY OTHER DISCIPLINE PRIOR TO START OF STAKING AND CONSTRUCTION. ANY DISCREPANCIES THAT OCCUR SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO THE START OF CONSTRUCTION SO THAT A CLARIFICATION CAN BE ISSUED.

18. THE CONTRACTOR SHALL REPLACE ALL EXISTING IMPROVEMENTS DAMAGED DURING CONSTRUCTION TO MATCH EXISTING, INCLUDING PERMANENT TRENCH RESURFACING.

19. CONTRACTOR TO CONTACT UNDERGROUND SERVICE ALERT (800-227-2600) PRIOR TO EXCAVATION.

20. ALL DIMENSIONS ARE IN FEET OR DECIMALS THEREOF.

21. ALL CURB DIMENSIONS AND RADII ARE TO PAVEMENT FACE OF CURB.

22. CONTRACTOR TO BE AWARE OF ALL OVERHEAD LINES AT ALL TIMES, SO AS NOT TO DISTURB THEM.

23. WATER SHALL BE PROVIDED ONSITE AND USED TO CONTROL DUST DURING CONSTRUCTION OPERATIONS.

24. CONTRACTOR SHALL OBTAIN ANY NECESSARY PERMITS FROM THE CITY OF CHINO FOR ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY.

25. STORM DRAINAGE SYSTEMS SHOWN ON THESE PLANS HAVE BEEN DESIGNED FOR THE FINAL SITE CONDITION AT COMPLETION OF THE PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ADEQUATE DRAINAGE OF THE SITE, DURING INTERIM CONDITIONS OF CONSTRUCTION.

26. CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS, INCLUDING NPDES, FROM THE APPROPRIATE JURISDICTIONAL AGENCIES FOR DISCHARGE OF GROUNDWATER THAT MAY BE NECESSARY TO ACCOMPLISH EXCAVATIONS SHOWN ON THESE PLANS.

SEAL

REGISTERED PROFESSIONAL ENGINEER
FLEE JARDINE PRUITT
C 95048
EXP. 09/30/25
CIVIL
STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B	2 1ST RE-SUBMITTAL		10/17/24		
COSTA MESA, CA 92627	3 2ND RE-SUBMITTAL		12/18/24		
TELEPHONE: (818) 800-6991 FAX: ( )	4 3RD RE-SUBMITTAL		3/25/25		
	5 4TH RE-SUBMITTAL		5/28/25		
SIGNATURE RCE DATE	6				

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:
PUBLIC WORKS DIRECTOR DATE:
CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION
GATEWAY CHINO
5885 SCHAEFER AVE
GENERAL NOTES

PROJECT NO.
SHEET 2 OF 18
DRAWING NO.

LEGEND

- LIMIT LINE OF EROSION CONTROL
- PROPERTY LINE
- STORM DRAIN INLET PROTECTION
- DIRECTION OF FLOW

EROSION CONTROL NOTES

(E1) PLACE GRAVEL BAG BARRIER PER DETAIL **2**, SHEET **4**.

(E2) POSSIBLE LOCATION OF STABILIZED CONSTRUCTION ENTRANCE. STABILIZED CONSTRUCTION ENTRANCE SHALL BE PER DETAIL **1**, SHEET **4**.

(E3) PLACE STORM DRAIN INLET PROTECTION PER DETAIL **3**, SHEET **4**.

DEMOLITION NOTES

(1) SEE GENERAL DEMOLITION NOTES HEREON. SEE ARCHITECTURAL PLAN FOR LIMITS OF STRUCTURE DEMOLITION.

(2) SEE ARCHITECTURAL PLANS FOR STRUCTURE REMOVAL.

NOTES:

1. CONTRACTOR TO REFERNCE ARCHITECTURAL DEMOLITION PLAN FOR STRUCTURE DEMOLITION. PRIOR TO COMMENCEMENT OF WORK, ANY DISCREPANCY IN THE DEMOLITION PLAN SHALL BE PROVIDED TO THE ENGINEER OF RECORD PRIOR TO DEMOLITION.
2. POTHOLING OF EXISTING UTILITIES MAY BE REQUIRED. CONTRACTOR SHALL POTHOLE AND VERIFY POINT OF CONNECTIONS PRIOR TO COMMENCEMENT OF WORK. ANY DISCREPANCIES SHALL BE PROVIDED TO THE ENGINEER OF RECORD PRIOR TO CONSTRUCTION.

ENGINEER'S NOTICE TO CONTRACTOR

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY: THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIBAILITY, REALL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

ENGINEER'S NOTICE TO CONTRACTOR

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY: THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIBAILITY, REALL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

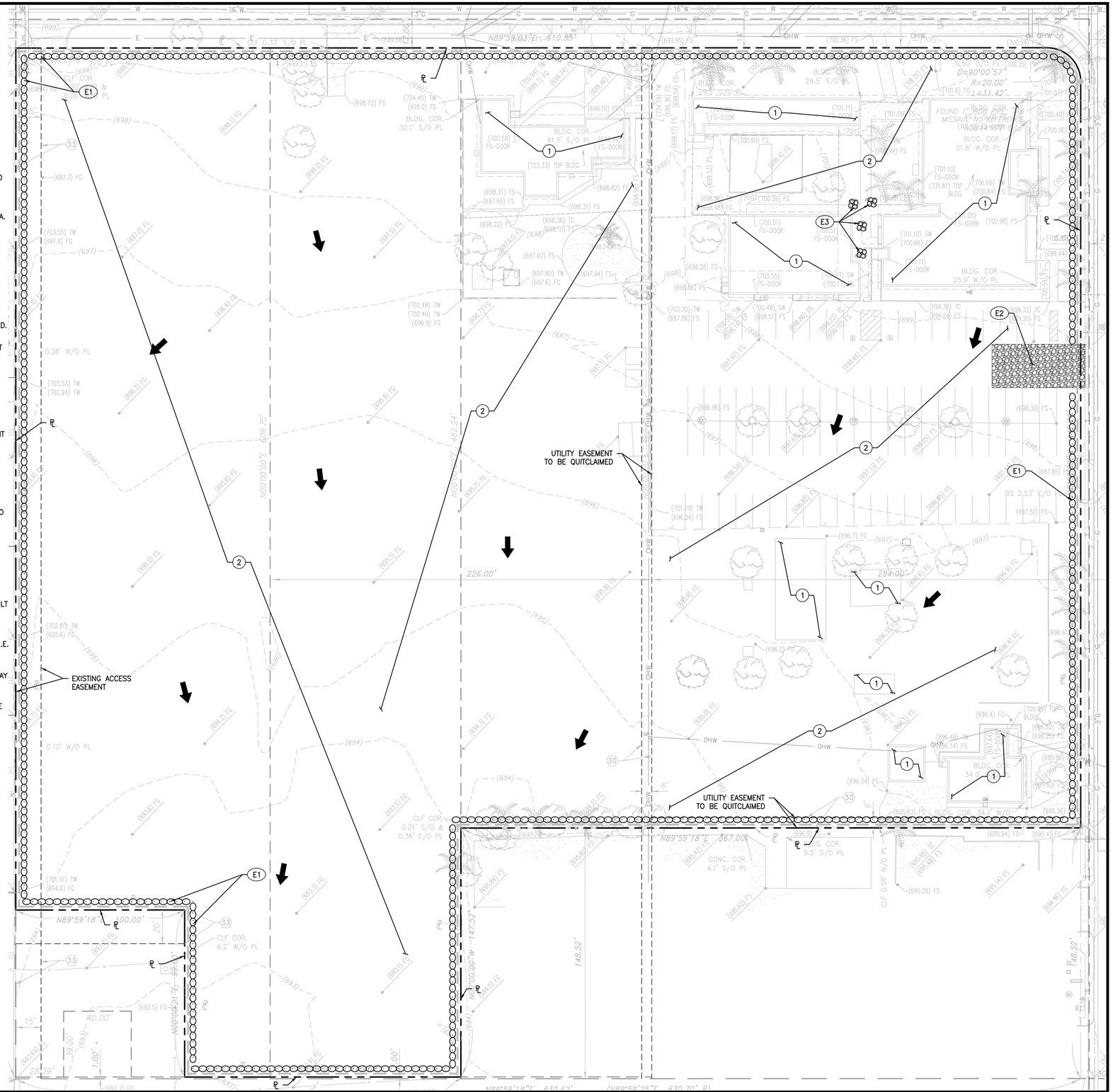
GENERAL NOTES FOR TEMPORARY EROSION CONTROL:

GENERAL NOTES FOR TEMPORARY EROSION CONTROL:

1. EROSION CONTROL SHALL BE REQUIRED FOR GRADING OPERATIONS AT ALL TIMES.
2. THE DESIGN CIVIL ENGINEER SHALL SUPERVISE AND ENSURE EROSION CONTROL WORK IS IN ACCORDANCE WITH APPROVED PLANS. THE QSP SHALL OVERSEE THE IMPLEMENTATION OF ALL BMP'S.
3. IN CASE OF EMERGENCY, CALL:

   _____ (RESPONSIBLE PERSON)
   _____ (FIRM NAME)
   _____ (24–HOUR TELEPHONE)

4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR, AND SHALL PREVENT THE TRESPASS OF IMPOUND WATER ON PUBLIC AREAS OR THE CREATION OF HAZARDOUS CONDITIONS.
5. THE CONTRACTOR SHALL CONDUCT HIS OPERATIONS SO THAT RUNOFF IS CONTAINED WITHIN THE PROJECT AREA OR CHANNELED INTO THE STORM DRAIN SYSTEM WHICH SERVES THE RUNOFF AREA. STORM RUNOFF FROM ONE AREA SHALL NOT BE DIVERTED TO ANOTHER RUNOFF AREA.
6. NO CHANGES TO EXISTING OR NATURAL DRAINAGE COURSES SHALL BE PERMITTED DURING THE RAINY SEASON UNLESS THE APPROVED DRAINAGE FACILITIES HAVE BEEN COMPLETED.
7. CLEARING AND GRUBBING SHALL BE LIMITED TO AREAS THAT WILL RECEIVE IMMEDIATE GRADING. EROSION CONTROL MEASURES SHALL BE REQUIRED AND MAY INCLUDE GRADED DITCHES, BRUSH BARRIERS AND SILT FENCING. CARE SHALL BE EXERCISED TO PRESERVE VEGETATION BEYOND THE LIMITS OF GRADING.
8. DESILTING BASINS SHALL BE CONSTRUCTED AS INDIVIDUAL ROUGH GRADING AREAS ARE COMPLETED.
9. GRADED AREAS AROUND THE TRACT PERIMETER SHALL DRAIN AWAY FROM THE TOE OF SLOPES AT THE CONCLUSION OF EACH WORKING DAY.
10. TEMPORARY EROSION PROTECTION SHALL BE REQUIRED FOR MANUFACTURED SLOPES PRIOR TO PERMANENT PLANTING.
11. FILL AREAS, DURING PERIODS OF COMPLETION PRIOR TO FINAL GRADE, SHALL BE PROTECTED TO LIMIT EROSION AND THE SILTATION OF DOWNSTREAM PROPERTY. PROTECTION MEASURES MAY INCLUDE TEMPORARY DOWNDRAINS USING PIPES OR PAVED DITCHES WITH PROTECTED OUTFALL AREAS, DESILTING PONDS, CHECK DAMS, SANDBAG PROTECTION AROUND INLETS NOT YET BROUGHT TO GRADE AND APPROPRIATE CHANNEL GRADING TO DIRECT RUNOFF AWAY FROM AREAS WHERE EARTHWORK IS NOT UNDERWAY.
12. PROJECT AREAS, AS WELL AS NEIGHBORING PROPERTY AREAS, SHALL HAVE MAINTAINED FIRE ACCESS AT ALL TIMES.
13. EQUIPMENT AND PERSONNEL FOR EMERGENCY WORK SHALL BE AVAILABLE AT ALL TIMES DURING THE RAINY SEASON. NECESSARY MATERIALS SHALL BE STOCKPILED AT CONVENIENT LOCATIONS TO FACILITATE RAPID DEPLOYMENT.
14. REMOVABLE PROTECTIVE DEVICES SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN THE 5–DAY RAIN PROBABILITY FORECAST EXCEEDS 40 PERCENT.
15. DEVICES SHALL NOT BE MOVED OR MODIFIED WITHOUT APPROVAL FROM THE CITY ENGINEER OR CITY INSPECTOR.
16. AFTER A RAINSTORM, SILT AND DEBRIS SHALL BE IMMEDIATELY REMOVED FROM CHECK BERMS, SILT FENCES AND OTHER IMPACTED AREAS.
17. AN UPDATED COPY OF THE EROSION CONTROL PLAN AND SWPPP SHALL BE KEPT AVAILABLE TO THE CITY AT THE PROJECT SITE. THE CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS (I.E. LOGS, INSPECTION REPORTS, ETC.).
18. INFORMATION ON THIS PLAN IS FOR EROSION CONTROL PURPOSES ONLY. THE CITY ENGINEER MAY MODIFY THIS PLAN AS NECESSARY.
19. APPROVAL OF THIS PLAN SHALL NOT RELIEVE THE CONTRACTOR OF RESPONSIBILITIES TO HIS SITE OR ADJACENT PROPERTIES. TEMPORARY EROSION CONTROL SHALL INCLUDE CONSTRUCTION MEASURES NECESSARY TO PREVENT, CONTROL AND ABATE WATER, MUD AND EROSION DAMAGE TO PUBLIC OR PRIVATE PROPERTY IMPACTED BY HIS CONSTRUCTION ACTIVITIES.
20. APPROVAL OF THESE PLANS BY THE CITY OR ITS AGENTS SHALL NOT RELIEVE THE CONTRACTOR OR THE APPLICANT OF THE RESPONSIBILITY FOR THE CORRECTION OF ERRORS OR OMISSIONS DISCOVERED DURING CONSTRUCTION. UPON REQUEST, THE APPROPRIATE PLAN REVISIONS SHALL BE PROMPTLY SUBMITTED TO THE CITY ENGINEER FOR REVIEW AND APPROVAL.
21. ALL BMP DEVICES MUST BE INSTALLED ACCORDING TO THE CASQA MANUAL, LATEST EDITION.



SEAL

REGISTERED PROFESSIONAL ENGINEER — KYLE HARDINE PRIOLT — C 95048 EXP. 09/30/25 — CIVIL — STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B COSTA MESA, CA 92627	2 1ST RE–SUBMITTAL		10/17/24		
TELEPHONE: (818) 800–6991 FAX: ( )	3 2ND RE–SUBMITTAL		12/16/24		
SIGNATURE RCE DATE	4 3RD RE–SUBMITTAL		3/25/25		
	5 4TH RE–SUBMITTAL		5/28/25		
	6				

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:

PUBLIC WORKS DIRECTOR DATE:

CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

GATEWAY CHINO
5885 SCHAEFER AVE

EROSION CONTROL PLAN

PROJECT NO.

SHEET 3 OF 18
DRAWING NO.

EROSION CONTROL NOTES

1. TEMPORARY EROSION CONTROL DEVICES SHOWN ON THE GRADING PLAN WHICH INTERFERE WITH THE WORK SHALL BE RELOCATED OR MODIFIED AS AND WHEN THE INSPECTOR SO DIRECTS AS THE WORK PROGRESSES TO MEET "AS GRADED" CONDITIONS.
2. ALL LOOSE SOIL AND DEBRIS SHALL BE REMOVED FROM THE STREET AREAS UPON STARTING OPERATIONS AND PERIODICALLY THEREAFTER AS DIRECTED BY THE INSPECTOR
3. WHEN THE INSPECTOR SO DIRECTS, A 12-INCH BERM SHALL BE MAINTAINED ALONG THE TOP OF THE SLOPE OF THOSE FILLS ON WHICH GRADING IS NOT IN PROGRESS.
4. STORM AND SEWER DRAIN TRENCHES THAT ARE CUT THROUGH BASIN DIKES OR BASIN INLET DIKES SHALL BE PLUGGED WITH SANDBAGS.
5. EXCEPT WHEN THE INSPECTOR DIRECTS OTHERWISE, ALL DEVICES SHOWN SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN RAIN IS FORECAST, AND SHALL BE MAINTAINED DURING THE RAINY SEASON (OCTOBER 15 TO APRIL 15).
6. SANDBAGS SHALL BE STOCKPILED ON SITE, READY TO BE PLACED IN POSITION WHEN RAIN IS FORECAST, OR WHEN THE INSPECTOR SO DIRECTS.
7. A "STANDBY EMERGENCY CREW" SHALL BE ALERTED BY THE PERMITTEE OR THE CONTRACTOR TO PERFORM EMERGENCY WORK DURING RAINSTORMS. THE PARTY TO BE CONTACTED IS:
   NAME: _____ (TO BE FILLED IN BY CONTRACTOR)
   PHONE NUMBER: _____

DUST CONTROL NOTES

1. DUST SHALL BE CONTROLLED BY WATERING AND/OR APPLYING A DUST PALLIATIVE. THE DUST PALLIATIVE SHALL BE APPLIED IN THE AMOUNT AT THE LOCATIONS AS DIRECTED BY THE ENGINEER.
2. WATER FOR DUST CONTROL SHALL BE APPLIED BY MEANS OF PRESSURE TYPE DISTRIBUTORS OR PIPE LINES EQUIPPED WITH A SPRAY SYSTEM OR HOSES WITH NOZZLES THAT WILL INSURE A UNIFORM APPLICATION OF WATER.
3. UNLESS WATER IS APPLIED BY MEANS OF PIPE LINES, AT LEAST ONE MOBILE UNIT WITH A MINIMUM CAPACITY OF 100 GALLONS SHALL BE AVAILABLE FOR APPLYING WATER.
4. ALL SOIL MATERIALS OR DEBRIS TRUCKED FROM THE SITE SHALL BE COVERED AND SPRINKLED PRIOR TO ENTERING PUBLIC STREETS.
5. PROVIDE FOR WET SUPPRESSION OR CHEMICAL STABILIZING OF EXPOSED SOILS.
6. PROVIDE FOR RAPID CLEAN-UP OF SEDIMENTS DEPOSITED ON THE PAVED ROADS.
7. LIMIT THE AMOUNT OF AREAS DISTURBED BY CLEARING & EARTH MOVING OPERATIONS BY SCHEDULING THESE ACTIVITIES IN PHASES.

GENERAL DEMOLITION NOTES

1. CONTRACTOR TO CLEAR PROJECT SITE AREA WITHIN THE CONFINES OF THE DEMOLITION LIMIT LINE. THE CONTRACTOR SHALL DEMOLISH AND REMOVE FROM THE SITE ALL EXISTING UTILITIES, STRUCTURES, PLANTERS, TREES, AND ALL OTHER SITE FEATURES, UNLESS OTHERWISE NOTED ON THE PLAN.
2. REMOVAL OF LANDSCAPING SHALL INCLUDE ROOTS AND ORGANIC MATERIALS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ANY AND ALL PERMITS AND SHALL PAY ALL FEES NECESSARY FOR ENCROACHMENT, GRADING, DEMOLITION AND DISPOSAL OF SAID MATERIALS AS REQUIRED BY PRIVATE, LOCAL AND STATE JURISDICTIONS.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR A SITE INSPECTION TO FULLY ACKNOWLEDGE THE EXTENT OF THE DEMOLITION WORK.
5. THE CONTRACTOR SHALL VERIFY AND LOCATE ALL EXISTING ABOVE AND UNDERGROUND UTILITIES. LOCATIONS SHOWN ON THE PLANS ARE APPROXIMATE AND ARE SHOWN FOR GENERAL INFORMATION ONLY.
6. DAMAGE TO ANY EXISTING UTILITIES AND SERVICES TO REMAIN SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL REPAIR AND/OR REPLACE IN KIND.
7. EROSION CONTROL MEASURES SHALL BE IMPLEMENTED TO PREVENT DEBRIS AND UNSUITABLE MATERIALS FROM ENTERING STORM DRAINS, SANITARY SEWERS AND STREETS.
8. DUST CONTROL SHALL BE IMPLEMENTED DURING DEMOLITION.
9. DEMOLITION IS LIMITED TO WITHIN DEMOLITION LIMIT LINE UNLESS NOTED OTHERWISE.
10. THE CONTRACTOR SHALL VERIFY THE LOCATION AND QUANTITY OF EXISTING SURFACE STRUCTURES AND SHALL BE SOLELY RESPONSIBLE FOR ANY UNIDENTIFIED UTILITIES, IMPROVEMENTS, TREES, ETC. TO BE DEMOLISHED AND REMOVED WITHIN THE DEMOLITION LIMIT LINE, INCLUDING APPURTENANT FOUNDATIONS OR SUPPORTS.
11. DEMOLITION CALLOUTS IN THIS SECTION ARE REPRESENTATIVE OF WHAT IS TO BE DONE, NOT AN ITEMIZED ACCOUNTING FOR EACH PIPE, CATCH BASIN, MANHOLE, VAULT, ETC. THAT IS TO BE DEMOLISHED, REMOVED AND DISPOSED OF.

BMP NOTES

THE FOLLOWING BMPS AS OUTLINED IN, BUT NOT LIMITED TO, THE BEST MANAGEMENT PRACTICE HANDBOOK, CALIFORNIA STORMWATER QUALITY TASK FORCE, SACRAMENTO, CALIFORNIA, JULY 2012, MAY APPLY DURING THE CONSTRUCTION OF THIS PROJECT (ADDITIONAL MEASURES MAY BE REQUIRED IF DEEMED APPROPRIATE BY CITY INSPECTORS):

EROSION CONTROL

EC1-SCHEDULING
EC2-PRESERVATION OF EXISTING VEGETATION
EC3-HYDRAULIC MULCH
EC4-HYDROSEEDING
EC5-SOIL BINDERS
EC6-STRAW MULCH
EC7-GEOTEXTILES AND MATS
EC8-WOOD MULCHING
EC9-EARTH DIKES AND DRAINAGE SWALES
EC10-VELOCITY DISSIPATION DEVICES
EC11-SLOPE DRAINS
EC12-STREAMBANK STABILIZATION
EC13-RESERVED
EC14-COMPOST BLANKET
EC15-SOIL PREPARATION/ROUGHENING
EC16-NON-VEGETATIVE STABILIZATION

TEMPORARY SEDIMENT CONTROL

SE1-SILT FENCE
SE2-SEDIMENT BASIN
SE3-SEDIMENT TRAP
SE4-CHECK DAM
SE5-FIBER ROLLS
SE6-GRAVEL BAG BERM
SE7-STREET SWEEPING AND VACUUMING
SE8-SANDBAG BARRIER
SE9-STRAW BALE BARRIER
SE10-STORM DRAIN INLET PROTECTION
SE11-ACTIVE TREATMENT SYSTEMS
SE12-MANUFACTURED LINEAR SEDIMENT CONTROLS
SE13-COMPOST SOCKS AND BERMS
SE14-BIOFILTER BAGS

EQUIPMENT TRACKING CONTROL

TC1-STABILIZED CONSTRUCTION ENTRANCE/EXIT
TC2-STABILIZED CONSTRUCTION ROADWAY
TC3-ENTRANCE/OUTLET TIRE WASH

WIND EROSION CONTROL

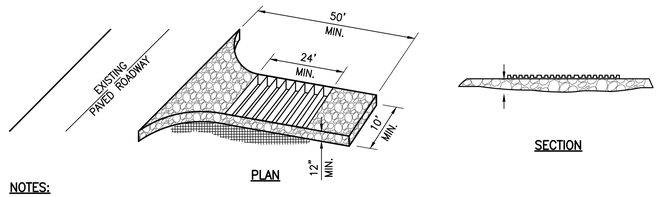
WE1-WIND EROSION CONTROL

NON-STORMWATER MANAGEMENT

NS1-WATER CONSERVATION PRACTICES
NS2-DEWATERING OPERATIONS
NS3-PAVING AND GRINDING OPERATIONS
NS4-TEMPORARY STREAM CROSSING
NS5-CLEAR WATER DIVERSION
NS6-ILLICIT CONNECTION/DISCHARGE
NS7-POTABLE WATER/IRRIGATION
NS8-VEHICLE AND EQUIPMENT CLEANING
NS9-VEHICLE AND EQUIPMENT FUELING
NS10-VEHICLE AND EQUIPMENT MAINTENANCE
NS11-PILE DRIVING OPERATIONS
NS12-CONCRETE CURING
NS13-CONCRETE FINISHING
NS14-MATERIAL OVER WATER
NS15-DEMOLITION ADJACENT TO WATER
NS16-TEMPORARY BATCH PLANTS

WASTE MANAGEMENT & MATERIALS POLLUTION CONTROL

WM1-MATERIAL DELIVERY AND STORAGE
WM2-MATERIAL USE
WM3-STOCKPILE MANAGEMENT
WM4-SPILL PREVENTION AND CONTROL
WM5-SOLID WASTE MANAGEMENT
WM6-HAZARDOUS WASTE MANAGEMENT
WM7-CONTAMINATED SOIL MANAGEMENT
WM8-CONCRETE WASTE MANAGEMENT
WM9-SANITARY/SEPTIC WASTE MANAGEMENT
WM10-LIQUID WASTE MANAGEMENT

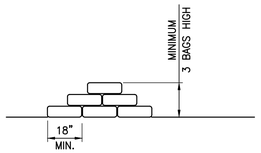


NOTES:

1. THE CONSTRUCTION ENTRANCE ROADWAYS SHALL BE STABILIZED SO AS TO PREVENT SEDIMENTS FROM BEING DEPOSITED INTO THE PUBLIC ROADS. DEPOSITIONS MUST BE SWEPT UP IMMEDIATELY AND MAY NOT BE WASHED DOWN BY RAIN OR OTHER MEANS INTO THE STORM DRAIN SYSTEM.
2. STABILIZED CONSTRUCTION ENTRANCE SHALL BE LOCATED AT ANY POINT WHERE TRAFFIC WILL BE ENTERING OR LEAVING A CONSTRUCTION SITE OR FROM A PUBLIC RIGHT OF WAY, STREET, ALLEY, AND SIDEWALK OR PARKING AREA.
3. IF A WASH RACK IS INCLUDED, A SEDIMENT TRAP OF SOME KIND MUST ALSO BE PROVIDED TO COLLECT WASH WATER RUNOFF.
4. ALL VEHICLES ACCESSING THE CONSTRUCTION SITE SHALL UTILIZE THE STABILIZED CONSTRUCTION ENTRANCE.

1/4 STABILIZED CONSTRUCTION ENTRANCE

N.T.S.

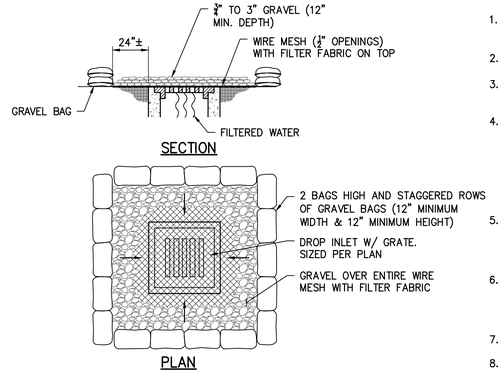


NOTES:

1. BAG MATERIAL: BAGS SHOULD BE WOVEN POLYPROPYLENE, POLYETHYLENE OR POLYAMIDE FABRIC, MINIMUM UNIT WEIGHT OF 4 OUNCES/YD², MULLEN BURST STRENGTH EXCEEDING 300 LB/IN² IN CONFORMANCE WITH THE REQUIREMENTS IN ASTM DESIGNATION D3786, AND ULTRAVIOLET STABILITY EXCEEDING 70% IN CONFORMANCE WITH THE REQUIREMENTS IN ASTM DESIGNATION D4355.
2. BAG SIZE: EACH GRAVEL-FILLED BAG SHOULD HAVE A LENGTH OF 18 IN., WIDTH OF 12 IN., THICKNESS OF 3 IN., AND MASS OF APPROXIMATELY 33 LBS. BAG DIMENSIONS ARE NOMINAL, AND MAY VARY BASED ON LOCALLY AVAILABLE MATERIALS.
3. FILL MATERIAL: FILL MATERIAL SHALL BE 0.5 TO 1.0 INCH CRUSHED ROCK, CLEAN AND FREE OF CLAY, ORGANIC MATTER, AND OTHER DELETERIOUS MATERIAL, OR OTHER SUITABLE OPEN-GRADED, NON-COHESIVE, POROUS GRAVEL.
4. TURN THE ENDS OF GRAVEL BAG BARRIER UP SLOPE TO PREVENT RUNOFF FROM GOING AROUND BARRIER.
5. USE PYRAMID APPROACH WHEN STACKING BAGS.

2/4 GRAVEL BAG BARRIER

N.T.S.



NOTES:

1. PLACE WIRE MESH OVER AND 1' (MINIMUM) BEYOND THE INLET STRUCTURE. (MESH OPENINGS NOT TO EXCEED ½" x ½" WIRE)
2. PLACE FILTER FABRIC OVER WIRE MESH.
3. PLACE ¾" TO 3" GRAVEL OVER THE WIRE MESH WITH FILTER FABRIC (12" MINIMUM DEPTH OVER THE ENTIRE INLET OPENING).
4. BAG MATERIAL: BAGS SHOULD BE WOVEN POLYPROPYLENE, POLYETHYLENE OR POLYAMIDE FABRIC, MINIMUM UNIT WEIGHT OF 4 OUNCES/YD², MULLEN BURST STRENGTH EXCEEDING 300 LB/IN² IN CONFORMANCE WITH THE REQUIREMENTS IN ASTM DESIGNATION D3786, AND ULTRAVIOLET STABILITY EXCEEDING 70% IN CONFORMANCE WITH THE REQUIREMENTS IN ASTM DESIGNATION D4355.
5. BAG SIZE: EACH GRAVEL-FILLED BAG SHOULD HAVE A LENGTH OF 18 IN., WIDTH OF 12 IN., THICKNESS OF 3 IN., AND MASS OF APPROXIMATELY 33 LBS. BAG DIMENSIONS ARE NOMINAL, AND MAY VARY BASED ON LOCALLY AVAILABLE MATERIALS.
6. FILL MATERIAL: FILL MATERIAL SHALL BE 0.5 TO 1.0 INCH CRUSHED ROCK, CLEAN AND FREE OF CLAY, ORGANIC MATTER, AND OTHER DELETERIOUS MATERIAL, OR OTHER SUITABLE OPEN-GRADED, NON-COHESIVE, POROUS GRAVEL.
7. USE PYRAMID APPROACH WHEN STACKING BAGS.
8. LEAVE GAP OF ONE BAG ON TOP ROW TO SERVE AS SPILLWAY.

3/4 STORM DRAIN INLET PROTECTION

N.T.S.

SEAL

REGISTERED PROFESSIONAL ENGINEER
KYLE JARDINE PRUITT
C 95048
EXP. 09/30/25
CIVIL
STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B COSTA MESA, CA 92627	2 1ST RE-SUBMITTAL		10/17/24		
TELEPHONE: (818) 800-6991 FAX: ( )	3 2ND RE-SUBMITTAL		12/18/24		
	4 3RD RE-SUBMITTAL		3/25/25		
SIGNATURE RCE DATE	5 4TH RE-SUBMITTAL		5/28/25		
	6				

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:
PUBLIC WORKS DIRECTOR DATE:
CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION
GATEWAY CHINO
5885 SCHAEFER AVE
EROSION CONTROL NOTES AND DETAILS

PROJECT NO.
SHEET 4 OF 18
DRAWING NO.

LEGEND

PROPERTY LINE

APPROX. LIMIT OF R&R

CONTRUCTION NOTES

(D1) FOUNDATION DRAIN PER DETAIL 1, SHOWN HEREON.

NOTES

1. SEE SLAB PLAN FOR SLAB SLOPES AND ELEVATIONS. SLAB ELEVATIONS AND SLOPES NOTED FOR REFERENCE ONLY HEREON.

2. REMOVAL AND RECOMPACTION SHALL BE PERFORMED TO THE RECOMMENDATIONS NOTED IN THE PROJECT GEOTECHNICAL REPORT.

3. FOOTING SHOWN HEREON ARE FOR REFERENCE ONLY. SEE STRUCTURAL PLANS FOR DETAILS.

4. TEMPORARY EXCAVATIONS SHALL BE PERFORMED PER THE RECOMMENDATIONS OF THE PROJECT GEOTECHNICAL REPORT.

5. THE SOILS ENGINEER IS TO APPROVE THE KEY OR BOTTOM AND LEAVE A CERTIFICATE ON THE SITE FOR THE GRADING INSPECTOR. THE GRADING INSPECTOR IS TO BE NOTIFIED BEFORE ANY GRADING BEGINS AND, FOR BOTTOM INSPECTION, BEFORE FILL IS PLACED. FILL MAY NOT BE PLACED WITHOUT APPROVAL OF THE GRADING INSPECTOR.

6. ROUGH GRADE ASSUMES PAD IS 4" BELOW SLAB (VAOPR BARRIER). SEE ARCHITECTURAL PLANS AND STRUCTURAL PLANS FOR FINAL SLAB ELEVATIONS AND FOUNDATION DETAILS.

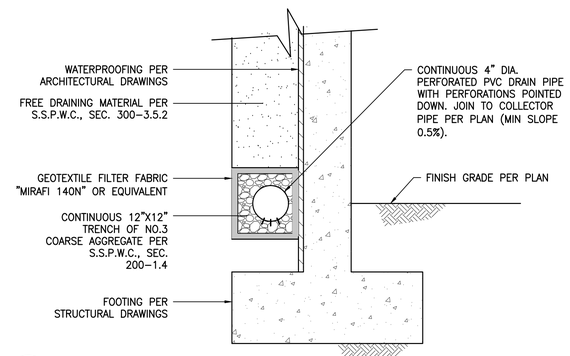
ENGINEER'S NOTICE TO CONTRACTOR

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIBAILITY, REALL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

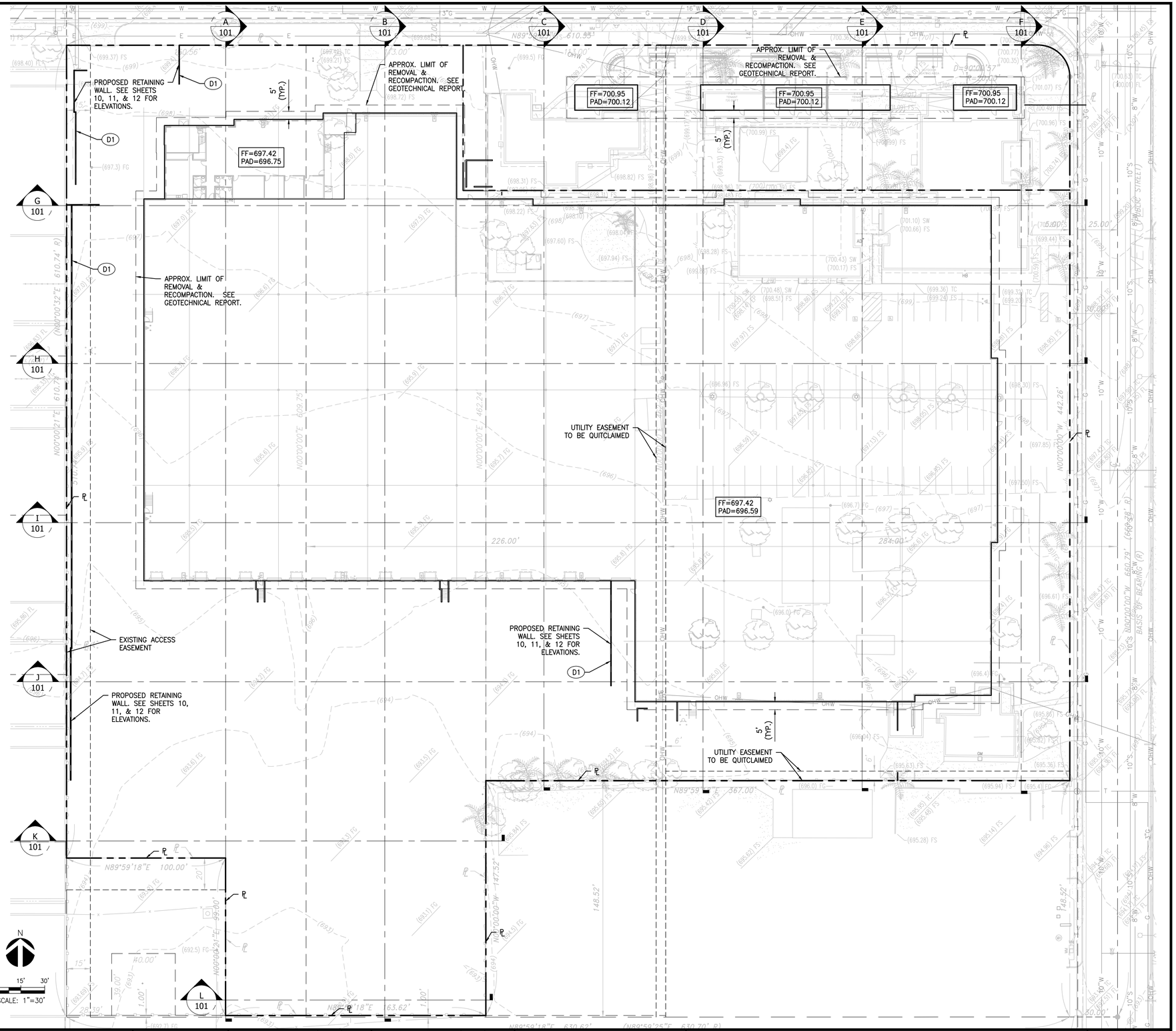
UNDERGROUND UTILITIES & STRUCTURES

THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITY PLANS OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS AND MAY NOT REFLECT ALL EXISTING UTILITIES. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONS OF THE RECORDED UTILITIES AS WELL AS ANY NOT SHOWN AND SHALL CONFIRM ALL ALIGNMENTS AND GRADES BY FIELD INVESTIGATIONS. THE CONTRACTOR IS REQUIRED TO TAKE ALL PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES SHOWN, AND IS RESPONSIBLE FOR THE PROTECTION OF, AND ANY DAMAGE TO THESE LINES OR STRUCTURES.

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.



1/5 FOUNDATION DRAIN TYPICAL DETAIL
N.T.S.



SEAL

REGISTERED PROFESSIONAL ENGINEER · KYLE JARDINE PRUITT · C 95048 · EXP. 09/30/25 · CIVIL · STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY			
FIRM: PACIFIC CONSULTING GROUP, INC.			
ADDRESS: 2239 STATE AVE., #B			
COSTA MESA, CA 92627			
TELEPHONE: (818) 800-6991	FAX: ( )		
SIGNATURE	RCE	DATE	

REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
1 PLANNING SUBMITTAL		8/13/24		
2 1ST RE-SUBMITTAL		10/17/24		
3 2ND RE-SUBMITTAL		12/18/24		
4 3RD RE-SUBMITTAL		3/25/25		
5 4TH RE-SUBMITTAL		5/28/25		
6				

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:

PUBLIC WORKS DIRECTOR DATE:

CITY ENGINEER DATE:

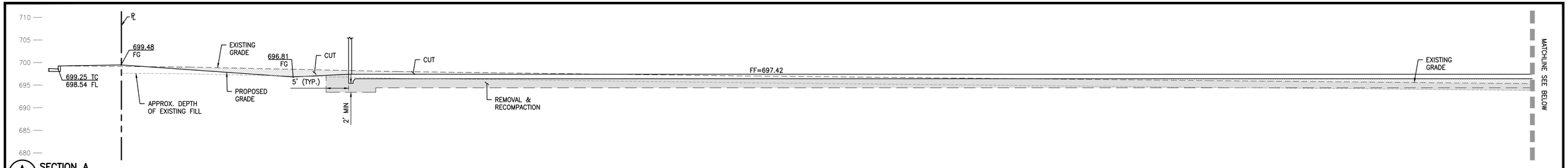
CITY OF CHINO ENGINEERING DIVISION

GATEWAY CHINO
5885 SCHAEFER AVE

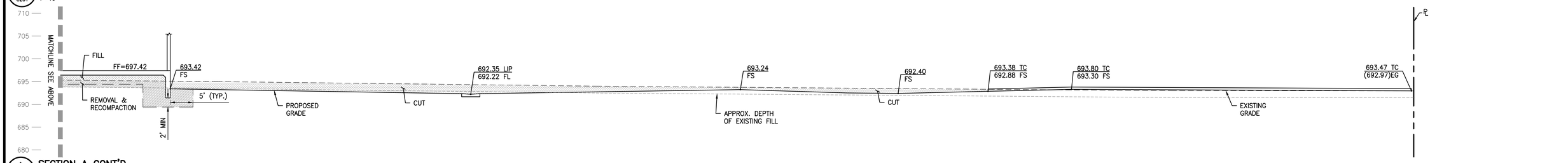
ROUGH GRADING PLAN

PROJECT NO.

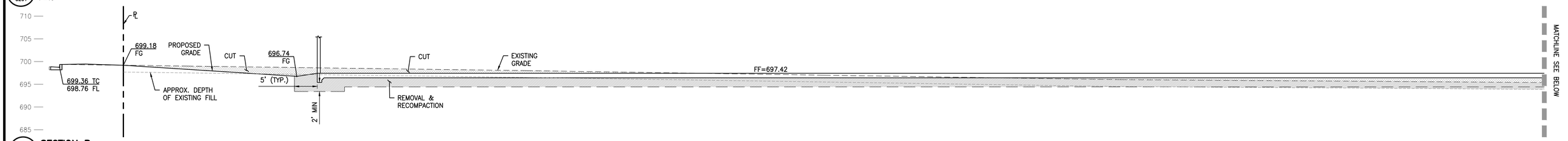
SHEET 5 OF 18
DRAWING NO.



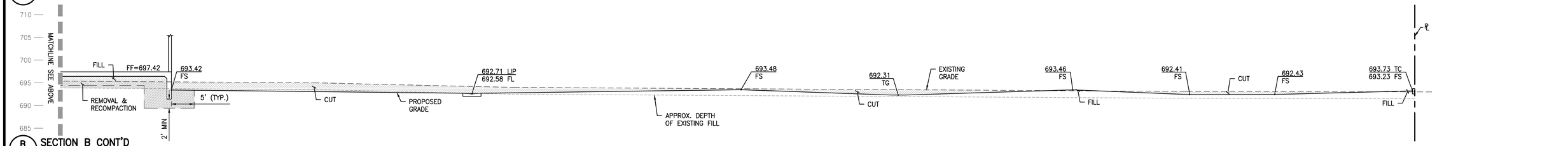
A C201 **SECTION A**
1"=10'



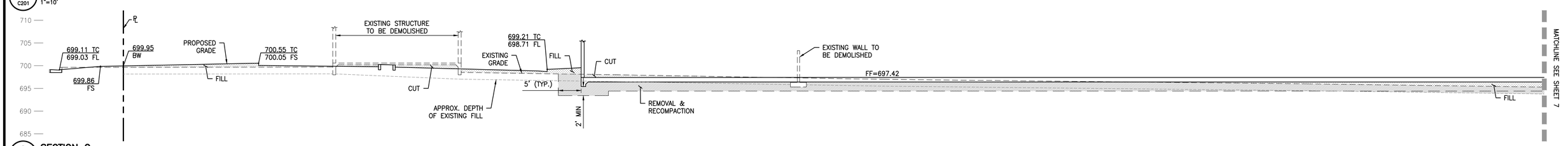
A C201 **SECTION A CONT'D**
1"=10'



B C201 **SECTION B**
1"=10'



B C201 **SECTION B CONT'D**
1"=10'



C C201 **SECTION C**
1"=10'

SEAL

REGISTERED PROFESSIONAL ENGINEER
KYLE HARDINE FRUHTY
C 95048
EXP. 09/30/25
CIVIL
STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY		
FIRM: PACIFIC CONSULTING GROUP, INC.		
ADDRESS: 2239 STATE AVE., #B COSTA MESA, CA 92627		
TELEPHONE: (818) 800-6991	FAX: ( )	
SIGNATURE	RCE	DATE

REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
1 PLANNING SUBMITTAL		8/13/24		
2 1ST RE-SUBMITTAL		10/17/24		
3 2ND RE-SUBMITTAL		12/18/24		
4 3RD RE-SUBMITTAL		3/25/25		
5 4TH RE-SUBMITTAL		5/28/25		
6				

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:

PUBLIC WORKS DIRECTOR DATE:

CITY ENGINEER DATE:

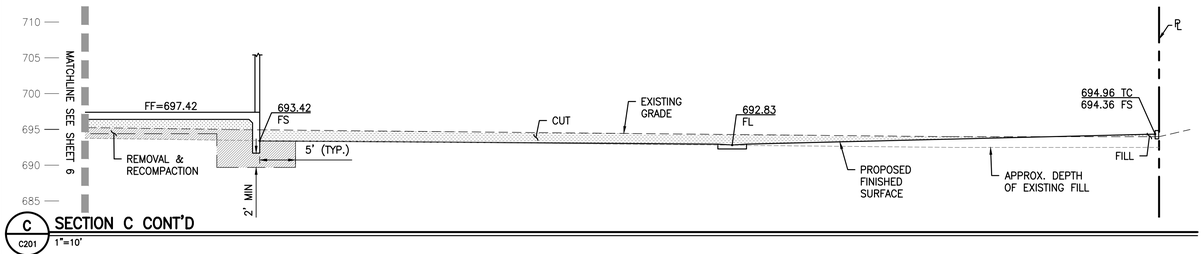
CITY OF CHINO ENGINEERING DIVISION

GATEWAY CHINO
5885 SCHAEFER AVE

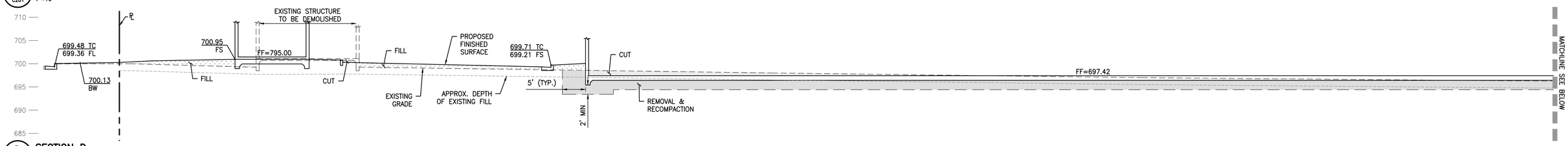
GRADING SECTIONS

PROJECT NO.

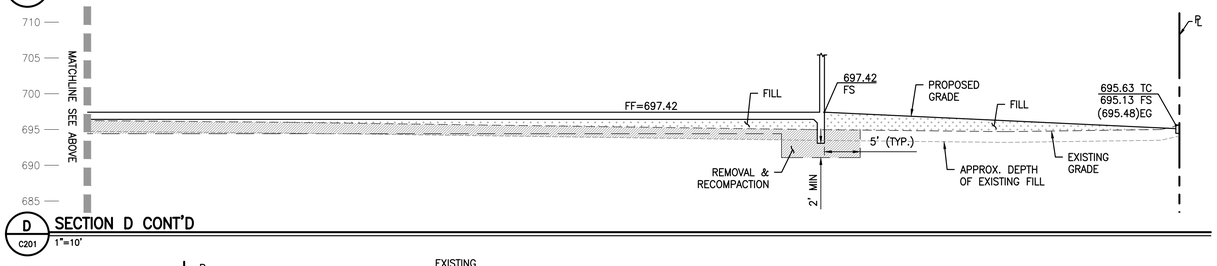
SHEET 6 OF 18
DRAWING NO.



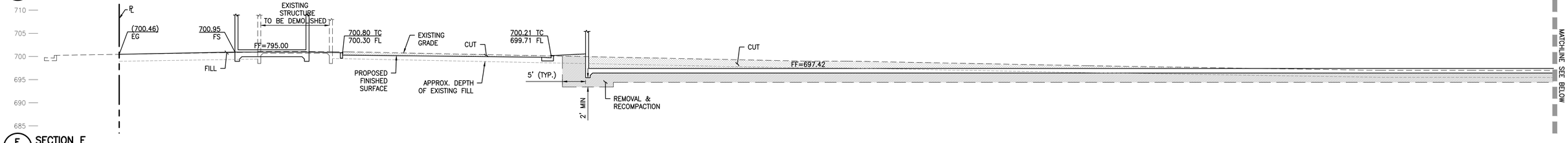
C C201 **SECTION C CONT'D**
1"=10'



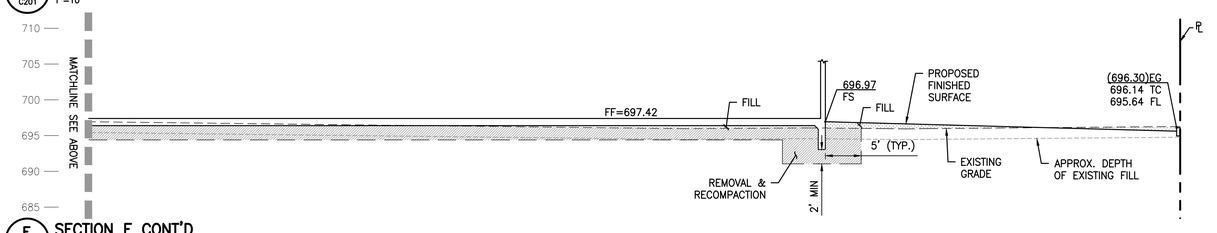
D C201 **SECTION D**
1"=10'



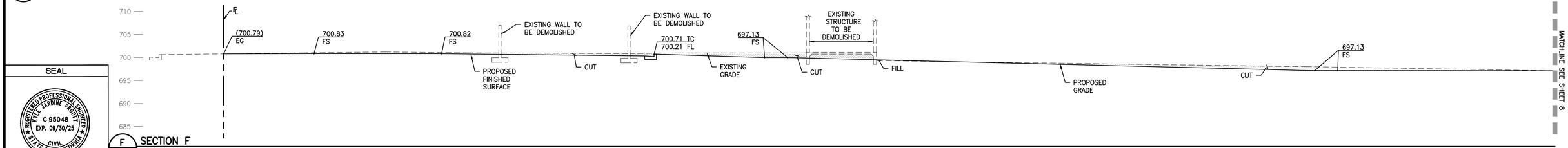
D C201 **SECTION D CONT'D**
1"=10'



E C201 **SECTION E**
1"=10'



E C201 **SECTION E CONT'D**
1"=10'



F C201 **SECTION F**
1"=10'

SEAL

REGISTERED PROFESSIONAL ENGINEER
LEE JARDINE PRUITT
C 95048
EXP. 09/30/25
CIVIL
STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B COSTA MESA, CA 92627	2 1ST RE-SUBMITTAL		10/17/24		
TELEPHONE: (818) 800-6991 FAX: ( )	3 2ND RE-SUBMITTAL		12/18/24		
SIGNATURE RCE DATE	4 3RD RE-SUBMITTAL		3/25/25		
	5 4TH RE-SUBMITTAL		5/28/25		
	6				

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

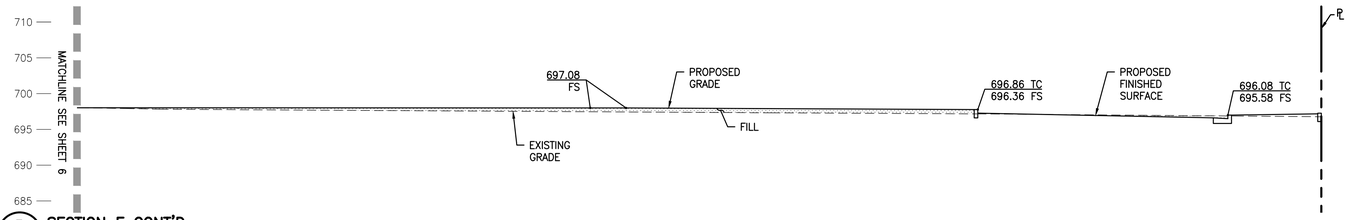
APPROVED BY:
PUBLIC WORKS DIRECTOR DATE:
CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

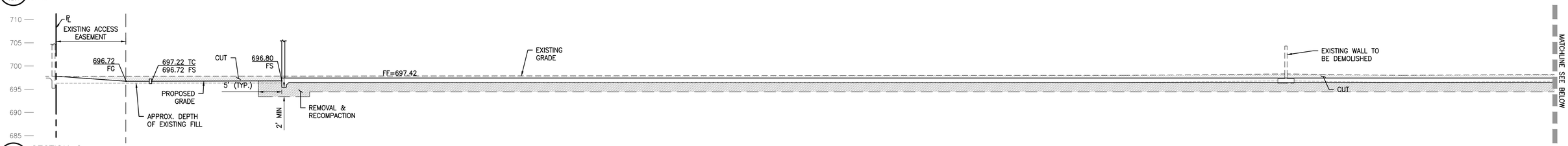
GATEWAY CHINO
5885 SCHAEFER AVE

GRADING SECTIONS CONT'D

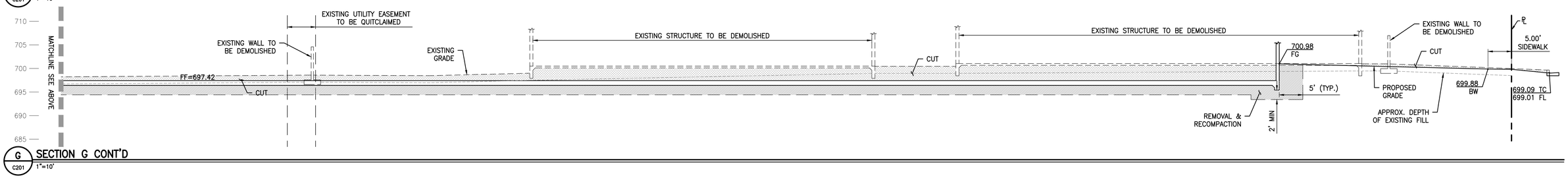
PROJECT NO.
SHEET 7 OF 18
DRAWING NO.



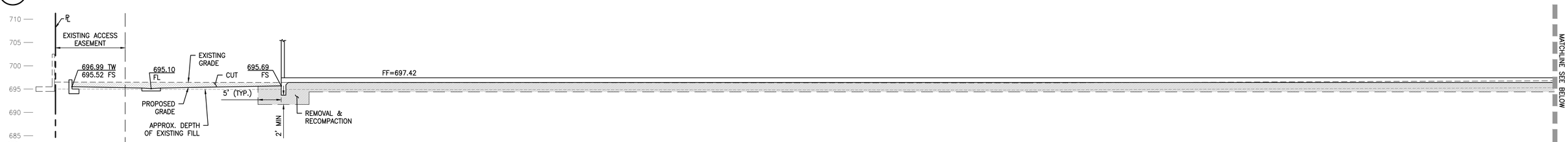
F C201 SECTION F CONT'D
1"=10'



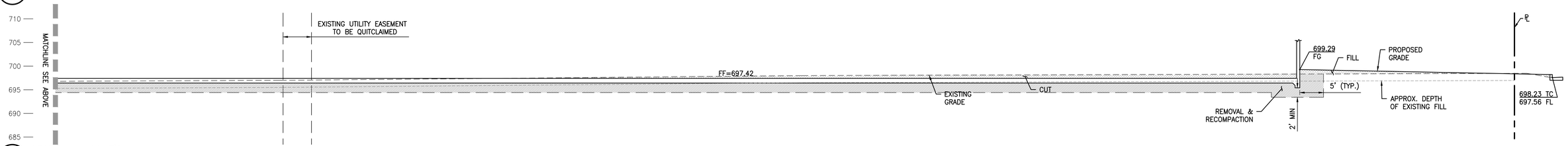
G C201 SECTION G
1"=10'



G C201 SECTION G CONT'D
1"=10'



H C201 SECTION H
1"=10'



H C201 SECTION H CONT'D
1"=10'

SEAL

REGISTERED PROFESSIONAL ENGINEER
KYLE HARDING PROUTY
C 95048
EXP. 09/30/25
CIVIL
STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B	2 1ST RE-SUBMITTAL		10/17/24		
COSTA MESA, CA 92627	3 2ND RE-SUBMITTAL		12/18/24		
TELEPHONE: (818) 800-6991 FAX: ( )	4 3RD RE-SUBMITTAL		3/25/25		
SIGNATURE RCE DATE	5 4TH RE-SUBMITTAL		5/28/25		

BENCH MARK DATA

NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:

PUBLIC WORKS DIRECTOR DATE:

CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

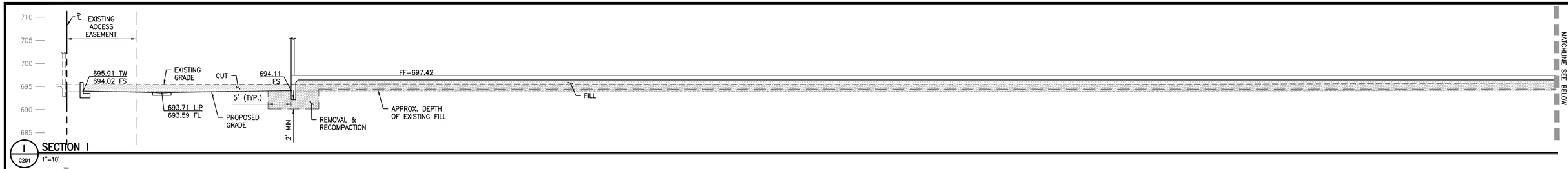
GATEWAY CHINO
5885 SCHAEFER AVE

GRADING SECTIONS CONT'D

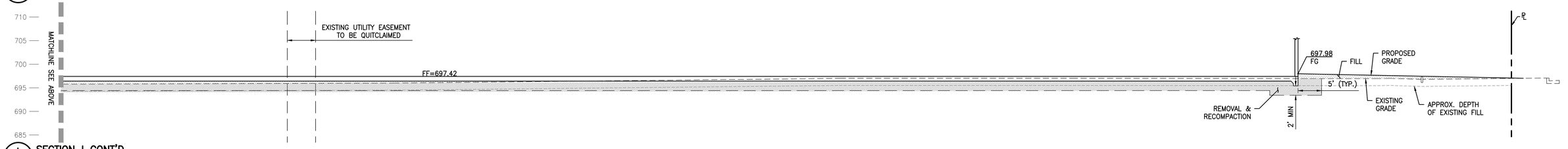
PROJECT NO.

SHEET 8 OF 18

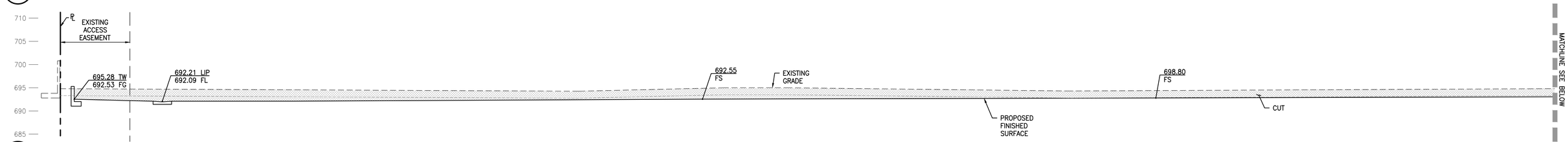
DRAWING NO.



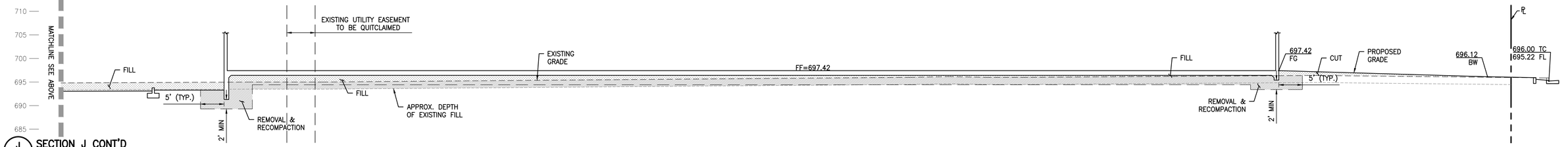
I C201 **SECTION I**
1"=10'



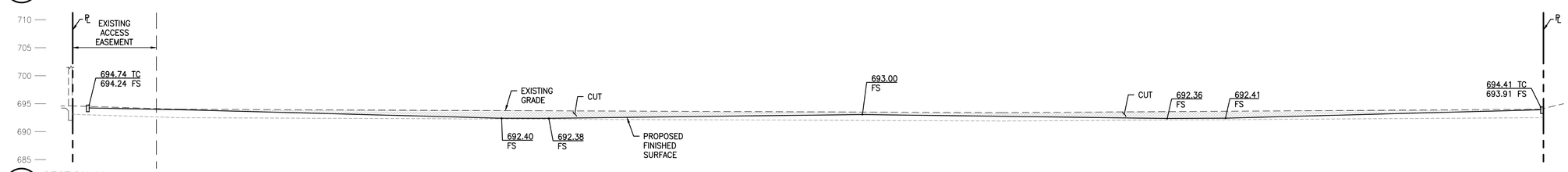
I C201 **SECTION I CONT'D**
1"=10'



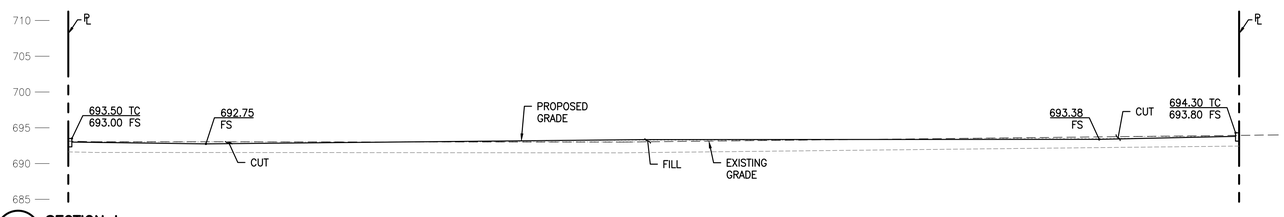
J C201 **SECTION J**
1"=10'



J C201 **SECTION J CONT'D**
1"=10'



K C201 **SECTION K**
1"=10'



L C201 **SECTION L**
1"=10'

SEAL

REGISTERED PROFESSIONAL ENGINEER
ALEJANDRO JARDINE PRUITT
C 95048
EXP. 09/30/25
CIVIL
STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY		
FIRM: PACIFIC CONSULTING GROUP, INC.		
ADDRESS: 2239 STATE AVE., #B COSTA MESA, CA 92627		
TELEPHONE: (818) 800-6991 FAX: ( )		
SIGNATURE	RCE	DATE

REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
△ PLANNING SUBMITTAL		8/13/24		
△ 1ST RE-SUBMITTAL		10/17/24		
△ 2ND RE-SUBMITTAL		12/18/24		
△ 3RD RE-SUBMITTAL		3/25/25		
△ 4TH RE-SUBMITTAL		5/28/25		
△				

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:

PUBLIC WORKS DIRECTOR DATE:

CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

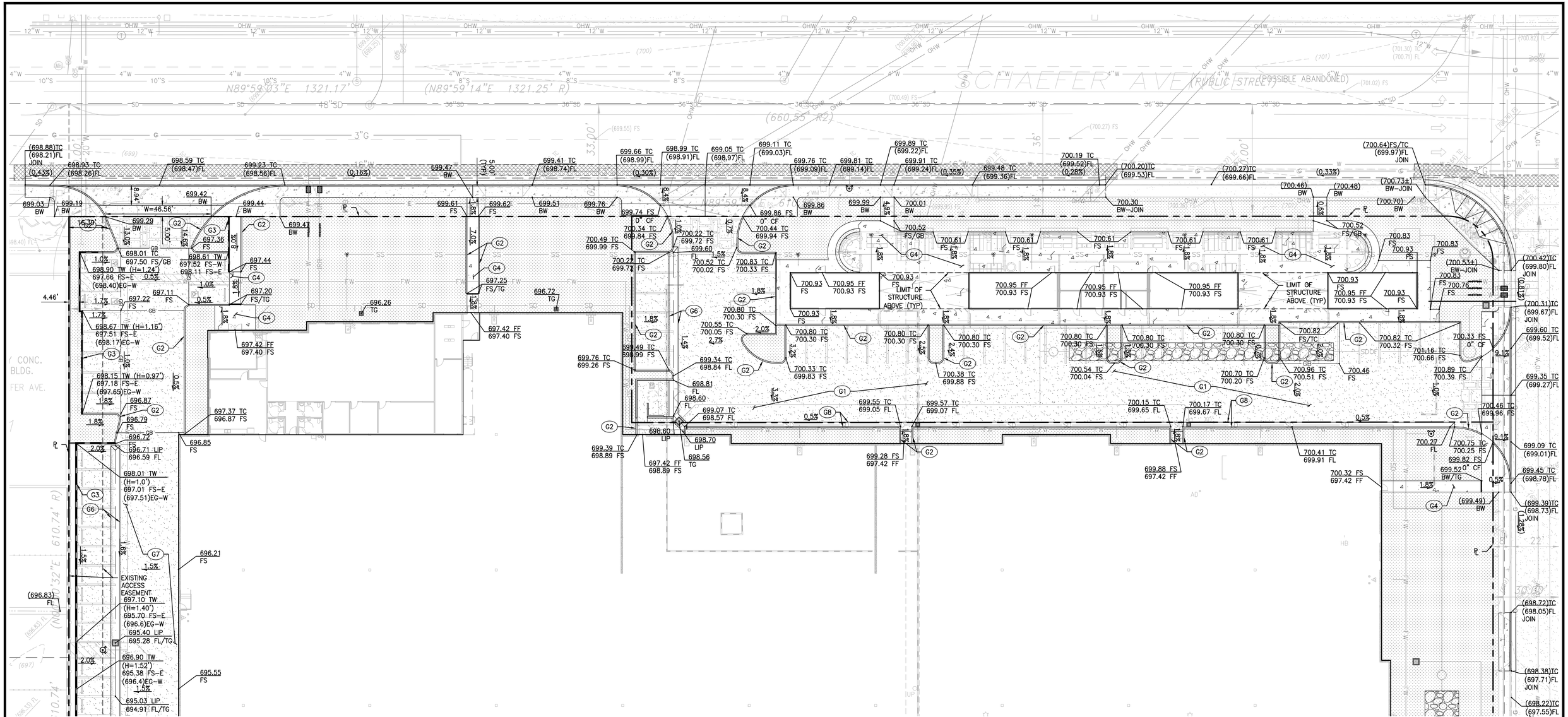
GATEWAY CHINO
5885 SCHAEFER AVE

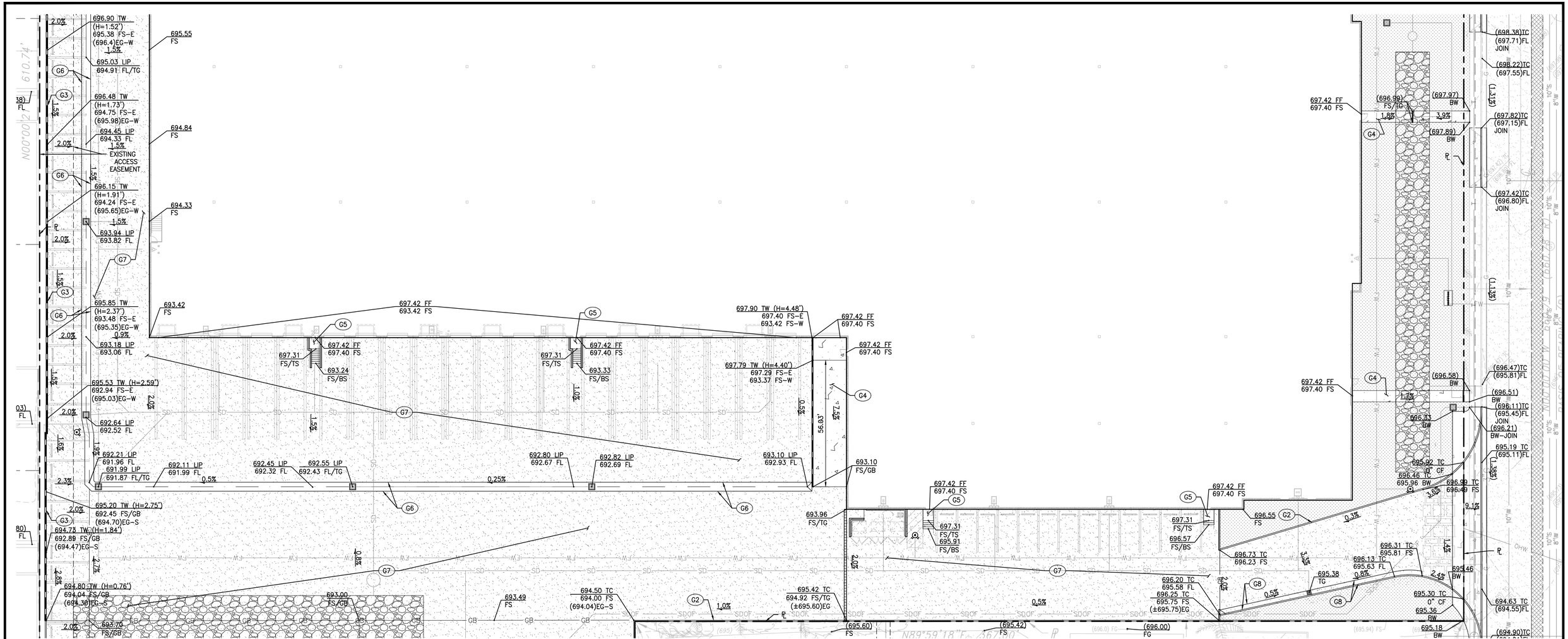
GRADING SECTIONS CONT'D

PROJECT NO.

SHEET 9 OF 18

DRAWING NO.


CHAEFER AVE (PUBLIC STREET) (POSSIBLE ABANDONED)
N89°59'03"E 1321.17'
(N89°59'14"E 1321.25' R)
(660.55' R2)
W=46.56'
LIMIT OF STRUCTURE ABOVE (TYP)
EXISTING ACCESS EASEMENT
CONC. BLDG.
FER AVE.
(698.88)TC (698.21)FL JOIN (0.43%)
698.93 TC (698.26)FL
698.59 TC (698.47)FL
699.23 TC (698.56)FL (0.16%)
699.47 BW
699.41 TC (698.74)FL
699.66 TC (698.99)FL (0.30%)
698.99 TC (698.91)FL
699.05 TC (698.97)FL
699.11 TC (699.03)FL
699.76 TC (699.09)FL
699.81 TC (699.14)FL
699.89 TC (699.22)FL
699.91 TC (699.24)FL (0.35%)
699.48 TC (699.36)FL
700.19 TC (699.52)FL (0.28%)
(700.20)TC (699.53)FL
(700.27)TC (699.66)FL
(700.64)FS/TC (699.97)FL JOIN
(0.33%)
(700.46) BW
(700.48) BW
(700.73±) BW-JOIN
(700.70) BW
699.03 BW
699.19 BW
699.42 BW
699.44 BW
699.61 FS
699.62 FS
699.51 BW
699.76 BW
699.74 FS
699.86 BW
699.99 BW
700.01 BW
700.30 BW-JOIN
700.52 FS/GB
700.83 FS
700.93 FS
(700.53±) BW-JOIN
(700.42)TC (699.80)FL JOIN
700.76 FS
(700.31)TC (699.67)FL JOIN
699.60 TC (699.52)FL
699.35 TC (699.27)FL
699.09 TC (699.01)FL
699.45 TC (698.78)FL
(699.39)TC (698.73)FL JOIN
(698.72)TC (698.05)FL JOIN
(698.38)TC (697.71)FL JOIN
(698.22)TC (697.55)FL
699.47 BW
699.29 BW
697.36 FS
698.01 TC 697.50 FS/GB
698.61 TW 697.52 FS-W 698.11 FS-E
698.90 TW (H=1.24') 697.66 FS-E (698.40)EG-W
697.44 FS
697.25 FS/TG
697.20 FS/TG
697.22 FS
697.11 FS
698.67 TW (H=1.16') 697.51 FS-E (698.17)EG-W
698.15 TW (H=0.97') 697.18 FS-E (697.65)EG-W
696.87 FS
696.79 FS
696.72 FS
696.71 LIP 696.59 FL
698.01 TW (H=1.0') 697.01 FS-E (697.51)EG-W
696.90 TW (H=1.52') 695.38 FS-E (696.4)EG-W
695.03 LIP 694.91 FL/TG
696.21 FS
695.55 FS
696.26 TG
696.72 TG
697.42 FF 697.40 FS
697.37 TC 696.87 FS
696.85 FS
699.76 TC 699.26 FS
699.49 TC 698.99 FS
699.34 TC 698.84 FL
698.81 FL
698.60 FL
699.07 TC 698.57 FL
698.60 LIP
698.70 LIP
698.56 TG
699.39 TC 698.89 FS
697.42 FF 698.89 FS
699.28 FS 697.42 FF
699.55 TC 699.05 FL
699.57 TC 699.07 FL
699.88 FS 697.42 FF
700.15 TC 699.65 FL
700.17 TC 699.67 FL
700.41 TC 699.91 FL
700.32 FS 697.42 FF
700.22 TC 699.72 FS
700.34 TC 699.84 FS
700.49 TC 699.99 FS
700.22 TC 699.72 FS
699.60 FL
700.52 TC 700.02 FS
700.83 TC 700.33 FS
700.22 TC 699.72 FS
700.44 TC 699.94 FS
699.86 FS
0" CF
700.55 TC 700.05 FS
700.80 TC 700.30 FS
700.33 TC 699.83 FS
700.38 TC 699.88 FS
700.54 TC 700.04 FS
700.70 TC 700.20 FS
700.96 TC 700.51 FS
700.46 FS
700.82 FS/TC
700.82 TC 700.32 FS
701.16 TC 700.66 FS
700.89 TC 700.39 FS
700.46 TC 699.96 FS
700.27 FL
700.75 TC 700.25 FS
699.82 FS
699.52 0" CF BW/TG
700.93 FS
700.95 FF 700.93 FS
699.49 FS
699.99 FS
699.93 FS
699.95 FF 700.93 FS
699.93 FS
699.95 FF 700.93 FS
699.93 FS
699.95 FF 700.93



LEGEND

- LANDSCAPE AREA BY OTHERS
- PEDESTRIAN PERMEABLE PAVERS BY OTHERS
- VEHICULAR CONCRETE PAVING
- PEDESTRIAN CONCRETE PAVING
- RETAINING WALL
- PROPERTY LINE
- GB — GRADE BREAK
- R — RIDGE LINE
- FLOW LINE
- CATCH BASIN
- AREA DRAIN

CONTRUCTION NOTES

(G1) INSTALL PERMEABLE PAVER WALKWAY. DETAIL AND SPECIFICATION BY OTHERS.

(G2) INSTALL CONCRETE CURB PER DETAIL **3**, SHEET **13**. HEIGHT PER PLAN.

(G3) RETAINING WALL BY OTHERS. SEE DETAIL **1**, SHEET **13** FOR SUBDRAINAGE DETAIL.

(G4) INSTALL PEDESTRIAN CONCRETE PAVING PER DETAIL **2**, SHEET **13**.

(G5) STAIRS BY OTHERS.

(G6) RIBBON GUTTER SEE SHEET 15.

(G7) INSTALL VEHICULAR CONCRETE PAVING PER DETAIL **4**, SHEET **13**.

(G8) INSTALL CURB AND GUTTER PER DETAIL **5**, SHEET **13**.

NOTES

1. SEE SLAB PLAN FOR SLAB SLOPES AND ELEVATIONS. SLAB ELEVATIONS AND SLOPES NOTED FOR REFERENCE ONLY HEREON.
2. REMOVAL AND RECOMPACTION SHALL BE PERFORMED TO THE RECOMMENDATIONS NOTED IN THE PROJECT GEOTECHNICAL REPORT.
3. SEE STRUCTURAL PLANS FOR RETAINING WALL DETAILS.
4. ELEVATIONS SHOWN HEREON ARE BASED UPON SURVEY INFORMATION FROM SURVEY DATED MAY 13, 2020 BY JOSEPH C. TRUXSAW & ASSOCIATES, INC. ANY DISCREPANCIES SHOWN HEREON SHALL BE PROVIDED TO THE ENGINEER OF RECORD PRIOR TO CONSTRUCTION.
5. THE SOILS ENGINEER IS TO APPROVE THE KEY OR BOTTOM AND LEAVE A CERTIFICATE ON THE SITE FOR THE GRADING INSPECTOR. THE GRADING INSPECTOR IS TO BE NOTIFIED BEFORE ANY GRADING BEGINS AND, FOR BOTTOM INSPECTION, BEFORE FILL IS PLACED. FILL MAY NOT BE PLACED WITHOUT APPROVAL OF THE GRADING INSPECTOR.
6. IMPROVEMENTS WITHIN PUBLIC RIGHT OF WAY ARE SHOWN FOR REFERENCE ONLY. CONSTRUCTION SHALL BE PERFORMED PER SEPARATE PERMIT.

ENGINEER'S NOTICE TO CONTRACTOR

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIBAILITY, REALL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

UNDERGROUND UTILITIES & STRUCTURES

THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITY PLANS OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS AND MAY NOT REFLECT ALL EXISTING UTILITIES. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONS OF THE RECORDED UTILITIES AS WELL AS ANY NOT SHOWN AND SHALL CONFIRM ALL ALIGNMENTS AND GRADES BY FIELD INVESTIGATIONS. THE CONTRACTOR IS REQUIRED TO TAKE ALL PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES SHOWN, AND IS RESPONSIBLE FOR THE PROTECTION OF, AND ANY DAMAGE TO THESE LINES OR STRUCTURES.

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

0 10' 20'
SCALE: 1"=20'

SEAL

REGISTERED PROFESSIONAL ENGINEER
KYLE HARDINE PRUITT
C 95048
EXP. 09/30/25
CIVIL
STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B	1ST RE-SUBMITTAL		10/17/24		
COSTA MESA, CA 92627	2ND RE-SUBMITTAL		12/18/24		
TELEPHONE: (818) 800-6991 FAX: ( )	3RD RE-SUBMITTAL		3/25/25		
SIGNATURE RCE DATE	4TH RE-SUBMITTAL		5/28/25		
	5				

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

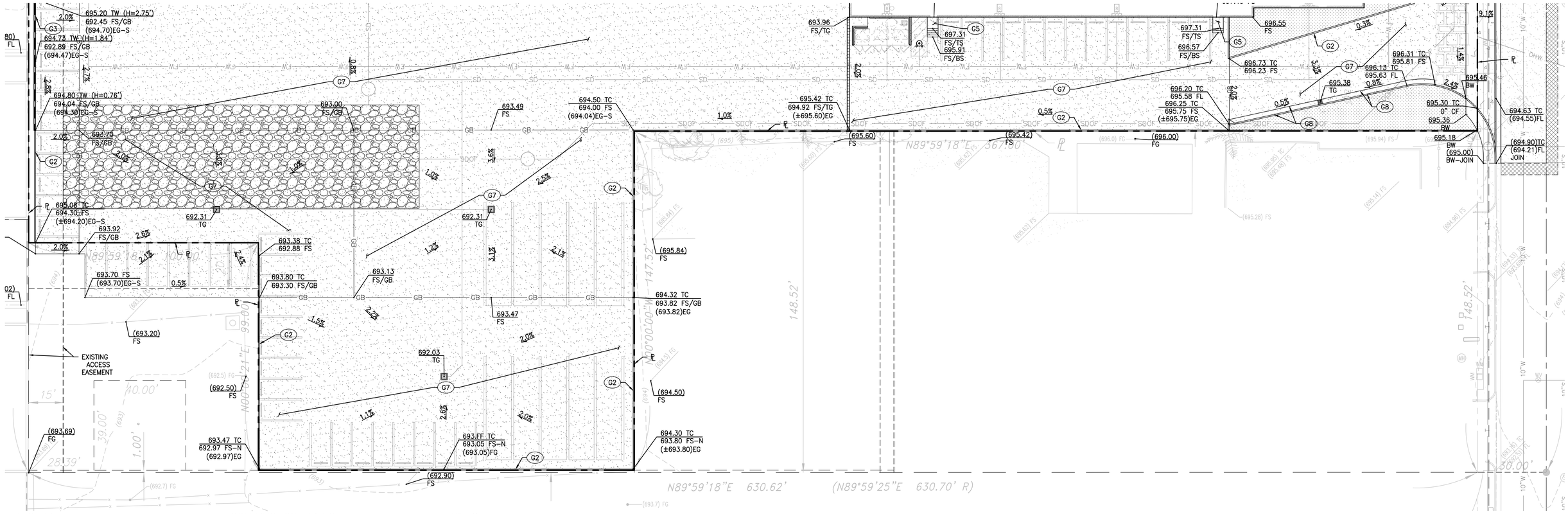
APPROVED BY:
PUBLIC WORKS DIRECTOR DATE:
CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

GATEWAY CHINO
5885 SCHAEFER AVE

PRECISE GRADING PLAN CONT'D

PROJECT NO.
SHEET 11 OF 18
DRAWING NO.



LEGEND

- LANDSCAPE AREA BY OTHERS
- PEDESTRIAN PERMEABLE PAVERS BY OTHERS
- VEHICULAR CONCRETE PAVING
- PEDESTRIAN CONCRETE PAVING
- RETAINING WALL
- PROPERTY LINE
- GB — GRADE BREAK
- R — RIDGE LINE
- FLOW LINE
- CATCH BASIN
- AREA DRAIN

CONTRUCTION NOTES

(G1) INSTALL PERMEABLE PAVER WALKWAY. DETAIL AND SPECIFICATION BY OTHERS.

(G2) INSTALL CONCRETE CURB PER DETAIL **3**, SHEET **13**. HEIGHT PER PLAN.

(G3) RETAINING WALL BY OTHERS. SEE DETAIL **1**, SHEET **13** FOR SUBDRAINAGE DETAIL.

(G4) INSTALL PEDESTRIAN CONCRETE PAVING PER DETAIL **2**, SHEET **13**.

(G5) STAIRS BY OTHERS.

(G6) RIBBON GUTTER SEE SHEET 15.

(G7) INSTALL VEHICULAR CONCRETE PAVING PER DETAIL **4**, SHEET **13**.

(G8) INSTALL CURB AND GUTTER PER DETAIL **5**, SHEET **13**.

NOTES

1. SEE SLAB PLAN FOR SLAB SLOPES AND ELEVATIONS. SLAB ELEVATIONS AND SLOPES NOTED FOR REFERENCE ONLY HEREON.
2. REMOVAL AND RECOMPACTION SHALL BE PERFORMED TO THE RECOMMENDATIONS NOTED IN THE PROJECT GEOTECHNICAL REPORT.
3. SEE STRUCTURAL PLANS FOR RETAINING WALL DETAILS.
4. ELEVATIONS SHOWN HEREON ARE BASED UPON SURVEY INFORMATION FROM SURVEY DATED MAY 13, 2020 BY JOSEPH C. TRUXSAW & ASSOCIATES, INC. ANY DISCREPANCIES SHOWN HEREON SHALL BE PROVIDED TO THE ENGINEER OF RECORD PRIOR TO CONSTRUCTION.
5. THE SOILS ENGINEER IS TO APPROVE THE KEY OR BOTTOM AND LEAVE A CERTIFICATE ON THE SITE FOR THE GRADING INSPECTOR. THE GRADING INSPECTOR IS TO BE NOTIFIED BEFORE ANY GRADING BEGINS AND, FOR BOTTOM INSPECTION, BEFORE FILL IS PLACED. FILL MAY NOT BE PLACED WITHOUT APPROVAL OF THE GRADING INSPECTOR.
6. IMPROVEMENTS WITHIN PUBLIC RIGHT OF WAY ARE SHOWN FOR REFERENCE ONLY. CONSTRUCTION SHALL BE PERFORMED PER SEPARATE PERMIT.

N

0 10' 20'

SCALE: 1"=20'

ENGINEER'S NOTICE TO CONTRACTOR

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIBAILITY, REALL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

UNDERGROUND UTILITIES & STRUCTURES

THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITY PLANS OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS AND MAY NOT REFLECT ALL EXISTING UTILITIES. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONS OF THE RECORDED UTILITIES AS WELL AS ANY NOT SHOWN AND SHALL CONFIRM ALL ALIGNMENTS AND GRADES BY FIELD INVESTIGATIONS. THE CONTRACTOR IS REQUIRED TO TAKE ALL PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES SHOWN, AND IS RESPONSIBLE FOR THE PROTECTION OF, AND ANY DAMAGE TO THESE LINES OR STRUCTURES.

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

SEAL

REGISTERED PROFESSIONAL ENGINEER · KYLE HARDINE FROMYET · C 95048 · EXP. 09/30/25 · CIVIL · STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B COSTA MESA, CA 92627	2 1ST RE-SUBMITTAL		10/17/24		
TELEPHONE: (818) 800-6991 FAX: ( )	3 2ND RE-SUBMITTAL		12/18/24		
SIGNATURE RCE DATE	4 3RD RE-SUBMITTAL		3/25/25		
	5 4TH RE-SUBMITTAL		5/28/25		
	6				

BENCH MARK DATA

NO. 137/57 ELEV. 697.5040 FT

LOCATION:

FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:

PUBLIC WORKS DIRECTOR DATE:

CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

GATEWAY CHINO

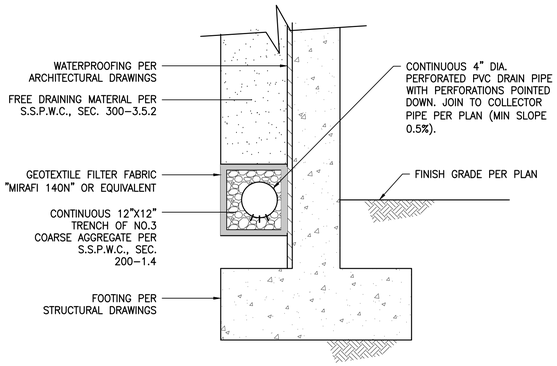
5885 SCHAEFER AVE

PRECISE GRADING PLAN CONT'D

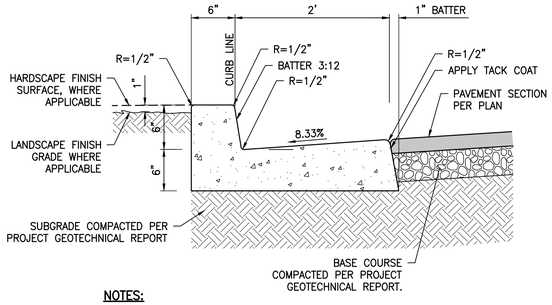
PROJECT NO.

SHEET 12 OF 18

DRAWING NO.



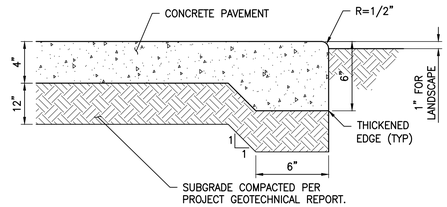
1 FOUNDATION WALL SUBDRAINAGE DETAIL
13 N.T.S.



NOTES:

1. ISOLATION JOINTS SHALL BE PLACED ONLY AS SPECIFIED.
2. CONTROL JOINTS CONSISTING OF 1" DEEP SCORES SHALL BE PLACED AT 10' INTERVALS O.C.
3. WHERE A WALK IS ADJACENT TO THE CURB THE JOINTS SHALL ALIGN WITH JOINTS IN THE WALK.

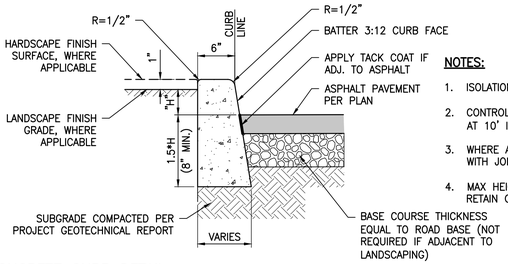
5 CURB AND GUTTER TYPICAL DETAIL
13 N.T.S.



NOTES:

1. ALL TREAD SURFACES SHALL BE SLIP-RESISTANT.
2. REFER TO ARCHITECTURAL DRAWINGS FOR COLOR, PATTERN, TEXTURE, AND FINISH.
3. REFER TO GEOTECHNICAL REPORT FOR PAVING RECOMMENDATIONS.

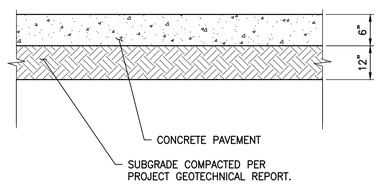
2 PEDESTRIAN CONCRETE PAVING DETAIL
13 N.T.S.



NOTES:

1. ISOLATION JOINTS SHALL BE PLACED ONLY AS SPECIFIED.
2. CONTROL JOINTS CONSISTING OF 1" DEEP SCORES SHALL BE PLACED AT 10' INTERVALS O.C.
3. WHERE A WALK IS ADJACENT TO THE CURB, THE JOINTS SHALL ALIGN WITH JOINTS IN THE WALK.
4. MAX HEIGHT "H"=10". THIS DETAIL IS NOT APPLICABLE TO LARGER RETAIN CONDITIONS.

3 CONCRETE CURB DETAIL
13 N.T.S.



NOTES:

1. PAVEMENT SECTIONS ARE BASED ON RECOMMENDATIONS FROM THE PROJECT GEOTECHNICAL REPORT.
2. REFER TO ARCHITECTURAL PLANS FOR CONCRETE COLOR, PATTERN, TEXTURE, AND FINISH.
3. THICKNESS AND DEPTH PER PROJECT GEOTECHNICAL REPORT.

4 VEHICULAR CONCRETE PAVING DETAIL
13 N.T.S.

SEAL

REGISTERED PROFESSIONAL ENGINEER · KYLE HARDING PROUTY · C 95048 EXP. 09/30/25 · CIVIL · STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B COSTA MESA, CA 92627	2 1ST RE-SUBMITTAL		10/17/24		
TELEPHONE: (818) 800-6991 FAX: ( )	3 2ND RE-SUBMITTAL		12/18/24		
SIGNATURE RCE DATE	4 3RD RE-SUBMITTAL		3/25/25		
	5 4TH RE-SUBMITTAL		5/28/25		

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:
PUBLIC WORKS DIRECTOR DATE:
CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION
GATEWAY CHINO
5885 SCHAEFER AVE
GRADING DETAILS

PROJECT NO.
SHEET 13 OF 18
DRAWING NO.

LEGEND

- LANDSCAPE AREA BY OTHERS
- PEDESTRIAN PERMEABLE PAVERS BY OTHERS
- VEHICULAR CONCRETE PAVING
- PEDESTRIAN CONCRETE PAVING
- RETAINING WALL
- PROPERTY LINE
- GB — GRADE BREAK
- R — RIDGE LINE
- FLOW LINE
- CATCH BASIN
- AREA DRAIN
- SUB–HYDROLOGY AREA BOUNDARIES
- X — SUB AREA ID
- X.XX — SUB–HYDROLOGY AREA IN ACRES

CONTRUCTION NOTES

(SD1) CONNECT TO PROPOSED DOWNSPOUT BELOW GRADE. SEE ARCHITECTURAL PLANS FOR CONTINUATION.

(SD2) INSTALL PVC STORM DRAIN PIPE. SIZE TO BE CONFIRMED. (MIN SLOPE = 0.5%)

(SD3) INSTALL PRECAST CONCRETE CATCH BASIN.

(SD4) INSTALL 4' RIBBON GUTTER PER DETAIL **3**, SHEET **16**.

(SD5) INSTALL BELOW GRADE INFILTRATION TRENCH PER DETAIL **2**, SHEET **16**.

(SD6) INSTALL CURB OUTLET PER APWA STD PLAN 151–3. SIZE TO BE CONFIRMED.

(SD7) INSTALL CONTECH CDS PRETREATMENT DEVICE PER DETAIL **1**, SHEET **16**.

(SD8) INSTALL 4" TRENCH DRAIN BY ACO OR APPROVED EQUAL.

(SD9) INSTALL BUBBLER BOX PER DETAIL **4**, SHEET **16**.

(SD10) INSTALL SUMP PUMP.

(SD11) INSTALL 6" TRENCH DRAIN BY ACO OR APPROVED EQUAL.

BMP NOTES

1. ANY CHANGES (TYPE, SIZE, LOCATION) TO APPROVED STORMWATER BEST MANAGEMENT PRACTICE(S) (BMPs) MUST OBTAIN WRITTEN APPROVAL FROM RANCHO CUCAMONGA PRIOR, TO CONSTRUCTION OF BMP(s).
2. ALL ON–SITE STORM DRAIN PIPES SHOWN HEREON SHALL BE WATER–TIGHT.
3. ALL DOWNSPOUTS TO DRAIN TO PROPOSED BMPS. SEE PLUMBING PLANS.

ENGINEER'S NOTICE TO CONTRACTOR

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIBAILTY, REALL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

UNDERGROUND UTILITIES & STRUCTURES

THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITY PLANS OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS AND MAY NOT REFLECT ALL EXISTING UTILITIES. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONS OF THE RECORDED UTILITIES AS WELL AS ANY NOT SHOWN AND SHALL CONFIRM ALL ALIGNMENTS AND GRADES BY FIELD INVESTIGATIONS. THE CONTRACTOR IS REQUIRED TO TAKE ALL PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES SHOWN, AND IS RESPONSIBLE FOR THE PROTECTION OF, AND ANY DAMAGE TO THESE LINES OR STRUCTURES.

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

EXISTING CONDITIONS	
AREA	QUANTITIES
TOTAL SITE AREA (S.F.)	320,382
IMPERVIOUS AREA (S.F.)	96,691
PERVIOUS AREA (S.F.)	223,691
PERCENT IMPERVIOUS	30%

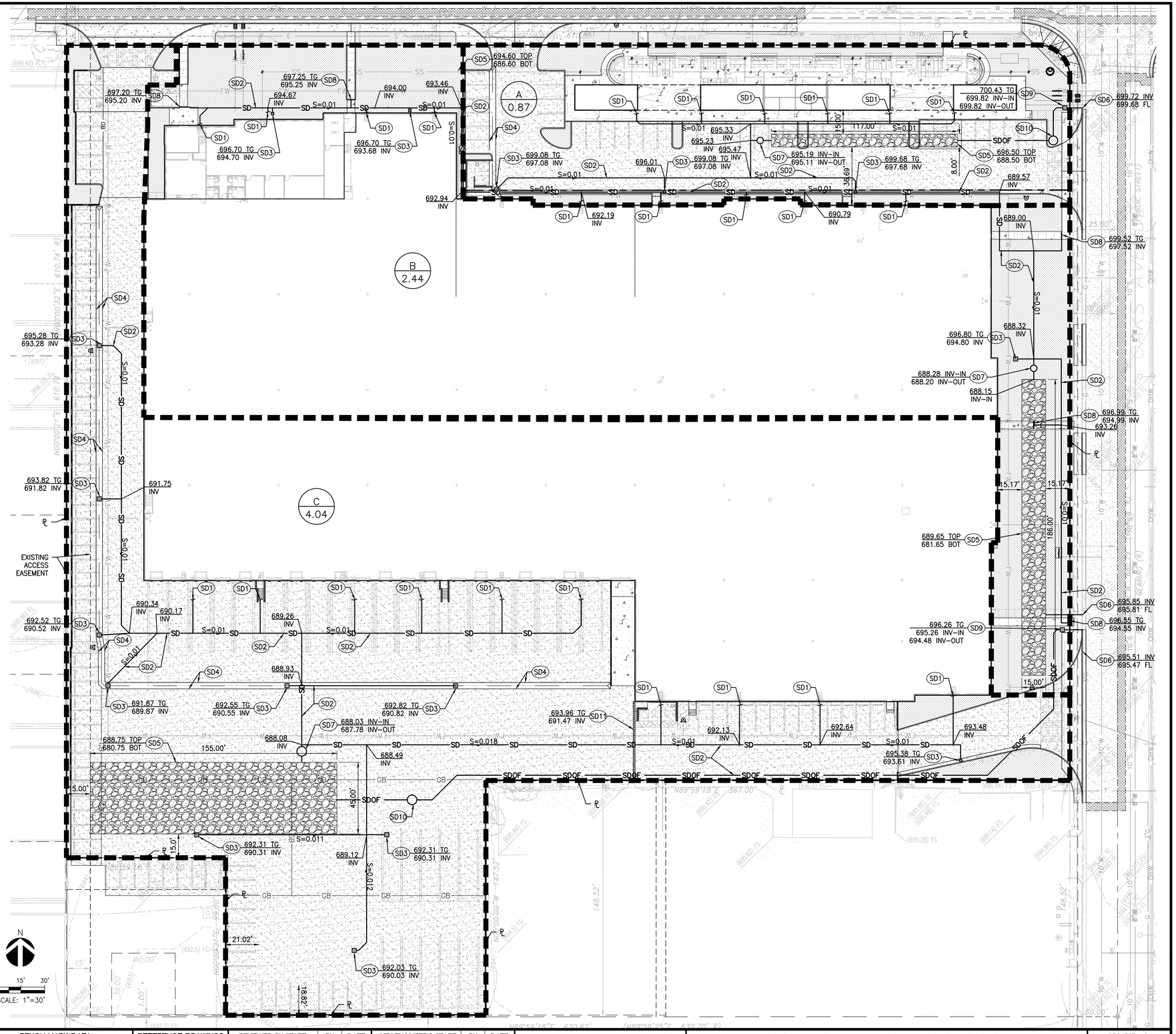
WQMP SUMMARY				
DRAINAGE MANAGEMENT AREA	A	B	C	TOTAL
TOTAL DEVELOPMENT AREA (S.F.)				320,382
DISTURBED PROJECT AREA (S.F.)	37,935	106,270	176,177	320,382
PROPOSED IMPERVIOUS AREA (S.F.)	28,628	83,195	171,992	283,815
PROPOSED IMPERVIOUS PERCENTAGE	75%	78%	98%	89%
PROPOSED BUILDINGS (S.F.)	3,160	81,773	71,776	156,709
PROPOSED PAVING/HARDSCAPE (S.F.)	25,468	1,422	100,216	139,906
PROPOSED PERVIOUS AREA (S.F.)	9,307	23,075	4,185	36,567
DCV (C.F.)	2,993	8,887	21,906	33,786
REQUIRED INFILTRATION AREA (S.F.)	935	2,777	6,846	10,400
INFILTRATION TRENCH AREA PROVIDED (S.F.)	936	2,790	6,975	10,701

STORM WATER QUALITY SUMMARY		
SUB–HYDROLOGY AREA	TRIBUTARY AREA (AC)	PROPOSED BMP
A	0.87	BMP1
B	2.44	BMP2
C	4.04	BMP3
TOTAL	7.35	

SEAL

REGISTERED PROFESSIONAL ENGINEER — KYLE JARDINE PRUITT — C 95048 EXP. 09/30/25 — CIVIL — STATE OF CALIFORNIA

SIGN DATE 06/05/2025



N

0 15' 30'

SCALE: 1"=30'

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B	1ST RE–SUBMITTAL		10/17/24		
COSTA MESA, CA 92627	2ND RE–SUBMITTAL		12/18/24		
TELEPHONE: (818) 800–6991 FAX: ( )	3RD RE–SUBMITTAL		3/25/25		
	4TH RE–SUBMITTAL		5/28/25		
SIGNATURE RCE DATE					

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:

PUBLIC WORKS DIRECTOR DATE:

CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

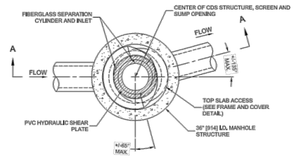
GATEWAY CHINO
5885 SCHAEFER AVE

DRAINAGE PLAN

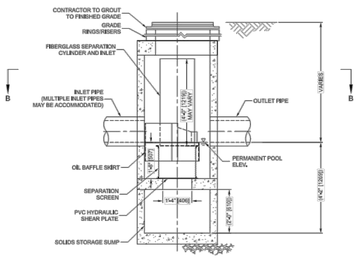
PROJECT NO.

SHEET 14 OF 18

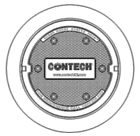
DRAWING NO.



PLAN VIEW B-B
N.T.S.



ELEVATION A-A
N.T.S.



FRAME AND COVER
(DIAMETER VARIES)
N.T.S.

CDS1515-3-C DESIGN NOTES

CDS1515-3-C RATED TREATMENT CAPACITY IS 5.00 [14.14 L/s] CFS, OR PER LOCAL REGULATIONS. MAXIMUM HYDRAULIC INTERNAL BYPV
85.0.0 [170 L/s] CFS. IF THE SITE CONDITIONS EXCEED 5.0 [170 L/s] CFS, AN UPSTREAM BYPASS STRUCTURE IS REQUIRED.

THE STANDARD CDS1515-3-C CONFIGURATION IS SHOWN.

SITE SPECIFIC DATA REQUIREME

STRUCTURE ID	
WATER QUALITY FLOW RATE (CFS OR L/s	
PEAK FLOW RATE (CFS OR L/s)	
RETURN PERIOD OF PEAK FLOW (YRS)	
SCREEN APERTURE (2400 OR 4700)	

PIPE DATA:	I.E.	MATERIAL
INLET PIPE 1	*	*
INLET PIPE 2	*	*
OUTLET PIPE	*	*

RIM ELEVATION	
ANTI-FLOTATION BALLAST	WIDTH
NOTES/SPECIAL REQUIREMENTS:	*

* PER ENGINEER OF RECORD

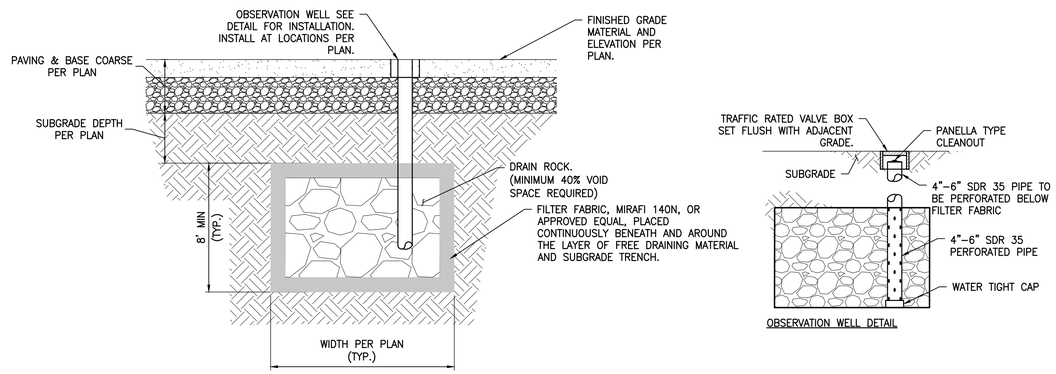
GENERAL NOTES
1. CONTECH TO PROVIDE ALL MATERIALS UNLESS NOTED OTHERWISE.
2. FOR SITE SPECIFIC DRAWINGS WITH DETAILED STRUCTURE DIMENSIONS AND WEIGHT, PLEASE CONTACT YOUR CONTECH ENGINE SOLUTIONS LLC REPRESENTATIVE. www.ContechES.com
3. CDS WATER QUALITY STRUCTURE SHALL BE IN ACCORDANCE WITH ALL DESIGN DATA AND INFORMATION CONTAINED IN THIS DRAW CONTRACTOR TO CONFIRM STRUCTURE MEETS REQUIREMENTS OF PROJECT.
4. STRUCTURE SHALL MEET AASHTO HS20 LOAD RATING, ASSUMING EARTH COVER OF 0'-2', AND GROUNDWATER ELEVATION AT, OR THE OUTLET PIPE INVERT ELEVATION, ENGINEER OF RECORD TO CONFIRM ACTUAL GROUNDWATER ELEVATION. CASTINGS SHALL AASHTO M306 AND BE CAST WITH THE CONTECH LOGO.
5. IF REQUIRED, PVC HYDRAULIC SHEAR PLATE IS PLACED ON SHELF AT BOTTOM OF SCREEN CYLINDER. REMOVE AND REPLACE AS NECESSARY DURING MAINTENANCE CLEANING.
6. CDS STRUCTURE SHALL BE PRECAST CONCRETE CONFORMING TO ASTM C-478 AND AASHTO LOAD FACTOR DESIGN METHOD.

INSTALLATION NOTES
A. ANY FLOTATION, BACKFILL DEPTH, AND/OR ANTI-FLOTATION PROVISIONS ARE SITE-SPECIFIC DESIGN CONSIDERATIONS AND SHALL SPECIFIED BY ENGINEER OF RECORD.
B. CONTRACTOR TO PROVIDE EQUIPMENT WITH SUFFICIENT LIFTING AND REACH CAPACITY TO LIFT AND SET THE CDS MANHOLE ST
C. CONTRACTOR TO INSTALL JOINT SEALANT BETWEEN ALL STRUCTURE SECTIONS AND ASSEMBLE STRUCTURE.
D. CONTRACTOR TO PROVIDE, INSTALL, AND GROUT INLET AND OUTLET PIPE(S), MATCH PIPE INVERTS WITH ELEVATIONS SHOWN, CENTERLINES TO MATCH PIPE OPENING CENTERLINES.
E. CONTRACTOR TO TAKE APPROPRIATE MEASURES TO ASSURE UNIT IS WATER TIGHT, HOLDING WATER TO FLOWLINE (INVERT MIN SUGGESTED THAT ALL JOINTS BELOW PIPE INVERTS ARE GROUTED.

CONTECH ENGINEERED SOLUTIONS LLC
www.contechES.com
9025 Centre Pointe Dr., Suite 400, West Chester, OH 45069
800-338-1122 513-645-7000 513-645-7993 FAX

CDS1515-3-C
ONLINE CDS
STANDARD DETAIL

1 CONTECH CDS TYPICAL DETAIL
16 N.T.S.

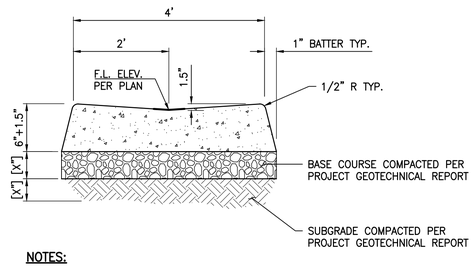


OBSERVATION WELL DETAIL

NOTES:

1. PROPOSED INFILTRATION SYSTEMS SHOULD BE LOCATED AT LEAST 25' AWAY FROM ANY STRUCTURES INCLUDING RETAINING WALLS PER PROJECT INFILTRATION REPORT. REFER TO SECTION 18.19 AND SUBSECTIONS OF THE PROJECT GEOTECHNICAL REPORT PREPARED BY GEOCON WEST INC. DATED SPETEMBER 15, 2021 FOR ALL INFILTRATION REQUIREMENTS.

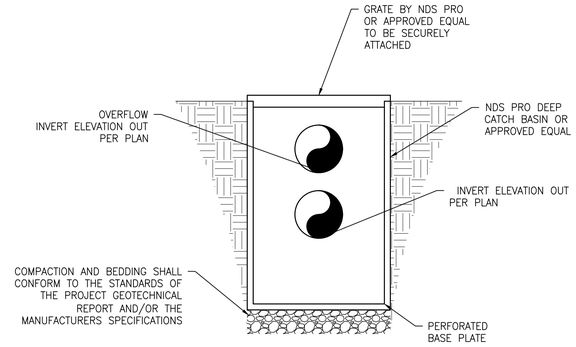
2 INFILTRATION TRENCH TYPICAL DETAIL
16 N.T.S.



NOTES:

1. ISOLATION JOINTS SHALL BE PLACED ONLY AS SPECIFIED.
2. CONTROL JOINTS CONSISTING OF 1" DEEP SCORES SHALL BE PLACED AT 10' INTERVALS O.C.

3 RIBBON GUTTER TYPICAL DETAIL
16 N.T.S.



4 BUBBLER BOX TYPICAL DETAIL
16 N.T.S.

SEAL

REGISTERED PROFESSIONAL ENGINEER
KYLE HARDINE FRUHTY
C 95048
EXP. 09/30/25
CIVIL
STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B	2 1ST RE-SUBMITTAL		10/17/24		
COSTA MESA, CA 92627	3 2ND RE-SUBMITTAL		12/18/24		
TELEPHONE: (818) 800-6991 FAX: ( )	4 3RD RE-SUBMITTAL		3/25/25		
SIGNATURE RCE DATE	5 4TH RE-SUBMITTAL		5/28/25		
	6				

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:
PUBLIC WORKS DIRECTOR DATE:
CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION
GATEWAY CHINO
5885 SCHAEFER AVE
DRAINAGE DETAILS

PROJECT NO.
SHEET 15 OF 18
DRAWING NO.

LEGEND

- LANDSCAPE AREA BY OTHERS
- PEDESTRIAN PERMEABLE PAVERS BY OTHERS
- VEHICULAR CONCRETE PAVING
- PEDESTRIAN CONCRETE PAVING
- RETAINING WALL
- PROPERTY LINE
- GB — GRADE BREAK
- R — RIDGE LINE
- FLOW LINE
- FW — FIRE WATER PIPE
- IRR — IRRIGATION WATER PIPE
- SS — SANITARY SEWER PIPE
- SD — STORM DRAIN PIPE (SEE SHEET 14)
- W — WATER PIPE
- CATCH BASIN
- AREA DRAIN
- POINT OF CONNECTION
- POINT OF CONNECTION TO BUILDING
- BACKFLOW ASSEMBLY
- WATER METER VAULT

ENGINEER'S NOTICE TO CONTRACTOR

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIBAILITY, REALL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

UNDERGROUND UTILITIES & STRUCTURES

THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITY PLANS OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS AND MAY NOT REFLECT ALL EXISTING UTILITIES. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONS OF THE RECORDED UTILITIES AS WELL AS ANY NOT SHOWN AND SHALL CONFIRM ALL ALIGNMENTS AND GRADES BY FIELD INVESTIGATIONS. THE CONTRACTOR IS REQUIRED TO TAKE ALL PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES SHOWN, AND IS RESPONSIBLE FOR THE PROTECTION OF, AND ANY DAMAGE TO THESE LINES OR STRUCTURES.

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

CONSTRUCTION NOTES

SANITARY SEWER

- (SS1) CONTRACTOR TO LOCATE AND CONNECT TO EXISTING SEWER MAIN.
- (SS2) INSTALL 6" PVC LATERAL PER CITY OF CHINO PWD STD DWG 109, 500A & 500B. SIZE TO BE CONFIRMED.
- (SS3) INSTALL PVC SEWER PIPE. (MIN SLOPE = 2%)
- (SS4) INSTALL SEWER CLEANOUT/ SAMPLING WYE PER CITY OF CHINO PWD STD DWG 527.
- (SS5) POINT OF CONNECTION TO BUILDING PLUMBING. SEE PLUMBING PLANS FOR CONTINUATION, DETAIL AND SPECIFICATION.
- (SS6) FUTURE GREASE INTERCEPTOR. SIZE TO BE CONFIRMED.
- (SS7) INSTALL MONITORING MANHOLE OR MONITORING VAULT PER CITY OF CHINO PWD STD DWG 530 OR 531. DEPTH OF SEWER TO BE CONFIRMED.

DOMESTIC WATER

- (W1) CONTRACTOR TO ORDER AND COORDINATE NEW DOMESTIC WATER SERVICE CONNECTION. SEE CITY OF CHINO PWD STD DWG 415A.
- (W2) 3" DOMESTIC WATER METER. SIZE TO BE CONFIRMED.
- (W3) INSTALL PVC WATER PIPE.
- (W4) INSTALL APPROVED REDUCED PRESSURE BACKFLOW PREVENTOR PER CITY OF CHINO PWD STD DWG 471 & 472. SIZE TO BE CONFIRMED.
- (W5) POINT OF CONNECTION TO BUILDING PLUMBING. SEE PLUMBING PLANS FOR CONTINUATION, DETAIL AND SPECIFICATION.
- (W6) CONTRACTOR TO REMOVE WATER METER AND SERVICE IN IT'S ENTIRETY. SEE CITY OF CHINO PWD STD DWG 425

FIRE WATER

- (F1) CONTRACTOR TO ORDER AND COORDINATE NEW 10" FIRE WATER SERVICE CONNECTION. SEE CITY OF CHINO PWD STD DWG 415A. SIZE TO BE CONFIRMED.
- (F2) INSTALL APPROVED DOUBLE DETECTOR CHECK VALVE ASSEMBLY PER CITY OF CHINO PWD STD DWG 473. SIZE TO BE CONFIRMED.
- (F3) INSTALL C900 PVC WATER PIPE. SIZE TO BE CONFIRMED.
- (F4) POINT OF CONNECTION. SEE PLUMBING PLANS FOR CONTINUATION, DETAIL AND SPECIFICATION.
- (F5) INSTALL FIRE HYDRANT PER CITY OF CHINO PWD STD DWG 445A.
- (F6) INSTALL GATE VALVE, RISER & COVER PER CITY OF CHINO PWD STD DWG 450.
- (F7) FIRE SERVICE WATER METER. SIZE TO BE CONFIRMED.

IRRIGATION WATER

- (IR1) CONTRACTOR TO COORDINATE WATER SERVICE CONNECTION. SEE CITY OF CHINO PWD STD DWG 410A.
- (IR2) 1.5" IRRIGATION WATER METER. SIZE TO BE CONFIRMED.
- (IR3) INSTALL PVC WATER PIPE. SIZE TO BE CONFIRMED.
- (IR4) INSTALL APPROVED REDUCED PRESSURE BACKFLOW PREVENTOR PER CITY OF CHINO PWD STD DWG 470. SIZE TO BE CONFIRMED.
- (IR5) POINT OF CONNECTION TO IRRIGATION SYSTEM. SEE IRRIGATION PLANS FOR CONTINUATION, DETAIL AND SPECIFICATION.

ELECTRICAL

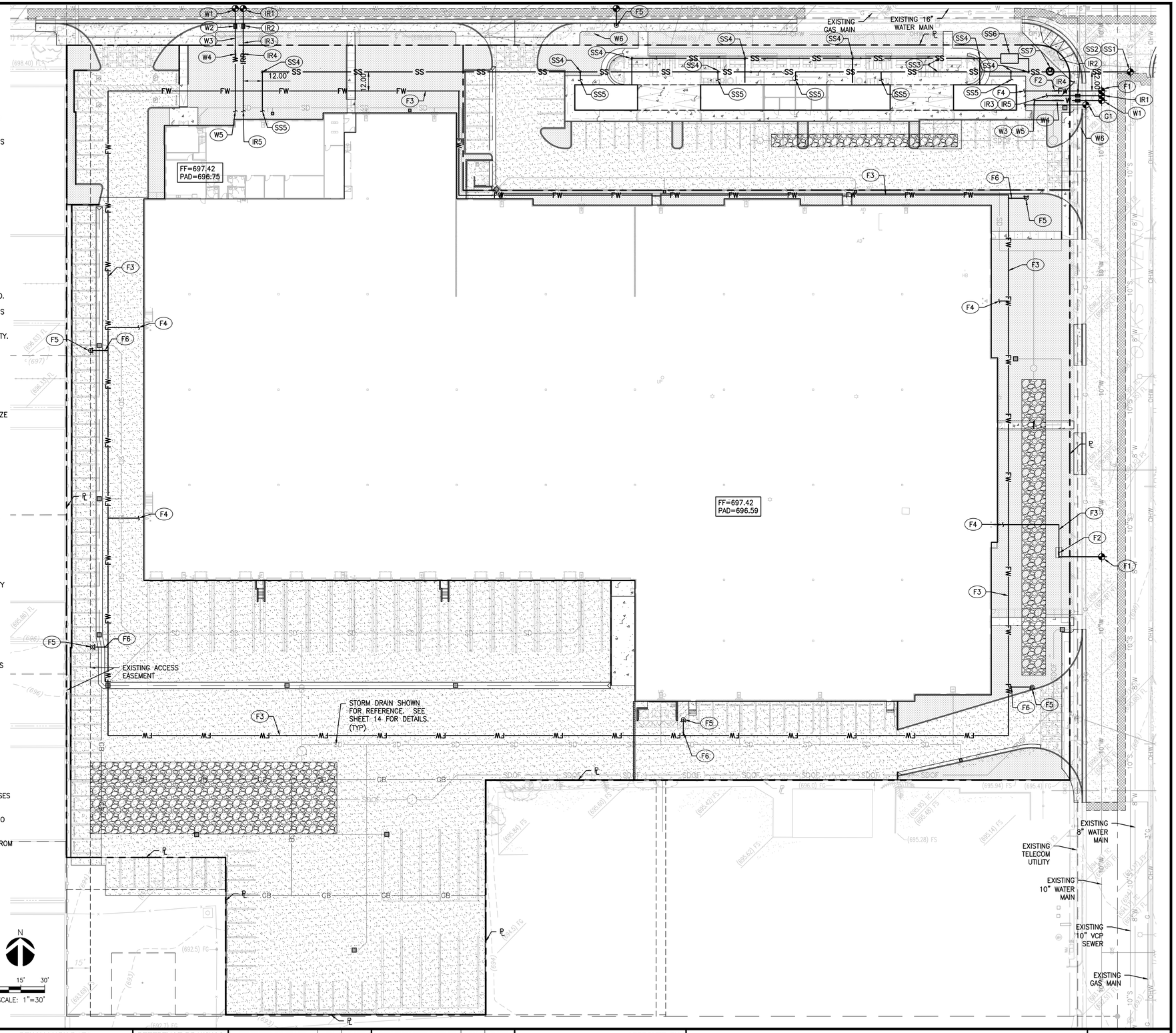
- (E1) PROPOSED TRANSFORMER. SEE ELECTRICAL PLANS.

GAS

- (G1) CONTRACTOR TO ORDER AND COORDINATE NEW GAS SERVICE.

NOTES:

1. BACKFLOWPRVENTORS SHOWN HEREON, ARE FOR COORDINATION PURPOSES ONLY.
2. THRUST BLOCKS SHALL BE INSTALLED AS REQUIRED PER CITY OF CHINO PWD STD DWG 460.
3. ALL WATER PIPING SHALL MAINTAIN A MINIMUM 10 FOOT SEPARATION FROM ANY SANITARY SEWER APPURTENANCE OR PIPING.



SEAL

REGISTERED PROFESSIONAL ENGINEER — KYLE VARDINE PRUITT — C 95048 EXP. 09/30/25 — CIVIL — STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B COSTA MESA, CA 92627	2 1ST RE-SUBMITTAL		10/17/24		
TELEPHONE: (818) 800-6991 FAX: ( )	3 2ND RE-SUBMITTAL		12/18/24		
SIGNATURE RCE DATE	4 3RD RE-SUBMITTAL		3/25/25		
	5 4TH RE-SUBMITTAL		5/28/25		
	6				

BENCH MARK DATA

NO. 137/57 ELEV. 697.5040 FT

LOCATION:

FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:

PUBLIC WORKS DIRECTOR DATE:

CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

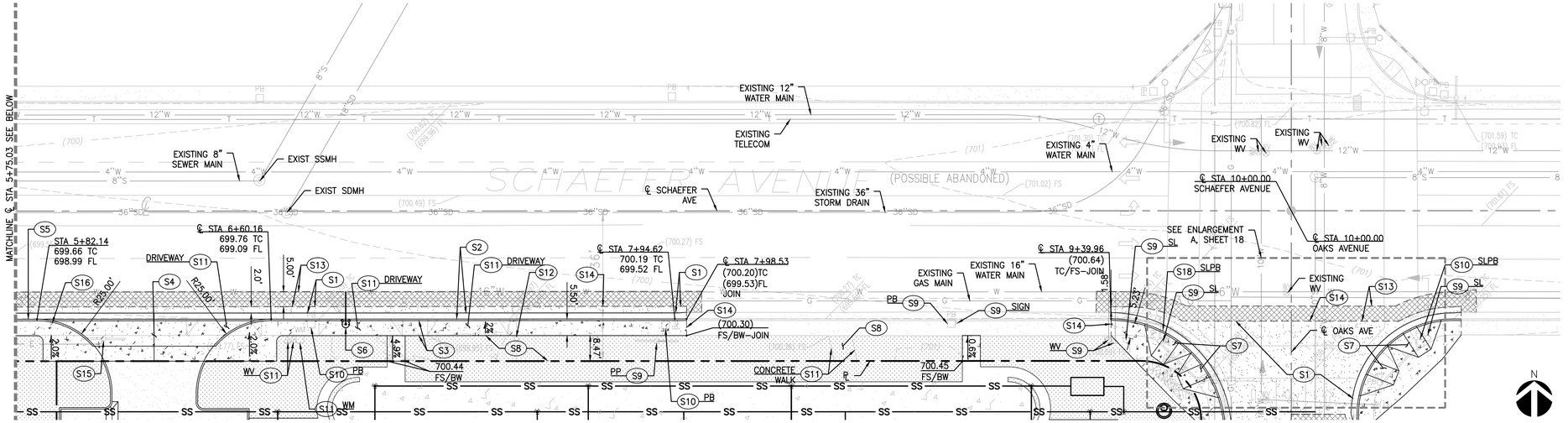
GATEWAY CHINO
5885 SCHAEFER AVE

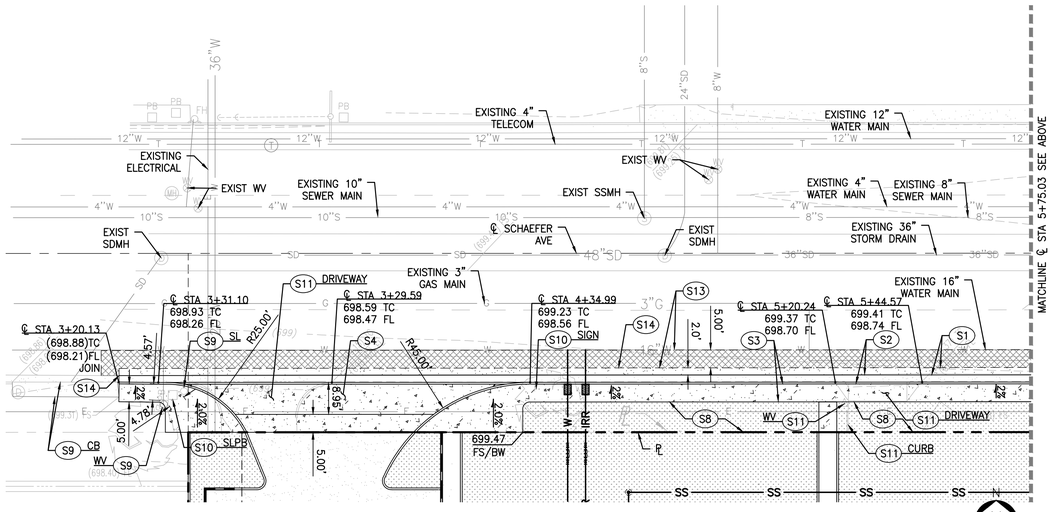
UTILITY PLAN

PROJECT NO.

SHEET 16 OF 18

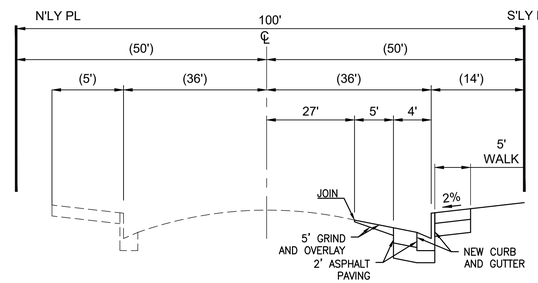
DRAWING NO.





0 10' 20'
SCALE: 1"=20'

TYPICAL SECTIONS



SCHAEFER AVE
NTS

CONSTRUCTION NOTES

(S1) REMOVE AND REPLACE EXISTING ASPHALT TO LIMIT AS SHOWN.

(S2) REMOVE AND REPLACE CURB AND GUTTER PER CITY OF CHINO PWD STD DWG 205, 500A & 500B. SIZE TO BE CONFIRMED.

(S3) INSTALL NEW SIDEWALK PER CITY OF CHINO PWD STD DWG 230.

(S4) INSTALL DRIVEWAY PER CITY OF CHINO PWD STD DWG 250.

(S5) INSTALL CURB OUTLET PER APWA STD PLAN 151–3.

(S6) INSTALL FIRE HYDRANT PER CITY OF CHINO PWD STD DWG 445A.

(S7) INSTALL CURB RAMP PER CITY OF CHINO STD DWG 1115. SEE ENLARGEMENT ON SHEET 18.

(S8) LANDSCAPED PARKWAY PER LANDSCAPE PLANS.

(S9) PROTECT IN PLACE EXISTING ITEM AS NOTED.

(S10) ADJUST EXIST ITEM TO GRADE AS NOTED.

(S11) EXIST ITEM TO BE REMOVED AS NOTED.

(S12) RELOCATE EXISTING STREET LIGHT.

(S13) GRIND AND OVERLAY 5' MIN. WIDTH. (2" MIN. DEPTH).

(S14) SAWCUT TO LIMIT AS SHOWN.

(S15) RELOCATE EXISTING POWER POLE.

(S16) RELOCATE EXISTING SIGN.

(S17) INSTALL NEW PEDESTRIAN PUSH BUTTON POLE.

(S18) RELOCATE EXISTING ITEM AS NOTED.

LEGEND

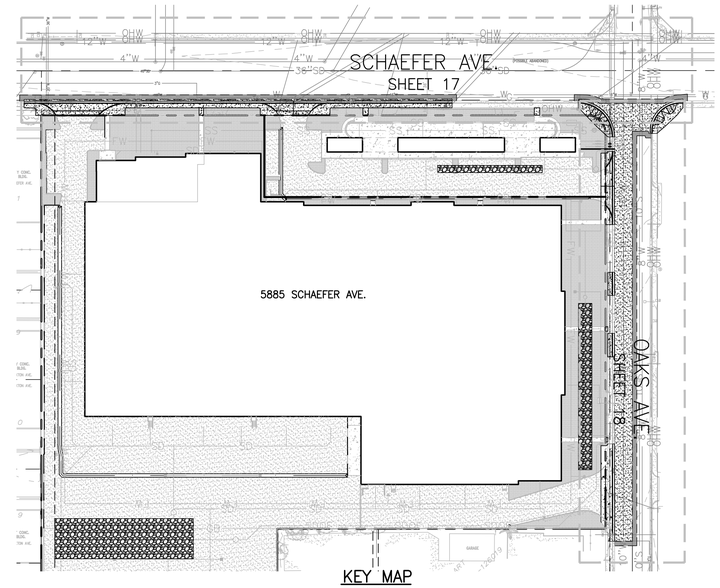
- LANDSCAPE AREA BY OTHERS
- ASPHALT PAVING
- CONCRETE SIDEWALK PAVING
- GRIND AND OVERLAY
- PROPERTY LINE
- POINT OF CONNECTION
- BACKFLOW ASSEMBLY
- WATER METER VAULT

N

0 10' 20'
SCALE: 1"=20'

NOTES:

1. ALL IMPROVEMENTS WITHIN THE PROPERTY BOUNDS SHALL BE PERFORMED UNDER SEPARATE PERMIT.
2. THRUST BLOCKS SHALL BE INSTALLED AS REQUIRED PER CITY OF CHINO PWD STD DWG 460.
3. ALL WATER PIPING SHALL MAINTAIN A MINIMUM 10 FOOT SEPARATION FROM ANY SANITARY SEWER APPURTENANCE OR PIPING.
4. ALL TRENCHING FOR NEW UTILITY SERVICES SHALL BE PERFORMED PER CITY OF CHINO PWD STD DWG 109A, 109B, 109C & 109D.
5. ALL EXISTING ELEVATIONS SHOWN HEREON, SHALL BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION TO ENSURE ADA COMPLIANCE OF ALL PROPOSED IMPROVEMENTS.



KEY MAP
1"=80'

UNDERGROUND UTILITIES & STRUCTURES

THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITY PLANS OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS AND MAY NOT REFLECT ALL EXISTING UTILITIES. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONS OF THE RECORDED UTILITIES AS WELL AS ANY NOT SHOWN AND SHALL CONFIRM ALL ALIGNMENTS AND GRADES BY FIELD INVESTIGATIONS. THE CONTRACTOR IS REQUIRED TO TAKE ALL PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES SHOWN, AND IS RESPONSIBLE FOR THE PROTECTION OF, AND ANY DAMAGE TO THESE LINES OR STRUCTURES.

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

ENGINEER'S NOTICE TO CONTRACTOR

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIBAILITY, REALL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

SEAL

REGISTERED PROFESSIONAL ENGINEER — ALLE JARDINE PRUITT — C 95048 — EXP. 09/30/25 — CIVIL — STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	△ PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B	△ 1ST RE–SUBMITTAL		10/17/24		
COSTA MESA, CA 92627	△ 2ND RE–SUBMITTAL		12/18/24		
TELEPHONE: (818) 800–6991 FAX: ( )	△ 3RD RE–SUBMITTAL		3/25/25		
SIGNATURE RCE DATE	△ 4TH RE–SUBMITTAL		5/28/25		
	△				

BENCH MARK DATA
NO. 137/57 ELEV. 697.5040 FT
LOCATION:
FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

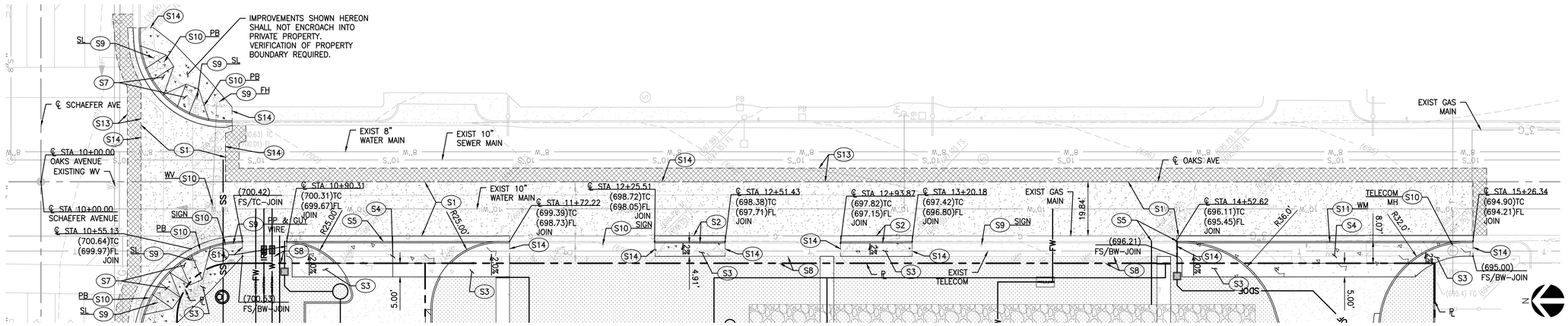
REVIEWED BY STAFF	BY	DATE	CITY ENGINEER'S STAFF	BY	DATE
WATER:			DRAWN:		
SEWER:			DESIGNED:		
FIRE:			CHECKED:		
PLANNING:			RECOMMENDED:		
TRAFFIC:					
SERVICES:					

APPROVED BY:
PUBLIC WORKS DIRECTOR DATE:
CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

GATEWAY CHINO
5885 SCHAEFER AVE
OFF–SITE IMPROVEMENT PLAN
SCHAEFER AVE.

PROJECT NO.
SHEET 17 OF 18
DRAWING NO.



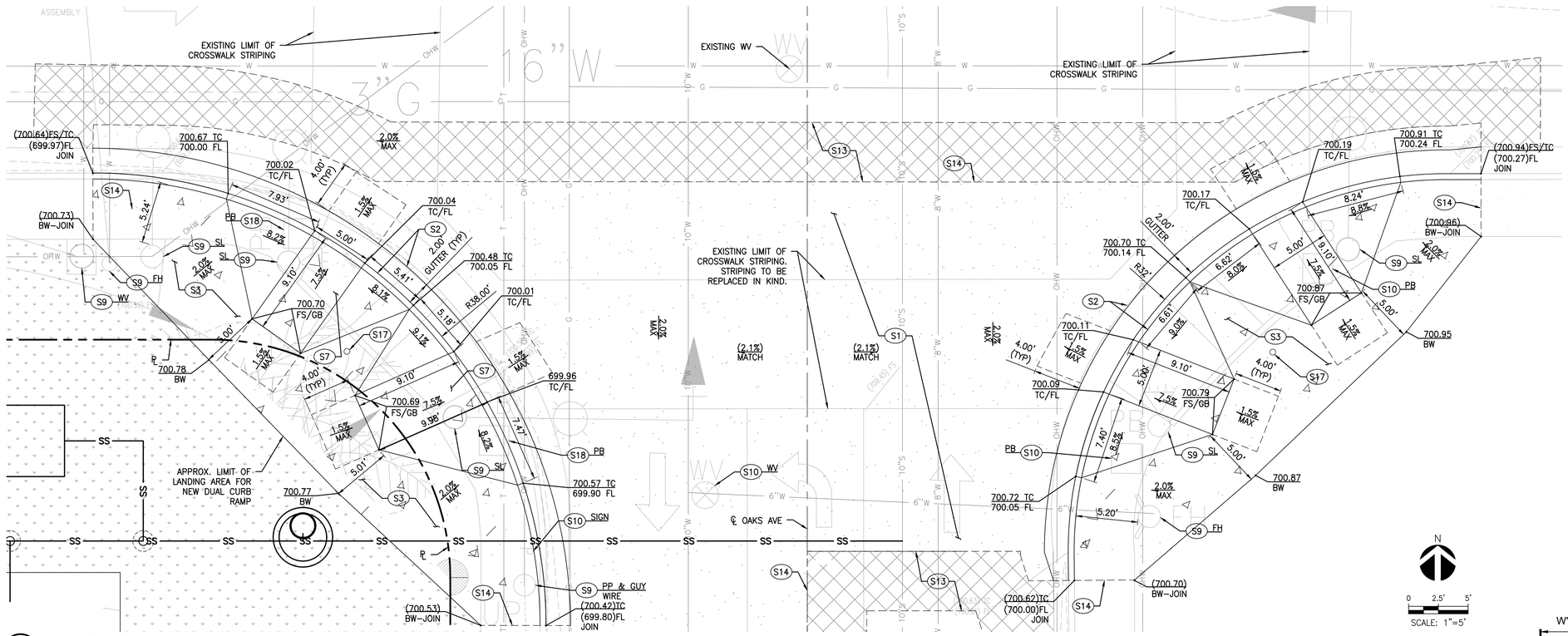
LEGEND

- LANDSCAPE AREA BY OTHERS
- ASPHALT PAVING
- CONCRETE SIDEWALK PAVING
- GRIND AND OVERLAY
- PROPERTY LINE
- POINT OF CONNECTION
- BACKFLOW ASSEMBLY
- WATER METER VAULT

N

0 10' 20'

SCALE: 1"=20'



N

0 2.5' 5'

SCALE: 1"=5'

A 18 ENLARGEMENT A

1"=5'

CONSTRUCTION NOTES

(S1) REMOVE AND REPLACE EXISTING ASPHALT TO LIMIT AS SHOWN.

(S2) REMOVE AND REPLACE CURB AND GUTTER PER CITY OF CHINO PWD STD DWG 205, 500A & 500B. SIZE TO BE CONFIRMED.

(S3) INSTALL NEW SIDEWALK PER CITY OF CHINO PWD STD DWG 230.

(S4) INSTALL DRIVEWAY PER CITY OF CHINO PWD STD DWG 250.

(S5) INSTALL CURB OUTLET PER APWA STD PLAN 151-3.

(S6) INSTALL FIRE HYDRANT PER CITY OF CHINO PWD STD DWG 445A.

(S7) INSTALL CURB RAMP PER CITY OF CHINO STD DWG 1115. SEE ENLARGEMENT ON SHEET 18.

(S8) LANDSCAPED PARKWAY PER LANDSCAPE PLANS.

(S9) PROTECT IN PLACE EXISTING ITEM AS NOTED.

(S10) ADJUST EXIST ITEM TO GRADE AS NOTED.

(S11) EXIST ITEM TO BE REMOVED AS NOTED.

(S12) RELOCATE EXISTING STREET LIGHT.

(S13) GRIND AND OVERLAY 5' MIN. WIDTH. (2" MIN. DEPTH).

(S14) SAWCUT TO LIMIT AS SHOWN.

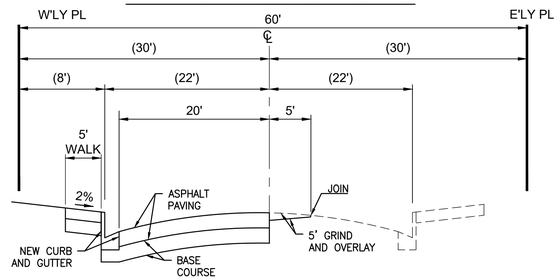
(S17) INSTALL NEW PEDESTRIAN PUSH BUTTON POLE.

(S18) RELOCATE EXISTING ITEM AS NOTED.

NOTES:

1. ALL IMPROVEMENTS WITHIN THE PROPERTY BOUNDS SHALL BE PERFORMED UNDER SEPARATE PERMIT.
2. THRUST BLOCKS SHALL BE INSTALLED AS REQUIRED PER CITY OF CHINO PWD STD DWG 460.
3. ALL WATER PIPING SHALL MAINTAIN A MINIMUM 10 FOOT SEPARATION FROM ANY SANITARY SEWER APPURTENANCE OR PIPING.
4. ALL TRENCHING FOR NEW UTILITY SERVICES SHALL BE PERFORMED PER CITY OF CHINO PWD STD DWG 109A, 109B, 109C & 109D.
5. ALL EXISTING ELEVATIONS SHOWN HEREON, SHALL BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION TO ENSURE ADA COMPLIANCE OF ALL PROPOSED IMPROVEMENTS.

TYPICAL SECTIONS



OAKS AVE

NTS

UNDERGROUND UTILITIES & STRUCTURES

THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITY PLANS OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS AND MAY NOT REFLECT ALL EXISTING UTILITIES. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONS OF THE RECORDED UTILITIES AS WELL AS ANY NOT SHOWN AND SHALL CONFIRM ALL ALIGNMENTS AND GRADES BY FIELD INVESTIGATIONS. THE CONTRACTOR IS REQUIRED TO TAKE ALL PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES SHOWN, AND IS RESPONSIBLE FOR THE PROTECTION OF, AND ANY DAMAGE TO THESE LINES OR STRUCTURES.

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

ENGINEER'S NOTICE TO CONTRACTOR

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIBAILTY, REALL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

SEAL

REGISTERED PROFESSIONAL ENGINEER — LEE JARDINE PRUITT — C 95048 — EXP. 09/30/25 — CIVIL — STATE OF CALIFORNIA

SIGN DATE 06/05/2025

PREPARED BY	REVISIONS	MADE BY	MADE DATE	APPROVED BY	APPROVED DATE
FIRM: PACIFIC CONSULTING GROUP, INC.	1 PLANNING SUBMITTAL		8/13/24		
ADDRESS: 2239 STATE AVE., #B COSTA MESA, CA 92627	2 1ST RE-SUBMITTAL		10/17/24		
TELEPHONE: (818) 800-6991 FAX: ( )	3 2ND RE-SUBMITTAL		12/18/24		
SIGNATURE RCE DATE	4 3RD RE-SUBMITTAL		3/25/25		
	5 4TH RE-SUBMITTAL		5/28/25		
	6				

BENCH MARK DATA

NO. 137/57 ELEV. 697.5040 FT

LOCATION:

FOUND 2 1/2" BRASS DISC LOCATED IN THE TOP OF CURB, 5' EAST OF THE ECR OF THE NORTHWEST CURB AND BEING 58.5' WEST AND 36.5' NORTH OF THE CENTERLINE INTERSECTION OF BENSON AVENUE AND SCHAEFER AVENUE.

REFERENCE DRAWINGS

REVIEWED BY STAFF	BY	DATE
WATER:		
SEWER:		
FIRE:		
PLANNING:		
TRAFFIC:		
SERVICES:		

CITY ENGINEER'S STAFF	BY	DATE
DRAWN:		
DESIGNED:		
CHECKED:		
RECOMMENDED:		

APPROVED BY:

PUBLIC WORKS DIRECTOR DATE:

CITY ENGINEER DATE:

CITY OF CHINO ENGINEERING DIVISION

GATEWAY CHINO
5885 SCHAEFER AVE
OFF-SITE IMPROVEMENT PLAN
OAKS AVE.

PROJECT NO.

SHEET 18 OF 18

DRAWING NO.

EXHIBIT B

RESOLUTION NO. PC2025-012

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CHINO, CALIFORNIA, APPROVING PL24-0097 (SPECIAL CONDITIONAL USE PERMIT), PL24-0098 (SITE APPROVAL), AND PL24-0120 (SPECIAL CONDITIONAL USE PERMIT) FOR APPROVAL TO CONSTRUCT THE CHINO GATEWAY TERMINAL PROJECT CONSISTING OF A 158,548 SQUARE FEET INDUSTRIAL WAREHOUSE BUILDING, A 3,540 SQUARE FOOT RESTAURANT BUILDING WITH AN OUTDOOR DINING AREA, AND TO CONDITIONALLY PERMIT RESTAURANTS, AND A WAREHOUSE INDUSTRIAL BUILDING GREATER THAN 50,000 SQUARE FEET, LOCATED ON APPROXIMATELY 7.35 ACRES OF LAND WITHIN THE LIGHT INDUSTRIAL (M1) ZONING DISTRICT AT THE SOUTHWEST CORNER OF SCHAEFER AVENUE AND OAKS AVENUE (APN: 1021-052-04, -06, -09 AND -11).

WHEREAS, Gateway Terminal LLC (the "Applicant"), has filed an application with the City of Chino (the "City") for approval of PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit) (the "Project") to construct the Chino Gateway Terminal Project consisting of a 158,548 square foot warehouse industrial building, a 3,540 square foot restaurant building with an outdoor dining area, and to conditionally permit restaurants and a warehouse industrial building greater than 50,000 square feet, located on approximately 7.35 acres of land within the Light Industrial (M1) zoning district at the southwest corner of Schaefer Avenue and Oaks Avenue (APN: 1021-052-04, -06, -09 and -11); and

WHEREAS, in compliance with the California Environmental Quality Act (CEQA), an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project, dated June 2025, has been prepared by LSA Associates, Inc.; and

WHEREAS, the Planning Commission of the City of Chino has completed its study of the proposed Project; and

WHEREAS**,** on July 16, 2025, the Planning Commission held a duly noticed public hearing for the Project in compliance with law, including compliance with the relevant provisions of the California Government Code and Chino Municipal Code, entertained the written and oral report of staff, and took public testimony on the Project.

NOW, THEREFORE, the Planning Commission of the City of Chino, California, does hereby FIND, DETERMINE, and RESOLVE as follows:

A. The foregoing recitals are true and correct and incorporated herein.

B. Based on substantial evidence, both written and oral, from the public hearing, the Planning Commission makes the following findings and takes the following actions on PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit):

1. *PL24-0098 (Site Approval)*

    a. The proposed Project is consistent with the goals and policies of the City's adopted General Plan and/or applicable specific plan(s). The Project site has a General Plan land use designation of Light Industrial (LI). The LI land use designation is intended for industrial uses with fewer impacts on traffic, noises, odors and pollutants and allows for a broad range of uses. The Project has been designed to meet applicable development standards and design guidelines. The Project serves General Plan Goal LU-2 and Objective LU-2.1 which aim to foster the development of new industrial uses in the City while preventing negative impacts on the health, safety, and welfare of residents and General Plan Objective LU-1.3 which encourages commercial development that will support and enhance vibrant commercial areas and serve existing neighborhoods;

    b. The proposed Project is permitted within the zoning district in which it is proposed and complies with all applicable provisions of the City's Zoning Code. The Project is located in the Light Industrial (M1) zoning district and consists of a 158,548 square foot warehouse industrial building and a 3,540 square foot food and beverage building with an outdoor dining area. The restaurant uses and the size of the warehouse building, which exceeds 50,000 square feet, require approval of a Special Conditional Use Permit. Additionally, the Project meets or exceeds all minimum development standards related to setbacks, building height, lot coverage, parking, and landscaping;

    c. The subject site is physically suitable, including, but not limited to, parcel size, shape, access and availability of utilities, for the type and intensity of use proposed, as all minimum zoning requirements governing parcel size, shape, access, type and intensity of development have been met or exceeded. The 7.35-acre site is flat and will have adequate infrastructure and four points of vehicular access from Schaefer Avenue and Oaks Avenue. Utilities and stormwater improvements will be extended to serve the site;

    d. The subject site for the Project relates to streets and highways properly designed, both as to width and type of pavement to carry the type and quantity of traffic generated by the proposed Project, in that the Project site is located along Schaefer Avenue, which is designated as a primary arterial and Oaks Avenue, which is designated as an urban industrial collector. Access to the site is provided from the adjacent streets. Additionally,

Schaefer Avenue is designated as a truck route. Both streets are currently improved and has adequate capacity to serve the proposed Project;

e. The proposed Project is compatible with those abutting properties and in the surrounding area. The Project is located within an area designated for industrial uses and is surrounded by existing industrial developments to the east, south and west. To the north, Schaefer Avenue separates the single-family residential development from the Project. The Project will have no significant negative light, noise, and aesthetic impacts, as the building has been designed to meet all development and design requirements of the M1 zoning district, in which it is located;

f. The proposed location, size, and operating characteristics of the proposed Project will not be detrimental to the public interest, health, safety or general welfare, as the proposed Project consists of a mixed-use development with an industrial building and a food and beverage building, which is consistent with the M1 zoning district. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A";

g. The proposed Project will not have a significant adverse impact on the environment as an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Addendum satisfies the requirement of CEQA and the CEQA Guidelines (California Public Resources Code §§ 21000 *et seq*.; 14 Cal. Code Regs. §§ 15000 *et seq*.); and

h. The minimum safeguards necessary to protect the public health, safety and general welfare have been required of the proposed Project and have been imposed as conditions of Project approval by the Chino Planning Commission. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A".

2. *PL24-0097 (Special Conditional Use Permit – Warehouse Building ≥ 50,000SF)*

a. The proposed use is consistent with the goals and policies of the City's adopted General Plan and/or applicable specific plan(s), in that the proposed use consists of an industrial building exceeding 50,000 square feet, which is permitted subject to approval of a SCUP. The use supports General Plan Goal LU-2 and Objective LU-2.1, which aims to foster the

development of new industrial uses that contributes to the City's economic development, while ensuring such uses are planned and designed to prevent negative impacts on the health, safety, and welfare of residents;

b. The subject site is physically suitable, including but not limited to, parcel size, shape, access and availability of utilities, for the type and intensity of use proposed, as all minimum zoning requirements governing parcel size, shape access, type and intensity of the use have already been met or exceeded and the appropriate infrastructure and public improvements are conditioned to be constructed with the development. Additionally, the proposed 158,548 square foot industrial building meets all requirements and development standards in the Zoning Ordinance;

c. The subject site relates to streets and highways properly designed, both as to width and type of pavement to carry the type and quantity of traffic generated by the proposed use; as the 158,548 square foot industrial building will have direct access from one driveway off Schaefer Avenue and a second driveway off Oaks Avenue. Schaefer Avenue is designated as a primary arterial and truck route and Oaks Avenue is designated as an urban industrial collector, both streets designed to carry the volume of traffic typically generated by the use;

d. The proposed use is compatible with those on abutting properties and in the surrounding neighborhood. The Project is located within an area designated for industrial uses and is surrounded by existing industrial developments to the east, south and west. To the north, Schaefer Avenue, separates the single-family residential development from the use. The use will have no significant negative light, noise, and aesthetic impacts, as the building has been designed to meet all development and design requirements of the M1 zoning district, in which it is located. Additionally, the M1 zoning district is intended for industrial uses that are less intensive;

e. The proposed location, size, and operating characteristics of the proposed use will not be detrimental to the public interest, health, safety or general welfare, as the 158,548 square foot industrial building is allowed in the M1 zoning district, subject to the approval of a SCUP. In addition, certain safeguards have been required of the proposed use, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A";

f. The proposed Project will not have a significant adverse impact on the environment as an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The

Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Addendum satisfies the requirement of CEQA and the CEQA Guidelines (California Public Resources Code §§ 21000 *et seq*.; 14 Cal. Code Regs. §§ 15000 *et seq*.); and

g. The minimum safeguards necessary to protect the public health, safety and general welfare have been required of the proposed Project and have been imposed as conditions of Project approval by the Chino Planning Commission. In addition, certain safeguards have been required of the proposed use, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A".

3. *PL24-0120 (Special Conditional Use Permit - Restaurant):*

a. The proposed use is consistent with the goals and policies of the City's adopted General Plan and/or applicable specific plan(s); in that the proposed use consists of individual restaurants located within a multi-tenant building. The proposed use is permitted, subject to approval of a SCUP Furthermore, Objective LU-1.3 of the City's General Plan encourages commercial development that will support and enhance vibrant commercial areas to serve existing neighborhoods with a combination of daily and specialty daily needs;

b. The subject site is physically suitable, including, but not limited to, parcel size, shape, access and availability of utilities, for the type and intensity of use proposed, as all minimum zoning requirements governing parcel size, shape access, type and intensity of development have already been met or exceeded and the appropriate infrastructure and public improvements are conditioned to be constructed with the development;

c. The subject site relates to streets and highways properly designed, both as to width and type of pavement to carry the type and quantity of traffic generated by the proposed use; as the restaurant building will have direct access from one driveway off Schaefer Avenue a second driveway off Oaks Avenue. Schaefer Avenue is designated as a primary arterial and Oaks Avenue is designated as an urban industrial collector, both streets designed to carry the volume of traffic typically generated by the proposed restaurant use;

d. The proposed use is compatible with those on abutting properties and in the surrounding neighborhood, in that restaurants in the M1 zoning district are allowed, subject to approval of a SCUP. The proposed food and beverage building is located within an area designated for industrial uses and is surrounded by existing industrial developments to the east, south and west. The restaurant component is strategically located at the northeast corner of

the project site, serving as a transitional buffer between the single-family residential neighborhood, separated by Schaefer Avenue, and the larger warehouse industrial building to the south. The use will have no significant negative light, noise, and aesthetic impacts, as the building has been designed to meet all development and design requirements of the M1 zoning district, in which it is located;

e. The proposed location, size, and operating characteristics of the proposed use will not be detrimental to the public interest, health, safety or general welfare, as restaurant uses are allowed in the M1 zoning district, subject to the approval of a SCUP. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A";

f. The proposed Project will not have a significant adverse impact on the environment as an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Addendum satisfies the requirement of CEQA and the CEQA Guidelines (California Public Resources Code §§ 21000 *et seq*.; 14 Cal. Code Regs. §§ 15000 *et seq*.); and

g. The minimum safeguards necessary to protect the public health, safety and general welfare have been required of the proposed Project and have been imposed as conditions of Project approval by the Chino Planning Commission. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A".

4. *CEQA Findings.* An Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared by LSA Associates, Inc. for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The Planning Commission has considered the Addendum and Environmental Impact Report as part of its decision on this Project pursuant to Section 15164. The Planning Commission hereby finds that the Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Planning Commission hereby finds that the Project will not have any impacts that would require a revision to the EIR or any other additional environmental review.

5. *Approval of PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit).* The Planning

Commission hereby approves PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit) subject to the Conditions of Approval attached hereto as Exhibit "A". Applicant, including its successors and assigns, shall be responsible for implementing and complying with all conditions set forth in Exhibit "A".

6. *Actions by the Planning Commission Secretary.* The Planning Commission Secretary is hereby directed to attest to the adoption of this Resolution as of the date set forth below and forthwith transmit a copy of this Resolution, by regular mail, to the Applicant at the address of record set forth in the Application.

PASSED, APPROVED, AND ADOPTED THIS 16TH DAY OF JULY 2025.

PLANNING COMMISSION CHAIRPERSON

ATTEST:

SECRETARY, PLANNING COMMISSION

State of California)
County of San Bernardino) §
City of Chino)

I hereby certify the foregoing Resolution was duly adopted by the Chino Planning Commission at a meeting held on the 16th day of July 2025 and entered in the minutes of said Commission.

AYES: COMMISSIONERS: Blanchard, Vieira, Cisneroz, Fraga, Lewis, Lopez

NOES: COMMISSIONERS: Alexandris

ABSENT: COMMISSIONERS: None

SECRETARY, PLANNING COMMISSION

Attachment: Exhibit "A" – Conditions of Approval

EXHIBIT A

DEPARTMENTAL
CONDITIONS OF APPROVAL

DATE: July 16, 2025

PROJECT FILE NO.: PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit)

LOCATION: Southwest corner of Schaefer Avenue and Oaks Avenue (APN: 1021-052-04, -06, -09 and -11)

APPLICANT: Gateway Terminal LLC

The departments listed below have reviewed the above referenced application. Those departments marked with an "X" have required conditions of approval to be imposed on the project.

Development Services Department –
- [X] Planning Division
- [ ] ADA Accessibility Division

Public Works Department –
- [X] Engineering Division
- [ ] Traffic Division

[X] Chino Valley Independent Fire District

[ ] Police Department

[ ] Finance Department

[ ] Community Services, Parks & Recreation Department

DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION CONDITIONS OF APPROVAL

DATE: July 16, 2025

PROJECT FILE NO.: PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit)

LOCATION: Southwest corner of Schaefer Avenue and Oaks Avenue (APN: 1021-052-04, -06, -09 and -11)

APPLICANT: Gateway Terminal LLC

NOTE: CONDITION IN BOLD WAS ADDED BY THE PLANNING COMMISSION.

1.0 TIME LIMITS:

1.1. The above referenced Site Approval and Special Conditional Use Permits shall expire on July 16, 2026, if building permits are not obtained and/or the approved uses have not commenced. The expiration date may be extended upon written request by the applicant on a City application form. The request must be received by the Director of Development Services at least 30 days prior to expiration of the application.

1.2. Should any of the special conditionally permitted uses cease to exist for 180 or more consecutive days, then the permit shall be deemed null and void.

2.0 GENERAL REQUIREMENTS:

2.1. Failure to comply with any conditions of approval shall be deemed just cause for revocation of project approval by the Planning Commission and/or City Council.

2.2. The project shall proceed only in accordance with the approved plans on file with the Development Services Department, and with the conditions contained herein and the Chino Municipal Code.

2.3. The Director of Development Services shall have the authority to approve minor deviations in the site plan, architecture and/or landscape providing the total approved building area is not exceeded. If it is determined that

the changes will be substantial, approval from the Planning Commission will be required.

2.4. Approval of this request shall not waive compliance with any section of the Chino Municipal Code, or any other applicable City ordinances, or applicable specific plan provision.

2.5. Pursuant to Government Code Section 66020, upon approval of the project, the applicant has a 90-day period in which to protest the fees, dedications, reservation or other exaction imposed on this project through the conditions of approval.

2.6. In the event that any condition contained herein is determined to be invalid or legally unenforceable, all remaining conditions shall remain in force.

2.7. In the event that any condition imposing a fee, exaction, dedication, or other mitigation measure is challenged by the applicant and/or other parties in an action filed in a court of law, which action is brought within the time period provided for by law, this approval shall be suspended pending dismissal of such action, the expiration of the limitation period applicable to such action, or final resolution of such action. If any condition is invalidated by a court of law, the applicable section of the entire project shall be reviewed by the City and substitute conditions may be imposed.

2.8. The applicant shall indemnify the City and its elected boards, commissions, officers, agents and employees and will hold and save them and each of them harmless from any and all actions, claims, liabilities, losses, damages, penalties, obligations and expenses, including but not limited to attorneys' fees and costs, (collectively "claims") against the City for any such claims and shall be responsible for any judgment arising therefrom. The City shall provide the applicant with notice of the pendency of such action and shall request that the applicant defend such action. The applicant may utilize the City Attorney's office or use legal counsel of its choosing, but shall reimburse the City for any necessary legal cost incurred by City, including for the City's required participation in defense of the claims. The applicant shall provide a deposit in the amount of 100% of the City's estimate, in its sole and absolute discretion, of the cost of litigation, including the cost of any award of attorney's fees, and shall make additional deposits as requested by City to keep the deposit at such level. If the applicant fails to provide or maintain the deposit, the City may abandon the action and the applicant shall pay all costs resulting therefrom and City shall have no liability to the applicant.

2.9. The City of Chino has an executive contract with Waste Management for all solid waste collection and hauling services within the City. The

applicant shall be responsible for making arrangements with Waste Management for disposal of any/all construction debris or trash generated as a result of this permit. Waste Management can be reached at 1-800 423-9986.

2.10. Any change in the project shall be reviewed by the Development Services Department for compliance with CEQA.

2.11. All proposed signs shall be designed to conform with the City's Sign Code (Chino Municipal Code, Title 16 – Signs) and shall require separate application and approval by the Director of Development Services prior to installation.

2.12. Pursuant to Public Resources Code Section 21089 and Fish and Wildlife Code Section 711.4, the developer shall provide those fees marked [X] below in the form of a check made payable to the ***San Bernardino County Clerk of the Board of Supervisors*** within 5 days of Planning Commission approval. **Project approval shall not be complete until the required fee(s) is (are) paid:**

[X] $50 for the Notice of Determination filing fee.

3.0 PRIOR TO THE ISSUANCE OF A BUILDING AND/OR GRADING PERMIT:

3.1. The applicant/developer shall pay development impact fees at the established rate. Such fees may include, but not be limited to, new construction fee, park or open space fees, school fees, drainage fees, sewer fees, building permit and plan check fees.

3.2. Revised plans, incorporating all conditions of approval, shall be submitted and approved by the Director of Development Services.

3.3. All plans shall be coordinated for consistency.

3.4. The applicant/developer shall submit two sets of structural plans/construction documents. The plans shall include one set of structural calculations, one set of Title 24 energy calculations, and one soils report. The applicant/developer shall also submit the above documents in digital format to the Building Division once approved.

3.5. A construction management plan shall be submitted and approved by the Director of Development Services. The plan shall coordinate and address construction activities that may impact residents and/or surrounding businesses in adjacent areas. Elements of the plan shall contain, but not be limited to, the following:

a. Routing of construction equipment
b. Hours of operation
c. Dust control
d. Vector control
e. Vehicle, equipment, and personnel staging
f. Pre-construction meetings
g. Contractor/subcontractor acknowledgement, obligations, and penalties
h. Traffic control and coordination
i. Security and interim fencing
j. Signs posted on the site with a contact number for the job site construction manager and the City's Code Enforcement Division. Signs shall measure at least four feet by eight feet and shall be posted along every street frontage. The developer shall contact the City immediately upon any change in contact numbers.
k. Building and landscape phasing. This plan shall show which buildings and landscaping will be completed in which phases, and how each completed phase will be closed off from phases under construction so as to minimize conflict between construction vehicles, construction equipment, employees, and residents, as applicable.

3.6. A precise wall plan identifying the design, location and construction details of all walls and fences shall be submitted and approved by the Planning and Building Divisions. All perimeter and street-facing walls, including retaining walls, shall be decorative in nature.

3.7. Prior to the issuance of any grading permit, detailed on-site landscaping and irrigation construction drawings along with a copy of the Planning Commission approved conceptual landscape plans and a copy of the conditions of approval shall be submitted for review and approval by the Director of Development Services. A grading permit will not be issued until the City's outside plan checker has completed one review of detailed landscape and irrigation plans for the development. Payment of the Landscape & Irrigation Plan Review Fee shall be due at the time of submittal. Plans shall be prepared to comply with the City's Water Efficient Landscape Ordinance, adopted on October 6, 2015, Ordinance No. 2015-008, meet the requirements for a Landscape Documentation Package in accordance with Section 20.19.030 of the Landscape Ordinance, and shall bear the seal of a landscape architect registered with the state of California. If the site includes areas proposed to be placed within a City-maintained Landscape Maintenance District, then the plans shall be prepared on City of Chino, Engineering Division base sheets, and shall bear the seal of a landscape architect registered with the state of California. Original mylars shall be submitted to the City upon approval of plans by the City Engineer.

3.7.1. To minimize damage to paved areas due to tree root growth, trees located within five (5) feet of any paved surface area, shall be provided with root barriers unless it can be demonstrated, to the satisfaction of the Planning Division, that the root growth characteristics of the type of tree proposed does not warrant their installation.

3.8. Approval of the conceptual landscape plan by the Planning Commission does not constitute final approval. The final landscape approval (during the plan check process and/or following installation) shall be subject to the review and approval of the City's Landscape Architect Consultant and the Director of Development Services. The City Landscape Architect or Director of Development Services may require additional/fewer trees, shrubs, vines, and ground cover as necessary, based on final site conditions during the landscape plan check process or field review process in order to mitigate any site conditions that were not apparent during either the Planning Commission review or plan check review process.

3.9. All new ground-mounted utilities, including but not limited to cable television facilities, and telephone/fiber optic facilities, shall be undergrounded. Equipment that is not placed underground such as SCE transformers, backflow prevention devices, irrigation valves and controllers used for common landscape areas shall be placed in areas out of public view and sufficiently screened. The location and method of screening shall be reflected in a plan and shall be subject to the review and approval by the Director of Development Services.

3.10. All electrical panels and cabinets shall be completely screened. All electrical panels and cabinets shall be fully enclosed and integrated into and architecturally compatible with the building to the satisfaction of the Director of Development Services. The locations of the electrical panels and cabinets shall be reflected on a site plan and elevation(s) to be reviewed and approved by the Director of Development Services.

3.11. Prior to the issuance of a building permit, the approved grading plans shall be attached to the construction plan set. The project shall be built according to the plans approved by the Planning Commission on July 16, 2025, as prepared by Gateway Terminal LLC, O.C. Design & Engineering, Phil May Landscape Architecture and Pacific Consulting Group, Inc. Any substantial modification to the project shall require Planning Commission review and approval. If minor in nature, the modification may be reviewed and approved by the Development Services Director.

3.12. A detailed on-site exterior lighting plan shall be submitted and approved by the Director of Development Services. Plans shall be designed pursuant to Chino Municipal Code Section 20.10.090 *(Outdoor Lighting)* and shall identify fixture design, illumination (photometric), location, height and method of shielding, so as not to adversely affect adjacent properties.

3.13. Upon submittal of construction drawings to the Building Division for plan check review, all departmental conditions of approval for the project shall be included on the sheet following the title sheet, or the first sheet of the plans. A site plan shall also be attached to all sets of construction drawings. The condition shall be a minimum requirement for acceptance of construction drawings for the Building plan check review.

3.14. The applicant is required to contact the West Valley Mosquito and Vector Control District to determine if an inspection or field survey of potential vectors and their ectoparasites is necessary. If the District so determines, an inspection or field survey shall be conducted by the District, at the applicant's expense, prior to demolition or grading in order to protect the health of and reduce the risk of neighboring residents to vector-borne diseases. Based on the inspection or survey results, the applicant shall take appropriate vector control methods as recommended by the District.

3.15. A Water Quality Management Plan shall be prepared in accordance with County of San Bernardino requirements and submitted and approved by the City.

3.16. No grading permits shall be issued until all applicable biological resource mitigation measures, identified in the Addendum to the City of Chino General Plan Certified Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project, prepared by LSA Associates, Inc., dated June 2025, as they apply to the project area, have been complied with to the satisfaction of the Director of Development Services.

3.17. **Special Condition:**

3.17.1. **The applicant shall reinforce the outdoor seating area to protect patrons and minimize damage in the event of a vehicular collision, subject to review and approval of the Director of Development Services.**

4.0 PRIOR TO START OF CONSTRUCTION:

4.1. A pre-construction meeting, scheduled with the Building Division, shall be held with all applicable City staff members, developer, contractor, superintendent, and all applicable subcontractors.

4.2. The final landscape and irrigation plans for the development shall be approved by the Director of Development Services.

4.3. The approved construction management plan shall be distributed to all contractors and subcontractors and shall be maintained on-site through the duration of construction.

5.0 PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY:

5.1. All conditions of approval shall be completed to the satisfaction of the Director of Development Services.

5.2. The fee for review of the landscaping and irrigation plans by both the City and the City's landscape architect shall be paid by the developer.

5.3. All landscaping and irrigation shall be installed in accordance with the approved Planning Commission plans on file with the Development Services Department, and irrigation systems fully operational. In addition, all hardscaped and landscaped areas shall be free of trash and debris.

5.4. A licensed landscape architect or contractor, or other licensed certified professional in a related field shall conduct a final field inspection and shall prepare a certificate of completion, which shall be filed with the Director of Development Services. The certificate of completion shall be prepared in accordance with Section 20.19.030.J of the Landscape Ordinance, and shall specifically indicate that plants were installed as specified by the landscape design plan, that the irrigation system was installed as specified by the irrigation design plan, and that an irrigation audit has been performed. All landscape and irrigation audits shall be conducted by a landscape irrigation auditor. Landscape audits shall not be conducted by the person who designed the landscape or installed the landscape.

5.5. A landscape maintenance program for the entire project site shall be reviewed and approved by the Director of Development Services. The maintenance program shall include general landscape maintenance provisions for pruning, trimming, the replacement of any dead, decayed, or diseased vegetation, ongoing weed abatement, and replacement/repair of the irrigation system, when necessary. The landscape maintenance program shall be included with the contract with the landscape maintenance company to ensure they implement the maintenance program. In addition, the maintenance program should include provisions for periodic inspections to ensure the irrigation system is working properly, and all landscaping is being properly maintained.

5.6. Prior to issuance of a certificate of occupancy for the final unit, any temporary sales and/or construction office buildings/trailers shall be removed from the site.

5.7. The project site shall be clean and free of trash and construction debris, and all construction equipment shall be removed from the site.

6.0 ENVIRONMENTAL REQUIREMENTS & MITIGATION MEASURES:

6.1. Comply with all mitigation measures identified in the attached *Mitigation Monitoring and Reporting Program* contained within the Addendum to the City of Chino General Plan Certified Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project and attached as Exhibit "A" to the conditions of approval, which identifies each environmental mitigation measure, the time in which it will be implemented and the responsible party for monitoring its implementation.

7.0 OTHER REQUIREMENTS:

7.1. The applicant shall disclose to all potential tenants or owners of units or buildings that the businesses/uses must be consistent with the standards of the land use designation/zoning district in which the project site is located.

7.2. All existing buildings or structures on the project site that are proposed to be demolished shall be removed or razed within 90 days of the existing church vacating the site or issuance of a grading permit, whichever occurs first. The Director of Development Services may approve an extension of time to complete the demolition, based on evidence that the applicant has exercised reasonable progress. Approval of this application shall be deemed null and void upon failure of the applicant to comply with this condition within the aforementioned time periods.

7.3. The project site shall be cleared of all trash, debris, weeds, and other discarded items within two weeks of Planning Commission approval. Approval of this application shall be deemed null and void upon failure of the applicant to comply with this condition within the aforementioned time period.

7.4. A coating that will facilitate the removal of graffiti shall be applied over the complete height of one side/both sides of walls and/or fences, and to a height of eight feet on building walls. If a coating is not provided, the owner of the property shall paint the buildings and/or walls to remove graffiti within 72 hours of notice.

7.5. All signs, including subdivision and/or realty signs proposed for this development shall be designed to conform to the Sign Ordinance and shall require separate application and approval by the Planning and Building Divisions prior to installation.

7.6. Building and Site Design:

7.6.1. Exterior building color shall be reviewed and approved by the Director of Development Services. Colors shall be coordinated between structures, utilizing compatible hues and intensities. Final review and approval of paint colors utilizing a color test may be required prior to painting any structure, if determined necessary in the field by the Director of Development Services.

7.6.2. All building drainage gutters, downspouts, vents, etc., located on the exterior walls shall be architecturally compatible with the exterior building design and color, to the satisfaction of the Director of Development Services, or shall be completely concealed from view. They shall not be located on the exterior of building walls near office areas or other prominent locations on the building(s).

7.6.3. All new mechanical equipment and appurtenances of any type (including, but not limited to, electrical cabinets, HVAC equipment, skylights, stack vents or fans) whether located on rooftops, ground level or anywhere on the building structure, shall be completely screened so as not to be visible from any public street and/or adjacent property, subject to review and approval by the Director of Development Services. The parapet wall should serve as the primary method of screening, or the facilities shall be enclosed within the structure of the building. Such enclosure of facilities shall be of compatible design related to building structure for which such facilities are intended to serve.

7.6.4. Returns for parapet walls shall not be visible from public view and shall be evaluated in the field during construction, and modified if necessary so as not to be visible. All parapet returns shall be a minimum of 4 feet deep.

7.6.5. New ladders for roof access shall be mounted on the inside of the building or shall be completely concealed from view for commercial and industrial projects.

7.6.6. All new overhead doors, mechanical doors and/or man doors shall be color coordinated with the building.

7.6.7. An outdoor employee break area shall be provided at the northwest corner of the project site, in front of the industrial warehouse building. This area shall be provided with seating, tables, enhanced paving treatments, hose bibs, decorative trash receptacles, a shade trellis structure, and shade trees, to the satisfaction of the Director of Development Services.

7.6.8. All landscaping shall be designed and installed in accordance with Section 20.19 of the Chino Municipal Code.

7.7. Parking and Lighting:

7.7.1. All exterior lighting fixtures shall be installed in accordance with plans on file with the Development Services Department and shall be fully operational prior to occupancy.

7.7.2. All building-mounted light fixtures within public areas shall be decorative in nature and architecturally compatible with the building. Building-mounted light fixtures shall be reviewed and approved by the Director of Development Services prior to installation. “Wall-paks” or other standardized exterior lighting shall not be permitted within public areas.

7.7.3. All parking and loading areas shall be paved and double-striped in accordance with plans on file with the Development Services Department, Chino Municipal Code Chapter 20.18 *(Parking)* and the disabled parking and accessibility requirements of state law (see the CalDAG—California Disabled Accessibility Guidebook).

7.7.4. Drive surfaces contiguous with planter areas shall have a 6-inch raised curb separation.

7.7.5. All parking spaces, aisles, entrances and exits shall be double-striped per City standards.

7.7.6. All parking spaces for compact cars shall be clearly identified as "Compact Car Only" on the pavement, at the opening of the space. Compact parking spaces shall be reasonably distributed throughout the parking area, subject to review and approval by the Director of Development Services.

7.8. Refuse and Recycling:

7.8.1. Separate receptacles (bins) for the collection of refuse, recyclable, and organics materials shall be provided. An adequate

number of bins to allow for the collection of refuse recyclable, and organic materials generated by the development shall be provided.

7.8.2. Refuse, recyclable, and organics materials bins shall be enclosed by a 6-foot-high (1.83 m) wall with a solid roof that is designed to be architecturally compatible with the building(s), with solid view obstructing gates fitted with self-closing door devices and be designed with cane bolts in front of the block walls to secure the gates when in the open position. The gates should also be equipped with rod locks and corresponding rod holes in both the open and closed gate positions. Bins containing recyclable materials shall be provided protection from adverse environmental conditions that might render the collection materials unmarketable.

7.8.3. No refuse/recycling/organic enclosure shall be located within any required setback area.

7.8.4. All refuse, recyclable and organic material bin enclosures not located in private yard areas shall be screened with landscaping on all sides, with the exception of the gate area. All sides of the enclosure, with the exception of the gate area, shall be surrounded by a minimum 18” wide planter area for the purpose of providing landscape material.

7.8.5. Refuse storage, recycling and organic areas shall not be used for the storage of materials other than that for which it is designed (refuse, recyclable and organic materials). The premises shall be kept in a neat and orderly condition, and in good repair and appearance at all times.

7.9. Phased Projects:

7.9.1. All required street improvements and a minimum of 10 feet of landscaping on private property shall be installed in conjunction with the construction of Phase 1 of the proposed project. The landscaping within this area shall be included in the landscape maintenance program.

7.9.2. Prior to the first occupancy permit, all undeveloped building pads shall be improved according to the following requirements:

7.9.3. For an undeveloped building pad located adjacent to the street or main drive aisle of the site, the area shall be landscaped with a

planting scheme consisting of a low-maintenance drought tolerant erosion control mix of Cucamonga brome (20 lbs/acre), tomcat clover (4 lbs/acre and small fescue (8 lbs/acre) at a minimum of 85% PLS (pure live seed). The irrigation system shall consist of low precipitation sprinkler heads and/or drip system. In addition, shrubs may be required to provide screening from the street, if determined needed by the Director of Development Services. Said treatment shall be incorporated into the required landscape and irrigation plans.

7.9.4. For a larger phased area located on the interior of the site, a construction fence/green screen may be provided in lieu of the landscape treatment. The fence shall be maintained in good condition at all times.

7.10. Chino Climate Action Plan:

7.10.1. Per Section 15.45.070 of the Chino Municipal Code, demonstrate consistency with the Chino Climate Action Plan by implementing one of the following three options:

a) Exceed the mandatory California Energy Code Title 24, Part 6 standards in effect at the time of application submittal by 5%; or
b) Achieve an equivalent reduction through voluntary measures in the California Green Building Standards Code, Title 24, Part 11 (CALGreen) in effect at the time of application submittal; or
c) Provide other equivalent greenhouse gas (GHG) reductions through measures including but not limited to, non-vehicle transportation infrastructure, transit, ZEV (zero emission vehicle) infrastructure or other incentives, waste diversion, water conservation, tree planting, renewable energy option packages, or any combination of these or other measures such that GHG emissions are reduced by 0.74 MT CO2e per residential dwelling unit per year and/or per TSF of commercial/industrial use per year.

Applicants that choose Option a described above will be required to verify that their project meets the 5% improvement above the mandatory standards through the appropriate certificate of compliance form for residential construction (CF-1R) or for commercial/industrial construction (PERF-1C). Applicants that choose Options b or c described above will be required to utilize the GHG Performance Standard Checklist developed by the City, or provide other valid documentation, such as CalEEMod or other methodologies, as verified by the Director of Development

Services to demonstrate the required GHG reductions consistent with the City's CAP.

8.0 CONSTRUCTION SITE SECURITY:

8.1. Each site shall be completely encircled by a minimum 6' tall security-quality chain link fence once precise grading has been completed or as determined by the Deputy Director of Development Services.

8.2. Tennis court or similar screening material shall be securely attached for the length of the fence, excluding gates and 10' on either side of gates.

8.3. Each site shall have only one entry/exit gate, or as approved by the Planning Division.

8.4. Gate hinge pins shall be spot-welded or altered in such a way as to prevent easy removal.

8.5. Each gate shall have a casehardened lock and chain, or other equivalent security hardware.

8.6. “No Trespassing” signs shall be attached to the exterior of the fence at a minimum distance of a third of a mile and at all entrances.

8.7. On or near the exterior of each gate will be a sign with the address of the site in no less than 6" letters. Both the number and street name will be listed on the sign. The address posted will be used for the entire site until the fence is removed and individual addresses assigned.

8.8. Office trailers and tool bins shall be placed adjacent to gates inside the property to allow observation from outside.

8.9. Lighting on trailers and bins is desirable but shall be directed into the property so as not to impede outside observation or endanger nearby traffic with glare.

8.10. Tool bins shall be secured with casehardened locks, preferably with lock guards.

8.11. A sign stating that theft is not acceptable on the site and will be reported to the police, or wording to that effect, will be displayed prominently near each entrance.

8.12. Each site will have an assigned Crime Prevention Manager who is responsible for the following:

a. Providing his/her name and 24-hour telephone access number to the Chino Police Department.
b. Have available at all times the names and 24-hour contact numbers for all subcontractors.
c. Have the authority to speak for the development/owners on matters concerning trespassing and other criminal matters.
d. Complete routine fence inspections and arrange for prompt repairs or removal of any damage, graffiti, or loose screening.
e. Ensure that no work or maintenance of construction equipment is being performed on the site between 8 PM and 7 AM.
f. Ensure that all above security requirements are complied with, and that all security hardware, fencing, and lighting are maintained in working order.
g. Ensure that thefts are immediately reported to the police department and that reasonable steps are taken, if evident, to prevent future similar incidents.

9.0 THE APPROVED USES SHALL BE OPERATED IN ACCORDANCE WITH THE FOLLOWING:

9.1. All operations shall not create a nuisance due to noise, odor, dust, mud, smoke, steam, vibration or other similar causes.

9.2. The operation or activity shall not cause the emission of any smoke, fly ash, dust, fumes, vapors, gases, or other forms of air pollution that can cause damage to human health, vegetation, or other forms of air pollution that can cause excessive soiling on any other parcel. No emission shall be permitted which exceeds the requirements of the South Coast Air Quality Management District or the requirements of any Air Quality Plan adopted by the City of Chino.

9.3. The operation or activity shall not emit odorous gases or other odorous matter in such quantities as to be dangerous, injurious, noxious, or otherwise objectionable to a level that is detectable with or without the aid of instruments at or beyond the project site boundary.

9.4. The operation shall not discharge, at any point, into any public or private street, public sewer, storm drain, private stream, body of water, or into the ground, any material which can contaminate any water supply, interfere with bacteriological processes in sewerage treatment, or otherwise cause the emission of dangerous or offensive elements, except in accordance with the standards approved by the California Department of Public Health, or any other federal, state or local government agency.

9.5. No operation or activity shall emit heat or cold that would cause a temperature increase or decrease on any adjacent parcel in excess of 10^0F (5.56^0C).

9.6. No operation or activity shall cause any impermissible source of electronic disturbance that adversely affects persons or the operation of any equipment on any other parcel that is not in conformance with the regulations of the Federal Communications Commission (FCC). Impermissible interference for the purposes of this document shall mean any interference that violates the rules and regulations of the FCC and/or the Communications Act of 1934, as amended.

9.7. No operation or activity shall be permitted to cause a steady state, earth-borne oscillation which is continuous and occurring more frequently than 100 times per minute beyond the project site. Ground vibration caused by moving vehicles, trains, aircraft, or temporary construction or demolition is exempted from this requirement.

9.8. Noise emanating from the project site, and which is received by adjacent land uses, shall not exceed the levels specified below, except that loudspeakers, bells, gongs, buzzers or other noise attention or attracting devices shall not exceed a maximum daytime dBA level of 60 and nighttime dBA of 40, measured anywhere beyond the boundaries of the property within which the noise is created.

Maximum Time of Exposure	Noise Metric	Noise Level Not To Be Exceeded	
		7 a.m. to 10 p.m.	10 p.m. to 7 a.m.
30 Minutes/Hour	L50	55 dBA	50 dBA
15 Minutes/Hour	L25	60 dBA	55 dBA
5 Minutes/Hour	L8.3	65 dBA	60 dBA
One Minute/Hour	L1.7	70 dBA	65 dBA
Any Period of Time	Lmax	75 Dba	70 dBA

Attachment:

Exhibit “A” – Mitigation Monitoring and Reporting Program

MITIGATION MONITORING AND REPORTING PROGRAM
CHINO GATEWAY TERMINAL PROJECT

This Mitigation Monitoring and Reporting Program has been prepared for use in implementing mitigation for the:

Chino Gateway Terminal Project
Special Conditional Use Permits (PL24-0097 and PL24-0120), Site Approval (PL24-0098)

The program has been prepared in compliance with State law and Addendum to The City of Chino General Plan Environmental Impact Report (State Clearinghouse No. 2008091064) prepared for the project by the City of Chino (City).

The California Environmental Quality Act (CEQA) requires adoption of a reporting or monitoring program for those measures placed on a project to mitigate or avoid significant effects on the environment (Public Resource Code Section 21081.6). The law states the reporting or monitoring program shall be designed to ensure compliance during project implementation.

The monitoring program contains the following elements:

1) The mitigation measures are recorded with the action and procedure necessary to ensure compliance. In some instances, one action may be used to verify implementation of several mitigation measures.
2) A procedure for compliance and verification has been outlined for each action necessary. This procedure designates who will take action, what action will be taken and when, and to whom and when compliance will be reported.
3) The program has been designed to be flexible. As monitoring progresses, changes to compliance procedures may be necessary based upon recommendations by those responsible for the program. As changes are made, new monitoring compliance procedures and records will be developed and incorporated into the program.

This Mitigation Monitoring and Reporting Program includes mitigation identified in The City of Chino General Plan Environmental Impact Report (State Clearinghouse No. 2008091064).

MITIGATION MONITORING AND RESPONSIBILITIES

As the Lead Agency, the City is responsible for ensuring full compliance with the mitigation measures adopted for the proposed project. The City shall monitor and report on all mitigation activities. Mitigation measures shall be implemented at different stages of development throughout the project site. In this regard, the responsibilities for implementation have been assigned to the Applicant, City, Contractor, or a combination thereof. If, during the course of project implementation, any of the mitigation measures identified herein cannot be successfully implemented, the City shall be immediately informed, and the City shall then inform any affected responsible agencies. The City, in conjunction with any affected responsible agencies, shall then determine if modification to the project is required and/or whether alternative mitigation is appropriate.

REGULATORY COMPLIANCE MEASURES

Regulatory Compliance Measures are presented in instances where the proposed project would not create a significant impact but would be required to adhere to regulatory requirements in order to ensure impacts do not become significant. Regulatory Compliance Measures outline compliance with various federal, State, and/or local acts, laws, rules, regulations, municipal codes, policies, etc.

THIS PAGE INTENTIONALLY LEFT BLANK

MITIGATION MONITORING AND REPORTING PROGRAM
CHINO GATEWAY TERMINAL PROJECT

MITIGATION MONITORING AND REPORTING PROGRAM CHECKLIST

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 13, 2025

Mitigation Measure No. / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
V.1. AESTHETICS					
Since there are no significant impacts related to aesthetics as a result of the project, no mitigation measures are required.					
V.2. AGRICULTURAL RESOURCES					
Since there are no significant impacts related to agricultural resources as a result of the project, no mitigation measures are required.					
V.3. AIR QUALITY AND GREENHOUS EGAS EMISSIONS					
Since there are no significant impacts related to air quality and greenhouse gas emissions as a result of the project, no mitigation measures are required.					
V.4. BIOLOGICAL RESOURCES					
Since there are no significant impacts related to biological resources as a result of the project, no mitigation measures are required.					
V.5. CULTURAL RESOURCES					
Since there are no significant impacts related to cultural resources as a result of the project, no mitigation measures are required.					
V.6. GEOLOGY/SOILS and MINERAL RESOURCES					
Since there are no significant impacts related to geology/soils and mineral resources as a result of the project, no mitigation measures are required.					
V.7. HAZARDS & HAZARDOUS MATERIALS					
Since there are no significant impacts related to hazards and hazardous materials as a result of the project, no mitigation measures are required.					
V.8. HYDROLOGY/WATER QUALITY					
Since there are no significant impacts related to hydrology/water quality as a result of the project, no mitigation measures are required.					
V.9. LAND USE and PLANNING					
Since there are no significant impacts related to land use and planning as a result of the project, no mitigation measures are required.					

MITIGATION MONITORING AND REPORTING PROGRAM
CHINO GATEWAY TERMINAL PROJECT

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 13, 2025

Mitigation Measure No. / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
V.10. NOISE					
Since there are no significant impacts related to noise as a result of the project, no mitigation measures are required.					
V.11. POPULATION/HOUSING					
Since there are no significant impacts related to population/housing as a result of the project, no mitigation measures are required.					
V.12. PARKS and PUBLIC SERVICES					
Since there are no significant impacts related to parks and public services as a result of the project, no mitigation measures are required.					
V.13. TRANSPORTATION/TRAFFIC					
Since there are no significant impacts related to transportation/traffic as a result of the project, no mitigation measures are required.					
V.14. UTILITY SYSTEMS and INFRASTRUCTURE					
Since there are no significant impacts related to utility systems and infrastructure as a result of the project, no mitigation measures are required.					
V.15. ENERGY					
Since there are no significant impacts related to energy as a result of the project, no mitigation measures are required.					
V.16. VEHICLE MILES TRAVELED					
Since there are no significant impacts related to vehicle miles traveled as a result of the project, no mitigation measures are required.					
V.17. TRIBAL CULTURAL RESOURCES					
Since there are no significant impacts related to tribal cultural resources as a result of the project, no mitigation measures are required.					
V.18. WILDFIRE					
Since there are no significant impacts related to wildfire as a result of the project, no mitigation measures are required.					

REGULATORY COMPLIANCE MEASURES

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 16, 2025

Regulatory Compliance Measure / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
V.4. BIOLOGICAL RESOURCES					
REGUATORY COMPLIANCE MEASURE BIO-1: A preconstruction survey for burrowing will be conducted within 30 days prior to initial ground disturbance. If burrowing owl is found on the site, the developer will consult with California Department of Fish and Wildlife (CDFW) and relocate the owls in accordance with CDFW burrowing owl relocation protocols, including the creation of artificial burrows.	City of Chino Director of Development Services, or designee.	Within 30 days prior to initial ground disturbance and during construction.	Evidence to the City a qualified biologist is retained, the required pre-construction survey has been completed, and, if necessary, appropriate consultation with the CDFW and relocation of owls in accordance with CDFW burrowing owl relocation protocols, including the creation of artificial burrows, has occurred.		Withhold grading permit and/or issuance of a stop work order.
REGUATORY COMPLIANCE MEASURE BIO-2: If tree removal is to be conducted during the nesting season (February through August), a preconstruction nesting bird survey shall be conducted by a qualified avian biologist to ensure that active bird nests would not be disturbed or destroyed. The survey shall be completed no more than three days prior to initial clearing of vegetation. The nesting bird survey shall include the project site and adjacent areas where project activities have the potential to affect active nests, either directly or indirectly, due to construction activity, noise, human activity, or ground disturbance. If an active nest is identified, a qualified avian biologist shall establish an appropriately sized non-disturbance	City of Chino Director of Development Services, or designee.	No more than three days prior to initial clearing of vegetation if tree removal is to be conducted during the nesting season (February through August).	Evidence to the City a qualified avian biologist is retained, the required pre-construction survey has been completed, and, if necessary, appropriate buffers have been implemented and enforced until the nest is deemed inactive by the qualified avian biologist.		Withhold grading permit and/or issuance of a stop work order.

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 16, 2025

Regulatory Compliance Measure / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
buffer between 100 and 300 feet (500 feet for raptors) around the nest, depending on bird species, behavior, and level of construction activity, using flagging or staking. Construction activities shall not occur within any non-disturbance buffer zones until the nest is deemed inactive by the qualified avian biologist.					

PUBLIC WORKS CONDITIONS OF APPROVAL
PROJECT NO. PL24-0097 (SCUP)/-0098 (SA)/-0120(SCUP)

DATE: July 1, 2025 PC MEETING DATE: July 16, 2025

PROJECT DESCRIPTION: Proposal for a new mixed use development of two buildings: a building with 158,548 sq ft of industrial warehouse uses and 3,520 sq ft of food and beverage use building. Existing structures, totaling 17,716 SF, are to be demolished. Four (4) lots will be merged into two (2) lots.

PROJECT LOCATION: 5849 Schaefer Avenue

APPLICANT: Gateway Terminal LLC PROJECT ENGINEER: Daniel Aguirre

---

PRIOR TO THE THREE MAJOR DEVELOPMENT EVENTS, THE APPLICANT SHALL SATISFY AND FULFILL ALL CONDITIONS OUTLINED BELOW. FAILURE TO COMPLY WITH ANY CONDITIONS OF APPROVAL SHALL BE DEEMED JUST CAUSE FOR REVOCATION OF PROJECT APPROVAL BY THE PLANNING COMMISSION. HOWEVER, THE PUBLIC WORKS DIRECTOR SHALL HAVE THE AUTHORITY TO APPROVE MINOR DEVIATIONS IN THE CONDITIONS OF APPROVAL, AND ALL PLANS INCLUDING THE CONSTRUCTION DRAWINGS.

1.0 **PRIOR TO ISSUANCE OF BUILDING OR CONSTRUCTION PERMITS:**

1.1. All required plans and studies shall be prepared by a Registered Professional Engineer and submitted to the Project Engineer for review and approval. All project plans must be approved by the City Engineer's office before a Building Permit will be issued. All maps, studies, calculation sheets, reports, etc. must be on and/or folded in an 11-inch by 8½-inch standard format.

1.2. Make the following dedications:

Street Name	Distance	Direction From C/L
Oaks Ave	33-ft total from CL to ROW	West
	(3-ft dedication)	

1.2a Dedicate to the City of Chino, a corner cutoff dedication at the southwest corner of Schaefer Ave. and Oaks Ave., per the City's Municipal Code.

1.2b Prepare and record necessary drainage easements to implement the project in accordance with drainage law.

1.3. Apply for and record a Lot Merger (LM) prior to the issuance of building permits. Record a Conforming Deed with the County of San Bernardino within six months of the recordation of the LM to conform the new legal description. Submit a copy of the recorded Conforming Deed to the Public Works Department.

1.4. Prepare and submit a drainage study, including supporting hydraulic and hydrological data to the project engineer for approval. The study shall confirm or recommend changes to the City's adopted Master Drainage Plan by identifying off-site and on-site storm water runoff impact resulting from build-out of permitted General Plan land uses. In addition, the study shall identify the project's contribution and shall provide locations and sizes of catchments and system connection points and all downstream drainage mitigation measures.

1.5. Prepare and submit a final grading plan showing building footprints, pad elevations, finished grades, drainage routes, retaining walls, erosion control, slope easements and other pertinent information in accordance with Appendix J of the California Building Code, latest edition.

1.6. Provide a certificate, from a Registered Civil Engineer, certifying that the finished grading has been completed in accordance with the City approved grading plan.

1.7. Submit a soils/geology report in accordance with Appendix J of the California Building Code, latest edition to the project engineer for review and approval.

1.8. Design per City Standards and construct full public improvements for all impacted and interior streets/facilities in accordance with City Code, Standards and Specifications. Such public improvements shall include, but not be limited to, the following [1]:

	Street Names			
	Schaefer Ave	Oaks Ave		
Curb & Gutter (Offset from Centerline)	36’	22’		
Sidewalk (Width)	5’ [2]	5’ [2]		
Asphalt Concrete Pavement on Aggregate Base (Width from Centerline)				
Asphalt Concrete Overlay [3]	X	X		
Street Lights [4]	X	X		
Median Island and Landscaping				
Parkway Landscaping [5]	X	X		
Striping and Traffic Controls [6]	X	X		
Traffic Signal Interconnect				
Conduit System for CATV				
Sewer [7]		X		
Storm Drain		X		
Domestic Water [8]	X	X		
Recycled Water				
Fire Hydrants as required by CVIFD [9]	X	X		
Driveways approaches [10]	X	X		

1. The public improvements listed above are required along the south side of Schaefer Avenue and the west side of Oaks Avenue as specified in our municipal code and per the City of Chino’s General Plan. All required street improvements should follow the new City standard for street trenching backfill and repair. Repair all damage to existing public improvements due to the proposed construction activities and as requested by the Public Works Inspector.
2. The sidewalk shall be extended along the project frontage on Schaefer Ave to the existing catch basin located near the northwesterly corner of the project site. ADA ramps shall be constructed at the southwest and southeast corners of Schaefer and Oaks to align with ADA standards.
3. Grind and overlay a minimum of 2 inches of the existing asphalt pavement along the project frontage in accordance with City of Chino standards. The limits of work shall extend to the street centerline along Oaks Avenue. The extent of asphalt pavement along Schaefer Avenue shall be determined based on the limits shown on the approved precise grading plan, including any areas impacted by new driveway installation, utility connections, or accessibility improvements.
4. Streetlights shall be installed per City of Chino standards and shall utilize an unmetered service pedestal.
5. The parkway maintenance shall be the responsibility of the property owner.
6. Extent of the signing & striping plan shall be dictated by the City Traffic Engineer.
7. Abandon unused sewer service(s) where applicable, per City standards.

8. Provide new water meters and services and abandon unused water meters and services where applicable, per City standards.
9. All existing fire hydrants that require relocation will need to be upgraded to the latest model per City of Chino standards.
10. All proposed driveway approaches shall be constructed per City Std. No. 250 with 5-ft sidewalks. Minimum width shall be 30-ft. Minimum radii per City and Chino Valley Independent Fire District (CVIFD) requirements.

1.9. All improvements shall comply with federal, state, and local accessibility regulations and standards.

a. The review or approval of plans and specifications by the City does not permit the violation of any section of the federal law, state law, building code, or local ordinance.

b. Where accessibility standards are contradictory, the provision that provides the most accessible (restrictive) condition shall apply.

c. Where the project's conditions of approval conflict with accessibility regulations and standards, the prevailing provision shall be determined by City's Accessibility Coordinator and City Engineer.

Pedestrian facilities (privately or publicly owned) that are open to the public shall comply with the City's Policy on Accessible Pedestrian Facilities, accessibility standards in the CBC, and ADA regulations at Part 36 of Title 28, which include the 2010 (ADA) Standards.

Accessibility of existing and proposed building improvements will be evaluated by the City's building department. Those comments and requests are in addition to those provided herein.

1.10. Design and install a monitoring manhole (per City Standard No. 530) on each domestic sewer lateral connection from any industrial building into the City's main sewer or into a private sewer main that is tributary to the City's main sewer. In addition, design and install a sampling Wye on a stubbed-out sewer lateral connection into the main sewer for each industrial building in this development.

1.11. Execute a Public Improvement Agreement and submit security in an amount acceptable to the City Engineer to guarantee construction of the public improvements listed in 1.8. All security must be accessible to the City at any time and in a form acceptable to the City Engineer, pursuant to Government Code, Section 66499.

1.12. Complete and file the petition for annexation of your project property to the City's Landscape and Street Lighting Maintenance District MD 2002-01.

1.13. Annex into the current services special tax community facilities district of the City (the "City Services CFD") through the submission of an application to the City's Finance Department along with the payment of $11,000.00 plus the per parcel fee, for the City's outside costs of the annexation process, or (II) form a new City community facilities district with a services special tax component commensurate with the City Services CFD, or (III) provide a lump sum payment to the City which, based on current interest rate conditions, is projected to finance in perpetuity the same services projected to be provided through annexation into the City Services CFD. Upon completion of the annexation, an annual special tax will be assessed on the property tax bill to each Assessor Parcel at an established rate set by the City Services CFD document entitled "Rate and Method of Apportionment" available for review in the CFD Annual Report located at:

https://www.cityofchino.org/222/Community-Facilities-District-Mello-Roos

This annual tax is used to fund Police, Fire and other municipal services provided to residents and businesses in the general City.

1.14. Obtain design and plan approval from appropriate utility companies for undergrounding all utility lines adjoining and interior to the project, including power lines of 34.5kV or less in accordance with City Code, Chapter 13.32.

1.15. Comply with all applicable requirements of the City Code.

1.16. The project must ensure that all pedestrian facilities (private or publicly owned) that are open to the public shall comply with accessibility standards in the City's Policy on Accessible Pedestrian Facilities, the current edition of the CBC in effect at the time of building permit issuance or, if no permit, the date construction commences, and Part 36 of Title 28 of the Americans with Disabilities Act (ADA) regulations, which include the 2010 ADA Standards. This includes the following structures and facilities:

a. Sidewalks and walks (public right of way sidewalk, walks within the development);
b. Curb ramps (should be directional with one curb ramp provided for each pedestrian crossing and shall comply with the City' Policy on Accessible Pedestrian Facilities);
c. Pedestrian crossings at driveways; and
d. Crosswalks (marked, unmarked, signalized)

1.17. Existing pedestrian facilities on the frontage of the development, open to the public within the development, shall be evaluated for accessibility. The street frontage includes all adjacent pedestrian facilities, created by, extended from, or connected to any required or provided sidewalks improvements. The frontage may include sidewalks, curb ramps, connecting crosswalks (marked and unmarked), and other associated pedestrian facilities (on-street parking space, etc.).

a. The following existing improvements shall be made compliant with accessibility regulations as a part of this project:
   i. sidewalks/walks
   ii. curb ramps near the southwest and southeast corners of Schaefer Ave and Oaks Ave
   iii. crosswalk pavement and associated pedestrian facilities (pedestrian push buttons, maneuvering space, clear space)
   iv. driveway approaches crossings
   v. parking space

b. Improvements that are non-compliant with the accessibility standards in effect at the time of construction or alteration, shall be brought up to current accessibility standards. This work shall be incorporated into the scope of this project and shall be completed prior to acceptance by the City.

c. Improvements that are compliant with the accessibility standards in effect at the time of construction, shall be documented on a separate construction plan with detailed specifications (running and cross slopes of all pedestrian walking surfaces, locations, dimensions and slopes of maneuvering spaces and landings, width of sidewalk, clear width and vertical clearance from obstructions). The accessibility of existing improvements will be verified by City inspection staff upon completion of the project. Discrepancies between documented existing conditions and existing conditions as measured by City staff shall be remediated and brought up to accessibility standards as part of the project.

1.18. Pay all applicable fees pursuant to City Code including, but not limited to, the Development Impact Fees (DIF) and Sewage Facilities Development Fee (SFDF). The actual amount of fees due to the City will be based on the fee schedule in place on the date that the fees are due, or the date that they are paid, whichever occurs last. The fee amount stated in this notice is subject to change based on (1) annual adjustments for inflation, pursuant to Chino Municipal Code Section 3.40.100

or 3.45.100, (2) revisions to the Chino Municipal Code, and (3) updates to the fee studies and nexus reports adopted by the City.

Developer is solely responsible for remaining informed about changes in the fee amounts. City shall have no obligation to inform Developer of changes in the fee amounts unless Developer requests notice of such changes, pursuant to Government Code Section 66019(b) and Chino Municipal Code Section 3.40.080(B) or 3.45.080(B).

1.19. All projects developing one (1) acre or more of total land area, or which are part of a larger phased development that will disturb one acre of land, are required to obtain coverage under the State Water Resources Control Board's (SWRCB) General Permit for storm water discharges associated with construction activity. Proof of filing a Notice of Intent (NOI) with the SWRCB for coverage under this permit is required. A copy of the Waste Discharger's Identification Number (WDID), issued by the SWRCB, must be submitted to the Project Engineer prior to issuance of grading permits. More detailed information regarding this General Permit, applicable fee information and the necessary forms to complete the NOI are available by calling (916) 341-5537 or on the SWRCB web site at: http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml.

1.20. Pursuant to Santa Ana Regional Water Quality Control Board Order Number R8-2010-0036, NPDES Permit No. CAS618036, prepare a project-specific Water Quality Management Plan (WQMP) and submit to the project engineer for review and approval. To address NPDES Permit requirements to the maximum extent practicable, the project shall be designed to specify preferential use of Low Impact Development Best Management Practices that reduce pollutants and runoff volume through structural measures (e.g., infiltration, harvesting, and bio-treatment) and non-structural measures (e.g., preserving natural areas, clustering development, and reducing impervious areas). The WQMP shall conform to the requirements of the San Bernardino County Stormwater Program, 2013 WQMP Technical Guidance Document and include the Trash Order Implementation Plan requirements.

1.21. Any future maintenance and repair of sewer laterals, except for the portion of lateral located within the public right-of-way or public easement, and domestic water or fire service laterals to the project site shall be the sole responsibility of the applicant/property owner in accordance with City Code, Chapter 13.04.175 and 13.12.150.

1.22. City staff shall determine the type of water (potable or recycled) to be used for grading operations, dust control activities, and common area/public landscape irrigation at the time of permit issuance.

1.23. All public street corners shall have a minimum curb radii per City Code, Chapter 19.06 and City Standards and Specifications.

1.24. Provide adequate sight distance per City Standard No. 865 for each project driveway and at all intersections. Landscaping type and height shall be maintained to ensure sight distance requirements are perpetuated.

1.25. Comply with all requirements of the Traffic Impact Analysis (TIA) dated May 21, 2025 including participation in fair share contributions (if applicable) and construction of required improvements.

1.26. If the design of the proposed curb ramps requires modifications to the existing traffic signal at the intersection of Schaefer Avenue and Oaks Avenue, the developer shall be responsible for implementing those modifications. During construction, the developer shall be responsible for any damages attributed to the construction of related public improvements and shall coordinate with the Transportation Division and the City's designated traffic signal maintenance company for technical support of the traffic signal during construction until such time as the improvements are accepted by the City to the satisfaction of the City Engineer.

1.27. Submit to the City electronic files, in Adobe Acrobat PDF format, of all submittals, including reports, studies, improvement plans and City redlines of previous submittals. Include AutoCAD and Esri GIS shape files as an e-transmitted zip file of all approved improvement plans.

1.28. The Developer may coordinate with the City to identify any eligible development impact fee (DIF) credits in accordance with the Chino Municipal Code. If any credits are identified, the Developer shall enter into a mutually agreed-upon DIF credit agreement with the City, which shall be subject to City Council approval.

2.0 PRIOR TO REQUEST FOR AND RELEASE OF OCCUPANCY PERMITS/ACCEPTANCE OF PUBLIC IMPROVEMENTS:

2.1. Construct and secure Public Works Department approval of all public facilities enumerated under Section 1.0 above (per Resolution No. 88-23).

2.2. Underground all utility lines adjoining and interior to the project, including power lines of 34.5kV or less in accordance with City Code, Chapter 13.32

2.3. Distribute for signature of all buyers, the information and disclosure notice announcing that the development will be annexed to the City's Landscape and Street Lighting Maintenance Assessment District before transfer of property title and completion and acceptance of all public improvements.

2.4. The applicant's Civil Engineer shall field verify that all BMPs are designed, constructed, and functional in accordance with the approved WQMP. BMPs shall also be inspected by Public Works Environmental staff. Coordinate inspection with staff and submit a completed City of Chino BMP field verification form for review and approval.

2.5. Provide and record a reciprocal use and maintenance agreement to assure common ingress and egress and joint maintenance of all common access, parking areas and drives.

2.6. Pay all remaining applicable fees pursuant to City Code.

2.7. Rehabilitate all street pavement impacted by utility trench repairs as directed by City staff. Install signing and striping per approved plans.

2.8. Submit to the City, electronic files of Tract/Parcel Map and "as-built" improvement plans in AUTOCAD, Esri GIS shape and Adobe Acrobat PDF formats. AUTOCAD files shall be submitted as an etransmitted zip file of the CAD drawings with all base files attached. Scanned resolution of PDF shall be a minimum of 360 dpi.

3.0 PRIOR TO FINAL ACCEPTANCE/PROJECT CLOSEOUT:

3.1 Complete all Conditions of Approval listed under Sections 1-3 above.

3.2 Submit to the City, electronic files of "as-built" improvement plans in AUTOCAD, Esri GIS shape and Adobe Acrobat PDF formats. AUTOCAD files shall be submitted as an etransmitted zip file of the CAD drawings with all base files attached. Scanned resolution of PDF shall be a minimum of 360 dpi.

Attachment

CITY OF CHINO
PUBLIC WORKS DEPARTMENT
DEVELOPMENT ENGINEERING DIVISION

PROJECT NO. PL24-0097(SCUP)/-0098 (SA)/-0120 (SCUP)

PROJECT ENGINEER: Daniel Aguirre

DATE: 7/1/2025

A COPY OF THIS CHECK LIST MUST BE PROVIDED ALONG WITH A COMPLETED PLAN CHECK REVIEW APPLICATION TO THE ENGINEERING TECHNICIAN WHEN MAKING AN APPOINTMENT FOR FIRST PLAN CHECK SUBMITTAL

- ☒ Copy of Development Engineering Division Conditions of Approval
- ☒ Plan Check Fee Calculation Form
- ☐ Maps (Subdivision Only)
- ☒ Preliminary Title Report (no older than six months) (Subdivision Only)
- ☐ Closure Calculations (Subdivision Only)
- ☐ Referenced Maps (Subdivision Only)
- ☒ Preliminary Soils Report (no older than sixty days)
- ☐ Lot line adjustment certificate
- ☒ Lot merger
- ☒ Right-of-way dedication
- ☐ Rough Grading Plans
- ☒ Precise Grading Plans
- ☐ Storm Drain Plans
- ☒ Hydrology and Hydraulic Calculations with Backup Data (Signed and Sealed by a Registered Civil Engineer)
- ☒ Engineering Cost Estimate (On City Forms) with Engineer's Wet Signature and Stamp
- ☐ Street Improvements Plans
- ☐ Cross-Sections (if street plans are required) at 50' intervals and extended a minimum of 100' beyond limits of improvements
- ☒ Sewer Plans (Delta revisions for proposed connections)
- ☒ Domestic Water Plans (Delta revisions for proposed connections)
- ☐ Recycled Water Plans
- ☒ Street Light Plans
- ☒ Voltage Drop Calculations (Signed and Sealed by a Registered Engineer)
- ☒ Signing and Striping Plans
- ☐ Traffic Signal Interconnect Plans
- ☒ Traffic Signal Plans (dependent on curb ramp design)
- ☒ Water Quality Management Plan
- ☐ Construction Management Plan

Chino Valley Fire District

14011 City Center Drive
Chino Hills, CA 91709
(909) 902-5260 Administration
(909) 902-5250 Fax
Chinovalleyfire.org

Board of Directors

Sarah-Ramos Evinger
President
Mike Kreeger
Vice President
Tom Haughey
Harvey Luth
Andrew Romaine

Fire Chief
Dave Williams

June 25, 2025

2024-00002066

GATEWAY TERMINAL LLC 13925 CITY CENTER DR STE 200 CHINO HILLS, CA - California 91709	Project Name: GATEWAY TERMINAL, PL24-0097(SCUP), PL24-0098 (SA), PL24-0120 Project Address: 5835 & 5885 Schaefer Ave. Chino, CA. 91710

It is a recommendation of the Fire District that the developer of every new construction project facilitate a preconstruction meeting. The meeting is to be scheduled with the Fire District Inspector for said project.

The following are the conditions of the above referenced permit/project. All conditions shall be adhered to, failure to comply with said conditions may result in the revocation of said permit and/or punitive fines as outlined in the Fire District fee schedule.

We look forward to a cooperative working relationship throughout the project. Should you have any questions regarding the project, including the conditions as set forth herein, please feel free to contact our office at (909) 902-5280.

Fire Protection Requirements

1.0 THE ITEMS BELOW ARE CONDITIONS OF APPROVAL AND ARE TO BE COMPLETED PRIOR TO RECORDATION:

1.1 Fire access roads shall be designed and plans submitted to the Fire District for approval. Fire access roads shall be constructed of an all-weather hard surface, such as, asphalt or concrete, and be a minimum unobstructed width of 26 feet and minimum clear height of 13'6". The road grade shall not exceed twelve percent (12%) maximum. An approved turn around shall be provided at the end of each roadway in excess of 150 feet in length. Aerial access shall be provided for any buildings 30' ft. and higher per 2019 CFC. Appendix D. A 26' ft. wide access road shall be a minimum of 15' ft. to the building and a maximum of 30' ft. from the building. Access roads shall comply with Fire District Standard No. 111.

1.2 The development and each phase shall have two (2) points of vehicular access during construction. Fire District Standard No. 111 shall be complied with.

1.3 Water systems shall be designed to meet the required fire flow of this development and be approved by the Community Risk Reduction Division. Buildings in excess of 100,000 square feet shall have a minimum of two (2) connections to a public main. The developer shall furnish the Community Risk Reduction Division with three (3) copies of the water system working plans done by the installing contractor for approval, along with the Fire Flow Availability Form completed by the water purveyor prior to recordation. The required fire flow shall be determined by using the California Fire Code, current adopted edition. For all private systems, the water systems shall comply with Fire District Standard Nos. 101, 102, and 103. In areas without water-serving utilities, fire protection water systems shall be based on NFPA Pamphlet 1231. For water connections and work conducted in the public right of way, please refer to separate plans reviewed and approved by the water purveyor.

1.4 Fire hydrants shall be six-inch (6") diameter with a minimum one four-inch (4") and one two and one-half inch (2-1/2") connections. All fire hydrants shall be spaced a maximum of three hundred feet (300') apart. Private water systems shall comply with Fire District Standard Nos. 101, 102, and 114. All hydrants shall be installed with pavement markers to identify their locations.

1.5 Access drives which cross property lines shall be provided with CC & R's, access easements or reciprocating agreements and shall be recorded on the titles of affected properties. Copies of the recorded documents shall be provided at the time of Fire District plan review.

1.6 Underground fire mains which cross property lines shall be provided with CC & R's, easements, or reciprocating agreements addressing the use and maintenance of the mains and hydrants and shall be recorded on the titles of affected properties. Copies of the recorded documents shall be provided at the time of Fire District plan review.

2.0 THE ITEMS BELOW ARE CONDITIONS OF APPROVAL AND ARE TO BE COMPLETED PRIOR TO ISSUANCE OF BUILDING PERMIT:

2.1 Fire access roads shall be constructed and approved by the Community Risk Reduction Division prior to combustibles being brought onto the site.

2.2 Approved street signs shall be installed prior to issuance of building permits, as well as a job site address.

2.3 Fire Protection water systems shall be tested, operational, and approved by the Community Risk Reduction Division prior to combustible materials being brought to the site.

2.4 All flammable vegetation shall be removed from each building site for a minimum distance of thirty feet (30') from any flammable building material including all structures.

2.5 A detailed site plan of the development is required to be submitted in electronic (pdf.) format. The plan must show and be limited to: locations of property lines, buildings, and equipment and hazards for emergency response purposes. Please refer to Fire District Standard No. 143. Additional or revised files may be required during construction and/or prior to final signoff.

2.6 The Developer shall submit, as an electronic file, a drawing of the new streets in pdf format to the Fire District with the building construction plans. Format must contain and be restricted to the following layers: A. Right of way; B. Parcel Lines; C. Street Names; D. Address numbers; E. Fire Hydrants. Additional or revised files may be required during construction and/or prior to final signoff.

3.0 THE ITEMS BELOW ARE CONDITIONS OF APPROVAL AND ARE TO BE COMPLETED PRIOR TO OCCUPANCY:

3.1 An automatic protection fire sprinkler system is required for all buildings 5,000 sq. ft or greater. and/or when used for allowable area increase, if applicable. This system shall comply with NFPA Standard No. 13 and Fire District Standard No. 110. An electronic/PDF set of detailed plans along with hydraulic calculations and material specifications shall be submitted to the Community Risk Reduction Division. The system shall be installed, tested and approved prior to system final. Fire sprinkler systems shall be installed by a licensed C-16 contractor and the contractor is required to submit a report to The Compliance Engine (TCE).

3.2 An automatic fire alarm system is required. An electronic/PDF set of detailed plans shall be submitted showing the design, system components, signaling devices, fire alarm power supply, control panel and auxiliary devices and functions of the alarm system. Please refer to Fire District Standard No. 133 and current adopted editions of the California Building Code, as well as NFPA Standard 72. The contractor is required to submit a report to The Compliance Engine (TCE).

3.3 Approved in-building, two-way emergency responder communication coverage for emergency responders shall be provided in all new buildings, if ERRC evaluation determines the need for installation of system. In-building, two-way emergency responder communication coverage within the building shall be based on the existing coverage levels of the public safety communication systems utilized by the jurisdiction, measured at the exterior of the building. System shall comply with current adopted edition of the California Fire Code, NFPA 70, 72 & 1221 and the contractor is required to submit a report to The Compliance Engine (TCE).

3.4 An automatic fixed fire extinguishing system may be required. An electronic/PDF set of detailed plans shall be submitted to the Community Risk Reduction Division for approval. System shall comply with current adopted edition of the California Fire Code, NFPA Standard 17-A, and UL 300. Please refer to Fire District Standard No. 112. The contractor is required to submit a report to The Compliance Engine (TCE).

3.5 Insulated liquid carbon dioxide systems with more than 100 pounds (45.4 kg) of carbon dioxide used in beverage dispensing applications shall comply with CFC, Section 5307.3.1., and shall be provided with mechanical ventilation or a gas detection system. The contractor is required to submit a report to The Compliance Engine (TCE).

3.6 A maximum occupant load sign shall be posted in a conspicuous location neat the main entrance/exit of the room, if occupant load is greater than 49 people. Such sign shall be legible.

3.7 Hand-held portable fire extinguishers are required to be installed. The location, type and cabinet design shall be approved by the Community Risk Reduction Division.

3.8 Exits, doors, signs and approved path marking shall be installed in accordance with the current adopted edition of the California Building Code, Section 1007

3.9 "No Parking - Fire Lane" signs shall be installed in interior access drives at locations designated by the Community Risk Reduction Division. Curbs shall be painted red at locations designated by the Community Risk Reduction Division. Please refer to Fire District Standard No. 121.

3.10 An approved recessed Fire Department "KNOX" brand key box is required. The key box shall be located at or near the main entrance(s), and shall be provided with a tamper switch and shall be monitored by an approved central station monitoring service. Please refer to Fire District Standard No. 117.

3.11 An approved Knox key switch and/or Knox lock is required on each automatic electric or manual gate that crosses an EVA. All automatic gates shall be provided with a manual override. Fire District Standard No. 116 & 117 shall be complied with.

3.12 Commercial, industrial, and multi-family building addresses shall be posted with a minimum eight inch (8") numbers, visible from the street and during the hours of darkness they shall be internally or externally electrically illuminated. Posted numbers shall contrast with the background used and be legible from the street.

Where building set back exceeds 100 feet from the roadway, additional non-illuminated six inch (6") numbers shall be displayed at the property access entrance. These numbers shall also contrast with the background used. Fire District Standard No. 122 must be complied with.

3.13 An electronic/PDF set of plans shall be submitted separately for each of the following listed items to the Fire District for review, approval and permit prior to any installation or work being done. Approved plans must be maintained at the worksite during construction. Fees are due at the time of submittal.

a) Building Construction, includes tenant improvement work
b) Private (onsite) Underground Fire Protection Water Systems, if applicable
c) Fire Sprinkler Systems, designed by C16 contractor or registered engineer
d) Fire Alarm Systems or Sprinkler Monitoring Systems designed by a C7, C10 contractor or registered engineer.
e) Knox box and/or security gate locations.
f) Gas detection systems
g) Emergency Responder Radio Coverage Systems

Applicable Standards:

101, 102, 103, 110, 111, 114, 117, 121, 122, 133, 141, 143

CVFD Standards available online at http://www.chinovalleyfire.org

EXHIBIT C

Development Services Department
Planning Division
13220 Central Avenue
Chino, CA 91710
(909) 334-3253

www.cityofchino.org

CITY *of* CHINO

Appeal Application

Appeal Process

The applicant or any interested aggrieved person may appeal the determination of the Development Services Director or Planning Commission within ten (10) calendar days from the date of such determination. The appeal must be in writing in accordance with Section 20.23.150 of the City of Chino Zoning Ordinance. The required appeal fee as adopted by the City Council must accompany an appeal to the Planning Commission of a decision of the Development Services Director or an appeal to the City Council of a decision of the Planning Commission or it will be considered incomplete and the appeal will not be considered. A building permit will not be issued until after the 10-day appeal period is complete. If an action of the Commission is appealed, the City Council will hear the appeal and render a final decision.

General Information (Print of Type)

Appellant's Name: Supporters Alliance for Environmental Responsibility (SAFER)
Phone Number: 510-836-4200

Mailing Address: 1939 Harrison Street, Suite 150 Oakland, CA 94612

Email Address: victoria@lozeaudrury.com
Fax Number:

Contact Name: Victoria Yundt
Phone Number: 510-836-4200

Type of Appeal Requested

☐ An appeal to the Planning Commission of an administrative action or determination
☒ An appeal to the City Council of a Planning Commission action or determination
☐ An appeal to the City Council of an environmental action or determination

Project number(s): PL24-0097, PL24-0098, PL24-0120

Project address or location: Located at the southwest corner of Schaefer Avenue and Oaks Avenue (APNs: 1021-052-04, -06, -09 and -11)

Specific action or decision which is being appealed:
The Planning Commission's July 16, 2025 decisions to (1) adopt Resolution No. PC2025-012, approving the Chino Gateway Terminal Project including PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit); and (2) adopt an Addendum to the City of Chino General Plan Environmental Impact Report (SCH No. 2008091064), certified in 2010, for the Project.

Specific grounds for the appeal, and the relief requested is as follows:
The grounds for this appeal are set forth in the attached letter, dated July 15, 2025. SAFER requests that the City Council withdraw the Planning Commission's approval of the Project and Addendum and direct staff to prepare an initial study for the Project, followed by a project-specific EIR or negative declaration as required by CEQA.

Staff Use Only

File No.	*Date Received*	*Filing Fee*	*Received By*
PL24-0097 (SCUP), PL24-0098 (SA), PL24-0120 (SCUP)	7/23/25	☐ *Resident* ☒ *Non-Resident*	Kim Le
Related Files	*Time Received*	*Receipt No.*	*Supervisor Authorization*
	2 PM	76860	

Rev. 04/16/2020

Appellant's Affidavit

I hereby certify that the statements and information contained herein are in all respects true and correct to the best of my knowledge and belief.

Appellant's Signature: Victoria Yundt Date: 7/23/2025

Print Name: Victoria Yundt

Relationship to Subject Appeal:

- ☐ Property Owner
- ☐ Business Owner
- ☐ Resident
- ☐ Other: _____

LOZEAU DRURY LLP
T 510.836.4200
F 510.836.4205
1939 Harrison Street, Ste. 150
Oakland, CA 94612
www.lozeaudrury.com
rebecca@lozeaudrury.com

July 15, 2025

VIA EMAIL

Jimmy Alexandris, Chairperson
Lissa Fraga, Vice Chairperson
Brandon Blanchard, Commissioner
Kevin Cisneroz, Commissioner
Steve Lewis, Commissioner
Vincent Lopez, Commissioner
Lawrence Vierira, Commissioner
Planning Commission
City of Chino
P.O. Box 667
Chino, CA 91708-0667
Planning@cityofchino.org

Kim Le, Senior Planner
Development Services Department
City of Chino
13220 Central Avenue
Chino, CA 91710
kle@cityofchino.org

Re: Comment on Addendum to the City of Chino General Plan EIR (SCH 2008091064) for the Chino Gateway Terminal Project July 15, 2025 Planning Commission Agenda Item 4

Dear Chair Alexandris, Vice Chair Fraga, Honorable Planning Commissioners and Ms. Le:

This comment is submitted on behalf of Supporters Alliance for Environmental Responsibility ("SAFER") regarding the Chino Gateway Terminal Project (PL24-0097, PL24-0098, PL24-0120), which proposes demolition of three existing buildings and associated ancillary structures (totaling 17,716 square feet) and the development of a 158,548 square-foot warehouse building and a 3,520 square-foot multi-tenant restaurant building, located on an approximately 7.35-acre site bounded by Schaefer Avenue and Oaks Avenue intersection in the City of Chino, on Accessor's Parcel Numbers 1021-052-04, 1021-052-06, 1021-052-09, and 1021-052-11 ("Project"), to be heard as Agenda Item 4 at the Planning Commission's July 15, 2025 meeting.

SAFER objects to the City's reliance on an Addendum to the City of Chino General Plan Environmental Impact Report (SCH No. 2008091064), certified in 2010 ("GPEIR"), for the Project. Under the California Environmental Quality Act ("CEQA"), an addendum is not appropriate because the Project is not within the scope of the prior program EIR and there is new information available since certification of the 2010 GPEIR indicating new significant impacts and/or the availability of new mitigation measures. Therefore, SAFER requests that the Planning Commission refrain from taking any action on the Project at this time and,

instead, direct staff to prepare an initial study for the Project, followed by a project-specific EIR or negative declaration as required by CEQA.

Sincerely,



Rebecca Davis
LOZEAU | DRURY LLP

RESOLUTION NO. 2025-058

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, DENYING SUPPORTERS ALLIANCE FOR ENVIRONMENTAL RESPONSIBILITY'S (SAFER) APPEAL AND APPROVING PL24-0097 (SPECIAL CONDITIONAL USE PERMIT). PL24-0098 (SITE APPROVAL), AND PL24-0120 (SPECIAL CONDITIONAL USE PERMIT) FOR THE CONSTRUCTION OF THE CHINO GATEWAY TERMINAL PROJECT CONSISTING OF A 158,548 SQUARE FOOT INDUSTRIAL WAREHOUSE BUILDING, A 3,540 SQUARE FOOT FOOD AND BEVERAGE BUILDING, AND TO CONDITIONALLY PERMIT AN INDUSTRIAL BUILDING GREATER THAN 50,000 SQUARE FEET AND TO ALLOW RESTAURANTS IN THE LIGHT INDUSTRIAL (M1) ZONING DISTRICT, LOCATED AT THE SOUTHWEST CORNER OF SCHAEFER AVENUE AND OAKS AVENUE (APN: 1021-052-04, -06, -09, AND -11)

WHEREAS, on July 6, 2010, the City certified the City of Chino General Plan Environmental Impact Report (GPEIR) (SCH# 2008091064); and

WHEREAS, Gateway Terminal LLC (the "Applicant"), has filed an application with the City of Chino (the "City") for approval of PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit) (the "Project") to construct the Chino Gateway Terminal Project consisting of a 158,548 square foot warehouse industrial building, a 3,540 square foot restaurant building with an outdoor dining area, and to conditionally permit restaurants and a warehouse industrial building greater than 50,000 square feet, located on approximately 7.35 acres of land within the Light Industrial (M1) zoning district at the southwest corner of Schaefer Avenue and Oaks Avenue (APN: 1021-052-04, -06, -09, and -11); and

WHEREAS, in compliance with the California Environmental Quality Act (CEQA), an Addendum to the General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project, dated June 2025, has been prepared by LSA Associates, Inc.; and

WHEREAS, a notice was published in the *Chino Champion* on July 5, 2025. Additionally, a 10-day notice was mailed to all property owners within a 300-foot radius of the project site, the City sent information out on the City's social media platforms, and two freestanding signs were posted along each of the project's street frontages in accordance with Section 20.23.140.D.1 of the City's Zoning Code; and

WHEREAS, on July 15, 2025, Louzeau Drury, LLP, on behalf of the Supporters for Environmental Responsibility (SAFER) submitted an objection to the Project, objecting to the City's reliance on an Addendum to the City of Chino General Plan Environmental Impact Report; and

WHEREAS, on July 16, 2025, the Planning Commission held a duly noticed public hearing for the Project in compliance with the law, and, after entertaining the written and oral report of staff, and taking public testimony from Mr. Jorge Zavala with Western States Regional Council of Carpenters who requested the Project be delayed until the developer could commit to hiring a local, skilled, and trained workforce, approved the Project by a vote of 6-1; and

WHEREAS, SAFER (the "Appellant") filed a timely appeal of the approval of the project; and

WHEREAS, on September 16, 2025, the City Council held a duly noticed public hearing to consider appellant's appeal, considered the written and oral report of staff and all oral and written evidence presented and closed the public hearing.

NOW, THEREFORE, the City Council of the City of Chino, California, does hereby FIND, DETERMINE, and RESOLVE as follows:

A. The foregoing recitals are true and correct and incorporated herein.

B. Based on substantial evidence, both written and oral, from the public hearing, the City Council makes the following findings and takes the following actions on the appeal and on PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit):

1. *PL24-0098 (Site Approval)*

    a. The proposed Project is consistent with the goals and policies of the City's adopted General Plan and/or applicable specific plan(s). The Project site has a General Plan land use designation of Light Industrial (LI). The LI land use designation is intended for industrial uses with fewer impacts on traffic, noises, odors and pollutants and allows for a broad range of uses. The Project has been designed to meet applicable development standards and design guidelines. The Project serves General Plan Goal LU-2 and Objective LU-2.1 which aim to foster the development of new industrial uses in the City while preventing negative impacts on the health, safety, and welfare of residents and General Plan Objective LU-1.3 which encourages commercial development that will support and enhance vibrant commercial areas and serve existing neighborhoods;

    b. The proposed Project is permitted within the zoning district in which it is proposed and complies with all applicable provisions of the City's Zoning Code. The Project is located in the Light Industrial (M1) zoning district and consists of a 158,548 square foot warehouse industrial building and a 3,540 square foot food and beverage building with an outdoor dining area. The restaurant uses and the size of the warehouse building, which exceeds 50,000 square feet, require approval of a Special Conditional Use Permit. Additionally, the Project meets or exceeds all minimum development standards related to setbacks, building height, lot coverage, parking, and landscaping;

    c. The subject site is physically suitable, including, but not limited to, parcel size, shape, access and availability of utilities, for the type and intensity of use proposed, as all minimum zoning requirements governing parcel size, shape, access, type and intensity of development have been met or exceeded. The 7.35-acre site is flat and will have adequate infrastructure and four points of vehicular access from Schaefer Avenue and Oaks Avenue. Utilities and stormwater improvements will be extended to serve the site;

    d. The subject site for the Project relates to streets and highways properly designed, both as to width and type of pavement to carry the type and quantity of traffic generated by the proposed Project, in that the Project site is located along Schaefer Avenue, which is designated as a primary arterial and Oaks Avenue,

which is designated as an urban industrial collector. Access to the site is provided from the adjacent streets. Additionally, Schaefer Avenue is designated as a truck route. Both streets are currently improved and has adequate capacity to serve the proposed Project;

e. The proposed Project is compatible with those abutting properties and in the surrounding area. The Project is located within an area designated for industrial uses and is surrounded by existing industrial developments to the east, south and west. To the north, Schaefer Avenue separates the single-family residential development from the Project. The Project will have no significant negative light, noise, and aesthetic impacts, as the building has been designed to meet all development and design requirements of the M1 zoning district, in which it is located;

f. The proposed location, size, and operating characteristics of the proposed Project will not be detrimental to the public interest, health, safety or general welfare, as the proposed Project consists of a mixed-use development with an industrial building and a food and beverage building, which is consistent with the M1 zoning district. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A";

g. The proposed Project will not have a significant adverse impact on the environment as an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Addendum satisfies the requirement of CEQA and the CEQA Guidelines (California Public Resources Code §§ 21000 *et seq*.; 14 Cal. Code Regs. §§ 15000 *et seq*.); and

h. The minimum safeguards necessary to protect the public health, safety and general welfare have been required of the proposed Project and have been imposed as conditions of Project approval by the Chino Planning Commission. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A".

2. *PL24-0097 (Special Conditional Use Permit – Warehouse Building ≥ 50,000SF)*

a. The proposed use is consistent with the goals and policies of the City's adopted General Plan and/or applicable specific plan(s), in that the proposed use consists of an industrial building exceeding 50,000 square feet, which is permitted subject to approval of a SCUP. The use supports General Plan Goal LU-2 and Objective LU-2.1, which aims to foster the development of new industrial uses that contributes to the City's economic development, while ensuring such uses are planned and designed to prevent negative impacts on the health, safety, and welfare of residents;

b. The subject site is physically suitable, including but not limited to, parcel size, shape, access and availability of utilities, for the type and intensity of use proposed, as all minimum zoning requirements governing parcel size, shape access, type and intensity of the use have already been met or exceeded and the appropriate infrastructure and public improvements are conditioned to be constructed with the development. Additionally, the proposed 158,548 square foot industrial building meets all requirements and development standards in the Zoning Ordinance;

c. The subject site relates to streets and highways properly designed, both as to width and type of pavement to carry the type and quantity of traffic generated by the proposed use; as the 158,548 square foot industrial building will have direct access from one driveway off Schaefer Avenue and a second driveway off Oaks Avenue. Schaefer Avenue is designated as a primary arterial and truck route and Oaks Avenue is designated as an urban industrial collector, both streets designed to carry the volume of traffic typically generated by the use;

d. The proposed use is compatible with those on abutting properties and in the surrounding neighborhood. The Project is located within an area designated for industrial uses and is surrounded by existing industrial developments to the east, south and west. To the north, Schaefer Avenue, separates the single-family residential development from the use. The use will have no significant negative light, noise, and aesthetic impacts, as the building has been designed to meet all development and design requirements of the M1 zoning district, in which it is located. Additionally, the M1 zoning district is intended for industrial uses that are less intensive;

e. The proposed location, size, and operating characteristics of the proposed use will not be detrimental to the public interest, health, safety or general welfare, as the 158,548 square foot industrial building is allowed in the M1 zoning district, subject to the approval of a SCUP. In addition, certain safeguards have been required of the proposed use, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit “A”;

f. The proposed Project will not have a significant adverse impact on the environment as an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Addendum satisfies the requirement of CEQA and the CEQA Guidelines (California Public Resources Code §§ 21000 *et seq*.; 14 Cal. Code Regs. §§ 15000 *et seq*.); and

g. The minimum safeguards necessary to protect the public health, safety and general welfare have been required of the proposed Project and have been imposed as conditions of Project approval by the Chino Planning Commission. In addition, certain safeguards have been required of the proposed use, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit “A”.

3. *PL24-0120 (Special Conditional Use Permit - Restaurant):*

   a. The proposed use is consistent with the goals and policies of the City's adopted General Plan and/or applicable specific plan(s); in that the proposed use consists of individual restaurants located within a multi-tenant building. The proposed use is permitted, subject to approval of a SCUP Furthermore, Objective LU-1.3 of the City's General Plan encourages commercial development that will support and enhance vibrant commercial areas to serve existing neighborhoods with a combination of daily and specialty daily needs;

   b. The subject site is physically suitable, including, but not limited to, parcel size, shape, access and availability of utilities, for the type and intensity of use proposed, as all minimum zoning requirements governing parcel size, shape access, type and intensity of development have already been met or exceeded and the appropriate infrastructure and public improvements are conditioned to be constructed with the development;

   c. The subject site relates to streets and highways properly designed, both as to width and type of pavement to carry the type and quantity of traffic generated by the proposed use; as the restaurant building will have direct access from one driveway off Schaefer Avenue a second driveway off Oaks Avenue. Schaefer Avenue is designated as a primary arterial and Oaks Avenue is designated as an urban industrial collector, both streets designed to carry the volume of traffic typically generated by the proposed restaurant use;

   d. The proposed use is compatible with those on abutting properties and in the surrounding neighborhood, in that restaurants in the M1 zoning district are allowed, subject to approval of a SCUP. The proposed food and beverage building is located within an area designated for industrial uses and is surrounded by existing industrial developments to the east, south and west. The restaurant component is strategically located at the northeast corner of the project site, serving as a transitional buffer between the single-family residential neighborhood, separated by Schaefer Avenue, and the larger warehouse industrial building to the south. The use will have no significant negative light, noise, and aesthetic impacts, as the building has been designed to meet all development and design requirements of the M1 zoning district, in which it is located;

   e. The proposed location, size, and operating characteristics of the proposed use will not be detrimental to the public interest, health, safety or general welfare, as restaurant uses are allowed in the M1 zoning district, subject to the approval of a SCUP. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A";

   f. The proposed Project will not have a significant adverse impact on the environment as an Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The Addendum

satisfies the requirement of CEQA and the CEQA Guidelines (California Public Resources Code §§ 21000 *et seq*.; 14 Cal. Code Regs. §§ 15000 *et seq*.); and

g. The minimum safeguards necessary to protect the public health, safety and general welfare have been required of the proposed Project and have been imposed as conditions of Project approval by the Chino Planning Commission. In addition, certain safeguards have been required of the proposed Project, which the Planning Commission deems necessary to protect the public health, safety, and general welfare. These safeguards (Conditions of Approval) are attached hereto as Exhibit "A".

4. *CEQA Findings.* An Addendum to the City of Chino General Plan Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project has been prepared by LSA Associates, Inc. for this Project pursuant to Section 15164 of the California Environmental Quality Act (CEQA) Guidelines. The City Council has considered the Addendum and Environmental Impact Report as part of its decision on this Project pursuant to Section 15164. The City Council hereby finds that the Project is within the scope of the EIR, which adequately describes the activity for the purposes of CEQA. The City Council hereby finds that the Project will not have any impacts that would require a revision to the EIR or any other additional environmental review.

5. *Deny the appeal and grant approval of PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit).* The City Council hereby makes the following findings:
   a. SAFER's appeal presents vague and unsupported claims that new information, significant environmental impacts and/or mitigation measures may have emerged since the 2010 GPEIR was certified and therefore claims that a new EIR or Negative Declaration is required. However, the Addendum and the Planning Commission's decision were based on comprehensive technical analysis that evaluated the Project's environmental impacts.
   b. The Addendum provided: 1) a detailed summary of relevant General Plan policies for each environmental topic addressed in the GPEIR; 2) the level of impact for each environmental topic identified in the GPEIR; and 3) an evaluation of the Project's impacts compared to those analyzed in the GPEIR. The Addendum appropriately compared the impacts of the Project with those anticipated from full General Plan buildout. This is backed by the numerous technical studies that evaluated potential impacts and concluded that no additional mitigation would be required for the Project. Based on this analysis, the Planning Commission found no evidence that the Project would result in new or more severe significant impacts than those previously identified in the GPEIR.
   c. As documented in the Addendum, the Project would not result in any new significant impacts, nor would it cause a substantial increase in the severity of existing impacts beyond those addressed in the GPEIR. The Project's potential impacts are equal or less than those evaluated in the GPEIR. Additionally, there have been no substantial changes in the Project's conditions or location that would lead to new or more severe environmental impacts. Therefore, no new information has been identified that would require further CEQA review under Section 15162.

   Based on such findings, the City Council hereby denies the appeal and approves PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit) subject to the Conditions of Approval attached hereto as

Exhibit "A". Applicant, including its successors and assigns, shall be responsible for implementing and complying with all conditions set forth in Exhibit "A".

6. *Actions by the City Clerk.* The City Clerk is hereby directed to attest to the adoption of this Resolution as of the date set forth below and forthwith transmit a copy of this Resolution, by regular mail, to the Applicant at the address of record set forth in the Application.

PASSED, APPROVED, AND ADOPTED THIS 16TH DAY OF SEPTEMBER 2025.

EUNICE M. ULLOA, MAYOR

ATTEST:

NATALIE GONZAGA, CITY CLERK

State of California)
County of San Bernardino) §
City of Chino)

I hereby certify the foregoing Resolution was duly adopted by the Chino City Council at a meeting held on the 16th day of September 2025 and entered in the minutes of said Commission.

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

CITY CLERK

Attachment: Exhibit A – Conditions of Approval

EXHIBIT A

DEPARTMENTAL
CONDITIONS OF APPROVAL

DATE: July 16, 2025

PROJECT FILE NO.: PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval), and PL24-0120 (Special Conditional Use Permit)

LOCATION: Southwest corner of Schaefer Avenue and Oaks Avenue (APN: 1021-052-04, -06, -09 and -11)

APPLICANT: Gateway Terminal LLC

The departments listed below have reviewed the above referenced application. Those departments marked with an "X" have required conditions of approval to be imposed on the project.

Development Services Department –
- [X] Planning Division
- [ ] ADA Accessibility Division

Public Works Department –
- [X] Engineering Division
- [ ] Traffic Division

[X] Chino Valley Independent Fire District

[ ] Police Department

[ ] Finance Department

[ ] Community Services, Parks & Recreation Department

DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION CONDITIONS OF APPROVAL

DATE: July 16, 2025

PROJECT FILE NO.: PL24-0097 (Special Conditional Use Permit), PL24-0098 (Site Approval) and PL24-0120 (Special Conditional Use Permit)

LOCATION: Southwest corner of Schaefer Avenue and Oaks Avenue (APN: 1021-052-04, -06, -09 and -11)

APPLICANT: Gateway Terminal LLC

NOTE: CONDITION IN BOLD WAS ADDED BY THE PLANNING COMMISSION.

1.0 TIME LIMITS:

1.1. The above referenced Site Approval and Special Conditional Use Permits shall expire on July 16, 2026, if building permits are not obtained and/or the approved uses have not commenced. The expiration date may be extended upon written request by the applicant on a City application form. The request must be received by the Director of Development Services at least 30 days prior to expiration of the application.

1.2. Should any of the special conditionally permitted uses cease to exist for 180 or more consecutive days, then the permit shall be deemed null and void.

2.0 GENERAL REQUIREMENTS:

2.1. Failure to comply with any conditions of approval shall be deemed just cause for revocation of project approval by the Planning Commission and/or City Council.

2.2. The project shall proceed only in accordance with the approved plans on file with the Development Services Department, and with the conditions contained herein and the Chino Municipal Code.

2.3. The Director of Development Services shall have the authority to approve minor deviations in the site plan, architecture and/or landscape providing the total approved building area is not exceeded. If it is determined that

the changes will be substantial, approval from the Planning Commission will be required.

2.4. Approval of this request shall not waive compliance with any section of the Chino Municipal Code, or any other applicable City ordinances, or applicable specific plan provision.

2.5. Pursuant to Government Code Section 66020, upon approval of the project, the applicant has a 90-day period in which to protest the fees, dedications, reservation or other exaction imposed on this project through the conditions of approval.

2.6. In the event that any condition contained herein is determined to be invalid or legally unenforceable, all remaining conditions shall remain in force.

2.7. In the event that any condition imposing a fee, exaction, dedication, or other mitigation measure is challenged by the applicant and/or other parties in an action filed in a court of law, which action is brought within the time period provided for by law, this approval shall be suspended pending dismissal of such action, the expiration of the limitation period applicable to such action, or final resolution of such action. If any condition is invalidated by a court of law, the applicable section of the entire project shall be reviewed by the City and substitute conditions may be imposed.

2.8. The applicant shall indemnify the City and its elected boards, commissions, officers, agents and employees and will hold and save them and each of them harmless from any and all actions, claims, liabilities, losses, damages, penalties, obligations and expenses, including but not limited to attorneys' fees and costs, (collectively "claims") against the City for any such claims and shall be responsible for any judgment arising therefrom. The City shall provide the applicant with notice of the pendency of such action and shall request that the applicant defend such action. The applicant may utilize the City Attorney's office or use legal counsel of its choosing, but shall reimburse the City for any necessary legal cost incurred by City, including for the City's required participation in defense of the claims. The applicant shall provide a deposit in the amount of 100% of the City's estimate, in its sole and absolute discretion, of the cost of litigation, including the cost of any award of attorney's fees, and shall make additional deposits as requested by City to keep the deposit at such level. If the applicant fails to provide or maintain the deposit, the City may abandon the action and the applicant shall pay all costs resulting therefrom and City shall have no liability to the applicant.

2.9. The City of Chino has an executive contract with Waste Management for all solid waste collection and hauling services within the City. The

applicant shall be responsible for making arrangements with Waste Management for disposal of any/all construction debris or trash generated as a result of this permit. Waste Management can be reached at 1-800 423-9986.

2.10. Any change in the project shall be reviewed by the Development Services Department for compliance with CEQA.

2.11. All proposed signs shall be designed to conform with the City's Sign Code (Chino Municipal Code, Title 16 – Signs) and shall require separate application and approval by the Director of Development Services prior to installation.

2.12. Pursuant to Public Resources Code Section 21089 and Fish and Wildlife Code Section 711.4, the developer shall provide those fees marked [X] below in the form of a check made payable to the ***San Bernardino County Clerk of the Board of Supervisors*** within 5 days of Planning Commission approval. **Project approval shall not be complete until the required fee(s) is (are) paid:**

[X] $50 for the Notice of Determination filing fee.

3.0 PRIOR TO THE ISSUANCE OF A BUILDING AND/OR GRADING PERMIT:

3.1. The applicant/developer shall pay development impact fees at the established rate. Such fees may include, but not be limited to, new construction fee, park or open space fees, school fees, drainage fees, sewer fees, building permit and plan check fees.

3.2. Revised plans, incorporating all conditions of approval, shall be submitted and approved by the Director of Development Services.

3.3. All plans shall be coordinated for consistency.

3.4. The applicant/developer shall submit two sets of structural plans/construction documents. The plans shall include one set of structural calculations, one set of Title 24 energy calculations, and one soils report. The applicant/developer shall also submit the above documents in digital format to the Building Division once approved.

3.5. A construction management plan shall be submitted and approved by the Director of Development Services. The plan shall coordinate and address construction activities that may impact residents and/or surrounding businesses in adjacent areas. Elements of the plan shall contain, but not be limited to, the following:

a. Routing of construction equipment
b. Hours of operation
c. Dust control
d. Vector control
e. Vehicle, equipment, and personnel staging
f. Pre-construction meetings
g. Contractor/subcontractor acknowledgement, obligations, and penalties
h. Traffic control and coordination
i. Security and interim fencing
j. Signs posted on the site with a contact number for the job site construction manager and the City's Code Enforcement Division. Signs shall measure at least four feet by eight feet and shall be posted along every street frontage. The developer shall contact the City immediately upon any change in contact numbers.
k. Building and landscape phasing. This plan shall show which buildings and landscaping will be completed in which phases, and how each completed phase will be closed off from phases under construction so as to minimize conflict between construction vehicles, construction equipment, employees, and residents, as applicable.

3.6. A precise wall plan identifying the design, location and construction details of all walls and fences shall be submitted and approved by the Planning and Building Divisions. All perimeter and street-facing walls, including retaining walls, shall be decorative in nature.

3.7. Prior to the issuance of any grading permit, detailed on-site landscaping and irrigation construction drawings along with a copy of the Planning Commission approved conceptual landscape plans and a copy of the conditions of approval shall be submitted for review and approval by the Director of Development Services. A grading permit will not be issued until the City's outside plan checker has completed one review of detailed landscape and irrigation plans for the development. Payment of the Landscape & Irrigation Plan Review Fee shall be due at the time of submittal. Plans shall be prepared to comply with the City's Water Efficient Landscape Ordinance, adopted on October 6, 2015, Ordinance No. 2015-008, meet the requirements for a Landscape Documentation Package in accordance with Section 20.19.030 of the Landscape Ordinance, and shall bear the seal of a landscape architect registered with the state of California. If the site includes areas proposed to be placed within a City-maintained Landscape Maintenance District, then the plans shall be prepared on City of Chino, Engineering Division base sheets, and shall bear the seal of a landscape architect registered with the state of California. Original mylars shall be submitted to the City upon approval of plans by the City Engineer.

3.7.1. To minimize damage to paved areas due to tree root growth, trees located within five (5) feet of any paved surface area, shall be provided with root barriers unless it can be demonstrated, to the satisfaction of the Planning Division, that the root growth characteristics of the type of tree proposed does not warrant their installation.

3.8. Approval of the conceptual landscape plan by the Planning Commission does not constitute final approval. The final landscape approval (during the plan check process and/or following installation) shall be subject to the review and approval of the City's Landscape Architect Consultant and the Director of Development Services. The City Landscape Architect or Director of Development Services may require additional/fewer trees, shrubs, vines, and ground cover as necessary, based on final site conditions during the landscape plan check process or field review process in order to mitigate any site conditions that were not apparent during either the Planning Commission review or plan check review process.

3.9. All new ground-mounted utilities, including but not limited to cable television facilities, and telephone/fiber optic facilities, shall be undergrounded. Equipment that is not placed underground such as SCE transformers, backflow prevention devices, irrigation valves and controllers used for common landscape areas shall be placed in areas out of public view and sufficiently screened. The location and method of screening shall be reflected in a plan and shall be subject to the review and approval by the Director of Development Services.

3.10. All electrical panels and cabinets shall be completely screened. All electrical panels and cabinets shall be fully enclosed and integrated into and architecturally compatible with the building to the satisfaction of the Director of Development Services. The locations of the electrical panels and cabinets shall be reflected on a site plan and elevation(s) to be reviewed and approved by the Director of Development Services.

3.11. Prior to the issuance of a building permit, the approved grading plans shall be attached to the construction plan set. The project shall be built according to the plans approved by the Planning Commission on July 16, 2025, as prepared by Gateway Terminal LLC, O.C. Design & Engineering, Phil May Landscape Architecture and Pacific Consulting Group, Inc. Any substantial modification to the project shall require Planning Commission review and approval. If minor in nature, the modification may be reviewed and approved by the Development Services Director.

3.12. A detailed on-site exterior lighting plan shall be submitted and approved by the Director of Development Services. Plans shall be designed pursuant to Chino Municipal Code Section 20.10.090 *(Outdoor Lighting)* and shall identify fixture design, illumination (photometric), location, height and method of shielding, so as not to adversely affect adjacent properties.

3.13. Upon submittal of construction drawings to the Building Division for plan check review, all departmental conditions of approval for the project shall be included on the sheet following the title sheet, or the first sheet of the plans. A site plan shall also be attached to all sets of construction drawings. The condition shall be a minimum requirement for acceptance of construction drawings for the Building plan check review.

3.14. The applicant is required to contact the West Valley Mosquito and Vector Control District to determine if an inspection or field survey of potential vectors and their ectoparasites is necessary. If the District so determines, an inspection or field survey shall be conducted by the District, at the applicant's expense, prior to demolition or grading in order to protect the health of and reduce the risk of neighboring residents to vector-borne diseases. Based on the inspection or survey results, the applicant shall take appropriate vector control methods as recommended by the District.

3.15. A Water Quality Management Plan shall be prepared in accordance with County of San Bernardino requirements and submitted and approved by the City.

3.16. No grading permits shall be issued until all applicable biological resource mitigation measures, identified in the Addendum to the City of Chino General Plan Certified Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project, prepared by LSA Associates, Inc., dated June 2025, as they apply to the project area, have been complied with to the satisfaction of the Director of Development Services.

3.17. **Special Condition:**

3.17.1. **The applicant shall reinforce the outdoor seating area to protect patrons and minimize damage in the event of a vehicular collision, subject to review and approval of the Director of Development Services.**

4.0 PRIOR TO START OF CONSTRUCTION:

4.1. A pre-construction meeting, scheduled with the Building Division, shall be held with all applicable City staff members, developer, contractor, superintendent, and all applicable subcontractors.

4.2. The final landscape and irrigation plans for the development shall be approved by the Director of Development Services.

4.3. The approved construction management plan shall be distributed to all contractors and subcontractors and shall be maintained on-site through the duration of construction.

5.0 PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY:

5.1. All conditions of approval shall be completed to the satisfaction of the Director of Development Services.

5.2. The fee for review of the landscaping and irrigation plans by both the City and the City's landscape architect shall be paid by the developer.

5.3. All landscaping and irrigation shall be installed in accordance with the approved Planning Commission plans on file with the Development Services Department, and irrigation systems fully operational. In addition, all hardscaped and landscaped areas shall be free of trash and debris.

5.4. A licensed landscape architect or contractor, or other licensed certified professional in a related field shall conduct a final field inspection and shall prepare a certificate of completion, which shall be filed with the Director of Development Services. The certificate of completion shall be prepared in accordance with Section 20.19.030.J of the Landscape Ordinance, and shall specifically indicate that plants were installed as specified by the landscape design plan, that the irrigation system was installed as specified by the irrigation design plan, and that an irrigation audit has been performed. All landscape and irrigation audits shall be conducted by a landscape irrigation auditor. Landscape audits shall not be conducted by the person who designed the landscape or installed the landscape.

5.5. A landscape maintenance program for the entire project site shall be reviewed and approved by the Director of Development Services. The maintenance program shall include general landscape maintenance provisions for pruning, trimming, the replacement of any dead, decayed, or diseased vegetation, ongoing weed abatement, and replacement/repair of the irrigation system, when necessary. The landscape maintenance program shall be included with the contract with the landscape maintenance company to ensure they implement the maintenance program. In addition, the maintenance program should include provisions for periodic inspections to ensure the irrigation system is working properly, and all landscaping is being properly maintained.

5.6. Prior to issuance of a certificate of occupancy for the final unit, any temporary sales and/or construction office buildings/trailers shall be removed from the site.

5.7. The project site shall be clean and free of trash and construction debris, and all construction equipment shall be removed from the site.

6.0 ENVIRONMENTAL REQUIREMENTS & MITIGATION MEASURES:

6.1. Comply with all mitigation measures identified in the attached *Mitigation Monitoring and Reporting Program* contained within the Addendum to the City of Chino General Plan Certified Environmental Impact Report (SCH# 2008091064) for the Chino Gateway Terminal Project and attached as Exhibit "A" to the conditions of approval, which identifies each environmental mitigation measure, the time in which it will be implemented and the responsible party for monitoring its implementation.

7.0 OTHER REQUIREMENTS:

7.1. The applicant shall disclose to all potential tenants or owners of units or buildings that the businesses/uses must be consistent with the standards of the land use designation/zoning district in which the project site is located.

7.2. All existing buildings or structures on the project site that are proposed to be demolished shall be removed or razed within 90 days of the existing church vacating the site or issuance of a grading permit, whichever occurs first. The Director of Development Services may approve an extension of time to complete the demolition, based on evidence that the applicant has exercised reasonable progress. Approval of this application shall be deemed null and void upon failure of the applicant to comply with this condition within the aforementioned time periods.

7.3. The project site shall be cleared of all trash, debris, weeds, and other discarded items within two weeks of Planning Commission approval. Approval of this application shall be deemed null and void upon failure of the applicant to comply with this condition within the aforementioned time period.

7.4. A coating that will facilitate the removal of graffiti shall be applied over the complete height of one side/both sides of walls and/or fences, and to a height of eight feet on building walls. If a coating is not provided, the owner of the property shall paint the buildings and/or walls to remove graffiti within 72 hours of notice.

7.5. All signs, including subdivision and/or realty signs proposed for this development shall be designed to conform to the Sign Ordinance and shall require separate application and approval by the Planning and Building Divisions prior to installation.

7.6. Building and Site Design:

7.6.1. Exterior building color shall be reviewed and approved by the Director of Development Services. Colors shall be coordinated between structures, utilizing compatible hues and intensities. Final review and approval of paint colors utilizing a color test may be required prior to painting any structure, if determined necessary in the field by the Director of Development Services.

7.6.2. All building drainage gutters, downspouts, vents, etc., located on the exterior walls shall be architecturally compatible with the exterior building design and color, to the satisfaction of the Director of Development Services, or shall be completely concealed from view. They shall not be located on the exterior of building walls near office areas or other prominent locations on the building(s).

7.6.3. All new mechanical equipment and appurtenances of any type (including, but not limited to, electrical cabinets, HVAC equipment, skylights, stack vents or fans) whether located on rooftops, ground level or anywhere on the building structure, shall be completely screened so as not to be visible from any public street and/or adjacent property, subject to review and approval by the Director of Development Services. The parapet wall should serve as the primary method of screening, or the facilities shall be enclosed within the structure of the building. Such enclosure of facilities shall be of compatible design related to building structure for which such facilities are intended to serve.

7.6.4. Returns for parapet walls shall not be visible from public view and shall be evaluated in the field during construction, and modified if necessary so as not to be visible. All parapet returns shall be a minimum of 4 feet deep.

7.6.5. New ladders for roof access shall be mounted on the inside of the building or shall be completely concealed from view for commercial and industrial projects.

7.6.6. All new overhead doors, mechanical doors and/or man doors shall be color coordinated with the building.

7.6.7. An outdoor employee break area shall be provided at the northwest corner of the project site, in front of the industrial warehouse building. This area shall be provided with seating, tables, enhanced paving treatments, hose bibs, decorative trash receptacles, a shade trellis structure, and shade trees, to the satisfaction of the Director of Development Services.

7.6.8. All landscaping shall be designed and installed in accordance with Section 20.19 of the Chino Municipal Code.

7.7. Parking and Lighting:

7.7.1. All exterior lighting fixtures shall be installed in accordance with plans on file with the Development Services Department and shall be fully operational prior to occupancy.

7.7.2. All building-mounted light fixtures within public areas shall be decorative in nature and architecturally compatible with the building. Building-mounted light fixtures shall be reviewed and approved by the Director of Development Services prior to installation. “Wall-paks” or other standardized exterior lighting shall not be permitted within public areas.

7.7.3. All parking and loading areas shall be paved and double-striped in accordance with plans on file with the Development Services Department, Chino Municipal Code Chapter 20.18 *(Parking)* and the disabled parking and accessibility requirements of state law (see the CalDAG—California Disabled Accessibility Guidebook).

7.7.4. Drive surfaces contiguous with planter areas shall have a 6-inch raised curb separation.

7.7.5. All parking spaces, aisles, entrances and exits shall be double-striped per City standards.

7.7.6. All parking spaces for compact cars shall be clearly identified as "Compact Car Only" on the pavement, at the opening of the space. Compact parking spaces shall be reasonably distributed throughout the parking area, subject to review and approval by the Director of Development Services.

7.8. Refuse and Recycling:

7.8.1. Separate receptacles (bins) for the collection of refuse, recyclable, and organics materials shall be provided. An adequate

number of bins to allow for the collection of refuse recyclable, and organic materials generated by the development shall be provided.

7.8.2. Refuse, recyclable, and organics materials bins shall be enclosed by a 6-foot-high (1.83 m) wall with a solid roof that is designed to be architecturally compatible with the building(s), with solid view obstructing gates fitted with self-closing door devices and be designed with cane bolts in front of the block walls to secure the gates when in the open position. The gates should also be equipped with rod locks and corresponding rod holes in both the open and closed gate positions. Bins containing recyclable materials shall be provided protection from adverse environmental conditions that might render the collection materials unmarketable.

7.8.3. No refuse/recycling/organic enclosure shall be located within any required setback area.

7.8.4. All refuse, recyclable and organic material bin enclosures not located in private yard areas shall be screened with landscaping on all sides, with the exception of the gate area. All sides of the enclosure, with the exception of the gate area, shall be surrounded by a minimum 18” wide planter area for the purpose of providing landscape material.

7.8.5. Refuse storage, recycling and organic areas shall not be used for the storage of materials other than that for which it is designed (refuse, recyclable and organic materials). The premises shall be kept in a neat and orderly condition, and in good repair and appearance at all times.

7.9. Phased Projects:

7.9.1. All required street improvements and a minimum of 10 feet of landscaping on private property shall be installed in conjunction with the construction of Phase 1 of the proposed project. The landscaping within this area shall be included in the landscape maintenance program.

7.9.2. Prior to the first occupancy permit, all undeveloped building pads shall be improved according to the following requirements:

7.9.3. For an undeveloped building pad located adjacent to the street or main drive aisle of the site, the area shall be landscaped with a

planting scheme consisting of a low-maintenance drought tolerant erosion control mix of Cucamonga brome (20 lbs/acre), tomcat clover (4 lbs/acre and small fescue (8 lbs/acre) at a minimum of 85% PLS (pure live seed). The irrigation system shall consist of low precipitation sprinkler heads and/or drip system. In addition, shrubs may be required to provide screening from the street, if determined needed by the Director of Development Services. Said treatment shall be incorporated into the required landscape and irrigation plans.

7.9.4. For a larger phased area located on the interior of the site, a construction fence/green screen may be provided in lieu of the landscape treatment. The fence shall be maintained in good condition at all times.

7.10. Chino Climate Action Plan:

7.10.1. Per Section 15.45.070 of the Chino Municipal Code, demonstrate consistency with the Chino Climate Action Plan by implementing one of the following three options:

a) Exceed the mandatory California Energy Code Title 24, Part 6 standards in effect at the time of application submittal by 5%; or
b) Achieve an equivalent reduction through voluntary measures in the California Green Building Standards Code, Title 24, Part 11 (CALGreen) in effect at the time of application submittal; or
c) Provide other equivalent greenhouse gas (GHG) reductions through measures including but not limited to, non-vehicle transportation infrastructure, transit, ZEV (zero emission vehicle) infrastructure or other incentives, waste diversion, water conservation, tree planting, renewable energy option packages, or any combination of these or other measures such that GHG emissions are reduced by 0.74 MT CO2e per residential dwelling unit per year and/or per TSF of commercial/industrial use per year.

Applicants that choose Option a described above will be required to verify that their project meets the 5% improvement above the mandatory standards through the appropriate certificate of compliance form for residential construction (CF-1R) or for commercial/industrial construction (PERF-1C). Applicants that choose Options b or c described above will be required to utilize the GHG Performance Standard Checklist developed by the City, or provide other valid documentation, such as CalEEMod or other methodologies, as verified by the Director of Development

Services to demonstrate the required GHG reductions consistent with the City's CAP.

8.0 CONSTRUCTION SITE SECURITY:

8.1. Each site shall be completely encircled by a minimum 6' tall security-quality chain link fence once precise grading has been completed or as determined by the Deputy Director of Development Services.

8.2. Tennis court or similar screening material shall be securely attached for the length of the fence, excluding gates and 10' on either side of gates.

8.3. Each site shall have only one entry/exit gate, or as approved by the Planning Division.

8.4. Gate hinge pins shall be spot-welded or altered in such a way as to prevent easy removal.

8.5. Each gate shall have a casehardened lock and chain, or other equivalent security hardware.

8.6. “No Trespassing” signs shall be attached to the exterior of the fence at a minimum distance of a third of a mile and at all entrances.

8.7. On or near the exterior of each gate will be a sign with the address of the site in no less than 6" letters. Both the number and street name will be listed on the sign. The address posted will be used for the entire site until the fence is removed and individual addresses assigned.

8.8. Office trailers and tool bins shall be placed adjacent to gates inside the property to allow observation from outside.

8.9. Lighting on trailers and bins is desirable but shall be directed into the property so as not to impede outside observation or endanger nearby traffic with glare.

8.10. Tool bins shall be secured with casehardened locks, preferably with lock guards.

8.11. A sign stating that theft is not acceptable on the site and will be reported to the police, or wording to that effect, will be displayed prominently near each entrance.

8.12. Each site will have an assigned Crime Prevention Manager who is responsible for the following:

a. Providing his/her name and 24-hour telephone access number to the Chino Police Department.
b. Have available at all times the names and 24-hour contact numbers for all subcontractors.
c. Have the authority to speak for the development/owners on matters concerning trespassing and other criminal matters.
d. Complete routine fence inspections and arrange for prompt repairs or removal of any damage, graffiti, or loose screening.
e. Ensure that no work or maintenance of construction equipment is being performed on the site between 8 PM and 7 AM.
f. Ensure that all above security requirements are complied with, and that all security hardware, fencing, and lighting are maintained in working order.
g. Ensure that thefts are immediately reported to the police department and that reasonable steps are taken, if evident, to prevent future similar incidents.

9.0 THE APPROVED USES SHALL BE OPERATED IN ACCORDANCE WITH THE FOLLOWING:

9.1. All operations shall not create a nuisance due to noise, odor, dust, mud, smoke, steam, vibration or other similar causes.

9.2. The operation or activity shall not cause the emission of any smoke, fly ash, dust, fumes, vapors, gases, or other forms of air pollution that can cause damage to human health, vegetation, or other forms of air pollution that can cause excessive soiling on any other parcel. No emission shall be permitted which exceeds the requirements of the South Coast Air Quality Management District or the requirements of any Air Quality Plan adopted by the City of Chino.

9.3. The operation or activity shall not emit odorous gases or other odorous matter in such quantities as to be dangerous, injurious, noxious, or otherwise objectionable to a level that is detectable with or without the aid of instruments at or beyond the project site boundary.

9.4. The operation shall not discharge, at any point, into any public or private street, public sewer, storm drain, private stream, body of water, or into the ground, any material which can contaminate any water supply, interfere with bacteriological processes in sewerage treatment, or otherwise cause the emission of dangerous or offensive elements, except in accordance with the standards approved by the California Department of Public Health, or any other federal, state or local government agency.

9.5. No operation or activity shall emit heat or cold that would cause a temperature increase or decrease on any adjacent parcel in excess of 10^0F (5.56^0C).

9.6. No operation or activity shall cause any impermissible source of electronic disturbance that adversely affects persons or the operation of any equipment on any other parcel that is not in conformance with the regulations of the Federal Communications Commission (FCC). Impermissible interference for the purposes of this document shall mean any interference that violates the rules and regulations of the FCC and/or the Communications Act of 1934, as amended.

9.7. No operation or activity shall be permitted to cause a steady state, earth-borne oscillation which is continuous and occurring more frequently than 100 times per minute beyond the project site. Ground vibration caused by moving vehicles, trains, aircraft, or temporary construction or demolition is exempted from this requirement.

9.8. Noise emanating from the project site, and which is received by adjacent land uses, shall not exceed the levels specified below, except that loudspeakers, bells, gongs, buzzers or other noise attention or attracting devices shall not exceed a maximum daytime dBA level of 60 and nighttime dBA of 40, measured anywhere beyond the boundaries of the property within which the noise is created.

Maximum Time of Exposure	Noise Metric	Noise Level Not To Be Exceeded	
		7 a.m. to 10 p.m.	10 p.m. to 7 a.m.
30 Minutes/Hour	L50	55 dBA	50 dBA
15 Minutes/Hour	L25	60 dBA	55 dBA
5 Minutes/Hour	L8.3	65 dBA	60 dBA
One Minute/Hour	L1.7	70 dBA	65 dBA
Any Period of Time	Lmax	75 Dba	70 dBA

Attachment:

Exhibit “A” – Mitigation Monitoring and Reporting Program

MITIGATION MONITORING AND REPORTING PROGRAM
CHINO GATEWAY TERMINAL PROJECT

This Mitigation Monitoring and Reporting Program has been prepared for use in implementing mitigation for the:

Chino Gateway Terminal Project
Special Conditional Use Permits (PL24-0097 and PL24-0120), Site Approval (PL24-0098)

The program has been prepared in compliance with State law and Addendum to The City of Chino General Plan Environmental Impact Report (State Clearinghouse No. 2008091064) prepared for the project by the City of Chino (City).

The California Environmental Quality Act (CEQA) requires adoption of a reporting or monitoring program for those measures placed on a project to mitigate or avoid significant effects on the environment (Public Resource Code Section 21081.6). The law states the reporting or monitoring program shall be designed to ensure compliance during project implementation.

The monitoring program contains the following elements:

1) The mitigation measures are recorded with the action and procedure necessary to ensure compliance. In some instances, one action may be used to verify implementation of several mitigation measures.
2) A procedure for compliance and verification has been outlined for each action necessary. This procedure designates who will take action, what action will be taken and when, and to whom and when compliance will be reported.
3) The program has been designed to be flexible. As monitoring progresses, changes to compliance procedures may be necessary based upon recommendations by those responsible for the program. As changes are made, new monitoring compliance procedures and records will be developed and incorporated into the program.

This Mitigation Monitoring and Reporting Program includes mitigation identified in The City of Chino General Plan Environmental Impact Report (State Clearinghouse No. 2008091064).

MITIGATION MONITORING AND RESPONSIBILITIES

As the Lead Agency, the City is responsible for ensuring full compliance with the mitigation measures adopted for the proposed project. The City shall monitor and report on all mitigation activities. Mitigation measures shall be implemented at different stages of development throughout the project site. In this regard, the responsibilities for implementation have been assigned to the Applicant, City, Contractor, or a combination thereof. If, during the course of project implementation, any of the mitigation measures identified herein cannot be successfully implemented, the City shall be immediately informed, and the City shall then inform any affected responsible agencies. The City, in conjunction with any affected responsible agencies, shall then determine if modification to the project is required and/or whether alternative mitigation is appropriate.

REGULATORY COMPLIANCE MEASURES

Regulatory Compliance Measures are presented in instances where the proposed project would not create a significant impact but would be required to adhere to regulatory requirements in order to ensure impacts do not become significant. Regulatory Compliance Measures outline compliance with various federal, State, and/or local acts, laws, rules, regulations, municipal codes, policies, etc.

THIS PAGE INTENTIONALLY LEFT BLANK

MITIGATION MONITORING AND REPORTING PROGRAM
CHINO GATEWAY TERMINAL PROJECT

MITIGATION MONITORING AND REPORTING PROGRAM CHECKLIST

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 13, 2025

Mitigation Measure No. / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
V.1. AESTHETICS					
Since there are no significant impacts related to aesthetics as a result of the project, no mitigation measures are required.					
V.2. AGRICULTURAL RESOURCES					
Since there are no significant impacts related to agricultural resources as a result of the project, no mitigation measures are required.					
V.3. AIR QUALITY AND GREENHOUS EGAS EMISSIONS					
Since there are no significant impacts related to air quality and greenhouse gas emissions as a result of the project, no mitigation measures are required.					
V.4. BIOLOGICAL RESOURCES					
Since there are no significant impacts related to biological resources as a result of the project, no mitigation measures are required.					
V.5. CULTURAL RESOURCES					
Since there are no significant impacts related to cultural resources as a result of the project, no mitigation measures are required.					
V.6. GEOLOGY/SOILS and MINERAL RESOURCES					
Since there are no significant impacts related to geology/soils and mineral resources as a result of the project, no mitigation measures are required.					
V.7. HAZARDS & HAZARDOUS MATERIALS					
Since there are no significant impacts related to hazards and hazardous materials as a result of the project, no mitigation measures are required.					
V.8. HYDROLOGY/WATER QUALITY					
Since there are no significant impacts related to hydrology/water quality as a result of the project, no mitigation measures are required.					
V.9. LAND USE and PLANNING					
Since there are no significant impacts related to land use and planning as a result of the project, no mitigation measures are required.					

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 13, 2025

Mitigation Measure No. / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
V.10. NOISE					
Since there are no significant impacts related to noise as a result of the project, no mitigation measures are required.					
V.11. POPULATION/HOUSING					
Since there are no significant impacts related to population/housing as a result of the project, no mitigation measures are required.					
V.12. PARKS and PUBLIC SERVICES					
Since there are no significant impacts related to parks and public services as a result of the project, no mitigation measures are required.					
V.13. TRANSPORTATION/TRAFFIC					
Since there are no significant impacts related to transportation/traffic as a result of the project, no mitigation measures are required.					
V.14. UTILITY SYSTEMS and INFRASTRUCTURE					
Since there are no significant impacts related to utility systems and infrastructure as a result of the project, no mitigation measures are required.					
V.15. ENERGY					
Since there are no significant impacts related to energy as a result of the project, no mitigation measures are required.					
V.16. VEHICLE MILES TRAVELED					
Since there are no significant impacts related to vehicle miles traveled as a result of the project, no mitigation measures are required.					
V.17. TRIBAL CULTURAL RESOURCES					
Since there are no significant impacts related to tribal cultural resources as a result of the project, no mitigation measures are required.					
V.18. WILDFIRE					
Since there are no significant impacts related to wildfire as a result of the project, no mitigation measures are required.					

REGULATORY COMPLIANCE MEASURES

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 16, 2025

Regulatory Compliance Measure / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
V.4. BIOLOGICAL RESOURCES					
REGUATORY COMPLIANCE MEASURE BIO-1: A preconstruction survey for burrowing will be conducted within 30 days prior to initial ground disturbance. If burrowing owl is found on the site, the developer will consult with California Department of Fish and Wildlife (CDFW) and relocate the owls in accordance with CDFW burrowing owl relocation protocols, including the creation of artificial burrows.	City of Chino Director of Development Services, or designee.	Within 30 days prior to initial ground disturbance and during construction.	Evidence to the City a qualified biologist is retained, the required pre-construction survey has been completed, and, if necessary, appropriate consultation with the CDFW and relocation of owls in accordance with CDFW burrowing owl relocation protocols, including the creation of artificial burrows, has occurred.		Withhold grading permit and/or issuance of a stop work order.
REGUATORY COMPLIANCE MEASURE BIO-2: If tree removal is to be conducted during the nesting season (February through August), a preconstruction nesting bird survey shall be conducted by a qualified avian biologist to ensure that active bird nests would not be disturbed or destroyed. The survey shall be completed no more than three days prior to initial clearing of vegetation. The nesting bird survey shall include the project site and adjacent areas where project activities have the potential to affect active nests, either directly or indirectly, due to construction activity, noise, human activity, or ground disturbance. If an active nest is identified, a qualified avian biologist shall establish an appropriately sized non-disturbance	City of Chino Director of Development Services, or designee.	No more than three days prior to initial clearing of vegetation if tree removal is to be conducted during the nesting season (February through August).	Evidence to the City a qualified avian biologist is retained, the required pre-construction survey has been completed, and, if necessary, appropriate buffers have been implemented and enforced until the nest is deemed inactive by the qualified avian biologist.		Withhold grading permit and/or issuance of a stop work order.

Project Name: Chino Gateway Terminal Project **Applicant: Gateway Terminal, LLC.**

Date: June 16, 2025

Regulatory Compliance Measure / Implementing Action	Responsible for Monitoring	Timing of Verification	Method of Verification	Verified Date/ Initials	Sanctions for Non-Compliance
buffer between 100 and 300 feet (500 feet for raptors) around the nest, depending on bird species, behavior, and level of construction activity, using flagging or staking. Construction activities shall not occur within any non-disturbance buffer zones until the nest is deemed inactive by the qualified avian biologist.					

PUBLIC WORKS CONDITIONS OF APPROVAL
PROJECT NO. PL24-0097 (SCUP)/-0098 (SA)/-0120(SCUP)

DATE: July 1, 2025 PC MEETING DATE: July 16, 2025

PROJECT DESCRIPTION: Proposal for a new mixed use development of two buildings: a building with 158,548 sq ft of industrial warehouse uses and 3,520 sq ft of food and beverage use building. Existing structures, totaling 17,716 SF, are to be demolished. Four (4) lots will be merged into two (2) lots.

PROJECT LOCATION: 5849 Schaefer Avenue

APPLICANT: Gateway Terminal LLC PROJECT ENGINEER: Daniel Aguirre

PRIOR TO THE THREE MAJOR DEVELOPMENT EVENTS, THE APPLICANT SHALL SATISFY AND FULFILL ALL CONDITIONS OUTLINED BELOW. FAILURE TO COMPLY WITH ANY CONDITIONS OF APPROVAL SHALL BE DEEMED JUST CAUSE FOR REVOCATION OF PROJECT APPROVAL BY THE PLANNING COMMISSION. HOWEVER, THE PUBLIC WORKS DIRECTOR SHALL HAVE THE AUTHORITY TO APPROVE MINOR DEVIATIONS IN THE CONDITIONS OF APPROVAL, AND ALL PLANS INCLUDING THE CONSTRUCTION DRAWINGS.

1.0 **PRIOR TO ISSUANCE OF BUILDING OR CONSTRUCTION PERMITS:**

1.1. All required plans and studies shall be prepared by a Registered Professional Engineer and submitted to the Project Engineer for review and approval. All project plans must be approved by the City Engineer's office before a Building Permit will be issued. All maps, studies, calculation sheets, reports, etc. must be on and/or folded in an 11-inch by 8½-inch standard format.

1.2. Make the following dedications:

Street Name	Distance	Direction From C/L
Oaks Ave	33-ft total from CL to ROW	West
	(3-ft dedication)	

1.2a Dedicate to the City of Chino, a corner cutoff dedication at the southwest corner of Schaefer Ave. and Oaks Ave., per the City's Municipal Code.

1.2b Prepare and record necessary drainage easements to implement the project in accordance with drainage law.

1.3. Apply for and record a Lot Merger (LM) prior to the issuance of building permits. Record a Conforming Deed with the County of San Bernardino within six months of the recordation of the LM to conform the new legal description. Submit a copy of the recorded Conforming Deed to the Public Works Department.

1.4. Prepare and submit a drainage study, including supporting hydraulic and hydrological data to the project engineer for approval. The study shall confirm or recommend changes to the City's adopted Master Drainage Plan by identifying off-site and on-site storm water runoff impact resulting from build-out of permitted General Plan land uses. In addition, the study shall identify the project's contribution and shall provide locations and sizes of catchments and system connection points and all downstream drainage mitigation measures.

1.5. Prepare and submit a final grading plan showing building footprints, pad elevations, finished grades, drainage routes, retaining walls, erosion control, slope easements and other pertinent information in accordance with Appendix J of the California Building Code, latest edition.

1.6. Provide a certificate, from a Registered Civil Engineer, certifying that the finished grading has been completed in accordance with the City approved grading plan.

1.7. Submit a soils/geology report in accordance with Appendix J of the California Building Code, latest edition to the project engineer for review and approval.

1.8. Design per City Standards and construct full public improvements for all impacted and interior streets/facilities in accordance with City Code, Standards and Specifications. Such public improvements shall include, but not be limited to, the following [1]:

	Street Names			
	Schaefer Ave	Oaks Ave		
Curb & Gutter (Offset from Centerline)	36’	22’		
Sidewalk (Width)	5’ [2]	5’ [2]		
Asphalt Concrete Pavement on Aggregate Base (Width from Centerline)				
Asphalt Concrete Overlay [3]	X	X		
Street Lights [4]	X	X		
Median Island and Landscaping				
Parkway Landscaping [5]	X	X		
Striping and Traffic Controls [6]	X	X		
Traffic Signal Interconnect				
Conduit System for CATV				
Sewer [7]		X		
Storm Drain		X		
Domestic Water [8]	X	X		
Recycled Water				
Fire Hydrants as required by CVIFD [9]	X	X		
Driveways approaches [10]	X	X		

1. The public improvements listed above are required along the south side of Schaefer Avenue and the west side of Oaks Avenue as specified in our municipal code and per the City of Chino’s General Plan. All required street improvements should follow the new City standard for street trenching backfill and repair. Repair all damage to existing public improvements due to the proposed construction activities and as requested by the Public Works Inspector.
2. The sidewalk shall be extended along the project frontage on Schaefer Ave to the existing catch basin located near the northwesterly corner of the project site. ADA ramps shall be constructed at the southwest and southeast corners of Schaefer and Oaks to align with ADA standards.
3. Grind and overlay a minimum of 2 inches of the existing asphalt pavement along the project frontage in accordance with City of Chino standards. The limits of work shall extend to the street centerline along Oaks Avenue. The extent of asphalt pavement along Schaefer Avenue shall be determined based on the limits shown on the approved precise grading plan, including any areas impacted by new driveway installation, utility connections, or accessibility improvements.
4. Streetlights shall be installed per City of Chino standards and shall utilize an unmetered service pedestal.
5. The parkway maintenance shall be the responsibility of the property owner.
6. Extent of the signing & striping plan shall be dictated by the City Traffic Engineer.
7. Abandon unused sewer service(s) where applicable, per City standards.

8. Provide new water meters and services and abandon unused water meters and services where applicable, per City standards.
9. All existing fire hydrants that require relocation will need to be upgraded to the latest model per City of Chino standards.
10. All proposed driveway approaches shall be constructed per City Std. No. 250 with 5-ft sidewalks. Minimum width shall be 30-ft. Minimum radii per City and Chino Valley Independent Fire District (CVIFD) requirements.

1.9. All improvements shall comply with federal, state, and local accessibility regulations and standards.

a. The review or approval of plans and specifications by the City does not permit the violation of any section of the federal law, state law, building code, or local ordinance.

b. Where accessibility standards are contradictory, the provision that provides the most accessible (restrictive) condition shall apply.

c. Where the project's conditions of approval conflict with accessibility regulations and standards, the prevailing provision shall be determined by City's Accessibility Coordinator and City Engineer.

Pedestrian facilities (privately or publicly owned) that are open to the public shall comply with the City's Policy on Accessible Pedestrian Facilities, accessibility standards in the CBC, and ADA regulations at Part 36 of Title 28, which include the 2010 (ADA) Standards.

Accessibility of existing and proposed building improvements will be evaluated by the City's building department. Those comments and requests are in addition to those provided herein.

1.10. Design and install a monitoring manhole (per City Standard No. 530) on each domestic sewer lateral connection from any industrial building into the City's main sewer or into a private sewer main that is tributary to the City's main sewer. In addition, design and install a sampling Wye on a stubbed-out sewer lateral connection into the main sewer for each industrial building in this development.

1.11. Execute a Public Improvement Agreement and submit security in an amount acceptable to the City Engineer to guarantee construction of the public improvements listed in 1.8. All security must be accessible to the City at any time and in a form acceptable to the City Engineer, pursuant to Government Code, Section 66499.

1.12. Complete and file the petition for annexation of your project property to the City's Landscape and Street Lighting Maintenance District MD 2002-01.

1.13. Annex into the current services special tax community facilities district of the City (the "City Services CFD") through the submission of an application to the City's Finance Department along with the payment of $11,000.00 plus the per parcel fee, for the City's outside costs of the annexation process, or (II) form a new City community facilities district with a services special tax component commensurate with the City Services CFD, or (III) provide a lump sum payment to the City which, based on current interest rate conditions, is projected to finance in perpetuity the same services projected to be provided through annexation into the City Services CFD. Upon completion of the annexation, an annual special tax will be assessed on the property tax bill to each Assessor Parcel at an established rate set by the City Services CFD document entitled "Rate and Method of Apportionment" available for review in the CFD Annual Report located at:

https://www.cityofchino.org/222/Community-Facilities-District-Mello-Roos

This annual tax is used to fund Police, Fire and other municipal services provided to residents and businesses in the general City.

1.14. Obtain design and plan approval from appropriate utility companies for undergrounding all utility lines adjoining and interior to the project, including power lines of 34.5kV or less in accordance with City Code, Chapter 13.32.

1.15. Comply with all applicable requirements of the City Code.

1.16. The project must ensure that all pedestrian facilities (private or publicly owned) that are open to the public shall comply with accessibility standards in the City's Policy on Accessible Pedestrian Facilities, the current edition of the CBC in effect at the time of building permit issuance or, if no permit, the date construction commences, and Part 36 of Title 28 of the Americans with Disabilities Act (ADA) regulations, which include the 2010 ADA Standards. This includes the following structures and facilities:

a. Sidewalks and walks (public right of way sidewalk, walks within the development);
b. Curb ramps (should be directional with one curb ramp provided for each pedestrian crossing and shall comply with the City' Policy on Accessible Pedestrian Facilities);
c. Pedestrian crossings at driveways; and
d. Crosswalks (marked, unmarked, signalized)

1.17. Existing pedestrian facilities on the frontage of the development, open to the public within the development, shall be evaluated for accessibility. The street frontage includes all adjacent pedestrian facilities, created by, extended from, or connected to any required or provided sidewalks improvements. The frontage may include sidewalks, curb ramps, connecting crosswalks (marked and unmarked), and other associated pedestrian facilities (on-street parking space, etc.).

a. The following existing improvements shall be made compliant with accessibility regulations as a part of this project:
   i. sidewalks/walks
   ii. curb ramps near the southwest and southeast corners of Schaefer Ave and Oaks Ave
   iii. crosswalk pavement and associated pedestrian facilities (pedestrian push buttons, maneuvering space, clear space)
   iv. driveway approaches crossings
   v. parking space

b. Improvements that are non-compliant with the accessibility standards in effect at the time of construction or alteration, shall be brought up to current accessibility standards. This work shall be incorporated into the scope of this project and shall be completed prior to acceptance by the City.

c. Improvements that are compliant with the accessibility standards in effect at the time of construction, shall be documented on a separate construction plan with detailed specifications (running and cross slopes of all pedestrian walking surfaces, locations, dimensions and slopes of maneuvering spaces and landings, width of sidewalk, clear width and vertical clearance from obstructions). The accessibility of existing improvements will be verified by City inspection staff upon completion of the project. Discrepancies between documented existing conditions and existing conditions as measured by City staff shall be remediated and brought up to accessibility standards as part of the project.

1.18. Pay all applicable fees pursuant to City Code including, but not limited to, the Development Impact Fees (DIF) and Sewage Facilities Development Fee (SFDF). The actual amount of fees due to the City will be based on the fee schedule in place on the date that the fees are due, or the date that they are paid, whichever occurs last. The fee amount stated in this notice is subject to change based on (1) annual adjustments for inflation, pursuant to Chino Municipal Code Section 3.40.100

or 3.45.100, (2) revisions to the Chino Municipal Code, and (3) updates to the fee studies and nexus reports adopted by the City.

Developer is solely responsible for remaining informed about changes in the fee amounts. City shall have no obligation to inform Developer of changes in the fee amounts unless Developer requests notice of such changes, pursuant to Government Code Section 66019(b) and Chino Municipal Code Section 3.40.080(B) or 3.45.080(B).

1.19. All projects developing one (1) acre or more of total land area, or which are part of a larger phased development that will disturb one acre of land, are required to obtain coverage under the State Water Resources Control Board's (SWRCB) General Permit for storm water discharges associated with construction activity. Proof of filing a Notice of Intent (NOI) with the SWRCB for coverage under this permit is required. A copy of the Waste Discharger's Identification Number (WDID), issued by the SWRCB, must be submitted to the Project Engineer prior to issuance of grading permits. More detailed information regarding this General Permit, applicable fee information and the necessary forms to complete the NOI are available by calling (916) 341-5537 or on the SWRCB web site at: http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml.

1.20. Pursuant to Santa Ana Regional Water Quality Control Board Order Number R8-2010-0036, NPDES Permit No. CAS618036, prepare a project-specific Water Quality Management Plan (WQMP) and submit to the project engineer for review and approval. To address NPDES Permit requirements to the maximum extent practicable, the project shall be designed to specify preferential use of Low Impact Development Best Management Practices that reduce pollutants and runoff volume through structural measures (e.g., infiltration, harvesting, and bio-treatment) and non-structural measures (e.g., preserving natural areas, clustering development, and reducing impervious areas). The WQMP shall conform to the requirements of the San Bernardino County Stormwater Program, 2013 WQMP Technical Guidance Document and include the Trash Order Implementation Plan requirements.

1.21. Any future maintenance and repair of sewer laterals, except for the portion of lateral located within the public right-of-way or public easement, and domestic water or fire service laterals to the project site shall be the sole responsibility of the applicant/property owner in accordance with City Code, Chapter 13.04.175 and 13.12.150.

1.22. City staff shall determine the type of water (potable or recycled) to be used for grading operations, dust control activities, and common area/public landscape irrigation at the time of permit issuance.

1.23. All public street corners shall have a minimum curb radii per City Code, Chapter 19.06 and City Standards and Specifications.

1.24. Provide adequate sight distance per City Standard No. 865 for each project driveway and at all intersections. Landscaping type and height shall be maintained to ensure sight distance requirements are perpetuated.

1.25. Comply with all requirements of the Traffic Impact Analysis (TIA) dated May 21, 2025 including participation in fair share contributions (if applicable) and construction of required improvements.

1.26. If the design of the proposed curb ramps requires modifications to the existing traffic signal at the intersection of Schaefer Avenue and Oaks Avenue, the developer shall be responsible for implementing those modifications. During construction, the developer shall be responsible for any damages attributed to the construction of related public improvements and shall coordinate with the Transportation Division and the City's designated traffic signal maintenance company for technical support of the traffic signal during construction until such time as the improvements are accepted by the City to the satisfaction of the City Engineer.

1.27. Submit to the City electronic files, in Adobe Acrobat PDF format, of all submittals, including reports, studies, improvement plans and City redlines of previous submittals. Include AutoCAD and Esri GIS shape files as an e-transmitted zip file of all approved improvement plans.

1.28. The Developer may coordinate with the City to identify any eligible development impact fee (DIF) credits in accordance with the Chino Municipal Code. If any credits are identified, the Developer shall enter into a mutually agreed-upon DIF credit agreement with the City, which shall be subject to City Council approval.

2.0 PRIOR TO REQUEST FOR AND RELEASE OF OCCUPANCY PERMITS/ACCEPTANCE OF PUBLIC IMPROVEMENTS:

2.1. Construct and secure Public Works Department approval of all public facilities enumerated under Section 1.0 above (per Resolution No. 88-23).

2.2. Underground all utility lines adjoining and interior to the project, including power lines of 34.5kV or less in accordance with City Code, Chapter 13.32

2.3. Distribute for signature of all buyers, the information and disclosure notice announcing that the development will be annexed to the City's Landscape and Street Lighting Maintenance Assessment District before transfer of property title and completion and acceptance of all public improvements.

2.4. The applicant's Civil Engineer shall field verify that all BMPs are designed, constructed, and functional in accordance with the approved WQMP. BMPs shall also be inspected by Public Works Environmental staff. Coordinate inspection with staff and submit a completed City of Chino BMP field verification form for review and approval.

2.5. Provide and record a reciprocal use and maintenance agreement to assure common ingress and egress and joint maintenance of all common access, parking areas and drives.

2.6. Pay all remaining applicable fees pursuant to City Code.

2.7. Rehabilitate all street pavement impacted by utility trench repairs as directed by City staff. Install signing and striping per approved plans.

2.8. Submit to the City, electronic files of Tract/Parcel Map and "as-built" improvement plans in AUTOCAD, Esri GIS shape and Adobe Acrobat PDF formats. AUTOCAD files shall be submitted as an etransmitted zip file of the CAD drawings with all base files attached. Scanned resolution of PDF shall be a minimum of 360 dpi.

3.0 PRIOR TO FINAL ACCEPTANCE/PROJECT CLOSEOUT:

3.1 Complete all Conditions of Approval listed under Sections 1-3 above.

3.2 Submit to the City, electronic files of "as-built" improvement plans in AUTOCAD, Esri GIS shape and Adobe Acrobat PDF formats. AUTOCAD files shall be submitted as an etransmitted zip file of the CAD drawings with all base files attached. Scanned resolution of PDF shall be a minimum of 360 dpi.

Attachment

CITY OF CHINO
PUBLIC WORKS DEPARTMENT
DEVELOPMENT ENGINEERING DIVISION

PROJECT NO. PL24-0097(SCUP)/-0098 (SA)/-0120 (SCUP)

PROJECT ENGINEER: Daniel Aguirre

DATE: 7/1/2025

A COPY OF THIS CHECK LIST MUST BE PROVIDED ALONG WITH A COMPLETED PLAN CHECK REVIEW APPLICATION TO THE ENGINEERING TECHNICIAN WHEN MAKING AN APPOINTMENT FOR FIRST PLAN CHECK SUBMITTAL

- ☒ Copy of Development Engineering Division Conditions of Approval
- ☒ Plan Check Fee Calculation Form
- ☐ Maps (Subdivision Only)
- ☒ Preliminary Title Report (no older than six months) (Subdivision Only)
- ☐ Closure Calculations (Subdivision Only)
- ☐ Referenced Maps (Subdivision Only)
- ☒ Preliminary Soils Report (no older than sixty days)
- ☐ Lot line adjustment certificate
- ☒ Lot merger
- ☒ Right-of-way dedication
- ☐ Rough Grading Plans
- ☒ Precise Grading Plans
- ☐ Storm Drain Plans
- ☒ Hydrology and Hydraulic Calculations with Backup Data (Signed and Sealed by a Registered Civil Engineer)
- ☒ Engineering Cost Estimate (On City Forms) with Engineer's Wet Signature and Stamp
- ☐ Street Improvements Plans
- ☐ Cross-Sections (if street plans are required) at 50' intervals and extended a minimum of 100' beyond limits of improvements
- ☒ Sewer Plans (Delta revisions for proposed connections)
- ☒ Domestic Water Plans (Delta revisions for proposed connections)
- ☐ Recycled Water Plans
- ☒ Street Light Plans
- ☒ Voltage Drop Calculations (Signed and Sealed by a Registered Engineer)
- ☒ Signing and Striping Plans
- ☐ Traffic Signal Interconnect Plans
- ☒ Traffic Signal Plans (dependent on curb ramp design)
- ☒ Water Quality Management Plan
- ☐ Construction Management Plan

Chino Valley Fire District

14011 City Center Drive
Chino Hills, CA 91709
(909) 902-5260 Administration
(909) 902-5250 Fax
Chinovalleyfire.org

Board of Directors

Sarah-Ramos Evinger
President
Mike Kreeger
Vice President
Tom Haughey
Harvey Luth
Andrew Romaine

Fire Chief
Dave Williams

June 25, 2025

2024-00002066

GATEWAY TERMINAL LLC 13925 CITY CENTER DR STE 200 CHINO HILLS, CA - California 91709	Project Name: GATEWAY TERMINAL, PL24-0097(SCUP), PL24-0098 (SA), PL24-0120 Project Address: 5835 & 5885 Schaefer Ave. Chino, CA. 91710

It is a recommendation of the Fire District that the developer of every new construction project facilitate a preconstruction meeting. The meeting is to be scheduled with the Fire District Inspector for said project.

The following are the conditions of the above referenced permit/project. All conditions shall be adhered to, failure to comply with said conditions may result in the revocation of said permit and/or punitive fines as outlined in the Fire District fee schedule.

We look forward to a cooperative working relationship throughout the project. Should you have any questions regarding the project, including the conditions as set forth herein, please feel free to contact our office at (909) 902-5280.

Fire Protection Requirements

1.0 THE ITEMS BELOW ARE CONDITIONS OF APPROVAL AND ARE TO BE COMPLETED PRIOR TO RECORDATION:

1.1 Fire access roads shall be designed and plans submitted to the Fire District for approval. Fire access roads shall be constructed of an all-weather hard surface, such as, asphalt or concrete, and be a minimum unobstructed width of 26 feet and minimum clear height of 13'6". The road grade shall not exceed twelve percent (12%) maximum. An approved turn around shall be provided at the end of each roadway in excess of 150 feet in length. Aerial access shall be provided for any buildings 30' ft. and higher per 2019 CFC. Appendix D. A 26' ft. wide access road shall be a minimum of 15' ft. to the building and a maximum of 30' ft. from the building. Access roads shall comply with Fire District Standard No. 111.

1.2 The development and each phase shall have two (2) points of vehicular access during construction. Fire District Standard No. 111 shall be complied with.

1.3 Water systems shall be designed to meet the required fire flow of this development and be approved by the Community Risk Reduction Division. Buildings in excess of 100,000 square feet shall have a minimum of two (2) connections to a public main. The developer shall furnish the Community Risk Reduction Division with three (3) copies of the water system working plans done by the installing contractor for approval, along with the Fire Flow Availability Form completed by the water purveyor prior to recordation. The required fire flow shall be determined by using the California Fire Code, current adopted edition. For all private systems, the water systems shall comply with Fire District Standard Nos. 101, 102, and 103. In areas without water-serving utilities, fire protection water systems shall be based on NFPA Pamphlet 1231. For water connections and work conducted in the public right of way, please refer to separate plans reviewed and approved by the water purveyor.

1.4 Fire hydrants shall be six-inch (6") diameter with a minimum one four-inch (4") and one two and one-half inch (2-1/2") connections. All fire hydrants shall be spaced a maximum of three hundred feet (300') apart. Private water systems shall comply with Fire District Standard Nos. 101, 102, and 114. All hydrants shall be installed with pavement markers to identify their locations.

1.5 Access drives which cross property lines shall be provided with CC & R's, access easements or reciprocating agreements and shall be recorded on the titles of affected properties. Copies of the recorded documents shall be provided at the time of Fire District plan review.

1.6 Underground fire mains which cross property lines shall be provided with CC & R's, easements, or reciprocating agreements addressing the use and maintenance of the mains and hydrants and shall be recorded on the titles of affected properties. Copies of the recorded documents shall be provided at the time of Fire District plan review.

2.0 THE ITEMS BELOW ARE CONDITIONS OF APPROVAL AND ARE TO BE COMPLETED PRIOR TO ISSUANCE OF BUILDING PERMIT:

2.1 Fire access roads shall be constructed and approved by the Community Risk Reduction Division prior to combustibles being brought onto the site.

2.2 Approved street signs shall be installed prior to issuance of building permits, as well as a job site address.

2.3 Fire Protection water systems shall be tested, operational, and approved by the Community Risk Reduction Division prior to combustible materials being brought to the site.

2.4 All flammable vegetation shall be removed from each building site for a minimum distance of thirty feet (30') from any flammable building material including all structures.

2.5 A detailed site plan of the development is required to be submitted in electronic (pdf.) format. The plan must show and be limited to: locations of property lines, buildings, and equipment and hazards for emergency response purposes. Please refer to Fire District Standard No. 143. Additional or revised files may be required during construction and/or prior to final signoff.

2.6 The Developer shall submit, as an electronic file, a drawing of the new streets in pdf format to the Fire District with the building construction plans. Format must contain and be restricted to the following layers: A. Right of way; B. Parcel Lines; C. Street Names; D. Address numbers; E. Fire Hydrants. Additional or revised files may be required during construction and/or prior to final signoff.

3.0 THE ITEMS BELOW ARE CONDITIONS OF APPROVAL AND ARE TO BE COMPLETED PRIOR TO OCCUPANCY:

3.1 An automatic protection fire sprinkler system is required for all buildings 5,000 sq. ft or greater. and/or when used for allowable area increase, if applicable. This system shall comply with NFPA Standard No. 13 and Fire District Standard No. 110. An electronic/PDF set of detailed plans along with hydraulic calculations and material specifications shall be submitted to the Community Risk Reduction Division. The system shall be installed, tested and approved prior to system final. Fire sprinkler systems shall be installed by a licensed C-16 contractor and the contractor is required to submit a report to The Compliance Engine (TCE).

3.2 An automatic fire alarm system is required. An electronic/PDF set of detailed plans shall be submitted showing the design, system components, signaling devices, fire alarm power supply, control panel and auxiliary devices and functions of the alarm system. Please refer to Fire District Standard No. 133 and current adopted editions of the California Building Code, as well as NFPA Standard 72. The contractor is required to submit a report to The Compliance Engine (TCE).

3.3 Approved in-building, two-way emergency responder communication coverage for emergency responders shall be provided in all new buildings, if ERRC evaluation determines the need for installation of system. In-building, two-way emergency responder communication coverage within the building shall be based on the existing coverage levels of the public safety communication systems utilized by the jurisdiction, measured at the exterior of the building. System shall comply with current adopted edition of the California Fire Code, NFPA 70, 72 & 1221 and the contractor is required to submit a report to The Compliance Engine (TCE).

3.4 An automatic fixed fire extinguishing system may be required. An electronic/PDF set of detailed plans shall be submitted to the Community Risk Reduction Division for approval. System shall comply with current adopted edition of the California Fire Code, NFPA Standard 17-A, and UL 300. Please refer to Fire District Standard No. 112. The contractor is required to submit a report to The Compliance Engine (TCE).

3.5 Insulated liquid carbon dioxide systems with more than 100 pounds (45.4 kg) of carbon dioxide used in beverage dispensing applications shall comply with CFC, Section 5307.3.1., and shall be provided with mechanical ventilation or a gas detection system. The contractor is required to submit a report to The Compliance Engine (TCE).

3.6 A maximum occupant load sign shall be posted in a conspicuous location neat the main entrance/exit of the room, if occupant load is greater than 49 people. Such sign shall be legible.

3.7 Hand-held portable fire extinguishers are required to be installed. The location, type and cabinet design shall be approved by the Community Risk Reduction Division.

3.8 Exits, doors, signs and approved path marking shall be installed in accordance with the current adopted edition of the California Building Code, Section 1007

3.9 "No Parking - Fire Lane" signs shall be installed in interior access drives at locations designated by the Community Risk Reduction Division. Curbs shall be painted red at locations designated by the Community Risk Reduction Division. Please refer to Fire District Standard No. 121.

3.10 An approved recessed Fire Department "KNOX" brand key box is required. The key box shall be located at or near the main entrance(s), and shall be provided with a tamper switch and shall be monitored by an approved central station monitoring service. Please refer to Fire District Standard No. 117.

3.11 An approved Knox key switch and/or Knox lock is required on each automatic electric or manual gate that crosses an EVA. All automatic gates shall be provided with a manual override. Fire District Standard No. 116 & 117 shall be complied with.

3.12 Commercial, industrial, and multi-family building addresses shall be posted with a minimum eight inch (8") numbers, visible from the street and during the hours of darkness they shall be internally or externally electrically illuminated. Posted numbers shall contrast with the background used and be legible from the street.

Where building set back exceeds 100 feet from the roadway, additional non-illuminated six inch (6") numbers shall be displayed at the property access entrance. These numbers shall also contrast with the background used. Fire District Standard No. 122 must be complied with.

3.13 An electronic/PDF set of plans shall be submitted separately for each of the following listed items to the Fire District for review, approval and permit prior to any installation or work being done. Approved plans must be maintained at the worksite during construction. Fees are due at the time of submittal.

a) Building Construction, includes tenant improvement work
b) Private (onsite) Underground Fire Protection Water Systems, if applicable
c) Fire Sprinkler Systems, designed by C16 contractor or registered engineer
d) Fire Alarm Systems or Sprinkler Monitoring Systems designed by a C7, C10 contractor or registered engineer.
e) Knox box and/or security gate locations.
f) Gas detection systems
g) Emergency Responder Radio Coverage Systems

Applicable Standards:

101, 102, 103, 110, 111, 114, 117, 121, 122, 133, 141, 143

CVFD Standards available online at http://www.chinovalleyfire.org

MEMORANDUM
CITY OF CHINO
DEVELOPMENT SERVICES DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **WARREN MORELION, AICP, DIRECTOR OF DEVELOPMENT SERVICES**

SUBJECT

2025 Americans with Disabilities Act (ADA) Annual Report.

RECOMMENDATION

Receive and file the 2025 ADA Annual Report which documents the accessibility improvements completed in FY24 and FY25, outlines minor revisions to the schedule for future projects, and provides an overview of accessibility projects planned for FY26.

FISCAL IMPACT

There is no fiscal impact.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above furthers the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Positive City Image
- Superior Customer Service
- Responsible Long-Range Planning

Revenue:	Expenditure:
Transfer In:	Transfer Out:

BACKGROUND

The Americans with Disabilities Act (ADA) is a comprehensive civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation, and telecommunications, and requires public entities to provide programs, activities, and services in a manner that ensures equitable access for people with disabilities.

In 2024, a comprehensive Citywide ADA self-evaluation and transition plan was completed evaluating the City's programmatic and administrative activities, public buildings and park facilities, and public right-of-way facilities. The ADA Transition Plan was adopted by the City Council and requires the City to incorporate accessibility improvements and barrier removal into its long-range planning to bring programs and facilities that have structural barriers into compliance within a 20 year time period.

The purpose of the ADA Annual Report is to document the City's commitment to and progress towards eliminating barriers to access for people with disabilities. It also creates a process for adjustments to the ADA Transition Plan, highlights the barriers removed, and identifies the planned accessibility projects for the coming fiscal year. Finally, the report demonstrates a good faith effort for ongoing compliance by sharing regular updates on the progress of the ADA Transition Plan with the public.

ISSUES/ANALYSIS

The ADA Annual Report summarizes the City's general compliance with administrative requirements, including the Public Notice and ADA Grievance Procedure. The report also documents the City's internal activities, as well as formal actions that have been implemented since the self-evaluation was completed.

Two adjustments were made in the ADA Annual Report to the ADA Transition Plan. The first amends the project phasing schedule to reflect the City's most current Capital Improvement Program. Walnut Park and the Police Department improvements were moved up to earlier phases in the schedule, while the Water Environmental Building improvements, which has been identified as an employee-only facility, is being moved to a later phase.

The second change removes 12 facilities from the ADA Transition Plan following the determination that those facilities are owned by other entities and are therefore not the responsibility of the City. These 12 facilities consist of 11 parks owned by their respective homeowner associations, and The Preserve Community Center, which is owned by the Chino Valley Unified School District. The survey reports for each of the 12 non-city owned sites will be provided to the owners of these sites so they can understand the condition and can plan to remove the access barriers.

Finally, the ADA Annual Report highlights accessibility improvements completed in FY24 and FY25. For City buildings and park facilities, 94 barriers were removed at 11 locations. For public right-of-way improvements, 129 curb ramps were remediated and 417 sidewalk segments (measured in 10-foot increments) were repaired. Specific projects and locations are indicated within the attached ADA Annual Report. For FY26, there are 13 planned accessibility improvement projects in the City's approved FY26 budget. The specific locations of these projects are also listed within the ADA Annual Report.

Attachment: 2025 Americans with Disabilities Act (ADA) Annual Report

2025

Americans with Disabilities Act (ADA) Annual Report

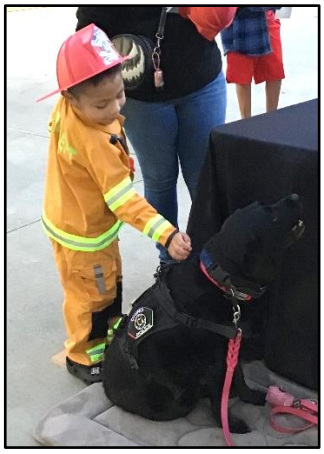






Table of Contents

Executive Summary 3

Background 3

Purpose 3

General Compliance 4

Notice Under the Americans with Disabilities Act 4

ADA Grievance Procedure 4

Designated ADA Coordinator 5

Accessibility Compliance and Implementation Team 5

Accessibility Training and Community Events 5

Self-Evaluation and Transition Plan 7

Changes to the ADA Transition Plan Schedule 7

Accessibility Improvements 8

Program and Administrative Accessibility 9

City Building and Park Facility Accessibility 9

Public Right-of-Way Facility Accessibility 10

Project Plan for Fiscal Year 2026 11

Executive Summary

The Americans with Disabilities Act (ADA) is a comprehensive civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation, and telecommunications, and requires public entities to provide programs, activities, and services in a manner that ensures equitable access for people with disabilities.

In 2024, the City of Chino ("City") completed a comprehensive evaluation of its policies and programs to determine the extent to which individuals with disabilities may be restricted in their access to services and activities. This 2025 Americans with Disabilities Act (ADA) Annual Report ("ADA Annual Report") documents progress made towards the elimination of barriers to access during FY24 and FY25 that were identified in the 2024 ADA Title II Self-Evaluation and Transition Plan ("ADA Transition Plan") and outlines the City's objectives for the next fiscal year (FY26) for removing barriers to programs, services, and activities.

Background

ADA Title II (28 CFR § 35) applies to State and local government entities and protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by State and local government entities. Title II extends the prohibition on discrimination established by Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), to all activities of State and local governments regardless of whether these entities receive Federal financial assistance.

Consistent with 28 CFR §35.133(a), the City will maintain the accessibility of its programs, activities, services, facilities, and equipment, and will take whatever actions are necessary to do so, such as routine testing of accessibility equipment and routine accessibility audits of its programs and facilities. This does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs.

Purpose

The purpose of the ADA Annual Report is multifaceted. First and foremost, this report documents the City's adherence to the requirements of the ADA. It demonstrates the City's commitment to eliminating barriers to access for people with disabilities in all of its programs, services, and activities.

In addition, it creates a process for adjustments to the ADA Transition Plan as priorities and programs shift. This minimizes the potential for the ADA Transition Plan to become inaccurate

or outdated. It also provides an opportunity to reassess long range planning priorities as needs change or in response to the changing needs of the community.

Furthermore, it highlights the barriers removed during the previous fiscal year and provides a list of planned future improvements for the upcoming fiscal year. This provides a clear account of the City's construction and non-construction accessibility related activities, as well as streamlined tracking and documentation of the ADA Transition Plan schedule.

Finally, it demonstrates a good faith effort for ongoing compliance. By sharing regular updates on progress and priorities with the public, the City creates the opportunity for dialogue with members of the public with disabilities and alleviates the perception of inaction.

General Compliance

The ADA outlines several basic requirements for local government entities to support access to civic life by people with disabilities. This section outlines those basic requirements as well as best practices for interdepartmental coordination and community input.

Notice Under the Americans with Disabilities Act

In accordance with 28 CFR § 35.106, the City of Chino has made available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of the ADA and its applicability to the services, programs, and activities offered by the City.

The ADA Public Notice is posted at all City Facilities, is available in Spanish, and can be provided in other languages and formats upon request. The City's most up-to-date ADA Notice with current contact information can be found at www.cityofchino.org/ada.

ADA Grievance Procedure

In accordance with 28 CFR § 35.107, the City has adopted and published a grievance procedure providing for the prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II of the ADA. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs, services or activities sponsored by a public entity."

The ADA Grievance Procedure is posted at all City Facilities, is available in Spanish, and can be provided in other languages and formats upon request. The City's most up-to-date ADA

Grievance Procedure with current contact information can be found at www.cityofchino.org/ada.

During FY25, five formal grievances were filed with the Accessibility Coordinator. Additionally, two informal inquiries were brought to the attention of the Accessibility Division. Informal inquiries are issues brought to the Accessibility Coordinator anonymously or for which the grievant does not wish to file a formal complaint. These were investigated following a similar process as formal grievances. The Accessibility Coordinator also received one request for program modification. This is not a comprehensive count of requests for modifications Citywide, as each department is authorized to provide reasonable modifications to any person accessing the City's programs, services, and activities.

Some requests received by the Accessibility Coordinator were related to issues outside the purview of the City or the Accessibility Division. These requests resulted in referrals to outside agencies or other departments for assistance.

Designated ADA Coordinator

In accordance with 28 CFR § 35.107 the City, being a public entity that employs 50 or more persons, has designated Lisa Almilli to coordinate its Citywide efforts to comply with and carry out its responsibilities under the ADA. Her contact information is readily available on the City's website at www.cityofchino.org/ada.

Accessibility Compliance and Implementation Team

The Accessibility Compliance and Implementation Team is comprised of employees within different departments who play a critical role in the implementation of the ADA Transition Plan and the tracking of program or structural accessibility improvements. The team works with the Accessibility Coordinator to ensure documentation of completed improvements, planning of future improvements, and improving internal processes to meet regulatory compliance.

Accessibility Training and Community Events

Disability awareness and education continues to be a priority in the City. Knowledge of and training about the ADA and other civil rights laws and regulatory compliance is essential to ensure City employees have the most up-to-date information about the requirements.

In 2022, all City staff received ADA Basics training, which covers general nondiscrimination, program access, and effective communication. Since then, this training has been conducted through the new hire orientation process. Additionally, virtual or in-person training on

accessibility is offered to employees throughout the year. Below are some of the trainings that City staff attended during the last year:

Training	Department / Division
2022 CBC Chapter 11B: Accessibility for Public Housing Developments and Chapter 11A: Accessibility for Privately Funded Multi-Family Dwellings - CALBO	Development Services / Building
New ADA Title II Web Content and Mobile App Requirements Webinar – Great Lakes ADA Center	Development Services / Accessibility
History of Disability Access and California Accessibility Statutes, California Compliance Bills and CRASCA Reports – Division of the State Architect	Development Services / Building
ADA Litigation Webinar – Great Lakes ADA Center	Development Services / Accessibility & Human Resources Risk Management
Examining Path of Travel Triggers for Additions and Alterations in Chapter 11B - CALBO	Development Services / Building
Beyond Compliance: Equity, Access, and the ADA Virtual Conference 2025 – Pacific ADA Center	Administration / Communications & Police / Emergency Management
Applicable Standards, Effective Use of the CBC, Federal Regulations, and ADA Barrier Removal Requirements – Division of the State Architect	Development Services / Building
National ADA Symposium – Virtual Conference	Public Works, Development Services, Human Resources Risk Management, Community Services Parks & Recreation
National ADA Symposium – In Person Conference	Development Services / Accessibility
Comparing the ADA and the CBC, State and Federal Housing Accessibility Standards – Division of the State Architect	Development Services / Building
2025 Virtual ADA Conference for State and Local Governments – State of Georgia	Development Services / Accessibility
Functional Assessment Services Team (FAST) Training – CA Dept of Social Services, Disaster Services Branch	Development Services / Accessibility & Community Services Parks & Recreation
Pedestrian Facilities: Planning and Conceptual Design for Accessibility and Safety – UC Berkeley TechTransfer (Virtual)	Public Works & Development Services
Unpacking the 2022 Intervening Code updates for Multi-User All-Gender Restrooms – CALBO	Development Services / Building

The City also collaborated with community partners to host events for people with disabilities as well as older adults at the Chino Senior Center. Below are some of the events hosted over the last fiscal year:

- Seniors at the Square – July/August 2024
- Inaugural Inclusion Community Celebration – September 2024
- Senior Health and Wellness Fair – November 2024
- Grand opening of the City's first all-inclusive park, Chino Rancho Park – March 2025
- Legends Challenge at the Senior Center – April 2025
- Safe and Sound: Engagement with First Responders – April 2025

Self-Evaluation and Transition Plan

In accordance with 28 CFR § 35.105 and 28 CFR § 35.150(d), the City completed an initial self-evaluation and transition plan in 1994. An updated self-evaluation of City-owned buildings and parks was completed between 2017 and 2019 as well as data collection on curb ramp and sidewalk compliance in 2022. In 2024, a comprehensive Citywide ADA self-evaluation and transition plan was completed evaluating the City's programmatic and administrative activities, public buildings and park facilities, and public right-of-way facilities.

The transition plan sets forth the steps necessary to complete structural changes to facilities to achieve program accessibility. The City provided opportunities for interested persons, including individuals with disabilities and organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. The final ADA Transition Plan was adopted by the Chino City Council in February 2024. The ADA Transition Plan is located on the City's website and copies of the plan shall be made available for public inspection upon request.

The records of the Citywide self-evaluation, including the individual site surveys and public right-of-way surveys, are maintained by the Accessibility Coordinator. Building and park facility barriers and remediations are documented in ADA AssetCALC, a web-based SQL database platform. Public right-of-way pedestrian facility barriers and remediations are documented in the City's GIS database.

Changes to the ADA Transition Plan Schedule

The ADA Transition Plan is a snapshot in time that evaluated and prioritized accessibility barrier removal throughout the City. It is a living document and can be modified and updated on a periodic basis to reflect barrier removal efforts, changes in economic conditions, new and revised strategies, and to reflect future public input. The ADA Report creates a method to document adjustments to the plan as priorities and programs shift.

City building and park facilities are prioritized in five phases over a 13-year period. The following adjustments are being made to the transition plan schedule:

Building or Park	Original Phase	New Phase	Reason
Walnut Park	Phase 3	Phase 1	Funding priorities
Police Department	Phase 5	Phase 2	Public access portions of the facility and level of public interaction
Water Environmental Building	Phase 2	Phase 5	Will not be a public facing facility (staff only)

Additionally, some facilities listed on the ADA Transition Plan were discovered to not be owned by the City, but instead by another entity. Remediation of barriers to access at the following facilities are not a responsibility of the City, however, the survey reports for each site will be provided to the owners of those respective facilities:

- Preserve Community Center (owned by the Chino Valley Unified School District)
- Energy Park (owned and maintained by the HOA)
- Evergreen Park (owned and maintained by the HOA)
- Gallery Park (owned and maintained by the HOA)
- Golden Tree Park (owned and maintained by the HOA)
- Harvest Park (owned and maintained by the HOA)
- Hidden Hallow (owned and maintained by the HOA)
- Inspiration Park (owned and maintained by the HOA)
- Lotus Park (owned and maintained by the HOA)
- Mulberry Park (owned and maintained by the HOA)
- Secret Garden Park (owned and maintained by the HOA)
- Symphony Park (owned and maintained by the HOA)

Accessibility Improvements

There are two kinds of accessibility: structural accessibility and program accessibility. Structural accessibility requires that a facility be readily accessible to and usable by individuals with disabilities. To be “readily accessible”, a facility must be constructed in conformance with the 2010 ADA Standards and, in the state of California, with Title 24 California Building Code accessibility requirements.

Program access requires the City to operate its services, programs, and activities so that when viewed in their entirety the service, program, or activity is readily accessible and usable by individuals with disabilities. Program accessibility entails all policies, practices, and procedures that permit people with disabilities to participate in programs and to access important

information. Program accessibility requires that individuals with disabilities be provided an equally effective opportunity to participate in or benefit from a public entity's programs and services. Program accessibility may be achieved by either structural or non-structural methods.

When choosing a method of providing program access, the City will give priority to the one that results in the most appropriate integrated setting to encourage interaction among all users, including individuals with disabilities. The City does not have to take any action if it can demonstrate that the action would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition, or would represent an undue financial and administrative burden.

Program and Administrative Accessibility

An evaluation of the City's current program and administrative requirements was completed in the ADA Transition Plan providing recommendations for modifications. The City implements the necessary modifications for non-structural program access to be in compliance with the 28 CFR § 35.105. Below are some notable formal actions that the City took in FY24 and FY25:

- Special event application process includes formal accessibility review for both internal and external events
- Accommodation language has been added on event notices and flyers
- All job descriptions include an Equal Employment Opportunity statement as well as language for reasonable accommodations for specific job requirements
- Contact information for accommodation requests during the hiring process is posted on the website and all job postings
- A reasonable accommodation policy and procedures was developed
- An effective communication policy and procedures was developed
- Vendors for alternative formats for written materials, such as Braille, large print, audio and electronic formats we established
- A curb ramp request form was added to the My Chino app and City website

City Building and Park Facility Accessibility

As previously mentioned, remediation of barriers identified in City buildings and park facilities are prioritized in five phases over a 13-year period. During FY24 and FY25, 94 accessibility barriers were remediated at City buildings and parks. Some barriers were able to be removed by the Facilities Maintenance Division or the Public Works Services Division through regular maintenance of accessible features or because they were easily removable. Others required more complex design and construction. At the end of FY25, the City is approximately 20% into

Phase 1 timing of the transition plan schedule for City buildings and park facilities and has removed 13% of the barriers identified.

The table below represents City building and park facility accessibility improvement projects that were completed in FY24 and FY25.

Location	Project Scope	Completion
City Hall	Accessible parking upgrades in north lot	FY24
Gray Building	Restroom accessibility upgrades	FY24
Villa Park	Restroom accessibility upgrades	FY25
Cypress Trails Park	Restroom accessibility upgrades	FY25
Heritage Park	Restroom accessibility upgrades	FY25
Mountain View Park	Restroom accessibility upgrades	FY25
Community Garden	Restroom accessibility upgrades	FY25
Ayala Park	Softball fields 1-4, accessible routes, restrooms & concession stand (Bldg. D)	FY25
Old Schoolhouse Museum	Accessibility upgrades for accessible routes, entrance ramp, accessible parking	FY25
City Hall South	Remodel lobby restrooms to include accessible single-user restroom	FY25
Public Works Services Center	Accessible parking upgrades	FY25

Public Right-of-Way Facility Accessibility

The schedule for the remediation of accessibility barriers within the public right-of-way is prioritized in three phases over a period of 20 years. During FY24 and FY25, 129 curb ramps were remediated and 417 sidewalk segments (measured in 10-foot increments) were repaired. At the end of FY25, the City is approximately 25% into Phase 1 timing of the transition plan schedule for public right-of-way facilities and has removed 21% of the barriers identified.

The table below represents projects in the public right-of-way that incorporated accessibility improvements and were completed in FY24 and FY25.

Location / Project #	Project Scope	Completion
Monte Vista Ave at D St / PK183	Construction of curb ramps, pedestrian crossing beacon along frontage of Monte Vista Park	FY24
E-W Alleys between Chino Ave & D St from 9th St to 13th St / G6220	Path of travel and alley entrance improvements	FY24

Grand Ave-Pipeline Ave to SR-71; Pipeline Ave-Grand to Eucalyptus / ST162	Street Rehab Project and construction of curb ramps	FY24
7th St – B St to Washington Ave ADA Curb Ramp Improvements / Maintenance Svs.	Construction of curb ramps and adjacent sidewalk panels	FY24
Citywide Street Rehab FY24 / ST241-Concrete	Construction of curb ramps	FY25
3rd St – H St to Schaefer Ave / ST173	Construction of sidewalk	FY25
Yorba Ave Improvements-Chino Ave to Schaefer / ST233	Street Rehab Project and construction of curb ramps	FY25
D St – 6th St to Central Ave / WA221	Waterline replacement project and construction of curb ramps and adjacent sidewalk panels	FY25

Project Plan for Fiscal Year 2026

The table on the following page represents planned accessibility improvement projects for FY26 that address barriers identified in the ADA Transition Plan. These include structural accessibility improvements to City buildings and park facilities, as well as the public right-of-way pedestrian facilities. The budgeted cost is the estimated cost of the project as shown in the City's approved FY26 budget. The actual cost of the project may change due to changes to the anticipated scope of the work or other unforeseen factors that may present themselves during the design or construction phase.

Location/Project #	Planned Improvements	Type of Work	Responsible Department	Project Cost
Local Street Rehab – Concrete / ST251	Design of approx. 190 curb ramps to be applied to future CIP projects	Design	Public Works	$408,990
Pavement Improvements-Walnut Ave & Russell Ave / ST260	Street rehab project with construction of curb ramps	Construction (proposed completion FY27)	Public Works	$999,600
Monte Vista Ave & Walnut Ave Traffic Signal / TR212	Installation of traffic signal and construction of curb ramps at the intersection	Design	Public Works	$3,500,000
Yorba Ave & Walnut Ave Pedestrian Crossing / ST261	Installation of high visibility crosswalk with RRFB and construction	Construction (proposed completion FY27)	Public Works	$571,120

	of intersection curb ramps			
Monte Vista Park / PK255	Parking lot expansion and remediation of accessible parking spaces	Design	Public Works/ CSPR	$100,000
Walnut Park / PK223	Accessibility improvements including playground, site furnishings, parking lot and restrooms	Design & Construction (proposed completion FY27)	CSPR	$1,100,000
Carolyn Owens Community Center / PK234	Demonstration garden and exterior path of travel accessibility improvements	Design & Construction (proposed completion FY27)	CSPR	$497,785
Carolyn Owens Community Center / PK252	Tot lot and exterior path of travel accessibility improvements	Design & Construction (proposed completion FY27)	CSPR	$75,000
Police Department	Accessible parking spaces with solar/charging station project	Design & Construction	CSPR	$112,432
Community Building	Men's restroom accessibility improvements	Design & Construction	CSPR	$50,000
Heritage Park / PK261	Accessibility improvements	Design	CSPR	$100,000
Shady Grove Park / PK262	Accessibility improvements	Design	CSPR	$100,000
Youth Museum / PF261	Interior accessibility improvements	Design	CSPR	$100,000

MEMORANDUM
CITY OF CHINO
PUBLIC WORKS DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **LINDA REICH, CITY MANAGER**

FROM: **HYE JIN LEE, PE, DIRECTOR OF PUBLIC WORKS**

SUBJECT

Construction credit/reimbursement agreement with Lennar Homes of California, a California corporation for the construction of public improvements for Tract Map No. 18972 (University Park).

RECOMMENDATION

1) Appropriate and authorize the reimbursement of $302,591.16 from the Citywide Circulation (Streets, Signals & Bridges) Development Impact Fee Fund 220; 2) appropriate and authorize the reimbursement of $250,428.00 from the Citywide Water Source Storage and Distribution Development Impact Fee Fund 253; 3) approve a Construction Credit/Reimbursement Agreement with Lennar Homes of California, LLC, a California corporation, in an amount not to exceed $553,019.16 for the construction of master-planned public facilities required as a condition of approval for Tract Map No. 18972; and 4) authorize the City Manager to execute all the necessary documents on behalf of the City.

FISCAL IMPACT

Approval of this agreement will result in a total appropriation of $553,019.16. This includes:

1. An appropriation of $302,591.16 from the Citywide Circulation (Streets, Signals & Bridges) Development Impact Fee Fund 220; and

2. An appropriation of $250,428.00 from the Citywide Water Source, Storage, and Distribution Development Impact Fee Fund 253.

Sufficient fund balances are available in Funds 220 and 253. There is no impact to the General Fund.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Financial Stability
- Responsible Long-Range Planning

Revenue:	Expenditure: 2207005-43640 & 2537005-43640
Transfer In:	Transfer Out:

BACKGROUND

Tract Map No. 18972 (University Park), developed by Lennar Homes of California, LLC, consists of 147 single-family detached condominium units on approximately 20.82 adjusted gross acres within the East Chino Specific Plan area. The project site is located on the north side of Eucalyptus Avenue, between Fern Avenue and Euclid Avenue, as depicted in Exhibit A of the Subdivision Improvement Agreement attached hereto. The project received Planning Commission approval on December 21, 2015.

Pursuant to the Engineering Conditions of Approval (COA), the developer was required to construct various public improvements, including but not limited to curb, gutter, sidewalk, streetlights, asphalt concrete pavement, landscaping, traffic signals, as well as sewer, water, recycled water, and drainage improvements. To ensure the timely completion of these improvements, the developer executed a Subdivision Improvement Agreement with the City and posted the required securities. The agreement was approved by the City Council on May 2, 2017.

Certain public improvements constructed as part of the project are master-planned facilities identified in the City's Development Impact Fee (DIF) program. Under the DIF Ordinance, if a developer constructs a public facility identified in the DIF Nexus and Calculation Report as a condition of project approval, the developer is eligible to receive reimbursement and/or a credit toward the DIFs imposed for that same type of facility. Accordingly, a construction credit and reimbursement agreement with the City is warranted.

The public improvements required as part of this project were accepted by the City Council on November 15, 2022. This action was taken in conjunction with the Council's approval of global settlement agreements resulting from negotiations between the City Attorney's Office, City staff, and various developers, including Lennar Homes of California. These agreements resolved disputes related to compliance with accessibility standards under the Americans with Disabilities Act and California law for various City-approved developments dating back to the mid-2000s. Presented concurrently to the City Council, the settlement agreements established a standardized framework for accepting public improvements, releasing securities, and closing out tracts based on designated categories.

Tract Map No. 18972 was included in Category A of the settlement framework, which applies to developments with improvement plans approved on or before December 31, 2016, and requires no additional corrective work beyond administrative closeout. Acceptance of the public improvements on November 15, 2022, authorized the release of posted securities upon receipt of all required documentation, initiated the warranty period, and transferred maintenance responsibilities to the City.

ISSUES/ANALYSIS

Following final acceptance of the public improvements, the developer submitted a complete cost package to the City, including approved as-built plans, specifications, and supporting documentation. City staff conducted a comprehensive review of the submitted materials and verified the actual construction costs for DIF-eligible, master-planned facilities against the cost thresholds established in the City's DIF Nexus and Calculation Report.

A full reconciliation of the developer's financial contributions, the corresponding DIF credits, and any applicable cash reimbursements is provided in Exhibit B of the proposed Construction Credit and Reimbursement Agreement and summarized in the table below.

Additionally, staff presented an informational item to the Infrastructure/Streets Committee at the June 24, 2025, meeting regarding the proposed Construction Credit and Reimbursement Agreement with Lennar Homes for Tract Map No. 18972.

During that meeting, the Committee raised questions regarding the traffic signal at Fern and Eucalyptus. Specifically, concerns were raised about Lennar's financial contribution of $553,500 to the City to fund construction of the signal through the City's Capital Improvement Program (CIP). This prompted uncertainty over whether the deposit fully covered the cost of the improvement and whether the developer should receive DIF credit, given they did not directly construct the improvement.

Staff returned to the Committee on July 29, 2025, with a follow-up report itemizing all DIF-eligible public improvements constructed or funded under Tract Map No. 18972 and provided a detailed reconciliation of credits and reimbursements as shown in the table below.

Projects	**Nexus Study Costs**	**Developer Costs**	**DIF Credits Issued**	**Reimbursement (Cash)**
Traffic Signal: Fern / Eucalyptus	$296,112	$553,500	($296,112)	$0.00
Traffic Signal: Euclid / Eucalyptus	$296,112	$212,484	($91,104)	$121,380
Improvements: Euclid / Edison	$1,075,604	$181,211	$0.00	$181,211
16" Water Line: Euclid	$2,408,000	$384,085	($133,657)	$250,428
			Total	**$553,019**

Staff clarified that under the City's DIF program, eligibility for credit is based on demonstrated financial responsibility for eligible improvements, regardless of whether the developer self-performs the construction or contributes funds through the City's Capital Improvement Program. Accordingly, Lennar's $553,500 cash contribution toward the Fern and Eucalyptus traffic signal qualifies for credit issuance consistent with the Nexus Study allocation. It should be noted that the developer is only eligible to receive credit up to the Nexus Study cost estimate of $296,112, as the cash deposit amount was negotiated separately through a settlement agreement with the City and does not entitle the developer to credit beyond the established program thresholds.

Therefore, it is staff's recommendation to approve the Construction Credit and Reimbursement Agreement with Lennar Homes of California, LLC, in the amount of $553,019.16, and authorize the necessary appropriations to facilitate reimbursement in accordance with the terms outlined in the agreement and the City's DIF program.

Attachments: Exhibit A – Fully Executed Subdivision Improvement Agreement
Exhibit B - Construction Credit & Reimbursement Agreement

Contract No. 2017-312
Approved 5/2/2017 #11

SUBDIVISION IMPROVEMENT AGREEMENT

TRACT MAP NO. 18972

THIS AGREEMENT is entered into by and between the CITY OF CHINO, a Municipal Corporation of the State of California (hereafter called "the City") and LENNAR HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION (hereafter called "the Subdivider").

WHEREAS, the Subdivider is the owner of certain real property situated in the City of Chino, County of San Bernardino, State of California, generally known and described as Tract Map No. 18972, which is the subject matter of this Agreement (hereafter called "the Property"); and

WHEREAS, the Subdivider has submitted an application to the City to subdivide the Property as Tract Map No. 18972 (hereafter called "the "Map"); and

WHEREAS, the Subdivider proposes to develop the Property and construct certain improvements hereon as hereinafter set forth; and

WHEREAS, the City desires to assure that said proposed improvements will be constructed and installed in a good and workmanlike manner, and in strict accordance with all applicable laws, statutes, ordinances, resolutions and regulations now in force and effect in the City of Chino, and the terms and conditions imposed on the approval of said Map by the Planning Commission and the City Council, all of which are incorporated herein; and

WHEREAS, the Subdivider acknowledges familiarity with the City's subdivision ordinance and requirements and the Subdivision Map Act (Government Code Sections 66410-66499.37) and hereby agrees to comply therewith; and

WHEREAS, the Subdvider has prepared and submitted a final tract map for the Property in accordance with the City's requirements for approval by the City Council.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

Article 1 Duty to Install Public Improvements

1.1 Requirements for Public Improvements. The Subdivider shall, at his/her/its own cost and expense, construct, install and complete all of the public improvements contained in Exhibit 1 in a good and workmanlike manner, according to the approved plans and specifications, and to the satisfaction of the Assistant City Manager/Director of Public Works or his designee, within two (2) years from the date of the City's approval of this Agreement, and within the time frame and subject to the conditions set forth in the Encroachment Permit that is issued for the required public improvements. The time for completion may be extended up to one (1) additional year by the City Council for good cause shown. The sum of Four Million Eight Hundred Eighty-Four Thousand Five Hundred and 00/100 dollars ($4,885,500.00) is the estimated

construction cost of said improvements.

1.2 Ownership of Public Improvements. All public improvements constructed or installed pursuant to this Agreement shall become the sole exclusive property of the City, without payment therefore, upon acceptance of said improvements by the City.

1.3 Definition of Improvements. The term "improvement" shall mean any and all work or infrastructure required for the development of this subdivision, including, but not limited to, bicycle trails, communication transmission devices, curbs, drainage facilities, electric transmission devices, excavation, grading, gutters, landscaping, pathways, sanitary sewers, sidewalks, streets, street lights, traffic control devices, utilities, water lines, as shown on plans, profiles or specifications prepared or submitted by the Subdivider.

1.4 Repair or Reconstruction of Defective Improvements. If, within a period of one (1) year after final acceptance of work performed under this Agreement, any improvement or part of any improvement constructed, installed or furnished, or caused to be constructed, installed or furnished by the Subdivider, or any of the work done under this Agreement fails to comply with, or satisfy, any of the requirements of this Agreement, or the specifications referenced herein, the Subdivider shall, without delay and without any cost to the City, repair or replace or reconstruct any defective or otherwise unsatisfactory part or parts of the work or improvements. Should the Subdivider fail to act promptly or in accordance with these requirements, or should an emergency require repairs or replacements to be made before the Subdivider can be notified, the City may, at its sole option, make the necessary repairs or replacements or perform the necessary work, and the Subdivider shall pay to the City the actual cost of such repairs, plus 15 percent.

1.5 Repair or Replacement of Unrelated Improvements. The Subdivider shall replace, or have replaced, or repair, or have repaired, as the case may be, all pipes and monuments situated on said property, delineated on the Map, which have been destroyed or damaged and the Subdivider shall replace, or have replaced, repair, or have repaired, as the case may be, or pay to the owner, the entire cost of replacement or repairs, of any and all property damaged or destroyed by reason of any work done hereunder, whether such property be owned by the United States or any agency thereof, or the State of California, or any agency or political subdivision thereof, or by the City, or by any public or private corporation, or by any person whomsoever, or by any combination of such persons. Any such repair or replacement shall be to the satisfaction, and subject to the approval, of the Assistant City Manager/Director of Public Works or his designee.

1.6 Time of Completion. All of the public improvements shall be completed within two (2) years from the date of the City's approval of this Agreement, and within the time frame and subject to the conditions set forth in the Encroachment Permit that is issued for the required public improvements. In the event that the Subdivider fails to complete the public improvements within said period, the City may complete said work and shall be entitled to recover the full cost and expenses thereof from the Subdivider, or its surety, as hereinafter provided. The City may require the Subdivider, or its surety, to pay the City, in advance, sufficient monies to pay for the City's cost of completing construction and installation of said public improvements.

1.7 Security. Contemporaneously with the execution hereof, the Subdivider shall file security, subject to the approval of the City Attorney, pursuant to Section 66499 of the Government Code and Section 19.09.010 of the Chino Municipal Code, to guarantee performance of the requirements of this Agreement, the terms and conditions imposed on the approval of Map, and all of the City's ordinances, specifications and regulations as follows:

a. A security device in an amount equal to 100 percent of the estimated construction cost to guarantee the faithful performance of all of the requirements of this Agreement, including the construction, installation and completion of the work and public improvements required by this Agreement; and

b. A security device in an amount equal to 50 percent of the estimated construction cost to guarantee payment to the contractors, their subcontractors, and to persons renting equipment or furnishing labor and materials to said contractors, for the public improvements required by this Agreement; and

c. All security devices under this Agreement shall also guarantee the payment of reasonable attorney fees, expert witness fees and court costs to the City; and

d. Any changes or alterations in the work or public improvements required hereunder, not exceeding 10 percent of their original estimated cost, shall not relieve any liability of the security given for the faithful performance of this Agreement. In the event any changes or alterations of the work or public improvements required hereunder exceed 10 percent of their original estimated cost, the Subdivider shall provide such additional security for its faithful performance as determined by the Assistant City Manager/Director of Public Works or his designee and approved by the City Attorney.

The City Council may, at its sole discretion, reduce the amount of any security device as recommended by the Assistant City Manager/Director of Public Works or his designee and the City Attorney for any portion of the public improvements installed by the Subdivider and accepted by the Assistant City Manager/Director of Public Works or his designee.

1.8 One Year Warranty and Warranty Bond. Without limiting the foregoing, Subdivider warrants and guarantees materials used and workmanship performed on said work and public improvements. In connection herewith, the Subdivider shall submit security, subject to the approval of the City Attorney, for a period of one (1) year following the completion and acceptance of the work hereunder in the sum equal to 10 percent of their actual construction cost and reasonable attorney fees, expert fees and court costs. The Subdivider further agrees to pay the City for all costs to maintain the landscaping in a vigorous and thriving condition, to maintain the street lights and to pay for all energy costs for a period of one (1) year after completion and acceptance thereof by the Assistant City Manager/Director of Public Works or his designee and the City Council. Maintenance and energy costs shall be based on the amounts specified in the most recent publication of the Annual Engineer's Report for the Levy of Assessments for the Landscaping and Lighting Districts.

1.9 Payment of Labor and Materials. The Subdivider and its contractors shall pay for any materials, provision, provender and other supplies or equipment used in, upon, for, or about the performance of the work contracted to be done, and for any work or labor thereon of any kind, and for a payment bond with respect to such work or labor, as required by Civil Code Section 9550.

Article 2. Procedural Requirements

2.1 Preparation of Improvements Plans. No work pursuant to this Agreement shall be commenced until the Subdivider's plans, profiles and specifications for the public improvements have been submitted to and approved by the Assistant City Manager/Director of Public Works or his designee. The Subdivider warrants that its plans, profiles and specifications conform as a minimum to the City's ordinances and standard specifications, and that they are adequate to construct and install the public improvements in a good, workmanlike manner and in accordance with sound construction practice for public works.

2.2 Cost of Checking Plans. The Subdivider shall pay to the City the cost of checking and approving the plans, profiles and specifications. The Subdivider shall pay to the City the fees for the cost of checking said plans upon submittal of said plans to the City. If said fees prove to be insufficient to complete said plan checking, the Subdivider shall make additional deposits as required by the Assistant City Manager/Director of Public Works or his designee. Failure to make any required payment or deposit shall cause such plan checking to be suspended and be grounds to withhold the issuance of building permits for any construction in the subdivision defined by Map.

2.3 Soils Report. The Subdivider shall cause to be made and pay for soil tests made by a reputable soils testing laboratory to determine gradation, bearing and resistance value of soils within the subdivision. The Subdivider shall also cause to be made and pay for all compaction tests necessary to determine that all soils, including the utility trenches, have been satisfactorily backfilled.

2.4 Permits and Fees. The Subdivider shall, at the Subdivider's expense, obtain all necessary permits and licenses for the construction and installation of the work and public improvements required hereunder and pay all required fees and taxes and give all necessary notices.

2.5 Superintendence by the Subdivider. The Subdivider shall provide continuous superintendence to the construction and installation of the public improvements by assigning a competent foreman or superintendent, satisfactory to the Assistant City Manager/Director of Public Works or his designee, to the work site, who shall have full authority to act for the Subdivider

2.6 Duty to Facilitate Inspections. The Subdivider shall at all times maintain proper facilities and provide safe access for inspection by the Assistant City Manager/Director of Public Works or his designee, to all parts of the work, and to the shops wherein the work is in preparation.

Article 3. The Subdivider's Liabilities

3.1 Liability of the Subdivider. The Subdivider agrees that the use for any purpose and by any person of any or all of the work and public improvements required by this Agreement shall be at the sole and exclusive risk of the Subdivider at all times prior to final acceptance by the City of the completed public improvements thereon and therein; provided that acceptance by the City shall not eliminate, lessen or relieve the Subdivider of any obligations or undertakings contained in this Agreement. The issuance of any occupancy permits by the City for

any structures located within said subdivision shall not be construed to constitute an acceptance or approval of any of the public improvements required hereunder.

3.2 Liability for Nonperformance. Neither the City nor any of its officers or agents shall be liable to the Subdivider or its contractors for any error or omission arising out of, or in connection with, any work to be performed under this Agreement or the plans, profiles or specifications therefore approved by the Assistant City Manager/Director of Public Works or his designee.

3.3 Development Impact Fees. Development Impact Fees shall be paid pursuant to and in accordance with Chino Municipal Code Chapter 3.40.

3.4 Utility Deposits. Prior to commencement of any work required by this Agreement, the Subdivider shall file with the Assistant City Manager/Director of Public Works or his designee a statement signed by the Subdivider and each public utility to the effect that the Subdivider has made all deposits legally required by such public utility for the connection of any and all public utilities required to be supplied by such public utility within the subdivision.

3.5 Liability for Personal Injuries. The City shall not be liable to the Subdivider or to any other person, firm, or corporation whatsoever, for any injury or damage that may result to any person or property by or from any cause whatsoever, in, on or about the subdivision of the Property or connected to the construction and installation of the work and public improvements required hereunder.

3.6 Release and Indemnification. The Subdivider hereby releases and agrees to indemnify and save the City harmless from and against any and all injuries to and deaths of persons and injuries to property, and all claims, demands, costs, loss, damage and liability, howsoever the same may be caused, and whensoever the same may appear, resulting directly or indirectly from the performance or nonperformance of any work or public improvement to the Property and upon premises adjacent thereto pursuant to this Agreement, and also from any and all injuries to, and deaths of persons, and injuries to property or other interests, and all claims, demands, costs loss, damage, and liability, howsoever same may be caused and whensoever the same may appear, either directly or indirectly made or suffered by the Subdivider, Subdivider's agents, employees, and subcontractors, while engaged in the performance of said work or public improvements. Prior to the commencement of any work or public improvement required hereunder, the Subdivider shall furnish to the City satisfactory evidence of an insurance policy, written upon a form and by a company which meets with the approval of the City, insuring the City, its officers, agents, and employees against loss or liability which may arise during the work, or which may result from any of the work herein required to be done, including all costs of defending any claim arising as a result thereof. Minimum liability and property damage insurance shall be not less than $500,000.00 for all damages arising out of bodily injury to or death of one person and not less than $1,000,000.00 for all damages arising out of bodily injuries to or death of more than one person in any one occurrence; and not less that $250,000.00 for all damages and/or destruction of property in any one occurrence and not less than $500,000.00 for all damages and/or destruction of property during the policy period. Said policy shall be maintained in full force and effect during the life of this Agreement. Said policy shall state, by its terms and by an endorsement, that said policy shall not be canceled until the City shall have had at least ninety (90) days prior notice in writing of such cancellation.

Article 4. Inspection of Improvements

4.1 Inspection by Assistant City Manager/Director of Public Works. All public improvements shall be constructed under the inspection of, and subject to approval, of the Assistant City Manager/Director of Public Works or his designee. The cost of inspections shall be paid by the Subdivider, who shall submit a sufficient deposit prior to the issuance of building permits. If said deposit proves to be insufficient to complete said inspection, the Subdivider shall make additional deposits as determined by the Assistant City Manager/Director of Public Works or his designee. Failure to make any required deposit shall cause such plan inspections to be suspended and be grounds to revoke all the building permits for any construction in the subdivision, or to refuse to issue an occupancy permit for any facilities constructed on any lot within said subdivision.

4.2 Approval by Assistant City Manager/Director of Public Works. It is mutually agreed that the Assistant City Manager/Director of Public Works or his designee shall have the authority to reject any or all of the work or public improvements required hereunder if same fails to conform to the approved plans, profiles or specifications for said public improvements or if same are not constructed or installed in a good and workmanlike manner to the satisfaction of the Assistant City Manager/Director of Public Works or his designee. Furthermore, any damage to existing facilities, including any curbs, drainage facilities, gutters, landscaping, sewer and water mains, street or utilities, that occurs after installation, shall be repaired to the satisfaction of the Assistant City Manager/Director of Public Works or his designee by the Subdivider prior to the issuance of an occupancy permit for any structure within the subdivision and prior to the release of any security provided hereunder.

4,3 Responsibility Despite Inspections. Notwithstanding the fact that the Subdivider's plans, profiles and specifications, and construction and installation of the public improvements, and other acts are subject to the approval of the Assistant City Manager/Director of Public Works or his designee, it is understood and agreed that any approval by the Assistant City Manager/Director of Public Works or his designee shall not relieve the Subdivider of the obligation to satisfactorily perform the obligations hereunder. All construction shall be performed strictly in accordance with the approved plans, profiles and specifications, the City's latest standard specifications and the provisions of the Chino Municipal Code to the satisfaction of the Assistant City Manager/Director of Public Works or his designee.

4.4 Occupancy Permits. No occupancy permit for any structure on any lot within the subdivision shall be issued, and no utility connection shall be made, unless and until the Subdivider has complied with all the obligations hereunder to the satisfaction of the Assistant City Manager/Director of Public Works or his designee.

4.5 Notice of Completion. The Subdivider shall record a Notice of Completion for all the work and public improvements completed within ten (10) days after the City's acceptance of said improvements.

4.6 Certification of Satisfactory Completion. Upon the satisfactory completion of the improvements by the Subdivider, the Assistant City Manager/Director of Public Works or his designee, or his designee, shall certify that the work of said improvements has been satisfactorily completed.

4.7 Filing of "Record" Drawings. Upon completion of the work or public improvements, the Subdivider shall submit one mylar (4 mils) set of "Record" drawings to the Assistant City Manager/Director of Public Works or his designee. These drawings shall be certified as representing the actual construction and shall depict the work and public improvements as actually constructed, with all changes incorporated therein.

Article 5. Miscellaneous Provisions

5.1 Relationship of Contractors. It is hereby mutually covenanted and agreed by the parties hereto that the Subdivider's contractors are not agents of the City and that the contractors' relations to City, if any, are those of independent contractors.

5.2 Entire Agreement. This writing constitutes the entire agreement of the Parties and supersedes any prior written or oral agreements between them with respect to the subject matter hereof and may not be modified or amended except as set forth herein.

5.3 Attorney's Fees. In the event that any action at law or in equity is brought to interpret or enforce any provision of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and court costs.

5.4 Assignment. This Agreement shall not be assignable by the Subdivider without written consent of the City.

5.5 Successors. Subject to the restrictions against assignment contained herein, this Agreement shall inure to the benefit of and shall be binding upon each of the parties and their respective assigns, successors in interest, person representatives, estates, heirs and legatees.

5.6 No Waiver. No waiver of any breach or default hereunder shall be considered valid unless in writing, and no such waiver shall be deemed a waiver of any subsequent breach or default of the same or similar nature.

5.7 Choice of Law. This Agreement shall be governed by the laws of the State of California without regard to the principles of conflict of laws.

5.8 Invalidity. If any provisions of this Agreement shall be declared invalid, void, or unenforceable by a court of competent jurisdiction of the State of California, the remaining provisions shall continue in full force and effect.

5.9 Counterparts. This Agreement may be executed in one or more counterparts, all of which taken together shall be deemed one original.

5.10 Effective Date of Agreement. This Agreement shall not become effective unless and until the final map of said tract/parcel shall have been approved by the City Council of the City of Chino.

Executed at Chino, California, on May 4, 2017.

Approved as to Form:

City Attorney

Approved as to Content:

Jose Alire
Assistant City Manager

LENNAR HOMES OF CALIFORNIA, INC.,
A California Corporation

By: _____
(Signature and Date)

Name: Geoff Smith
(Please type or print name)

Title: Authorized Agent
(Please type or print title)

CITY OF CHINO

Matthew Ballantyne, City Manager

Dated: 5.3.17

ATTEST:

Angela Robles, City Clerk

Dated: 5.4.2017

Attachment: Exhibit 1

SUBDIVISION IMPROVEMENT AGREEMENT

EXHIBIT 1

A. Removal of undesirable, dangerous and dead plant materials and roots.

B. All onsite and offsite grading as specified on the approved grading plan.

C. Relocation of all public utility structures as necessary to properly construct the required improvements.

D. Storm drain facilities as required and shown on the approved construction plans and in accordance with City Standards.

E. Sanitary sewers constructed as shown on the approved, engineered plans and in accordance with City Standards.

F. Water mains, valves, hydrants, services, meters and appurtenances to serve each lot as shown on the approved construction plans and in accordance with City Standards.

G. Underground installation of all electrical, telephone, cable television and any other energy or communication lines that abut or are within the project site.

H. A street lighting system (City-owned) in accordance with City Standards.

I. Disposal of all rocks and debris located within any public right-of-way within said development or on the boundary streets thereof.

J. Installation of concrete curbs, gutters, sidewalks, cross gutters, driveways and intersections as shown on approved construction plans and in accordance with City Standards.

K. Installation of asphalt concrete or Portland Cement Concrete street pavement on base material as shown on approved construction plans and in accordance with City Standards.

L. Street signs at intersections per the City Standards.

M. Installation of approved landscaping (plants and materials).

N. Setting monuments as required by the State Code.

The Subdivider shall also perform all work and furnish all materials necessary, in the opinion of the Assistant City Manager/Director of Public Works or his designee and on his order, to complete the improvements in accordance with the plans and specifications on file as hereinbefore specified, or any changes required or ordered by said Engineer which, in his opinion, are necessary or required to complete this work.

CALIFORNIA ALL PURPOSE ACKNOWLEDGMENT

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

STATE OF CALIFORNIA }

COUNTY OF Riverside }

On March 9, 2017 before me, Amy R. Williams Notary
Date *Insert Name and Title of the officer*

Public, personally appeared Geoff Smith

Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.

Signature: _____

AMY R. WILLIAMS
Commission # 2064397
Notary Public - California
Riverside County
My Comm. Expires Apr 13, 2018

---------- **OPTIONAL** ----------

Though this section is optional, completing this information can deter alteration of the document or fraudulent attachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signers Name: _____	Signers Name: _____
❑ Corporate Officer – Title(s) _____	❑ Corporate Officer – Title(s) _____
❑ Partner - ❑ Limited ❑ General	❑ Partner - ❑ Limited ❑ General
❑ Individual ❑ Attorney in Fact	❑ Individual ❑ Attorney in Fact
❑ Trustee ❑ Guardian or Conservator	❑ Trustee ❑ Guardian or Conservator
❑ Other: _____	❑ Other: _____
Signer is Representing: _____	Signer is Representing: _____

Bond No.: 024067353-M
Contract No.: 2017-312
Approved: 5/2/2017 #11

ISSUED IN TRIPLICATE

WARRANTY BOND

WHEREAS, the City Council of the City of Chino, State of California, hereinafter designated as "CITY" and LENNAR HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION, hereinafter designated as "PRINCIPAL," have entered into an agreement whereby Principal has agreed to warrant and guarantee the installation, completion, and maintenance of certain designated public improvements, which said agreement, dated _____, and identified as Tract No. 18972, is hereby referred to and made a part hereof; and

WHEREAS, said Principal is required under the terms of said agreement to furnish a bond for the warranty of said improvements.

NOW, THEREFORE, we, the Principal, and Liberty Mutual Insurance Company, as surety, are held and firmly bound unto the City of Chino in the penal sum of Four Hundred Eighty-Eight Thousand Five Hundred and 00/100 Dollars ($488,500.00) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors, and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bound Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and provisions in said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and performed thereof made as therein provided, on his or its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless City, its officers, agents, and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby, and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees including reasonable attorneys' fees, incurred by the City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

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

IN WITNESS WHEREOF, this instrument has been duly executed by Principal and Surety above named, on March 16, 2017.

PRINCIPAL	SURETY
LENNAR HOMES OF CALIFORNIA, INC. A California Corporation	Liberty Mutual Insurance Company
By: _____	By: _____
Print Name: Geoff Smith Vice President	Print Name: Mechelle Larkin, Attorney-In-Fact

SIGNATURE(S) MUST BE NOTARIZED

Approved as to Form:

Not Required
~~City Attorney~~ ~~City Engineer, David Gibberson~~

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

State of California)
County of Orange)

On MAR 1 6 2017 (DATE) before me, Kathy R. Mair, Notary Public ([Name of Notary Public and Title "Notary Public"]),

personally appeared Mechelle Larkin ([Name(s) of Signer(s)]),

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

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

KATHY R. MAIR
Commission # 2021597
Notary Public - California
Orange County
My Comm. Expires May 22, 2017

WITNESS my hand and official seal.

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Mechelle Larkin

- ☐ Corporate Officer – Title(s): _____
- ☐ Partner – ☐ Limited ☐ General
- ☐ Individual ☒ Attorney-in-Fact
- ☐ Trustee ☐ Guardian or Conservator
- ☐ Other: _____

Signer Is Representing: _____

Signer's Name: _____

- ☐ Corporate Officer – Title(s): _____
- ☐ Partner – ☐ Limited ☐ General
- ☐ Individual ☐ Attorney-in-Fact
- ☐ Trustee ☐ Guardian or Conservator
- ☐ Other: _____

Signer is Representing: _____

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.
This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 6736089

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Tenzer V. Cunningham; Kari Davis; Jeffrey Strassner; Patricia S. Talavera; Natalie K. Trofimoff; Brenda Wong, all of the City of Los Angeles, State of California and Stephanie Banh; Mechelle Larkin; Irene Lau; Kathy R. Mair

all of the city of Irvine, state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 9th day of October, 2014.

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: _____
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 9th day of October, 2014, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Plymouth Twp., Montgomery County
My Commission Expires March 28, 2017
Member, Pennsylvania Association of Notaries

By: _____
Teresa Pastella , Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Gregory W. Davenport, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

MAR 16 2017

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this _____ day of _____, 20_____.

By: _____
Gregory W. Davenport, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

1704

California All-Purpose
Certificate of Acknowledgment

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

State of California)
County of Riverside)

On March 20, 2017 before me, Beth Bruley, Notary Public,
personally appeared Geoff Smith,

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

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

WITNESS my hand and official seal.

Signature Beth Bruley

BETH BRULEY
COMM. #2075619
Notary Public - California
Riverside County
My Comm. Expires July 24, 2018

(Seal)

Bond No.: 024067353
Contract No.: 2017-312
Approved: 5/2/2017 #11
ISSUED IN TRIPLICATE

FAITHFUL PERFORMANCE BOND

WHEREAS, the City Council of the City of Chino, State of California, hereinafter designated as "CITY" and LENNAR HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION, hereinafter designated as "PRINCIPAL," have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated _____, and identified as Tract No. 18972, is hereby referred to and made a part hereof; and

WHEREAS, said Principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement.

NOW, THEREFORE, we, the Principal and Liberty Mutual Insurance Company, as surety, are held and firmly bound unto the City of Chino in the penal sum of Four Million Eight Hundred Eighty-Four Thousand Five Hundred and 00/100 Dollars ($4,884,500.00) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors, and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above-bound Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and provisions in said agreement and any alteration thereof made as therein provided, on his or its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless City, its officers, agents, and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees including reasonable attorneys' fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

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

IN WITNESS WHEREOF, this instrument has been duly executed by Principal and Surety above named, on March 16, 2017.

PRINCIPAL

LENNAR HOMES OF CALIFORNIA, INC.
A California Corporation

By: _____

Print Name: Geoff Smith
Vice President

SURETY

Liberty Mutual Insurance Company

By: _____

Print Name: Mechelle Larkin, Attorney-In-Fact

SIGNATURES MUST BE NOTARIZED

Approved as to Form:

Not Required
~~City Attorney~~ ~~City Engineer~~
~~David Gilbertson~~

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

State of California)
County of Orange)

On MAR 16 2017 (DATE) before me, Kathy R. Mair, Notary Public [Name of Notary Public and Title "Notary Public"],

personally appeared Mechelle Larkin [Name(s) of Signer(s)],

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

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

KATHY R. MAIR
Commission # 2021597
Notary Public - California
Orange County
My Comm. Expires May 22, 2017

WITNESS my hand and official seal.

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Mechelle Larkin

- ☐ Corporate Officer – Title(s): _____
- ☐ Partner – ☐ Limited ☐ General
- ☐ Individual ☒ Attorney-in-Fact
- ☐ Trustee ☐ Guardian or Conservator
- ☐ Other: _____

Signer Is Representing: _____

Signer's Name: _____

- ☐ Corporate Officer – Title(s): _____
- ☐ Partner – ☐ Limited ☐ General
- ☐ Individual ☐ Attorney-in-Fact
- ☐ Trustee ☐ Guardian or Conservator
- ☐ Other: _____

Signer is Representing: _____

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.
This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 6736096

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Tenzer V. Cunningham; Kari Davis; Jeffrey Strassner; Patricia S. Talavera; Natalie K. Trofimoff; Brenda Wong, all of the City of Los Angeles, State of California and Stephanie Banh; Mechelle Larkin; Irene Lau; Kathy R. Mair

all of the city of Irvine, state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 9th day of October, 2014.

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 9th day of October, 2014, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Plymouth Twp., Montgomery County
My Commission Expires March 28, 2017
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella , Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Gregory W. Davenport, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this _____ day of MAR 16 2017, 20_____.

By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

1708

California All-Purpose
Certificate of Acknowledgment

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

State of California)
County of Riverside)

On March 20, 2017 before me, Beth Bruley, Notary Public,
personally appeared Geoff Smith,
,

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

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

WITNESS my hand and official seal.

Signature _____

BETH BRULEY
COMM. #2075619
Notary Public - California
Riverside County
My Comm. Expires July 24, 2018

(Seal)

Bond No.: 024067353
Contract No.: 2017-312
Approved: 5/2/2017 #11
ISSUED IN TRIPLICATE

LABOR AND MATERIAL BOND

WHEREAS, the City Council of the City of Chino, State of California, hereinafter designated as "CITY" and LENNAR HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION, hereinafter designated as "PRINCIPAL," have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated _____, and identified as Tract No. 18972, is hereby referred to and made a part hereof; and

WHEREAS, under the terms of said agreement, Principal is required, before entering upon the performance of the work, to file a good and sufficient payment bond with the City of Chino to secure the claims to which reference is made in Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the Civil Code of the State of California.

NOW, THEREFORE, said Principal and the undersigned, as corporate surety, are held and firmly bound unto the City of Chino, and all contractors, subcontractors, laborers, materialmen, and other persons employed in the performance of the aforesaid agreement and referred to in the aforesaid Code of Civil Procedure in the sum of Two Million Four Hundred Forty-Two Thousand Three Hundred and 00/100 Dollars ($2,442,300.00) for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, that said surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by City in successfully enforcing such obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

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

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

IN WITNESS WHEREOF, this instrument has been duly executed by Principal and Surety above named, on March 16, 2017.

PRINCIPAL

LENNAR HOMES OF CALIFORNIA, INC.
A California Corporation

By: _____

Print Name: Geoff Smith
Vice President

SURETY
Liberty Mutual Insurance Company

By: _____

Print Name: Mechelle Larkin, Attorney-In-Fact

SIGNATURES MUST BE NOTARIZED

Approved as to Form:

Not Required
~~City Attorney~~ ~~City Engineer~~
~~David Gilbertson~~

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

State of California)
County of Orange)

On MAR 16 2017 (DATE) before me, Kathy R. Mair, Notary Public ([Name of Notary Public and Title "Notary Public"]),

personally appeared Mechelle Larkin ([Name(s) of Signer(s)]),

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

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

KATHY R. MAIR
Commission # 2021597
Notary Public - California
Orange County
My Comm. Expires May 22, 2017

WITNESS my hand and official seal.

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Mechelle Larkin

- ☐ Corporate Officer – Title(s): _____
- ☐ Partner – ☐ Limited ☐ General
- ☐ Individual ☒ Attorney-in-Fact
- ☐ Trustee ☐ Guardian or Conservator
- ☐ Other: _____

Signer Is Representing: _____

Signer's Name: _____

- ☐ Corporate Officer – Title(s): _____
- ☐ Partner – ☐ Limited ☐ General
- ☐ Individual ☐ Attorney-in-Fact
- ☐ Trustee ☐ Guardian or Conservator
- ☐ Other: _____

Signer is Representing: _____

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.
This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 6736091

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Tenzer V. Cunningham; Kari Davis; Jeffrey Strassner; Patricia S. Talavera; Natalie K. Trofimoff; Brenda Wong, all of the City of Los Angeles, State of California and Stephanie Banh; Mechelle Larkin; Irene Lau; Kathy R. Mair

all of the city of Irvine, state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 9th day of October, 2014.

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 9th day of October, 2014, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Plymouth Twp., Montgomery County
My Commission Expires March 28, 2017
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella , Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Gregory W. Davenport, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this MAR 16 2017 day of _____, 20_____.

By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

1712

California All-Purpose
Certificate of Acknowledgment

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

State of California)
County of Riverside)

On March 20, 2017 before me, Beth Bruley, Notary Public,
personally appeared Geoff Smith,

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

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

WITNESS my hand and official seal.

Signature Beth Bruley

BETH BRULEY
COMM. #2075619
Notary Public - California
Riverside County
My Comm. Expires July 24, 2018

(Seal)

MEMORANDUM
CITY OF CHINO
PUBLIC WORKS DEPARTMENT

COUNCIL MEETING DATE: MAY 2, 2017

TO: MATTHEW C. BALLANTYNE, CITY MANAGER

FROM: JOSE ALIRE, ASSISTANT CITY MANAGER/PUBLIC WORKS

SUBJECT: FINAL TRACT MAP NO. 18972 (LENNAR HOMES OF CALIFORNIA, INC.).

RECOMMENDATION

1) Approve Tract Map No. 18972; 2) approve the Subdivision Improvement Agreement and securities; and 3) authorize the City Manager to execute the necessary documents on behalf of the City.

FISCAL IMPACT

There is no direct fiscal impact to the City.

Revenue:	Expenditure:
Transfer In:	Transfer Out:

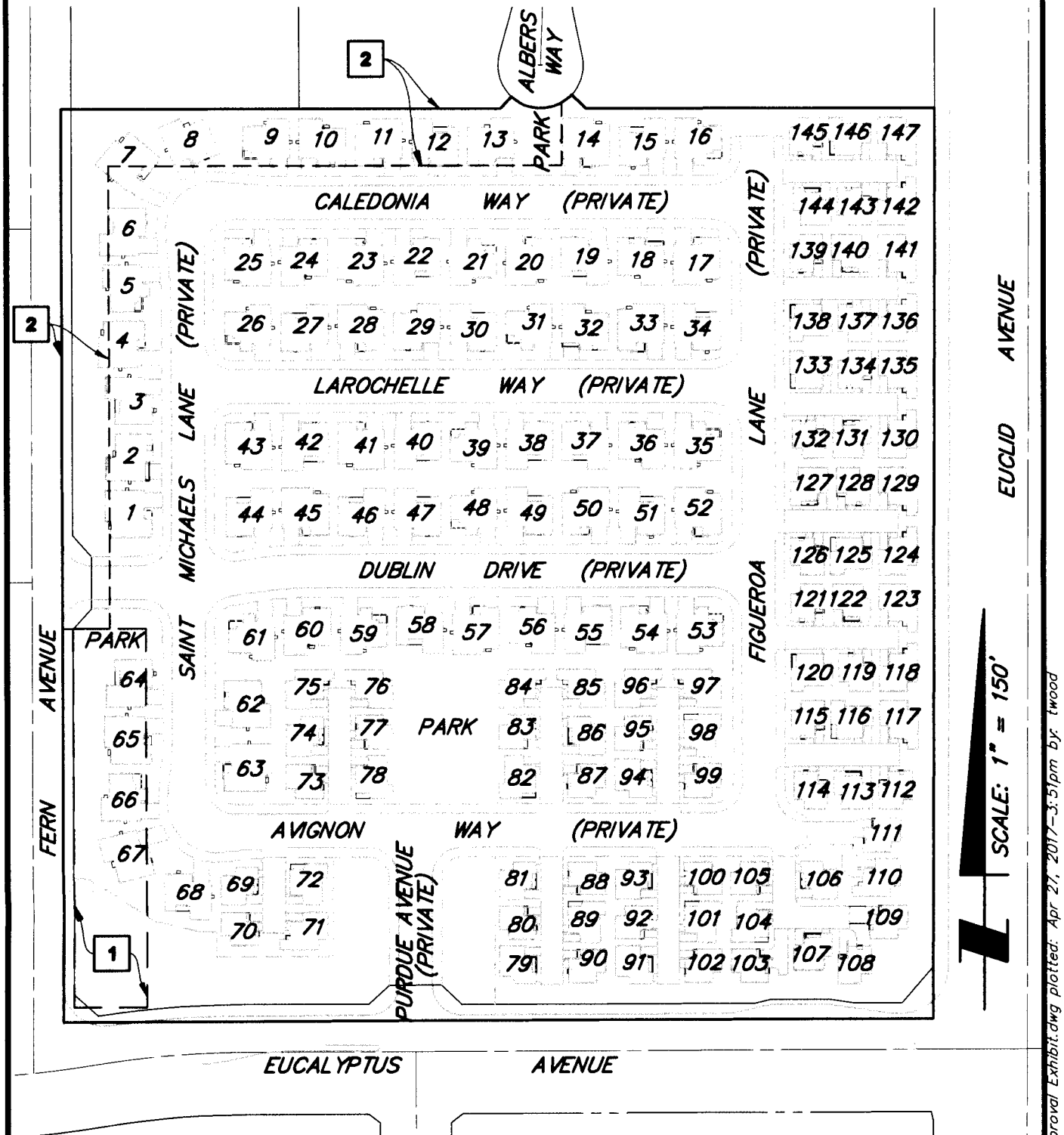
BACKGROUND

Tract Map No. 18972 is presented by Lennar Homes of California, Inc., a California Corporation for City Council action. The property was formerly the location of a dairy equipment supply operation on approximately 20.8 acres located on the northwest corner of Eucalyptus Avenue and Euclid Avenue. The map will create a single lot for 147 detached condominium units and substantially conforms to Tentative Tract Map No. 18972, which was conditionally approved by the Planning Commission on December 21, 2015 (Exhibit A).

ISSUES/ANALYSIS

The requirements made at the time of tentative map approval have been met by the execution of the Subdivision Improvement Agreement and by posting the necessary securities to guarantee the construction of public improvements. The City Attorney has reviewed and approved the Subdivision Improvement Agreement and respective securities.

TRACT NO. 18972
EXHIBIT "A"



EXISTING EASEMENTS

1 INDICATES AN OFFER OF DEDICATION FOR PUBLIC DRAINAGE AND INCIDENTAL PURPOSES TO BE ABANDONED.

2 INDICATES AN EASEMENT FOR DRAINAGE PURPOSES TO BE ABANDONED.

SB&O INC.
PLANNING ENGINEERING SURVEYING

City Council Site Approval Exhibit.dwg plotted: Apr 27, 2017–3:51pm by: twood

CONSTRUCTION REIMBURSEMENT AGREEMENT

CITYWIDE DEVELOPMENT IMPACT FEE PROGRAM

EUCLID AVENUE IMPROVEMENTS TRACT MAP NO. 18972
(Traffic Signals at Edison and Eucalyptus Intersections, and 16-Inch Water Line Installation)

This CONSTRUCTION REIMBURSEMENT AGREEMENT ("**Agreement**") is entered into this 16th day of September, 2025 ("**Effective Date**"), by and between CITY OF CHINO**,** a California municipal corporation ("**City**"), and LENNAR HOMES OF CALIFORNIA, LLC, a California limited liability company ("**Developer**"). City and Developer are sometimes hereinafter referred to individually as "**Party**" and jointly as "**Parties**".

RECITALS

A. Developer is the owner of certain real property identified as Tract Map No. 18972, consisting of approximately 20.8 acres located at the northwest corner of Eucalyptus Avenue and Euclid Avenue. The final map created one lot for the development of 147 detached condominium units and is in substantial conformance with Tentative Tract Map No. 18972, which was conditionally approved by the Planning Commission on December 21, 2015 **("Project")**.

B. Developer has requested from City certain entitlements and/or permits for the Project, and City has granted the entitlements and/or permits subject to certain conditions of approval which required certain public improvements to be constructed in excess of those applicable to the Project ("**Conditions of Approval**").

C. The Conditions of Approval also required Developer to pay Development Impact Fees ("**DIFs**"), as established in 3.40 of the Chino Municipal Code ("**DIF Ordinance**"). The DIFs have been established by City to finance public facilities in furtherance of the goals and objectives of City's general plan, various facility master plans, capital improvement plans, and the nexus reports described in the DIF Ordinance ("**Nexus Reports**").

D. Developer has elected to construct the Euclid Avenue improvements, specifically including the installation of traffic signals at the intersections of Edison Avenue and Eucalyptus Avenue, and the installation of a 16-inch water line, as required by the Conditions of Approval **(collectively, the "Public Improvements")** as identified on Exhibit A**.**

E. The DIF Ordinance provides that if, as a condition of approval of a development project, a developer constructs a public facility identified in the Nexus Reports, for which a development impact fee is imposed, Developer shall be eligible to receive a fee credit toward the DIFs imposed on the Project for the same type of public facility so constructed, and shall be entitled to reimbursement for eligible costs of constructing the public facility, provided that developer complies with the requirements of the DIF Ordinance as it may be amended from time to time.

F. City and Developer desire to enter into this Agreement for the following purposes: (i) to provide for the timely construction and completion of the Public Improvements, (ii) to ensure that construction of the Public Improvements is undertaken in accordance with the Plans and Specifications, and the laws and ordinances pertaining to the construction of public improvements, (iii) to provide the methodology for establishing the reimbursement amounts to which Developer may be entitled after completion of the Public Improvements ("**Reimbursement**"); and (iv) the requirements for Developer's transfer or application of all or any portion of the Reimbursement to third party.

NOW, THEREFORE, for the purposes set forth herein, Developer and City hereby agree as follows:

AGREEMENT:

1. Incorporation of Recitals. The Parties hereby affirm the facts set forth in the Recitals above and agree to the incorporation of the Recitals as though fully set forth herein.

2. Construction of Public Improvements. Developer constructed, at its own cost and expense (with contribution from Chino Preserve Development Corporation), the Public Improvements in accordance with the Plans and Specifications and the provisions of this Agreement. Developer provided all equipment, tools, materials, labor, tests, design work, and engineering services necessary to fully and adequately complete the Public Improvements in a good and workmanlike manner. Developer has constructed the Public Improvements in accordance with Public Contract Code and complied with all applicable provisions of California law, including but not limited to the prevailing wage provisions contained in the Labor Code.

3. Indemnification. Developer shall defend, indemnify, and hold harmless City, its elected officials, employees, and agents from any and all actual or alleged claims, demands, causes of action, liability, loss, damage, or injury to property or persons, including wrongful death, whether imposed by a court of law or by administrative action of any federal, state, or local governmental agency, arising out of or incident to any acts, omissions, negligence or willful misconduct of Developer in connection with the performance of this Agreement ("**Claims**"). This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement of City, its elected officials, employees, and/or agents for all legal expenses and costs incurred by each of them. This indemnification excludes only such portion of any Claim which is caused solely and exclusively by the negligence or willful misconduct of City, as determined by a court or administrative body of competent jurisdiction. Developer's obligation to indemnify shall terminate at such time as the Public Improvements are accepted by City.

4. Upon the City's acceptance of the Public Improvements on November 15, 2022, the City assumed full responsibility for the maintenance, operation, and control of the Public Improvements. Accordingly, the Developer shall bear no further obligation or liability with respect to the maintenance or repair of said Public Improvements, the applicable warranty period having duly expired.

5. DIF Credit and Reimbursement.

5.1 DIF Ordinance Reimbursement or Credit Amount. The City Engineer has determined that the total cost of the Improvements that are eligible for credit or reimbursement pursuant to Chino Municipal Code Chapter 3.40 is One Million Seventy-Three Thousand Eight Hundred Ninety-Two and 16/100 Dollars ($1,073,892.16) **(the "Total DIF Cost")**.

5.2 Of the Total DIF Cost, the Developer has applied a project DIF credit in the amount of One Hundred Thirty-Three Thousand Six Hundred Fifty-Seven Dollars ($133,657.00) toward the Citywide DIF Water component, and a project credit in the amount of Three Hundred Eighty-Seven Thousand Two Hundred Sixteen Dollars ($387,216.00) toward the Citywide DIF Circulation component **(collectively, "DIF Credits")**. The DIF Credits have been applied in accordance with Section 3.40.110.B of the Chino Municipal Code. The DIF Credit allocations are detailed in *Exhibit B*, titled "Tract Map No. 18972 DIF Costs and Credit Reconciliation," which is attached hereto and incorporated herein by reference.

5.3 Remaining Reimbursement and Project Credit. An amount equal to the Total DIF Cost as shown in Column 3 of Exhibit B, as confirmed by the City Engineer, less the Project DIF Credits

of $520,873 shown in Column 4 of Exhibit B (the "**DIF Amount**") remains to be returned to Developer as a DIF reimbursement in the amount of $250,428 from the Citywide DIF Water component and $302,591.16 from the Citywide DIF Circulation component as shown in column 5 of Exhibit B (collectively, "**DIF Reimbursement**"). The City Engineer and Developer agree that (i) the DIF obligation of the Project has been satisfied through the construction of the Public Improvements and receipt of the DIF Credits; (ii) the documentation substantiating the construction costs of the Public Improvements in compliance with the provisions of this Agreement is complete; and (iii) the Developer is eligible to receive the DIF Reimbursement amount set forth in Exhibit B. The City shall pay the DIF Reimbursement to the Developer for the respective fee component in accordance with the provisions of the DIF Ordinance. Notwithstanding anything herein to the contrary, the City agrees that the Developer may elect to convert the DIF Reimbursement amount into fee credits, which may be transferred to other projects within the City upon written notice from Developer.

6. **Administrative Costs**. If Developer fails to comply with any obligation contained herein, Developer shall be jointly and severally liable to City for all administrative expenses, fees, and costs, including reasonable attorneys' fees and costs, incurred in obtaining compliance with this Agreement or in processing any legal action or for any other remedies permitted by law.

7. **Miscellaneous.**

7.1 **Relationship between the Parties.** The Parties hereby mutually agree that this Agreement shall not operate to create the relationship of partnership, joint venture, or agency between City and Developer. Developer's contractors are exclusively and solely under the control and dominion of Developer. Nothing herein shall be deemed to make Developer or its contractors an agent or contractor of City.

7.2 **Authority to Enter Agreement.** Each person executing this Agreement on behalf of Developer represents and warrants that he or she has the legal power, right and authority to execute this Agreement on behalf of Developer and that this Agreement is binding upon Developer.

7.3 **Notices.** Any notice, demand, request, consent, approval, or communication either Party desires or is required to give to the other Party or any person shall be in writing and either served personally, communicated electronic mail (with a receipt requested), or sent by prepaid, first-class mail to the address set forth below. Notice shall be deemed communicated immediately upon personal delivery, fax or email receipt, or forty-eight (48) hours from the time of mailing if mailed as provided in this Section:

To City:	City of Chino 13220 Central Ave. Chino, CA 91710 Attn: Director of Public Works Email: hjlee@cityofchino.org
With Copy to:	Aleshire & Wynder, LLP 1 Park Plaza, Suite 1000 Irvine, CA 92614 Attn: Fred Galante, Esq. Email: fgalante@awattorneys.com
To Developer:	c/o Lennar Homes 4140 Temescal Canyon Dr., Ste. 410

Corona, CA 92883
Attn: Geoff Smith
Email: geoffrey.smith@lennar.com

7.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate, or convenient to attain the purposes of this Agreement.

7.5 Construction; References; Captions. The Parties agree that the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. All references to Developer include all personnel, employees, agents, and contractors of Developer, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

7.6 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and executed by both Parties.

7.7 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppel, or otherwise.

7.8 Binding Effect. Each and all of the covenants and conditions shall be binding on and shall inure to the benefit of the Parties, and their successors, heirs, personal representatives, or assigns. This section shall not be construed as an authorization for any Party to assign any right or obligation.

7.9 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

7.10 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

7.11 Governing Law; Consent to Jurisdiction and Venue. This Agreement shall be construed in accordance with and governed by the laws of the State of California. Any legal action or proceeding brought to interpret or enforce this Agreement, or which in any way arises out of the Parties' activities undertaken pursuant to this Agreement, shall be filed and prosecuted in the appropriate California State Court in the County of San Bernardino, California.

7.12 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original and which collectively shall constitute one instrument.

7.13 City Officers and Employees. No officer or employee of City shall be personally liable to Developer or any successors in interest in the event of any default or breach by City or for any amount that may become due to Developer or any successor(s) in interest or for breach of any obligation of the terms of this Agreement. No officer or employee of Developer shall be personally liable to City or any successor(s) in interest in the event of any default or breach by Developer or for any amount that may become due to City or their successors in interest or for breach of any obligation of the terms of this Agreement.

7.14 Entire Agreement. This Agreement contains the entire agreement between City and Developer and supersedes any prior oral or written statements or agreements between City and Developer.

7.15 Exhibits. The following exhibits are attached hereto and incorporated herein by reference:

Exhibit A	Location of DIF Eligible Improvements
Exhibit B	DIF Costs and Credit Reconciliation

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

DEVELOPER:

LENNAR HOMES OF CALIFORNIA, LLC,
a California limited liability company

By:_____
Its: _____

DATED: _____ , 2025

CITY:

CITY OF CHINO, a municipal corporation

By: _____
Dr. Linda Reich
City Manager

DATED: _____ , 2025

ATTEST:

_____
Natalie Gonzaga, City Clerk

DATED: _____ , 2025

APPROVED AS TO CONTENT:

_____
Hye Jin Lee
Director of Public Works

DATED: _____ , 2025

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

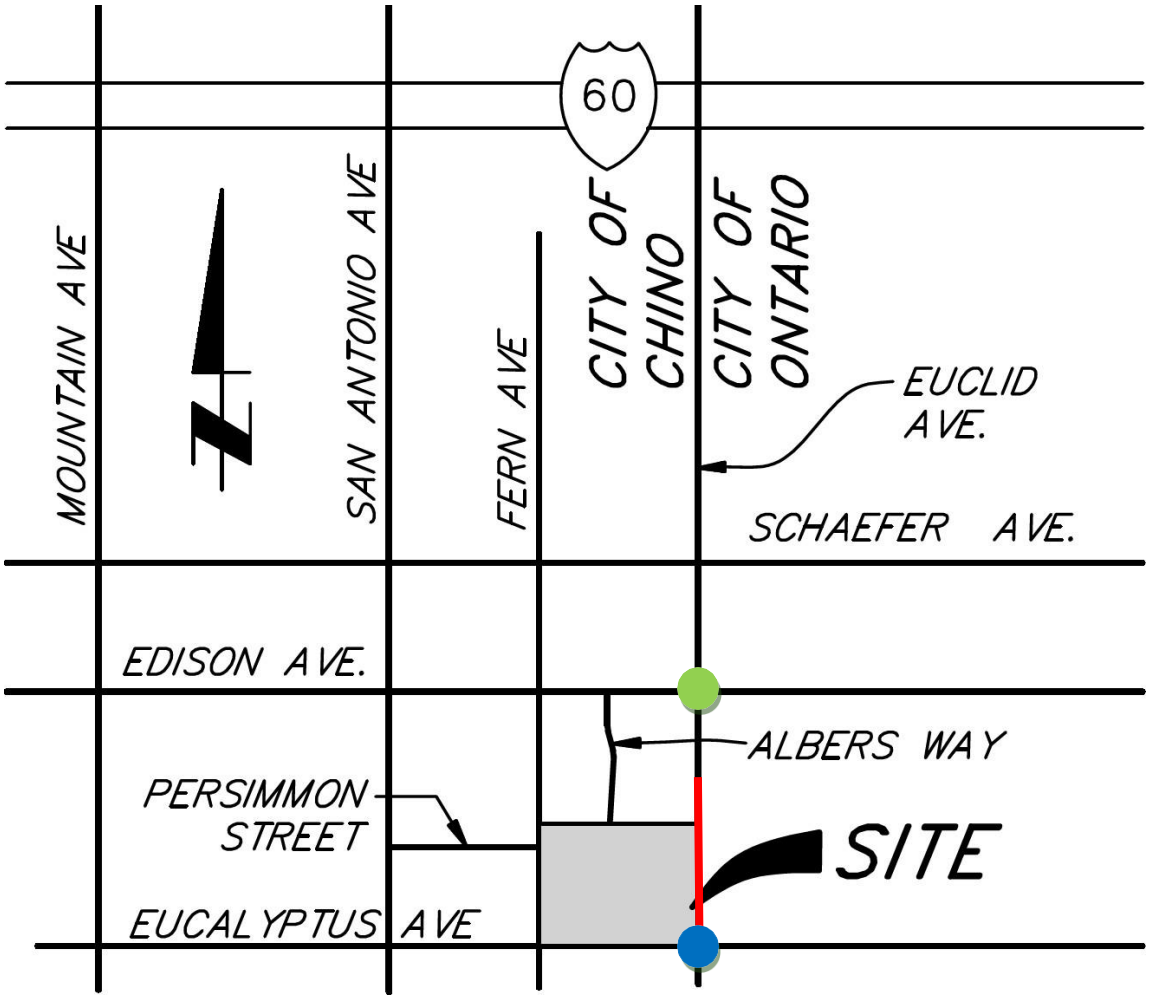
By: _____
Fred Galante, City Attorney

DATED: _____ , 2025

DEVELOPER: TWO PERSONS AUTHORIZED BY THE APPLICABLE ENTITY FORMATION DOCUMENTS SHALL EXECUTE THIS AGREEMENT. COPIES OF APPLICABLE DOCUMENTS EVIDENCING SUCH AUTHORITY SHALL BE PROVIDED TO CITY. DEVELOPER SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE APPLICABLE FORMATION DOCUMENTS FOR THE ENTITY.

Exhibit A

Location of DIF Eligible Improvements Tract No. 18972



16" Water Line

Euclid / Edison Intersection & Traffic Signal

Euclid / Eucalyptus Traffic Signal

Exhibit B

Tract Map No. 18972 DIF Costs and Credit Reconciliation

City DIF Project No.	City Master Facilities Plan Description *Column*	Max DIF Costs (a) *(1)*	Dev. Const. Costs (b) *(2)*	Dev. DIF Credit Eligible Costs (c) *(3)*	Project DIF Credits Received (d) *(4)*	City DIF Reimb. Amount (e) *(3)-(4)=(5)*
TR-008	Traffic Signal - Fern / Eucalyptus	$296,112.00	$553,500.00	$296,112.00	$296,112.00	**$0.00**
TR-012	Traffic Signal - Euclid / Eucalyptus	$296,112.00	$212,483.91	$212,483.91	$91,104.00	**$121,379.91**
Preserve DIF TR-126	Euclid / Edison - Intersection Improv. & Traffic Signal	$1,075,604.00	$181,211.25	$181,211.25	$0.00	**$181,211.25**
TOTAL - STREET COSTS		**$1,667,828.00**	**$947,195.16**	**$689,807.16**	**$387,216.00**	**$302,591.16**
WT-006	Euclid 16" Water Line	$2,408,000.00	$384,085.00	$384,085.00	$133,657.00	**$250,428.00**
TOTAL - WATER COSTS		**$2,408,000.00**	**$384,085.00**	**$384,085.00**	**$133,657.00**	**$250,428.00**
TOTAL PROJECT COSTS		**$4,075,828.00**	**$1,331,280.16**	**$1,073,892.16**	**$520,873.00**	**$553,019.16**

Notes:

(a) Represents the costs shown in the City's Master Facilities Plan dated January, 2018.

(b) Represents the actual cost of the master plan facilities constructed by the Developer.

(c) Represents the total DIF credit based on the lesser of Developer actual costs eligible for DIF credit or DIF Project cost specified in the Master Facilities Plan.

(d) Represents an amount equal to the DIF fee obligation of the project for which the Developer received DIF credits.

(e) Represents the developer oversizing costs eligible for DIF Reimbursement by the City.

MEMORANDUM
CITY OF CHINO
ADMINISTRATION DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **MAYOR AND CITY COUNCIL MEMBERS, CITY OF CHINO**

FROM: **EUNICE M. ULLOA, MAYOR**

SUBJECT

Community Support Fund – Mayor Ulloa.

RECOMMENDATION

Approve community support fund contribution of $500 to the American Cancer Society Making Strides Against Breast Cancer Fundraiser.

FISCAL IMPACT

Sufficient funds have been included in the Fiscal Year 2025-26 Operating Budget.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Positive City Image
- Superior Customer Service
- Exemplary Leadership
- Public Service Excellence through Internal and External Partnerships

Revenue:	Expenditure: 1002000 43300 N2026
Transfer In:	Transfer Out:

BACKGROUND

The City of Chino is fortunate to have multiple non-profits and community groups dedicated to serving the public and preserving Chino's unique history. To assist in their ongoing efforts, the City Council from time to time authorizes expenditures from the City's community support fund. These expenditures serve a valid public purpose by helping to continue the outstanding services that these organizations provide to our community.

ISSUES/ANALYSIS

To continue this tradition, Mayor Ulloa recommends that the City Council approve the following contribution:

- American Cancer Society – Making Strides Against Breast Cancer Fundraiser $500: A community-based fundraising event to support cancer research.

By approving this contribution, American Cancer Society will be better equipped to provide services to the Chino community. Therefore, as proposed by Mayor Ulloa, staff recommends that the City Council approve the community support contribution to American Cancer Society.

MEMORANDUM
CITY OF CHINO
ADMINISTRATION DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **MAYOR AND CITY COUNCIL MEMBERS, CITY OF CHINO**

FROM: **COUNCIL MEMBER COMSTOCK**

SUBJECT

Community Support Fund – Council Member Comstock.

RECOMMENDATION

Approve community support fund contributions of $250 to American Cancer Society Making Strides Against Breast Cancer Fundraiser and $250 to St. Margaret Mary School Car Show.

FISCAL IMPACT

Sufficient funds have been included in the Fiscal Year 2025-26 Operating Budget.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Positive City Image
- Superior Customer Service
- Exemplary Leadership
- Public Service Excellence through Internal and External Partnerships

Revenue:	Expenditure: 1002000 43300 N2031
Transfer In:	Transfer Out:

BACKGROUND

The City of Chino is fortunate to have multiple non-profits and community groups dedicated to serving the public and preserving Chino's unique history. To assist in their ongoing efforts, the City Council from time to time authorizes expenditures from the City's community support fund. These expenditures serve a valid public purpose by helping to continue the outstanding services that these organizations provide to our community.

ISSUES/ANALYSIS

To continue this tradition, Council Member Comstock recommends that the City Council approve the following contributions:

- American Cancer Society - Making Strides Against Breast Cancer Fundraiser $250: A community based fundraising event to support cancer research.
- St. Margaret Mary School Car Show $250: Offers excellence in academics with a family-valued environment, providing positive contributions to organizations in and around Chino.

By approving these contributions, the American Cancer Society Making Strides Against Breast Cancer Fundraiser and St. Margaret Mary School Car Show will be better equipped to provide services to the Chino community. Therefore, as proposed by Council Member Comstock, staff recommends that the City Council approve the community support contributions to American Cancer Society Making Strides Against Breast Cancer Fundraiser and St. Margaret Mary School Car Show.

MEMORANDUM
CITY OF CHINO
ADMINISTRATION DEPARTMENT

CITY COUNCIL MEETING DATE: SEPTEMBER 16, 2025

TO: **MAYOR AND CITY COUNCIL MEMBERS, CITY OF CHINO**

FROM: **COUNCIL MEMBER FLORES**

SUBJECT

Community Support Fund – Council Member Flores.

RECOMMENDATION

Approve a community support fund contribution of $250 to Rotary Club of Chino Valley and $250 to American Cancer Society Making Strides Against Breast Cancer Fundraiser.

FISCAL IMPACT

Sufficient funds have been included in the Fiscal Year 2025-26 Operating Budget.

CITY OF CHINO MISSION / VISION / VALUES / STRATEGIC ISSUES

The recommendation detailed above further the City's values and strategic issues that serve as key pillars on which identified priorities, goals, and action plans are built, by fostering:

- Positive City Image
- Superior Customer Service
- Exemplary Leadership
- Public Service Excellence through Internal and External Partnerships

Revenue:	Expenditure: 1002000 43300 N2032
Transfer In:	Transfer Out:

BACKGROUND

The City of Chino is fortunate to have multiple non-profits and community groups dedicated to serving the public and preserving Chino's unique history. To assist in their ongoing efforts, the City Council from time to time authorizes expenditures from the City's community support fund. These expenditures serve a valid public purpose by helping to continue the outstanding services that these organizations provide to our community.

ISSUES/ANALYSIS

To continue this tradition, Council Member Flores recommends that the City Council approve the following contribution:

- Rotary Club of Chino Valley - $250: Offers fun community events with proceeds earmarked to support community goals and initiatives.
- American Cancer Society - Making Strides Against Breast Cancer Fundraiser $250: A community based fundraising event to support cancer research.

By approving this contribution, Rotary Club of Chino Valley and American Cancer Society will be better equipped to provide services to the Chino community. Therefore, as proposed by Council Member Flores, staff recommend that the City Council approve the community support contribution to Rotary Club of Chino Valley and American Cancer Society.