

AGENDA

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

**NORTON REGIONAL EVENT CENTER
1601 E. 3rd STREET, SAN BERNARDINO, CA**

REGULAR MEETING OF JANUARY 21, 2026

9:00 A.M. – CALL TO ORDER – FLAG SALUTE

ANNOUNCEMENT:

The Political Reform Act requires the disclosure of campaign contributions made to any member of the Commission. Any applicant seeking a change of organization/reorganization or approval of a contract/agreement, any financially interested person who actively supports or opposes any such item, or any agent representing an applicant or interested party on any such item, who has made a contribution of more than \$500 in the past 12 months to any member of the Commission must state for the record the amount and the name of the Commissioner to whom the contribution was made and the item to which they are involved. If you are affected, please contact LAFCO staff prior to consideration of the item.

1. PUBLIC COMMENTS ON CLOSED SESSION

2. CONVENE CLOSED SESSION

Conference Room Adjacent to Event Center Auditorium

- Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: Executive Officer
- Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
Designated Representatives: Steven Farrell, Chair
Paula de Sousa, Legal Counsel
Unrepresented Employee: Executive Officer

3. RECONVENE PUBLIC SESSION

4. Comments from the Public

(By Commission policy, the public comment period is limited to three minutes per person for comments related to other items under the jurisdiction of LAFCO not on the agenda.)

CONSENT ITEMS:

The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time without discussion unless a request has been received prior to the hearing to discuss the matter.

5. [Approval of Minutes for Regular Meeting of November 19, 2025](#)

6. Approval of Executive Officer's Expense Report
7. Ratify Payments as Reconciled and Note Cash Receipts for the Months of October and November 2025
8. Consideration of: (1) CEQA Exemption as CEQA Lead Agency for LAFCO SC#552; and (2) LAFCO SC#552 – City of Redlands OSC 24-03 for Water Service (Assessor Parcel Number 0299-122-07)
9. Consideration of: (1) CEQA Exemption as CEQA Lead Agency for LAFCO SC#553; and (2) LAFCO SC#553 – City of Redlands OSC 25-01 for Water Service (Assessor Parcel Number 0298-145-30)
10. Consent Items Deferred for Discussion

DISCUSSION ITEMS:

11. Review and Approve: 1) Website Hosting Subscription Service with Streamline, and 2) Accessible Document Service Proposal with Streamline.
12. Mid-Year Financial Review for FY 2025/26

INFORMATION ITEMS:

13. Legislative Update Report
14. Executive Officer's Report
15. Commissioner Comments
(This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.)

The Commission may adjourn for lunch from 12:00 to 1:30 p.m. The Commission may take action on any item listed in this Agenda whether or not it is listed for Action. In its deliberations, the Commission may make appropriate changes incidental to the above-listed proposals.

Materials related to an item on this Agenda submitted to the Commission or prepared after distribution of the agenda packet will be available for public inspection in the LAFCO office at 1601 E. 3rd Street, Suite 102, San Bernardino, during normal business hours, on the LAFCO website at www.sbclafco.org.

Current law and Commission policy require the publishing of staff reports prior to the public hearing. These reports contain technical findings, comments, and recommendations of staff. The staff recommendation may be accepted or rejected by the Commission after its own analysis and consideration of public testimony.

IF YOU CHALLENGE ANY DECISION REGARDING ANY OF THE ABOVE PROPOSALS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED DURING THE PUBLIC TESTIMONY PERIOD REGARDING THAT PROPOSAL OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE LOCAL AGENCY FORMATION COMMISSION AT, OR PRIOR TO, THE PUBLIC HEARING.

The Political Reform Act requires the disclosure of expenditures for political purposes related to a change of organization or reorganization proposal which has been submitted to the Commission, and contributions in support of or in opposition to such measures, shall be disclosed and reported to the same extent and subject to the same requirements as provided for local initiative measures presented to the electorate (Government Code Section 56700.1). Questions regarding this should be directed to the Fair Political Practices Commission at www.fppc.ca.gov or at 1-866-ASK-FPPC (1-866-275-3772).

A person with a disability or with limited English proficiency may contact the LAFCO office at (909) 388-0480 at least 72-hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related or language interpretation accommodations, including auxiliary aids or services, to participate in the public meeting. Later requests will be accommodated to the extent feasible.

DRAFT
**ACTION MINUTES OF THE
LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

REGULAR MEETING

9:00 A.M.

November 19, 2025

PRESENT:

COMMISSIONERS:

Regular Member

Joe Baca Jr.
Jim Bagley, Vice Chair
Kimberly Cox
Phill Dupper
Steven Farrell, Chair
Curt Hagman

Alternate Member

Rick Denison
Jim Harvey
Kevin Kenley

STAFF:

Samuel Martinez, Executive Officer
Paula de Sousa, Legal Counsel
Michael Tuerpe, Assistant Executive Officer
Gavin Centeno, Project Manager/Clerk to the Commission
Arturo Pastor, Analyst
Tom Dodson, Environmental Consultant

ABSENT:

COMMISSIONERS:

Regular Member

Acquanetta Warren

Alternate Member

Jesse Armendarez

**CONVENE REGULAR MEETING OF THE LOCAL AGENCY FORMATION COMMISSION –
9:04 A.M. – CALL TO ORDER – FLAG SALUTE AND ROLL CALL**

ANNOUNCEMENT OF CONTRIBUTIONS

1. Comments from the Public

There are none.

CONSENT ITEMS:

- 2. Approval of Minutes for Regular Meeting of September 17, 2025**
- 3. Approval of Executive Officer's Expense Report**

Recommendation: Approve the Executive Officer's Expense Report for Procurement Card Purchases from August 23, 2025, to September 22, 2025 and September 23, 2025 to October 22, 2025.

4. Ratify Payments as Reconciled and Note Cash Receipts for the Months of August and September 2025 and Note Revenue Receipts

Recommendation: Ratify payments as reconciled for the months of August and September 2025 and note revenue receipts for the same period.

5. Consent Items Deferred for Discussion

Commissioner Hagman moves the approval of the Consent Items. Second by Commissioner Baca. The motion passes with the following roll call vote:

Ayes: Baca, Bagley, Cox, Denison, Dupper, Farrell, and Hagman.

Noes: None.

Abstain: None.

Absent: Warren (Denison voting in her stead).

DISCUSSION ITEMS:

6. First Quarter Financial Review for FY 2025/26

Recommendation: Staff recommends that the Commission note receipt of this report and file.

Chair Farrell states the item is to receive and file.

7. Review and Adoption of Amendments to LAFCO Policy and Procedure Manual: Section IV (Application Processing)

Recommendation: Staff recommends that the Commission take the following actions:

1. Provide staff with any additional changes, corrections, or amendments to the Policy and Procedure Manual as presented.
2. Adopt the amendments to the Policy and Procedure Manual.
3. Adopt Resolution No. 3429 approving the amendments to the Policy and Procedure Manual and direct the Executive Officer to make the document available on the Commission's website.

Commissioner Hagman moves to approve staff recommendations. Second by Commissioner Baca. The motion passes with the following roll call vote:

Ayes: Baca, Bagley, Cox, Denison, Dupper, Farrell, and Hagman.

Noes: None.
Abstain: None.
Absent: Warren (Denison voting in her stead).

8. Presentation by CALAFCO (California Association of Local Agency Formation Commissions)

*Presenters: Jose C. Henriquez, CALAFCO Executive Officer
Michelle McIntyre, Interim Executive Director
Pamela Miller, Transition Team Consultant*

INFORMATION ITEMS:

9. Legislative Update Report

Executive Officer Samuel Martinez provides a summary of the staff report.

10. Executive Officer’s Report

Executive Officer Samuel Martinez provides a summary of the staff report.

11. Commissioner Comments

There are none.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, THE MEETING ADJOURNS AT 10:18 A.M.

ATTEST:

GAVIN CENTENO
Project Manager/Clerk to the Commission

LOCAL AGENCY FORMATION COMMISSION

STEVEN FARRELL, Chair

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1601 E. 3rd Street, Suite 102, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: JANUARY 14, 2026 
FROM: SAMUEL MARTINEZ, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #6 – APPROVAL OF EXECUTIVE OFFICER'S
EXPENSE REPORT

RECOMMENDATION:

Approve the Executive Officer's Expense Report for Procurement Card Purchases from October 22, 2025, to November 23, 2025, and November 24, 2025, to December 22, 2025.

BACKGROUND INFORMATION:

The Commission participates in the County of San Bernardino's Procurement Card Program to supply the Executive Officer a credit card to provide for payment of routine official costs of Commission activities as authorized by LAFCO Policy and Procedure Manual Section II – Accounting and Financial Policies #3(H). Staff has prepared an itemized report of purchases that covers the billing period of:

- October 22, 2025 to November 23, 2025
- November 24, 2025 to December 22, 2025

Staff recommends that the Commission approve the Executive Officer's expense reports as shown on the attachments.

SM/GC

Attachment



PROCUREMENT CARD PROGRAM

ATTACHMENT G

MONTHLY PROCUREMENT CARD PURCHASE REPORT

F		Cardholder Samuel Martinez					Travel	Billing Period		
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBE	*R/D	SALES TAX INCL
10/22/25	Claim Jumper	1	Non-hosted dinner during conference for staff	CALAFCO Annual Conference	8900005012	52942943	\$97.40			
10/22/25	Portside Pier	2	Non-hosted breakfast during conference for commissioners and staff	CALAFCO Annual Conference	8900005012	52942943	\$56.09			
10/22/25	Mexican Café	3	Non-hosted lunch during conference for commissioners and staff	CALAFCO Annual Conference	8900005012	52942943	\$117.48			
10/22/25	Wyndham	4	Hotel Room for Commission & Staff	CALAFCO Annual Conference	8900005012	52942942	\$1,016.52			
10/22/25	Wyndham	5	Hotel Room for Commission & Staff	CALAFCO Annual Conference	8900005012	52942942	\$288.84			
10/24/25	Wyndham	6	Hotel Rm for Commission & Staff	CALAFCO Annual Conference	8900005012	52942942	\$1,016.52			
10/27/25	Thomson West	7	Office Supplies	Law Library Updates	8900005012	52942080	\$327.79			
10/27/25	Wyndham	8	Hotel Rm for Commission & Staff	CALAFCO Annual Conference	8900005012	52942942	\$313.84			
10/27/25	Wyndham	9	Hotel Rm for Commission & Staff	CALAFCO Annual Conference	8900005012	52942942	\$941.52			
10/27/25	Wyndham	10	Hotel Rm for Commission & Staff	CALAFCO Annual Conference	8900005012	52942942	\$941.52			
10/27/25	Frontier	11	Phone Service	Communication	8900005012	52002041	\$735.31			
10/29/25	Wyndham	12	Hotel Room Adjustment	CALAFCO Annual Conference	8900005012	CREDIT	\$75.00			
10/29/25	Wyndham	13	Hotel Room Adjustment	CALAFCO Annual Conference	8900005012	CREDIT	\$75.00			
11/03/25	Assoc of Environ	14	Staff Training	CEQA Training	8900005012	52942941	\$960.00			
11/13/25	Riverside Stamp	15	Office Expense	Stamp for Received Docs	8900005012	52002305	\$73.49			
11/20/25	Panera Bread	16	Office Expense	Commission Meeting	8900005012	52002305	42.98			

The undersigned, under penalty of perjury, states the above information to be true and correct. If an unauthorized purchase has been made, the undersigned authorizes the County Auditor/Controller-Recorder to withhold the appropriate amount from their payroll check after 15 days from the receipt of the cardholder's Statement of Account.

Cardholder (Print & Sign)	Date
Samuel Martinez	01/12/26

Approving Official (Print & Sign)	Date
Steven Farrell	01/21/26



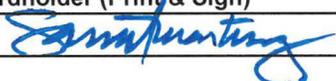
PROCUREMENT CARD PROGRAM

ATTACHMENT G

MONTHLY PROCUREMENT CARD PURCHASE REPORT

F		Cardholder Samuel Martinez						Travel	Billing Period	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBE	*R/D	SALES TAX INCL
11/24/25	Thomson West	1	Office Supplies	Law Library Updates	8900005012	52002080	\$372.29			
11/28/25	Frontier	2	Phone Service	Communication	8900005012	52002041	\$735.51			

The undersigned, under penalty of perjury, states the above information to be true and correct. If an unauthorized purchase has been made, the undersigned authorizes the County Auditor/Controller-Recorder to withhold the appropriate amount from their payroll check after 15 days from the receipt of the cardholder's Statement of Account.

Cardholder (Print & Sign)	Date
Samuel Martinez 	01/12/26

Approving Official (Print & Sign)	Date
Steven Farrell	01/21/26

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1601 E. 3rd Street, Suite 102, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: JANUARY 14, 2026 
FROM: SAMUEL MARTINEZ, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #7 - RATIFY PAYMENTS AS RECONCILED FOR
THE MONTHS OF OCTOBER AND NOVEMBER 2025 AND NOTE
REVENUE RECEIPTS

RECOMMENDATION:

Ratify payments as reconciled for the months of October and November 2025 and note revenue receipts for the same period.

BACKGROUND INFORMATION:

Staff prepared a reconciliation of warrants issued for payments to various vendors, internal transfers for payments to County Departments, cash receipts and internal transfers for payments of deposits or other charges that cover the period of:

- October 1 through October 31, 2025
- November 1 through November 30, 2025

Staff recommends that the Commission ratify the payments as outlined on the attached listing and note the revenues received.

SM/MT

Attachment

OCTOBER 2025 PAYMENTS PROCESSED						
Account	Posting Date	Amount	Document Number	Reference	Text	
5200 2031	10/01/25	\$ 60.08	4104118214	ITD BILLING	SEP 2025 Payroll System Services (EMACS)	
5200 2031	Payroll System Services (County IT)	\$ 60.08				
5200 2037	10/01/25	\$ 243.36	4104118240	ITD BILLING	SEP 2025 Dial Tone	
5200 2037	Dial Tone (County IT)	\$ 243.36				
5200 2245	10/15/25	\$ 743.90	1902095956	79039	Workers Comp Reconcliaition Invoice	
5200 2245	Other Insurance	\$ 743.90				
5200 2305	10/15/25	\$ 78.00	1902104999	612071	Paper Shredding	
5200 2305	General Office Expense	\$ 78.00				
5200 2310	10/01/25	\$ 71.03	4200163022	JE UPLOAD	Mail Services FLAT	
5200 2310	10/01/25	\$ 237.30	4200163023	JE UPLOAD	Mail Services DEL	
5200 2310	10/01/25	\$ 9.16	4200163027	JE UPLOAD	Mail Services HAN	
5200 2310	Mail (County Mail)	\$ 317.49				
5200 2315	10/21/25	\$ 69.48	1902107856	RS7115977	September Services	
5200 2315	Records Storage	\$ 69.48				
5200 2323	10/03/25	\$ 18.65	4200163156	PUR-PRINTING	N32467 - Emacs Reports 9/29/2025	
5200 2323	10/24/25	\$ 18.65	4200164322	PUR-PRINTING	N32772 - Emacs Reports 10/14/2025	
5200 2323	10/31/25	\$ 18.65	4200164638	PUR-PRINTING	N33143 - Emacs Reports 10/27/2025	
5200 2323	Reproduction Services (County Printing)	\$ 55.95				
5200 2420	10/01/25	\$ 100.22	4104118250	ITD BILLING	SEP 2025 Enterprise Content Management	
5200 2420	10/01/25	\$ 90.50	4104118250	ITD BILLING	SEP 2025 File Sharing Storage	
5200 2420	10/01/25	\$ 109.00	4104118250	ITD BILLING	SEP 2025 Server Storage	
5200 2420	10/01/25	\$ 9.37	4104118250	ITD BILLING	SEP 2025 Virtual Server - Additional Core	
5200 2420	10/01/25	\$ 6.57	4104118250	ITD BILLING	SEP 2025 Virtual Server - Additional Memory	
5200 2420	10/01/25	\$ 589.69	4104118250	ITD BILLING	SEP 2025 Virtual Server - Base Server	
5200 2420	Enterprise Content Management (County IT)	\$ 905.35				
5200 2421	10/01/25	\$ 697.04	4104118251	ITD BILLING	SEP 2025 Desktop Support Services	
5200 2421	Desktop Support Services (County IT)	\$ 697.04				
5200 2424	10/08/25	\$ 50.00	4200162615	160-COB	NOD - LAFCO 3274	
5200 2424	10/08/25	\$ 50.00	4200162616	160-COB	NOD - LAFCO SC#545	
5200 2424	10/08/25	\$ 4,123.50	4200162616	160-COB	NOD - SCH No. 2000011093	
5200 2424	10/27/25	\$ 1,530.00	1902110398	LA-1091-2	New CEQA Guidelines	
5200 2424	10/27/25	\$ 680.00	1902110412	LA-1092-1	LAFCO SC 545	
5200 2424	10/27/25	\$ 425.00	1902110416	LA-1093-2	BNSF Annexation	
5200 2424	10/27/25	\$ 1,700.00	1902110422	LA-1086-2	LAFCO 3274/3275	
5200 2424	10/29/25	\$ 765.00	1902112896	LA-1093-1	BNSK Annexation	
5200 2424	Environmental Consultant	\$ 9,323.50				
5200 2445	10/10/25	\$ 1,347.50	1902096488	54	Rebecca Lowery Inv 54	
5200 2445	10/15/25	\$ 1,085.00	1902104994	55	Rebecca Lowery Inv 55	
5200 2445	10/15/25	\$ 200.00	1902105828	BAGLEY10-15	Bagley 10-15 Admin Meeting	
5200 2445	10/15/25	\$ 200.00	1902105831	DUPPER10-15	Dupper Admin Meeting 10-15	
5200 2445	10/15/25	\$ 200.00	1902105835	FARRELL10-15	Farrell Admin Meeting 10-15	
5200 2445	10/30/25	\$ 1,242.50	1902113316	56	Rebecca Lowery 56	
5200 2445	Other Professional Services	\$ 4,275.00				
5200 2895	10/21/25	\$ 420.99	1902107857	47861924VA	September services	
5200 2895	10/21/25	\$ 36.83	1902107857	47861924VA	September services	
5200 2895	Rent/Lease Equipment (copier)	\$ 457.82				
		\$ 109,132.45				

OCTOBER 2025 CASH RECEIPTS						
4070	9545		10/07/25	\$ 8,673.00	4104108639	SC# 539 Montclair
4070	9545		10/06/25	\$ 650.00	4104107791	SC# 550 San Bernardino
TOTAL				\$ 9,323.00		
OCTOBER 2025 COUNTY TRANSFERRED RECEIVED						
4030	8500		10/31/25	\$ 11,360.61	101514185	QE 9/30/2025 INTEREST APPORTIONMENT
TOTAL				\$ 11,360.61		
COMPLETED BY:					APPROVED BY:	
MICHAEL TUERPE					SAMUEL MARTINEZ	
Assistant Executive Officer					Executive Officer	
Date:			01/13/26		1/13/2026	

NOVEMBER 2025 PAYMENTS PROCESSED						
Account	Posting Date	Amount	Document Number	Reference	Text	
5200 2031	11/1/2025	90.12	4104152224	ITD BILLING	OCT 2025 Payroll System Services (EMACS)	
5200 2031	Payroll System Services (County IT)	90.12				
5200 2033	11/1/2025	373.63	4104152225	ITD BILLING	OCT 2025 Network Labor Services	
5200 2033	Network Labor Services (County IT)	373.63				
5200 2037	11/1/2025	243.36	4104152227	ITD BILLING	OCT 2025 Dial Tone	
5200 2037	Dial Tone (County IT)	243.36				
5200 2085	11/4/2025	380.28	1902115149	B3978673	November Hearing	
5200 2085	Legal Notices	380.28				
5200 2090	11/10/2025	90.00	1902135637	INV2178	October Rent	
5200 2090	11/10/2025	90.00	1902135640	INV2232	November Rent	
5200 2090	Building Expense	180.00				
5200 2305	11/10/2025	0.27	4104145923	PUR. / STAPLES	7668266699000001	
5200 2305	11/10/2025	10.37	4104145924	PUR. / STAPLES	7668259853000001	
5200 2305	11/24/2025	2.44	4104165201	PUR. / STAPLES	7669508441000001	
5200 2305	General Office Expense	56.06				
5200 2310	11/7/2025	24.73	4200164970	JE UPLOAD	Mail Services HAN	
5200 2310	11/7/2025	77.28	4200164971	JE UPLOAD	Mail Services FLAT	
5200 2310	11/7/2025	248.60	4200164973	JE UPLOAD	Mail Services DEL	
5200 2310	Mail (County Mail)	350.61				
5200 2323	11/13/2025	18.65	4200165218	PUR-PRINTING	N33526 - Emacs Reports 11/10/2025	
5200 2323	11/26/2025	18.65	4200165999	PUR-PRINTING	N33882 - Emacs Reports 11/24/2025	
5200 2323	Reproduction Services	37.30				
5200 2405	11/4/2025	2,462.85	1902114635	25 GASB 68 RD-08	GASB Expense Reimbursement	
5200 2405	Auditing	2,462.85				
5200 2415	11/6/2025	2,295.50	4200164870	2026 COWCAP BILL	2025/2026 COWCAP-QTR2 Local Agency Formation Commi	
5200 2415	Countywide Cost Allocation Program	2,295.50				
5200 2420	11/1/2025	6.57	4104152618	ITD BILLING	OCT 2025 Virtual Server - Additional Memory	
5200 2420	11/1/2025	9.37	4104152618	ITD BILLING	OCT 2025 Virtual Server - Additional Core	
5200 2420	11/1/2025	100.22	4104152618	ITD BILLING	OCT 2025 Enterprise Content Management	
5200 2420	11/1/2025	90.50	4104152618	ITD BILLING	OCT 2025 File Sharing Storage	
5200 2420	11/1/2025	109.00	4104152618	ITD BILLING	OCT 2025 Server Storage	
5200 2420	11/1/2025	589.69	4104152618	ITD BILLING	OCT 2025 Virtual Server - Base Server	
5200 2420	Enterprise Content Management (County IT)	905.35				
5200 2421	11/1/2025	697.04	4104152231	ITD BILLING	OCT 2025 Desktop Support Services	
5200 2421	Desktop Support Services (County IT)	697.04				
5200 2424	11/13/2025	50.00	4200164372	160-COB	NOE - LAFCO SC#548	
5200 2424	11/13/2025	50.00	4200164381	160-COB	NOE - LAFCO SC#550	
5200 2424	11/26/2025	50.00	4200165616	160-COB	NOE - LAFCO SC#549	
5200 2424	11/26/2025	50.00	4200165634	160-COB	NOE - LAFCO SC#547	
5200 2424	Environmental Consultant	200.00				
5200 2445	11/14/2025	1,242.50	1902159236	57	Rebecca Lowery Inv 57	
5200 2445	11/20/2025	200.00	1902177568	BACA11-19	Baca Nov Meeting	
5200 2445	11/20/2025	200.00	1902177579	BAGLEY11-19	Bagley Nov Meeting	
5200 2445	11/20/2025	200.00	1902177597	COX11-19	Cox November Meeting	
5200 2445	11/20/2025	200.00	1902177612	DUPPER11-19	Dupper Nov Meeting	
5200 2445	11/20/2025	200.00	1902177615	FARRELL11-19	Farrell Nov Meeting	
5200 2445	11/20/2025	200.00	1902177618	HAGMAN11-19	Hagman Nov Meeting	
5200 2445	11/20/2025	200.00	1902177622	HARVEY11-19	Harvey Nov Meeting	
5200 2445	11/20/2025	200.00	1902177632	KENLEY11-19	Kenley Nov Meeting	

5200	2445	-	11/20/2025	200.00	1902178520	FARRELL11-20A	Alliance Meeting Stipend
5200	2445		11/24/2025	840.00	1902179610	58	Rebecca Lowery 58
5200	2445		11/24/2025	1,200.00	1902179652	11192025	Nov Services
5200	2445		11/24/2025	200.00	1902179723	FARRELL11-24	Farrell Alliance Meeting 8-11
5200	2445		11/24/2025	200.00	1902179727	COX11-24	Cox 8-11 Alliance Meeting
5200	2445		11/25/2025	200.00	1902180296	FARRELL11-25	Alliance Meeting Stiped 9-22
5200	2445		11/25/2025	200.00	1902180301	COX11-25	Alliance Meeting Stipend 9-22
5200	2445	Other Professional Services		5,882.50			
5200	2895		11/14/2025	376.02	1902159241	48036423	Sept Services
5200	2895		11/14/2025	32.90	1902159241	48036423	Sept Services
5200	2895	Rent/Lease Equipment (copier)		408.92			
5200	2905		11/10/2025	2,509.00	1902135637	INV2178	October Rent
5200	2905		11/10/2025	2,509.00	1902135640	INV2232	November Rent
5200	2905		11/10/2025	405.00	1902136010	INV2237	Rent for Meeting Room
5200	2905	Office/Hearing Chamber Rental		5,423.00			
5294	2940		11/18/2025	153.30	1902176837	PASTOR	*Trip from 10/21/25 To 10/24/25 to SAN DIEGO US
5294	2940		11/20/2025	121.80	1902177579	BAGLEY11-19	Bagley Nov Meeting
5294	2940		11/20/2025	82.60	1902177597	COX11-19	Cox November Meeting
5294	2940		11/20/2025	25.62	1902177615	FARRELL11-19	Farrell Nov Meeting
5294	2940		11/20/2025	117.60	1902177622	HARVEY11-19	Harvey Nov Meeting
5294	2940		11/20/2025	33.88	1902177632	KENLEY11-19	Kenley Nov Meeting
5294	2940		11/20/2025	173.60	1902177710	FARRELL11-20	CALAFCO Travel Expense
5294	2940		11/20/2025	161.00	1902177974	WARREN11-20	CALAFCO Travel Expense
5294	2940		11/20/2025	242.20	1902178512	BAGLEY11-20	Bagley Travel Expense
5294	2940	Private Mileage		1,111.60			
5294	2943		11/18/2025	11.69	1902176837	PASTOR	*Trip from 10/21/25 To 10/24/25 to SAN DIEGO US
5294	2943		11/20/2025	58.25	1902178512	BAGLEY11-20	Bagley Travel Expense
5294	2943	Meals		69.94			
5540	5012		11/10/2025	2.22	4104145923	PUR. / STAPLES	7668266699000001
5540	5012		11/10/2025	86.41	4104145924	PUR. / STAPLES	7668259853000001
5540	5012		11/24/2025	20.30	4104165201	PUR. / STAPLES	7669508441000001
5540	5012	Transfer to County (Staples & Microsoft)		108.93			
				\$ 82,953.73			
NOVEMBER 2025 CASH RECEIPTS							
		NONE					
TOTAL				\$ -			
NOVEMBER 2025 COUNTY TRANSFERRED RECEIVED							
		NONE					
TOTAL				\$ -			
		COMPLETED BY:				APPROVED BY:	
		MICHAEL TUERPE				SAMUEL MARTINEZ	
		Assistant Executive Officer				Executive Officer	
		Date:		01/13/26		1/13/2026	

**LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

1601 E. 3rd Street, Unit 102, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: JANUARY 14, 2026
FROM: SAMUEL MARTINEZ, Executive Officer 
ARTURO PASTOR, Analyst
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #8: LAFCO SC#552 – CITY OF REDLANDS
OSC 24-03 FOR WATER SERVICE (APN 0299-122-07)

INITIATED BY:

City of Redlands, on behalf of the property owner.

RECOMMENDATION:

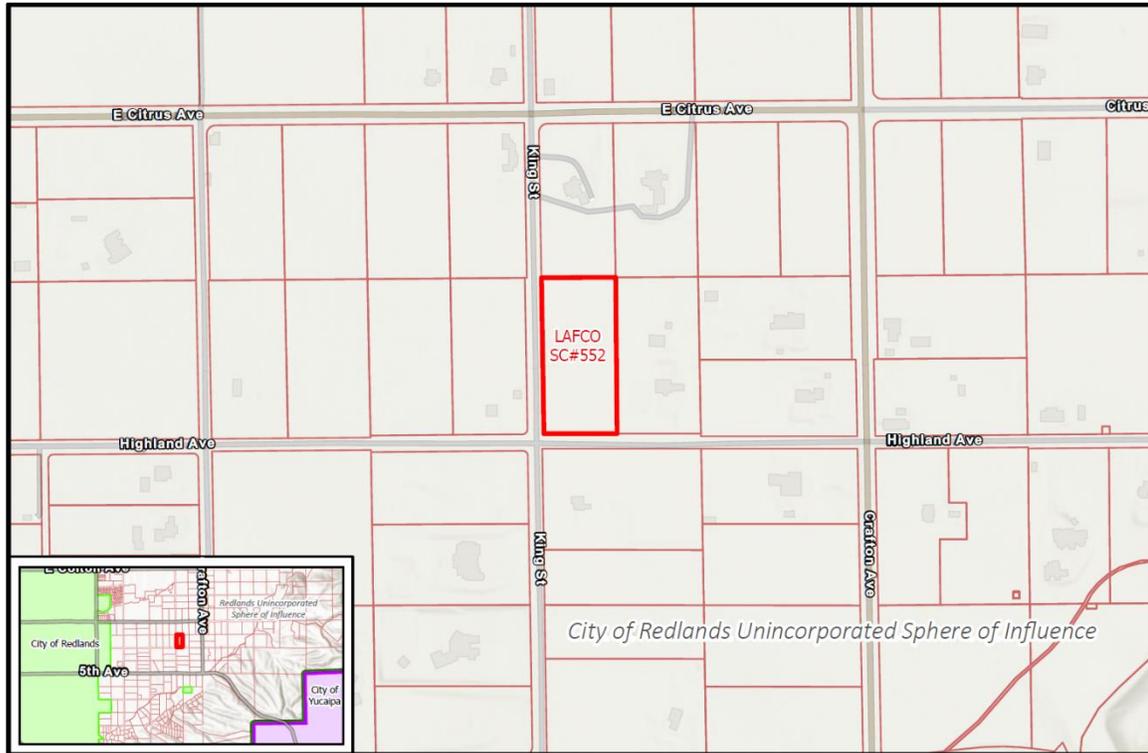
Staff recommends that the Commission approve LAFCO SC#552 by taking the following actions:

1. Certify that LAFCO SC#552 is exempt from environmental review and direct the Executive Officer to file a Notice of Exemption within five (5) days of this action.
2. Approve LAFCO SC#552 authorizing the City of Redlands to extend water service outside its boundaries to Assessor Parcel Number 0299-122-07.
3. Adopt LAFCO Resolution No. 3430 setting forth the Commission's determinations and approval of the agreement for service outside the City of Redlands' boundaries.

BACKGROUND:

The City of Redlands (hereinafter the "City") has submitted a request for approval of an out-of-agency service agreement that outlines the terms by which it will extend water service to a single parcel, Assessor Parcel Number (APN) 0299-122-07. The service contract area, which is approximately 4.2 acres, is generally located on the northeast

corner of Highland Avenue and King Street (11055 King Street), within the City of Redlands' eastern sphere of influence, in the unincorporated community of Crafton. The map below, which is also included as Attachment #1, provides a location and vicinity map of the site.



Vicinity Map

The property owner intends to construct a single-family residence on the parcel, which requires connection to the City's water facilities. Therefore, the City, on behalf of the property owner, is requesting that the Commission authorize the extension of water service to the parcel pursuant to the provisions of Government Code Section 56133. Authorization of this agreement is required before the City can take final actions to implement the terms of the agreement.

PLAN FOR SERVICE:

The City's application, included as Attachment #2, identifies that water service to the parcel will be provided through a lateral connection to the existing 24-inch water main in King Street and will include the installation of a domestic water meter and establishing a utility service account.

Pursuant to the Commission's application requirements for service contracts, information has been provided regarding all financial obligations for the extension of service outside the agency's boundaries. The City has submitted an estimated cost of

\$45,346.21 for the extension of water service to the parcel. Following is a table with a breakdown of the fee calculation:

Description of Fees/Charges	Cost	Total Cost
Development Impact Fee		
Water Source Acquisition	\$0.6633/SF	\$7,712.85
Water Capital Improvement	\$2.3657/SF	\$27,508.36
Connection Fee		
Meter Set	\$225	\$225
Other Fees		
Measure “U” Charges	\$0	
Water Frontage Charge	\$40/LF	\$9,900
TOTAL		\$45,346.21

In addition to the cost outlined above, the property owner will be responsible for the entire cost of the lateral connection extending from the existing water main to the parcel.

ENVIRONMENTAL DETERMINATION:

As the CEQA lead agency, the Commission’s Environmental Consultant, Tom Dodson from Dodson and Associates, has reviewed this service contract application and has indicated that it is his recommendation that the review of LAFCO SC#552 is exempt from the California Environmental Quality Act (CEQA). This recommendation is based on the finding that the Commission’s approval of the out-of-agency service agreement has no potential to cause a significant adverse impact on the environment; and therefore, the service contract application is exempt (under the “Common Sense Rule”) from the requirements of CEQA, as outlined in the State CEQA Guidelines, Section 15061(b)(3). A copy of Mr. Dodson’s response is included as Attachment #3 to this report.

CONCLUSION:

The purpose of the service contract application is for the City to receive authorization to provide water service outside its boundaries via contract to a parcel that requires connection to the City of Redlands’ water facilities.

Staff has reviewed this request for authorization to provide water service from the City of Redlands outside its corporate boundaries against the criteria established by Commission policy and Government Code Section 56133. The parcel to be served is

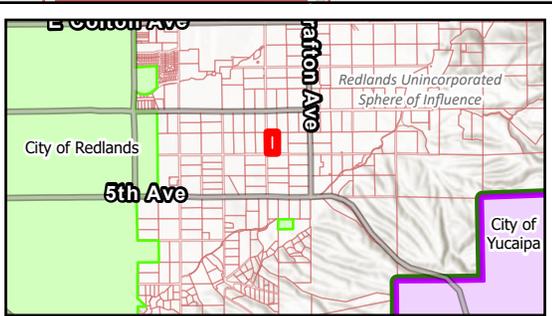
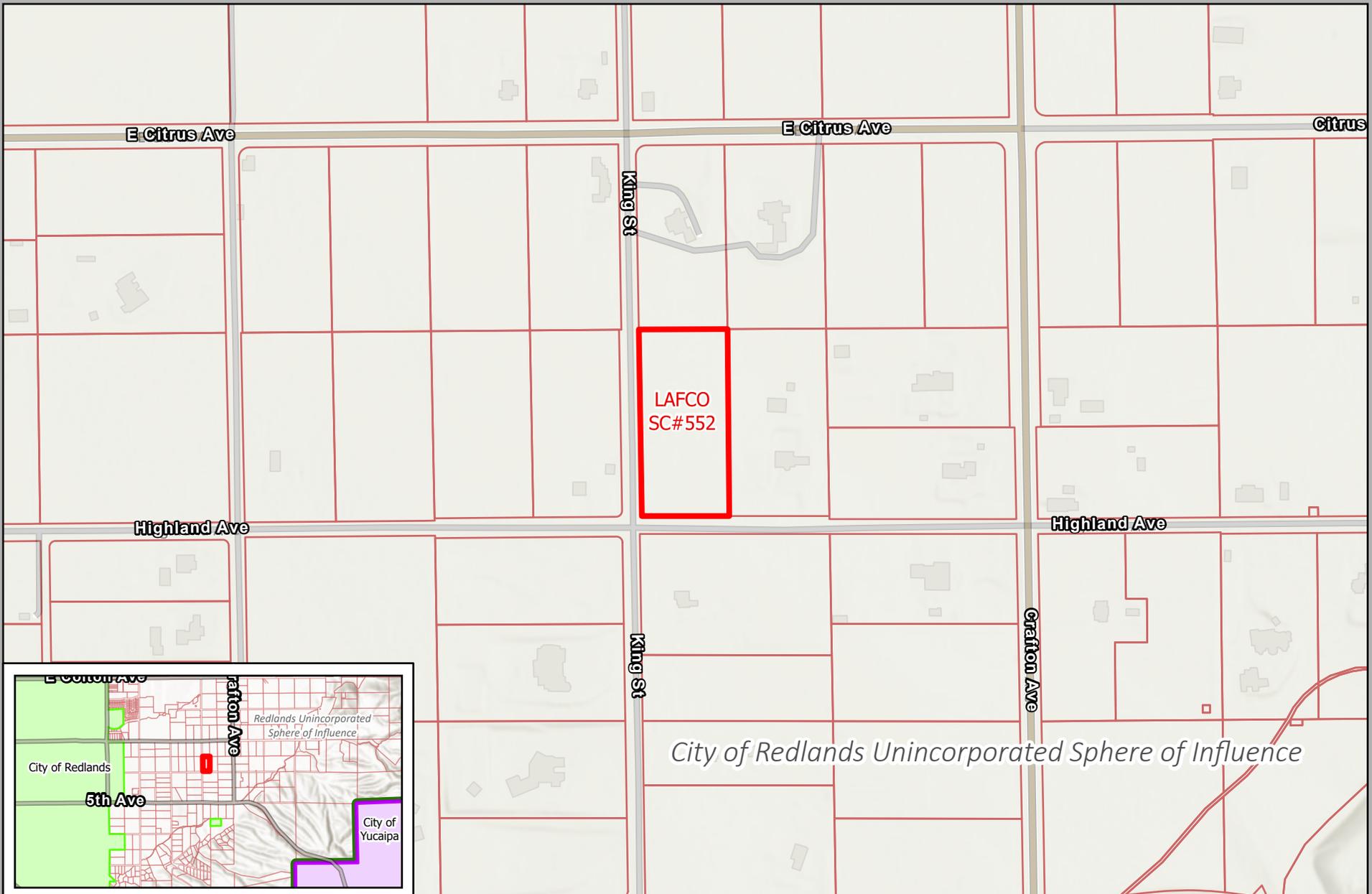
within the sphere of influence assigned to the City of Redlands and is anticipated to become a part of the City sometime in the future. Staff supports the City's request for authorization to provide water service to APN 0299-122-07 since its facilities are adjacent to the parcel, and there is no other existing entity available to provide this service within the area.

DETERMINATIONS:

1. The project area, Assessor Parcel Number (APN) 0299-122-07, is within the sphere of influence assigned to the City of Redlands and is anticipated to become a part of that City sometime in the future. The application requests authorization to receive City of Redlands water service.
2. The City of Redlands' OSC No. 24-03 being considered is for the provision of water service to APN 0299-122-07 generally located on the northeast corner of Highland Avenue and King Street (11055 King Street) within the City of Redlands' eastern sphere of influence. This contract will remain in force in perpetuity or until such time as the area is annexed. Approval of this request will allow the property owner and the City of Redlands to proceed in finalizing the contract for the extension of water service.
3. The City of Redlands estimates a total of \$45,346.21 in fees for the extension of water service to the parcel. Payment of these fees are required prior to connection to the City's water facilities. In addition, the property owner will be responsible for the entire costs of the construction and installation of the water service extension.
4. The Local Agency Formation Commission for San Bernardino County has determined that this service contract is exempt from environmental review under the "Common Sense Rule" since it has no potential to cause a significant adverse impact on the environment (Section 15061[b] [3] of the State California Environmental Quality Act Guidelines). Therefore, this proposal is not subject to environmental review under the provisions of the State CEQA Guidelines section cited above or the Commission's adopted CEQA Guidelines. The Commission directs its Executive Officer to file a Notice of Exemption within five (5) days with the San Bernardino County Clerk of the Board of Supervisors.

Attachments:

1. [Vicinity Map](#)
2. [City of Redlands' Application and Contract](#)
3. [Response from Tom Dodson and Associates](#)
4. [Draft Resolution No. 3430](#)

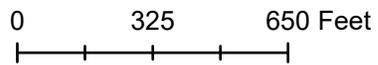


Vicinity Map

LAFCO SC#552 – City of Redlands OSC 24-03 for Water Service
(APN 0299-122-07)

 LAFCO SC#552
(APN 0299-122-07)

 Parcels
(Unincorporated)



Disclaimer: This information shown is intended to be used for general display only and is not to be used as an official map.

Author: Arturo Pastor | 12/17/25

**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 Redlands
CONTACT PERSON: Donald Young
ADDRESS: 35 Cajon St., Redlands CA 92373

PHONE: 909-798-5875 x6
EMAIL: DYOUNG@CITYOFREDLANDS.ORG

CONTRACTING PARTY:

NAME OF PROPERTY OWNER: Shukri Sakiri
CONTACT PERSON: Shukri Sakiri
MAILING ADDRESS: 635 Sonora St., San Bernardino CA 92404

PHONE: 626-976-0979
EMAIL: SAKIRI12@GMAIL.COM
ADDRESS OF PROPERTY PROPOSED FOR CONTRACT: 11055 King Street, Redlands CA 92374

CONTRACT NUMBER/IDENTIFICATION: OSC 24-03
PARCEL NUMBER(S): 0299-122-07-0000
ACREAGE: 4.225

Extension of Service by Contract
Application Form

(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.

Domestic water service

- (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.

Preannexation Agreement

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.

Projected timeframe for annexation has too many variables to

allow for a prediction of when the annexation will occur.

Extension of Service by Contract
Application Form

(FOR LAFCO USE ONLY)

- (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.

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?

Agriculture grove

- (b) Is a change in use proposed for the property? YES NO. If yes, please provide a description of the land use change.

Single family residence that will be on municipal water. The existing grove will not be connected to the municipal system.

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.

The proposed single family residence will be served by a connection to the municipal system. The grove will be served by other sources.

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	<input type="checkbox"/>
Permit (Conditional Use Permit, General Plan Amendment, etc.)	<input type="checkbox"/>
Conditions of Approval	<input type="checkbox"/>
Negative Declaration (Initial Study)	<input type="checkbox"/>
Notice of Determination (NOD)/Notice of Exemption (NOE)	<input type="checkbox"/>
Department of Fish and Game (DFG) Receipt	<input type="checkbox"/>
Others (please identify below)	<input type="checkbox"/>

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.

Installation of a domestic water service will connect to the existing 24" water main in King Street. Upon approval of this Extension of Service Contract, the applicant will apply for installation of a water meter and establishment of a utility service account. The applicant will need to hire a licensed contractor for installation of the water service lateral. The applicant will be required to install a backflow prevention device to provide protection for the municipal water system from the separate agricultural water supply.

- (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.).

<i>Description of Fees/Charges</i>	<i>Cost</i>	<i>Total</i>
Development Impact Fees		
Water Source Acquisition	\$0.6633/SF	\$7,712.85
Water Capital Improvement	\$2.3657/SF	\$27,508.36
Connection Fees		
Meter Set	\$225	\$225
Other Fees		
Measure "U" Charges	\$0	
Water Frontage Charge	\$40/LF	\$9,900
<i>Note that all fees are subject to change and will be assessed at the rate in effect at the time of water meter set.</i>		
Total Costs		\$45,346.21

- (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).

Not Applicable

- (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).

- 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.

The City of Redlands outlines appropriate procedures for extension of utility
services to properties outside of the City but within the City's sphere of influence.

CERTIFICATION

As a part of this application, the City/Town of Redlands, 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.

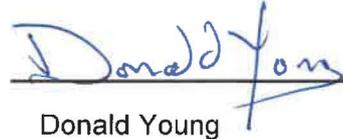
The agency signing this application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications. I understand that if this application is approved, the Commission will impose a condition requiring the applicant to indemnify, hold harmless and reimburse the Commission for all legal actions that might be initiated as a result of that approval.

*Extension of Service by Contract
Application Form*

(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:

Donald Young

POSITION TITLE:

One Stop Permit Center Manager

DATE:

10/02/2025

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



Electronically
Recorded in Official Records
San Bernardino County

Assessor-Recorder-County Clerk

DOC# 2024-0223381

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

CITY CLERK'S OFFICE
CITY OF REDLANDS
P.O. BOX 3005
REDLANDS, CA 92373

**FEES NOT REQUIRED
PER GOVERNMENT CODE
SECTION 6103**

09/18/2024
04:09 PM
SAN
J9534

Titles: 1 Pages: 13

Fees	\$0.00
Taxes	\$0.00
CA SB2 Fee	\$0.00
Total	\$0.00

(THIS SPACE FOR RECORDER'S USE ONLY)

**AGREEMENT FOR ANNEXATION AND PROVISION
FOR CITY UTILITY SERVICES**

This Agreement for Annexation and Provision of City Utility Services ("Agreement") is made and entered into this 17th day of September, 2024, by and between the City of Redlands, a municipal corporation organized and existing under the laws of the State of California ("City") and Shukri Sakiri ("Property Owner"). City and Property Owner are sometimes individually referred to herein as a "Party" and, together, as the "Parties."

RECITALS

WHEREAS, to provide for orderly planning, City (1) has the authority pursuant to Government Code sections 65300 and 65301 to include within its General Plan property outside its boundaries which is in City's sphere of influence or, which in City's judgment, bears a relation to its strategic planning, and (2) also has the authority pursuant to Government Code section 65859 to pre-zone property within its sphere of influence for the purpose of determining the zoning designation that will apply to such property in the event of a subsequent annexation of the property to City; and

WHEREAS, California case law, including but not limited to, *Dateline Builders, Inc. v. City of Santa Rosa* (1983) 146 Cal. App. 3d, 520 and *County of Del Norte v. City of Crescent City* (1999) which state in relevant part that it is not against the law or public policy for a city or county to use utilities as a tool to manage growth, provides that a city has no obligation, and may use its sole discretion, to extend utility services outside its corporate boundaries; and

WHEREAS, Property Owner owns a parcel of land generally located at 11055 King Street, Redlands, CA 92374 and identified as county of San Bernardino Assessor's Parcel Number 0299-122-07-0000 ("Property") in the unincorporated area of the county of San Bernardino within the City's sphere of influence, as described in Exhibit "A" titled "Site Plan" and Exhibit "B" titled "Grant Deed" has made a request and application to City to receive water service for property located in the unincorporated area of the county of San Bernardino, and has provided evidence satisfactory to City that Property Owner is the fee owner of the Property; and

WHEREAS, Government Code section 56133 authorizes the City to provide new or extended utility services by contract outside its jurisdictional boundaries if it first receives written

approval from the Local Agency Formation Commission for San Bernardino County ("LAFCO"), and provides that LAFCO may authorize City to provide such services within City's sphere of influence in anticipation of a later change of organization; and

WHEREAS, City's General Plan and Chapter 13.60 of the Redlands Municipal Code establish policies and procedures for the approval of City utility services to properties located within the City's sphere of influence and require, among other things, the owner of the property to be served to enter into an agreement, and record the same in the official records of the county of San Bernardino, requiring the property owner to annex the property to City upon certain conditions; and

WHEREAS, City has prepared a General Plan for the unincorporated area in which the Property is located to provide for the orderly planning of such area, and has determined that the proposed development of the Property is consistent with the goals and policies of City's General Plan; and

WHEREAS, it is the policy and goal of City to discourage and not facilitate development in City's sphere of influence which is unwilling and/or fails to comply with City's General Plan and City's development standards by refusing to extend utility services in such instances; and

WHEREAS, pursuant to the requirements of Chapter 13.60 of the Redlands Municipal Code and in consideration for City's agreement to extend utility services outside its jurisdictional boundaries to the Property, Property Owner has entered into this Agreement to provide assurances to City that connection to City's domestic water system will occur in accordance with the Redlands General Plan and the development standards of the Redlands Municipal Code, and that the Property shall be annexed to City in accordance with this Agreement's terms, provisions and conditions;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the City of Redlands and Property Owner agree as follows:

AGREEMENT

1. Recitals. The foregoing recitals are true and correct.
2. Provision of Utility Services. City agrees to provide domestic water service to the Property consistent with the terms and conditions of this Agreement, provided that the connection complies with all rules and regulations of City governing the extension and provision of utility services to properties located outside City's boundaries at the time a request by Property Owner for application for a water connection is approved by City's Municipal Utilities and Engineering Department. Nothing herein represents a commitment by City to provide such service unless and until Property Owner complies with all such rules and regulations. As a condition of approval of an application for water connection, and prior to receiving any service, Property Owner agrees to pay the full cost of such service as established by City for the extension of utility services to the Property.

3. Agreement to Develop by City Standards. In consideration of City's agreement to provide City water service to the Property, Property Owner shall develop the Property in accordance with the Redlands General Plan and any applicable development standards of the Redlands Municipal Code.

4. Agreement to Annex. In consideration of City's agreement to provide City water service to the Property, Property Owner hereby irrevocably consents to annexation of the Property to City and agrees it shall take any and all reasonable and necessary actions, and fully and in good faith cooperate with City, to cause the annexation of the Property to City. Property Owner and City agree that in the event City initiates an annexation of the Property, City shall be responsible for the costs of such annexation. In all other instances where the annexation of the Property is proposed to City, Property Owner shall be responsible for such costs.

5. Payment of Fees. As a condition of receiving domestic water service from City, Property Owner shall pay to City all then-established applicable development impact fees, water acquisition fees, and user fees specifically for such domestic water service.

6. Taxes and Assessments. Property Owner hereby consents to the imposition of, and agrees that Property Owner shall pay, all taxes and assessments imposed and/or levied by City which may be applicable to the Property at the time the Property is annexed to City.

7. Recordation. By entering into this Agreement, Property Owner and City acknowledge and agree that, among other things, it is the express intention of the Parties that any and all successors in interest, assigns, heirs and executors of Property Owner shall have actual and constructive notice of Property Owner's obligations under, and the benefits and burdens of, this Agreement. Therefore, this Agreement and any amendments hereof, shall be recorded in the official records of the county of San Bernardino. Property Owner further agrees that City shall, at the sole cost of Property Owner, have the right to cause the recordation of this Agreement.

8. Breach/Failure to Annex In the event Property Owner fails to comply with its obligations under this Agreement or takes any action to protest, challenge, contravene or otherwise breach any of its obligations or representations under this Agreement, City shall have the right to, without any liability whatsoever, cease the provision of City utility services to the Property. This right shall be in addition to any other legal or equitable relief available to City.

9. Not a Partnership. The Parties specifically acknowledge that Property Owner's development of the Property is a private project, that neither Party is acting as the agent of the other in any respect hereunder, and that each Party is an independent contracting entity with respect to the terms, covenants and conditions contained in this Agreement. No partnership, joint-venture or other association of any kind is formed by this Agreement. The only relationship between City and Property Owner is that of a governmental entity regulating the development of private property and the owner of such property.

10. Indemnity and Cost of Litigation.

A. Property Owner agrees to and shall hold City, and its elected and appointed officials, officers, agents, and employees free and harmless from any and all liability for damage

or claims for damage for personal injury, including death, and claims for property damage which may arise from the operations, errors, or omissions of Property Owner or those of its contractors, subcontractors, agents, employees or any other persons acting on Property Owner's behalf which relate to development of the Property. Property Owner agrees to and shall defend, indemnify and hold harmless City, its elected officials, officers, agents, employees and representatives from all actions for damages caused or alleged to have been caused by reason of Property Owner's acts, errors or omissions in connection with the development of the Property. This hold harmless agreement applies to all damages and claims for damages suffered or alleged to have been suffered by reason of Property Owner's or its representatives' acts, errors or omissions regardless of whether or not City supplied, prepared or approved plans or specifications relating to the development of the Property and regardless of whether or not any insurance policies of Property Owner relating to such development are applicable.

B. Property Owner shall defend, at its expense, including attorneys' fees, indemnify and hold harmless City, and its elected and appointed officials, officers, agents and employees from any claim, action or proceeding against any of them to attack, set aside, void or annul the approval of this Agreement or the approval of any permit or entitlement granted in furtherance of this Agreement. City may, in its sole discretion, participate in the defense of any such claim, action or proceeding.

11. Liquidated Damages. In the event that the property is not annexed to City in accordance with the terms of the Agreement, the then existing owner of the Property shall pay each year to City, as liquidated damages, a sum equal to the property taxes and any sales taxes the City would have received had the Property been annexed. Failure to make such liquidated damages payments shall be good cause for City to cease service to the Property.

12. Section Headings. All section headings and sub-headings are inserted for convenience only and shall not affect any construction or interpretation of this Agreement.

13. Governing Law. This Agreement and any dispute arising hereunder shall be governed by and construed in accordance with the laws of the State of California.

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

15. Binding Effect. The burdens of this Agreement bind and the benefits of this Agreement inure to the assigns and successors in interest of the Parties.

16. Authority to Execute. The person or persons executing this Agreement warrant and represent that they have the authority to execute this Agreement on behalf of the legal, fee title owner of the Property.

17. Waiver and Release. Property Owner hereby waives and releases any and all claims it may have against City, and its elected and appointed officials, officers, employees and agents with respect to any City actions or omissions relating to the development of the Property,

and the Parties' entry into, and execution of, this Agreement. Property Owner makes such waiver and release with full knowledge of Civil Code Section 1542, and hereby waives any and all rights thereunder to the extent of this waiver and release, of such Section 1542 is applicable. Civil Code Section 1542 provides as follows:

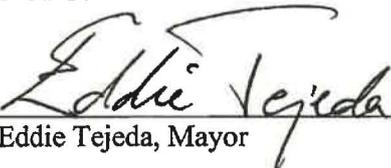
"A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

18. Construction. The Parties agree that each Party and its counsel have reviewed this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in the interpretation of this Agreement. The Parties further agree that this Agreement represents a voluntary "arms-length" transaction agreed to by and between the Parties and that each Party has had the opportunity to consult with legal counsel regarding the terms, conditions and effect of this Agreement.

19. Entire Agreement. This Agreement sets forth and contains the entire understanding and agreement of the Parties as to the matters contained herein, and there are no oral or written representations, understandings or ancillary covenants or agreements which are not contained or expressly referenced herein, and no testimony or evidence of any such representations, understandings or covenants shall be admissible in any proceeding of any kind or nature to interpret or determine the terms or conditions of this Agreement.

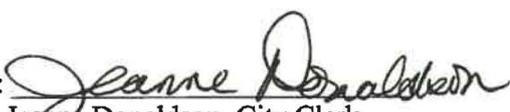
CITY OF REDLANDS

PROPERTY OWNER

By: 
Eddie Tejada, Mayor

By: 
Shukri Sakiri, Owner

ATTEST:

By: 
Jeanne Donaldson, City Clerk

CALIFORNIA ACKNOWLEDGEMENT

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.

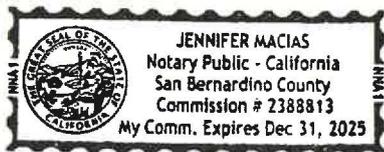
State of California
County of San Bernardino

On Wednesday, September 18, 2024 before me, Jennifer Macias, Notary Public, personally appeared Eddie Tejada and Jeanne Donaldson, who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacity, and that by their signatures on the instrument the persons, or the entity upon behalf of which the persons 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 Jennifer Macias
Signature of Notary Public



(Seal)

CALIFORNIA 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 San Bernardino }

On September 10, 2024 before me, Jasmine Ochoa, Notary Public,
Date Here Insert Name and Title of the Officer
personally appeared Shukri Sakiri
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 Jasmine Ochoa
Signature of Notary Public

Place Notary Seal and/or Stamp Above

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: Agreement for Annexation
 Document Date: _____ Number of Pages: _____
 Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
<input type="checkbox"/> Corporate Officer – Title(s): _____	<input type="checkbox"/> Corporate Officer – Title(s): _____
<input type="checkbox"/> Partner – <input type="checkbox"/> Limited <input type="checkbox"/> General	<input type="checkbox"/> Partner – <input type="checkbox"/> Limited <input type="checkbox"/> General
<input type="checkbox"/> Individual <input type="checkbox"/> Attorney in Fact	<input type="checkbox"/> Individual <input type="checkbox"/> Attorney in Fact
<input type="checkbox"/> Trustee <input type="checkbox"/> Guardian or Conservator	<input type="checkbox"/> Trustee <input type="checkbox"/> Guardian or Conservator
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
Signer is Representing: _____	Signer is Representing: _____

EXHIBIT "A"
SITE PLAN

Site Plan
11055 King Street,
Redlands, CA 92374
Pre-Annexation Agreement



EXHIBIT "B"
GRANT DEED

•

Recording Requested By
Fidelity National Title

IE

When Recorded Mail to
And Mail Tax Statements To
Shukri Sakiri
635 Sonora Street
San Bernardino, CA 92404

Escrow No: 23-6355-AD
Title Order No.: IE2313523
APN: 0299-122-07-0-000



Electronically
Recorded in Official Records
San Bernardino County

Assessor-Recorder-County Clerk

DOC# 2023-0297927

12/01/2023
04:04 PM
SAN
14311

Titles: 1	Pages: 3
Fees	\$20.00
Taxes	\$715.00
CA SB2 Fee	\$0.00
Total	\$735.00

SPACE ABOVE IS RESERVED FOR RECORDER'S USE

GRANT DEED

The undersigned Grantor(s) Declare(s):

Documentary Transfer Tax \$715.00 City Tax is \$0.00

Computed on the full value of the interest or property conveyed;

Computed on the full value less value of liens or encumbrances remaining at time of sale

Unincorporated Area City of Redlands

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,
Jeffery L. Barlow and Mayna T. Chau-Barlow WATA Mayna T. Chau , husband and wife, as joint tenants

hereby GRANT(S) to:
Shukri Sakiri, a married man, as his sole and separate property

the following described real property in the City of Redlands, County of San Bernardino, State of California, described as:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Also known as: Vacant Land 0299-122-07-0-000, Redlands, CA 92374

DATED: November 9, 2023

Signature Page attached hereto
and made a part hereof

MAIL TAX STATEMENTS AS DIRECTED ABOVE

Title Order No.: IE2313523

Escrow No.: 23-6355-AD

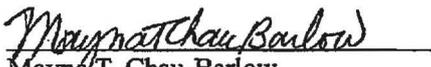
APN: 0299-122-07-0-000

SIGNATURE PAGE

Title of the Document: GRANT DEED
Date of the Document: November 9, 2023



Jeffery L. Barlow



Mayna T. Chau-Barlow

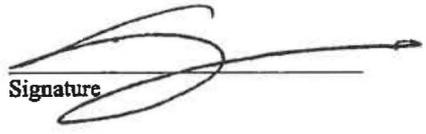
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF RIVERSIDE

On this 24 day of November, 2023, before me, Orne John Abma, Notary Public, personally appeared Jeffery L. Barlow and Mayna T. Chau-Barlow, 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

(SEAL)

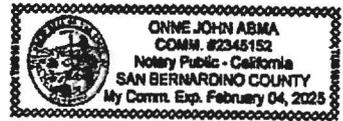
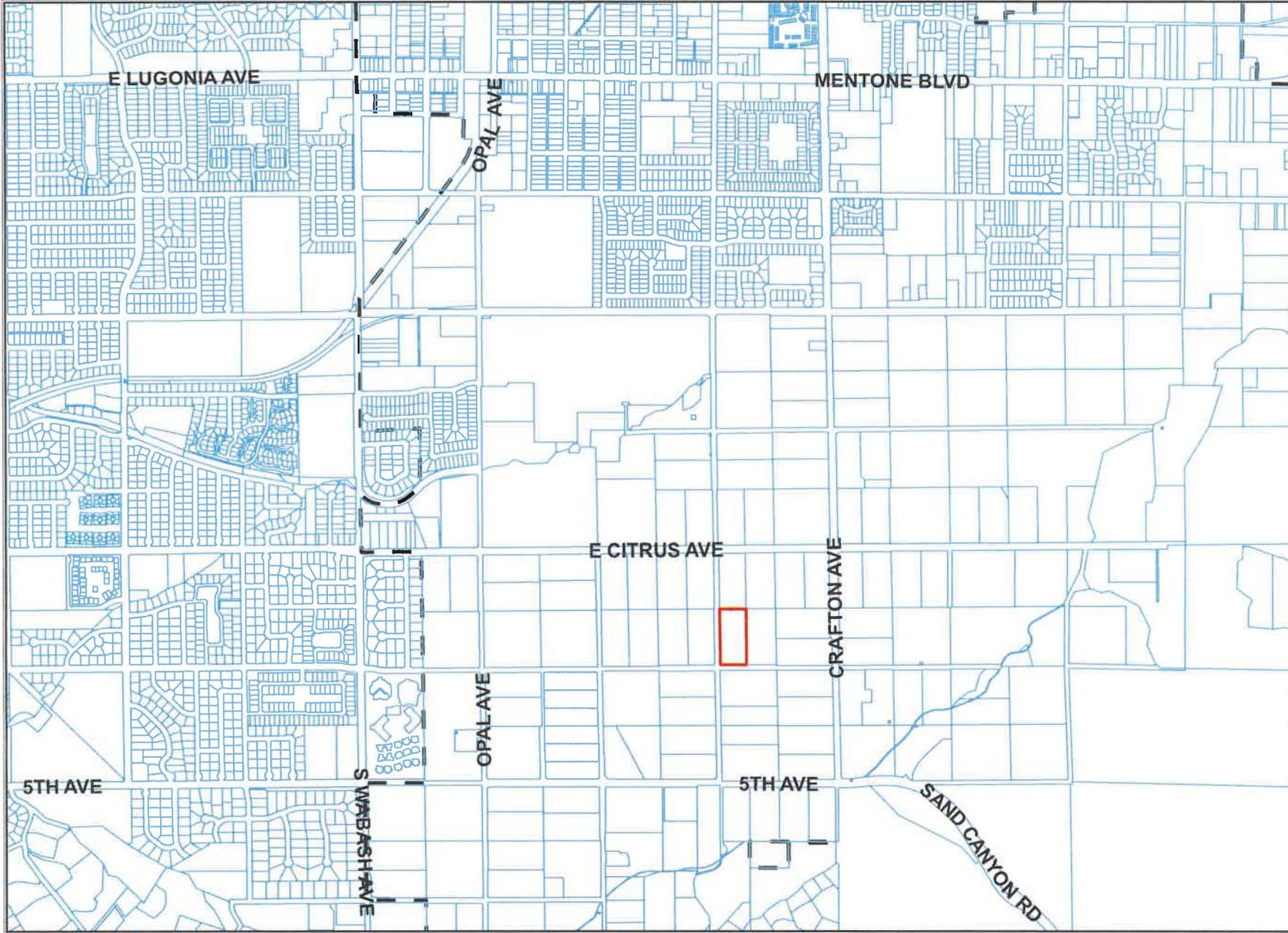


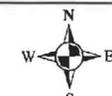
EXHIBIT "A"
PROPERTY DESCRIPTION

For APN/Parcel ID(s): 0299-122-07-0-000

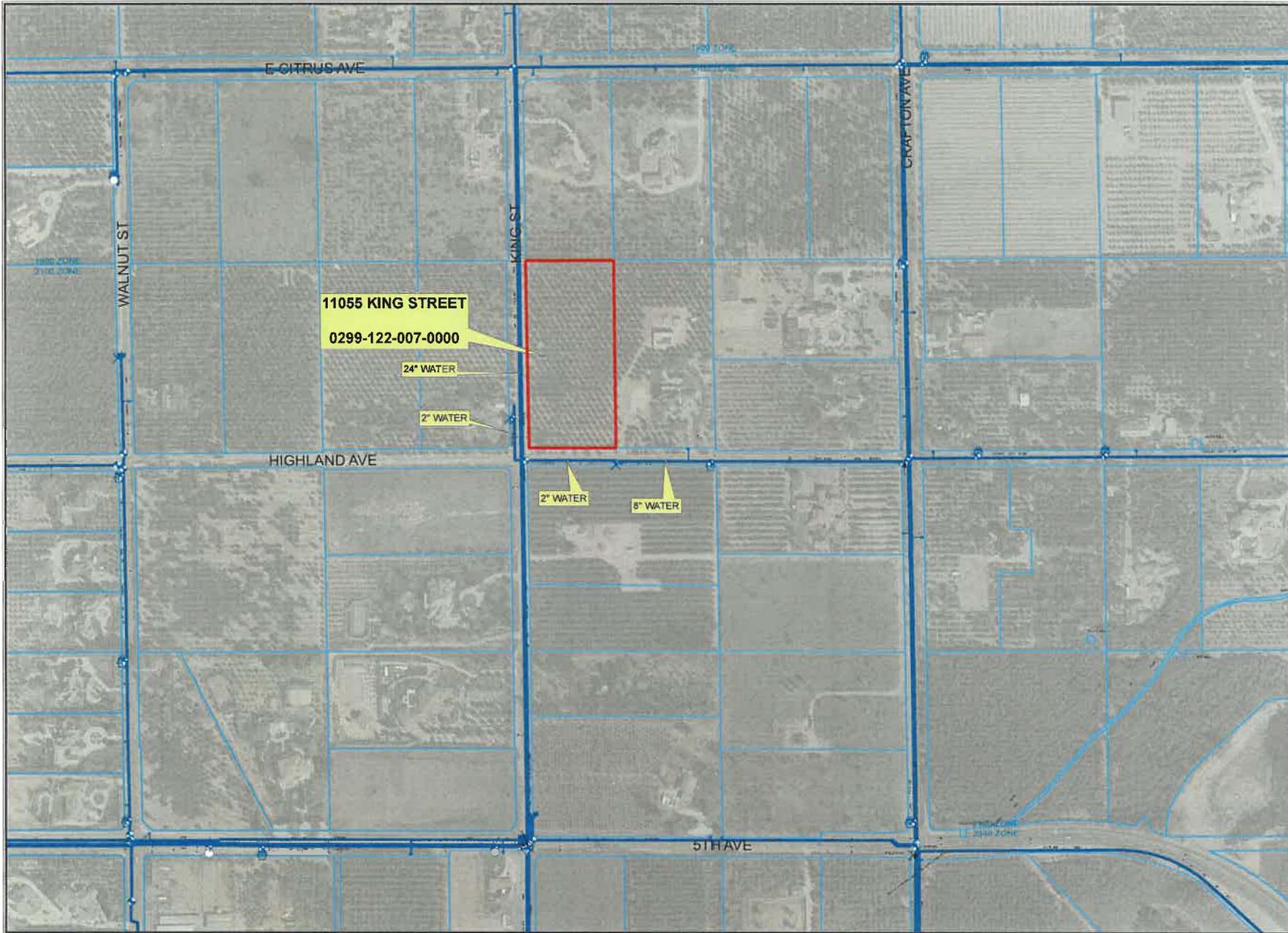
THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE UNINCORPORATED AREA IN COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

PARCEL 1 OF PARCEL MAP NO. 15345, IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 197, PAGES 28 AND 29 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.



<p>Title</p>
<p>ATTACHMENT B</p>
<p>OSC 24-03</p>
<p>11055 KING ST.</p>
<p>LOCATION MAP</p>
<p>This map was produced by the City of Redlands, Geographic Information System. The City of Redlands assumes no warranty or legal responsibility for the information contained on this map. The data used to generate this map is dynamic in nature, therefore the information shown may or may not be the most current.</p>

<p>Scale 0 500 1,000 Feet</p>

<p>July 26, 2024 OneStop.mxd</p>



Title
<p>ATTACHMENT B</p> <p>OSC 24-03</p> <p>AERIAL PHOTO</p>
<p>This map was produced by the City of Redlands, Geographic Information System. The City of Redlands assumes no warranty or legal responsibility for the information contained on this map. The data used to generate this map is dynamic in nature, therefore the information shown may or may not be the most current.</p>
<p>Scale</p>
<p>City of Redlands <small>Municipality of the County of Stanislaus Geographic Information System</small></p>
<p>REDLANDS "A City That Works"</p>
<p>July 26, 2024</p>
<p>OneStop.mxd</p>

TOM DODSON & ASSOCIATES

Mailing Address: PO Box 2307, San Bernardino, CA 92406-2307
Physical Address: 2150 N. Arrowhead Avenue, San Bernardino, CA 92405
Tel: (909) 882-3612 ♦ Email: tda@tdaenv.com ♦ Web: tdaenvironmental.com



January 4, 2026

Mr. Samuel Martinez
Local Agency Formation Commission
1601 East 3rd Street, Suite 102
San Bernardino, CA 92415-0490

Dear Sam:

I have completed the California Environmental Quality Act (CEQA) review of out-of-area service contract, LAFCO SC#552 for the Commission. LAFCO SC#552 consists of a request by the City of Redlands to authorize an out-of-agency water service agreement for a 4.225 acre parcel (APN 0299-122-07). This parcel is located in the Mentone unincorporated community of the City's eastern Sphere of Influence at 11055 King Street, between Citrus and Highland Avenue. Refer to the attached Vicinity Map and aerial photograph of the project site. The water connection will consist of a lateral extension from an existing 24" water line in King Street. Approval of SC#552 would allow the City of Redlands to extend water service to this property.

Based on the above proposal and the analysis and findings presented below, I conclude that LAFCO SC#552 can be implemented without causing any significant adverse environmental impacts. LAFCO will consider this extension of service as the CEQA lead agency for this proposal. Based on the proposal, the limited ground disturbance to provide the water connection, and the available service line in close proximity to the site, I conclude that this project has no potential to cause a significant adverse impact on the environment.

Therefore, I recommend that LAFCO conclude that SC#552 does not constitute a project under CEQA and adoption of the an exemption (under the "Common Sense" finding in the State CEQA Guidelines) and filing of a Notice of Exemption is the most appropriate determination to comply with the CEQA. This exemption is found in Section 15061 (b) (3) for this action. The Commission can approve this review and finding for this action based on the preceding analysis, and I recommend that you notice LAFCO SC#552 as exempt from CEQA for the reasons outlined in the State CEQA Guideline section cited above. The Commission needs to file a Notice of Exemption (NOE) with the County Clerk of the Board for this action once a decision is made for this out-of-area service agreement.

Thus, after independent review of this proposed action, this proposed out-of-area service extension does not appear to have any potential to significantly alter the existing physical environment. Since no other project is known to be pending or will occur as a result of approving this application, no other potential significant physical changes in the environment are

forecast to result from approval of this action.

Based on this review of LAFCO SC#552 and the pertinent sections of CEQA and the State CEQA Guidelines, I believe it is appropriate for the Commission's CEQA environmental determination to cite the "Common Sense" exemption, as adequate substantiation in accordance with the Commission's CEQA lead agency status. If you have any questions regarding this recommendation, please feel free to give me a call.

Sincerely,

A handwritten signature in black ink that reads "Tom Dodson". The signature is written in a cursive, slightly slanted style.

Tom Dodson
Attachment

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1601 E. 3rd Street, Suite 102, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

PROPOSAL NO.: LAFCO SC#552

HEARING DATE: JANUARY 21, 2026

RESOLUTION NO. 3430

A RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY MAKING DETERMINATIONS ON LAFCO SC#552 – CITY OF REDLANDS AGREEMENT FOR ANNEXATION AND PROVISION FOR CITY UTILITY SERVICES OSC 24-03 FOR WATER SERVICE (APN 0299-122-07)

On motion of Commissioner _____, duly seconded by Commissioner _____ and carried, the Local Agency Formation Commission adopts the following resolution:

WHEREAS, Government Code Section 56133 requires the Local Agency Formation Commission to review and approve or deny applications for agencies to provide services outside their existing boundaries; and,

WHEREAS, an application for the proposed service extension in San Bernardino County was filed with the Executive Officer of this Local Agency Formation Commission in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 *et seq.*), and the Executive Officer has examined the application and determined that the filings are sufficient; and,

WHEREAS, at the times and in the form and manner provided by law, the Executive Officer has given notice of the public hearing by the Commission on this matter; and,

WHEREAS, the Executive Officer has reviewed available information and prepared a report including his recommendations thereon, the filings and report and related information having been presented to and considered by this Commission; and,

WHEREAS, the public hearing by this Commission was called for January 21, 2026 at the time and place specified in the notice of public hearing; and,

WHEREAS, at the hearing, this Commission heard and received all oral and written protests; and all persons present were given an opportunity to hear and be heard in respect to any matter relating to the contract, in evidence presented at the hearing;

NOW, THEREFORE, BE IT RESOLVED, that the Local Agency Formation Commission for San Bernardino County does hereby determine, find, resolve and order as follows:

RESOLUTION NO. 3430

DETERMINATIONS:

SECTION 1. The following determinations are noted in conformance with Commission policy:

1. The project area, Assessor Parcel Number (APN) 0299-122-07, is within the sphere of influence assigned to the City of Redlands and is anticipated to become a part of that City sometime in the future. The application requests authorization to receive City of Redlands water service.
2. The City of Redlands' OSC No. 24-03 being considered is for the provision of water service to APN 0299-122-07 generally located on the northeast corner of Highland Avenue and King Street (11055 King Street) within the City of Redlands' eastern sphere of influence. This contract will remain in force in perpetuity or until such time as the area is annexed. Approval of this request will allow the property owner and the City of Redlands to proceed in finalizing the contract for the extension of water service.
3. The City of Redlands estimates a total of \$45,346.21 in fees for the extension of water service to the parcel. Payment of these fees are required prior to connection to the City's water facilities. In addition, the property owner will be responsible for the entire costs of the construction and installation of the water service extension.
4. The Local Agency Formation Commission for San Bernardino County has determined that this service contract is exempt from environmental review under the "Common Sense Rule" since it has no potential to cause a significant adverse impact on the environment (Section 15061[b] [3] of the State California Environmental Quality Act Guidelines). Therefore, this proposal is not subject to environmental review under the provisions of the State CEQA Guidelines section cited above or the Commission's adopted CEQA Guidelines. The Commission directs its Executive Officer to file a Notice of Exemption within five (5) days with the San Bernardino County Clerk of the Board of Supervisors.

SECTION 2. CONDITION. The City Redlands shall indemnify, defend, and hold harmless the Local Agency Formation Commission for San Bernardino County from any legal expense, legal action, or judgment arising out of the Commission's approval of this service contract, including any reimbursement of legal fees and costs incurred by the Commission.

SECTION 3. The Local Agency Formation Commission for San Bernardino County does hereby determine to authorize the service extension contract submitted by the City of Redlands to provide water service to the project area, Assessor Parcel Number 0299-122-07.

SECTION 4. The Commission instructs the Executive Officer of this Local Agency Formation Commission to notify the affected agencies that the application identified as LAFCO SC#552 – City of Redlands OSC 24-03 for Water Service, has been approved.

THIS ACTION APPROVED AND ADOPTED by the Local Agency Formation Commission for San Bernardino County by the following vote:

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1601 E. 3rd Street, Suite 102, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: JANUARY 14, 2026 
FROM: SAMUEL MARTINEZ, Executive Officer
GAVIN CENTENO, Project Manager/Clerk to the Commission
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #9 – LAFCO SC#553 – City of Redlands OSC 25-01
for Water Service (Assessor Parcel Number 0298-145-30)

INITIATED BY:

City of Redlands, on behalf of the property owner.

RECOMMENDATION:

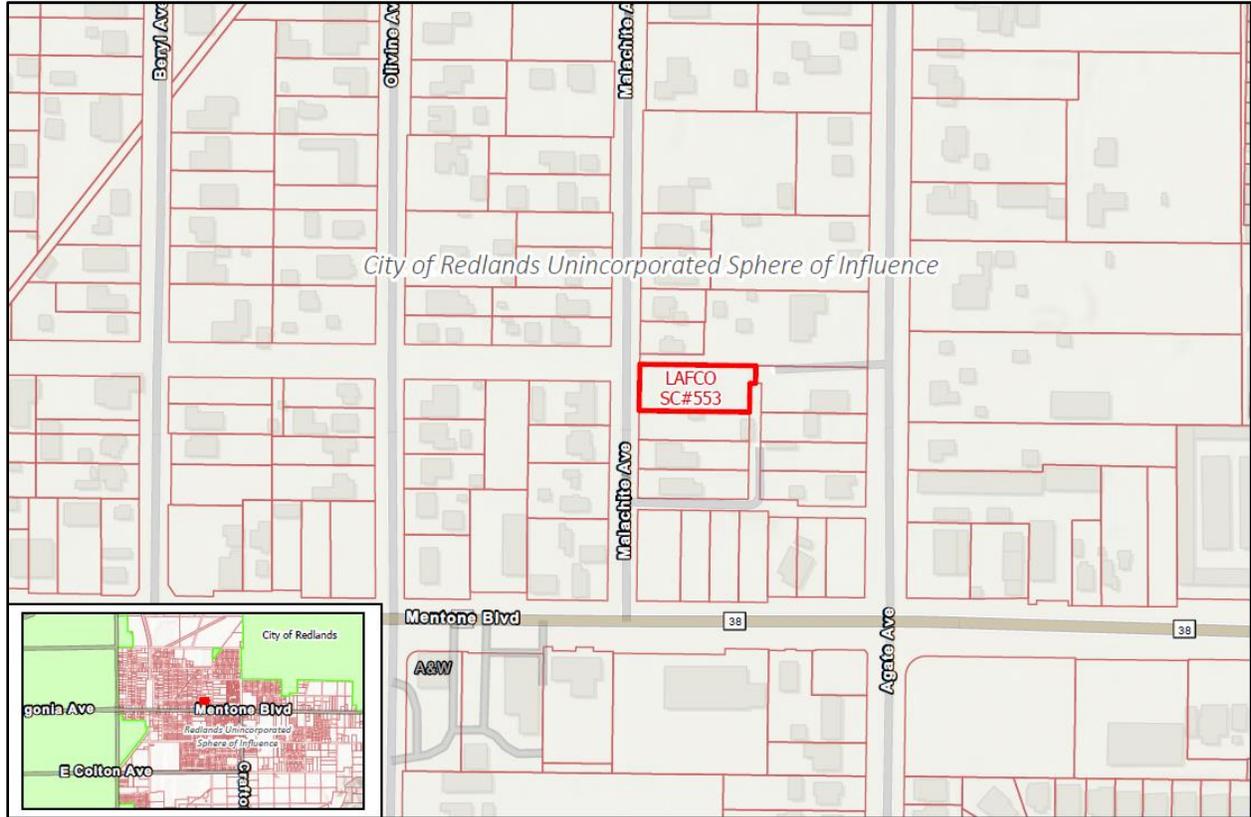
Staff recommends that the Commission approve LAFCO SC#553 by taking the following actions:

1. Certify that LAFCO SC#553 is exempt from environmental review and direct the Executive Officer to file a Notice of Exemption within five (5) days of this action.
2. Approve LAFCO SC#553 authorizing the City of Redlands to extend water service outside its boundaries to Assessor Parcel Number 0298-145-30.
3. Adopt LAFCO Resolution No. 3431 setting forth the Commission's determinations and approval of the agreement for service outside the City of Redlands' boundaries.

BACKGROUND:

The City of Redlands (hereinafter the "City") has submitted a request for approval of an out-of-agency service agreement that outlines the terms by which it will extend water service to a single parcel, Assessor Parcel Number (APN) 0298-145-30. The service contract area is 0.35 acres and is generally located on the east side of Malachite

Avenue, between Mentone Boulevard and Maderia Avenue, within the City of Redlands' sphere of influence in the unincorporated community of Mentone. The map below, which is also included as Attachment #1, provides a location and vicinity map of the site.



Vicinity Map

The property owner intends to construct a single-family residence on the vacant parcel, which requires connection to the City's water facilities. Therefore, the City, on behalf of the property owner, is requesting that the Commission authorize the extension of water service to the parcel pursuant to the provisions of Government Code Section 56133. Authorization of this agreement is required before the City can take the final actions to implement the terms of the agreement.

PLAN FOR SERVICE:

The City's application, included as Attachment #2, identifies that water service to the parcel will be provided through a lateral connection to the existing 8-inch water main in Malachite Avenue and will include the installation of a domestic water meter as well as establishing a utility service account.

Pursuant to the Commission's application requirements for service contracts, information has been provided regarding all financial obligations for the extension of service outside the agency's boundaries. The City has submitted an estimated cost of

\$7,059.80 for the extension of water service to the parcel. Following is a table with a breakdown of the fee calculation:

Description of Fees/Charges	Cost	Total Cost
Development Impact Fee		
Water Source Acquisition	\$0.6633/SF	\$795.96
Water Capital Improvement	\$2.3657/SF	\$2,838.84
Connection Fee		
Meter Set	\$225.00	\$225.00
Other Fees		
Measure “U” Charges	\$0	\$0
Water Frontage Charge	\$40/LF	\$3,200.00
TOTAL		\$7,059.80

In addition to the cost outlined above, the property owner will be responsible for the entire cost of the lateral connection extending from the existing water main to the vacant parcel.

ENVIRONMENTAL DETERMINATION:

As the CEQA lead agency, the Commission’s Environmental Consultant, Tom Dodson from Dodson and Associates, has reviewed this service contract application and has indicated that it is his recommendation that the review of LAFCO SC#553 is exempt from the California Environmental Quality Act (CEQA). This recommendation is based on the finding that the Commission’s approval of the out-of-agency service agreement has no potential to cause a significant adverse impact on the environment; and therefore, the service contract application is exempt (under the “Common Sense Rule”) from the requirements of CEQA, as outlined in the State CEQA Guidelines, Section 15061(b)(3). A copy of Mr. Dodson’s response is included as Attachment #3 to this report.

CONCLUSION:

The purpose of the service contract application is for the City to receive authorization to provide water service outside its boundaries via contract to a parcel that requires connection to the City of Redlands’ water facilities.

Staff has reviewed this request for authorization to provide water service from the City of Redlands outside its corporate boundaries against the criteria established by

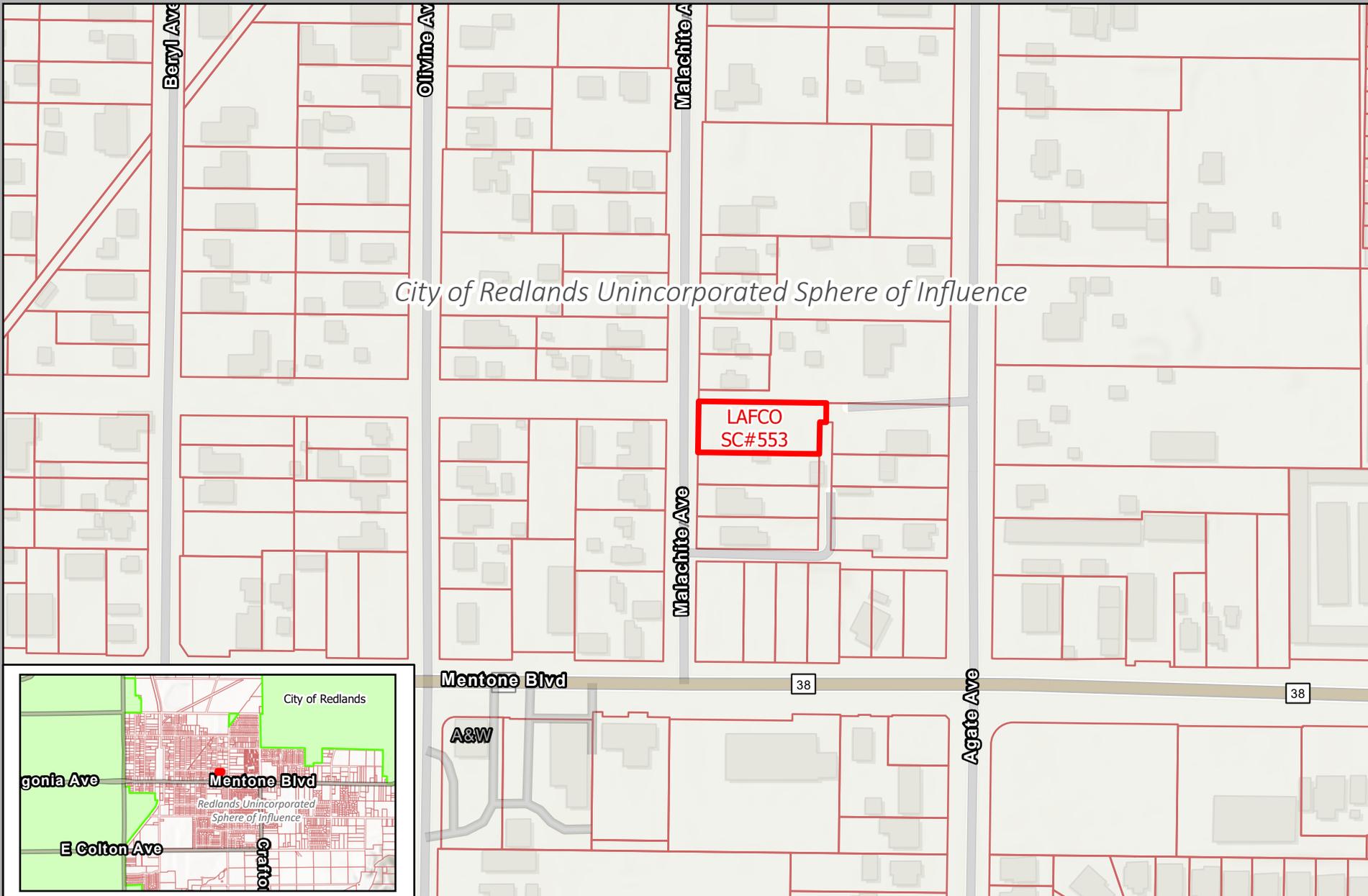
Commission policy and Government Code Section 56133. The parcel to be served is within the sphere of influence assigned to the City of Redlands and is anticipated to become a part of the City sometime in the future. Staff supports the City's request for authorization to provide water service to APN 0298-145-30 since its facilities are adjacent to the parcel, and there is no other existing entity available to provide this service within the area.

DETERMINATIONS:

1. The project area, Assessor Parcel Number (APN) 0298-145-30, is within the sphere of influence assigned the City of Redlands and is anticipated to become a part of that City sometime in the future. The application requests authorization to receive City of Redlands water service.
2. The City of Redlands' OSC No. 25-01 is being considered for the provision of water service to APN 0298-145-30. This contract will remain in force in perpetuity or until such time as the area is annexed. Approval of this request will allow the property owner and the City of Redlands to proceed with finalizing the contract for the extension of water service.
3. The City of Redlands estimates a total of \$7,059.80 in fees for the extension of water service to the parcel. Payment of these fees is required prior to connection to the City's water facilities. In addition, the property owner will be responsible for the entire costs of the construction and installation of the water service extension.
4. The Local Agency Formation Commission for San Bernardino County has determined that this service contract is exempt from environmental review under the "Common Sense Rule" since it has no potential to cause a significant adverse impact on the environment (Section 15061[b] [3] of the State California Environmental Quality Act Guidelines). Therefore, this proposal is not subject to environmental review under the provisions of the State CEQA Guidelines section cited above or the Commission's adopted CEQA Guidelines. The Commission directs its Executive Officer to file a Notice of Exemption within five (5) days with the San Bernardino County Clerk of the Board of Supervisors.

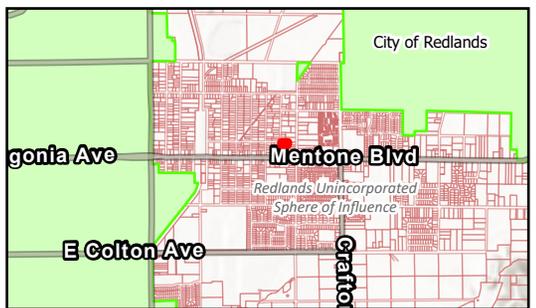
Attachments:

1. [Vicinity Map](#)
2. [City of Redlands' Application and Contract](#)
3. [Response from Tom Dodson and Associates](#)
4. [Draft Resolution No. 3431](#)



City of Redlands Unincorporated Sphere of Influence

LAFCO
SC#553

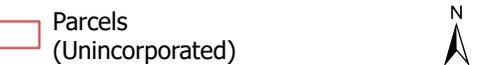
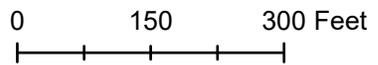


Vicinity Map

LAFCO SC#553 – City of Redlands Extra-Territorial Water Service Agreement
(Assessor Parcel Number 0298-145-30)

 LAFCO SC#553 (APN 0298-145-30)

 Parcels (Unincorporated)



 Disclaimer: This information shown is intended to be used for general display only and is not to be used as an official map.

Author: Arturo Pastor | 12/17/25

**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 Redlands
CONTACT PERSON: Donald Young
ADDRESS: 35 Cajon Street
Redlands, CA 92373
PHONE: 909-798-7585 x6
EMAIL: DYOUNG@CITYOFREDLANDS.ORG

CONTRACTING PARTY:

NAME OF PROPERTY OWNER: Nasimul Anwar & Marina Kozanova
CONTACT PERSON: Nasimul Anwar
MAILING ADDRESS: 1326 Quarry Street
Mentone, CA 92359
PHONE: _____
EMAIL: nasimulanwar2000@yahoo.com
ADDRESS OF PROPERTY PROPOSED FOR CONTRACT: 1326 Malachite Avenue
Mentone, CA 92359
CONTRACT NUMBER/IDENTIFICATION: OSC 25-01
PARCEL NUMBER(S): 0298-145-30
ACREAGE: 0.35

*Extension of Service by Contract
Application Form*

(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.
Domestic Water Service

- (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.

Preannexation Agreement

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.

Projected timeframe of annexation has too many variables to
allow for a prediction of when the annexation will occur.

Extension of Service by Contract
Application Form

(FOR LAFCO USE ONLY)

- (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.

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?

Vacant Land intended for single family residential use.

- (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.

Property is currently vacant land. Owner has begun construction of a single family residence. Owner is coordinating with County of San Bernardino Building Division to finalize building construction.

Extension of Service by Contract
Application Form

(FOR LAFCO USE ONLY)

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	<input type="checkbox"/>
Permit (Conditional Use Permit, General Plan Amendment, etc.)	<input type="checkbox"/>
Conditions of Approval	<input type="checkbox"/>
Negative Declaration (Initial Study)	<input type="checkbox"/>
Notice of Determination (NOD)/Notice of Exemption (NOE)	<input type="checkbox"/>
Department of Fish and Game (DFG) Receipt	<input type="checkbox"/>
Others (please identify below)	<input type="checkbox"/>

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.

Installation of a domestic water service that will connect to the existing 8" water main that is site adjacent in Malachite Avenue.

Upon approval of this Extension of Service Contract the applicant will apply for installation of a water meter and establishment of a utility service account. The applicant will also hire a contractor for installation of the water lateral.

- (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.).

<i>Description of Fees/Charges</i>	<i>Cost</i>	<i>Total</i>
Development Impact Fees		
Water Source Acquisition	\$0.6633/SF	\$795.96
Water Capital Improvement	\$2.3657/SF	\$2,838.84
Connection Fee		
Meter Set	\$225	\$225
Other Fees		
Measure "U" Charges	\$0	\$0
Water Frontage Charge	\$40/LF	\$3,200.00
Total Costs		\$7,059.80

- (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).

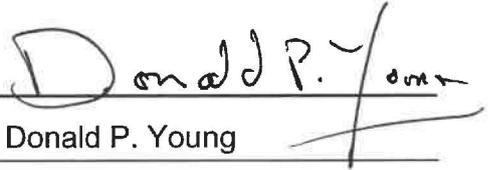
Not Applicable

*Extension of Service by Contract
Application Form*

(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



Donald P. Young

NAME:

POSITION TITLE:

One Stop Permit Center Manager

DATE:

11/05/2025

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



Electronically
Recorded in Official Records
San Bernardino County

Assessor-Recorder-County Clerk

DOC# 2025-0244717

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

CITY CLERK'S OFFICE
CITY OF REDLANDS
P.O. BOX 3005
REDLANDS, CA 92373

10/09/2025
10:38 AM
SAN
J0534

Titles: 1	Pages: 11
Fees	\$0.00
Taxes	\$0.00
CA SB2 Fee	\$0.00
Total	\$0.00

**FEES NOT REQUIRED
PER GOVERNMENT CODE
SECTION 6103**

(THIS SPACE FOR RECORDER'S USE ONLY)

**AGREEMENT FOR ANNEXATION AND PROVISION
FOR CITY UTILITY SERVICES**

This Agreement for Annexation and Provision of City Utility Services ("Agreement") is made and entered into this 7th day of October, 2025, by and between the City of Redlands, a municipal corporation organized and existing under the laws of the State of California ("City") and Nasimul Anwar and Marina Kozanova, Husband and Wife as Joint Tenants, ("Property Owner"). City and Property Owner are sometimes individually referred to herein as a "Party" and, together, as the "Parties."

RECITALS

WHEREAS, to provide for orderly planning, City (1) has the authority pursuant to Government Code sections 65300 and 65301 to include within its General Plan property outside its boundaries which is in City's sphere of influence or, which in City's judgment, bears a relation to its strategic planning, and (2) also has the authority pursuant to Government Code section 65859 to pre-zone property within its sphere of influence for the purpose of determining the zoning designation that will apply to such property in the event of a subsequent annexation of the property to City; and

WHEREAS, California case law, including but not limited to, *Dateline Builders, Inc. v. City of Santa Rosa* (1983) 146 Cal. App. 3d, 520 and *County of Del Norte v. City of Crescent City* (1999) which state in relevant part that it is not against the law or public policy for a city or county to use utilities as a tool to manage growth, provides that a city has no obligation, and may use its sole discretion, to extend utility services outside its corporate boundaries; and

WHEREAS, Property Owner owns a parcel of land generally located at 1320 Malachite Avenue and identified as county of San Bernardino Assessor's Parcel Number 0298-145-30-0000 ("Property") in the unincorporated area of the county of San Bernardino within the City's sphere of influence, as described in Exhibit "A" titled "Site Plan" and Exhibit "B" titled "Grant Deed" has made a request and application to City to receive water service for property located in the unincorporated area of the county of San Bernardino, and has provided evidence satisfactory to City that Property Owner is the fee owner of the Property; and

WHEREAS, Government Code section 56133 authorizes the City to provide new or extended utility services by contract outside its jurisdictional boundaries if it first receives written approval from the Local Agency Formation Commission for San Bernardino County ("LAFCO"), and provides that LAFCO may authorize City to provide such services within City's sphere of influence in anticipation of a later change of organization; and

WHEREAS, City's General Plan and Chapter 13.60 of the Redlands Municipal Code establish policies and procedures for the approval of City utility services to properties located within the City's sphere of influence and require, among other things, the owner of the property to be served to enter into an agreement, and record the same in the official records of the county of San Bernardino, requiring the property owner to annex the property to City upon certain conditions; and

WHEREAS, City has prepared a General Plan for the unincorporated area in which the Property is located to provide for the orderly planning of such area, and has determined that the proposed development of the Property is consistent with the goals and policies of City's General Plan; and

WHEREAS, it is the policy and goal of City to discourage and not facilitate development in City's sphere of influence which is unwilling and/or fails to comply with City's General Plan and City's development standards by refusing to extend utility services in such instances; and

WHEREAS, pursuant to the requirements of Chapter 13.60 of the Redlands Municipal Code and in consideration for City's agreement to extend utility services outside its jurisdictional boundaries to the Property, Property Owner has entered into this Agreement to provide assurances to City that connection to City's domestic water system will occur in accordance with the Redlands General Plan and the development standards of the Redlands Municipal Code, and that the Property shall be annexed to City in accordance with this Agreement's terms, provisions and conditions;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the City and Property Owner agree as follows:

AGREEMENT

1. Recitals. The foregoing recitals are true and correct.
2. Provision of Utility Services. City agrees to provide domestic water service to the Property consistent with the terms and conditions of this Agreement, provided that the connection complies with all rules and regulations of City governing the extension and provision of utility services to properties located outside City's boundaries at the time a request by Property Owner for application for a water connection is approved by City's Municipal Utilities and Engineering Department. Nothing herein represents a commitment by City to provide such service unless and until Property Owner complies with all such rules and regulations. As a condition of approval of an application for water connection, and prior to receiving any service, Property Owner agrees to

pay the full cost of such service as established by City for the extension of utility services to the Property.

3. Agreement to Develop by City Standards. In consideration of City's agreement to provide City water service to the Property, Property Owner shall develop the Property in accordance with the Redlands General Plan and any applicable development standards of the Redlands Municipal Code.

4. Agreement to Annex. In consideration of City's agreement to provide City water service to the Property, Property Owner hereby irrevocably consents to annexation of the Property to City and agrees it shall take any and all reasonable and necessary actions, and fully and in good faith cooperate with City, to cause the annexation of the Property to City. Property Owner and City agree that in the event City initiates an annexation of the Property, City shall be responsible for the costs of such annexation. In all other instances where the annexation of the Property is proposed to City, Property Owner shall be responsible for such costs.

5. Payment of Fees. As a condition of receiving domestic water service from City, Property Owner shall pay to City all then-established applicable development impact fees, water acquisition fees, and user fees specifically for such domestic water service.

6. Taxes and Assessments. Property Owner hereby consents to the imposition of, and agrees that Property Owner shall pay, all taxes and assessments imposed and/or levied by City which may be applicable to the Property at the time the Property is annexed to City.

7. Recordation. By entering into this Agreement, Property Owner and City acknowledge and agree that, among other things, it is the express intention of the Parties that any and all successors in interest, assigns, heirs and executors of Property Owner shall have actual and constructive notice of Property Owner's obligations under, and the benefits and burdens of, this Agreement. Therefore, this Agreement and any amendments hereof, shall be recorded in the official records of the county of San Bernardino. Property Owner further agrees that City shall, at the sole cost of Property Owner, have the right to cause the recordation of this Agreement.

8. Breach/Failure to Annex In the event Property Owner fails to comply with its obligations under this Agreement or takes any action to protest, challenge, contravene or otherwise breach any of its obligations or representations under this Agreement, City shall have the right to, without any liability whatsoever, cease the provision of City utility services to the Property. This right shall be in addition to any other legal or equitable relief available to City.

9. Not a Partnership. The Parties specifically acknowledge that Property Owner's development of the Property is a private project, that neither Party is acting as the agent of the other in any respect hereunder, and that each Party is an independent contracting entity with respect to the terms, covenants and conditions contained in this Agreement. No partnership, joint-venture or other association of any kind is formed by this Agreement. The only relationship between City and Property Owner is that of a governmental entity regulating the development of private property and the owner of such property.

10. Indemnity and Cost of Litigation.

A. Property Owner agrees to and shall hold City, and its elected and appointed officials, officers, agents, and employees free and harmless from any and all liability for damage or claims for damage for personal injury, including death, and claims for property damage which may arise from the operations, errors, or omissions of Property Owner or those of its contractors, subcontractors, agents, employees or any other persons acting on Property Owner's behalf which relate to development of the Property. Property Owner agrees to and shall defend, indemnify and hold harmless City, its elected officials, officers, agents, employees and representatives from all actions for damages caused or alleged to have been caused by reason of Property Owner's acts, errors or omissions in connection with the development of the Property. This hold harmless agreement applies to all damages and claims for damages suffered or alleged to have been suffered by reason of Property Owner's or its representatives' acts, errors or omissions regardless of whether or not City supplied, prepared or approved plans or specifications relating to the development of the Property and regardless of whether or not any insurance policies of Property Owner relating to such development are applicable.

B. Property Owner shall defend, at its expense, including attorneys' fees, indemnify and hold harmless City, and its elected and appointed officials, officers, agents and employees from any claim, action or proceeding against any of them to attack, set aside, void or annul the approval of this Agreement or the approval of any permit or entitlement granted in furtherance of this Agreement. City may, in its sole discretion, participate in the defense of any such claim, action or proceeding.

11. Liquidated Damages. In the event that the property is not annexed to City in accordance with the terms of the Agreement, the then existing owner of the Property shall pay each year to City, as liquidated damages, a sum equal to the property taxes and any sales taxes the City would have received had the Property been annexed. Failure to make such liquidated damages payments shall be good cause for City to cease service to the Property.

12. Section Headings. All section headings and sub-headings are inserted for convenience only and shall not affect any construction or interpretation of this Agreement.

13. Governing Law. This Agreement and any dispute arising hereunder shall be governed by and construed in accordance with the laws of the State of California.

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

15. Binding Effect. The burdens of this Agreement bind and the benefits of this Agreement inure to the assigns and successors in interest of the Parties.

16. Authority to Execute. The person or persons executing this Agreement warrant and

represent that they have the authority to execute this Agreement on behalf of the legal, fee title owner of the Property.

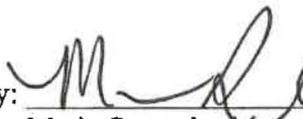
17. Waiver and Release. Property Owner hereby waives and releases any and all claims it may have against City, and its elected and appointed officials, officers, employees and agents with respect to any City actions or omissions relating to the development of the Property, and the Parties' entry into, and execution of, this Agreement. Property Owner makes such waiver and release with full knowledge of Civil Code Section 1542, and hereby waives any and all rights thereunder to the extent of this waiver and release, of such Section 1542 is applicable. Civil Code Section 1542 provides as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

18. Construction. The Parties agree that each Party and its counsel have reviewed this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in the interpretation of this Agreement. The Parties further agree that this Agreement represents a voluntary "arms-length" transaction agreed to by and between the Parties and that each Party has had the opportunity to consult with legal counsel regarding the terms, conditions and effect of this Agreement.

19. Entire Agreement. This Agreement sets forth and contains the entire understanding and agreement of the Parties as to the matters contained herein, and there are no oral or written representations, understandings or ancillary covenants or agreements which are not contained or expressly referenced herein, and no testimony or evidence of any such representations, understandings or covenants shall be admissible in any proceeding of any kind or nature to interpret or determine the terms or conditions of this Agreement.

CITY OF REDLANDS

By: 
Mario Saucedo, Mayor

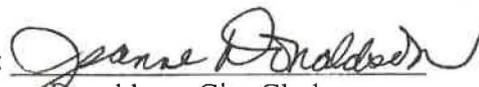
PROPERTY OWNER

By: 
Nasimul Anwar, Owner

By: 
Marina Kozanova, Owner

ATTEST:

**Certificate Attached for
California Notary Wording**

By: 
Jeanne Donaldson, City Clerk

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

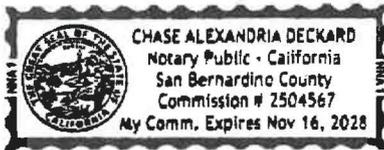
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of San Bernardino }

On October 03 2025 before me, Chase Alexandra Deckard Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Marina Kozanova and Nasimul Anwar
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 [Handwritten Signature]
Signature of Notary Public

Place Notary Seal and/or Stamp Above

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: Agreement for Annexation and Provision...

Document Date: October 7 2025 Number of Pages: 5

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: _____

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

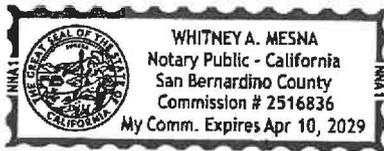
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Bernardino }

On October 8, 2025 before me, Whitney A. Mesna, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Manio Saucedo and Janne Donaldson
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 [Handwritten Signature]

Place Notary Seal and/or Stamp Above

Signature of Notary Public

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: Agreement for Annexation

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ Signer's Name: _____

Corporate Officer – Title(s): _____ Corporate Officer – Title(s): _____

Partner – Limited General Partner – Limited General

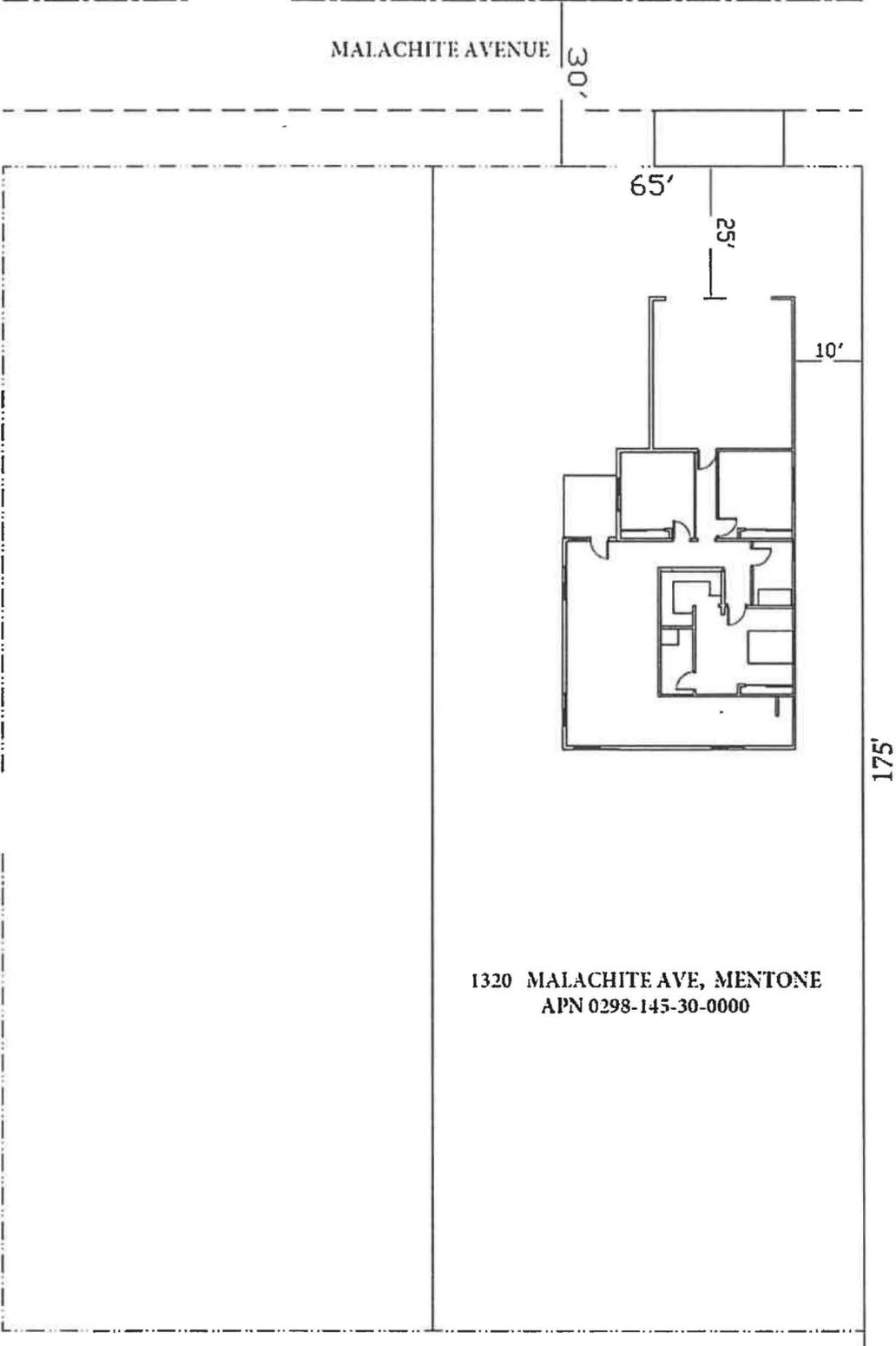
Individual Attorney in Fact Individual Attorney in Fact

Trustee Guardian or Conservator Trustee Guardian or Conservator

Other: _____ Other: _____

Signer is Representing: _____ Signer is Representing: _____

EXHIBIT A - SITE PLAN



MALACHITE AVENUE

30'

65'

25'

10'

175'

1320 MALACHITE AVE, MENTONE
APN 0298-145-30-0000

EXHIBIT B - GRANT DEED

RECORDING REQUESTED BY:
Orange Coast Title Company of Southern California



Electronically
Recorded in Official Records
County of San Bernardino
Bob Dutton
Assessor-Recorder-County Clerk

WHEN RECORDED MAIL DOCUMENT AND TAX
STATEMENT TO:

DOC# 2020-0436262

Nasimul Anwar
Marina Kozanova
31216 Quarry Street
Mentone CA 92359
APN: 0298-145-26-0-000
TITLE ORDER NO.: 210-2183055-15
ESCROW NO.: 2183055-PR
TRA NO.: 104003

11/05/2020
12:02 PM
SAN
F9343

Titles: 1		Pages: 3	
Fees		\$20.00	
Taxes		\$99.00	
CA SB2 Fee		0.00	
Total		\$119.00	

THIS SPACE FOR RECORDER'S USE ONLY

GRANT DEED

The undersigned Grantor(s) declare(s) that the **DOCUMENTARY TRANSFER TAX IS: \$ 99.00 County**
XX computed on the full value of the interest of property conveyed, or
___ computed on the full value less the value of liens or encumbrances remaining thereon at the time of sale.
___ OR transfer is EXEMPT from tax for the following reason:

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Ryan Daniel McCormick, a Single Man

HEREBY GRANT(S) to Nasimul Anwar and Marina Kozanova, Husband and Wife as Joint Tenants

All that real property situated in the City of Mentone, County of San Bernardino, State of California, described as:
SEE ATTACHED EXHIBIT "A"

Commonly Known As: 1320 Malachite Ave, Mentone, CA 92359

October 26, 2020

Ryan Daniel McCormick *RYAN DANIEL MCCORMICK*

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 San Bernardino
On October 30, 2020, before me, Jacquelyn Saintis, a Notary Public
personally appeared Ryan Daniel McCormick

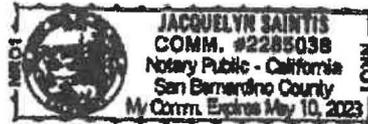
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), 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

(SEAL)



MAIL TAX STATEMENTS AS DIRECTED ABOVE

Exhibit "A"

Lots 1 and 2 of Tract No. 1830, Brighton Subdivision, in the County of San Bernardino, State of California, as per Map recorded in Book 26, Page 38 of Maps, in the Office of the County Recorder of said County.

Note No. 1:

By Resolution of the Board of Supervisors of San Bernardino County, California, dated April 16, 1945, Brighton Avenue, also known as Bath Avenue, between the East line of Malachite Avenue and the West line of Agate Avenue, was vacated and abandoned. A certified copy of said Resolution was recorded April 18, 1945 in Book 1776, Page 75, Official Records.

Note No. 2:

By Resolution of the Board of Supervisors of the San Bernardino County, California, dated December 17, 1945 and recorded December 20, 1945 in Book 1832, Page 345, Official Records, the width of Malachite Avenue lying between the Northerly line of Mentone Boulevard and the Southerly line of Capri Avenue, was reduced to a width of 50 feet being 25 feet on either side of the centerline of said avenue.

NOTARY CLARITY

Under the provisions of Government Code 27361.7, I certify under the penalty of perjury that the notary seal on the document to which this statement is attached reads as follows:

Name of Notary: JACQUELYN SAINTIS

Commission #: 2285038

Place of Execution: SAN BERNARDINO

Date Commission Expires: 5/10/23

Vender No: NRO1

Where Notary Bond was Filed: SAN BERNARDINO

Date: 11/5/2020

Signature:



Print Name: Alexis Gullotta

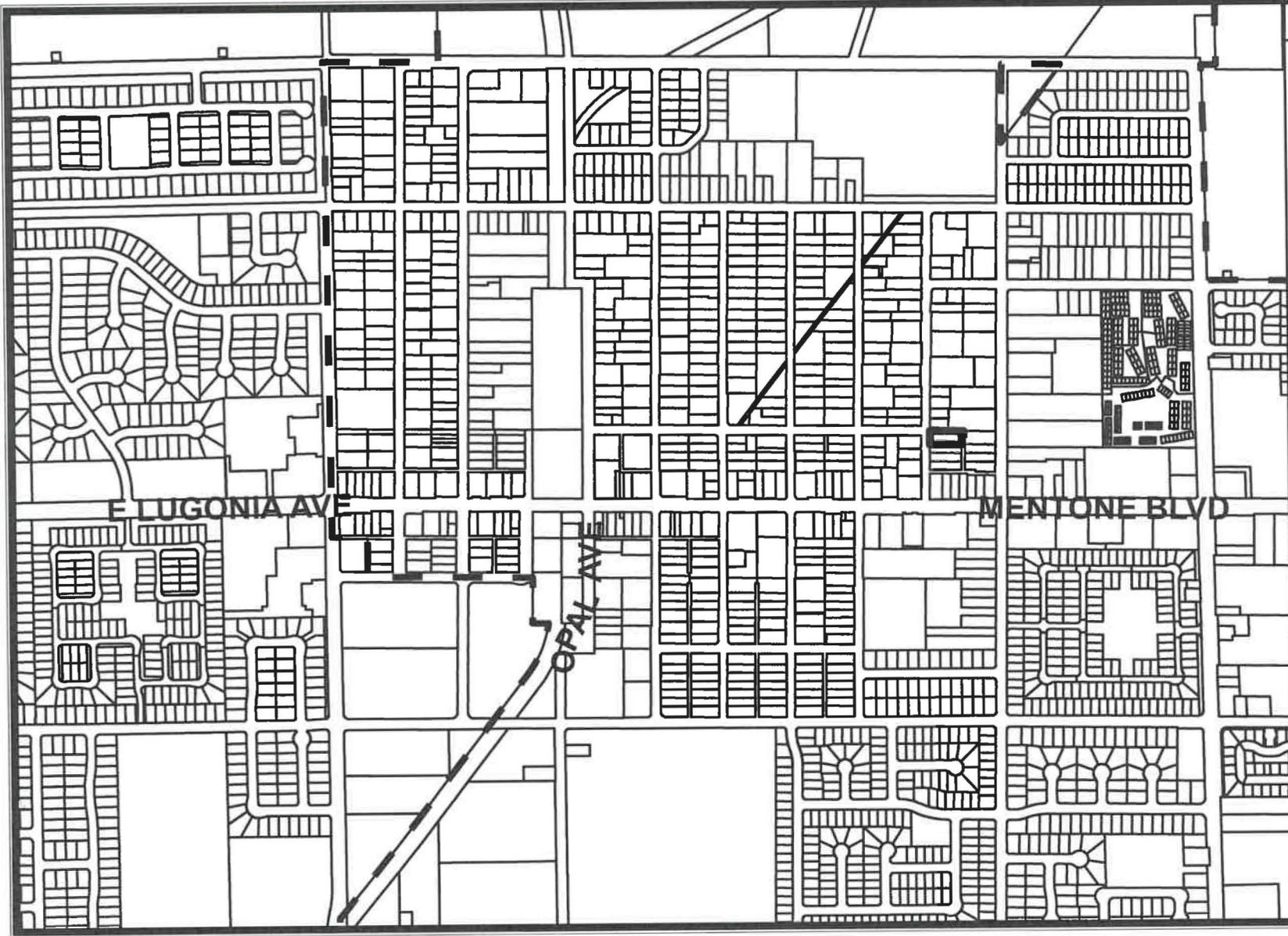
CERTIFICATION

Under the provisions of Government Code 27361.7 I certify under the penalty of perjury that the following is a true copy of illegible wording found in the attached document:

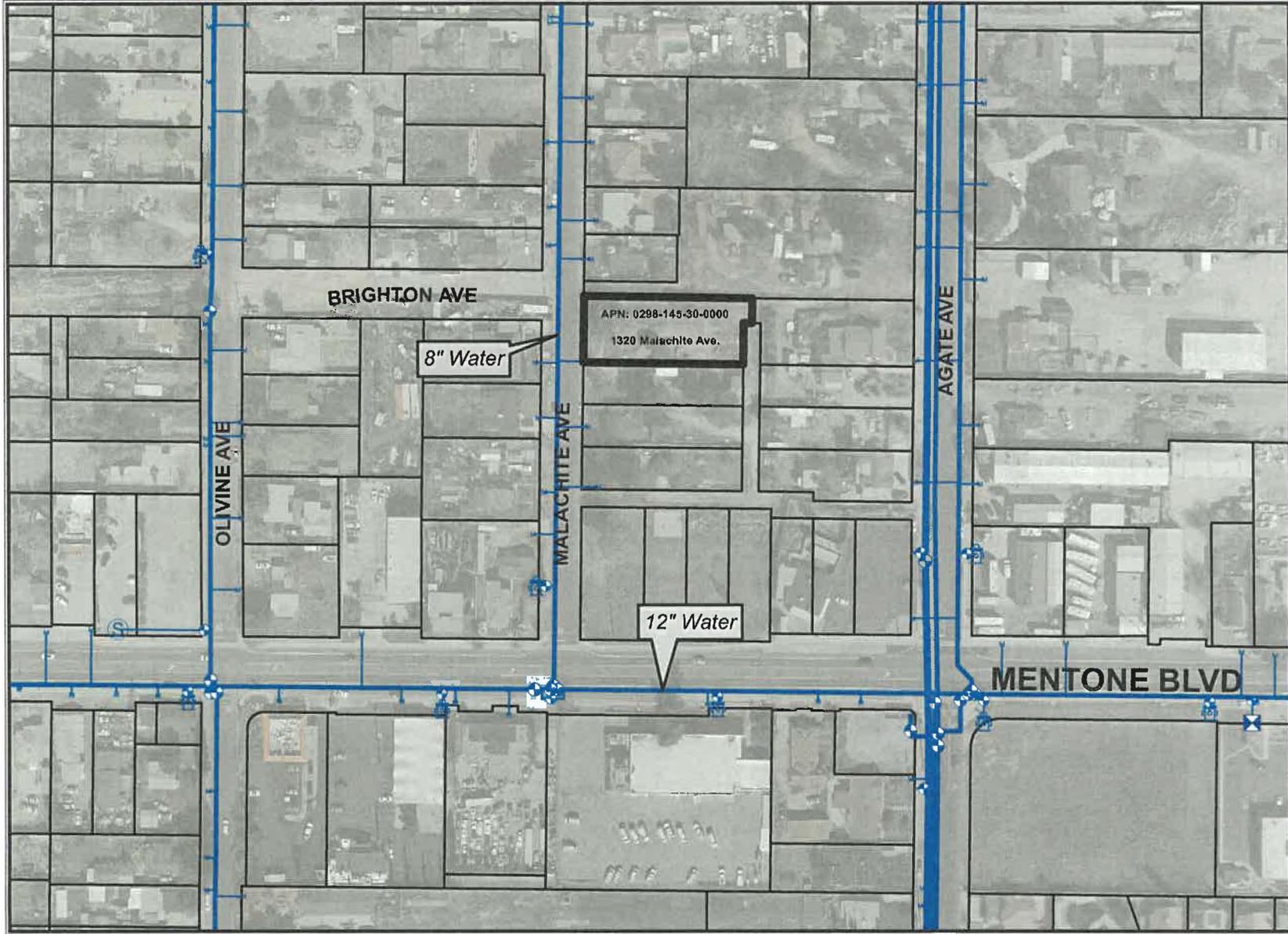
Date: 11-5-2020

Signature: _____

Print Name: _____



<p>Title</p> <p>ATTACHMENT A</p> <p>LOCATION MAP</p> <p>OSC 25-01</p> <p>1320 MALACHITE AVE</p>
<p>This map was produced by the City of Redlands, Geographic Information System. The City of Redlands assumes no warranty or legal responsibility for the information contained on this map. The data used to generate this map is dynamic in nature, therefore the information shown may or may not be the most current.</p>
<p>Scale</p>
<p>August 27, 2025</p> <p>OneStop.mxd</p>



Title
ATTACHMENT B
AERIAL PHOTOGRAPH
OSC 25-01
1320 MALACHITE AVE
<small>This map was produced by the City of Redlands, Geographic Information System. The City of Redlands assumes no warranty or legal responsibility for the information contained on this map. The data used to generate this map is dynamic in nature, therefore the information shown may or may not be the most current.</small>

<small>Scale</small> 


August 27, 2025
<small>OneStop.mxd</small>

TOM DODSON & ASSOCIATES

Mailing Address: PO Box 2307, San Bernardino, CA 92406-2307
Physical Address: 2150 N. Arrowhead Avenue, San Bernardino, CA 92405
Tel: (909) 882-3612 ♦ Email: tda@tdaenv.com ♦ Web: tdaenvironmental.com



January 14, 2026

Mr. Samuel Martinez
Local Agency Formation Commission
1601 East 3rd Street, Suite 102
San Bernardino, CA 92415-0490

Dear Sam:

I have completed the California Environmental Quality Act (CEQA) review of out-of-area service contract, LAFCO SC#553 for the Commission. LAFCO SC#553 consists of a request by the City of Redlands to authorize an out-of-agency water service agreement for a 0.35 acre parcel (APN 0299-122-07). This parcel is located in the Mentone unincorporated community of the City's eastern Sphere of Influence at 1326 Malachite Avenue, between Olive and Agate Avenue, north of Mentone Avenue. Refer to the attached Vicinity Map and aerial photograph of the project site. The water connection will consist of a lateral extension from an existing 8" water line in Malachite Avenue. Approval of SC#553 would allow the City of Redlands to extend water service to this property.

Based on the above proposal and the analysis and findings presented below, I conclude that LAFCO SC#553 can be implemented without causing any significant adverse environmental impacts. LAFCO will consider this extension of service as the CEQA lead agency for this proposal. Based on the proposal, the limited ground disturbance to construct the single-family residence and provide the water connection, and the available service line in close proximity to the site, I conclude that this project has no potential to cause a significant adverse impact on the environment.

Therefore, I recommend that LAFCO conclude that SC#553 does not constitute a project under CEQA and adoption of the an exemption (under the "Common Sense" finding in CEQA and the State CEQA Guidelines) and filing of a Notice of Exemption is the most appropriate determination to comply with the CEQA. This exemption is found in Section 15061 (b) (3) for this action. The Commission can approve this review and finding for this action based on the preceding analysis, and I recommend that you notice LAFCO SC#553 as exempt from CEQA for the reasons outlined in the State CEQA Guideline section cited above. The Commission needs to file a Notice of Exemption (NOE) with the County Clerk of the Board for this action once a decision is made for this out-of-area service agreement.

Thus, after independent review of this proposed action, this proposed out-of-area service extension does not appear to have any potential to significantly alter the existing physical environment. Since no other project is known to be pending or will occur as a result of approving this application, no other potential significant physical changes in the environment are forecast to result from approval of this action.

Based on this review of LAFCO SC#553 and the pertinent sections of CEQA and the State CEQA Guidelines, I believe it is appropriate for the Commission's CEQA environmental determination to cite the "Common Sense" exemption, as adequate substantiation in accordance with the Commission's CEQA lead agency status. If you have any questions regarding this recommendation, please feel free to give me a call.

Sincerely,

A handwritten signature in cursive script that reads "Tom Dodson". The signature is written in black ink and is positioned above the typed name.

Tom Dodson
Attachment

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1601 E. 3rd Street, Suite 102, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

PROPOSAL NO.: LAFCO SC#553

HEARING DATE: JANUARY 21, 2026

RESOLUTION NO. 3431

A RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY MAKING DETERMINATIONS ON LAFCO SC#553 – CITY OF REDLANDS AGREEMENT FOR ANNEXATION AND PROVISION FOR CITY UTILITY SERVICES OSC 25-01 FOR WATER SERVICE (0298-145-30)

On motion of Commissioner _____, duly seconded by Commissioner _____ and carried, the Local Agency Formation Commission adopts the following resolution:

WHEREAS, Government Code Section 56133 requires the Local Agency Formation Commission to review and approve or deny applications for agencies to provide services outside their existing boundaries; and,

WHEREAS, an application for the proposed service extension in San Bernardino County was filed with the Executive Officer of this Local Agency Formation Commission in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 *et seq.*), and the Executive Officer has examined the application and determined that the filings are sufficient; and,

WHEREAS, at the times and in the form and manner provided by law, the Executive Officer has given notice of the public hearing by the Commission on this matter; and,

WHEREAS, the Executive Officer has reviewed available information and prepared a report including his recommendations thereon, the filings and report and related information having been presented to and considered by this Commission; and,

WHEREAS, the public hearing by this Commission was called for January 21, 2026 at the time and place specified in the notice of public hearing; and,

WHEREAS, at the hearing, this Commission heard and received all oral and written protests; and all persons present were given an opportunity to hear and be heard in respect to any matter relating to the contract, in evidence presented at the hearing;

NOW, THEREFORE, BE IT RESOLVED, that the Local Agency Formation Commission for San Bernardino County does hereby determine, find, resolve and order as follows:

RESOLUTION NO. 3431

DETERMINATIONS:

SECTION 1. The following determinations are noted in conformance with Commission policy:

1. The project area, Assessor Parcel Number 0298-145-30, is within the sphere of influence assigned to the City of Redlands and is anticipated to become a part of that City sometime in the future. The application requests authorization to receive City of Redlands water service.
2. The City of Redlands' OSC 25-01, being considered, is for the provision of water service to Assessor Parcel Number 0298-145-30. This contract will remain in force in perpetuity or until such time as the area will be annexed. Approval of this request will allow the property owner and the City of Redlands to proceed with finalizing the contract for the extension of water service.
3. The City of Redlands estimates a total of \$7,059.80 in fees for the extension of water service to the parcel. Payment of these fees is required prior to connection to the City's water facilities. In addition, the property owner shall bear all costs to complete improvements needed to extend the water service to the property.
4. The Local Agency Formation Commission for San Bernardino County has determined that this service contract is exempt from environmental review under the "Common Sense Rule" since it has no potential to cause a significant adverse impact on the environment (Section 15061[b] [3] of the State California Environmental Quality Act Guidelines). Therefore, this proposal is not subject to environmental review under the provisions of the State CEQA Guidelines section cited above or the Commission's adopted CEQA Guidelines. The Commission hereby adopts the Exemption and directs its Executive Officer to file a Notice of Exemption within five (5) working days with the San Bernardino County Clerk of the Board of Supervisors.

SECTION 2. CONDITION. The City of Redlands shall indemnify, defend, and hold harmless the Local Agency Formation Commission for San Bernardino County from any legal expense, legal action, or judgment arising out of the Commission's approval of this service contract, including any reimbursement of legal fees and costs incurred by the Commission.

SECTION 3. The Local Agency Formation Commission for San Bernardino County does hereby determine to authorize the service extension contract submitted by the City of Redlands to provide water service to Assessor Parcel Number 0298-145-30.

SECTION 4. The Commission instructs the Executive Officer of this Local Agency Formation Commission to notify the affected agencies that the application identified as LAFCO SC#553 – City of Redlands' Extra-Territorial Water Service Agreement (Assessor Parcel Number 0298-145-30) has been approved.

THIS ACTION APPROVED AND ADOPTED by the Local Agency Formation Commission for San Bernardino County by the following vote:

RESOLUTION NO. 3431

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSTAIN: COMMISSIONERS:

ABSENT: COMMISSIONERS:

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN BERNARDINO)

I, SAMUEL MARTINEZ, Executive Officer of the Local Agency Formation Commission for San Bernardino County, California, do hereby certify this record to be a full, true, and correct copy of the action taken by said Commission by vote of the members present as the same appears in the Official Minutes of said Commission at its regular meeting of January 21, 2026.

DATED:

SAMUEL MARTINEZ
Executive Officer

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1601 E. 3rd Street, Suite 102, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: JANUARY 14, 2026 
FROM: SAMUEL MARTINEZ, Executive Officer
MICHAEL TUERPE, Assistant Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item #11: Review and Approve:
1) Website Hosting Subscription Service with Streamline, and
2) Accessible Document Service Proposal with Streamline

RECOMMENDATION:

Staff recommends that the Commission:

1. Approve the Website Hosting Subscription Service Agreement with Streamline (DBA of Digital Deployment, Inc.);
2. Approve the Accessible Document Service Proposal (DocAccess accessibility solution) with Streamline Software Incorporated; and,
3. Authorize the Executive Officer to sign both service agreements with Streamline and initiate the migration of the LAFCO website.

BACKGROUND:

On April 24, 2024, the Department of Justice updated Title II of the Americans with Disabilities Act (ADA). These regulations require state and local governments to ensure all services, programs, and activities—including online content and mobile apps—are accessible to individuals with disabilities.

Key Requirements include:

- **WCAG 2.1 Level AA¹ Standards:** Agencies must meet these specific web content accessibility guidelines.
- **Document Accessibility:** Compliance extends beyond the website interface to include the standards and accessibility of all hosted documents.
- **Implementation Deadline:** Because San Bernardino LAFCO serves a county population exceeding 50,000, the mandatory compliance date is April 24, 2026.

Website History and Limitations

The LAFCO website has always been hosted by the County IT Department. While LAFCO became independent in 2000, it continues to use County hosting via contract. The current WordPress-based site presents several challenges.

- **Manual Updates:** WordPress accessibility is not automated, requiring labor-intensive manual updates to meet WCAG 2.1 AA standards.
- **PDF Non-Compliance:** PDF files, the current standard for the site’s documents, are not compliant with updated accessibility requirements.
- **Prohibitive Costs:** Fully remediating existing documents while remaining on the County-hosted platform would incur exorbitant costs that could exhaust LAFCO’s reserves.

Proposed Solution

Transition to a new website hosted independently of the County. This move removes LAFCO from rigid County requirements and mitigates the County’s liability risk regarding non-compliance. Staff evaluated three vendor proposals to rebuild and maintain the LAFCO website:

PROPOSALS	SCOPE	COST
1. Planeteria Media	Design and Development	\$27,500
	Annual Hosting and Maintenance	<u>\$2,750</u>
	<i>ADA compliance for website; however, no remediation identified for PDFs</i>	
	Total	\$30,250

¹ WCAG 2.1 Level AA standards mean websites must be accessible to people with disabilities by offering text alternatives, keyboard navigation, sufficient color contrast, resizable text, and compatibility with assistive tech like screen readers, making sites usable for everyone, not just those with disabilities.

Local Agency Formation Commission for San Bernardino County

Website Design & Development Services

Proposal Issued: November 26, 2025

Prepared for:

Gavin Centro

Prepared By:

Tyler Coffin - Sales Director

Flavia Chavarria - Account Executive

Sandeep Mehta - Technology Director

Contact:

100 Stony Point Road, Ste 240, Santa Rosa, California 95401

P: 707.843.3773

E: sales@planeteria.com

W: planeteria.com



EIN: 45-4957640 | **Duns & Bradstreet #:** 079196688 | **CA Micro Small Business #:** 1759443

We create websites that help you better serve your community.

Since 1999, Planeteria Media has partnered with public agencies to design and develop modern, accessible websites that break away from rigid, one-size-fits-all platforms. With over 500 launches across the public sector, we specialize in open-source solutions that give clients full ownership, long-term flexibility, and room to grow. Our approach replaces vendor dependency with transparency, control, and a digital foundation built to adapt—not expire. Every site is built for usability, compliance, and performance, supported by a dedicated team that blends technical depth with responsive, partner-level service. Planeteria offers the power and reliability of an enterprise agency with the flexibility and intimacy of a boutique agency—making us the ideal ally for public agencies ready to modernize on their own terms.

25 Years



of building digital infrastructure that empowers, not confines.

500+ Launches



across the public sector, all custom-built on open platforms.

95% Retention



driven by ongoing support, transparency, and zero vendor lock-in.

In 26 States



and growing through referrals, not sales pressure.

WHAT SETS US APART?



In today's competitive landscape, public agencies are often forced to choose between rigid, high-cost platforms that limit flexibility or smaller partners who can't scale with evolving needs. Planeteria offers a third path—combining the power of enterprise-grade technology with the agility and attention of a dedicated team. We deliver the control of open-source platforms, the flexibility of tailored design, and the confidence of working with a partner who understands the mission and complexity of public service. Here's why partnering with us is the right decision:

Open, Ownable Technology

We build on open-source platforms—no license fees, no vendor lock-in. You own your code, control your future, and gain the freedom to adapt as your needs evolve—without relying on proprietary systems or external gatekeepers.

Custom-Built for the Way You Work

We reject one-size-fits-all solutions. Every site is designed around your workflows, users, and goals. From system integrations to page structures, we deliver a tailored experience—both for your team behind the scenes and for the communities you serve.

Service-Driven Modernization

Modern websites must do more than present information—they should extend services online and help users take action. As content and functionality experts, we guide agencies through audits, restructuring, and smart migration to ensure organized, user-focused content that supports seamless services.

Built-In Compliance

Accessibility, data privacy, and public transparency are embedded from day one. Our certified team ensures every site meets WCAG 2.1 AA standards and passes through rigorous QA, ensuring your digital site serves everyone, equally and securely.

We're committed to delivering a future-ready website that grows with your agency. With Planeteria, you gain more than a vendor—you gain a responsive partner who stays engaged through training, support, and strategic guidance to ensure your site continues to serve your team and your community.

OUR LEADERSHIP



Planeteria's leadership team is composed of industry veterans with a shared commitment to innovation, excellence, and client success. Each leader brings a wealth of experience from diverse sectors such as technology, operations, design, content, and project management. While our clients may not work directly with the leadership team day-to-day, their strategic direction and guidance ensure that every project benefits from their deep expertise.



Sandeep Mehta, *Director of Technology*

Sandeep Mehta brings over 30 years of experience in technology and consulting. At Planeteria he oversees the development and implementation of technology solutions for clients. Previously, Sandeep held a senior position at Citigroup, contributing to global technology strategies. He holds an MBA from Manchester Business School and a Bachelor's in Electrical Engineering from IIT Bombay, bringing a wealth of expertise in driving innovation and strategic growth.



Wyatt Benoit, *Director of Operations*

Wyatt Benoit, Director of Operations at Planeteria, has been integral to the company's growth for over seven years. With degrees in Journalism and Communication Design, as well as a Project Management Certificate from Cornell University, Wyatt combines creativity and strategic insight to streamline operations. Her focus on system design and organizational culture has helped foster a positive work environment while driving the company toward its operational goals.



Tyler Coffin, *Sales Manager*

With over 18 years of experience in technical website sales, Tyler Coffin helps organizations turn their project ideas into reality. He specializes in guiding clients through the web design process, ensuring they are co-creators in the final product. Tyler oversees contracts, agreements, and post-launch account management, ensuring a smooth process from start to finish. He holds a bachelor's degree in Communication and Sociology from the University of California, Davis.



Keegan Ortiz-deKramer, *Development Manager*

Keegan Ortiz-deKramer has over 15 years of experience in software and web development, working with various technologies and content management systems. As Development Manager at Planeteria, Keegan leads a collaborative team to implement tailored solutions that meet client needs. He holds a Bachelor's degree in Computer Science from the University of California, Davis, and excels in creating dynamic web experiences that deliver exceptional results.



Heidi Peyser, *Product Manager*

Heidi Peyser brings 20 years of content development experience and 13 years in website architecture for municipal and transportation sites. With a Master's in Psychology, she has led state and national initiatives and now oversees a multi-disciplinary content team at Planeteria. Heidi focuses on aligning stakeholder interests with content strategies to ensure that every project reflects the client's objectives and engages their audiences effectively.



Lori-Ann Fretwell, *Quality Assurance Manager*

Lori-Ann Fretwell has been working in web design and testing since the mid-90s. At Planeteria, she leads Agile groups and continuously improves testing processes to ensure quality and efficiency. With a background in English and a certificate in Web Accessibility, Lori-Ann is committed to enhancing website quality and cybersecurity. Her expertise ensures that all client projects meet the highest standards during the project life cycle and before launch.



Ryan Ginsberg, *Support Manager*

Ryan Ginsberg embarked on his career journey eight years ago armed with certifications in data analytics, product management, digital marketing, and web development. With a wide-ranging knowledge of web technologies, he adeptly assists customer support teams in handling diverse requests, seamlessly bridging the technical and non-technical realms. Ryan excels in multitasking and thrives in urgent situations, consistently meeting the needs of the organizations he supports.



The Project:

SBCAG partnered with Planeteria to modernize its digital presence through a full website replacement and logo redesign. The goal was to build an accessible, multilingual site that serves a broad audience—including partner agencies, lower-income residents, and community organizations—while showcasing SBCAG’s regional projects, planning initiatives, and services. The original site lacked modern user flow and visual cohesion, prompting a full rebrand and rebuild from the ground up.

The Solution:

Planeteria delivered a custom WordPress site alongside a refreshed brand identity, including a new logo and visual system. Discovery included stakeholder surveys, a content audit, and analytics review. From moodboards to wireframes and mockups, the design emphasized accessibility, service access, and intuitive navigation. The site now supports online forms, procurement, document archives, and a multilingual interface. Since launch, SBCAG reports a 45% increase in page engagement and smoother cross-agency collaboration.



Discovery



Design



Development



Hosting



Support



Functionalities:

- ADA-compliant accessibility
- Multilingual support
- News & events section
- Social media integration
- Custom calendar & project tracking
- Procurement & emergency alerts
- Predictive site search
- Video embedding & streaming
- Document archive & online forms
- Google Analytics integration
- Mobile-first responsive design
- Secure hosting & maintenance



The Project:

The Alamo Area Council of Governments (AACOG), a 13-county regional agency in Texas, partnered with Planeteria to modernize its public-facing website. AACOG sought a digital presence that would enhance accessibility, simplify navigation, and better serve diverse user groups including staff, residents, local officials, and stakeholders. Pain points included outdated architecture, complex content structure, and limited flexibility for staff-managed updates.

The Solution:

Planeteria delivered a custom-built Drupal site enhanced with Gutenberg-style editing to emulate WordPress usability. The platform included intuitive content tools, training resources, and scalable design for future growth. Accessibility was a core focus, meeting WCAG 2.1 AA standards with a built-in ADA menu. A dedicated post-launch "hyper-care" phase ensured refinements based on user feedback. Since launch, AACOG has seen a measurable uptick in page engagement and decreased bounce rates, boosting user retention by 18%.



Discovery



Design



Development



Hosting

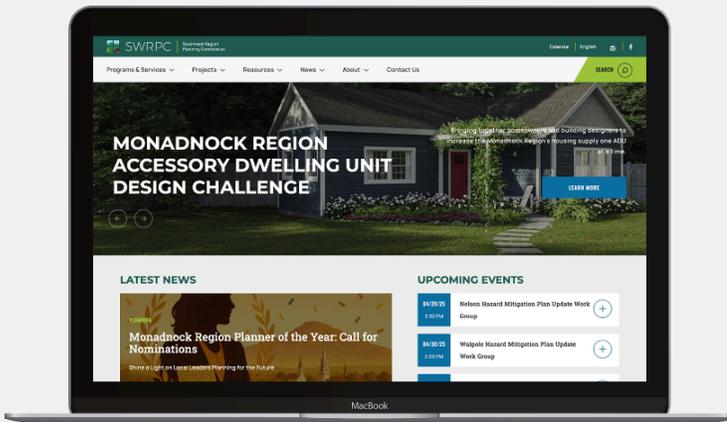


Support



Functionalities:

- ADA compliance & language translation
- Mobile-responsive design
- News & events integration
- Social media integration
- Custom calendar for projects & events
- Emergency alerts system
- Site search functionality
- Video embedding & streaming
- Document archiving
- Online forms
- Google Analytics integration
- Secure hosting & maintenance
- Online forms
- Training portal with login
- Intranet
- SMS Alerts

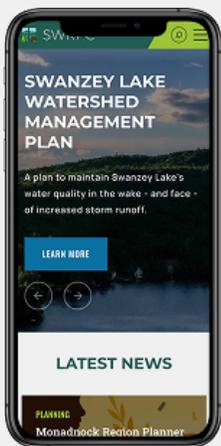


The Project:

Southwest Region Planning Commission (SWRPC), a public agency serving 33 communities in southwestern New Hampshire, needed a modern, flexible website to better engage its member municipalities and the public. The previous site was over a decade old, lacked usability, and wasn't mobile-friendly. Planeteria was selected to design a new site using a proven CMS that would improve information sharing and community outreach.

The Solution:

Planeteria delivered a fully custom WordPress website with mobile-responsive layouts, reorganized navigation, audience-first user experience, and ADA-compliant design. The project included stakeholder discovery, content audit, moodboarding, and an integrated document library. The new site improved access to events, announcements, and projects. Post-launch training and managed hosting support continue to empower SWRPC staff. Bounce rate reduced by 30% in the first six months.



Functionalities:

- News & blog
- Social media integration
- Custom calendar & events
- Procurement tools
- Emergency alerts
- Smart site search
- Project Pages
- Document archive
- Online forms
- ADA compliance
- Multi-language support
- Google Analytics & SEO
- Events & resource center
- Role-based admin permissions
- Searchable document library
- Mobile responsiveness



The Project:

The Association of Monterey Bay Area Governments (AMBAG) supports collaborative planning for Monterey, San Benito, and Santa Cruz counties. They needed a modern, mobile-responsive site to deliver real-time updates on meetings, projects, and events while maintaining ADA compliance and multilingual access. Their outdated system lacked flexibility, intuitive navigation, and efficient content workflows.

The Solution:

Planeteria redesigned the AMBAG website using Drupal 8, delivering a custom, responsive interface with role-based permissions, searchable document archives, and dynamic content elements. We conducted in-person discovery, built sitemaps and wireframes, and applied moodboarding and mockups to reflect AMBAG's identity. Post-launch, Planeteria continues to provide hosting, maintenance, and CMS upgrades. Since launch, bounce rates have decreased by 32% and time-on-site has increased by 28%.



Discovery



Design



Development



Hosting

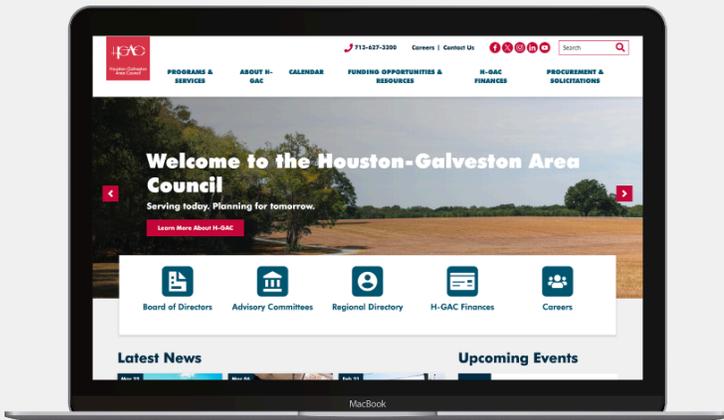


Support



Functionalities:

- News & events section
- Social media integration
- Custom calendar integration
- Procurement resources
- Emergency alerts system
- Advanced site search
- Video embedding & streaming
- Document archive & search
- Online form submissions
- ADA-compliant design
- Google Analytics tracking
- Mobile-responsive layout
- Language translation support
- Secure hosting & maintenance
- Interactive data visualizations
- Interactive GIS Maps
- Public Participation Portal
- Meetings & Agendas



The Project:

The Houston-Galveston Area Council (H-GAC) is a voluntary association of 133 local governments and elected officials across a 13-county region in Texas. The organization’s website serves as its primary communications and outreach platform, distributing public documents, program information, and regional planning tools. After nearly a decade on an outdated CMS, H-GAC issued an RFP seeking a modern, ADA-compliant website that supports its collaborative mission, integrates with its custom Kentico implementation, and simplifies access to vital public resources.

The Solution:

Planeteria partnered with H-GAC to deliver a scalable, user-focused website built in Kentico MVC. We conducted a comprehensive discovery process, delivered custom templates and reusable components, and migrated hundreds of pages of content using a strategy tailored for Kentico’s structure. Our team incorporated Omnilert alerts, Google Search API, and Google Charts, and ensured WCAG 2.1 compliance. Post-launch analytics showed a 37% increase in average session duration and 45% decrease in bounce rate.



Discovery



Design



Development



Hosting



Support



Functionalities:

- ADA-compliant accessibility
- Multilingual support
- News & events section
- Interactive Homepage
- Dynamic calendar & events
- OmniaAlert Emergency Alerts
- Predictive site search
- Video embedding & streaming
- Document archive & online forms
- Google Analytics integration
- Mobile-first responsive design
- Secure hosting & maintenance
- Kentico MVC Implementation
- Custom widget migration
- Multi-format content migration

www.worksourceskc.org



The Project:

The Workforce Development Council of Seattle-King County sought to replace its existing WorkSourceSKC.org site with a modern, accessible platform serving as the region’s “digital front door” for job seekers and employers. The existing site, expanded rapidly during the pandemic, needed improved navigation, multilingual support, and integrated tools for onboarding, events, and resources—helping diverse audiences access employment, training, and career services.

The Solution:

Planeteria redesigned WorkSourceSKC.org with a streamlined layout, updated visual design, and WCAG 2.1 AA accessibility. We integrated multilingual tools, improved new-customer onboarding, embedded an events calendar linked to the statewide database, and built dynamic job board functionality. Enhanced feedback tools and optimized mobile performance boosted usability. Within three months post-launch, user satisfaction ratings increased by 37% and average session duration rose by 28%.

-  **Discovery**
-  **Design**
-  **Development**
-  **Hosting**
-  **Support**



Functionalities:

- ADA-compliant accessibility
- Multilingual support
- News & events section
- Social media integration
- Custom calendar & project tracking
- Procurement & emergency alerts
- Predictive site search
- Video embedding & streaming
- Document archive & online forms
- Google Analytics integration
- Mobile-first responsive design
- Secure hosting & maintenance
- Integrations with statewide systems
- Secure intranet with LMS

Planeteria Media delivers website projects using a structured and collaborative project management approach designed to ensure timely delivery, transparent communication, and adherence to quality standards. Our process supports distributed teams, includes rigorous checkpoints, and is overseen by a dedicated Project Manager who is your primary point of contact throughout the lifecycle of the project.



Methodology

Our system follows a milestone-based methodology structured around key phases: Discovery, Content, Design, Development, Quality Assurance, and Launch. Each phase includes scheduled deliverables, formal review rounds, and documented approvals to ensure alignment with your goals and timeline. We integrate client feedback early and often, reducing the risk of rework and delays.



Collaborative Communication & Client Touchpoints

We believe in transparent, friendly, and consistent communication. Your team will receive weekly email updates outlining completed work, upcoming tasks, and action items. In addition, we hold recurring project meetings (typically via Zoom or Teams) to review progress, make decisions collaboratively, and address roadblocks. All discussions are documented with follow-up summaries to ensure clarity and accountability. Communication between meetings is encouraged, and our team is highly responsive to email or chat-based requests.



Tools for Transparency & Efficiency

We leverage a suite of modern project management tools to ensure complete transparency, seamless collaboration, and efficient task execution throughout every phase of the project. These tools keep both our team and yours aligned, informed, and empowered to move the project forward with clarity.

- Monday.com – Our central project management hub for timeline visibility, deliverables tracking, and real-time status updates. Clients receive access to collaborate directly within the platform.
- BugHerd – During beta testing, clients can report feedback visually by clicking directly on site elements. These comments are automatically converted into tasks for our team
- Freshdesk – Post-launch support is managed via our ticket system. Clients can email support@planeteria.com or use a web portal to log issues, which are tracked and prioritized.



Quality and Timeliness

We maintain high standards through structured reviews, browser and device testing, and WCAG 2.1 AA accessibility compliance. Our QA team performs functional testing and reviews for broken links, content formatting, search performance, and mobile responsiveness. All feedback is integrated in a timely and documented manner, ensuring a polished final product that meets your expectations and the public's needs.

ORGANIZATION CHART

The following organizational chart provides insight into our team’s structure, highlighting key roles and their contributions. This framework ensures that every aspect of your project— from strategy and design to development and quality assurance— is managed efficiently. With a well-defined workflow, we enhance communication, maintain accountability, and keep your project progressing seamlessly.



WHY WORDPRESS?



WordPress powers over 474 million websites and is the leading CMS globally. It is renowned for its user-friendly interface, making it ideal for users that require intuitive content management without technical expertise. The platform offers an extensive plugin ecosystem, enabling easy integration of features. WordPress is also highly scalable, capable of supporting high-traffic portals while maintaining strong performance. Its flexibility and vast functionality make it our top choice.

Cost Effectiveness:

WordPress is an open-source CMS, eliminating licensing fees and significantly reducing overall costs. This allows you to allocate more of your budget toward design, content, and functionality rather than expensive proprietary software.

Unmatched Flexibility:

WordPress offers extensive customization options, enabling you to tailor your website to your exact needs. With a vast library of plugins and themes, you can seamlessly integrate third-party tools and adapt to evolving requirements without restrictive limitations.

Robust Community Support:

With a massive global community, WordPress benefits from continuous development, security enhancements, and feature updates. This ensures access to reliable resources, troubleshooting assistance, and the latest innovations at no additional cost.

Proven Reliability and Security:

WordPress is backed by an active developer community that prioritizes security. Regular updates and patches help protect your website from vulnerabilities, ensuring a stable, secure, and high-performing digital presence.



Phase One: Discovery

During the Discovery Phase, we establish a foundation for the project by gaining a deeper understanding of stakeholders' needs and clarifying your project goals. This phase may involve refining the project scope with a clearer understanding of the requirements and opportunities. Our aim is to ensure a well-informed and comprehensive approach that meets your objectives effectively.

Planeteria Deliverables:

1. Site Walk-Through

We will conduct up to three hours worth of calls to review and validate the findings of our internal site audit of each site. During these calls, we will guide your stakeholders through the existing site to identify and clarify functionality requirements, evaluate internal processes, and address any remaining items. This collaborative process ensures we align the website strategy with your organization's needs.

2. Moodboard

Your assigned Designer will create and present a Moodboard, a visual collection of functional and aesthetic examples from existing websites. This document helps us communicate and align on the visual and functional direction for your site. The Moodboard ensures that all stakeholders have a shared understanding of the design vision, allowing us to refine the goals for your project.



LAFCO Deliverables: Creative Questionnaire & Feedback

Phase Two: Information Architecture

During the Information Architecture phase, we focus on creating a seamless and user-friendly structure for your website. This phase ensures your content is logically organized, making it easy for users to navigate and engage with the site.

Planeteria Deliverables:

1. Sitemap

Using insights from the Discovery Phase, your assigned Content Specialist will develop a sitemap flowchart for each site. These flowcharts demonstrate the new navigation structure and clarify the user journey. The sitemap is designed to streamline the user experience while ensuring all critical content is easily accessible.

2. Wireframes

Wireframes are detailed blueprints of your website, illustrating the placement and functionality of key page elements, including navigation menus, content sections, and calls to action. These blueprints allow you to visualize the layout and user flow before moving into the design phase. We incorporate your feedback to refine and finalize the wireframes.



LAFCO Deliverables: Feedback & Approval

Phase Three: Content Gathering

The Content Gathering phase ensures all necessary content is ready for migration to your new site. You will be assigned a Content Strategist who will guide you through this process to ensure efficient and accurate content preparation.

Planeteria Deliverables:

1. Content Workbook

We provide a content workbook with exercises to help you map your existing content to the new site structure. This includes identifying content to be migrated and ensuring it is delivered in the required format for seamless integration.

2. Migration

We will work with you to identify and prioritize the content migration and design tasks that fall within the scope of the project. These priority lists ensure we focus on the most critical elements within the allotted hours.



LAFCO Deliverables: Start Content Workbook & Supply Images

Phase Four: Visual Design

During the Visual Design phase, we establish the visual language and direction of your website, blending innovative design with user-centric principles to create an engaging digital experience.

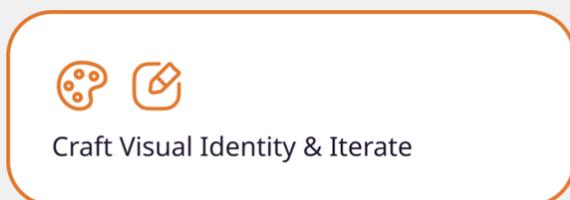
Planeteria Deliverables:

1. Homepage Mockups

Our web designer will produce up to three homepage design options based on the Moodboard and your branding. These mockups are presented for your feedback, and the final approved design will set the visual direction for the rest of the site.

2. Page Designs

After the homepage design is approved, we will apply the design direction to the wireframe templates for the remaining pages. This ensures visual and functional consistency across the entire site.



LAFCO Deliverables: Feedback & Approval

Phase Five: Development

The development of your website initiates the implementation of the design into the site/content management system, building out of the desired page templates, and building out the necessary structured objects and functionality required.

Planeteria Deliverables:

1. Development

Our development team will build a fully functional website that integrates the approved visual design with the desired features and functionality. This includes implementing responsive layouts, interactive elements, and any custom functionality specified in the project requirements. The result is a cohesive, working site that brings together all the planning and design elements from previous phases.

2. Quality Assurance

As we build and refine your website, we implement a thorough quality assurance process to ensure performance, usability, and accessibility standards are met. This includes responsive testing across devices, browser compatibility checks, and validation against WCAG 2.1 AA accessibility guidelines. We also review content structure, link functionality, and interactive elements to deliver a site that is polished, reliable, and inclusive for all users.



LAFCO Deliverables: Integration Coordination

Phase Six: Migration & Content Design

This Migration and Content Design phase focuses on the systematic migration and curation of content, ensuring all pages are optimized for user experience and aligned with the new design.

Planeteria Deliverables:

1. Content Migration

The content process focuses on efficiently collecting and organizing existing content to ensure a seamless migration. A Content Strategist guides the process, utilizing a structured workbook to map content for integration. Images are sized and placed according to the design, while blank placeholders are used where images are still needed.

2. Content Design

Using advanced design modules, we will curate and refine the identified pages, incorporating visual enhancements and user-friendly layouts. Feedback is integrated to ensure content meets your expectations.



LAFCOLAFCO Deliverables: Finalized Content Workbook

Phase Seven: Beta Presentation & Testing

The Beta phase delivers a fully functional draft of your site for review and testing. This critical stage involves carefully evaluating the website or application's functionality, user experience, and performance across different devices and scenarios. By methodically stress-testing the digital product, we ensure a robust, reliable, and user-friendly experience.

Planeteria Deliverables:

1. Beta Presentation

We will conduct a 1.5-hour session to walk you through the Beta site, showcasing its design, functionality, and user experience. Feedback from this session will be used to refine the site before launch.

2. Feedback Integration

After the beta presentation, we collect and review feedback from your team to ensure the design meets expectations. We prioritize revisions and implement updates efficiently through a structured process. The result is a polished, final product that reflects your vision and goals.



LAFCO Deliverables: Complete Site Review

Phase Eight: Launch

The launch phase ensures your site is fully prepared for public access, supported by comprehensive testing and training. Our training sessions with your team equip them with the knowledge to manage content and utilize the site's features effectively.

Planeteria Deliverables:

1. Training Workshop

We will conduct a live Zoom training session to equip your team with the skills needed to manage your site's backend. A training board will also be provided for future reference.

2. Final QA and Launch

All critical issues are resolved before the site goes live. Post-launch, we hyper-monitor your site for four days, offering 24-hour support to address any issues that arise.

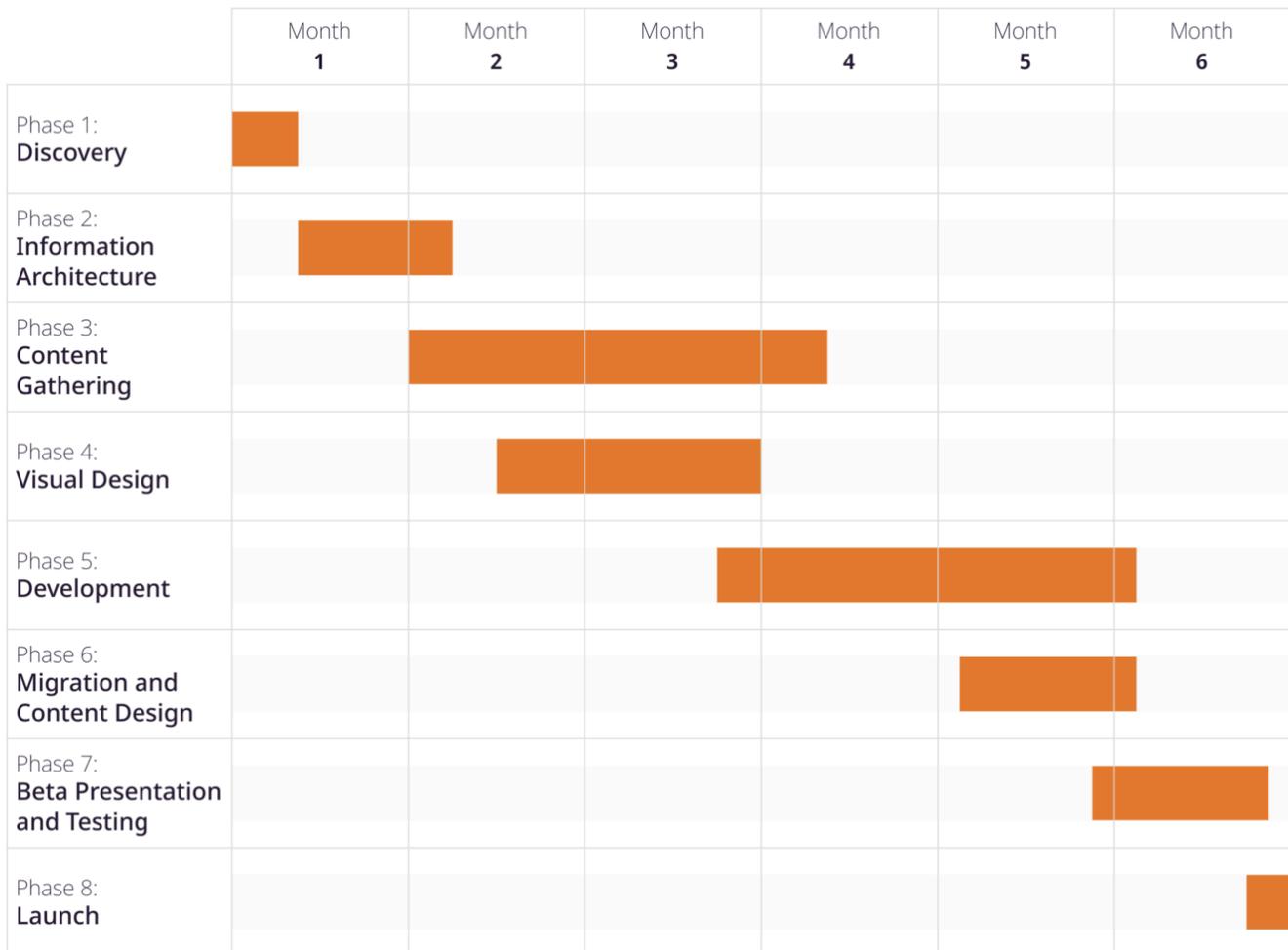
3. Transfer Client to Support and Maintenance Team



LAFCO Deliverables: Launch Approval & DNS Coordination

6 Months

The timeline below outlines the estimated schedule for each phase of your project and the overall duration. On average, projects of this scope and requirements typically take 6 months to complete. While we aim to meet these projections, the timeline may adjust based on your feedback, participation rate, and approval process. Additionally, unforeseen complexities or functionality requirements may arise during development. If this occurs, we will communicate with you promptly to address any necessary adjustments, ensuring the project’s success.



Administrative Functionality:

A modern content management system will give LAFCO full control over its digital operations—from managing permits and public information to updating news, maps, and resources. The new WordPress CMS will provide intuitive tools for editing, scheduling, analytics, and SEO, enabling staff to maintain and expand the site without technical assistance. This self-sufficient structure ensures consistent communication, operational efficiency, and a website that evolves seamlessly with the LAFCO'S mission.

- | | |
|------------------------------|---------------------------------|
| Admin Roles | Multi-Browser Support |
| Content Approval Workflows | Website Analytics |
| Feeds & RSS | Change Log |
| Global Settings | SEO Tool |
| Content Scheduling | Broken Link Finder |
| User-Friendly URLs | Mobile Responsive Design |
| WYSIWYG Editor | Content Archiving |
| Document Archive | Media Upload & Asset Management |
| Satellite Office Sales Login | Form Builder & Online Workflows |

User Facing Functionality

User-facing functionality will make it easier for your audience and stakeholders to interact with LAFCO online. Visitors will be able to review board meeting documents, explore projects, and access maps, resources, and events—all within an ADA-compliant, mobile-friendly experience. Integrated alerts, forms, and subscriptions ensure timely communication, while search and social features keep the community informed and engaged.

- | | |
|--------------------------|----------------------------------|
| RFP Postings | Social Media Integration |
| Board Meetings & Agendas | In-Site Search with Autocomplete |
| Calendar & Events | FAQ Tool |
| News | Custom 404 & Redirects |
| Alerts & Notifications | Language Translation |
| MailChimp Integrations | Project Pages |
| Advanced Directories | Resource Library |
| Interactive Mapping | Interactive Data Displays |
| Language Translation | |

Maintenance & Support

At Planeteria, we're dedicated to keeping your website performing at its best throughout its lifecycle. Our proven maintenance process ensures your site stays secure, functional, and up-to-date, so you can focus on growing your business.

Your maintenance plan includes:

Robust Updates and Security Measures

- Regular Updates: We ensure your CMS, plugins, modules, and third-party tools are always current, safeguarding your site against vulnerabilities.
 - Core Updates: Keep your website's core system secure and optimized with the latest features and security patches.
 - Plugin Updates: Ensure plugins are up-to-date without causing conflicts or performance issues.
 - Visual Regression Testing (VRT): Integrated VRT minimizes the risk of errors after updates, maintaining your website's appearance and functionality.
- 24/7 Automated Monitoring: Our tools continuously monitor your website, preventing intrusions and addressing incidents at the CMS level promptly.

Dedicated Support When You Need It

- Comprehensive Support Portal: Access a dedicated team via phone or email during business hours or emergencies.
 - Business Hours: Monday to Friday, 8:00 AM – 8:00 PM EST.
 - Emergency Response: Critical issues addressed within 2 hours.
- Unlimited Training: Our trainers are always available to provide guidance, troubleshoot challenges, and deliver specialized support tailored to your needs.

Efficient Ticket Resolution

We prioritize your requests based on urgency and complexity, ensuring timely resolution:

URGENT: Same business day

HIGH PRIORITY: Within 1 business day

MEDIUM PRIORITY: 2-3 business days

LOW PRIORITY: 5-7 business days

At Planeteria, we partner with **Pantheon**, a world-class hosting provider trusted by organizations such as Harvard University, Home Depot, and the World Bank. Together, we deliver a secure, high-performance hosting environment tailored for the modern, open-source CMS.

Hosting Infrastructure Highlights

- **Container-Based Architecture:** Pantheon's cloud platform uses isolated containers for secure and efficient resource partitioning, ensuring exceptional reliability and performance.
- **Automated Updates:** One-click updates for your site's core, modules, and plugins, fully managed by our team. Integrated development, testing, and live environments ensure seamless deployment.
- **Global CDN & DDoS Protection:** Industry-leading Web Application Firewall (WAF) rules and denial-of-service attack protection to safeguard your website.
- **Immutable Code Protection:** Core files are write-protected in live environments to prevent unauthorized changes.
- **Automated Backups:** Encrypted backups are securely stored in multiple datacenters with over 99.99% durability and availability.
- **TLS and HTTPS:** Automated TLS certificate management ensures your site stays secure.

Comprehensive Security Features

- **SAML, SSO, and MFA:** Enhance account security with multi-factor authentication and single sign-on.
- **Proactive Monitoring:** Over a million automated checks per day monitor network, server, and application performance.
- **Redundancy:** Core components feature full redundancy, ensuring high availability and no single point of failure.
- **Anti-Malware Protections:** Multiple layers of isolation and cryptographic validation protect your site from malicious code execution.
- **Datacenter Security:** Hosted in Google-managed datacenters with stringent physical and digital security measures, including intrusion detection and biometric access controls

Compliance & Certification

Pantheon ensures compliance with major global security and data protection standards, providing peace of mind for organizations in regulated industries:

- **SOC 2 Compliance:** Verified platform security and availability.
- **GDPR:** Adheres to EU data privacy regulations.
- **FERPA:** Ensures student privacy for education-related websites.
- **EU-US & US-Swiss Privacy Shield:** Meets international privacy frameworks, including those for post-Brexit UK regulations.

Performance & Resilience

- **Intrusion Prevention:** Network security measures detect and prevent unauthorized access, leveraging public key infrastructure and advanced traffic filtering.
- **Durable Content Storage:** Redundant, multi-datacenter backups provide robust durability and availability.
- **Zero Downtime Updates:** Containers automatically migrate to updated instances without service interruption.

With Planeteria’s hosting solution, your website will operate in a secure, scalable, and highly reliable environment—offering your users a seamless and trustworthy online experience.

➔ **Greater Richmond Transit Company**
www.ridegrtc.com

"The Planeteria team did an excellent job creating a clean, visually appealing design that aligns with GRTC's branding identity. The new user-friendly website features intuitive navigation, quick loading times, clear calls to action, and responsiveness across all devices. It offers a seamless experience for visitors while effectively conveying GRTC's message and achieving its goals."

- Dexter Hurt
dexter.hurt@ridegrtc.com

➔ **City of Dahlonoga**
dahlonega.gov

"Listening to us and making sure we were involved each step of the way to turn our vision into reality."

- Allison Martin
amartin@dahlonega.gov

➔ **Morris County Park Commission**
www.morrisparks.net

"The end result was above and beyond what we contributed to the design of the project. The Planeteria team was not afraid to suggest improvements beyond our requests."

- Todd Silverman
tsilverman@morrisparks.net

➔ **Greater Portland Metro**
www.gpmetro.org

"We were appreciative that the team not only imported our old site, but made constructive suggestions and took the initiative to improve the site's flow and design."

- Mike Tremblay
mtremblay@gpmetro.org

➔ **City of Wentzville**
www.wentzvillemo.gov

"Our microsites (for Police, Parks and Rec and Economic Development) gave us a great way to highlight these important departments and give them an enhanced digital presence."

- Kara Roberson
kara.roberson@wentzvillemo.gov

➔ **Palatine Park District**
www.palatineparks.org

"Love the look of the homepage, events, and programs pages. RecTrac Integration is such a big deal for us and it turned out great!"

- JP McNamara
jpmcnamara@palatineparks.org



Proposal

Planeteria Media

Date: November 26, 2025

Customer ID: LAFCO - SBC

To: LAFCO for San Bernardino County
1601 E. 3rd Street, Suite 102
San Bernardino, CA 92415-0490

Design Phase	Description	Hours	Rate	Line Total
1	Discovery	20	\$ 110.00	\$ 2,200.00
	Questionnaire & Documents	5	110	550.00
	Kickoff	10	110	1,100.00
	Moodboard	5	110	550.00
2	Information Architecture	35	\$ 110.00	3,850.00
	Sitemap & Page Types	20	110	2,200.00
	Wireframes (All Page Types)	15	110	1,650.00
3	Visual Design	45	\$ 110.00	4,950.00
	Website Style Guide: Colors & Typography	10	110	1,100.00
	All Page Design Mockups	35	110	3,850.00
4	Content Strategy & Migration	60	\$ 110.00	6,600.00
	Mapping Content & Content Sanctuary	10	110	1,100.00
	Content Design	10	110	1,100.00
	Content Migration	40	110	4,400.00
5	Development	55	\$ 110.00	6,050.00
	Server, CMS Setup & Template Development	30	110	3,300.00
	Quality Assurance	15	110	1,650.00
	Beta Site & Initial Training	10	110	1,100.00
6	Quality Assurance & Launch	10	\$ 110.00	1,100.00
	User Feedback & Feedback Implementation	5	110	550.00
	Content Edits & Launch	5	110	550.00
7	Post Launch Monitoring & Training	25	\$ 110.00	2,750.00
	Post Launch "Hyper-Care" Monitoring	10	110	1,100.00
	Hands on Training & Video Training Library	15	110	1,650.00
			Design & Development Total	\$ 27,500.00
			Annual Hosting & Managed Maintenance	\$ 2,750.00
			Additional Services	\$110/ Hour

The price quoted encompasses all scope of work as a fixed price and will not exceed the quoted amount. Terms of payment can be agreed upon selecting Planeteria as your vendor for this project. Payment terms will be communicated clearly prior to award of contract. We have several options in terms of different payment models: (1) Bench Mark Payments: When certain stages of the project are completed, agreed upon payments will be invoiced. (2) Monthly Invoicing: Invoices are sent each month based on work completed that month. (3) Half Down/Half Upon Completion (4) No-Interest Payment Plans

Payment schedules can be arranged.

Thank you for your business!

100 Stony Point Rd #240, Santa Rosa, CA 95401, Phone/Fax 707-843-3773 sales@planeteriamedia.com

We appreciate your consideration on this project

WE BELIEVE our team, our process and our proven outcomes at Planeteria are uniquely aligned with the needs of the to address your website in meaningful ways that add enduring value for you and the audience you serve. Our team is on standby to get started immediately upon award if we are selected.

Thank you!

From: [Chris Chase](#)
To: [Centeno, Gavin](#)
Subject: LAFCO for San Bernardino County Proposal
Date: Wednesday, November 12, 2025 11:00:14 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you can confirm the sender and know the content is safe.

Gavin,

Here's a bid for the website. We'll redesign the logo as well as a part of the package.

We are estimating the website taking 231 - 312 Hours x \$150/hr = \$34,650 - \$46,800
*I'd be willing to do the website and update the logo for \$30,000 and do \$2500 a month for 1 year to help out with price.

Estimate: https://docs.google.com/document/d/17v8AoKqCA4y4nRMKSuvhezp-5kwxoWUL666n5Q_PBvM/edit?tab=t.0

Regarding PDF ADA compliance, we've shortlisted four fully automated tools that can assist with remediation.

Please note that none of the automated solutions can guarantee 100% accuracy, but they are generally effective for large-volume remediation where full manual work would be too time-consuming and costly.

We haven't used these tools internally before, so we are not able to share any estimation for the PDF ADA compliance at the moment, and the pricing listed is based on research and recommendations (including inputs from ChatGPT). You can review them below, and once you decide which one seems suitable, we can reach out to that vendor for a custom quote:

1. **Equidox AI:** <https://equidox.co/pdf-solutions/high-volume-solutions/>
(AI-driven, fully automated PDF accessibility remediation for templated or repetitive documents.)
2. **OpenText Document Accessibility (Automated Output Accessibility):** <https://www.opentext.com/products/document-accessibility>
(Enterprise-grade platform offering end-to-end automated accessibility and tagging for PDFs.)
3. **DocumentA11Y (by Apex CoVantage):** <https://documenta11y.com/services/pdf-accessibility-remediation/>
(Hybrid AI + expert QA remediation service claiming 99.9% accuracy; ideal for verified compliance.)
4. **PDFix SDK / Automation:** <https://pdfix.net/>
(Developer SDK and command-line tools for automated PDF tagging, validation, and batch processing.)

Here is the comparison Table: https://prnt.sc/n_zfNVdNXBNB

Please check and let us know how you would like to proceed.

Thanks!

Chris Chase | Creator & CEO

Chase Design | chrischasedesign.com | Creating Success!



LAFCO for San Bernardino County

<https://sbclafco.org/>

Technical Stack

- **Technology:** WordPress
- **Specification:**
 - Fully responsive. Supports significant devices and browsers.
 - Use Impreza as a foundation theme of the new website
 - Use modern and up-to-date plugin solutions to recreate various components (tables, tabs, accordion, etc.)

Questions and Assumptions:

1. Website Build: We assume that we will be migrating the current site and its database to a new development environment. The design, structure, and development will be created fresh based on the approved design direction. However, the content and functional elements will be migrated as-is from the existing site, with no functional additions or changes included in the scope.

2. Hosting: It appears that your current site is hosted on Network Solutions. We recommend migrating to WP Engine, a managed WordPress hosting provider offering services such as daily backups, malware scanning, staging environments, and automatic updates, with a security guarantee covering hack repairs.

3. PDF Links: We noticed that the majority of the in-page links are PDFs. Please confirm if this behavior would remain the same on the new site.

4. 3rd Party Websites: We noticed that the "[Agency Mapping](#)" and "[Sewer Collection Service Look-up](#)" menus under "GIS Maps" are linked to 3rd party websites. Would these linkages remain as-is on the new site?

5. Commissioners Page: Would you like to include photos of the members, similar to the Orange County LAFCO's [The Commission](#) page?

Scope of Work:

Templates

Total number of unique templates: 4

1. Homepage
2. Content with Sidebar
3. Content with Accordion
4. Basic Content

Site Pages

Total number of pages: 34

1. Homepage (**Unique**)
2. About Us
 - a. History, Mission, and Vision (**Content with Sidebar**)
 - b. Commissioners (**Basic Content**)
 - c. Role of the Commission (**Basic Content**)
 - d. Staff (**Basic Content**)
 - e. Policy and Procedure Manual (PDF)
3. Agendas & Notices (**Basic Content**)
4. Applications/Proposals
 - a. Applications (**Content with Sidebar**)
 - b. Proposals Available (**Content with Accordion**)
 - i. Active Proposals
 1. LAFCO 3270 – Annexation to the Cucamonga Valley Water District (**Content with Accordion**)
 2. LAFCO 3271 – Annexation to the Barstow Fire Protection District (Wastewater Treatment Facility Area) (**Content with Accordion**)
 3. LAFCO 3273 – Annexation to Twentynine Palms Water District (APN 0634-121-15) (**Content with Accordion**)
 4. LAFCO 3274 – Reorganization to Include Annexation to the City of San Bernardino and Detachment from County Service Area 70 (Springs Trails Specific Plan Project) (**Content with Accordion**)
 5. LAFCO 3275 – Reorganization to Include Annexation to the City of San Bernardino and Detachment from County Service Area 70 (26-Acre Island) (**Content with Accordion**)
 6. LAFCO 3276 – Sphere of Influence Amendment (Expansion) for the Hi-Desert Water District (**Content with Accordion**)
 7. LAFCO 3277 – Annexation to the Hi-Desert Water District (Assessor Parcel Number 0585-273-04) (**Content with Accordion**)
 - ii. Completed in 2024

1. LAFCO 3260 – Annexation to the Lake Arrowhead Community Services District (Hesperia Farms Property – District Owned) (**Content with Accordion**)
2. AFCO 3262 – Annexation to the Helendale Community Service District (Lower Eastern Sphere of Influence) (**Content with Accordion**)
3. LAFCO 3263 – Sphere of Influence Amendment (Expansion) for West Valley Water District (**Content with Accordion**)
4. LAFCO 3264 – Annexation to West Valley Water District (GATX Corporation) (**Content with Accordion**)
5. LAFCO 3265 – Annexation to the Bighorn-Desert View Water Agency and Bighorn-Desert View Improvement Zone CSA 70 W-1 (Assessor Parcel Number 0631-071-29) (**Content with Accordion**)
6. LAFCO 3268 – Reorganization to Include Annexation to the City of Chino and Detachment from County Service Area 70 (East End Annexation) (**Content with Accordion**)
7. LAFCO 3269 – Reorganization to Include Annexation to the City of Chino and Detachment from County Service Area 70 (Ramona Francis Annexation) SL-1 Detachment (**Content with Accordion**)

iii. Completed in 2023

1. LAFCO 3254 – Reorganization to Include Annexation to the Running Springs Water District, Dissolution of County Service Area 79 and its Zone R-1, and Formation of County Service Area 70 Zone R-52 (**Content with Accordion**)
2. LAFCO 3258 – Reorganization to Include Annexation to the City of San Bernardino, San Bernardino County Fire Protection District, its Valley Service Zone and its Zone FP-5, and Detachment from City of Redlands (**Content with Accordion**)
3. LAFCO 3259 – Reorganization to Include Annexation to the City of Loma Linda and Detachment from San Bernardino County Fire Protection District, its Valley Service Zone and its Zone FP-5, and County Service Area 70 (Canyon Ranch Annexation) (**Content with Accordion**)
4. LAFCO 3261 – Reorganization to Include Annexation to the City of Fontana and Detachment from County Service Area 70 (Assessor Parcel Number 0239-072-02) (**Content with Accordion**)

iv. Completed in 2022

1. LAFCO 3251 – Reorganization to Include Annexation to the Yucaipa Valley Water District and its Improvement District No. 1 (**Content with Accordion**)
 2. LAFCO 3255 – Sphere of Influence Amendment for the City of Rancho Cucamonga (expansion), Cucamonga Valley Water District (expansion), Rancho Cucamonga Fire Protection District (expansion), West Valley Mosquito and Vector Control District (expansion), City of Fontana (reduction), and Fontana Fire Protection District (reduction) (**Content with Accordion**)
 3. LAFCO 3256 – Reorganization to Include Annexations to the City of Rancho Cucamonga, Cucamonga Valley Water District, Rancho Cucamonga Fire Protection District, and West Valley Mosquito and Vector Control District, and detachments from Fontana Fire Protection District and County Service Area 70 (**Content with Accordion**)
 4. LAFCO 3257 – Sphere of Influence Amendment for City of San Bernardino (expansion), San Bernardino County Fire Protection District (expansion), and City of Redlands (reduction) (**Content with Accordion**)
 - c. Service Reviews (**Content with Accordion**)
 - d. Disadvantaged Unincorporated Communities (**Basic Content**)
 - e. Pilot Program §56133.5 (**Basic Content**)
5. Open Government (**Content with Sidebar**)
6. GIS Maps
- a. Agency Mapping (External)
 - b. Sewer Collection Service Look-up (External)

Module: Google Calendar Integration

Integrate Google Calendar functionality within the website to allow events, or display office closure dates dynamically and sync seamlessly with your Google Calendar account.

- **Connecting the website to the client's Google Calendar API using secure OAuth authentication**
- **Displaying calendar events on the website (list or calendar view) with real-time updates from Google Calendar**
- **Automatically updating the display when events are added or modified in Google Calendar**

Module: Accessibility Integration

- Full integration with the AccessiBe widget
- Compliant with WCAG 2.1 AA standards
- Accessibility will be addressed through automated checks (via AccessiBe) and adherence to best practices for manual elements such as alt text, heading hierarchy, and semantic HTML
- Note: Full WCAG manual auditing and remediation are not included.

Module: ADA Compliance (Individual PDFs) (Using Tools)

Manually remediate client-provided PDFs to meet ADA and WCAG 2.1 AA accessibility standards.

Module: Migration

Transfer the content using the plugin from the current WP website to a new WP site.

Content Migration through a Plugin for the following:

- **Media:**
 - Existing images
 - **PDFs - 350+**
 - **MP3 files - 54**
 - **Vimeo Links - 54**

User Guidance Document:

Prepare a detailed step-by-step user guide covering:

- Website login and admin navigation.
- Page editing and content updates using WordPress.
- Managing and updating dynamic sections (e.g., portfolio, news, or blog).
- Uploading and managing media (images, PDFs, videos).
- Adding, editing, or removing menu items.
- Managing forms, submissions, and email notifications.

Quality Assurance, Performance & GO LIVE

1. QA & Module Testing: Devices/Browsers
 - a. Windows: Mozilla Firefox, Google Chrome, Microsoft Edge
 - b. macOS: Safari, Google Chrome, Mozilla Firefox
 - c. iOS (iPad and iPhone): Safari, Google Chrome

- d. Android: Google Chrome, Samsung Internet
- 2. Site Speed & Performance Improvements.
 - a. Google Page Speed
 - b. GT Metrix
- 3. Go Live
 - a. Deployment on Live
 - b. Testing on Live
 - c. Support After Live

Time Estimate

Modules	Hours	Comments
Design Templates	38-56 Hours (CD)	<p>Header & Footer - 6-8 hrs.</p> <p>Unique Templates: 4</p> <ol style="list-style-type: none"> 1. Homepage - 20-30 hrs. 2. Content with Sidebar - 4-6 hrs. 3. Content with Accordion - 4-6 hrs. 4. Basic Content - 4-6 hrs.
Front End Development	85-130 Hours (CD)	<p>No. of Pages: 34</p> <ol style="list-style-type: none"> 1. History, Mission, and Vision (Content with Sidebar) - 4-6 hrs. (3 sidebar items) 2. Commissioners (Basic Content) - 3-4 hrs. *may vary depending on <u>question #5 in "Questions and Assumptions"</u> above. 3. Role of the Commission (Basic Content) - 4-6 hrs. 4. Staff (Basic Content) -2-3 hrs. 5. Agendas & Notices (Basic Content) - 8-10 hrs. (11 tables) 6. Applications (Content with Sidebar) - 4-6 hrs. (5 sidebar items) 7. Proposals Available (Content with Accordion) - 2-3 hrs. 8. LAFCO 3270 – Annexation to the Cucamonga Valley Water District (Content with Accordion) - 1-2 hrs. 9. LAFCO 3271 – Annexation to the Barstow Fire Protection District (Wastewater Treatment Facility Area) (Content with Accordion) - 1-2 hrs. 10. LAFCO 3273 – Annexation to Twentynine Palms Water District (APN 0634-121-15) (Content with Accordion) - 1-2 hrs. 11. LAFCO 3274 – Reorganization to Include Annexation to the City of San Bernardino and Detachment from County

		<p>Service Area 70 (Springs Trails Specific Plan Project) (Content with Accordion) - 1-2 hrs.</p> <ol style="list-style-type: none"> 12. LAFCO 3275 – Reorganization to Include Annexation to the City of San Bernardino and Detachment from County Service Area 70 (26-Acre Island) (Content with Accordion) - 1-2 hrs. 13. LAFCO 3276 – Sphere of Influence Amendment (Expansion) for the Hi-Desert Water District (Content with Accordion) - 1-2 hrs. 14. LAFCO 3277 – Annexation to the Hi-Desert Water District (Assessor Parcel Number 0585-273-04) (Content with Accordion) - 1-2 hrs. 15. LAFCO 3260 – Annexation to the Lake Arrowhead Community Services District (Hesperia Farms Property – District Owned) (Content with Accordion) - 1-2 hrs. 16. AFCO 3262 – Annexation to the Helendale Community Service District (Lower Eastern Sphere of Influence) (Content with Accordion) - 1-2 hrs. 17. LAFCO 3263 – Sphere of Influence Amendment (Expansion) for West Valley Water District (Content with Accordion) - 1-2 hrs. 18. LAFCO 3264 – Annexation to West Valley Water District (GATX Corporation) (Content with Accordion) - 1-2 hrs. 19. LAFCO 3265 – Annexation to the Bighorn-Desert View Water Agency and Bighorn-Desert View Improvement Zone CSA 70 W-1 (Assessor Parcel Number 0631-071-29) (Content with Accordion) - 1-2 hrs. 20. LAFCO 3268 – Reorganization to Include Annexation to the City of Chino and Detachment from County Service Area 70 (East End Annexation) (Content with Accordion) - 1-2 hrs. 21. LAFCO 3269 – Reorganization to Include Annexation to the City of Chino and Detachment from County Service Area 70 (Ramona Francis Annexation) SL-1 Detachment (Content with Accordion) - 1-2 hrs. 22. LAFCO 3254 – Reorganization to Include Annexation to the Running Springs Water District, Dissolution of County Service Area 79 and its Zone R-1, and Formation of County Service Area 70 Zone R-52 (Content with Accordion) - 1-2 hrs. 23. LAFCO 3258 – Reorganization to Include Annexation to the City of San Bernardino, San Bernardino County Fire Protection District, its Valley Service Zone and its Zone FP-5, and Detachment from City of Redlands (Content with Accordion) - 1-2 hrs. 24. LAFCO 3259 – Reorganization to Include Annexation to the City of Loma Linda and Detachment from San Bernardino County Fire Protection District, its Valley Service Zone and its Zone FP-5, and County Service Area 70 (Canyon Ranch Annexation) (Content with Accordion) - 1-2 hrs.
--	--	--

		<p>25. LAFCO 3261 – Reorganization to Include Annexation to the City of Fontana and Detachment from County Service Area 70 (Assessor Parcel Number 0239-072-02) (Content with Accordion) - 1-2 hrs.</p> <p>26. LAFCO 3251 – Reorganization to Include Annexation to the Yucaipa Valley Water District and its Improvement District No. 1 (Content with Accordion) - 1-2 hrs.</p> <p>27. LAFCO 3255 – Sphere of Influence Amendment for the City of Rancho Cucamonga (expansion), Cucamonga Valley Water District (expansion), Rancho Cucamonga Fire Protection District (expansion), West Valley Mosquito and Vector Control District (expansion), City of Fontana (reduction), and Fontana Fire Protection District (reduction) (Content with Accordion) - 1-2 hrs.</p> <p>28. LAFCO 3256 – Reorganization to Include Annexations to the City of Rancho Cucamonga, Cucamonga Valley Water District, Rancho Cucamonga Fire Protection District, and West Valley Mosquito and Vector Control District, and detachments from Fontana Fire Protection District and County Service Area 70 (Content with Accordion) - 1-2 hrs.</p> <p>29. LAFCO 3257 – Sphere of Influence Amendment for City of San Bernardino (expansion), San Bernardino County Fire Protection District (expansion), and City of Redlands (reduction) (Content with Accordion) - 1-2 hrs.</p> <p>30. Service Reviews (Content with Accordion) - 24-32 hrs. (34 tables to recreate)</p> <p>31. Disadvantaged Unincorporated Communities (Basic Content) - 3-4 hrs.</p> <p>32. Pilot Program §56133.5 (Basic Content) - 3-4 hrs.</p> <p>33. Open Government (Content with Sidebar) - 6-8 hrs. (5 sidebar items, 2 tables)</p>
Accessibility Integration	12 Hours	One-time Compatibility is considered using the AccessiBe plugin, plus accessibility integration on the actual pages based on AccessiBe score
PDF ADA	TBD	At this stage, the effort required is unclear. Once the tool is finalized , we'll be able to provide a more accurate time and effort estimate for this.
Module: Google Calendar Integration	2 Hours	
Posts Migration	24 - 32 Hours	<ul style="list-style-type: none"> ● Using Plugin ● PDFs - 350+ ● MP3 files - 54

		<ul style="list-style-type: none"> Vimeo Links - 54
Quality Assurance	18 Hours	
4K	12 Hours	
Performance & Optimization	6 Hours	
Change Requests	12 - 20 Hours	
Deployment & Support	8 Hours	
Development Total	94 - 110 Hours	
Project Management	14 - 16 Hours	
Design & Front Dev Total	123 - 186 Hours	
Grand Total	231 - 312 Hours	<p>231 - 312 Hours x \$150/hr = \$34,650 - \$46,800 (I'd be willing to do the website and update the logo for \$30,000 and do \$2500 a month for 1 year to help out with price)</p>



Streamline Platform - Subscription Agreement

CUSTOMER: **San Bernardino LAFCO**

ORDER DATE: **11 / 24 / 2025**

This Software as a Service Agreement (“Agreement”) is entered into on the start date listed below, between Streamline (DBA of Digital Deployment, Inc.) with a place of business at 3301 C Street #1000, Sacramento, CA 95816 (“Company”), and the Customer listed above (“Customer”). This Agreement incorporates the [Streamline Terms of Service](#). W9 is available online. **Most customers prefer annual billing for convenience, but all subscriptions are cancellable anytime with a written 30-day notice.**

DESCRIPTION OF SERVICES: See Page 2 for an overview of what Streamline Web includes, and for more information please review our [subscription-based website toolkit for local government](#) .

SUBSCRIPTION ORDER:

Name	Price
Operations Pro	\$9,600.00

One-Time Build Costs: **\$500**

Order #: **175110041290**

Invoice Frequency: **Annually**

Original Order? **Original**

Additional Billing Details: **N/A**

Billing Start Date: **02/01/2026**

Paying with check?

Mail the check to: PO Box 207561, Dallas, TX 753207561

Billing Person:

Phone:

Billing Address:

Email:

City, State, Zip:

Streamline:

Name: Michael Rivera

Title: Associate Partner

Date: 11 / 24 / 2025

Signature: *Michael Rivera*

Customer:

Name:

Title:

Date:

Signature:



STREAMLINE

(916) 900-6619

info@getstreamline.com

www.getstreamline.com

3301 C Street #1000, Sacramento, CA 95816



What Your Subscription Includes



Technology

- **Easy-to-use website tool allows you to control your content** - no more waiting on a vendor or IT.
- **Built-in ADA compliance** (the platform is fully accessible out of the “box”).
- **State-specific transparency dashboard** with checkpoints for all posting requirements.
- **Meeting dashboard with agenda reminders**, one-click agenda and minute upload that takes seconds.
- **Ongoing improvements** to existing features included at no cost - your software will never be out of date.



Setup and Training

- **Multiple options** for initial site build and migrating existing content.
- **Introduction to your state requirements** so you know what needs to be posted.
- **Training** for anyone on your staff via remote meeting to help you learn the system.
- **Free domain** included (acmemud.specialdistrict.org) or connect your own custom domain / web address.
- **Free SSL security certificate** so that your site is served over https and visitors are protected.



Ongoing Support

- **Unlimited support** is included for anyone on your staff responsible for updating the website.
- **Support system is built into your website** - get help with the click of a button.
- **Unlimited hosting** of content and files so you never have to “upgrade” your account.
- **Extensive knowledge base** of how-to articles and getting started guides are available 24/7.
- **Can't figure out how to send your question? That's ok, you'll have our technical support number, too.**

And if (when) your state passes additional website mandates, Streamline Web will be updated to help you comply as effortlessly as possible.



Accessible Document Service Proposal

Transform Your PDFs into Fully Accessible, Searchable, and Translatable Documents

PREPARED FOR

Samuel Martinez

Executive Director

San Bernardino LAFCO

smartinez@lafco.sbcounty.gov

(909) 388 -0489

PREPARED BY

Michael Rivera

Account Executive

DocAccess by Streamline Software

michael.rivera@getstreamline.com

(916) 900-6619

Executive Summary

San Bernardino LAFCO faces a critical deadline for PDF accessibility compliance. After analyzing **1,082** links across its web properties, the DocAccess tool discovered **908** documents containing approximately **30,000** pages. With this agreement, DocAccess will ensure **all current and future documents on sbclafco.org** are served in an accessible format. Traditional remediation of all these documents would cost approximately **\$210,000** or could take **125 weeks** of dedicated staff time.

DocAccess offers an immediate, cost-effective solution at just \$1,200 per month – that's **93%** less than traditional remediation in the first year alone, with instant deployment and ongoing compliance.

The Accessibility Challenge

Under the Americans with Disabilities Act (ADA) and recent Department of Justice guidelines, all public-facing digital content must be accessible to people with disabilities. This includes:

- ✓ Meeting WCAG 2.1 AA standards for all PDF documents

- ✓ Providing equal access to information for all users

- ✓ Avoiding costly lawsuits and compliance penalties

- ✓ Serving your community's **15-20%** of residents with disabilities

- ✓ **Enhancing access for San Bernardino County's diverse community—where a significant portion of residents speak languages other than English at home—by providing translation services ensures equitable participation and compliance with state transparency requirements (U.S. Census Bureau, 2022 ACS).**

The DocAccess Solution

DocAccess transforms your existing PDFs into fully accessible documents without changing your files or website structure. Our cloud-based solution provides:



Instant Accessibility

Automatic conversion to screen-reader compatible HTML with proper semantic structure and WCAG 2.1 AA compliance.



150+ Language Translation

Real-time translation powered by Google Translate, prioritizing languages spoken in your service area.



AI-Powered Search & Q&A

Users can search within documents and ask questions in plain language, getting instant answers in their preferred language.



Live Visual Interpretation

24/7 access to professional interpreters via Aira for users who need additional assistance - included at no extra cost.



Mobile Optimization

Responsive design ensures perfect viewing on all devices, from smartphones to desktop computers.



Smart Image Description

AI-generated comprehensive alt-text for all images, charts, maps, and diagrams following WCAG best practices.

Technical Excellence & Compliance



DocAccess is built on industry-leading standards and partnerships:

- ✓ Full WCAG 2.1 AA compliance verified by VeraPDF validation
- ✓ Section 508 and ADA Title II & III compliance
- ✓ ISO 14289 (PDF/UA) standard adherence
- ✓ Tested with all major screen readers (JAWS, NVDA, VoiceOver)
- ✓ Regular audits by accessibility experts
- ✓ Continuous improvement through user feedback

Simple Implementation Process

Quick Installation (15 minutes)

1

Add one line of code to your website - similar to Google Analytics. Works with any CMS or platform.

Automatic Processing (24 hours)

2

DocAccess scans and processes all your PDFs, creating accessible versions without touching your original files.

Go Live & Stay Compliant

3

Your PDFs are now fully accessible. New documents are processed automatically. Full dashboard for monitoring.

Investment & Value

Recommended Plan: Pro

\$1,200/month

For all current and future documents on sbclafco.org

Includes \$10,000 in indemnification coverage

What's Included:

- ✓ Unlimited document views and downloads
- ✓ Automatic processing of new documents
- ✓ All accessibility features (translation, Q&A, live assistance)
- ✓ Compliance monitoring dashboard
- ✓ Regular accuracy reviews by experts
- ✓ No setup fees or hidden costs
- ✓ Flexibility to change plans anytime

Cost Comparison:

Traditional PDF remediation: **\$210,000** (one-time)

DocAccess solution: **\$1,200** per month

You save \$195,600 in the first year alone!

Frequently Asked Questions

Do I need to remediate my existing PDFs?

No. DocAccess creates fully compliant WCAG 2.1 AA compliant HTML formats that are the gold standard for ADA requirements. Your original PDFs remain unchanged as an alternative format for printing.

How quickly can we be compliant?

Most organizations are fully operational within 24-48 hours of installing the DocAccess code. Complex documents may take slightly longer for our quality review process.

What about documents on external sites we link to?

DocAccess uniquely handles external PDFs you link to, ensuring your users have an accessible experience even with third-party documents.

Is this solution legally compliant?

Yes. DocAccess meets all federal ADA requirements and state-specific regulations. We offer up to \$250,000 in indemnification coverage for added protection.

Service Agreement

This Software as a Service Agreement ("Agreement") is entered into on **February 1, 2026**, between Streamline Software Incorporated ("Provider") and **San Bernardino LAFCO** ("Customer").

Services Provided

DocAccess is a subscription-based accessibility solution that includes:

- Automated document accessibility compliance
- Real-time translation to 150+ languages
- AI-powered search and Q&A functionality
- 24/7 live visual interpretation services
- Compliance monitoring and reporting

Terms

- **Subscription: Pro Plan - all current and future documents on sbclafco.org pages**
- **Fee: \$14,400 per year (\$1,200 per month)**
- **Billing Cycle: Every year, beginning February 2026**
- **Payment Terms: Net 45**
- **Contract Term: 1-year commitment** - enjoy our price lock guarantee for the duration of the contract term.
- **Price Protection:** Your price stays fixed during your subscription term, even if you increase usage up to 200% of your original page count. This flexibility supports public organizations' ability to communicate freely and maintain transparency.
- **Indemnification Coverage: \$10,000** - protecting you against accessibility-related claims

This Agreement incorporates the DocAccess Terms of Service available at docaccess.com/terms-of-service

Streamline Software, Inc.



Name: Mac Clemmens
Title: CEO
Date: February 1, 2026

San Bernardino LAFCO



Name: Samuel Martinez
Title: Executive Director
Date: February 1, 2026

W-9 available at getstreamline.com/w9 | Fed Tax ID: 26-3341975

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1601 E. 3rd Street, Suite 102, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: JANUARY 14, 2026 
FROM: SAMUEL MARTINEZ, Executive Officer
MICHAEL TUERPE, Assistant Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item #12: Mid-Year Financial Review for Fiscal Year 2025/26

RECOMMENDATION:

Staff recommends that the Commission note receipt of this report and file.

SUMMARY:

1. Budget Markers

The second quarter of FY 2025/26 has concluded, and staff is presenting the Commission with its second financial report. This report includes a review of the financial activities and the presentation of a spreadsheet (see Attachment) showing the line-item expenditures and receipts during the period. The summary table below shows that Total Expenditures are on track with second quarter markers. For Revenues, Applications are at 72% - well above the 50% goal.

Expenditures		Revenues	
Salaries and Benefits	48%	County Treasury	97%
(below appropriation mark)		(met goal)	
Services and Supplies	34%	Applications	72%
(below appropriation mark)		(above goal)	
TOTAL	44%	TOTAL	96%

2. Applications

The table below identifies the number of proposals and service contracts received. When taking activity that the Commission approves (proposals and one category of service contracts), six of ten have been received through the first half (60%).

Activity	Budget	THRU Q2	
		No.	% of Budget
Commission: Proposals	6	2	33%
Commission: Service Contracts	4	4	100%
Administrative: Service Contracts	4	11	275%

3. Cash in Treasury

As of December 31, the Commission’s cash in the County Treasury was \$1,513,101. A breakdown of this amount is shown below. After accounting for reserves and the remaining budget, at this time roughly \$95,000 is anticipated for carryover into the next year.

DECEMBER 31, 2025 Balance		\$1,513,101
Cash Balance is composed of the following:		
<i>Reserves: Committed (constrained to specific purposes)</i>		
Compensated Absences (Account 6030)		177,967
Salary for Extra Pay Period: Year 5 of 10 (Account 6035)		15,000
<i>Reserves: Assigned (intended for specific purposes)</i>		
Contingency (Account 6000)		45,000
Application (Account 6010)		150,000
General (Account 6025)		275,000
<i>Remaining Activity</i>		
Open Proposals, Deposits on File		35,000
Estimated Revenues (shown as negative)		(30,000)
Estimated Expenditures		750,485
<i>Projected Additional Cash Carryover</i>		\$ 94,649

DETAIL:

The following provides a discussion of (1) expenditures, (2) reserves, (3) projects and programs, and (4) revenues.

1. Expenditures

Expenditures are composed of two categories of accounts: 1) Salaries and Benefits, and 2) Services and Supplies. Through the mid-year, expenditures were at 44% of Approved Budget authority. At this time, no request is being presented by staff for

authorization to utilize funds maintained in the Contingency or Reserve accounts. A more detailed analysis of the categories is as follows:

A. Salaries and Benefits (1000 series)

(1) *Mid-Year Activity*

The Salaries and Benefits series of accounts (1000 series) had expenditures of \$403,101, representing 48% of Approved Budget authority.

(2) *Anticipated Activity*

The Administrative/Finance Ad Hoc Committee has given the Executive Officer approval to begin the hiring process for a new staff member (Admin Assistant and/or Clerk), with the possibility of employment beginning this fiscal year. If this occurs, staff will return at the Third Quarter report in April with recommendations to increase Appropriation Authority.

B. Services and Supplies (2000 and 5000 series)

(1) *Mid-Year Activity*

For the mid-year, the Services and Supplies series of accounts (2000 and 5000 series) had expenditures of \$131,599, or 34% of the Approved Budget authority. The first half includes full-year and one-time payments, as well as costs for the office move.

(2) *Anticipated Activity*

An additional activity is the costs related to the website hosting and associated accessible document service (see Item 11 on this agenda). The total contract costs are \$24,500. There is adequate cash and budget authority to accommodate this expense.

2. Reserves

No spending activity has been requested by staff or authorized by the Commission to take place in the Reserve accounts through the mid-year. Reserve balances are shown in the Cash Balance figure on page 2.

3. Projects and Programs

The following provides an update on expenditures and progress on projects approved by the Commission.

A. Service Reviews and Special Studies

The *Countywide Service Review for Local Parks and Recreation* is scheduled for the May 2026 meeting.

With most of the Parks and Recreation review in draft form, staff will soon begin work on the *Countywide Service Review for Healthcare Districts*, which is anticipated to be presented to the Commission by July 2026. The Little Hoover Commission identified systemic concerns regarding healthcare districts, but the Commission delayed this service review due to the pandemic because health agencies were facing extra ordinary burdens.

B. Governance Training Program

LAFCO and CSDA are partnering on this year's Governance Training sessions. The first session, *Navigating Governance and Finance in Special Districts (Required SB 827 Fiscal and Financial Training)*, was held at the Mojave Water Agency on January 9. Due to popular demand, a second session will be held in April in the Valley.

C. New Website to include Accessible Document Service

The current website is not suited to comply with accessibility laws. The Executive Officer and the Administrative/Finance Ad Hoc Committee discussed remediation of current content on the site, posting future content, and how the County hosts the LAFCO site. The Committee gave the Executive Officer approval to begin removing the site from the County domain and to obtain quotes for a new host. Removal from the County domain is beneficial for both LAFCO and the County because LAFCO is a liability risk for the County. Further, use of an independent domain allows for the add-on of liability coverage for potential accessibility claims.

Item 11 on this agenda is review and approval of the contract for the new site and associated accessible document service.

4. Revenues

The Commission has received 96% of Adopted Budget revenues through the mid-year. The items below outline the revenue activity:

- County Treasury: Funds from the County Treasury are 97% for the year. This includes interest gains and the apportionment. 100% of the mandatory apportionment payments from the County, cities, and independent special districts billed by the County Auditor have been received.
- Applications: Monies from applications are at 72% of its budgeted revenue (\$57,653). This amount is made up of a combination of application fees, service contract filing fees, and cost recovery.

CONCLUSION:

Through the mid-year, total expenditures are on track, 100% of the apportionment receipts were received, and application activity is above the goal. Staff recommends that the Commission take the actions on page 1.

Staff will be happy to answer any questions from the Commission prior to or at the hearing regarding the items presented in this report.

SM/MT

Attachment: Spreadsheet of Expenditures, Reserves, and Revenues

Attachment #1

Budget Spreadsheets

ACCT. #	ACCOUNT NAME	APPROVED BUDGET FY 25/26	AMOUNT THRU Q1	OCT	NOV	DEC	AMOUNT THRU Q2	% THRU Q2
Salaries and Benefits:								
1010	Earnable Compensation	547,695	117,981	59,839.29	40,146.22	46,865.61	264,832	48%
1030	Auto and Cell Phone Allowances	9,275	2,100	1,050.00	700.00	700.00	4,550	49%
1045	Termination Payment	-	-				-	
1110	General Member Retirement	131,150	28,874	14,323.35	9,608.14	10,861.04	63,666	49%
1130	Survivors Benefits	96	22	10.92	7.28	7.28	47	49%
1200	Medical Premium Subsidy	63,919	15,161	7,848.18	5,232.12	5,232.12	33,474	52%
1205	Long-Term Disability	1,568	343	173.41	116.34	116.34	750	48%
1207	Vision Care Insurance	635	144	71.88	47.92	47.92	311	49%
1215	Dental Insurance Subsidy	762	280	152.70	101.80	101.80	636	84%
1222	Short-Term Disability	5,814	1,240	606.79	407.02	407.02	2,661	46%
1225	Medicare	7,838	1,668	844.33	571.27	668.40	3,752	48%
1240	Life Insurance & Medical Trust Fund	16,654	3,444	1,744.34	1,170.20	1,170.20	7,529	45%
1305	Medical Reimbursement Plan	5,212	664	302.31	201.54	201.54	1,369	26%
1314	457/401a Contribution	3,664	783	395.53	264.94	264.94	1,709	47%
1315	401k Contribution	41,803	8,155	4,123.22	2,768.68	2,768.68	17,815	43%
Total Salaries and Benefits		\$ 836,085	\$ 180,858	\$ 91,486.25	\$ 61,343.47	\$ 69,412.89	\$ 403,101	48%
Services and Supplies:								
2031	Payroll System Services (County IT)	832	158	60.08	90.12	60.08	368	44%
2032	Virtual Private Network (County IT)	144	-				-	0%
2033	Network Labor Services (County IT)	11,538	-		373.63		374	3%
2037	Dial Tone (County IT)	2,976	487	243.36	243.36	243.36	1,217	41%
2041	Data Line	9,600	3,787				3,787	39%
2043	Telecommunications Labor (County IT)		-				-	
2075	Membership Dues	13,854	-			1,872.00	1,872	14%
2076	Tuition Reimbursement	2,000	-				-	0%
2080	Publications	4,438	1,043		752.50		1,795	40%
2085	Legal Notices	24,500	2,615		380.28		2,995	12%
2090	Building Expense	1,080	270		180.00	90.00	540	50%
2115	Software	840	300				300	36%
2180	Electricity	-	-				-	
2245	Other Insurance	17,500	13,522	743.90			14,266	82%
2305	General Office Expense	2,058	3,605	78.00	56.06		3,739	182%
2308	Credit Card Clearing Account	-	(4,209)	419.23	(419.23)	6,824.30	2,615	
2310	Mail (County Mail)	8,568	1,948	317.49	350.61	256.28	2,872	34%
2315	Records Storage	840	213	69.48		141.14	423	50%
2316	Surplus Handling Fee (County IT)		-				-	
2322	Enterprise Printing (County IT)	72	-				-	0%

Attachment #1

Budget Spreadsheets

ACCT. #	ACCOUNT NAME	APPROVED BUDGET FY 25/26	AMOUNT THRU Q1	OCT	NOV	DEC	AMOUNT THRU Q2	% THRU Q2
2323	Reproduction Services	1,000	133	55.95	37.30	37.30	264	26%
2335	Temporary Services	-	-				-	
2400	Legal Counsel	52,000	11,437			4,021.72	15,459	30%
2405	Auditing	11,500	-		2,462.85		2,463	21%
2410	IT Infrastructure (County IT)	9,000	-				-	0%
2414	Application Dev. & Maint. (County IT)	-	-				-	
2415	Countywide Cost Allocation Program	9,182	2,296		2,295.50		4,591	50%
2416	Enterprise Printing (County IT)	-	-				-	
2417	Inactive Account (County IT)	-	-				-	
2418	Data Storage Services (County IT)	-	-				-	
2420	Enterprise Content Management (County IT)	1,200	1,811	905.35	905.35	905.35	4,527	377%
2421	Desktop Support Services (County IT)	7,620	1,394	697.04	697.04	697.04	3,485	46%
2424	Environmental Consultant	12,000	2,830	9,323.50	200.00	3,840.00	16,194	135%
2444	Security Services	-	-				-	
2445	Other Professional Services	88,262	6,839	4,275.00	5,882.50	2,923.90	19,920	23%
2449	Outside Legal (Litigation & Special Counsel)	15,000	-				-	0%
2450	Systems Development Charges (County IT)	1,300	-				-	0%
2460	Aerial Imagery (County IT)	3,000	-				-	0%
2895	Rent/Lease Equipment (copier)	5,400	1,210	457.82	408.92	387.51	2,464	46%
2905	Office/Hearing Chamber Rental	34,665	8,742		5,423.00	2,509.00	16,674	48%
2940	Private Mileage	7,700	1,152		1,111.60	93.66	2,357	31%
2941	Conference/Training	10,680	4,200				4,200	39%
2942	Hotel	12,707	1,240				1,240	10%
2943	Meals	1,050	160		69.94		230	22%
2944	Car Rental	-	-				-	
2945	Air Travel	800	-				-	0%
2946	Other Travel	300	-				-	0%
5012	Transfer to County (Staples & Microsoft)	7,497	259		108.93		368	5%
Total Services and Supplies		\$ 392,703	\$ 67,440	\$ 17,646.20	\$ 21,610.26	\$ 24,902.64	\$ 131,599	34%
TOTAL EXPENDITURES		\$ 1,228,788	\$ 248,299	\$ 109,132.45	\$ 82,953.73	\$ 94,315.53	\$ 534,700	44%
Trust Transfers:								
9990	SBCERA Additional Payment	56,397						
TOTAL APPROPRIATION		\$ 1,285,185	\$ 248,299	\$ 109,132.45	\$ 82,953.73	\$ 94,315.53	\$ 534,700	42%

Attachment #1

Budget Spreadsheets

ACCT. #	ACCOUNT NAME	APPROVED BUDGET FY 25/26	OCT	NOV	DEC	AMOUNT THRU Q2
	RESERVES					
6000	Contingency (Assigned)	45,000				45,000
6010	Application (Assigned)	150,000				150,000
6025	General (Assigned)	275,000				275,000
6030	Compensated Absences (Committed)	177,967				177,967
6035	Salary for Extra Pay Period (Committed)	15,000				15,000
TOTAL RESERVES (Increases)		\$ 662,967	\$ -	\$ -	\$ -	\$ 662,967

Attachment #1

Budget Spreadsheets

ACCT #	ACCOUNT NAME	BUDGET APPROVED FY 25/26	AMOUNT THRU Q1	OCT	NOV	DEC	AMOUNT THRU Q2	% THRU Q2
County Treasury:								
8500	Interest and Investments	25,000	-	11,360.61			11,361	
9984	Interest Adjustment	15,000	(10,475)				(10,475)	
8842	Apportionment	1,201,590	801,156			400,530.00	1,201,686	
Total County Treasury		1,241,590	790,681	11,360.61	-	400,530.00	1,202,572	97%
Applications:								
6010	Application Reserve	80,000					-	
9545	Application Fee		7,539	6,923.00		25,733.00	40,195	
9555	Application Deposits		4,758	2,400.00		8,800.00	15,958	
9595	Protest Hearing Deposit		-			1,500.00	1,500	
Total Applications		80,000	12,297	9,323.00	-	36,033.00	57,653	72%
Other:								
9285	Accounting Fees					(633.60)	(634)	
9910	Prior Year Activity (refunds, collections)		16,027				16,027	
9930	Miscellaneous		67				67	
9955	Returned Deposits: Non-Sufficient Funds		-				-	
9970	Accrued Payroll Liability		(10,773)				(10,773)	
9973	Returned Checks: Stale-dated		-				-	
Total Other		-	5,321	-	-	(633.60)	4,687	0%
TOTAL REVENUES		\$ 1,321,590	\$ 808,298	\$ 20,683.61	\$ -	\$ 435,929.40	\$ 1,264,911	96%

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1601 E. 3rd Street, Suite 102, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: JANUARY 14, 2026 
FROM: SAMUEL MARTINEZ, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #14: EXECUTIVE OFFICER'S REPORT

UPDATES ON PROPOSALS INCLUDING SERVICE REVIEWS/SPECIAL STUDIES, AND SPHERE OF INFLUENCE AMENDMENTS/UPDATES

- LAFCO 3275 – Reorganization to Include Annexation to the City of San Bernardino and Detachment from County Service Area 70 (26-Acre Island)

LAFCO 3275 is tentatively scheduled for consideration at the March 18, 2026 LAFCO meeting.

- LAFCOs 3278 & 3279 (City of Adelanto Fire Reorganization):
 - LAFCO 3278 – Sphere of Influence Amendment (Expansion) for the San Bernardino County Fire Protection District
 - LAFCO 3279 – Reorganization to Include Annexation to the San Bernardino County Fire Protection District, its North Desert Service Zone, and its Zone FP-5

LAFCO staff is issuing the Notice of Filing for both LAFCO 3278 and LAFCO 3279 on January 20, 2026

UPDATES ON OUT-OF-AGENCY SERVICE CONTRACT DELEGATED TO THE EO:

- LAFCO SC #551 - City of San Bernardino Irrevocable Agreement to Annex No. 2025-385 for Sewer Service (APN 0262-181-11)

The City of San Bernardino submitted a request for authorization to provide sewer service to an existing single-family residence and a proposed accessory dwelling unit being built on said parcel. The EO authorized this request on 11/25/2025.

- LAFCO SC #554 - City of Rialto Extraterritorial Wastewater Service Agreement (APN 0249-151-39)

The City of Rialto submitted a request for authorization to provide sewer service to an existing single-family residence on said parcel. The Assistant EO authorized this request on 12/4/2025.

- LAFCO SC #555 - City of Upland Sewer Service Agreement No. SSA-2025-11-12 (1003-101-16)

The City of Upland submitted a request for authorization to provide sewer service to an existing single-family residence on said parcel. The Assistant EO authorized this request on 12/15/2025.

CALAFCO NEWS:

The CALAFCO membership will be meeting on February 23, 2026 to consider several proposed changes to CALAFCO’s Bylaws regarding regional structure and the corresponding Board structure. In summary the (tentative) recommendations are:

- Move from four (4) to nine (9) regions (*see attached Proposed Regional Map Revision*)
- Reduce the size of the Board from twenty (20) to sixteen (16) members as follows:
 - North Coast – 1
 - Cascade-Sierra – 1
 - Sacramento Valley – 2
 - San Joaquin Valley – 2
 - Inland Desert – 2
 - South Coast – 2
 - Central Coast – 2
 - South Bay – 2
 - North Bay – 2
- To support these changes, additional Bylaws changes are also being recommended:
 - EOs become eligible to be elected to the Board from their respective region
 - In exchange, the Regional Officers will no longer be voting Board Members
 - Remove commissioner “seat type” so that the most qualified commissioner candidates may be elected by their respective regions, regardless of the category of membership in their home LAFCO (county, city, special district, public)
 - Limit Member LAFCOs to one Board Member representative at any given time

These changes are part of the ongoing CALAFCO transformation effort led by its Transition Team and Regional/Board Restructure Working Group in response to feedback from member LAFCOs. Staff will apprise the Commission at its March meeting the outcome of the February CALAFCO Business Meeting.

OTHER PUBLICATIONS:

2026 Guide to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000

The 2026 version of the CKH Guide is now available, and can be accessed from the link below:

https://sbclafco.org/wp-content/uploads/sites/60/Publications/CKH_2025_12.pdf

Attachment: CALAFCO Proposed Regional Map Revision

**PROPOSED REGIONAL MAP REVISION
AS OF NOVEMBER 2025**



This map details which counties are within each of the nine regions, the total population within each of those proposed regions, and the current dues structure formula which notes the total population using the population threshold/cap of 700,000 per county as determined by the Board.