



A G E N D A

**CHINO HILLS CITY COUNCIL
REGULAR MEETING
TUESDAY, FEBRUARY 11, 2025**

**5:00 P.M. CLOSED SESSION
6:00 P.M. PUBLIC MEETING**

**CIVIC CENTER, CITY COUNCIL CHAMBERS
14000 CITY CENTER DRIVE, CHINO HILLS, CALIFORNIA**

CITY COUNCIL MEMBERS

**ART BENNETT, MAYOR
BRIAN JOHSZ, VICE MAYOR
RAY MARQUEZ
CYNTHIA MORAN
PETER J. ROGERS**

**BENJAMIN MONTGOMERY
CITY MANAGER**

**MARK D. HENSLEY
CITY ATTORNEY**

**CHERYL BALZ
CITY CLERK**

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda unless the City Council makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the City subsequent to the posting of the agenda. The City Clerk has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the Office of the City Clerk, in the public binder located at the entrance to the Council Chambers while the meeting is in session, and on the City's website at www.chinohills.org/Agendas. Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the Office of the City Clerk at 14000 City Center Drive, Chino Hills, CA during normal business hours and on the City's website at www.chinohills.org/Agendas as soon as practicable.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Council meeting, please contact the City Clerk's Office, (909) 364-2620, at least 48 hours prior to the meeting to enable the City to make reasonable arrangements. [Click here](#) to view the City's Reasonable Accommodation Policy or contact the City Clerk's office to obtain a copy.

Emails and documents submitted by the public will be considered a public document subject to posting on the City's website and are subject to the Public Records Act.

PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE COUNCIL IS IN SESSION.

Speaker Cards - Those persons wishing to address the City Council on any matter, whether or not it appears on the agenda, must complete and submit to the City Clerk a "Request to Speak" card available at the entrance to the City Council Chambers. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide your name or other personal information in order to speak. The City Clerk's Office will explain how you will be called to speak if you decline to provide your name.** Comments will be limited to a maximum of three minutes per speaker for agendized items and a maximum of one minute for non-agendized items. Only one speaker card per person per comment period may be submitted. Individuals must submit their own speaker card. Public comment periods will generally be limited to 30 minutes per meeting and/or the maximum time limits for speaking may be reduced, so not all members of the public may have the opportunity to speak at every council meeting. If you want to communicate information to the City you can also do so via email at cityclerk@chinohills.org. All public comments must address matters within the subject matter jurisdiction of the City Council, which is considered "City business." Failure to adhere to the prohibition against public comments on non-city business, will result in the speaker losing their opportunity to provide public comments at that meeting.

"City business" includes matters over which the City has been granted authority pursuant to state law, subject to state and federal legal and constitutional limitations. These matters include the construction, maintenance and repair of streets, parks and public facilities; providing water, sewer and trash services; providing recreation services and programs; overseeing land development except to the extent the City's authority has been pre-empted by federal and state law; providing public safety services, including police and fire/paramedic services which the City does by contracting with the San Bernardino County Sheriff's Department and working with the Chino Valley Fire District and through its own code enforcement personnel; imposing regulations over conduct and activities in the City to protect the health, safety and welfare of the community; and the City also has the right to hire and manage personnel, the responsibility to maintain public records and the authority to impose fees and taxes and provide the financial services necessary to provide the above services.

"Signs", banners, flags or other symbolic material (except those that are emblazoned on clothing) are prohibited within the Council Chambers because they may obstruct the view of other attendees, obstruct the passage of other attendees, create a fire or safety hazard, or otherwise disturb the business of the meeting. However, signs no larger than 12X24 inches are permitted in the overflow community room located in the southeast corner of the Council Chamber. These signs, banners, flags and other symbolic objects must be left in the overflow area when approaching the dais for public comments or otherwise leaving that area except to leave the Council Chambers. Signs with any type of stick, pole or similar object are prohibited in the Council Chambers.

Levine Act Disclosure: Parties to a proceeding are required to disclose if they made contributions over \$500 within the prior 12 months to a Council Member. If a Council Member accepted more than \$500 during the 12 months preceding the decision, the Council Member is required to recuse themselves from the decision. Parties and participants with a financial interest are prohibited from making more than \$500 in contributions to a Council Member for the 12 months after the final decision is rendered on the proceeding. The above contribution disclosures and restrictions do not apply when the proceeding is competitively bid, or involves a personnel or labor contract. For more information, see Government Code Section 84308.

TIPS FOR PUBLIC SPEAKING AT A COUNCIL MEETING

- If you have filled out a speaker card with or without your name and/or contact information, please hand it to the Clerk.
- A speaker may not relinquish his/her time to another speaker.
- Be prepared to come forward to the speaker's podium when your name is called.
- As you begin to speak, state your name clearly for the record (although this is not required) and city of residence. If you represent a group or organization, please state that information as well.
- Don't be nervous. It may help to take a deep breath and exhale slowly before you speak.
- Please show courtesy to others and direct all comments to the Mayor and Council.
- Do not address comments to the audience or staff members.
- Make your position known at the beginning, then present supporting information.
- Identify your main points. Writing them down ahead of time will help you organize your thoughts and remember them when you're at the podium.
- Don't repeat yourself. If a previous speaker has already made the point you planned to make, simply refer to that speaker and emphasize your support for that position.
- Handouts summarizing your position may be distributed to the Clerk before or after your presentation.
- Close your comments with an action statement such as, "Adopt this resolution" or "I urge you to vote 'yes' (or 'no') on this item."
- Any person who disrupts the orderly conduct of the Council's business may be barred from making further comments and shall be subject to removal from the Chambers.

5:00 P.M. - CALL TO ORDER / ROLL CALL

PUBLIC COMMENTS - CLOSED SESSION ITEMS

1. **PUBLIC COMMENTS:** At this time members of the public may address the City Council regarding any items appearing on the Closed Session agenda. Those persons wishing to address the City Council must complete and submit to the City Clerk a "Request to Speak" card available at the entrance to the City Council Chambers. Comments will be limited to a maximum of three minutes per speaker. The time allotted per person may vary depending on the total number of speaker cards received. This comment period will generally be limited to 30 minutes per meeting, so not all members of the public may have the opportunity to speak at every council meeting.

RECESS INTO CLOSED SESSION

CLOSED SESSION

2. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1): Existing Litigation: City of Chino Hills v. Flaviano E. Dimaranan, Adelaida A. Dimaranan, Ligang Li, Chuan Wang, Sommai Patamakanthin, Ashfaq Kazi, Farhana Kazi, James Moon, Geonju Moon, Xiangyan Gao, Yiming Qiu - Case No. CIVSB 2215448
3. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1): Existing Litigation - City of Chino Hills v. Wai Min Liu, Yi Liu, W Liu & Y Liu Family Rev Liv Tr 11/12/20, Lonnie Weber, Robert Weber, Santos Lemus, and Does 1 through 30, inclusive - Case No. CIVSB 2302673
4. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1): Existing Litigation - City of Chino Hills v. Weiming Mo, Zhao Jun, and Does 1 through 30, inclusive - Case No. CIVSB 2312001
5. **LIABILITY CLAIMS** - Conference with Legal Counsel Pursuant to Government Code Section 54956.9(d)(1) Existing Litigation:
 - a. Ashley Bautista, an incompetent, by and through her Guardian ad Litem, John Bautista v. City of Chino Hills, a public entity; and Does 1 to 50, inclusive - San Bernardino County Court Case No. CIVSB 2103831
 - b. Jie Zou, as Administrator of the Estate of Mingxiang Zou v. City of Chino Hills - San Bernardino County Superior Court Case No. CIVSB 2316320
 - c. Kimberly Nicole Carlton, an individual v. City of Chino Hills, a municipality; County of San Bernardino, a municipality; State of California, a government entity; James Ching Chang, an individual; and Does 1 through 50, inclusive - San Bernardino Superior Court Case No. CIVSB 2413692
 - d. Veronica Quinonez, an individual v. City of Chino Hills, a public entity; San Bernardino County, a public entity; State of California, a public entity; California Department of Transportation, a public entity; Joe Chen, an individual; Annie Chen, an individual; and Does 1 to 50, inclusive - San Bernardino Superior Court Case No.: CIVRS 2400968
 - e. Southern California Edison Company v. City of Chino Hills; and Does 1 through 50 inclusive - San Bernardino Superior Court Case No.: CIVRS 2402157

6:00 P.M. - CONVENE MEETING / ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

INVOCATION: Chaplain Ted Wong, Chino Valley Fire District

PRESENTATIONS

6. RECOGNITION - Chino Hills Junior All-American Junior Micro, Junior Pee Wee, and Pee Wee Cheerleaders for placing in the 2024 Southern California Junior All American Football and Cheer Competition
7. PROCLAMATION - Proclaiming February as Black History Month

PUBLIC INFORMATION OFFICER REPORT

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMENTS - AGENDIZED ITEMS

8. **PUBLIC COMMENTS:** At this time members of the public may address the City Council regarding any item appearing on the agenda, except that testimony on Public Hearing items must be provided during those hearings. Those persons wishing to address the City Council must complete and submit to the Deputy City Clerk a "Request to Speak" card available at the entrance to the City Council Chambers. Comments will be limited to a maximum of three minutes per speaker. The time allotted per person may vary depending on the total number of speaker cards received. This comment period will generally be limited to 30 minutes per meeting, so not all members of the public may have the opportunity to speak at every council meeting.

CONFLICT OF INTEREST / LEVINE ACT ANNOUNCEMENTS: Council Member abstentions or disclosures shall be stated at this time for recordation on the appropriate item.

CITY DEPARTMENT BUSINESS

CONSENT CALENDAR (7 ITEMS) - *All matters listed on the Consent Calendar are considered routine by the City Council and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the City Council votes on the motion to adopt, Members of the City Council or staff request the matter to be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after the adoption of the balance of the Consent Calendar.*

9. Approve January 28, 2025, City Council Meeting Minutes
10. Receive and file City Officials' Travel Expense and Reimbursement Report regarding trainings and/or meetings reimbursed by City, pursuant to Government Code Sections 53232.2 and 53232.3 and City Official Travel Expense and Reimbursement Policy Section 2.2.5 for period of January 28 through February 10, 2025
11. Ratify payments over \$25,000 totaling \$9,043,962.97 for month ended December 31, 2024

12. Receive and file Monthly Financial Report for month ended December 31, 2024
13. Adopt ordinance updating accessory dwelling unit regulations entitled: "An Ordinance of the City of Chino Hills, Amending Title 16 of the Chino Hills Municipal Code to Update Accessory Dwelling Unit Regulations and Finding the Proposed Municipal Code Amendment Exempt From Review Under the California Environmental Quality Act" for second reading (Introduced on January 28, 2025)
14. Appropriate \$1,593,726 from various funds for Second Quarter Budget Review
15. Appropriate \$200,000 from Sewer Utility Fund and \$400,000 from Water Utility Fund; authorize executions of Amendment No. 2 to Agreement No. A2022-156 with Doty Bros Equipment Company, Amendment No. 1 to Agreement No. A2022-157 with W. A. Rasic Construction Company, Inc., and Amendment No. 1 to Agreement No. A2022-158 with TE Roberts, Inc., increasing annual not-to-exceed amounts to \$400,000 each for on-call and emergency repair services for aging water and sewer systems

PUBLIC COMMENTS - NON-AGENDIZED ITEMS

16. **PUBLIC COMMENTS:**At this time, members of the public may address the City Council regarding any items within the subject matter jurisdiction of the Council that do not appear on the agenda. Please complete and submit to the Deputy City Clerk a "Request to Speak" card. Comments will be limited to a maximum of one minute per speaker. The time allotted per person may vary depending on the total number of speakers received. This comment period will generally be limited to 30 minutes per meeting, so not all members of the public may have the opportunity to speak at every council meeting.

SAFETY UPDATES - Fire and Police

CITY MANAGER UPDATES

COUNCIL REPORTS

Vice Mayor Johsz

- Omnitrans Board

Council Member Marquez

- San Bernardino County Transportation Authority Board

Council Member Moran

- California Institution for Men and Women Citizen Advisory Committees

Council Member Rogers

- Chino Basin Desalter Authority Board

COUNCIL COMMENTS

ADJOURN IN MEMORIAM: Adjourn in memory of Chino Hills resident Charles "Chuck" Haeflinger who passed away on February 3, 2025, at the age of 77.

MINUTES

CITY COUNCIL
CITY OF CHINO HILLS

JANUARY 28, 2025
REGULAR MEETING

CONVENE MEETING AND ROLL CALL

Mayor Bennett called the Closed Session meeting to order at 5:15 p.m. and requested City Clerk Balz to call roll.

PRESENT: COUNCIL MEMBERS: ART BENNETT
BRIAN JOHSZ
RAY MARQUEZ
PETER J. ROGERS

ABSENT: COUNCIL MEMBERS: CYNTHIA MORAN

ALSO PRESENT: BENJAMIN MONTGOMERY, CITY MANAGER
ELIZABETH CALCIANO, ASSISTANT CITY ATTORNEY
CHERYL BALZ, CITY CLERK

PUBLIC COMMENTS

There were no public comments.

RECESS TO CLOSED SESSION

Mayor Bennett declared the meeting recessed at 5:15 p.m. for Closed Session. City Clerk Balz did not attend this portion of the meeting.

EXISTING LITIGATION

Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1):
Existing Litigation: City of Chino Hills v. Flaviano E. Dimaranan, Adelaida A. Dimaranan, Ligang Li, Chuan Wang, Sommai Patamakanthin, Ashfaq Kazi, Farhana Kazi, James Moon, Geonju Moon, Xiangyan Gao, Yiming Qiu - Case No. CIVSB 2215448

Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1):
Existing Litigation - City of Chino Hills v. Wai Min Liu, Yi Liu, W Liu & Y Liu Family Rev Liv Tr 11/12/20, Lonnie Weber, Robert Weber, Santos Lemus, and Does 1 through 30, inclusive - Case No. CIVSB 2302673

Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1):
Existing Litigation - City of Chino Hills v. Weiming Mo, Zhao Jun, and Does 1 through 30, inclusive - Case No. CIVSB 2312001

CLOSED SESSION RECESS

Mayor Bennett recessed the Closed Session at 5:40 p.m.

CONVENE MEETING AND ROLL CALL

Mayor Bennett called the regular meeting to order at 6:00 p.m. and requested City Clerk Balz to call roll.

PRESENT: COUNCIL MEMBERS: ART BENNETT
BRIAN JOHSZ
RAY MARQUEZ
PETER J. ROGERS

ABSENT: COUNCIL MEMBERS: CYNTHIA MORAN

ALSO PRESENT: BENJAMIN MONTGOMERY, CITY MANAGER
ELIZABETH CALCIANO, ASSISTANT CITY ATTORNEY
CHERYL BALZ, CITY CLERK
DANIEL BOBADILLA, PUBLIC WORKS DIRECTOR
CHRISTA BUHAGIAR, FINANCE DIRECTOR
JESSICA CONTRERAS, DEPUTY CITY CLERK II
BRANDON FONACIER, COMMUNITY RELATIONS ANALYST II
NICOLE FREEMAN, PUBLIC INFORMATION OFFICER
AL GIRARD, CHIEF OF POLICE, CHINO HILLS POLICE
DEPARTMENT
ROD HILL, ASSISTANT CITY MANAGER
NICHOLAS LIGUORI, COMMUNITY DEVELOPMENT
DIRECTOR
JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR
LYNNAE SISEMORE, ASSISTANT CITY CLERK
DAVE WILLIAMS, FIRE CHIEF, CHINO VALLEY FIRE DISTRICT

PLEDGE OF ALLEGIANCE TO THE FLAG [01:35]

Led by Olivia Aptekar, Chino Hills Teen Advisory Board

INVOCATION [01:58]

Led by Chaplain Adam Houde, Chino Valley Fire District.

PRESENTATIONS

WINTER HIGHLIGHTED VOLUNTEER - CITIZENS ON PATROL PROGRAM [03:07]

Mayor Bennett a certificate of recognition on behalf of the City, County Supervisor Hagman, Assembly Member Chen, and Congresswomen Kim to Jeffrey Runtz, a member of the San Bernardino County Sheriff's Department Citizens on Patrol program.

Mr. Runtz thanked the City for the recognition and said that he loves the City of Chino Hills, raised his family in the city, and said that he does not volunteer for the recognition but for the love of the City. Lastly, he commended his wife for her support.

PROCLAMATION - LUNAR NEW YEAR [07:06]

Mayor Bennett presented a Proclamation proclaiming January 29, 2025, as Lunar New Year, Year of the Snake, to Ayala High School Mandarin/Chinese Teacher and Chinese Club Advisor Lin Guo and the Ayala High School Chinese Club members. Ms. Guo thanked the City Council for the recognition, spoke about the formation of the Chinese Club, and introduced the club members before the Lion Dance, Chinese Folk-Dance, and instrument performances.

Principal Yarboi thanked the City and the Community for their support. She thanked Ms. Guo for her assistance in helping the students to work hard in and out of the classroom. Ms. Yarboi also congratulated Ms. Guo for being recognized by San Bernardino County Region 10 as a nominee for teacher of the year.

Ms. Guo introduced the Chinese Club Members and certificates from Supervisor Curt Hagman were presented to the students.

PRESENTATION - RETAIL MARKET UPDATE BY JONES LANGE LASALLE [30:17]

City Clerk Balz introduced Erik Westedt, Managing Director, and Blake Kaplan, Executive Vice President of Jones Lange LaSalle (JLL), who provided a PowerPoint on the 2024 Commercial Market Overview in Chino Hills, which is on file in the City Clerk's Office. Mr. Westedt and Mr. Kaplan spoke about retail sales, foot-traffic recovery, quick-service restaurants, bankruptcies, limited construction, proposed mixed uses, store vacancies and potential restaurants coming to Chino Hills.

PUBLIC INFORMATION OFFICER REPORT [59:26]

Public Information Officer (PIO) Freeman announced the following information:

- **ENGLISH ROAD RECYCLED WATER LINE PROJECT**

- Road work is taking place on English Road for the Recycled Water Line project which is expected to last through fall 2025.
- Preliminary potholing began yesterday and will last about two weeks. Once that is complete, construction crews will start work near English Road and Peyton Drive and work their way towards Village Center Drive.
- Partial lane closures will be in effect during construction and the portion of the McCoy Loop that follows English Road may also be inaccessible at times or reduced to a very narrow portion of the road that is shared with vehicle traffic.
- Updates on the project will be posted at www.chinohills.org/EnglishRoad

- **RECREATION NEWS**

- **Community Park Rehabilitation Project**

- The City has begun construction on the final portion of the Community Park Rehabilitation Project to expand the existing parking lot.
- Due to the construction the mobile recreation program has been temporarily moved to the Community Center
- Construction is expected to be completed by the end of June 2025.

- **Vellano Park**
 - Contractors are putting the final touches on the parking lot at Vellano Park, and the park will reopen sometime this week. Keep an eye out on the City's website and social media platforms for the reopening announcement.
- **LOS SERRANOS COUNTRY CLUB DRIVE CLOSURE**
 - Los Serranos Country Club Drive is closed between Los Serranos Road and Heritage Drive due to a recycled water main break, which damaged the integrity of the road. There is no neighborhood detour for this route, especially for school drop-off or pick-up. Temporary repairs to restore the road to drivable conditions are expected to be completed by Thursday.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION [1:01:14]

There was no reportable action taken in Closed Session.

PUBLIC COMMENTS - AGENDIZED ITEMS [1:01:19]

Maira Llamas, spoke about the impacts of South Coast Air Quality Management District (SCAQMD) Proposed Amendment Rules 1111 and 1121 banning the use of gas-powered appliances. She announced that SCAQMD will hold an Advisory Committee on January 30th regarding the new proposed rulings.

CONFLICT OF INTEREST / LEVINE ACT ANNOUNCEMENTS [1:05:26]

There were no conflict-of-interest or Levine Act announcements to record.

CITY DEPARTMENT BUSINESS

CONSENT CALENDAR [1:05:33]

Mayor Bennett announced the Consent Calendar items and asked the Council if there were any items to pull.

Hearing none, a motion was made by Vice Mayor Johsz and seconded by Council Member Marquez to approve the following Consent Calendar Items:

MINUTES

The City Council approved the January 14, 2025 City Council Special and Regular Meeting Minutes, as presented.

CITY OFFICIAL TRAVEL EXPENSE AND REIMBURSEMENT REPORT

The City Council received and filed the City Official report regarding training and/or meetings reimbursed by City, pursuant to Government Code Sections 53232.2 and 53232.3 and the City Official Travel Expense and Reimbursement Policy Section 2.25 for the period of November 12, 2024, through January 27, 2025, as outlined in the written staff report, on file in the City Clerk's office.

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL UPDATE

The City Council approved revisions to Administrative Policies and Procedures Manual Sections 4.1 - Capital Assets; 4.4 - Fraud in the Workplace; and 8.8 - Surplus to align with Federal regulations and current City practices.

AGREEMENT AMENDMENT - BUILDING INSPECTION SERVICES

The City Council authorized the execution of Amendment No. 3 to Agreement No. A2023-077 with The Code Group, Inc., dba VCA Code, increasing the total not-to-exceed amount from \$145,000 to \$215,000 for contract building inspection services due to high building plan review volume.

AGREEMENTS - CITY YARD REHABILITATION AND MODERNIZATION PROJECT

The City Council (1) renamed the City Yard Painting and Building Modernization Project (PF24002) in the Fiscal Year 2024-25 Capital Improvement Program to City Yard Rehabilitation and Modernization Project and amended the scope to include the City Yard parking lot pavement rehabilitation; (2) removed the City Yard Parking Lot Pavement Rehabilitation Project (PF23004) from the Fiscal Year 2024-25 Capital Improvement Program and transferred funds to the City Yard Rehabilitation and Modernization Project (PF24002); (3) awarded **Agreement No. A2025-037** to RJM Design Group, Inc., in the amount of \$212,519.00 for the preparation of design plans and specifications for the City Yard Rehabilitation and Modernization Project (4) authorized the City Manager, at his discretion, to approve cumulative change orders up to ten percent (\$21,251.90) of the awarded agreement amount; and (5) determined this action to be exempt from review as a Class 1 Categorical Exemption under the California Environmental quality Act of 1970, as amended, (California Public Resources Code Section 21000, et seq., "CEQA") pursuant to Section 15301 of CEQA Guidelines.

AGREEMENT - GRAND AVENUE PARK LIGHTING PROJECT

The City Council (1) awarded **Agreement No. A2025-039** to Ace Electric, Inc., in the amount of \$492,000 for the Grand Avenue Park Lighting Project; (2) authorized the City Manager, at his discretion, to approve cumulative change orders up to ten percent (\$49,200) of the awarded contract amount; and (3) determined the project to be exempt from review under the California Environmental Quality Act of 1970, as amended, Public Resources Code Section 21000 et seq. ("CEQA"), pursuant to Section 15302 of CEQA Guidelines.

Motion carried by electronic vote as follows:

AYES: COUNCIL MEMBERS: BENNETT, JOHSZ, MARQUEZ, ROGERS

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: MORAN

ITEMS INITIATED BY COUNCIL

OPPOSITION TO SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT RULES 1111 AND 1121 - RESOLUTION ADOPTED [1:05:58]

City Manager Montgomery briefed the City Council on the staff report, which is on file in the City Clerk's Office.

Council Member Marquez informed the Council that San Bernardino County Transportation Authority, Southern California Association of Governments, and the Building Industry Association took a position of opposition Rules 1111 and 1121.

Council Member Rogers stated that the City of Chino opposed the Rules as well.

Following discussion, a motion was made by Vice Mayor Johsz and seconded by Council Member Marquez, to (1) adopt **Resolution No.2025R-003 of the City of Chino Hills, Opposing South Coast Air Quality Management District (SCAQMD) Rules 1111 and 1121 Regulating Air Emissions From Gas-Powered Central Furnaces and From Residential-Type, Natural Gas-Powered Water Heaters, Respectively**; and (2) direct staff to send a letter to SCAQMD opposing Rules 1111 and 1121 and stating the impacts these rules will have on Chino Hills' homeowners, renters and businesses.

Motion carried by electronic vote as follows:

AYES: COUNCIL MEMBERS: BENNETT, JOHSZ, MARQUEZ, ROGERS

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: MORAN

PUBLIC HEARINGS

MUNICIPAL CODE AMENDMENT NO. MCA-0003-2024 - ACCESSORY DWELLING UNITS - ORDINANCE ADOPTED [1:09:50]

Senior Planner Gackstetter provided a PowerPoint presentation and briefed the City Council on the staff report, which is on file in the City Clerk's Office. He explained what Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit consist of, spoke of recent State legislation that prompted the proposed changes and outlined the proposed updates to the City's regulations.

Mayor Bennett opened the public hearing and asked if anyone wished to address the City Council on the matter.

Jim Gallagher, resident, addressed concerns about adequate parking space for accessory dwelling units (ADUs). He also inquired about property size requirements and limitations to be able to accommodate eight ADUs.

Community Development Liguori said parking requirements are set by State law and the City is prohibited by the allowable limits under such law. He continued that eight

ADUs applies to a multi-family property, which could include new structures or garage and covered parking conversions. Community Director Liguori said that we must pass these regulations because State law compels us to.

Mayor Bennett said that State law mandates how homeowners can develop their own properties.

Mayor Bennett closed the public hearing.

Following discussion, a motion was made by Council Member Rogers and seconded by Vice Mayor Johsz, to introduce an Ordinance updating accessory dwelling unit regulations entitled: *“An Ordinance of the City of Chino Hills, Amending Title 16 of the Chino Hills Municipal Code to Update Accessory Dwelling Unit Regulations and Finding the Proposed Municipal Code Amendment Exempt From Review Under the California Environmental Quality Act”* for first reading by title only and waiving further reading.

Motion carried by electronic vote as follows:

AYES: COUNCIL MEMBERS: BENNETT, JOHSZ, MARQUEZ, ROGERS

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: MORAN

MASTER SCHEDULE OF FEES, FINES, AND PENALTIES AMENDMENT - RESOLUTION ADOPTED [1:22:26]

Finance Director Buhagiar provided a PowerPoint presentation and briefed the City Council on the staff report, which is on file in the City Clerk’s Office. She outlined new and decreased fees for the Building Services, Development Services, Public Works/Engineering, Community Services, and Finance Departments/Divisions.

Mayor Bennett opened the public hearing and asked if anyone wished to address the City Council on the matter, hearing none, Mayor Bennett closed the public hearing.

Following a brief discussion, a motion was made by Vice Mayor Johsz and seconded by Council Member Rogers, to adopt **Resolution No. 2025R-004** of the City of Chino Hills, Amending the Master Schedule of Fees, Fines, and Penalties Set Forth in Resolution No. 2024R-029, Establishing New and Revised Fees and Determining That the Adoption of the Fees is Exempt From Review Under the California Environmental Quality Act.

Motion carried by electronic vote as follows:

AYES: COUNCIL MEMBERS: BENNETT, JOHSZ, MARQUEZ, ROGERS

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: MORAN

PUBLIC COMMENTS - NON-AGENDIZED [1:28:07]

Sandra Jones, resident, inquired about what the City is doing to assist the recent fire victims.

SAFETY UPDATES [1:29:44]

Fire: Fire Chief Williams stated that the Chino Valley Fire District's (District) walk-in permit counter will be closed on Fridays, however they will operate by appointment only on Fridays, beginning February 3rd. He stated that the local cities have been notified and that letters have been sent to those contractors they most commonly do business with. Fire Chief Williams said the District wishes to still be attentive to the needs of their constituents, but with online services becoming more popular and for safety reasons, they are transitioning how they provide services.

Mayor Bennett asked Fire Chief Williams to place an article in the local paper as well as update the District's website to reflect their new business hours.

Council Member Rogers asked Fire Chief Williams what the District's response was to the two major recent wildfires.

Fire Chief Williams stated that they had deployed approximately ten staff members and two engines to both fires in Pacific Palisades and the Eaton Fire. He stated that in addition there was one REMS unit, which is a search and rescue unit, that was deployed to assist in recovering bodies from the fires.

Police: Police Chief Girard spoke about the new e-bike regulations, fines, and guidelines and stated that residents who would like more information for them to visit the City's website at www.chinohills.org/ebikes.

CITY MANAGER UPDATE [01:34:41]

City Manager Montgomery spoke about the recent Southern California Edison (SCE) Public Safety Power Shutoffs (PSPS) and thanked the public and staff for their feedback. He stated that a lot of the information that SCE disseminated was inaccurate and he appreciated the public relaying real-time information to the City. City Manager Montgomery said that the City has no authority over SCE and commended staff for reporting information received from the public.

Mayor Bennett stated the SCE does not have a choice in PSPS events as it is state mandated by the California Public Utility Commission.

COUNCIL REPORTS [1:36:57]

Mayor Bennett

- **CHINO VALLEY UNIFIED SCHOOL DISTRICT BOARD**

Mayor Bennett attended the Chino Valley Unified School District Board meeting and said that the Ruben S. Ayala High School Chinese Club performed at the meeting. He also said that several parents and students spoke on behalf of the

Chino High School Athletic Director and Swim Coach who are potentially being terminated for a drowning incident that took place last summer.

Vice Mayor Johsz

- **LEGISLATIVE ADVOCACY COMMITTEE**

Vice Mayor Johsz attended the Legislative Advocacy Committee meeting and said the committee reviewed the City's legislative platform and received an update from the City's lobbyist regarding the changes with the new President, Congress, Senate, and Assembly members. He said the Committee discussed Federal and State earmark requests.

Council Member Rogers

- **WATER FACILITIES AUTHORITY BOARD**

Council Member Rogers attended the Water Facilities Authority Board meeting and stated the Board reviewed the midyear budget and elected Board Officers for the coming year.

COUNCIL COMMENTS [1:39:11]

Rogers: Council Member Rogers commended staff for updating the community on the SCE PSPS notifications. He also inquired about the current Point-in-Time count.

City Manager Montgomery said that the Point-in-Time count identified four homeless people in the City this year. Council Member Rogers said that four individuals is probably not truly representative, but he was encouraged by how proactive the City is being with regards to the homeless population. He spoke about the two water projects on Eucalyptus Avenue and English Road and asked for staff to continue to communicate with residents to assist in mitigating complaints.

Marquez: Council Member Marquez attended a Metrolink meeting and said his prayers are with the Kettle family who lost their home in the recent fires. He attended the Southern California Association of Governments Legislative Committee meeting and said that the Committee took a support position on emergency Assembly Bill 226, that will allow bonds to add funding to the FAIR Plan, which is a program funded by insurance companies. Council Member Marquez asked Public Works Director Bobadilla if electrical lines could be put underground with Rule 28 money. Public Works Director Bobadilla stated that at this time there is no available funding in the City's Rule 28 account. Council Member Marquez said that it is important to begin discussions around a potential sales tax measure and to discuss Landscape and Lighting Districts soon. He continued that the City has high powered electrical lines running through a lot of the City's open space. Council Member Marquez asked Fire Chief Williams what the weed abatement distance is for clearance. Fire Chief Williams responded that he does not have an exact number but would be happy to follow up with the information. He said that SCE has an email address for residents to report areas of weed abatement concern which is weeds@sce.com. Council Member Marquez asked for the Legislative Advocacy Committee to discuss potentially moving a bill forward regarding nesting season prohibiting weed abatement under the powerlines, as SCE is frustrated by the regulations of not being able to perform weed abatement due to nesting season. Council

Member Marquez commended the Public Works and Community Services teams for the expedited work at the Vellano pickle ball courts and said the courts look great. Council Member Marquez stated that he attended the Cal Cities Public Safety Committee meeting and that the committee discussed Proposition 36 and the frustrations with the current legislation, as people need to be convicted three times prior to receiving help. He said that the committee also discussed the issues different fire agencies were having with trying to recall firefighters that live out of state to assist with the recent firefighting efforts and that Cal Cities will be looking at this issue more closely. Council Member Marquez asked for Public Works Director Bobadilla to look at the tree trimming program and to potentially move the trimming schedule to where every tree is trimmed once every five years. Public Works Director Bobadilla said that the Public Works Department is looking into this issue and will be bringing it forth as part of the budget workshop for the next fiscal year. Council Member Marquez said that he has received a lot of complaints regarding truck traffic in Carbon Canyon and asked Community Development Director Liguori when the grading will be completed. Community Services Director Liguori stated that he will get back to Council Member Marquez with an answer.

Council Member Rogers asked if five-axel dump trucks have permission to enter Carbon Canyon based on their permits for grading or due to it being a local project. Community Services Director Liguori stated that the trucks would need to enter from the Brea side so they are not negotiating their escorts, and he would investigate the issue Council Member Rogers was referring to.

Johsz: Vice Mayor Johsz stated the Legislative Advocacy Committee also discussed brush clearance and weed abatement as it specifically relates to Chino Hills State Park. Assistant City Manager Hill stated that the City does not receive answers from the State regarding weed abatement and the State does not perform any active weed abatement in the State Park. Vice Mayor Johsz stated that there are several high-powered electrical lines going through the State Park and that the City needs to push our Governor and Legislators to take responsibility for the maintenance of the State Park. He continued that a resident called him during the PSPS events about not having power to operate a nebulizer machine. Vice Mayor Johsz encouraged residents who have medical needs to call SCE for more information as they have programs for residents in this situation.

Bennett: Mayor Bennett asked the community to reach out to the City Council in times of crisis as they will have the most up to date information and are happy to assist in getting their questions answered.

Mayor Bennett acknowledged Fire Board Director Kreeger and Deputy Fire Chief Gable in the audience. He also thanked public safety for their continued efforts.

ADJOURN IN MEMORIAM AND IN HOPE [1:54:32]

Mayor Bennett adjourned the meeting at 7:55 p.m. for those that lost their homes and their lives in the recent wildfires and in with deep gratitude, respect, and appreciation for the brave individuals who serve and have served in the Armed Forces. Their selfless

contributions protect us all. He said may we as a community continue to support and honor them, as well as public safety responders.

Respectfully submitted,

CHERYL BALZ, CITY CLERK

APPROVED:

DRAFT



COUNCIL AGENDA STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS DATE: FEBRUARY 11, 2025

FROM: CITY CLERK ITEM NO: 10

SUBJECT: CITY OFFICIAL TRAVEL EXPENSE AND REIMBURSEMENT REPORT

RECOMMENDATION:

Receive and file City Officials' Travel Expense and Reimbursement Report regarding trainings and/or meetings reimbursed by the City, pursuant to Government Code Sections 53232.2 and 53232.3 and the City Official Travel Expense and Reimbursement Policy Section 2.2.5 for the period of January 28, 2025 through February 10, 2025.

BACKGROUND/ANALYSIS:

In accordance with Government Code Sections 53232.2 and 53232.3, which implemented Assembly Bill 1234 (AB 1234), and Section 2.2.5 of the City Official Travel Expense and Reimbursement Policy the attached City Official Travel Expense and Reimbursement Report provides a list reflecting the purpose and subject matter of meetings for the period of January 28, 2025 through February 10, 2025.

ENVIRONMENTAL (CEQA) REVIEW:

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and, constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

FISCAL IMPACT:


Travel, Training, and Meeting expenses are included within the City's adopted budget for Fiscal Year 2024-25.

LEVINE ACT DETERMINATION:

This item is NOT subject to the Levine Act.

Respectfully Submitted,

Recommended By:


Benjamin Montgomery
City Manager


Cheryl Balz
City Clerk

Attachments City Official Travel Expense and Reimbursement Report

CITY OF CHINO HILLS

CITY OFFICIAL TRAVEL EXPENSE AND REIMBURSEMENT REPORT

Reported by: City Clerk's Office

Reporting Period: January 28, 2025 - February 10, 2025*

Event Date	Event	Participants	Purpose
January 31 - February 2, 2025	League of California Cities Latino Caucus	Ray Marquez	Winter Board Retreat Attendance

*No travel on dates not listed.



COUNCIL AGENDA STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS DATE: FEBRUARY 11, 2025

FROM: CITY MANAGER ITEM NO: 11

SUBJECT: PAYMENT REGISTER

RECOMMENDATION:

Ratify payments over \$25,000 totaling \$9,043,962.97 for the month of December 2024.

BACKGROUND/ANALYSIS:

A listing of payments over \$25,000 is being submitted to the City Council for review and ratification. The payments may include the following types: wire, automatic clearing house (ACH), electronic funds transfer (EFT) and paper check. Wires and ACH payments have a four-digit number, EFT payments have a six-digit number starting with a "1" and paper checks have a six-digit number starting with a "4". During the month of December 2024, payments in excess of \$25,000 have been issued totaling \$9,043,962.97 (see attached).

ENVIRONMENTAL (CEQA) REVIEW:

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and, constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378 (b) (4-5)).

FISCAL IMPACT:

The cash held by the City's various funds, including the General Fund, is reduced as a result of paying the City's budgeted expenditures.

LEVINE ACT DETERMINATION:

This item is NOT subject to the Levine Act.

Respectfully Submitted,

Recommended By:


Benjamin Montgomery
City Manager


Christa Buhagiar
Finance Director

Attachments Payments over \$25,000

Payments Over \$25,000

From 12/1/2024 to 12/31/2024

#	DATE	VENDOR NAME	CONTRACT#	PO#	DESCRIPTION	RETENTION	INVOICE AMT
3199	12/12/2024	EMPLOYMENT DEVELOPMENT DEPT.			PP 25/24 STATE TAX WITHHOLDING		\$31,591.16
					TOTAL		\$31,591.16
3200	12/12/2024	INTERNAL REVENUE SERVICE			PP 25/24 FED TAX WITHHOLDING		\$97,932.98
					TOTAL		\$97,932.98
3201	12/9/2024	CALIFORNIA PUBLIC EMPLOYEES'			DEC24 CALPERS INSURANCE PREMIUM		\$148,309.94
					TOTAL		\$148,309.94
3202	12/12/2024	INT'L CITY MGMT ASSOC RETIREMENT CORP 304182(457)			PP 25/24 PAYROLL DEDUCTIONS		\$29,078.40
					TOTAL		\$29,078.40
3213	12/16/2024	SOUTHERN CALIFORNIA EDISON CO.			NOV24 ELECTRIC BILLS		\$60,145.56
					TOTAL		\$60,145.56
3229	12/23/2024	EMPLOYMENT DEVELOPMENT DEPT.			PP 26/24 STATE TAX WITHHOLDING		\$32,309.01
					TOTAL		\$32,309.01
3230	12/23/2024	INTERNAL REVENUE SERVICE			PP 26/24 FED TAX WITHHOLDING		\$99,990.13
					TOTAL		\$99,990.13
3231	12/24/2024	INT'L CITY MGMT ASSOC RETIREMENT CORP 304182(457)			PP 26/24 PAYROLL DEDUCTIONS		\$29,034.79
					TOTAL		\$29,034.79
109341	12/4/2024	INLAND VALLEY HUMANE SOCIETY & SPCA	A2021-138		OCT24 ANIMAL SHELTER AND CONTROL SVC		\$44,105.83
					TOTAL		\$44,105.83
109354	12/4/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$2,386.75
	12/4/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$3,493.75
	12/4/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$8,385.20
	12/4/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$29,000.85
					TOTAL		\$43,266.55
109362	12/11/2024	CHINO BASIN WATERMASTER			2024-25 ADMINISTRATIVE ASSESSMENTS		\$300,968.44
					TOTAL		\$300,968.44
109370	12/11/2024	EXCEL LANDSCAPE, INC.	A2022-266	25016	NOV24 SOUTH LANDSCAPE MAINTENANCE		\$143,236.59
	12/11/2024	EXCEL LANDSCAPE, INC.	A2022-266	25016	NOV24 SOUTH LANDSCAPE MAINTENANCE		\$3,507.00
					TOTAL		\$146,743.59
109374	12/11/2024	HARDY & HARPER, INC.	A2023-227		CONCRETE SERVICES @ LOS SERRANOS CC/YORBA		\$124,510.00
	12/11/2024	HARDY & HARPER, INC.	A2023-059		ASPHALT AND CONCRETE @ LOS SERRANOS CC/YORBA		\$52,450.00
					TOTAL		\$176,960.00

Payments Over \$25,000

From 12/1/2024 to 12/31/2024

#	DATE	VENDOR NAME	CONTRACT#	PO#	DESCRIPTION	RETENTION	INVOICE AMT
109375	12/11/2024	HENSLEY, MARK D.	A2014-037		SEP24 LEGAL SERVICES		\$79,065.22
	12/11/2024	HENSLEY, MARK D.	A2014-037		OCT24 LEGAL SERVICES		\$69,422.50
TOTAL							\$148,487.72
109377	12/11/2024	INLAND EMPIRE UTILITIES AGENCY			OCT24 EDU OPERATIONS & MAINT		\$696,158.73
	12/11/2024	INLAND EMPIRE UTILITIES AGENCY			OCT24 RECYCLED WATER CHARGE		\$33,183.74
TOTAL							\$729,342.47
109383	12/11/2024	SBCERA			PP 25/24 PAYROLL DEDUCTION		\$256,021.13
TOTAL							\$256,021.13
109390	12/11/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$1,219.50
	12/11/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$1,648.00
	12/11/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$1,442.00
	12/11/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$4,691.25
	12/11/2024	WEST COAST ARBORISTS, INC.	A2024-051	25032	ARPA GRAND AVE TREE ASSESSMENT		\$55,122.00
TOTAL							\$64,122.75
109397	12/18/2024	CPACINC.COM		25044	FORTINET ACCESS POINT GEAR FOR CITY WIFI PROJECT		\$27,495.39
	12/18/2024	CPACINC.COM		25044	FORTINET ACCESS POINT GEAR FOR CITY WIFI PROJECT		\$6,351.05
	12/18/2024	CPACINC.COM			IT EQUIPMENT		\$888.88
TOTAL							\$34,735.32
109405	12/18/2024	GEORGE T. HALL	A2024-095		1,2,3-TCP - SCADA SYSTEM UPGRADE	(\$7,026.99)	\$140,539.80
TOTAL							\$133,512.81
109408	12/18/2024	GUARANTEED JANITORIAL SERVICE, INC.	A2020-106	25031	NOV24 JANITORIAL SERVICES		\$36,628.77
TOTAL							\$36,628.77
109411	12/18/2024	HENSLEY, MARK D.	A2014-037		NOV24 LEGAL SERVICES		\$65,871.00
TOTAL							\$65,871.00
109414	12/18/2024	INLAND EMPIRE UTILITIES AGENCY			OCT24 METER EQUIVALENT UNIT CH		\$44,853.30
TOTAL							\$44,853.30
109421	12/18/2024	MONTE VISTA WATER DISTRICT			NOV24 WATER DELIVERIES		\$446,067.50
	12/18/2024	MONTE VISTA WATER DISTRICT			NOV24 GROUNDWATER DELIVERIES		\$51,500.00
TOTAL							\$497,567.50
109442	12/18/2024	WATER FACILITIES AUTHORITY			NOV24 WATER DELIVERIES		\$126,458.55
TOTAL							\$126,458.55

Payments Over \$25,000

From 12/1/2024 to 12/31/2024

#	DATE	VENDOR NAME	CONTRACT#	PO#	DESCRIPTION	RETENTION	INVOICE AMT
109444	12/18/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$659.20
	12/18/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$818.50
	12/18/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$1,648.00
	12/18/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$1,059.30
	12/18/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$1,177.00
	12/18/2024	WEST COAST ARBORISTS, INC.	A2024-051	25032	ARPA GRAND AVE TREE ASSESSMENT		\$92,222.00
	12/18/2024	WEST COAST ARBORISTS, INC.	A2024-051		CITYWIDE TREE MAINTENANCE SERVICE		\$24,308.00
TOTAL							\$121,892.00
109448	12/18/2024	INLAND EMPIRE UTILITIES AGENCY			OCT24 RECYCLED WATER		\$66,615.90
	12/18/2024	INLAND EMPIRE UTILITIES AGENCY			OCT24 BASIN RECHARGE		\$102,382.74
TOTAL							\$168,998.64
109452	12/23/2024	SBCERA			PP 26/24 PAYROLL DEDUCTIONS		\$256,049.05
TOTAL							\$256,049.05
428006	12/4/2024	CITY OF CHINO	A2023-190		HUMAN SERVICES FY 23-24		\$92,959.00
TOTAL							\$92,959.00
428009	12/4/2024	CLIMATEC LLC	A2023-054		HVAC BUILDING MGMT SYSTEM	(\$1,118.87)	\$22,377.50
	12/4/2024	CLIMATEC LLC	A2024-070		PARKING STRUCTURE SUMP PUMP	(\$798.60)	\$15,972.00
TOTAL							\$36,432.03
428067	12/11/2024	ANDERSON AIR CONDITIONING, LP	A2024-068		HVAC REPLACEMENT AT CITY HALL	(\$32,353.35)	\$647,067.00
TOTAL							\$614,713.65
428081	12/11/2024	GARNEY PACIFIC, INC	A2022-159		1,2,3-TCP REMOVAL TREATMENT PLANT	(\$13,185.21)	\$263,704.11
TOTAL							\$250,518.90
428083	12/11/2024	GREAT WESTERN RECREATION		24053	ALTERRA PARK PLAYGROUND EQUIPMENT		\$86,117.59
TOTAL							\$86,117.59
428122	12/11/2024	PAYMENTUS CORPORATION	A2020-108		OCT24 PAYMENT PROCESSING		\$26,134.60
TOTAL							\$26,134.60
428123	12/11/2024	R.E. SCHULTZ CONSTRUCTION INC	A2024-080		ALTERRA PARK PLAYGROUND REPLAC	(\$1,659.00)	\$33,180.00
TOTAL							\$31,521.00
428132	12/11/2024	SUPERIOR PAVING COMPANY, INC.	A2024-025		RIDGEVIEW DRIVE TRAIL/ROAD MAINT	(\$22,965.83)	\$459,316.60
TOTAL							\$436,350.77
428133	12/11/2024	SWRCB			FY 24/25 PERMIT 836M1000269		\$36,393.00
TOTAL							\$36,393.00

Payments Over \$25,000

From 12/1/2024 to 12/31/2024

#	DATE	VENDOR NAME	CONTRACT#	PO#	DESCRIPTION	RETENTION	INVOICE AMT
428136	12/11/2024	L.M.T. ENTERPRISES INC	A2024-164		MCCOY EQUESTRIAN CENTER TRAILE	(\$10,669.04)	\$213,380.72
TOTAL							\$202,711.68
428143	12/11/2024	W.A. RASIC CONSTRUCTION CO., INC.	A2022-157		WATER & SEWER ON-CALL @ LOS SER CC DR		\$31,318.80
TOTAL							\$31,318.80
428145	12/18/2024	4LEAF, INC	A2024-061		AUG24 BUILDING INSPECTION AND PLAN		\$8,903.90
	12/18/2024	4LEAF, INC	A2024-061		SEP24 BUILDING INSPECTION AND PLAN		\$6,189.00
	12/18/2024	4LEAF, INC	A2024-061		OCT24 BUILDING INSPECTION AND PLAN		\$10,309.40
TOTAL							\$25,402.30
428159	12/18/2024	CRIMSON MARIE COMPANY, INC	A2024-173		CP V-DITCH REPLACEMENT & RESTORE	(\$3,394.50)	\$67,890.00
TOTAL							\$64,495.50
428170	12/18/2024	LENOVO (UNITED STATES) INC		25022	LENOVO LAPTOP FOR MYSTIC CANYON		\$1,069.65
	12/18/2024	LENOVO (UNITED STATES) INC		25043	LENOVO COMPUTER UPGRADES - NASPO 23013		\$5,603.00
	12/18/2024	LENOVO (UNITED STATES) INC		25043	LENOVO COMPUTER UPGRADES - NASPO 23013		\$1,614.86
	12/18/2024	LENOVO (UNITED STATES) INC		25043	LENOVO COMPUTER UPGRADES - NASPO 23013		\$96,005.25
TOTAL							\$104,292.76
428222	12/18/2024	S.B.COUNTY SHERIFF'S DEPT.	A94-93 A39		NOV24 LAW ENFORCEMENT SERVICES		\$1,539,812.00
	12/18/2024	S.B.COUNTY SHERIFF'S DEPT.	A94-93 A39		DEC24 LAW ENFORCEMENT SERVICES		\$1,539,812.00
TOTAL							\$3,079,624.00
Total							\$9,043,962.97

Note: The payments above may include the following types: wire, automatic clearing house (ACH), electronic funds transfer (EFT) and paper check. Wires and ACH payments have a four-digit number, EFT payments have a six-digit number starting with a "1" and paper checks have a six-digit number starting with a "4".



COUNCIL AGENDA STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS DATE: FEBRUARY 11, 2025

FROM: CITY MANAGER ITEM NO: 12

SUBJECT: MONTHLY FINANCIAL REPORT

RECOMMENDATION:

Receive and file the Monthly Financial Report for December 2024.

BACKGROUND/ANALYSIS:

This report provides an update on the City's financial status as of December 31, 2024. The financial data is reported on a cash basis, meaning we record revenue when we actually receive the money, and we record expenses when we make payments.

Revenues in the General Fund come in at different times throughout the year, with most of the money coming in during the last six months of the fiscal year. On the other hand, we have monthly expenses that need to be paid regardless of when the revenue arrives. This is why it's crucial to keep a reserve to manage cash flow during the slower months.

At the end of the fiscal year, we switch to an accrual basis of accounting. This means we account for revenue that was earned and expenses that were incurred during the year, even if the cash was received or paid in July or August. This aligns with Generally Accepted Accounting Principles (GAAP), which help ensure that financial transactions are matched to the correct period.

Please note that this report does not include certain accounting adjustments required by the Governmental Accounting Standards Board (GASB), such as adjustments to reflect the fair market value of investments. These adjustments, which don't involve actual cash transactions, are mainly for year-end financial statement purposes.

ENVIRONMENTAL (CEQA) REVIEW:

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and, constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

FISCAL IMPACT:

There is no fiscal impact with this item.

LEVINE ACT DETERMINATION:

This item is NOT subject to the Levine Act.

Respectfully Submitted,

Recommended By:

A handwritten signature in blue ink that reads "Ben Montgomery". The signature is written in a cursive, flowing style.

Benjamin Montgomery
City Manager

A handwritten signature in blue ink that reads "Christa Buhagiar". The signature is written in a cursive, flowing style.

Christa Buhagiar
Finance Director

Attachments December 2024 Financial Report



Financial Report
December 2024
Fiscal Year 2024-2025

CITY OF CHINO HILLS
SUMMARY OF CHANGES IN THE GENERAL FUND BALANCE - ACTUAL
FOR THE MONTH ENDED DECEMBER 31, 2024

Audited Beginning Fund Balance at 7/1/24		\$	53,451,665
Revenues	\$	24,180,259	
Expenditures		<u>(29,750,381)</u>	
Revenues over (under) expenditures			<u>(5,570,122)</u>
Fund Balance at 12/31/24		\$	<u>47,881,543</u>
Less:			
Restricted for PARS & special purposes		\$	<u>(11,766,046)</u>
Unrestricted Fund Balance at 12/31/24		\$	<u>36,115,497</u>
Unrestricted Fund Balance as a % of Budgeted Expenditures			51.83%

CITY OF CHINO HILLS
SUMMARY OF CHANGES IN THE GENERAL FUND BALANCE - BUDGET
FOR THE YEAR ENDING JUNE 30, 2025

Audited Beginning Fund Balance at 7/1/24		\$	53,451,665
Budgeted Revenues	\$	65,144,752	
Budgeted Expenditures		<u>(69,677,337)</u>	
Revenues over (under) expenditures			<u>(4,532,585)</u>
Projected Fund Balance at 6/30/25		\$	<u>48,919,080</u>
Less:			
Restricted for PARS & special purposes		\$	<u>(11,766,046)</u>
Projected Unrestricted Fund Balance at 6/30/25		\$	<u>37,153,034</u>
Unrestricted Fund Balance as a % of Budgeted Expenditures			53.32%

CITY OF CHINO HILLS
GENERAL FUND REVENUES
FOR THE MONTH ENDED DECEMBER 31, 2024

Revenue Type	Adjusted Budget	FY 2024-25 Year-to-Date Actuals through 12/31/2024	Actuals as a % of Adjusted Budget	Prior Year Adjusted Budget	FY 2023-24 Prior YTD Actuals through 12/31/2023	Actuals as a % of Adjusted Budget	Actuals Year-to-Date Variance Increase / (Decrease)
Property Tax	\$ 19,368,736	\$ 3,524,608	18%	\$ 19,112,360	\$ 3,608,359	19%	\$ (83,751)
Sales & Use Tax	10,371,000	3,079,230	30%	10,726,000	3,251,190	30%	(171,960)
Transient Occupancy Tax	2,434,434	729,481	30%	2,286,000	744,560	33%	(15,079)
Franchise Fees	2,758,070	618,530	22%	2,571,280	607,159	24%	11,371
Intergovernmental	715,433	482,565	67%	661,955	674,328	102%	(191,763) A
Charges for Services	7,781,140	3,300,548	42%	8,227,812	2,782,433	34%	518,115
Fines & Forfeitures	520,000	198,136	38%	520,000	175,699	34%	22,437
Use of Money & Property	2,638,697	3,187,851	121% B	3,112,637	1,354,711	44%	1,833,140
City Wide Overhead	11,710,911	5,799,255	50%	11,077,947	5,509,436	50%	289,819
Other Revenues	65,832	93,739	142% C	153,048	189,333	124%	(95,594)
Transfers In	6,780,499	3,166,316	47%	6,578,493	3,100,130	47%	66,186
Total Revenues	\$ 65,144,752	\$ 24,180,259	37%	\$ 65,027,532	\$ 21,997,338	34%	

A - The decrease is due to catch-up payments for state-mandated cost reimbursements, which date back to FY 18/19 and were received in the prior year.

B - The PARS (pension) account realized a gain of \$1.7M from investment sales in October.

C - A reconciliation of cell tower deposits resulted in a \$49,771 reimbursement of staff time and legal costs to the General Fund.

**CITY OF CHINO HILLS
GENERAL FUND EXPENDITURES BY DEPARTMENT
FOR THE MONTH ENDED DECEMBER 31, 2024**

Department	Adjusted Budget	FY 2024-25 Year-to-Date Actuals through 12/31/2024	Actuals as a % of Adjusted Budget	Prior Year Adjusted Budget	FY 2023-24 Prior YTD Actuals through 12/31/2023	Actuals as a % of Adjusted Budget	Actuals Year-to-Date Variance Increase / (Decrease)
<u>City Clerk's Office</u>							
City Council	\$ 427,643	\$ 151,540	35%	\$ 398,522	\$ 169,456	43%	\$ (17,916)
City Attorney	500,000	327,310	65%	500,000	369,095	74%	(41,785)
City Clerk	1,711,315	722,952	42%	1,676,291	705,119	42%	17,833
<u>City Manager's Office</u>							
Administration	2,322,190	973,840	42%	2,566,086	926,647	36%	47,193
Code Enforcement	885,856	359,198	41%	849,504	352,602	42%	6,596
Community Relations	912,200	373,274	41%	920,475	376,502	41%	(3,228)
Emergency Preparedness	126,000	50,559	40%	142,200	49,362	35%	1,197
Human Resources	715,859	309,961	43%	662,670	307,014	46%	2,947
Public Safety	18,614,697	8,913,872	48%	18,227,170	8,808,187	48%	105,685
Risk Management	2,423,682	2,033,878	84% A	2,198,183	2,068,195	94%	(34,317)
Solid Waste and Recycling	992,225	240,118	24%	916,625	251,191	27%	(11,073)
<u>Community Development</u>							
Administration	1,062,645	471,433	44%	978,149	479,564	49%	(8,131)
Building Services	1,560,687	625,110	40%	1,389,979	584,533	42%	40,577
Development Services	1,922,519	575,511	30%	2,099,461	514,881	25%	60,630
Economic Development	215,350	90,129	42%	188,250	89,476	48%	653
<u>Community Services</u>							
Administration	6,004,946	2,697,714	45%	5,788,345	2,618,478	45%	79,236
Recreation	2,425,973	1,036,435	43%	2,429,766	1,041,333	43%	(4,898)
<u>Finance</u>							
Administration	2,861,790	1,145,506	40%	2,686,068	1,115,873	42%	29,633
Development Fee Program	340,000	328,900	97% B	335,000	319,321	95%	9,579
<u>Public Works</u>							
Administration	2,659,000	1,062,892	40%	2,389,877	1,066,555	45%	(3,663)
Engineering	1,120,270	600,401	54%	1,575,233	688,909	44%	(88,508)
Facilities Maintenance	3,203,168	1,402,134	44%	3,381,565	1,448,120	43%	(45,986)
Other Maintenance	3,584,663	1,521,829	42%	3,916,292	1,270,273	32%	251,556
Total Operating Expenditures	\$ 56,592,678	\$ 26,014,496	46%	\$ 56,215,711	\$ 25,620,686	46%	\$ 393,810
<u>Capital Improvement Projects</u>	\$ 3,123,927	\$ 569,569	18%	\$ 5,580,614	\$ 634,616	11%	\$ (65,047)
<u>Transfers Out</u>	9,960,732	3,166,316	32%	10,617,912	5,082,772	48%	(1,916,456) C
Total Expenditures	\$ 69,677,337	\$ 29,750,381	43%	\$ 72,414,237	\$ 31,338,074	43%	\$ (1,587,693)

A - Risk Management has utilized 84% of its budget on the City's liability and workers' compensation insurance, which are one-time expenditures that need to be covered at the beginning of each fiscal year.

B - The Western Water Works Sales Tax Reimbursement Agreement, which represents 97% of the budget, is paid each year in September.

C - For FY 24/25, the General Fund subsidy to the Landscape and Lighting District (L & L) Funds will be recorded at year end instead of monthly.

CITY OF CHINO HILLS
CHANGES IN FUND BALANCE - ACTUAL
FOR THE MONTH ENDED DECEMBER 31, 2024

		Audited							
		Fund Balance		Actuals through 12/31/24		Change in		Fund Balance	
Fund #	Fund Title	7/1/24		Revenues	Expenditures	Fund Balance		12/31/24	
1000	General Fund*	\$ 53,404,053		\$ 20,283,264	\$ 25,853,386	\$ (5,570,122)		\$ 47,833,931	
1300	Community Services	47,612		3,734,149	3,734,149	-		47,612	
1500	TDA Pass Thru	-		162,846	162,846	-		-	
6102	General Agency	-		-	-	-		-	
TOTAL GENERAL FUND		\$ 53,451,665		\$ 24,180,259	\$ 29,750,381	\$ (5,570,122)		\$ 47,881,543	
2110	Gas Tax	\$ 501,703		\$ 1,016,959	\$ 875,934	\$ 141,025		\$ 642,728	
2116	Road Maintenance & Rehabilitation Account	4,258,339		778,993	78,345	700,648		4,958,987	
2120	Air Quality Management District	614,823		59,486	172,491	(113,005)		501,818	
2130	Measure I	1,319,372		499,060	882,551	(383,491)		935,881	
2140	Citizen's Option for Public Safety	218,996		180,038	223,663	(43,625)		175,371	
2150	Community Development Block Grant	-		-	107,945	(107,945)		(107,945)	A
2160	PEG Access Fee	1,537,129		47,193	6,060	41,133		1,578,262	
2210	L & L - Admin	252,861		884,365	700,912	183,453		436,314	
2220	Open Space Management	15,314		266,804	286,305	(19,501)		(4,187)	B
2230	Parks Maintenance	29,971		362,297	300,071	62,226		92,197	
2240	L & L - Los Ranchos Arterial	-		118,103	131,667	(13,564)		(13,564)	B
2241	L & L - Woodview Arterial	-		3,789	2,220	1,569		1,569	
2242	L & L - Carbon Canyon Arterial	-		9,073	4,201	4,872		4,872	
2250	L & L - 1-C Commercial	-		161,656	283,110	(121,454)		(121,454)	C
2251	L & L - Rolling Ridge*	-		461,740	497,774	(36,034)		(36,034)	C
2252	L & L - 1-H Los Ranchos*	-		1,584,440	2,177,666	(593,226)		(593,226)	C
2253	L & L - 1-I Los Ranchos	-		8,605	10,708	(2,103)		(2,103)	C
2254	L & L - 1-B The Oaks*	-		67,167	111,917	(44,750)		(44,750)	C
2255	L & L - 1-K Woodview	196,549		14,533	5,711	8,822		205,371	
2256	L & L - 1-N Carbon Canyon	1,902		1,269	3,272	(2,003)		(101)	C
2257	L & L - 1-P Carbon Canyon*	-		27,254	37,931	(10,677)		(10,677)	C
2258	L & L - 1-T Carbon Canyon	17,544		2,049	2,898	(849)		16,695	
2259	L & L - 1-M Rincon*	-		493,236	937,611	(444,375)		(444,375)	C
2260	L & L - Los Serranos	93,157		23,107	12,366	10,741		103,898	
2270	L & L - Vellano	294,093		163,818	172,219	(8,401)		285,692	
2280	CFD-Vila Borba*	1,351,618		190,978	114,628	76,350		1,427,968	
2310	SMA1 - Street Sweeping	-		107,417	109,180	(1,763)		(1,763)	C
2320	SMA2 - Sleepy Hollow Road Improvements	106,828		7,049	2,907	4,142		110,970	
2330	Protected Tree Replacement	97,924		-	-	-		97,924	
2410	Miscellaneous Grants	573,758		8,973,635	164,486	8,809,149		9,382,907	
2430	American Rescue Plan Act	-		6,244,145	1,885,328	4,358,817		4,358,817	
2501	Affordable Housing Program	3,080,800		140,250	4,050	136,200		3,217,000	
2502	General City Facilities Fee	1,627,731		88,511	4,790	83,721		1,711,452	
2503	Existing Infrastructure Fee	7,532,423		433,583	1,333,733	(900,150)		6,632,273	
2504	Quimby In-Lieu	129,922		1,908	-	1,908		131,830	
2505	Parks & Recreation Facilities Fee*	1,198		87,577	6,477	81,100		82,298	
2506	Sewer Facilities Fee	4,000,658		89,302	6,453	82,849		4,083,507	
2507	Storm Drain Facilities Fee	7,312,409		156,799	32,121	124,678		7,437,087	
2508	Traffic Facilities Fee	2,811,966		50,346	655	49,691		2,861,657	
2509	Traffic Signal Fee	207,738		3,069	-	3,069		210,807	
2510	Water Facilities Fee	19,046,329		674,643	28,760	645,883		19,692,212	
2511	Traffic Impact Fee	68,473		22,399	1,588	20,811		89,284	
2512	Mitigation Fee	935,485		4,402	4,560	(158)		935,327	
2600	Solid Waste	-		(5)	-	(5)		(5)	
TOTAL SPECIAL REVENUE FUNDS		\$ 58,237,013		\$ 24,511,042	\$ 11,725,264	\$ 12,785,778		\$ 71,022,791	

A - Grant expenditures are reimbursed after reimbursement requests are submitted.

B - The negative fund balance resulted from expenditures occurring faster than revenues.

C - Property tax distributions are the primary funding source for these funds, with the two largest installments received in December and April each year. The General Fund will also subsidize these funds at the end of the fiscal year.

*Fixed assets, advances, and investment in joint venture have been removed to reflect working capital.

CITY OF CHINO HILLS
CHANGES IN FUND BALANCE - ACTUAL
FOR THE MONTH ENDED DECEMBER 31, 2024

Fund #	Fund Title	Audited Fund Balance	Actuals through 12/31/24		Change in	Fund Balance
		7/1/24	Revenues	Expenditures	Fund Balance	12/31/24
4100	Information Technology	\$ 318,550	\$ 1,096,805	\$ 1,081,164	\$ 15,641	\$ 334,191
4200	Equipment Maintenance	6,203,702	1,139,116	1,121,870	17,246	6,220,948
TOTAL INTERNAL SERVICE FUNDS*		\$ 6,522,252	\$ 2,235,921	\$ 2,203,034	\$ 32,887	\$ 6,555,139
5100	Water Utility	\$ 101,710,755	\$ 20,822,307	\$ 17,396,418	\$ 3,425,889	\$ 105,136,644
5200	Sewer Utility	18,267,220	5,744,940	5,043,521	701,419	18,968,639
TOTAL ENTERPRISE FUNDS*		\$ 119,977,975	\$ 26,567,247	\$ 22,439,939	\$ 4,127,308	\$ 124,105,283
6201	CFD 1 - Rolling Ridge	\$ 126,827	\$ 164,347	\$ 8,516	\$ 155,831	\$ 282,658
6202	CFD 2 - Los Ranchos	1,955,380	270,246	258,404	11,842	1,967,222
6204	CFD 4 - The Oaks	1,366,129	57,902	23,692	34,210	1,400,339
6205	CFD 5 - Soquel Cyn, Rincon & Woodview*	7,204,180	1,796,447	1,799,433	(2,986)	7,201,194
6206	CFD 6 - Carbon Canyon	1,345,046	101,103	8,437	92,666	1,437,712
6208	CFD 8 - Butterfield	26,395	58,303	4,111	54,192	80,587
6209	CFD 9 - Rincon Village	8,879,019	554,128	143,508	410,620	9,289,639
6210	CFD 10 - Fairfield Ranch	965,095	453,658	728,605	(274,947)	690,148
6299	CFD Regional	3,543,507	51,436	260,979	(209,543)	3,333,964
TOTAL CUSTODIAL FUNDS		\$ 25,411,578	\$ 3,507,570	\$ 3,235,685	\$ 271,885	\$ 25,683,463
GRAND TOTAL		\$ 263,600,483	\$ 81,002,039	\$ 69,354,303	\$ 11,647,736	\$ 275,248,219

*Fixed assets, advances, and investment in joint venture have been removed to reflect working capital.

CITY OF CHINO HILLS
CHANGES IN FUND BALANCE - BUDGET
FOR THE YEAR END JUNE 30, 2025

Fund #	Fund Title	Audited Fund Balance 7/1/24	Budgeted Revenues	Budgeted Expenditures	Change in Fund Balance	Projected Fund Balance 6/30/25
1000	General Fund*	\$ 53,404,053	\$ 55,509,812	\$ 59,994,785	\$ (4,484,973)	\$ 48,919,080
1300	Community Services	47,612	8,383,307	8,430,919	(47,612)	-
1500	TDA Pass Thru	-	1,251,633	1,251,633	-	-
6102	General Agency	-	-	-	-	-
TOTAL GENERAL FUND		\$ 53,451,665	\$ 65,144,752	\$ 69,677,337	\$ (4,532,585)	\$ 48,919,080
2110	Gas Tax	\$ 501,703	\$ 2,156,910	\$ 2,220,248	\$ (63,338)	\$ 438,365
2116	Road Maintenance & Rehabilitation Account	4,258,339	2,008,283	5,159,323	(3,151,040)	1,107,299
2120	Air Quality Management District	614,823	103,000	702,985	(599,985)	14,838
2130	Measure I	1,319,372	2,013,011	2,949,138	(936,127)	383,245
2140	Citizen's Option for Public Safety	218,996	200,000	416,251	(216,251)	2,745
2150	Community Development Block Grant	-	834,591	834,591	-	-
2160	PEG Access Fee	1,537,129	100,000	374,640	(274,640)	1,262,489
2210	L & L - Admin	252,861	1,755,200	2,008,061	(252,861)	-
2220	Open Space Management	15,314	536,300	551,614	(15,314)	-
2230	Parks Maintenance	29,971	722,249	752,220	(29,971)	-
2240	L & L - Los Ranchos Arterial	-	235,528	235,528	-	-
2241	L & L - Woodview Arterial	-	7,539	7,539	-	-
2242	L & L - Carbon Canyon Arterial	-	18,060	18,060	-	-
2250	L & L - 1-C Commercial	-	566,504	566,504	-	-
2251	L & L - Rolling Ridge*	-	1,025,034	1,025,034	-	-
2252	L & L - 1-H Los Ranchos*	-	4,456,827	4,456,827	-	-
2253	L & L - 1-I Los Ranchos	-	21,419	21,419	-	-
2254	L & L - 1-B The Oaks*	-	212,362	212,362	-	-
2255	L & L - 1-K Woodview	196,549	21,664	11,424	10,240	206,789
2256	L & L - 1-N Carbon Canyon	1,902	8,355	9,062	(707)	1,195
2257	L & L - 1-P Carbon Canyon*	-	81,239	81,239	-	-
2258	L & L - 1-T Carbon Canyon	17,544	3,215	5,796	(2,581)	14,963
2259	L & L - 1-M Rincon*	-	1,952,491	1,952,491	-	-
2260	L & L - Los Serranos	93,157	60,417	22,679	37,738	130,895
2270	L & L - Vellano	294,093	311,069	573,637	(262,568)	31,525
2280	CFD-Vila Borba*	1,351,618	300,443	311,412	(10,969)	1,340,649
2310	SMA1 - Street Sweeping	-	291,901	291,901	-	-
2320	SMA2 - Sleepy Hollow Road Improvements	106,828	9,852	100,777	(90,925)	15,903
2330	Protected Tree Replacement	97,924	-	97,924	(97,924)	-
2410	Miscellaneous Grants	573,758	11,331,989	11,905,747	(573,758)	-
2430	American Rescue Plan Act	-	6,244,145	6,244,145	-	-
2501	Affordable Housing Program	3,080,800	420,620	24,200	396,420	3,477,220
2502	General City Facilities Fee	1,627,731	249,400	3,121,527	(2,872,127)	(1,244,396) A
2503	Existing Infrastructure Fee	7,532,423	1,328,300	5,658,242	(4,329,942)	3,202,481
2504	Quimby In-Lieu	129,922	97,100	137,223	(40,123)	89,799
2505	Parks & Recreation Facilities Fee*	1,198	337,200	25,300	311,900	313,098
2506	Sewer Facilities Fee	4,000,658	69,100	1,645,759	(1,576,659)	2,423,999
2507	Storm Drain Facilities Fee	7,312,409	211,800	2,069,807	(1,858,007)	5,454,402
2508	Traffic Facilities Fee	2,811,966	34,100	2,600	31,500	2,843,466
2509	Traffic Signal Fee	207,738	-	-	-	207,738
2510	Water Facilities Fee	19,046,329	966,600	2,471,900	(1,505,300)	17,541,029
2511	Traffic Impact Fee	68,473	128,000	9,600	118,400	186,873
2512	Mitigation Fee	935,485	-	47,243	(47,243)	888,242
2600	Solid Waste	-	-	-	-	-
TOTAL SPECIAL REVENUE FUNDS		\$ 58,237,013	\$ 41,431,817	\$ 59,333,979	\$ (17,902,162)	\$ 40,334,851

A - The projected negative beginning fund balance is due to the remaining \$3 million committed to the new fire station.

*Fixed assets, advances, and investment in joint venture have been removed to reflect working capital.

CITY OF CHINO HILLS
CHANGES IN FUND BALANCE - BUDGET
FOR THE YEAR END JUNE 30, 2025

Fund #	Fund Title	Audited Fund Balance 7/1/24	Budgeted Revenues	Budgeted Expenditures	Change in Fund Balance	Projected Fund Balance 6/30/25
4100	Information Technology	\$ 318,550	\$ 2,109,510	\$ 2,428,060	\$ (318,550)	\$ -
4200	Equipment Maintenance	6,203,702	2,095,600	2,851,015	(755,415)	5,448,287
TOTAL INTERNAL SERVICE FUNDS*		\$ 6,522,252	\$ 4,205,110	\$ 5,279,075	\$ (1,073,965)	\$ 5,448,287
5100	Water Utility	\$ 101,710,755	\$ 41,776,600	\$ 61,471,714	\$ (19,695,114)	\$ 82,015,641
5200	Sewer Utility	18,267,220	12,221,070	16,603,983	(4,382,913)	13,884,307
TOTAL ENTERPRISE FUNDS*		\$ 119,977,975	\$ 53,997,670	\$ 78,075,697	\$ (24,078,027)	\$ 95,899,948
6201	CFD 1 - Rolling Ridge	\$ 126,827	\$ 305,922	\$ 293,703	\$ 12,219	\$ 139,046
6202	CFD 2 - Los Ranchos	1,955,380	444,417	454,685	(10,268)	1,945,112
6204	CFD 4 - The Oaks	1,366,129	69,566	48,799	20,767	1,386,896
6205	CFD 5 - Soquel Cyn, Rincon & Woodview*	7,204,180	2,907,123	4,474,571	(1,567,448)	5,636,732
6206	CFD 6 - Carbon Canyon	1,345,046	141,834	18,199	123,635	1,468,681
6208	CFD 8 - Butterfield	26,395	100,220	104,858	(4,638)	21,757
6209	CFD 9 - Rincon Village	8,879,019	822,637	7,139,150	(6,316,513)	2,562,506
6210	CFD 10 - Fairfield Ranch	965,095	816,049	841,136	(25,087)	940,008
6299	CFD Regional	3,543,507	804,480	2,958,008	(2,153,528)	1,389,979
TOTAL CUSTODIAL FUNDS		\$ 25,411,578	\$ 6,412,248	\$ 16,333,109	\$ (9,920,861)	\$ 15,490,717
GRAND TOTAL		\$ 263,600,483	\$ 171,191,597	\$ 228,699,197	\$ (57,507,600)	\$ 206,092,883

*Fixed assets, advances, and investment in joint venture have been removed to reflect working capital.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF CHINO HILLS,
AMENDING TITLE 16 OF THE CHINO HILLS
MUNICIPAL CODE TO UPDATE ACCESSORY
DWELLING UNIT REGULATIONS AND FINDING THE
PROPOSED MUNICIPAL CODE AMENDMENT
EXEMPT FROM REVIEW UNDER THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHINO HILLS
DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council does hereby make the following findings of fact:

- A. The State of California enacted Senate Bill 1211, effective on January 1, 2025. Senate Bill No. 1211 increases the permissible number of Accessory Dwelling Units (“ADUs”) and Junior ADUs on properties developed with multi-family dwelling units from two to eight, prohibits local agencies from requiring the replacement of uncovered parking spaces lost during the development of an ADU, and clarifies the applicability of objective design and development standards to certain specified ADUs and Junior ADUs meeting the criteria specified in Government Code Section 66323.
- B. Municipal Code Amendment No. MCA-0003-2024 proposes amendments to the Chino Hills Municipal Code (CHMC) to conform to Senate Bill 1211, to incorporate clarifications deemed necessary based on experience gained by City staff during the implementation of the City’s current regulations and to advance policy objectives.
- C. On December 3, 2024, the Planning Commission (Commission) held a public hearing to receive oral and documentary evidence from staff and the public, regarding the proposed amendment to Municipal Code No. MCA-0003-2024. The Commission adopted a resolution recommending to the City Council the adoption of the proposed Municipal Code Amendment.
- D. Notice of the public hearing was published in the Chino Valley Champion on January 18, 2025. As of the writing of this report, staff has not received any public comments concerning the proposed Municipal Code Amendment.
- E. A duly noticed public hearing before the City Council was conducted on January 28, 2025, at which time all interested persons were given an opportunity to testify in support of, or in opposition, to the project.

SECTION 2. The City Council finds that Municipal Code Amendment No. MCA-0003-2024 is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”) and CEQA regulations (Title 14 California Code of Regulations §§ 15000, et seq.) pursuant to 14 California Code of Regulations § 15282(h) (Other Statutory Exemptions) because the project consists of the adoption of an Ordinance regarding ADUs in a single family or multifamily residential zone by a city or county to implement the provisions of Section 65852.1 of, or Article 2 (commencing with Section 66314) or Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code as set forth in Section 21080.17 of the Public Resources Code.

SECTION 3. As required under Government Code § 65860, the City Council finds that CHMC amendments proposed in Municipal Code Amendment No. MCA-0003-2024 are consistent with the Chino Hills General Plan as follows:

- A. The proposed amendment to the Chino Hills Municipal Code conforms to General Plan Goals LU-3, LU-4, H-1, H-2, and H-5, which require the maintenance and promotion of the character, integrity, and excellence of design of the City’s neighborhoods, while providing a broad range of housing types to meet the existing and future needs of all social and economic segments of the community. The proposed amendment would update the applicable ADU development standards within the Municipal Code to ensure compliance with state law, provide opportunity for development of additional housing types, and minimize ADU impacts to the character and integrity of the City’s neighborhoods.

SECTION 4. In accordance with CHMC § 16.62.040, the City Council makes the following findings of fact:

- A. FINDING: That the proposed Municipal Code Amendments are consistent with the goals, policies, and objectives of the General Plan.

FACT: The proposed amendment to the Chino Hills Municipal Code conforms to General Plan Goals LU-3, LU-4, H-1, H-2, and H-5, which require the maintenance and promotion of the character, integrity, and excellence of design of the City’s neighborhoods, while providing a broad range of housing types to meet the existing and future needs of all social and economic segments of the community. The proposed amendment would update the applicable ADU development standards within the Municipal Code to ensure compliance with state law, provide opportunity for development of additional housing types, and minimize ADU impacts to the character and integrity of the City’s neighborhoods.

- B. FINDING: That the proposed Municipal Code Amendment will not adversely affect surrounding properties.

FACT: The proposed amendment would be effective throughout the City. The Municipal Code amendment updates provisions that are related to recent accessory dwelling unit state housing laws and otherwise make minor changes to existing provisions. The amendment propose minor updates consistent with state law and the General Plan and will not adversely affect surrounding properties.

SECTION 5. Replace in its entirety Section 16.10.140 (Accessory Dwelling Units) of Chapter 16.10 (Residential Districts) of Title 16 of the CHMC to read as provided in the document labeled as Exhibit "A", attached to, and incorporated into, this ordinance by this reference.

SECTION 6. The City Clerk is directed to submit a copy of this ordinance to the Department of Housing and Community Development within 60 days after adoption.

SECTION 7. Inconsistencies. Upon the effective date of this Ordinance, the provisions hereof shall supersede any inconsistent or conflicting provisions of the San Bernardino County Code as the same were adopted by reference by City Ordinance Nos. 91-01 and 92-02. Any provision of the CHMC or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to effect the provisions of this Ordinance.

SECTION 8. Interpretation. This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 9. Effect of Repeal. Repeal of any provision of the CHMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 10. Effect of Invalidation. If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the CHMC or other City Ordinance by this Ordinance will be rendered void and cause such previous CHMC provision or other City Ordinance to remain in full force and effect for all purposes.

SECTION 11. Preservation. Repeal or amendment of any previous Code Sections does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect

for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 12. Severability. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 13. Certification. The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Chino Hills' book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 14. Effective Date. This Ordinance will take effect on the 30th day following its final passage and adoption.

PASSED, APPROVED, AND ADOPTED this 11th day of February 2025.

ART BENNETT, MAYOR

ATTEST:

CHERYL BALZ, CITY CLERK

APPROVED AS TO FORM:

MARK D. HENSLEY, CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF CHINO HILLS)

I, CHERYL BALZ, City Clerk of the City of Chino Hills, DO HEREBY CERTIFY that Ordinance No. ____ was duly introduced at a regular meeting held January 28, 2025; and adopted at a regular meeting of the City Council held on February 11, 2025 by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

I, CHERYL BALZ, City Clerk of the City of Chino Hills further certify that summaries of the Ordinance were published on _____, 2025 and _____, 2025 in the Chino Valley Champion newspaper.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Chino Hills, California, on the day and year last written below.

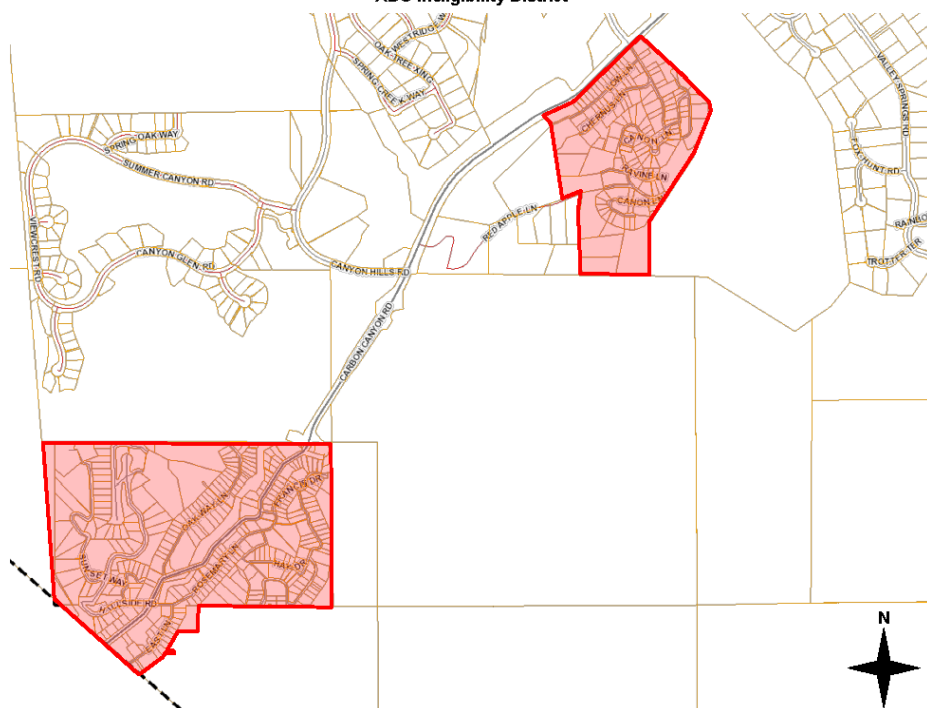
CHERYL BALZ, CITY CLERK

(DATE)

16.10.140 Accessory dwelling units.

- A. An accessory dwelling unit or junior accessory dwelling unit that conforms to the requirements of this section shall not be considered to exceed the allowable density for the lot upon which such unit is proposed to be established and shall be deemed a residential use that is consistent with the existing general plan and zoning designations for the lot. Furthermore, such an accessory dwelling unit shall not be considered in the application of any ordinance, policy, or program to limit residential growth.
- B. Accessory dwelling units and junior accessory dwelling units shall not be sold or otherwise conveyed separately from the primary dwelling.
- C. Owner Occupancy Requirement for Junior Accessory Dwelling Units. The owner of the property on which a junior accessory dwelling unit is located shall reside in either the junior accessory dwelling unit or the remaining portion of the primary dwelling unit on the property as their primary residence as long as the junior accessory dwelling unit remains on the property. This is a perpetual requirement that runs with the land.
- D. Rental Period. Any rental or lease of an accessory dwelling unit or junior accessory dwelling unit shall be for a period exceeding thirty (30) days.
- E. Building Separation. Accessory dwelling units shall conform to the building separation requirements of Section 16.06.160 Fire Resistant Design Requirements or Chapter 16.22 Fire Hazard Overlay District, as applicable to the subject property.
- F. Accessory Dwelling Units within the Fire Hazard Overlay District. Accessory dwelling units located within the Fire Hazard Overlay District shall conform to the requirements and standards stipulated in Chapter 16.22 Fire Hazard Overlay District.
- G. Properties Ineligible for Accessory Dwelling Unit Development for Preservation of Public Safety. There shall be established an overlay zoning district, "ADU Ineligibility District" defined by specific locations within the City shown in Figure 20-2 shown below. Accessory dwelling units (detached, attached, and within existing structures) and junior accessory dwelling units shall not be permitted within the ADU Ineligibility District, except for those properties within the overlay district that conform to all of the following criteria:
 - 1. The property abuts the Carbon Canyon Road right-of-way;
 - 2. The property has direct vehicular access via a private driveway to Carbon Canyon Road; and
 - 3. The property has sufficient onsite parking to accommodate the aggregate number of required parking spaces for the primary dwelling and any accessory dwelling units.

Exhibit "B"
Figure 20-2
ADU Ineligibility District



H. Permissible Accessory Dwelling Units.

1. Properties developed for single-family residential use:

- a. One (1) accessory dwelling unit or junior accessory dwelling unit may be permitted on a property with a proposed or existing single-family dwelling unit. The building permit for the accessory dwelling unit on a property with a proposed dwelling unit shall not be issued prior to the issuance of the building permit for the primary dwelling unit.
- b. Notwithstanding the foregoing, one (1) junior accessory dwelling unit may be combined with either:
 - i. One (1) accessory dwelling unit within the proposed or existing space of a single-family dwelling or the existing space of an accessory structure; or
 - ii. One (1) detached accessory dwelling unit with a maximum size of eight hundred (800) square feet and a maximum height of eighteen (18) feet.

2. Properties with existing multi-family residential dwellings:

- a. Multiple accessory dwelling units may be converted within portions of existing multi-family dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. Further, a maximum of one (1) accessory dwelling unit may be converted within an existing multi-family dwelling unit and the aggregate number of such accessory dwelling units shall not exceed twenty-five (25) percent of the existing multi-family dwelling units. Each unit created pursuant to this subsection (2)(a) shall be provided with independent access and shall conform to current City building and fire code requirements.
- b. A maximum of eight (8) detached accessory dwelling units may be located on a lot containing existing multi-family dwelling units except that the number of accessory dwelling units allowable pursuant to this subsection (2)(b) shall not exceed the number of existing units on the lot. The

accessory dwelling units shall be subject to a maximum height of eighteen (18) feet and four-foot side and rear setbacks.

3. Properties proposed for multi-family residential use:
 - a. A maximum of two (2) detached accessory dwelling units may be located on a lot with proposed multi-family dwelling units. These accessory dwelling units shall be developed concurrently with or subsequently to the proposed multi-family dwelling units and shall be subject to a maximum height of eighteen (18) feet and four-foot side and rear setbacks.
4. The objective development and design standards that apply to accessory dwelling units that are specified by subsections (H)(2) and (H)(3) and described in this subsection (H)(4) are those standards set forth in subsections (H)(2), (H)(3), and (H)(4), respectively. Notwithstanding any other provision in this title, these and the design and development standards set forth in Government Code Section 66323 are the only development and design standards that apply to accessory dwelling units that are specified by subsections (H)(2) and (H)(3) and described in this subsection (H)(4).
 - a. One accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling, where the accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress. The accessory dwelling unit or junior accessory dwelling unit shall have independent exterior access and side and rear setbacks sufficient for fire and safety.
 - b. One detached, new construction, accessory dwelling unit that does not exceed 800 square feet in floor area or eighteen (18) feet in height and maintains a minimum four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. This accessory dwelling unit may be combined with a junior accessory dwelling unit.
- I. Minimum Size. Accessory dwelling units and junior accessory dwelling units shall have a minimum size of two hundred twenty (220) square feet.
- J. Maximum Size. The maximum size of an accessory dwelling unit shall not exceed eight hundred fifty (850) square feet for an accessory dwelling unit containing up to one (1) bedroom, or one thousand (1,000) square feet for an accessory dwelling unit containing more than one (1) bedroom. Additionally, the total floor area of an accessory dwelling unit attached to the primary dwelling unit and exceeding eight hundred (800) square feet in floor area shall not exceed fifty (50) percent of the floor area of the proposed primary dwelling unit or of the existing livable floor area of an existing primary dwelling unit.
- K. Setbacks. Accessory dwelling units and junior accessory dwelling units shall comply with the following setbacks:
 1. Front setback: same as the primary dwelling
 2. Side setbacks: four (4) feet to the property line
 3. Rear setback: four (4) feet to the property line
 4. For accessory dwelling units and junior accessory dwelling units within an existing structure, the side and rear setbacks shall comply with current City building and fire code requirements.
 5. No part of the accessory dwelling unit structure shall project into the four-foot side or rear setbacks specified in Section "K" above.
- L. Lot Coverage. Accessory dwelling units shall conform to the maximum lot coverage of the underlying zoning district.

- M. Maximum Height. Accessory dwelling units shall not exceed one-story and eighteen (18) feet in height, except that an accessory dwelling unit attached to the primary dwelling shall not exceed the height of the existing primary dwelling or twenty-five (25) feet, whichever is greater.
- N. A detached two-story accessory dwelling unit, not exceeding the maximum height of the zoning district, may be permitted where the accessory dwelling unit matches the architectural style, material, and colors of the primary dwelling unit; is located behind the rear wall plane of the primary dwelling unit; and complies with the setbacks applicable to the primary dwelling unit.
- O. Independent Access. All accessory dwelling units and junior accessory dwelling units shall be provided with exterior access independent from the primary residence. A junior accessory dwelling unit that shares a sanitation facility with the primary dwelling shall be provided with an interior entry to the main dwelling in addition to the independent exterior access.
- P. Required Parking.
1. One (1) covered or uncovered parking space shall be provided for any accessory dwelling unit containing one (1) or more bedrooms.
 2. An accessory dwelling unit meeting one (1) or more of the following criteria shall be exempt from the parking requirement:
 - a. The accessory dwelling unit is located within one-half mile walking distance of public transit;
 - b. The accessory dwelling unit or junior accessory dwelling unit is located within an existing or proposed primary dwelling unit or an existing accessory structure;
 - c. The accessory dwelling unit is located in an area where on-street parking permits are required for the property, but not offered to the occupant of the accessory dwelling unit; or
 - d. The accessory dwelling unit is located within one (1) block (a set of contiguous properties undivided by a street) of a car share vehicle location.
 3. The replacement of parking spaces shall not be required when a garage, carport, or other covered parking structure is converted into an accessory dwelling unit or demolished to accommodate the construction of an accessory dwelling unit. The primary dwelling unit shall be deemed legal, non-conforming if it no longer satisfies the parking requirements of Chapter 16.34 Parking and Loading as a result of such conversion or demolition; subsequent additions to the primary dwelling unit shall comply with the parking requirements of Chapter 16.34 Parking and Loading.
 4. Replacement of garage parking spaces shall be required when such spaces are lost in the conversion of an attached garage into a junior accessory dwelling unit.
- Q. Objective Design Standards. All accessory dwelling units and junior accessory dwelling units shall conform to the following design standards:
1. Attached accessory dwelling units shall match the primary dwelling in architectural style (characterized by features that make the primary house notable such as roof pitch, trim, and window and door styles), exterior materials, and exterior colors.
 2. Any exterior doors and/or windows installed in the development of the accessory dwelling unit, attached to or within the primary dwelling, shall match the primary dwelling unit in design, color, and decorative molding/trim.
 3. For accessory dwelling units developed within a garage, the garage door(s) shall be removed and replaced with a wall(s), containing a window or door, that matches the architectural style (characterized by features that make the primary house notable such as roof pitch, trim, and window and door styles) and exterior materials and colors of the front elevation of the home. The accessory dwelling unit shall comply with all California Building Code requirements pertaining to the conversion of the garage into habitable space.

4. All new exterior lighting shall be limited to down-lights.
 5. New detached accessory dwelling units shall provide decorative trim of at least three-quarter inches in depth and three inches in width around windows and exterior doors. Decorative trim may be omitted if the window or door is recessed at least three inches into the exterior wall plane.
 6. New second story accessory dwelling units (not converted within an existing space) shall be set back a minimum of five (5) feet from the first story building face at the front and street-facing elevations.
 7. Entrances and stairways serving a second story accessory dwelling unit shall not be located on the front or street-facing elevations.
 8. Accessory dwelling units shall provide clear addressing visible from the street. Addresses must be at least four (4) inches high.
 9. An accessory dwelling unit shall have utility hookups and an area shall be provided to accommodate installation of a clothes washer and dryer within the dwelling unit.
 10. Accessory dwelling units shall incorporate roof overhangs of at least twelve (12) inches.
- R. Separate Utilities.
1. Separate utility connections and meters, excluding sewer service, are required of all accessory dwelling units.
 2. Notwithstanding the above, separate utility connections and meters are not required for attached accessory dwelling units, unless the Building Official determines that the existing utility connections are not of an adequate size and capacity to serve the accessory dwelling unit.
- S. Separate Addresses. All accessory dwelling units and junior accessory dwelling units shall be issued a separate address from the primary dwelling unit.
- T. Building Code. The accessory dwelling unit shall comply with all provisions of the currently adopted building and construction codes pursuant to Title 15, except that accessory dwelling units shall not be required to provide fire sprinklers if they were not required for the existing primary residence.
- U. For the purposes of this section, "public transit" refers to a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
- V. For the purposes of this section, "car share vehicle location" refers to a location where a vehicle available for short term rental by a licensed car sharing organization is stored while not being used.
- W. As part of the application for a permit to create an accessory dwelling unit connected to an onsite wastewater treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years, is required.
- (Ord. No. 321, § 9, 11-28-2017; Ord. No. 364, § 8, 2-9-2021; Ord. No. 406, § 7(Exh. C), 2-27-2024)



COUNCIL AGENDA STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS DATE: FEBRUARY 11, 2025
FROM: CITY MANAGER ITEM NO: 14
SUBJECT: SECOND QUARTER BUDGET REVIEW FOR FISCAL YEAR 2024-25

RECOMMENDATION:

Appropriate \$1,593,726 from various funds for the Second Quarter Budget Review.

BACKGROUND/ANALYSIS:

On a quarterly basis, staff reviews the status of the budget, prepares a summary of the Capital Improvement Program, and proposes budget amendments for City Council consideration. City staff is seeking approval for the following budget amendments:

Public Works - Parks and Landscape - Various Funds

The adopted budget included assumptions that we would have substantial rain, but that has not been the case. This has been a dry year, with no measurable rain since March 2024. Staff is requesting a budget amendment to increase the water expenditure line-item budget in various Parks and Landscape Funds by \$900,900. Additionally, staff is requesting \$47,282 for additional streetlight repairs, the tree-trimming Resi-pay program, and pump repairs for English Springs Park Lake.

Public Works - Facilities Maintenance -- General Fund (1000)

The adopted budget anticipated electricity cost savings from a citywide solar project. However, the project's financial projections did not materialize as expected, and it was ultimately canceled. Therefore, staff is requesting a budget amendment to increase the electricity expenditure line-item budget by \$360,000.

City Clerk's Office -- General Fund (1000)

Staff is requesting a budget amendment to increase the City Attorney expenditure budget by \$285,544 due to an anticipated overage in actuals for the FY 2024-25 budget. This increase is necessary to cover costs associated with several unforeseen legal cases.

Capital Improvement Program

The City currently has 86 projects designated in the Capital Improvement Program (CIP). As of December 31, 2024, 8 projects were completed, 59 projects were either in the design process or under construction, 16 projects were pending, and 3 projects were deleted. The projects completed during the second quarter of Fiscal Year (FY) 2024-25 are as follows:

Alterra Park Playground Replacement -- PK24001
Government Center Drainage Diversion & Weatherproofing -- PF24010
Street Improvements Program - FY 2023-24 -- ST24007
Trail Repair -- PK23009

English Springs Park Path of Travel Upgrade (PA210001)

Expenditures: Decrease CFD-Regional (6299) by \$385,000
Increase CFD 2- Rolling Ridge (6202) by \$385,000

Reason: Staff recommends reallocating the full budget of \$385,000 from CFD-Regional to CFD-2 Rolling Ridge. CFD-2 funds have more restrictive usage requirements, and it is preferable to utilize these funds first for eligible capital improvement projects.

City Manager Budget Amendments

Resolution No. 2024R-047 authorizes the City Manager to appropriate up to \$50,000 from reserves for each expenditure line-item transaction and up to \$200,000 for capital improvement projects. In the second quarter of FY 2024-25, the City Manager authorized \$40,546.62 in budget amendments. These budget amendments have already been recorded in the City's financial system and are reflected in the projected ending fund balances in the Monthly Financial Report for December 2024. Additional approval is not required for these items.

Department	Description	Amount	Fund
Public Works	Increase funding for Citywide Park Walkway Lighting LED project	\$20,000.00	General
City Manager's Office	Increase funding for Professional Services for the Social Work Action Group	11,687.62	ARPA
City Manager's Office	Increase funding for gym equipment funded by payroll contributions from staff	8,859.00	General
	Total	\$40,546.62	

ENVIRONMENTAL (CEQA) REVIEW:

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and, constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

FISCAL IMPACT:

The effects on fund balance resulting from the proposed Fiscal Year 2024-25 second quarter budget amendments are as follows:

	Increase/(Decrease)
General Fund -- Unreserved (1000)*	(\$1,584,176)
L&L 1K Woodview (2255)	(12)
L&L 1T Carbon Canyon (2258)	(47)
L&L Los Serranos (2260)	(9,491)
CFD 2 -- Los Ranchos (6202)	(385,000)
CFD Regional (6299)	385,000
Total	(\$1,593,726)

*This total does not include the City Manager approved budget amendments, which are reflected in the balance of the Monthly Financial Report for December.

LEVINE ACT DETERMINATION:

This item is NOT subject to the Levine Act

Respectfully Submitted,

Recommended By:


Benjamin Montgomery
City Manager


Christa Buhagiar
Finance Director



COUNCIL AGENDA STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS DATE: FEBRUARY 11, 2025

FROM: CITY MANAGER ITEM NO: 15

SUBJECT: AMENDMENTS TO AGREEMENTS FOR ON-CALL AND EMERGENCY REPAIR SERVICES INCLUDING WATER AND SEWER SYSTEMS

RECOMMENDATION:

1. Appropriate \$200,000 from the Sewer Utility Fund and \$400,000 from the Water Utility Fund.
2. Authorize the execution of Amendment No. 2 to Agreement No. A2022-156 with Doty Bros Equipment Company, increasing the annual not-to-exceed amount from \$200,000 to \$400,000 for On-Call And Emergency Repair Services, including Water And Sewer Systems.
3. Authorize the execution of Amendment No. 1 to Agreement No. A2022-157 with W. A. Rasic Construction Company, Inc., increasing the annual not-to-exceed amount from \$200,000 to \$400,000 for On-Call And Emergency Repair Services, including Water And Sewer Systems.
4. Authorize the execution of Amendment No. 1 to Agreement No. A2022-158 with TE Roberts, Inc., increasing the annual not-to-exceed amount from \$200,000 to \$400,000 for On-Call And Emergency Repair Services, including Water And Sewer Systems.

BACKGROUND/ANALYSIS:

On June 28, 2022, the City Council authorized agreements with Doty Bros Construction Company (Doty Bros.), W. A. Rasic Construction Company, Inc. (W. A. Rasic), and TE Roberts, Inc. (TE Roberts) for on-call and emergency repair services for the City's water and sewer systems. Emergency services include incidents that may interrupt water and sewer services. Each agreement currently has an annual not-to-exceed amount of \$200,000, but maintenance and repair costs for the aging infrastructure of these systems have increased in the last few years.

Therefore, staff is requesting Amendment No. 2 to Doty Bros Agreement No. A2022-156, Amendment No. 1 to W. A. Rasic Agreement No. A2022-157, and Amendment No. 1 to TE Roberts Agreement No. A2022-158 to increase the annual not-to-exceed amounts from \$200,000 to \$400,000 for the remainder of each of the three agreements. The agreements each have five-year terms which will expire on June 30, 2027.

ENVIRONMENTAL (CEQA) REVIEW:

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and, constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

FISCAL IMPACT:

The proposed budget amendment will increase the expenditure budget in the Sewer Utility Fund by \$200,000 and decrease the projected ending fund balance by \$200,000 and increase the expenditure budget in the Water Utility Fund by \$400,000 and decrease the projected ending fund balance by \$400,000. Future agreement costs will be budgeted for in the appropriate fiscal year. There is no impact on the General Fund with this item.

REVIEWED BY OTHERS:

This item has been reviewed by the Finance Director and the City Attorney.

LEVINE ACT DETERMINATION:

This item is subject to the Levine Act.

Respectfully Submitted,

Recommended By:


Benjamin Montgomery
City Manager


Daniel Bobadilla
Director of Public Works/City Engineer

Attachments Amendment - Doty Bros.
 Amendment - W. A. Rasic
 Amendment - TE Roberts

CITY OF CHINO HILLS

AMENDMENT NO. 2 TO AGREEMENT NO. A2022-156

THIS AMENDMENT NO. 2 ("Amendment") to Maintenance Agreement No. A2022-156 (the "Agreement") is entered into by and between the CITY OF CHINO HILLS, a municipal corporation and general law city, hereinafter called "City," and DOTY BROS. EQUIPMENT COMPANY, a California corporation dba DOTY BROS. CONSTRUCTION COMPANY, hereinafter called "Contractor," collectively referred to as the "Parties."

WHEREAS, the Parties entered into Maintenance Agreement No. A2022-156 on June 28, 2022;

WHEREAS, on July 10, 2024, the Parties by Amendment No. 1 to Agreement No. A2022-156 increased the annual compensation for Fiscal Year 23/24 to \$240,000; and made modifications to Section 11 (Notices); and

WHEREAS, the Parties desire to amend the Agreement to increase the annual compensation for the remainder of the agreement to \$400,000; and

NOW, THEREFORE, in exchange for valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Section 1, Subsection C, of the Agreement is amended to read as follows:

"As additional consideration, City agrees to pay Contractor an annual amount not to exceed \$400,000.00 on the terms set forth in the attached "Exhibit A," which is incorporated by reference, for Contractor's services. Payments shall be made within forty- five (45) days after receipt of each invoice as to all undisputed fees. If the City disputes any of Contractor's fees it shall give written notice to Contractor within 30 days of receipt of an invoice of any disputed fees set forth on the invoice."

2. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, and may be executed in counterparts. Electronically signed copies of this Amendment utilizing technology which conforms to the requirements in both Government Code Section 16.5 and 2 California Code of Regulations Section 22003 shall legally bind the parties to the same extent as original documents.
3. Except as modified by this Amendment 2, and the previous Amendment No. 1, all other terms and conditions of the Agreement remain the same.

[Signatures to follow on next page]

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed as of the day and year last written below.

CITY OF CHINO HILLS

**DOTY BROS. EQUIPMENT COMPANY
dba DOTY BROS. CONSTRUCTION
COMPANY**

**Art Bennett
Mayor**

Signed by:

09CFADD000614BE...

(Signature)

ATTEST:

Phil Dennis

(Typed/Printed Name)

President


(Title)

**Cheryl Balz
City Clerk**

1/23/2025

(Date)

(Date)

Signed by:

9AFAABF74E88431...

(Signature)

APPROVED AS TO FORM

Sandy Dennis

(Typed/Printed Name)

Assistant Secretary

(Title)

**Mark D. Hensley
City Attorney**

1/23/2025

(Date)

CITY OF CHINO HILLS

AMENDMENT NO. 1 TO AGREEMENT NO. A2022-157

THIS AMENDMENT NO. 1 ("Amendment") to Maintenance Agreement No. A2022-157 (the "Agreement") is entered into by and between the CITY OF CHINO HILLS, a municipal corporation and general law city, hereinafter called "City," and W. A. RASIC CONSTRUCTION COMPANY, INC., a California corporation hereinafter called "Contractor," collectively referred to as the "Parties."

WHEREAS, the Parties entered into Maintenance Agreement No. A2022-157 on June 28, 2022;

WHEREAS, the Parties desire to amend the Agreement to increase the annual compensation to \$400,000; and to make modifications to Section 11 (Notices); and

NOW, THEREFORE, in exchange for valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Section 1, Subsection C, of the Agreement is amended to read as follows:

"As additional consideration, City agrees to pay Contractor an annual amount not to exceed \$400,000.00 on the terms set forth in the attached "Exhibit A," which is incorporated by reference, for Contractor's services. Payments shall be made within forty- five (45) days after receipt of each invoice as to all undisputed fees. If the City disputes any of Contractor's fees it shall give written notice to Contractor within 30 days of receipt of an invoice of any disputed fees set forth on the invoice."

2. Section 11 of the Agreement is amended in its entirety to read as follows:

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

City.

Attention: City Clerk
City of Chino Hills
14000 City Center Drive
Chino Hills, California 91709

Email: cityclerk@chinohills.org

Consultant.

Attention: Shane Soto
W. A. Rasic Construction Company, Inc.
4150 Long Beach Blvd.
Long Beach, CA 90807

Email: Ssato@warasic.com

The notices shall be deemed to have been given as of the date of personal service, or three (3) days after the date of deposit of the same in the custody of the United States Postal Service."

3. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, and may be executed in counterparts. Electronically signed copies of this Amendment utilizing technology which conforms to the requirements in both Government Code Section 16.5 and 2 California Code of Regulations Section 22003 shall legally bind the parties to the same extent as original documents.
4. Except as modified by this Amendment 1, all other terms and conditions of the Agreement remain the same.

[Signatures to follow on next page]

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed as of the day and year last written below.

CITY OF CHINO HILLS

**W. A. RASIC CONSTRUCTION
COMPANY, INC.**

**Art Bennett
Mayor**

Signed by: _____
34A155C3D7A54C3...

(Signature)

ATTEST:

Peter L. Rasic

(Typed/Printed Name)

President

(Title)

**Cheryl Balz
City Clerk**

1/30/2025

(Date)

(Date)

Signed by: _____
Walter A. Rasic, Jr.
4AAE6DCF8960416...

(Signature)

APPROVED AS TO FORM

Walter A. Rasic, Jr.

(Typed/Printed Name)

**Mark D. Hensley
City Attorney**

Secretary

(Title)

1/30/2025

(Date)

CITY OF CHINO HILLS

AMENDMENT NO. 1 TO AGREEMENT NO. A2022-158

THIS AMENDMENT NO. 1 ("Amendment") to Maintenance Agreement No. A2022-158 (the "Agreement") is entered into by and between the CITY OF CHINO HILLS, a municipal corporation and general law city, hereinafter called "City," and TE ROBERTS, INC., a California corporation hereinafter called "Contractor," collectively referred to as the "Parties."

WHEREAS, the Parties entered into Maintenance Agreement No. A2022-158 on June 28, 2022;

WHEREAS, the Parties desire to amend the Agreement to increase the annual compensation to \$400,000; and to make modifications to Section 11 (Notices); and

NOW, THEREFORE, in exchange for valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Section 1, Subsection C, of the Agreement is amended to read as follows:

"As additional consideration, City agrees to pay Contractor an annual amount not to exceed \$400,000.00 on the terms set forth in the attached "Exhibit A," which is incorporated by reference, for Contractor's services. Payments shall be made within forty- five (45) days after receipt of each invoice as to all undisputed fees. If the City disputes any of Contractor's fees it shall give written notice to Contractor within 30 days of receipt of an invoice of any disputed fees set forth on the invoice."

2. Section 11 of the Agreement is amended in its entirety to read as follows:

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

City.

Attention: City Clerk
City of Chino Hills
14000 City Center Drive
Chino Hills, California 91709

Email: cityclerk@chinohills.org

Consultant.

Attention: Timothy Roberts
TE Roberts, Inc.
17771 Mitchell North
Irvine, CA 92614

Email: troberts@teroberts.com

The notices shall be deemed to have been given as of the date of personal service, or three (3) days after the date of deposit of the same in the custody of the United States Postal Service."

3. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, and may be executed in counterparts. Electronically signed copies of this Amendment utilizing technology which conforms to the requirements in both Government Code Section 16.5 and 2 California Code of Regulations Section 22003 shall legally bind the parties to the same extent as original documents.
4. Except as modified by this Amendment 1, all other terms and conditions of the Agreement remain the same.

[Signatures to follow on next page]

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed as of the day and year last written below.

CITY OF CHINO HILLS

TE ROBERTS, INC.

Art Bennett
Mayor

DocuSigned by:

3E7B7CD2EDB9451...

(Signature)

ATTEST:

Timothy E. Roberts
(Typed/Printed Name)

Cheryl Balz
City Clerk

president
(Title)

(Date)

1/14/2025
(Date)

APPROVED AS TO FORM

Mark D. Hensley
City Attorney