

CITY OF HIGHLAND REGULAR MEETING OF THE CITY COUNCIL AGENDA

REGULAR MEETING

October 26, 2021
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

CITY COUNCIL MEMBERS

PENNY LILBURN, MAYOR
LARRY McCALLON, MAYOR PRO TEM
JESSE CHAVEZ, COUNCIL MEMBER
ANAELI SOLANO, COUNCIL MEMBER
JOHN P. TIMMER, COUNCIL MEMBER

STAFF

Joseph A. Hughes - City Manager
Chuck Dantuono - Director of Administrative Services/City Treasurer
Betty Hughes - City Clerk
Lawrence Mainez - Community Development Director
Carlos Zamano - Public Works Director/City Engineer
Maricela Marroquin - City Attorney

MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.cityofhighland.org

The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to participate in this meeting, please call the City Clerk's Department at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the City Council less than 72 hours prior to that meeting are available for public inspection at City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

SPECIAL NOTICE REGARDING COVID-19

This meeting is being held in person. Please be advised, facial coverings or masks are required to be worn in the Council Chambers regardless of a person's vaccination status. If you do not have a facial covering or mask, one will be provided to you.

Submission of Public Comments: To limit the number of persons in the Council Chambers, the public is encouraged to make public comments by email rather than in person. For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 5:00 p.m. on October 26, 2021, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the October 26, 2021 agenda, please identify the agenda item number in the subject line.

For those wishing to make a public comment regarding a public hearing item (No. 1), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered part of the record. Please email your comments to publiccomment@cityofhighland.org. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

Members of the public will be permitted to make public comments in person.

**CITY COUNCIL REGULAR MEETING
OCTOBER 26, 2021 - 6:00 p.m.**

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

CITY COUNCIL PUBLIC HEARING – REDISTRICTING

The order of business for Public Hearings shall be:

- 1) Mayor opens Public Hearing;
- 2) Staff presentation;
- 3) Applicant/Representative presentation;
- 4) Speakers in favor of proposal;
- 5) Speakers in opposition to proposal;
- 6) Applicant rebuttal;
- 7) Mayor closes Public Hearing;
- 8) Council discussion, motion and vote.

ONCE THE PUBLIC HEARING IS CLOSED NO FURTHER TESTIMONY IS TAKEN.

For those wishing to make a public comment regarding a public hearing item (No. 1), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered as part of the record. Please email your comments to publiccomment@cityofhighland.org. The City Clerk shall read all email comments provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting.

1. Redistricting Process

RECOMMENDATION: That the City Council:

1. Receive a report from National Demographics Corporation (NDC), Consultant, on the redistricting process and permissible criteria to be considered to redraw district boundaries;
2. Discuss “neighborhoods” and “communities of interests”; and
3. Receive public input on district boundaries.

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

To address the City Council, please complete a speaker form located at the entrance and give it to the City Clerk prior to the beginning of the meeting. Your name will be called when it is your turn to speak. State Law prohibits the City Council from taking action on any item not on the agenda. Individual speakers are limited to three minutes each.

Comments received via email by October 26, 2021, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Email comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

CITY COUNCIL CONSENT CALENDAR

2. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
3. Minutes – October 12, 2021 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
4. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 732 for October 26, 2021, in the amount of \$2,012,379.34 and Payroll of \$102,184.89.

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

- 1) Mayor opens Public Hearing;
- 2) Staff presentation;
- 3) Applicant/Representative presentation;
- 4) Speakers in favor of proposal;
- 5) Speakers in opposition to proposal;
- 6) Applicant rebuttal;
- 7) Mayor closes Public Hearing;
- 8) Council discussion, motion and vote.

ONCE THE PUBLIC HEARING IS CLOSED NO FURTHER TESTIMONY IS TAKEN.

No public hearing.

CITY COUNCIL LEGISLATIVE

5. Bid Award – Bid No. 2020-10, “Pavement Management Program – Sector E Pavement Rehabilitation” (Project str20001)
RECOMMENDATION: That the City Council award the construction contract for Bid No. 2020-10, “Pavement Management Program – Sector E Pavement Rehabilitation, Project No. str20001” to the responsible low bidder, All American Asphalt (AAA), in the amount of \$2,082,099.00.
6. Construction Management and Inspection Services for Bid No. 2020-10, “Pavement Management Program – Sector E Pavement Rehabilitation (Project str20001)”
RECOMMENDATION: That the City Council:
 - 1) Approve proposal from Willdan Engineering to provide construction management and inspection Services for Bid No. 2020-10, “Pavement Management Program – Sector E Pavement Rehabilitation (Project No. str20001),” in an amount not-to-exceed \$110,986; and
 - 2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.
7. City Manager Report and Comments (Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
8. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and/or (d)(3):
One case.

ADJOURN

Regular Meetings

November 9, 23; December 14, (December 28 - no meeting)

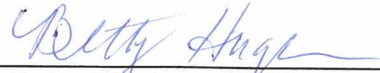
I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before October 21, 2021, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: October 21, 2021



Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: October 26, 2021

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Redistricting Process

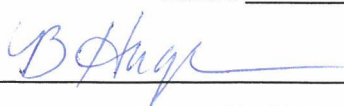
RECOMMENDATION: That the City Council:

- 1) Receive a report from National Demographics Corporation (NDC), Consultant, on the redistricting process and permissible criteria to be considered to redraw district boundaries;
- 2) Discuss "neighborhoods" and "communities of interest"; and
- 3) Receive public input on district boundaries.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website. The Public Hearing Notice was posted on the City's website on the Redistricting webpage on October 14, 2021; published in the El Chicano Newspaper on October 14, 2021; and published in the Highland Community Newspaper on October 15, 2021.

FISCAL IMPACT: Up to \$30,000 for the redistricting process.

BACKGROUND: On August 24, 2021, the Highland City Council held its first 2021-2022 Redistricting Public Hearing. At this public hearing, the City Council received a presentation from the City's redistricting consultant, National Demographics Corporation (NDC). NDC's presentation detailed a tentative schedule which highlighted AB 849's requirement that the City conduct four public hearings prior to adopting a final voting district map.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

Additionally, NDC also elaborated on general redistricting principles while highlighting the nuanced requirements of AB 849. In particular, NDC noted that the City must use the following criteria (listed by order of priority) to redraw the City's district lines:

1. To the extent practicable, districts must be geographically contiguous. As an example, areas that meet only at the points of adjoining corners are not contiguous.
2. To the extent practicable, geographic integrity of any local "neighborhoods" or local "communities of interest" must be respected to minimize division. A "community of interest" is a population sharing social or economic interests that should be kept together in a single district for the purposes of effective/fair representation, but does not include relationships with political parties, incumbents, or political candidates. This is further discussed later in the report.
3. Easily identifiable and understandable boundaries. That is, to the extent practicable, districts must be bounded by natural and artificial barriers, by streets, or by the boundaries of the City.
4. To the extent practicable and where it does not conflict with the above criteria, districts must be drawn to encourage geographic compactness (e.g., do not bypass one group of people to get to a more distant group of people).

Neighborhoods and Communities of Interest:

Prior to detailing Highland's "neighborhoods" and "communities of interest," it is necessary to revisit these concepts and differentiate their meaning.

To begin, a *neighborhood* within the context of this discussion describes a geographic location. That is, are there neighborhoods defined by clear boundaries? These can be natural (e.g., rivers, mountains, etc.) or man-made (e.g., major thoroughfares, freeways, locations around parks or schools, etc.).

A discussion on Highland's "communities of interest" takes this conversation further. A *community of interest* under the relevant Elections Code for general law cities (Section 21601(c)(2)) is "a population that shares common social or economic interests that should be included within a single district for purposes of its effective and fair representation."

It should be noted that a community of interest does not include, and cannot be based on, relationships with political parties, incumbents, or political candidates.

Possible features defining communities of interest might include, but are not limited to:

- A. School attendance areas or Homeowners Association;
- B. Common issues, neighborhood activities, recreational interests or shared environmental concerns; and
- C. Shared demographic characteristics, such as:
 - (1) Similar levels of income, education, or linguistic isolation;
 - (2) Languages spoken at home; and
 - (3) Single-family and multi-family housing unit areas.

Public Mapping Tools

NDC's "Public Participation Kit" allows users who are not necessarily comfortable with using an online program to submit drawn maps. The "Public Participation Kit" offers a one-page map that will show streets, borders, Highland's "neighborhoods" and "communities of interests", if defined, as well as population counts. The map comes with a pre-formatted Microsoft Excel Sheet so users can easily add up "Population Units" and know if their proposed map reflects districts with substantially equal population. Instructions for this mapping tool will be made available on the City's redistricting webpage as well as the preformatted Microsoft Excel file. Staff anticipates the "Public Participation Kit" will be available early November.

Conclusion and Next Steps:

It is anticipated that the redistricting data will be released to Highland in October 2021. Once received, this data will be uploaded to the aforementioned public mapping tools. Through November and December, 2021, it is anticipated the public will be able to submit draft maps by emailing them to districts@cityofhighland.org or by issuing them in-person at City Hall. Given the time it takes to prepare the maps, maps will need to be submitted to the City by 5:30 p.m. on Monday, January 3, 2022, to be included in the next public hearing agenda packet.

On January 11, 2022, it is tentatively scheduled that the City Council will conduct a public hearing (Third Public Hearing) to consider Council drawn maps and the draft maps received. Maps from the public will be due January 3. At this meeting, after receiving public input, it is anticipated the City Council will select a map(s) for final consideration.

Then, on February 22, 2022, the City Council is tentatively scheduled to hold its last public hearing (Fourth Public Hearing). Staff will introduce an ordinance adopting the selected map. Should the City Council approve the ordinance introduction, then the ordinance will be brought back for second reading on March 8, 2022. The ordinance and map will formerly go into effect 30 days thereafter on April 7, 2022. Please note that this schedule may change depending on when the redistricting data is released to cities.



City of Highland

Introduction to Redistricting 2021

10/26/2021

Todd Tatum
National Demographics Corporation

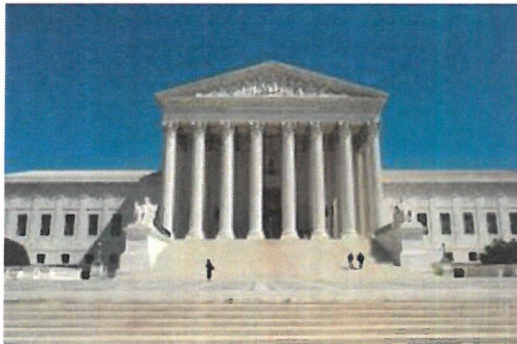
Redistricting Process

Step	Description
Two Initial Hearings August 24 & October 26	Held prior to release of draft maps. Education and to solicit input on the communities in the Districts.
Census Data Release Mid/Late August	Census Bureau releases official 2020 Census population data.
California Data Release Early October 2021	California Statewide Database releases California's official 'prisoner-adjusted' 2020 redistricting data.
Two Draft Map Hearings January 11 & February 22	Two Public Hearings to discuss and revise the draft maps and to discuss the election sequence.
Map Adoption By April 17, 2022	Final map must be posted at least 7 days prior to adoption. Map adopted via ordinance.*

Redistricting Rules and Goals

1. Federal Laws

Equal Population
Federal Voting Rights Act
No Racial Gerrymandering



2. California Criteria for Cities (rank ordered)

1. Geographically contiguous
2. Undivided neighborhoods and “communities of interest”
(Socio-economic geographic areas that should be kept together)
3. Easily identifiable boundaries
4. Compact
(Do not bypass one group of people to get to a more distant group of people)

Prohibited:

“Shall not favor or discriminate against a political party.”

3. Other Traditional Redistricting Principles

Minimize voters shifted to different election years
Respect voters’ choices / continuity in office
Future population growth
Preserving the core of existing districts

Demographic Summary of Existing Districts

Highland - Current Districts (2020 Census Raw Data)

District		1	2	3	4	5	Total
2020	2020 Est. Total Pop	11,303	11,643	11,750	11,324	10,979	56,999
	Deviation from ideal	-97	243	350	-76	-421	771
	% Deviation	-0.85%	2.13%	3.07%	-0.66%	-3.69%	6.76%
2010 Total Pop	% Hisp	77%	68%	61%	37%	33%	55%
	% NH White	8%	10%	19%	39%	42%	23%
	% NH Black	8%	14%	11%	7%	8%	10%
	% Asian-American	5%	6%	6%	13%	14%	9%
Citizen Voting Age Pop	Total	4,808	5,715	7,580	7,712	6,900	32,715
	% Hisp	58%	56%	52%	30%	31%	44%
	% NH White	20%	18%	30%	51%	47%	35%
	% NH Black	13%	17%	12%	10%	10%	12%
	% Asian/Pac.Isl.	8%	7%	5%	9%	12%	8%
Voter Registration (Nov 2020)	Total	4,521	4,435	5,710	7,491	7,575	29,732
	% Latino est.	65%	57%	51%	30%	28%	43%
	% Spanish-Surnamed	58%	51%	46%	27%	25%	38%
	% Asian-Surnamed	4%	3%	3%	5%	5%	4%
	% Filipino-Surnamed	1%	1%	1%	2%	2%	2%
	% NH White est.	17%	20%	32%	53%	52%	38%
	% NH Black	12%	19%	14%	10%	14%	14%

Estimates using official 2020 demographic data and NDC's estimated total population figures.

Each of the 5 districts must contain about 11,400 people.

Defining Neighborhoods

1st Question: What is your neighborhood?

2nd Question: What are its geographic boundaries?

Examples of physical features defining a neighborhood boundary:

- Natural neighborhood dividing lines, such as highway or major roads, rivers, canals and/or hills
- Areas around parks or schools
- Other neighborhood landmarks

In the absence of public testimony, planning records and other similar documents may provide definition.



Beyond Neighborhoods: Defining Communities of Interest

1st Question: What defines your community?

- Geographic Area, plus
- Shared issue or characteristic
 - Shared social or economic interest
 - Impacted by county policies
- Tell us “your community’s story”

2nd Question: Would this community benefit from being “included within a single district for purposes of its effective and fair representation”?

- Or would it benefit more from having multiple representatives?

Definitions of Communities of Interest may not include relationships with political parties, incumbents, or political candidates.

Beyond Neighborhoods: Communities

Under the California Elections Code, “community of interest” has a very specific definition in the context of districting and redistricting cities and counties:

A “community of interest” is a population that shares common social or economic interests that should be included within a single district for purposes of its effective and fair representation.

Communities of interest do not include relationships with political parties, incumbents, or political candidates.

(emphasis added)

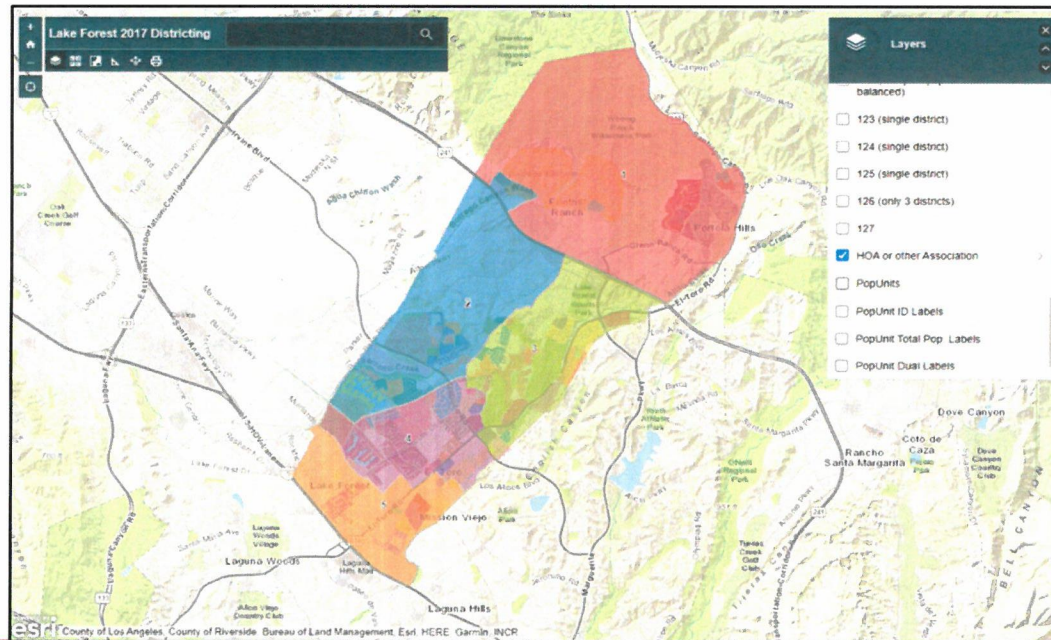
Your Turn – Communities of Interest

- ☐ Who is a part of your community?
- ☐ What are some meaningful places your community recognizes or gathers at?
- ☐ What are some common concerns you share with a group?
- ☐ What are some common cultural characteristics that unite a community?
- ☐ What are common work-related traits that bring a community together?
- ☐ What is significant about the physical environment?
- ☐ What areas benefit from staying together in a district

Your thoughts and ideas will become part of the record and will be recorded/written down

Online Interactive Review Map

- ESRI’s “ArcGIS Online” – similar to Google Maps in ease of use
- Used to review, analyze and compare maps, not to create them
- Includes overlays of “community of interest” and other data



Redistricting Process Details

Date(s)	Description	Comments
August 24, 2021	1 st Public Hearing	
October 26, 2021	2nd Public Hearing	
Mid-October 2021	Mapping software released to the public.	
	*Estimated time depending on Census data	
January 3, 2022	Maps due from the public.	
January 11, 2022	3rd Public Hearing	
February 14, 2022	Publish Draft map(s)	7 Days prior to adoption
February 22, 2022	4th Public Hearing and Council adopt District map. Must be completed no later than April 17, 2022	The 4th hearing could also be the adoption hearing
April 17, 2022	Deadline to adopt and submit map to Registrar	

Share Your Thoughts

Website

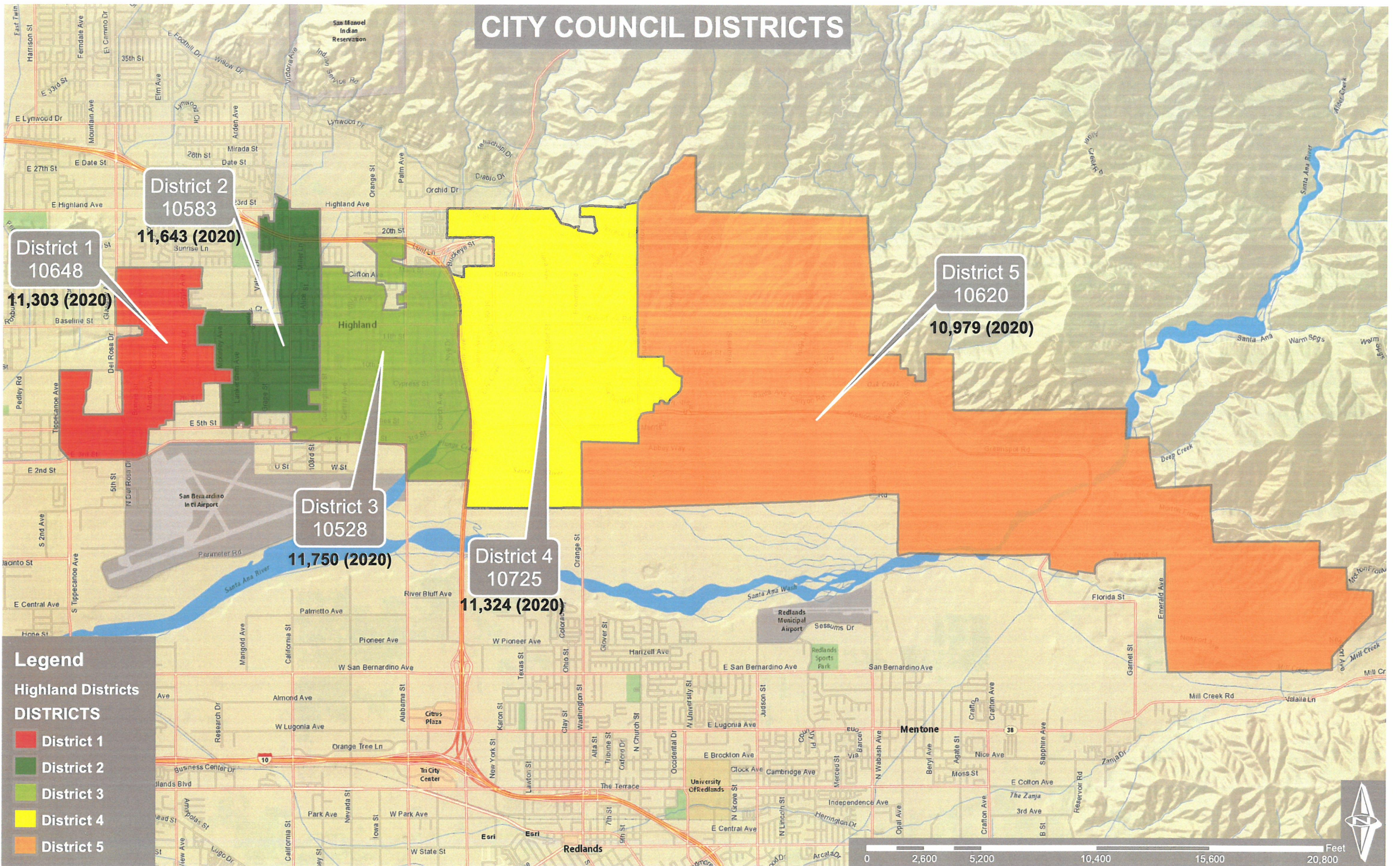
<https://www.cityofhighland.org/331/Redistricting-Redistritacin>

Phone

Betty Hughes, MMC
City Clerk
909.864.6861, ext. 226

Email

districts@cityofhighland.org





STAFF REPORT

TO THE CITY COUNCIL

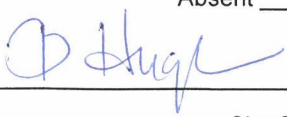
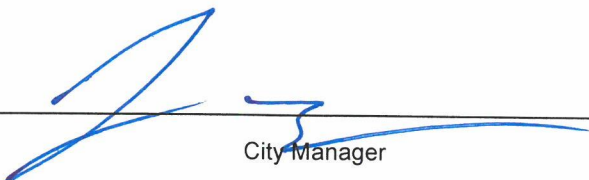
DATE: October 26, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Waive the Reading of All Ordinances

RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

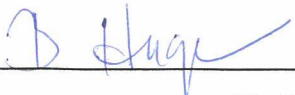
DATE: October 26, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – October 12, 2021 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

**MINUTES
CITY COUNCIL REGULAR MEETING
OCTOBER 12, 2021**

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Mayor Lilburn.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer
Absent: None

REPORT FROM CLOSED SESSION

No meeting.

SPECIAL PRESENTATIONS

The San Bernardino County Transportation Agency (SBCTA) gave a brief presentation regarding the Base Line Bridge at SR210 project.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

City Clerk Hughes stated no public comment was received via email.

Luis Ojeda spoke regarding his dissatisfaction in being able to reach elected officials, specifically Council Member Chavez.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the consent calendar as submitted. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Minutes – September 28, 2021 City Council Regular Meeting
Approved the Minutes as submitted.

3. Warrant Register
Approved Warrant Register No. 731 for October 12, 2021, in the amount of \$485,995.11 and Payroll of \$101,636.28.
4. Easement Acceptance 3rd Street Descansado LLC – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)
 - 1) Accepted the Grant of Easement for Road and Drainage Purposes from 3rd Street Descansado LLC; and
 - 2) Directed the City Clerk to record the Grant of Easement.
5. Wildland Protection Agreement (WPA) with the State of California
 - 1) Approved the WPA with the State for \$47,387.57; and
 - 2) Approved the following budget adjustment: Transfer \$10,440 from 029-2512 (Fire Dept-Fund Balance) to be expended from 029-2100-4568 (Contract Services-Fire Services).
6. Bid Rejection – Bid No. 2020-11 – “Asbestos Removal and Demolition of a Single-Family Residence and On-Site Improvements Located at 7433 Central Avenue
 - 1) Rejected all bids;
 - 2) Directed staff to revise the document to modify the project plans and specifications as necessary; and
 - 3) Re-advertise the project.
7. Declare Two (2) Seats Vacant on the Community Trails Committee
 - 1) Declared two (2) seats vacant on the Community Trails Committee; and
 - 2) Directed the City Clerk to advertise the vacancies on the Community Trails Committee.

CITY COUNCIL PUBLIC HEARING

No public hearing.

CITY COUNCIL LEGISLATIVE

8. Consideration of Proposals for the City's Tow Rotation List Program Beginning January 1, 2022, and Ending December 31, 2023

Community Development Director Mainez gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to award Agreements to participate in the City's Tow Rotation Program and to authorize the Mayor to execute the necessary agreements. Motion carried, 5-0.

9. DM Contracting, Inc., Contract Change Order – Federally Funded Safe Routes to School Projects (Project Nos. str11005 & str11006)

Public Works Director/City Engineer Zamano gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to authorize contract change orders up to 12% of the original construction contract with DM Contracting, Inc. (DM), for the Federally Funded Safe Routes to School Projects. Motion carried, 5-0.

10. Contract Amendment No. 2 for Construction Management Services with TKE Engineering, Inc., for Federally Funded Safe Routes to School Projects (Project Nos. str11005 & str11006)

Public Works Director/City Engineer Zamano gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Council Member Timmer, to approve Contract Amendment No. 2 with TKE Engineering, Inc. (TKE), to provide additional construction management services for the Federally Funded Safe Routes to School Projects in an amount not-to-exceed \$36,475. Motion carried, 5-0.

11. City Manager Report and Comments (Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)

City Manager Hughes stated just to bring Council up to date on a few things. First off, the the City's housing element, it was submitted to the State Housing and Community Development Department (HCD) for a cursory review back in August and concurrently it has also been released to the public for review and comments. HCD has requested a conference call with staff which will be held this Thursday, October 14 to discuss the status of the state's review. Comments from the general public are due on Monday, November 1. The Planning Commission will take action on the housing element in December, followed by the City Council in January. The City's draft safety element, which is required by law to be updated concurrently with the housing element, is scheduled to be reviewed by the State Board of Forestry on November 2. The safety element and company environmental justice element will be adopted at the same time as the housing element so it will track with the Planning Commission and the City Council. Beazer Homes has submitted a design review application, and this is related to their housing project that will be presented to the Planning Commission on November 2. It is a 54 single family detached housing development located on Santa Ana Canyon Road, north of Aurantia Park. Rexco, the developer for the San Carlo Townhome Apartments on Greenspot Road, has started to install utilities and they are framing for foundation and slabs. A film permit was submitted to use the City's Historic Iron Bridge and the new bridge on Greenspot Road to film a motorcycle commercial. This is referred to as Project X. The filming will take place on Thursday, October 21. Tying in with SBCTA, their transit committee is anticipated to approve a TDA Article 3 grant for the City in the amount of \$77,989

for the design and construction of a new sidewalk at the following locations, north of Base Line between La Praix and Catalpa Avenue, and it looks like there is 190 square foot section on Seine and another one on Messina. He guesses it is all around the Seine/Messina area. There will be a substantial road closure that will be taking place starting Monday, October 18 through Friday, November 5 on Greenspot Road. This has to do with DR Horton who is constructing on the Mediterra project so Greenspot Road will be closed during that time period, essentially from East Valley's west gate. There will just be emergency vehicle access only during this time period and detour signage is being erected. They will have signage out on Greenspot Road in both locations, but this will be a fairly long road closure, and we have sent out notifications to Fire, the Sheriff's Department, and to AMR. It is a long closure. For the month of September, the Highland Fire Department responded to 620 calls for service, there were 446 medical aids, 41 traffic collisions, 9 false alarms, 23 public assistances, 9 structure fires, 14 vegetation fires, and 3 vehicle fires. The Sheriff's Department from September 27 to October 10 responded to 1,629 calls for service, made 100 reports and 62 arrests. The Coronavirus Recovery Fund for businesses, that has been very successful. We have given out almost a half a million dollars in grants so far. We have received a total of 67 applications. The senior grocery delivery program, we had a meeting earlier today with the Finance Subcommittee and that will be opening up the grocery delivery program, not to only seniors, but to any person who makes the income requirements for those funds. The Emergency Mortgage Assistance program that the Council approved, we have not received any inquiries yet to date on that. We have been advertising in the weekly report, the City website, Facebook and on Next Door, but to date we have not received an application for those funds. Burrtec, for the month of September, they cleaned up 214 illegal dumps on public property.

12. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Mayor Lilburn stated she just has a couple things. She had the opportunity to speak on behalf of the City of Highland and the City Council on what is going on in the City to the Highland Women's Club this past week. Also, she had the opportunity to attend the Salt and Light dinner at Immanuel Baptist. She wanted to say thank you for always recognizing the City of Highland. She also will be speaking on Monday to the San Manuel Youth generation on behalf of the City of Highland on what we are doing and how local politics work. She wants to remind everyone that on November 6, the Committee for the Veterans Day will be having an event at the Community Park and a memorial service for Dennis Johnson, our City's first Mayor, will also be held. She just wants to say thanks to everyone, she appreciates everyone's hard work.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:54 p.m. in memory of Dave Kinzle and Bob Edwards.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: October 26, 2021

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer 

PREPARED BY: Leticia Nava-Cruz, Accounting Supervisor 

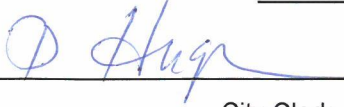
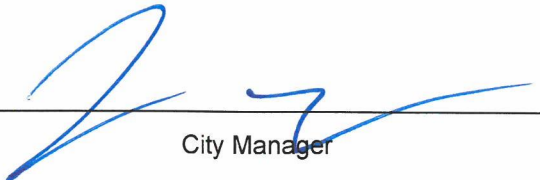
SUBJECT: Warrant Register #732

RECOMMENDATION: City Council to approve Warrant Register #732; Warrants in the amount of \$2,012,379.34 and Payroll in the amount of \$102,184.89.

FISCAL IMPACT: The total of Cash and Expenditures is \$2,114,564.23.

PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

BACKGROUND: See Printouts Attached.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

CITY OF HIGHLAND
WARRANT REGISTER #732
October 26, 2021

Warrants:

10/8/2021 Payroll Wire #615-618 & Ck #83816-83818	60,396.61
10/12/2021 Ck#83819-83867	1,356,785.75
10/19/2021 Ck#83868-83931	595,196.98

Total Warrants \$2,012,379.34

Payroll:

10/8/2021 Direct Deposits #11137-11177	101,899.17
10/8/2021 Ck #645	285.72

Total Payroll \$ 102,184.89

Total Warrants & Payroll \$2,114,564.23

APPROVED BY:

Larry McCallon
Finance Subcommittee

Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
615	10/8/2021	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	10,334.90
			ICMA DEFERRED COMP 457: Payment	
			004.1170	796.65
			ICMA DEFERRED COMP 457: Payment	
			010.1170	650.00
			ICMA DEFERRED COMP 457: Payment	
			012.1170	12.50
			ICMA DEFERRED COMP 457: Payment	
			016.1170	12.50
			ICMA DEFERRED COMP 457: Payment	
			023.1170	4.99
			ICMA DEFERRED COMP 457: Payment	
			041.1170	324.93
			ICMA DEFERRED COMP 457: Payment	
			070.1170	291.66
			Total :	12,428.13
616	10/8/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS: Payment	
			010.1145	937.29
			PERS: Payment	
			012.1145	173.91
			PERS: Payment	
			016.1145	173.90
			PERS: Payment	
			023.1145	116.16
			PERS: Payment	
			024.1145	19.23
			PERS: Payment	
			041.1145	451.27
			PERS: Payment	
			042.1145	591.23
			PERS: Payment	
			070.1145	781.57

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
616	10/8/2021	000004	PUBLIC EMPLOYEE RETIREMENT SYS (Continued)	
			PERS SURVIVOR: Payment	
			001.1145	23.28
			PERS SURVIVOR: Payment	
			004.1145	4.61
			PERS SURVIVOR: Payment	
			006.1145	1.29
			PERS SURVIVOR: Payment	
			010.1145	1.06
			PERS SURVIVOR: Payment	
			012.1145	0.57
			PERS SURVIVOR: Payment	
			016.1145	0.55
			PERS SURVIVOR: Payment	
			023.1145	0.28
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.33
			PERS SURVIVOR: Payment	
			042.1145	1.68
			PERS SURVIVOR: Payment	
			070.1145	0.71
			EPMC: Payment	
			001.1145	529.52
			EPMC: Payment	
			004.1145	120.50
			EPMC: Payment	
			006.1145	19.82
			EPMC: Payment	
			010.1145	40.06
			EPMC: Payment	
			012.1145	2.37
			EPMC: Payment	
			016.1145	2.37
			EPMC: Payment	
			023.1145	6.63

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
616	10/8/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			024.1145	0.56
			EPMC: Payment	
			041.1145	31.58
			EPMC: Payment	
			042.1145	11.54
			EPMC: Payment	
			070.1145	54.70
			PERS: Payment	
			001.1145	13,022.76
			PERS: Payment	
			004.1145	2,777.87
			PERS: Payment	
			006.1145	683.99
			Total :	20,583.24
617	10/8/2021	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			012.1140	42.48
			MEDICARE: Payment	
			016.1140	42.44
			MEDICARE: Payment	
			023.1140	24.52
			MEDICARE: Payment	
			024.1140	4.48
			MEDICARE: Payment	
			041.1140	77.56
			MEDICARE: Payment	
			042.1140	145.12
			MEDICARE: Payment	
			070.1140	139.01
			FEDERAL TAXES: Payment	
			001.1120	10,405.74
			FEDERAL TAXES: Payment	
			004.1120	2,239.43
			FEDERAL TAXES: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
617	10/8/2021	000119 INTERNAL REVENUE SERVICE	(Continued)	
			006.1120	677.60
			FEDERAL TAXES: Payment	
			010.1120	732.98
			FEDERAL TAXES: Payment	
			012.1120	90.62
			FEDERAL TAXES: Payment	
			016.1120	90.63
			FEDERAL TAXES: Payment	
			023.1120	74.45
			FEDERAL TAXES: Payment	
			024.1120	15.47
			FEDERAL TAXES: Payment	
			041.1120	420.54
			FEDERAL TAXES: Payment	
			042.1120	368.16
			FEDERAL TAXES: Payment	
			070.1120	701.50
			SOCIAL SECURITY: Payment	
			001.1140	605.94
			MEDICARE: Payment	
			001.1140	2,806.64
			MEDICARE: Payment	
			004.1140	561.41
			MEDICARE: Payment	
			006.1140	155.25
			MEDICARE: Payment	
			010.1140	174.42
			Total :	20,596.39
618	10/8/2021	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	4,026.18
			STATE TAXES: Payment	
			004.1130	915.58
			STATE TAXES: Payment	
			006.1130	267.29

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
618	10/8/2021	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			010.1130	333.04
			STATE TAXES: Payment	
			012.1130	37.82
			STATE TAXES: Payment	
			016.1130	37.82
			STATE TAXES: Payment	
			023.1130	21.13
			STATE TAXES: Payment	
			024.1130	5.37
			STATE TAXES: Payment	
			041.1130	171.26
			STATE TAXES: Payment	
			042.1130	120.09
			STATE TAXES: Payment	
			070.1130	275.96
			Total :	6,211.54
83816	10/8/2021	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	11.27
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.77
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.27
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.69
			Total :	15.00
83817	10/8/2021	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	108.79
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.96
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.58
			AFLAC ACCIDENT INSURANCE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83817	10/8/2021	003804 AFLAC WWHQ	(Continued)	
			016.1181	
			AFLAC ACCIDENT INSURANCE: Payment	3.56
			023.1181	
			AFLAC ACCIDENT INSURANCE: Payment	5.80
			024.1181	
			AFLAC CANCER INSURANCE: Payment	0.27
			001.1181	
			AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181	
			AFLAC DISABILITY INSURANCE: Payment	211.34
			004.1181	
			AFLAC DISABILITY INSURANCE: Payment	24.69
			012.1181	
			AFLAC DISABILITY INSURANCE: Payment	6.29
			016.1181	
			AFLAC DISABILITY INSURANCE: Payment	6.29
			024.1181	
			AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181	
			AFLAC HOSPITAL INSURANCE: Payment	73.59
			012.1181	
			AFLAC HOSPITAL INSURANCE: Payment	6.70
			016.1181	
			AFLAC DENTAL: Payment	6.71
			001.1181	
			AFLAC DENTAL: Payment	27.89
			004.1181	
			AFLAC DENTAL: Payment	0.56
			041.1181	
			AFLAC DENTAL: Payment	1.67
			070.1181	
			AFLAC SPECIFIED HEALTH INS: Payment	0.54
			001.1181	
			AFLAC SPECIFIED HEALTH INS: Payment	2.96
			012.1181	
			AFLAC SPECIFIED HEALTH INS: Payment	1.49

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83817	10/8/2021	003804 AFLAC WWHQ	(Continued) 016.1181	1.49
Total :				527.31
83818	10/8/2021	004556 STATE OF CALIFORNIA	STATE TAX GARNISHMENT: PAYMENT STATE TAX GARNISHMENT: Payment 006.1180 STATE TAX GARNISHMENT: Payment 001.1180	15.31
Total :				19.69
Total :				35.00
7 Vouchers for bank code : wfb				
7 Vouchers in this report				
Bank total :				60,396.61
Total vouchers :				60,396.61

10/12/2021 2:23:37PM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83819	10/12/2021	005954 #3 LATINO CELLULAR	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	7,500.00 Total : 7,500.00
83820	10/12/2021	005811 3-D DONUTS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	7,500.00 Total : 7,500.00
83821	10/12/2021	005802 98 CENTS + STORE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	7,500.00 Total : 7,500.00
83822	10/12/2021	004193 AECOM USA INC.	BRG07001 DES HBP-JUL BRG07001 DES HBP-JUL 030.8495.6813 BRG07001 DES RDA07-JUL BRG07001 DES RDA07-JUL 010.3830.6813	2,682.76 Total : 3,030.34
83823	10/12/2021	001271 ALL STAR FIRE EQUIP, INC	BREATHING APPARATUS REPAIR BREATHING APPARATUS REPAIR 028.2050.4245 BREATHING APPARATUS REPAIR 029.2100.4245	47.85 Total : 95.69
83824	10/12/2021	005771 AMAZON CAPITAL SERVICES	OFFICE CHAIR & MAT OFFICE CHAIR & MAT 001.4100.4200	176.69 Total : 176.69
83825	10/12/2021	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES OFFICE SUPPLIES 042.9510.4200	39.31

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Voucher List
CITY OF HIGHLAND

Page: 2

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83825	10/12/2021	005771	005771 AMAZON CAPITAL SERVICES (Continued)	
Total :				39.31
83826	10/12/2021	005801	ANTONIO PIZZA	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			030.8495.4349	
Total :				7,500.00
83827	10/12/2021	005957	ARLINGTON, LAURA WALKER	
			REUND CITE#56465	
			REFUND CITE#56465	
			001.1450.8150	22.50
			REFUND CITE#56465	
			051.1490	12.50
			REFUND CONVENIENCE FEE CITE#56465	
			001.1450.8900	3.50
Total :				38.50
83828	10/12/2021	000774	ARROWHEAD CREDIT UNION-DEPT 91	
			DRI CRASH PLAN	
			DRI CRASH PLAN	
			042.9510.4208	19.98
			FREE CONFERENCE CALLS: TELECONFERENCE ME	
			FREE CONFERENCE CALLS: TELECONFERENCE	
			042.9510.4310	1.89
			ZOOM MEETINGS	
			ZOOM MEETINGS	
			042.9510.4310	110.00
Total :				131.87
83829	10/12/2021	001072	AUTO ZONE	
			ME542 MAINTENANCE	
			ME542 MAINTENANCE	
			028.2050.4240	32.39
			ME542 MAINTENANCE	
			029.2100.4240	32.38
Total :				64.77
83830	10/12/2021	003875	CHAMPION PLUMBING, HEATING,	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			030.8495.4349	
Total :				7,500.00
Total :				7,500.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83831	10/12/2021	005599 DM CONTRACTING, INC.	STR11005 IN-LIEU DEV CON PPE#5-AUG STR11005 IN-LIEU DEV CON PPE#5-AUG 008.8340.6530	12,297.99
			STR11005 MSRI CON PPE#5-AUG STR11005 MSRI CON PPE#5-AUG 017.8350.6530	4,014.89
			STR11005 SRTS CON PPE#5-AUG STR11005 SRTS CON PPE#5-AUG 030.8495.6530	60,453.63
			STR11005 IN-LIEU DEV RET CON PPE#5-AUG STR11005 IN-LIEU DEV RET CON PPE#5-AUG 008.1350	-614.90
			STR11005 MSRI RET CON PPE#5-AUG STR11005 MSRI RET CON PPE#5-AUG 017.1350	-200.74
			STR11005 SRTS RET CON PPE#5-AUG STR11005 SRTS RET CON PPE#5-AUG 030.1350	-3,022.68
			STR11006 IN-LIEU CON PPE#5-AUG STR11006 IN-LIEU CON PPE#5-AUG 008.8340.6530	7,250.75
			STR11006 MSRI CON PPE#5-AUG STR11006 MSRI CON PPE#5-AUG 017.8350.6530	14,430.88
			STR11006 SRTS CON PPE#5-AUG STR11006 SRTS CON PPE#5-AUG 030.8495.6530	96,025.37
			STR11006 IN-LIEU RET CON PPE#5-AUG STR11006 IN-LIEU RET CON PPE#5-AUG 008.1350	-362.54
			STR11006 MSRI RET CON PPE#5-AUG STR11006 MSRI RET CON PPE#5-AUG 017.1350	-721.54
			STR11006 SRTS RET CON PPE#5-AUG STR11006 SRTS RET CON PPE#5-AUG 030.1350	-4,801.27
Total :				184,749.84

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83832	10/12/2021	002396 DUDEK	PROJECT MANAGEMENT-SEP PROJECT MANAGEMENT-SEP 027.8490.4662 FINALIZE ELEMENTS-SEP FINALIZE ELEMENTS-SEP 027.8490.4662	72.50 146.25
Total :				218.75
83833	10/12/2021	005786 EAST HIGHLAND DENTAL OFFICE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	 7,500.00
Total :				7,500.00
83834	10/12/2021	005950 EL POTRERO	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	 7,500.00
Total :				7,500.00
83835	10/12/2021	002190 ENGINEERING RESOURCES OF SO CA	STR20001 DE MSRI-SEP STR20001 DE MSRI-SEP 017.8350.6550 STR07004A DE RDA07-SEP STR07004A DE RDA07-SEP 010.3830.6600	 3,662.93
Total :				5,804.00
Total :				9,466.93
83836	10/12/2021	005358 FLEET SERVICES INC	ME542: OIL CHANGE ME542: OIL CHANGE 029.2100.4240 ME542: OIL CHANGE 028.2050.4240	 326.70
Total :				326.69
Total :				653.39
83837	10/12/2021	005358 FLEET SERVICES INC	ME543 FUEL ADDITIVE FOR ENGINES ME543 FUEL ADDITIVE FOR ENGINES 028.2050.4220 ME543 FUEL ADDITIVE FOR ENGINES 029.2100.4220 ME543 COOLANT	 37.49
				37.48

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83837	10/12/2021	005358 FLEET SERVICES INC	(Continued) ME543 COOLANT 028.2050.4240 ME543 COOLANT 029.2100.4240	31.97
Total :				138.91
83838	10/12/2021	005340 FORTIN LAW GROUP	GENERAL-SEP GENERAL-SEP 041.9500.4390	225.00
Total :				225.00
83839	10/12/2021	005558 GENERAL DOOR	STATION #2 GARAGE DOOR EMERGENCY REPAIR STATION #2 GARAGE DOOR EMERGENCY REPAIR 028.2050.4224 STATION #2 GARAGE DOOR EMERGENCY REPAIR 029.2100.4224	93.75
Total :				187.50
83840	10/12/2021	005813 GENTLEMENS BARBER SHOP BY SOL	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	7,500.00
Total :				7,500.00
83841	10/12/2021	005808 HIGHLAND NAILS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	7,500.00
Total :				7,500.00
83842	10/12/2021	001320 HIGHLAND SENIOR CENTER	CDBG CV SENIOR CENTER MEAL PROGRAM-SEP CDBG CV SENIOR CENTER MEAL PROGRAM-SEP 006.8400.4353 CDBG REIMBURSEMENT-SEP CDBG REIMBURSEMENT-SEP 006.8400.4348	14,400.00
Total :				2,100.00
83843	10/12/2021	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-OCT PROFESSIONAL SERVICES-OCT	16,500.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83843	10/12/2021	001618 INNOVATIVE FEDERAL STRATEGIES	(Continued) 023.3890.4554	
Total :				3,000.00
83844	10/12/2021	005798 JADE INN CHINESE RESTAURANT	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
Total :				7,500.00
83845	10/12/2021	005953 JUANITOS TACOS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
Total :				7,500.00
83846	10/12/2021	000127 K & L HARDWARE	STATION #2 SUPPLIES STATION #2 SUPPLIES 028.2050.4070 STATION #2 SUPPLIES 029.2100.4070 STATION #3 SUPPLIES STATION #3 SUPPLIES 028.2050.4070 STATION #3 SUPPLIES 029.2100.4070	41.53 41.52 18.59 18.59
Total :				120.23
83847	10/12/2021	000127 K & L HARDWARE	POLICE SUPPLIES POLICE SUPPLIES 001.2000.4206	10.76
Total :				10.76
83848	10/12/2021	005794 LEE'S ORIENTAL MASSAGE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	7,500.00
Total :				7,500.00
83849	10/12/2021	005812 MANNA DONUTS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	7,500.00

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Voucher	Date	Vendor	Description/Account	Amount
83849	10/12/2021	005812 005812 MANNA DONUTS	(Continued)	
			Total :	7,500.00
83850	10/12/2021	001679 MC CRAY'S ENTERPRISES	E543A REPAIRS	
			E543A REPAIRS	
			029.2100.4240	5,326.66
			E543A REPAIRS	
			028.2050.4240	5,326.66
			Total :	10,653.32
83851	10/12/2021	005956 MOUNTAIN SHADOWS TAX	SMALL BUS ASST PROG CSFRF/CLRFR-ARP	
			SMALL BUS ASST PROG CSFRF/CLRFR-ARP	
			030.8495.4349	7,500.00
			Total :	7,500.00
83852	10/12/2021	005958 OCAMPO, RAYMUNDO	REFUND ADMIN CITE#15550	
			REFUND ADMIN CITE#15550	
			001.1450.8202	100.00
			Total :	100.00
83853	10/12/2021	005789 PALM NAILS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			030.8495.4349	7,500.00
			Total :	7,500.00
83854	10/12/2021	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-OCT	
			POLICE SERVICES-OCT	
			030.8495.4560	26,831.00
			POLICE SERVICES-OCT	
			001.2000.4560	896,338.00
			Total :	923,169.00
83855	10/12/2021	000203 SOUTHERN CALIFORNIA EDISON	HIGHLAND AVE ALPR-SEP	
			HIGHLAND AVE ALPR-SEP	
			001.2000.4062	15.38
			Total :	15.38
83856	10/12/2021	002459 SOUTHERN CALIFORNIA WASTE, MANA	SCWMF MEMBERSHIP-FLOREZ/MORGAN	
			SCWMF MEMBERSHIP-FLOREZ	
			001.4200.4310	65.00

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Voucher	Date	Vendor	Description/Account	Amount
83856	10/12/2021	002459 SOUTHERN CALIFORNIA WASTE, MANA	(Continued) SCWMF MEMBERSHIP-MORGAN 001.4200.4310	65.00
Total :				130.00
83857	10/12/2021	005952 STAR COMMERICAL REFRIGERATION	STATION #1 ICE MACHINE REPAIR STATION #1 ICE MACHINE REPAIR 028.2050.4245 STATION #1 ICE MACHINE REPAIR 029.2100.4245	125.00
Total :				125.00
83858	10/12/2021	005949 TEAMVIEWER GMBH	DESKTOP CONNECTION UNLIMITED USERS DESKTOP CONNECTION UNLIMITED USERS 030.8495.4349	2,379.70
Total :				2,379.70
83859	10/12/2021	005834 THE MUTT HUT PET GROOMING	SMALL BUS ASST PROG CSFRF/CLRFR-ARP SMALL BUS ASST PROG CSFRF/CLRFR-ARP 030.8495.4349	7,500.00
Total :				7,500.00
83860	10/12/2021	004920 TKE ENGINEERING	BRG04004A CE DIF REG-JUL BRG04004A CE DIF REG-JUL 007.8330.6813 BRG04004A CE PNRS-JUL BRG04004A CE PNRS-JUL 030.8495.6813	11,437.55
Total :				45,750.19
83861	10/12/2021	004920 TKE ENGINEERING	SWK19001 DE MSRI-JUL SWK19001 DE MSRI-JUL 017.8350.6545 SWK19001 DE ART3-JUL SWK19001 DE ART3-JUL 005.8320.6545 SWK19002 DE MSRI-JUL SWK19002 DE MSRI-JUL 017.8350.6545	2,782.50
Total :				2,782.50
				1,226.34

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Voucher	Date	Vendor	Description/Account	Amount
83861	10/12/2021	004920 TKE ENGINEERING	(Continued) SWK19002 DE ART3-JUL SWK19002 DE ART3-JUL 005.8320.6545 STR20002 DE DIF LOC APR-JUL STR20002 DE DIF LOC APR-JUL 007.8330.6550 STR20002 DE RDA07 APR-JUL STR20002 DE RDA07 APR-JUL 010.3830.6550 STR20002 DE COSB ARP-JUL STR20002 DE COSB ARP-JUL 027.8490.6550	463.66 92.63
Total :				7,480.00
83862	10/12/2021	005955 TOP KEBAB 2 PICK UP	SMALL BUS ASST PROG CSFRF/CLRFR-ARP SMALL BUS ASST PROG CSFRF/CLRFR-ARP 030.8495.4349	7,500.00
Total :				7,500.00
83863	10/12/2021	003689 TPX COMMUNICATIONS	CORP YARD/CITY HALL PHONES-OCT CORP YARD PHONES-OCT 004.8310.4060 CITY HALL PHONES-OCT 042.9510.4060	2,258.96 -1,478.06
Total :				780.90
83864	10/12/2021	000979 VERIZON WIRELESS	AIR CARDS-SEP AIR CARDS-SEP 001.2000.4061	38.01
Total :				38.01
83865	10/12/2021	000233 WAXIE SANITARY SUPPLY	STATION #3 SUPPLIES STATION #3 SUPPLIES 030.8495.4349	68.40
Total :				68.40
83866	10/12/2021	000237 WILLDAN ASSOCIATES	STR11005 CON-SUPPORT MSRI-AUG STR11005 CON-SUPPORT MSRI-AUG	

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Voucher	Date	Vendor	Description/Account	Amount
83866	10/12/2021	000237 WILLDAN ASSOCIATES	(Continued)	
			017.8350.6530	342.41
			STR11006 CON SUPPORT MSRI-AUG	
			STR11006 CON SUPPORT MSRI-AUG	
			017.8350.6530	342.41
Total :				684.82
83867	10/12/2021	005843 YOUCAN TAN	SMALL BUS ASST PROG CSFRF/CLRFR-ARP	
			SMALL BUS ASST PROG CSFRF/CLRFR-ARP	
			030.8495.4349	7,500.00
Total :				7,500.00
49 Vouchers for bank code : wfb				Bank total : 1,356,785.75
49 Vouchers in this report				Total vouchers : 1,356,785.75

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Voucher	Date	Vendor	Description/Account	Amount
83868	10/19/2021	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES CROSSING GUARD SERVICES 002.8200.4530	2,720.52
Total :				2,720.52
83869	10/19/2021	000043 BALLARD PLUMBING HEATING & AIR	STATION #2 HVAC MAINTENANCE STATION #2 HVAC MAINTENANCE 028.2050.4588 STATION #2 HVAC MAINTENANCE 029.2100.4588 STATION #1 HVAC MAINTENANCE STATION #1 HVAC MAINTENANCE 028.2050.4588 STATION #1 HVAC MAINTENANCE 029.2100.4588 STATION #3 HVAC MAINTENANCE STATION #3 HVAC MAINTENANCE 028.2050.4588 STATION #3 HVAC MAINTENANCE 029.2100.4588 CORP YARD HVAC MAINTENANCE CORP YARD HVAC MAINTENANCE 004.8310.4588 CITY HALL HVAC MAINTENANCE CITY HALL HVAC MAINTENANCE 042.9510.4588	112.50 112.50 112.50 112.50 112.50 112.50 112.50 112.50 112.50 112.50 550.00 525.00
Total :				1,750.00
83870	10/19/2021	000085 EAST VALLEY WATER DISTRICT	CORP YARD-SEP CORP YARD-SEP 004.8310.4030 CORP YARD-SEP CORP YARD-SEP 004.8310.4030 CORP YARD-SEP CORP YARD-SEP 004.8310.4030	70.27 121.76 1,042.25

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Voucher	Date	Vendor	Description/Account	Amount
83870	10/19/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			ATHLETIC CTR-SEP	
			ATHLETIC CTR-SEP	
			001.6000.4030	35.14
			ATHLETIC CTR-SEP	
			ATHLETIC CTR-SEP	
			001.6000.4030	534.40
			YMCA COMMUNITY PARK-SEP	
			YMCA COMMUNITY PARK-SEP	
			001.6000.4030	631.47
			COMMUNITY PARK-SEP	
			COMMUNITY PARK-SEP	
			001.6000.4030	14,607.66
			COMMUNITY PARK-SEP	
			COMMUNITY PARK-SEP	
			001.6000.4030	52.70
			CUNNINGHAM PARK-SEP	
			CUNNINGHAM PARK-SEP	
			016.8540.4030	790.56
			OAK CREEK PARK-SEP	
			OAK CREEK PARK-SEP	
			016.8540.4030	2,476.28
			COMM. CTR-SEP	
			COMM. CTR-SEP	
			001.6000.4030	52.70
			COMM. CTR IRRIGATION-SEP	
			COMM. CTR IRRIGATION-SEP	
			001.6000.4030	958.81
			LIBRARY/ELC-SEP	
			LIBRARY/ELC-SEP	
			001.6000.4030	70.27
			LIBRARY/ELC-SEP	
			LIBRARY/ELC-SEP	
			001.6000.4030	413.35
			LIBRARY/ELC-SEP	
			LIBRARY/ELC-SEP	
			001.6000.4030	726.09
			LMD 10-SEP	

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Voucher	Date	Vendor	Description/Account	Amount
83870	10/19/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 10-SEP	
			012.8500.4030	2,134.95
			LMD 10-SEP	
			LMD 10-SEP	
			012.8500.4030	995.16
			LMD 30-SEP	
			LMD 30-SEP	
			012.8500.4030	228.30
			LMD 34-SEP	
			LMD 34-SEP	
			012.8500.4030	169.53
			Total :	26,111.65
83871	10/19/2021	000090 FEDEX	OVERNIGHT MAIL	
			OVERNIGHT MAIL	
			001.4100.4210	147.12
			Total :	147.12
83872	10/19/2021	000105 HIGHLAND CHAMBER OF COMMERCE	MONTHLY LUNCHEON MEETING-OWENS-OCT	
			MONTHLY LUNCHEON MEETING-OWENS-OCT	
			001.4100.4320	25.00
			Total :	25.00
83873	10/19/2021	000108 HIGH TECH SECURITY	BURG SYSTEMS-NOV	
			COMMUNITY PARK CELL SERV ALARM-NOV	
			001.6000.4066	15.00
			COMMUNITY PARK MONIT/MAINT-NOV	
			001.6000.4066	40.00
			CORP YARD MONIT/MAINT-NOV	
			004.8310.4066	45.00
			CITY HALL MONIT/MAINT-NOV	
			042.9510.4066	80.00
			CORP YARD CELLULAR BACK UP-NOV	
			004.8310.4066	10.00
			FIRE SYSTEMS-NOV	
			LIBRARY/YMCA MONIT/MAINT-NOV	
			001.6000.4066	100.00

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Voucher	Date	Vendor	Description/Account	Amount
83873	10/19/2021	000108 HIGH TECH SECURITY	(Continued)	
			CITY HALL MONIT/MAINT-NOV	
			042.9510.4066	50.00
			CORP YARD MONIT/MAINT/CELL CARD-NOV	
			004.8310.4066	85.00
			FIRE STATION #3 MONIT/MAINT-NOV	
			028.2050.4066	25.00
			FIRE STATION #3 MONIT/MAINT-NOV	
			029.2100.4066	25.00
			POLICE MONIT/MAINT/CELL BACK UP-NOV	
			001.2000.4066	75.00
			POLICE 24 HOUR TIMER TEST-NOV	
			001.2000.4066	10.00
			CCTV SYSTEMS-NOV	
			AURANTIA PARK MAINT-NOV	
			001.6000.4066	25.00
			COMMUNITY PARK MAINT-NOV	
			001.6000.4066	50.00
			CITY HALL MAINT-NOV	
			042.9510.4066	25.00
			CORP YARD MAINT-NOV	
			004.8310.4066	25.00
			CANYON OAKS PARK MAINT-NOV	
			016.8540.4066	25.00
			Total :	710.00
83874	10/19/2021	000127 K & L HARDWARE	AURANTIA PARK SUPPLIES	
			AURANTIA PARK SUPPLIES	
			001.6000.4070	19.32
			YMCA SUPPLIES	
			YMCA SUPPLIES	
			001.6000.4070	11.03
			DIG ALERT MARKING PAINT	
			DIG ALERT MARKING PAINT	
			004.8310.4206	30.13
			COMMUNITY PARK SUPPLIES	
			COMMUNITY PARK SUPPLIES	
			001.6000.4206	7.71

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Voucher	Date	Vendor	Description/Account	Amount
83874	10/19/2021	000127 K & L HARDWARE	(Continued) AURANTIA PARK SUPPLIES AURANTIA PARK SUPPLIES 001.6000.4070 POLICE SUPPLIES POLICE SUPPLIES 001.2000.4070 LANDSCAPE MAINTENANCE LANDSCAPE MAINTENANCE 001.6000.4206 STORM DRAIN CLEAN UP STORM DRAIN CLEAN UP 004.8310.4666	11.23 10.79 10.76 105.51
			Total :	206.48
83875	10/19/2021	000165 AT&T	WHITE PAGES-SEP WHITE PAGES-SEP 042.9510.4060	18.17
			Total :	18.17
83876	10/19/2021	000194 CITY OF SAN BERNARDINO	SHARED TRAFFIC SIGNAL OCT 2015-DEC 2020 SHARED TRAFFIC SIGNAL OCT 2015-DEC 2020 004.8310.4580	60,677.73
			Total :	60,677.73
83877	10/19/2021	000203 SOUTHERN CALIFORNIA EDISON	CUNNINGHAM PARK-SEP CUNNINGHAM PARK-SEP 016.8540.4010 HIGHLAND COMMUNITY PARK-SEP HIGHLAND COMMUNITY PARK-SEP 001.6000.4010 CANYON OAK PARK-SEP CANYON OAK PARK-SEP 016.8540.4010 SEELY PARK-SEP SEELY PARK-SEP 016.8540.4010 LMD'S-SEP	15.60 411.83 18.34 16.24

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Voucher	Date	Vendor	Description/Account	Amount
83877	10/19/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD'S-SEP	
			012.8500.4010	585.55
			LS3 METER-SEP	
			LS3 METER-SEP	
			013.8510.4011	23.66
			STATION #1-SEP	
			STATION #1-SEP	
			028.2050.4010	469.03
			STATION #1-SEP	
			029.2100.4010	469.03
			Total :	2,009.28
83878	10/19/2021	000203 SOUTHERN CALIFORNIA EDISON	LS#3-SEP	
			LS#3-SEP	
			013.8510.4011	108.36
			Total :	108.36
83879	10/19/2021	000203 SOUTHERN CALIFORNIA EDISON	LS#3-OCT	
			LS#3-OCT	
			013.8510.4011	66.23
			LMD#76-OCT	
			LMD#76-OCT	
			012.8500.4010	17.09
			Total :	83.32
83880	10/19/2021	000211 STRADLING YOCCA CARLSON RAUTH	GENERAL-SEP	
			GENERAL-SEP	
			070.7000.4520	5,802.30
			Total :	5,802.30
83881	10/19/2021	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG ALERT FEE	
			MONTHLY DIG ALERT FEE	
			004.8310.4553	851.50
			MONTHLY DIG ALERT FEE	
			MONTHLY DIG ALERT FEE	
			004.8310.4553	70.01
			Total :	921.51

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83882	10/19/2021	000237 WILLDAN ASSOCIATES	BUILDING AND SAFETY PLAN CHECK-SEP BUILDING AND SAFETY PLAN CHECK-SEP 001.4500.4540 INSPECTION SERVICES-SEP INSPECTION SERVICES-SEP 001.4500.4540 PERMIT TECHNICIAN SERVICES-SEP PERMIT TECHNICIAN SERVICES-SEP 001.4500.4540	2,980.00 14,960.00 5,021.25 Total : 22,961.25
83883	10/19/2021	000324 DIB'S SAFE & LOCK SERVICE	COMMUNITY PARK RESTROOM LOCK REPAIR COMMUNITY PARK RESTROOM LOCK REPAIR 001.6000.4070	 229.63 Total : 229.63
83884	10/19/2021	000324 DIB'S SAFE & LOCK SERVICE	DUPLICATE KEYS DUPLICATE KEYS 001.6000.4206	 14.14 Total : 14.14
83885	10/19/2021	000424 SAN BERNARDINO COUNTY FIRE	HAZARDOUS WASTE FEE 10/21-12/21 HAZARDOUS WASTE FEE 10/21-12/21 001.4200.4596	 12,218.89 Total : 12,218.89
83886	10/19/2021	000741 MAC'S SPRING SHOP	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	 7,500.00 Total : 7,500.00
83887	10/19/2021	000979 VERIZON WIRELESS	CELL PHONES/AIR CARDS-SEP CELL PHONES-SEP 001.2000.4061 AIR CARDS-SEP 001.2000.4062 CELL PHONES-SEP 001.6000.4061 CELL PHONES-SEP	 163.17 1,064.38 60.84

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Voucher	Date	Vendor	Description/Account	Amount
83887	10/19/2021	000979 VERIZON WIRELESS	(Continued)	
			001.6010.4061	33.65
			CELL PHONES-SEP	
			004.8310.4061	154.37
			AIR CARDS-SEP	
			004.8310.4062	76.02
			CELL PHONES-SEP	
			028.2050.4061	141.90
			AIR CARDS-SEP	
			028.2050.4062	266.07
			CELL PHONES-SEP	
			042.9510.4061	1,958.17
			AIR CARDS-SEP	
			042.9510.4062	228.08
			Total :	4,146.65
83888	10/19/2021	001072 AUTO ZONE	VEH#117 MAINTENANCE	
			VEH#117 MAINTENANCE	
			001.4600.4240	130.29
			CORP YARD SUPPLIES	
			CORP YARD SUPPLIES	
			004.8310.4240	67.98
			Total :	198.27
83889	10/19/2021	001439 OFFICE SOLUTIONS	RECYCLE COPY & COLORED PAPER SUPPLY	
			RECYCLE COPY & COLORED PAPER SUPPLY	
			042.9510.4200	597.28
			RECYCLE COPY & COLORED PAPER SUPPLY	
			RECYCLE COPY & COLORED PAPER SUPPLY	
			042.9510.4200	106.03
			RECYCLE COPY & COLORED PAPER SUPPLY	
			RECYCLE COPY & COLORED PAPER SUPPLY	
			042.9510.4200	33.06
			Total :	736.37
83890	10/19/2021	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES & TONER	
			OFFICE SUPPLIES & TONER	
			001.4600.4200	339.30

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Voucher	Date	Vendor	Description/Account	Amount
83890	10/19/2021	001439	001439 OFFICE SOLUTIONS	
			(Continued)	
			Total :	339.30
83891	10/19/2021	001476	TIME WARNER CABLE	
			POLICE TELE/INT SERVICE-NOV	
			POLICE TELE/INT SERVICE-NOV	
			001.2000.4065	
			Total :	1,652.47
			Total :	1,652.47
83892	10/19/2021	001476	TIME WARNER CABLE	
			STATION #1 TELE/INT-SEP	
			STATION #1 TELE/INT-SEP	
			028.2050.4065	185.03
			STATION #1 TELE/INT-SEP	
			029.2100.4065	185.02
			STATION #3 TELE/INT-SEP	
			STATION #3 TELE/INT-SEP	
			028.2050.4065	107.35
			STATION #3 TELE/INT-SEP	
			029.2100.4065	107.35
			STATION #2 TELE/INT-SEP	
			STATION #2 TELE/INT-SEP	
			028.2050.4065	224.30
			STATION #2 TELE/INT-SEP	
			029.2100.4065	224.29
			Total :	1,033.34
83893	10/19/2021	001677	YMCA OF THE EAST VALLEY	
			CDBG MONTHLY REIMB-JUL	
			CDBG MONTHLY REIMB-JUL	
			006.8400.4348	
			Total :	1,875.10
			Total :	1,875.10
83894	10/19/2021	002190	ENGINEERING RESOURCES OF SO CA	
			STR20003 DE MSRI-AUG	
			STR20003 DE MSRI-AUG	
			017.8350.6550	
			STR20003 DE SB CO-AUG	
			STR20003 DE SB CO-AUG	
			027.8490.6550	1,226.60
			Total :	4,039.65
			Total :	5,266.25
83895	10/19/2021	002190	ENGINEERING RESOURCES OF SO CA	
			STR20003 DE MSRI-AUG	
			STR20003 DE MSRI-AUG	

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Voucher	Date	Vendor	Description/Account	Amount
83895	10/19/2021	002190 ENGINEERING RESOURCES OF SO CA	(Continued)	
			017.8350.6550	
			STR20003 DE SB CO-AUG	291.52
			STR20003 DE SB CO-AUG	
			027.8490.6550	
				960.08
			Total :	1,251.60
83896	10/19/2021	002653 H & H GENERAL CONTRACTORS	BRG04004A CON MSRC PPE#4	
			BRG04004A CON MSRC PPE#4	
			027.8490.6813	
			BRG04004A CON DIF REG PPE#4	96,124.00
			BRG04004A CON DIF REG PPE#4	
			007.8330.6813	
			BRG04004A CON PNRS PPE#4	96,124.00
			BRG04004A CON PNRS PPE#4	
			030.8495.6813	
			BRG04004A CON DIF REG PPE#4	7,560.00
			BRG04004A CON DIF REG PPE#4	
			007.8330.6813	
			BRG04004A CON DIF REG PPE#4	1,890.00
			BRG04004A CON DIF REG PPE#4	
			007.8330.6813	
			BRG04004A CON MSRC PPE#4 RET	51,660.52
			BRG04004A CON MSRC PPE#4 RET	
			027.1350	
			BRG04004A CON DIF REG PPE#4 RET	-4,806.20
			BRG04004A CON DIF REG PPE#4 RET	
			007.1350	
			BRG04004A CON PNRS PPE#4 RET	-4,806.20
			BRG04004A CON PNRS PPE#4 RET	
			030.1350	
			BRG04004A CON DIF REG PPE#4 RET	-378.00
			BRG04004A CON DIF REG PPE#4 RET	
			007.1350	
			BRG04004A CON DIF REG PPE#4	-94.50
			BRG04004A CON DIF REG PPE#4	
			007.1350	
				-2,583.03

Voucher	Date	Vendor	Description/Account	Amount
83896	10/19/2021	002653 002653 H & H GENERAL CONTRACTORS	(Continued)	
			Total :	240,690.59
83897	10/19/2021	002819 MOST DEPENDABLE FOUNTAINS INC	AURANTIA PARK MAINTENANCE AURANTIA PARK MAINTENANCE 001.6000.4206	
			Total :	175.63
83898	10/19/2021	003445 BOOT BARN, INC.	UNIFORM BOOT: PECK UNIFORM BOOT: PECK 001.6000.4249	
			Total :	150.00
83899	10/19/2021	003882 HIGHLAND VILLAGE PET HOSPITAL	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
			Total :	7,500.00
83900	10/19/2021	004413 TWISTED IMAGES INK	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
			Total :	7,500.00
83901	10/19/2021	004431 ALTERNATIVE HOSE INC.	VEH#116 MAINTENANCE VEH#116 MAINTENANCE 004.8310.4240	
			Total :	19.76
83902	10/19/2021	004697 CHEMCO PRODUCTS COMPANY	CHEMICAL FEEDER SYSTEM MONITORING CHEMICAL FEEDER SYSTEM MONITORING 001.6000.4588	
			Total :	440.16
83903	10/19/2021	004923 BRIAN'S LIVE BEE REMOVAL SVC	BEE HIVE REMOVAL-EUCALYPTUS AND 9TH BEE HIVE REMOVAL-EUCALYPTUS AND 9TH 004.8310.4570 BEE HIVE REMOVAL-28268 SUMMER TRAIL BEE HIVE REMOVAL-28268 SUMMER TRAIL 004.8310.4570	
			Total :	275.00
				150.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
83903	10/19/2021	004923	004923 BRIAN'S LIVE BEE REMOVAL SVC (Continued)	
			Total :	425.00
83904	10/19/2021	004945	ABOVE ALL NAMES CONSTRUCTION	
			CONCRETE REPAIR WORK-VARIOUS LOCATIONS	
			CONCRETE REPAIR WORK-VARIOUS LOCATIONS	
			004.8310.4591	
			Total :	18,950.00
83905	10/19/2021	005379	KIM'S STUDIO NAILS	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			030.8495.4349	
			Total :	7,500.00
83906	10/19/2021	005394	DATA TICKET, INC.	
			PARKING CITATIONS-AUG	
			PARKING CITATIONS-AUG	
			001.1700.4516	
			Total :	24.58
83907	10/19/2021	005553	CLARK PEST CONTROL OF STOCKTON	
			PEST CONTROL SERVICES	
			PEST CONTROL SERVICES	
			028.2050.4589	
			PEST CONTROL SERVICES	23.00
			029.2100.4589	
			PEST CONTROL SERVICES	23.00
			PEST CONTROL SERVICES	
			028.2050.4589	
			PEST CONTROL SERVICES	23.00
			029.2100.4589	
			Total :	23.00
83908	10/19/2021	005554	IMPERIAL SPRINKLER SUPPLY	
			LMD 2 IRRIGATION SUPPLIES	
			LMD 2 IRRIGATION SUPPLIES	
			012.8500.4206	
			LMD 10 IRRIGATION SUPPLIES	231.47
			LMD 10 IRRIGATION SUPPLIES	
			012.8500.4206	
			LMD 15 IRRIGATION SUPPLIES	231.47
			LMD 15 IRRIGATION SUPPLIES	
			012.8500.4206	
			Total :	238.39

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
83908	10/19/2021	005554	005554 IMPERIAL SPRINKLER SUPPLY (Continued)	
				Total : 701.33
83909	10/19/2021	005739	GORITZ, CAMILLE	
			MILEAGE REIMB-GORITZ	
			MILEAGE REIMB-GORITZ	
			001.4100.4332	
				Total : 8.96
83910	10/19/2021	005771	AMAZON CAPITAL SERVICES	
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			042.9510.4200	
				Total : 32.27
83911	10/19/2021	005782	PET EMPIRE & SUPPLIES	
			SMALL BUS ASST PROGRAM CSFRF/CLFRF-ARP	
			SMALL BUS ASST PROGRAM CSFRF/CLFRF-ARP	
			030.8495.4349	
				Total : 7,500.00
83912	10/19/2021	005795	SANDS FITNESS & JIU JITSU	
			SMALL BUS ASST PROGRAM CSFRF/CLFRF-ARP	
			SMALL BUS ASST PROGRAM CSFRF/CLFRF-ARP	
			030.8495.4349	
				Total : 7,500.00
83913	10/19/2021	005806	KEN'S WATER CENTER	
			SMALL BUS ASST PROGRAM CSFRF/CLFRF-ARP	
			SMALL BUS ASST PROGRAM CSFRF/CLFRF-ARP	
			030.8495.4349	
				Total : 7,500.00
83914	10/19/2021	005829	PARENT CARE MANAGEMENT	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			030.8495.4349	
				Total : 7,500.00
83915	10/19/2021	005833	JENNY'S FAMILY RESTAURANT	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			030.8495.4349	
				Total : 7,500.00
83916	10/19/2021	005842	JJ'S SPORTS BAR AND GRILL #2	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83916	10/19/2021	005842 JJ'S SPORTS BAR AND GRILL #2	(Continued) 030.8495.4349	
				7,500.00
			Total :	7,500.00
83917	10/19/2021	005845 KUNG FU PHO	SMALL BUS ASST PROG CSFRF/CLFRF-APR SMALL BUS ASST PROG CSFRF/CLFRF-APR 030.8495.4349	
				7,500.00
			Total :	7,500.00
83918	10/19/2021	005936 CCRR PUBLISHING CO.	NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300 NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300	
				124.00
				148.00
			Total :	272.00
83919	10/19/2021	005959 EMPIRE PIZZA	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00
83920	10/19/2021	005960 WABA GRILL	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00
83921	10/19/2021	005961 STEEL INK AND TATTOO	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00
83922	10/19/2021	005962 HIGHLAND CAFE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00
83923	10/19/2021	005963 SAMUEL A. DEMIRDJI, DDS, MC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
83923	10/19/2021	005963 SAMUEL A. DEMIRDJI, DDS, MC	(Continued) 030.8495.4349	
				7,500.00
			Total :	7,500.00
83924	10/19/2021	005964 ELLIS LIQUOR & AIRPORT MARKET	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00
83925	10/19/2021	005965 DOS AMIGOS TORTAS LLC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00
83926	10/19/2021	005966 SUSHI MIGUEL STYLE/BB&R LLC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00
83927	10/19/2021	005967 DOMINO'S PIZZA	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00
83928	10/19/2021	005968 A-1 HYDRAULICS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00
83929	10/19/2021	005969 EVOKE MOTORSPORTS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00
83930	10/19/2021	005970 KING OF KINGS TIRES	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
				7,500.00
			Total :	7,500.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83931	10/19/2021	005972 SALEH, SAMI	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	7,500.00
Total :				7,500.00
64 Vouchers for bank code : wfb				Bank total : 595,196.98
64 Vouchers in this report				Total vouchers : 595,196.98



STAFF REPORT

TO THE CITY COUNCIL

DATE: October 26, 2021

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer *CZ*

PREPARED BY: Jennifer Cioffi, Project Manager

SUBJECT: Bid Award – Bid No. 2020-10, “Pavement Management Program - Sector E Pavement Rehabilitation” (Project str20001)

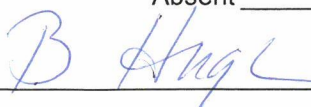
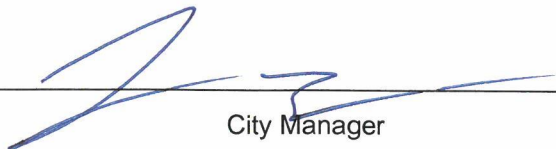
RECOMMENDATION: It is recommended that the City Council award the construction contract for Bid No. 2020-10 “Pavement Management Program – Sector E Pavement Rehabilitation, Project No. str20001” to the responsible low bidder, All American Asphalt (AAA), in the amount of \$2,082,099.00.

FISCAL IMPACT: The project construction cost will be funded as follows:

City Measure I Local Street Pass-thru	\$1,113,252	(53.47%)
SB-1 Gas Tax (FY 2020-21)	\$ 562,968	(27.04%)
SB-1 Gas Tax (FY 2021-22)	\$ 207,864	(9.98%)
General Capital Financing (MOE)	\$ 145,025	(6.96%)
CalRecycle Grant	\$ 52,990	(2.55%)
	<u>\$2,082,099</u>	<u>(100.00%)</u>

PUBLIC NOTICE: The Notice Inviting Bids was advertised on two newspapers and a number of trade papers.

BACKGROUND: Implementation of the 5-Year City-wide Pavement Management Program (PMP) is an UP- priority item in the 2019/2020 Work Program. This 5-Year Program includes \$13,520,000 of preventive maintenance and rehabilitation improvements to existing pavement on various street segments located City-wide that are grouped into 5 Sectors: A, B, C, D and E. Implementation of the City’s PMP commenced in FY 2016-17. To date, the City has completed pavement rehabilitation work in Sectors A, B, C and D. Sector E is the last phase of the approved 5-Year PMP.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

Project str20001 consists of the following scope of work:

1. Pavement rehabilitation on 25 street segments approximately 3.6 miles.
2. Other associated work includes: removal and replacement of damaged concrete sidewalk, cross gutter, and curb and gutter, construction of ADA ramps, grinding raised sidewalk panels, slurry seal, crack repair, crack seal, and installation of pavement striping and marking.

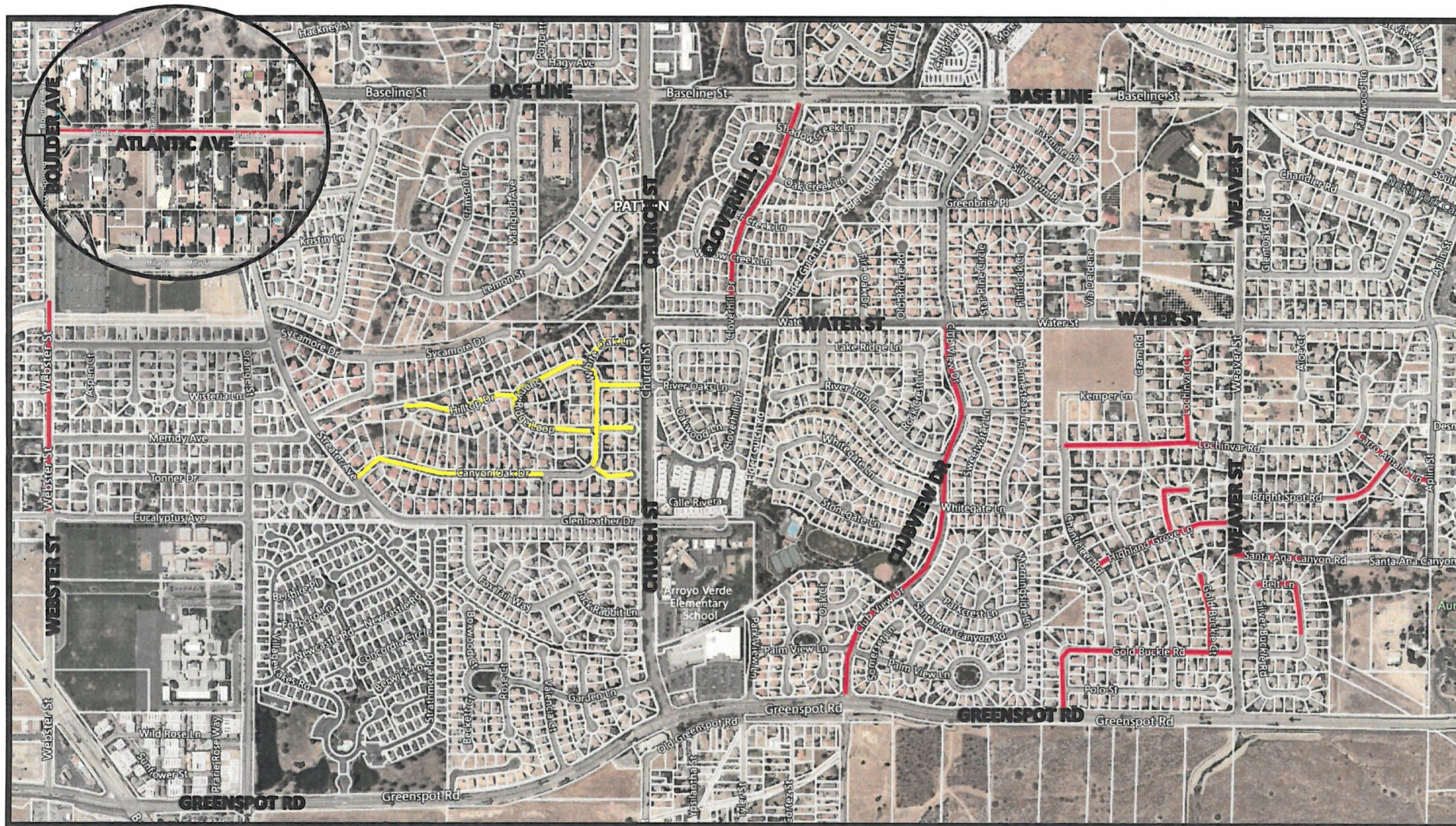
Four bids were received and opened on October 7, 2021. AAA and Sequel Contractors, Inc. had errors in their bids. AAA incorrectly added unit costs for bid items: 24 – Protect Existing Storm Drain MH in Place, 25- Protect Existing Sewer MH in Place, and 26 – Adjust Water Valve Cover to Finish Grade that should have been included with bid item 8 – Construct 0.10' ARHM-GG-C AC Overlay. Sequel Contractors, Inc. had an arithmetic error in their total bid tabulation. The errors, however, did not change AAA from being the lowest bidder. Sequel Contractors, Inc.'s ranking changed from second to fourth as a result of their error. Following are the bid results with corrected bid amounts:

<u>Bidder</u>	<u>Total Bid</u>
All American Asphalt	\$2,082,099.00
Hardy & Harper	\$2,175,000.00
Onyx Paving	\$2,345,000.00
Sequel Contractors, Inc.	\$2,888,922.20

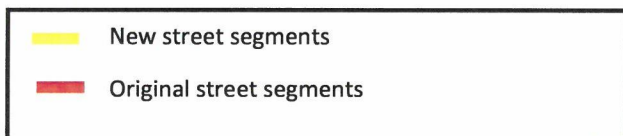
The Engineer's estimate for this project is \$2,185,000.00, which is approximately 4.9% higher than the lowest bid of \$2,082,099.00.

Staff recommends the City Council award this project to the responsible lowest bidder, All American Asphalt. Staff is familiar with the quality of work performed by AAA as they have constructed several similar projects for the City of Highland previously. A recent reference check has also confirmed that this contractor possesses the qualifications and experience necessary to perform the contract scope of work.

Attachments: Location Map



str20001—PMP SECTOR E—PAVEMENT REHABILITATION
PROJECT LOCATION MAP





STAFF REPORT

TO THE CITY COUNCIL

DATE: October 26, 2021

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer *CZ*

PREPARED BY: Jennifer Cioffi, Project Manager

SUBJECT: Construction Management and Inspection Services for Bid No. 2020-10, "Pavement Management Program - Sector E Pavement Rehabilitation (Project No. str20001)"

RECOMMENDATION: It is recommended that the City Council:

1. Approve proposal from Willdan Engineering to provide construction management and inspection services for Bid No. 2020-10, "Pavement Management Program – Sector E Pavement Rehabilitation (Project No. str20001)," in an amount not-to-exceed \$110,986; and
2. Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.

FISCAL IMPACT: The proposed fee, based on actual time and material, is not-to-exceed \$110,986. The 10% contingency amount of \$11,099 will be used to cover any additional services, if needed and requested by City staff, during the course of the project. The funding source for this contract is the City's Measure I Local Pass-Through funds.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Implementation of the 5-Year City-wide Pavement Management Program (PMP) is an UP- priority item in the 2019/2020 Work Program. This 5-Year Program includes \$13,520,000 of preventive maintenance and rehabilitation improvements to existing pavement on various street segments located City-wide that are grouped into 5 Sectors: A, B, C, D and E. Implementation of the City's PMP commenced in FY 2016-17. To date, the City has completed pavement rehabilitation work in Sectors A, B, C and D.

Approved _____	Motion _____	Second _____	Agenda Item No. <i>6</i>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>B Hughes</i>		<i>[Signature]</i>	
City Clerk		City Manager	

Sector E is the last phase of the approved 5-Year PMP.

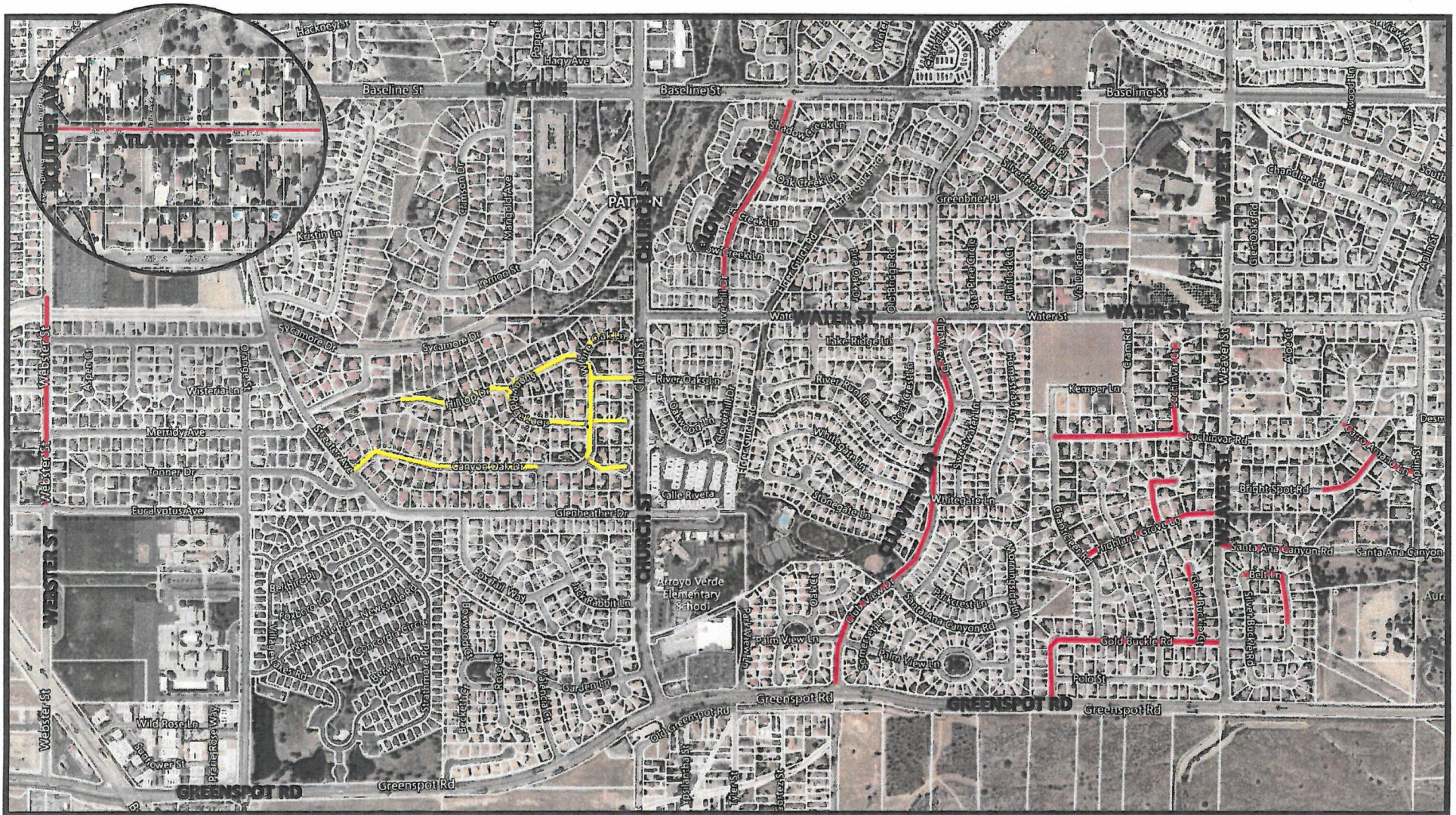
Project str20001 consists of the following scope of work:

1. Pavement rehabilitation on 25 street segments approximately 3.6 miles.
2. Other associated work includes: removal and replacement of damaged concrete sidewalk, cross gutter, and curb and gutter, construction of ADA ramps, grinding raised sidewalk panels, slurry seal, crack repair, crack seal, and installation of pavement striping and marking.

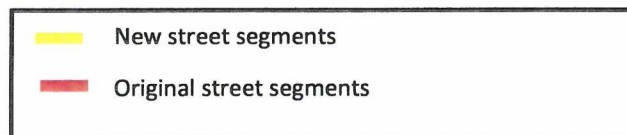
With this project proceeding to the construction phase, staff requested a proposal from Willdan Engineering & TKE Engineering to provide construction management, inspection, material testing and surveying services. The proposals were reviewed by City staff, and Willdan Engineering was the top-ranked firm. Willdan Engineering has worked with the City on many projects, and have provided these same services for numerous projects using the same experienced team.

Staff has reviewed and negotiated the proposed fee of \$110,986. Staff found Willdan Engineering's fee proposal reasonable and is recommending it for City Council approval.

Attachments: Location Map
 Willdan Engineering Proposal



str20001—PMP SECTOR E—PAVEMENT REHABILITATION
PROJECT LOCATION MAP



1. Cover Letter

October 7, 2021

Carlos Zamano, P.E., Public Works Director/City Engineer
City of Highland
27215 Base Line, Highland, CA 92346

Subject: Revised Proposal for Construction Management, Inspection, and Restoration of Survey Monuments for Sector E Pavement Rehabilitation Project, City Project No. str20001

Dear Mr. Zamano:

Willdan Engineering (Willdan) is especially qualified to provide construction management, construction inspection, and survey monument services for the City of Highland's Pavement Management Program – Sector E Pavement Rehabilitation Project, City Project No. str20001. Our firm has 57 years of experience providing similar services to client cities and districts throughout California.

Our staff is exceptionally qualified and experienced in providing professional construction management and construction inspection services for street improvement related projects. We are well suited to partner with the City of Highland to achieve a fast-track approach for the City's capital improvement projects. The following are just a number of advantages Willdan brings to the City:



Street Improvement Project Experience. Willdan has provided inspection on many street improvements projects over the past 57 years, including slurry seal, curb & gutter work, sidewalk reconstruction, ADA compliant curb ramps, pavement delineation, and landscaping. Our project team has experience working together on hundreds of public works and permitted projects throughout the region, including projects similar to the scope requested by the City of Highland.

Mr. Chris Baca has supervised a wide variety of construction improvements involving street widenings and roadway resurfacing.



Staffing Resources. Our in-house staffing resource bench of licensed and technical experts includes specialists in **construction management and construction inspection, street improvements, public outreach, labor compliance, drainage and flood control, utility coordination, geotechnical engineering and material testing/inspection, and construction staff augmentation.**

We have assembled a team of professionals who are committed to providing the City with top-quality service.



Large Company with Boutique Company Approach. We have the resources of a large company but are staffed by individuals who respect our clients' unique needs. Every Willdan employee – including those working at City offices – seeks to understand each City's goals, policies, and practices based upon what is written in their general plans and development codes and how those goals and policies have been applied over time. This approach has contributed to Willdan's success.

We have worked with nearly 90% of California cities and counties to deliver 13,000+ projects, serving over 3,400 clients.

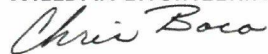
Mr. Chris Baca, RCI, CESSWI, our proposed Project Manager / Construction Manager, is authorized to bind the firm to this proposal, any further proposed agreements, and will be the City's main point of contact. He can be contacted at the following:

Chris Baca, RCI, CESSWI
13191 Crossroads Parkway North, Suite 405, Industry, CA 91746
(310) 502-6335 | (562) 695-2120 | cbaca@willdan.com

We are confident that our construction engineering services, coupled with our recent City of Highland experience, provide the best advantage for the City as you take on these important projects.

Respectfully submitted,

WILLDAN ENGINEERING



Chris Baca, RCI, CESSWI

Director of Construction Management and Inspection Services

910005/WW.00.40/P21-327R1_22433

2. Willdan Qualifications

Project Team

Willdan offers the City of Highland a highly qualified team of professionals with the technical qualifications and diverse capabilities necessary to undertake construction management and public works observation for the Sector E Pavement Rehabilitation Project, City Project No. str20001. Brief biographies of our project team, detailing their qualifications, are provided herein. Resumes of our key team members have been provided in the appendix of this proposal. Comprehensive resumes will be provided upon request. Willdan understands that key personnel assigned on projects shall not be reassigned without prior written approval from the City.



Willdan Team Advantages

- *Delivers the combination of experienced, hands-on skills and perspective that ensures the City receives high-quality service at reasonable and competitive cost*
- *Assures that, in hiring Willdan, clients benefit from the expertise, experience, and professionalism needed to deliver successfully constructed projects on time and within budget*
- *Offers high-caliber staff through training and annual performance assessments*
- *Makes safety a priority*

Name and Role	Relevant Certifications	Qualifications
Chris Baca, RCI, CESSWI <i>Project Manager / Construction Manager</i> 37 Years' Experience	▪ BS, Public Administration, California State University, Fullerton ▪ California, Division IV, Public Works, RCI No. 4161	▪ 37 years of experience in construction management of large-scale projects, including street improvements. ▪ Experienced with slurry seals and pavement rehabilitation programs ▪ Extensive public outreach experience on public works projects
Joe Putrino <i>Construction Inspector</i> 34 Years' Experience	▪ Uniform Building Code, Fire Code, and ADA Codes, Bergen Community College ▪ Construction Management, Architectural Drafting, and Blueprint Reading Courses ▪ Certified Building Inspector, International Code Council ▪ Certified Plumbing Inspector, International Code Council ▪ Certified Mechanical Inspector, International Code Council ▪ Contractor License Class A, No. 636747	▪ Serves as both a construction manager and public works observer. His duties include the inspection and management of large-scale public works improvement projects. ▪ Experienced in all aspects of public works construction projects and possesses extensive experience with estimating project costs, progress schedules, bid preparation, and complete project administration.

Subconsultant

Willdan will work with our trusted subconsultant, **CL Surveying & Mapping**, founded in 2007, a Certified DBE, MBE and SBE Land Surveying Firm with 3 licensed Professional Land Surveyors. Their teams of qualified and experienced surveyors provide our clients the most cost efficient, professional and personalized services in the industry.

CL Surveying & Mapping Principals are all experienced, licensed land surveyors and they are signatory to the labor agreement with the Operating Engineers Local 12 allowing our firm to access a large pool of experienced surveyors to staff any size project.



Joe Putrino

Construction Inspector

Mr. Joseph Putrino is experienced in all aspects of public works construction projects. He possesses extensive experience with estimating project costs, progress schedules, bid preparation, and complete project administration.

Education	Experience
▪ College of the Desert, Palm Desert ▪ Uniform Building Code, Fire Code, and ADA Codes, Bergen Community College ▪ Construction Management, Architectural Drafting, and Blueprint Reading Courses	23400 Westwood Rough Grading Project, City of Grand Terrace, California. Public Works Inspector. The project included construction of new on- and off-site improvements at the remodeled San Bernardino Indian Health Center. The project involved the installation of new curb/gutter, rough grading and finish grading of new parking lot, drainage structures, asphalt repair, and other appurtenant work. Slurry Seal, De Luz Community Service District, California. Construction Manager. Willdan provided construction management, inspection, and labor compliance for the De Luz Community Service District's Slurry Seal project. 22172 Barton Road/Taco Bell Rough Grading Project, City of Grand Terrace, California. Public Works Inspector. The project included construction of new on- and off-site improvements at the remodeled Taco Bell at 22172 Barton Rd. The project involved the installation of new curb/gutter, rough grading and finish grading of new parking lot, drainage structures, asphalt repair, and other appurtenant work.
Certifications	
▪ Certified Building Inspector, International Code Council ▪ Certified Plumbing Inspector, International Code Council ▪ Certified Mechanical Inspector, International Code Council ▪ Contractor License Class A, No. 636747	Police Substation CP 15-07, City of Palm Springs, California. Public Works Inspector. The project includes ADA upgrades to the police station restrooms, water features, and landscape improvements. Public Library Improvements, City of Yorba Linda, California. Public Works Inspector. The project included engineering design services to prepare construction plans to demolish the existing Public Library for the City of Yorba Linda at 18181 Imperial Highway. The scope of work included hazardous material testing, utility coordination, and contract document preparation. On-Call Construction Management and Inspection Services, City of Desert Hot Springs, California. Public Works Inspector. Willdan provides On-Call Construction Management and Inspection to the City of Desert Palm Hot Springs on a variety of projects. The work includes public works inspection of private permit and City funded capital improvement projects. Projects inspected under this contract include Morongo Industrial Park, SCE Vegetation Removal, Bunch Palms Trail, City Hall Cold Water Service Installation, Casa Blanca Restaurant, and multiple SCE and Southern California Gas utility installation projects.
34 Years' Experience	Fire Station No. 4 Remodel and Expansion City Project 15-25, City of Palm Springs, California. Senior Public Works Observer. The project involved remodeling and expanding the fire station approximately 2,820 square feet to address sleeping quarter separation, decontamination areas, and general ADA compliance issues. The project construction encompassed demolition, asbestos remediation, structural foundations, structural retrofit and framing, utility equipment yard enclosure, electrical service transformer, wet and dry utilities, fire line, sprinkler and alarm systems, keyless entry system, vehicle emission exhaust system, sand/oil separator, site furnishings and furniture, lighting fixtures, doors and windows, miscellaneous concrete work, ADA-compliant ramps, site drainage, landscaping, signing and striping, emergency alerting system, back-up generator, and fuel tank.

Project Experience

West Highland Bikeways Infrastructure and Base Line Pavement Improvements

City of Highland

Through our on-call engineering contract, Willdan provided construction management, inspection, and materials testing services for this \$3 million project. The project involved cold milling and street pavement overlay; removal and replacement of concrete curb and gutters, sidewalk, driveway approaches, and handicap ramps; construction of new concrete bus pads; and installation of striping, pavement markings, and signage on Base Line from Del Rosa Drive to Cole Avenue and Boucher Avenue to Church Street. The project was completed in 2017.



Similar Project Features to Highland's RFP:

- Cold Milling and Asphalt Overlay
- Curb and Gutter
- Driveway Approaches
- Signing and Striping
- Pavement Markings and Markers

Azusa Avenue Pavement Project, HPLUL 5112 (014)

City of Azusa

Willdan provided construction engineering services for the City of Azusa's downtown rehabilitation project. The project included pavement rehabilitation on Azusa Avenue from Fifth Street to Santa Fe Avenue including cold milling, drainage improvements, PCC crosswalks and bus pads, minor concrete repairs, landscaping, weeding, and irrigation, AC overlay, traffic detector loops, thermoplastic striping, and other appurtenant work. Willdan's services included resident engineering, public works inspection, federal invoicing, labor compliance, and material testing services.



Similar Project Features to Highland's RFP:

- Base Repairs
- Concrete Repairs
- Signing and Striping
- Utility Adjustments
- Weed Abatement

Various Arterial-Residential Street Improvements, City Project No. 7212, 7215, & 7292

City of Garden Grove

Willdan Engineering provided street rehabilitation with full depth reclamation for Brookhurst Street from Lampson Avenue to Chapman Avenue and for Euclid

Street from Lampson Avenue to Chapman. In addition, Willdan completed street rehabilitation with removal and reconstruction of Lampson Avenue from Brookhurst Street to Nelson Street, Magnolia Street from Shelly Drive to Katella Avenue, and La Vaughn, Russell, and Earle Streets at Imperial Avenue. We also performed street rehabilitation with micro surfacing of Brookhurst Street from Westminster Avenue to Trask Avenue. The projects included cement treatment; roadway excavation; cold milling and micro milling; installation of ARAM Interlayer; asphalt paving; replacement of PCC curb and gutter, cross gutter, sidewalk, wheel chair ramps, and stamped color concrete; landscaping and irrigation; adjustment of utility covers to finish grade; remove existing and install new traffic signal controller and cabinet including foundation; installation of traffic detector loops; installations of traffic striping, signing, pavement markings and markers; and reestablish of centerline ties and monuments. Total construction cost was \$2.0 million. The project was recently completed in 2020.



Similar Project Features to Highland's RFP:

- Cold Milling and Asphalt Overlay
- Signing and Striping
- Street Paving and Markings
- Centerline Ties and Monuments

Yorba Linda - FY 20/21 (Zone 4 Overlay)

City of Yorba Linda

The project includes traffic control, cold milling, asphalt concrete overlay, asphalt concrete dig-outs, curb ramps, adjustments of survey monuments, manholes and valve covers to grade, installation of loop detectors, pavement striping, markings and markers and other miscellaneous improvements as shown on the plans. The project has an estimated 45 working day schedule.



Similar Project Features to Highland's RFP:

- Base Repairs
- Concrete Repairs
- Signing and Striping
- Utility Adjustments
- Weed Abatement

Annual Street Resurfacing, FY 19/20

City of Westlake Village

Willdan provided construction management, inspection services, material testing, and labor compliance services for the City's annual street

resurfacing project. This project included miscellaneous minor concrete repairs, AC digouts, skin patch, slurry seal, AC/ARHM overlay, pavement delineation, and utility adjustments on Agoura Road and Lindero Canyon Road.

 Similar Project Features to Highland's RFP:

- Base Repairs
- Concrete Repairs
- Skin Patch
- Crack Sealing
- Slurry Seal
- Signing and Striping
- Utility Adjustments

Annual Slurry Seal Project
City of Rialto

Willdan provided construction management, public works inspection, and materials testing services for the City's Annual Slurry Seal project. The project included minor concrete, micro milling, application of Type II slurry, pavement delineation, and other appurtenant work.

 Similar Project Features to Highland's RFP:

- Base Repairs
- Crack Sealing
- Concrete Repairs
- Slurry Seal
- Signing & Striping

Slurry Seal, Project No. 15-02

City of Palm Springs

Willdan provided construction management, public works inspection, and materials testing services for the City's Annual Slurry Seal project. The project involved the micromilling application of slurry seal, traffic markings, and other appurtenant work.

 Similar Project Features to Highland's RFP:

- Crack Sealing
- Curb Ramps
- Slurry Seal
- Signing and Striping
- Utility Adjustments

3. Methodology

Project Understanding

Willdan understands the City of Highland requires the services of a qualified construction engineering consultant to provide construction management and inspection services for the Sector E Pavement Rehabilitation Project, City Project No. str20001. This project involves pavement rehabilitation including pavement grading, cold central plant recycling, pavement removal and replacement, and asphalt rubber overlay.

The scope of work includes minor removal and replacement of damaged concrete sidewalk, curb and gutter, and gross gutter; grinding raised sidewalk panels; slurry seal, crack repair, crack seal; adjusting valve covers to final grade, protection of manholes; and installation of striping and markings.

The engineer's estimate is \$2,192,000 with a 55 working day schedule.



PROPOSED STREETS – CITY OF HIGHLAND			
Greenspot Road	Blossom Way to West End of Plum Creel Bridge	Lochnivar Road	Chanticleer Road to Weaver Street
Club View Drive	Water Street to Greenspot Road	Lochnivar Court	Lochnivar Road to North End
Goldbuckle Road	Greenspot Road to Weaver Street	Carro Amano Road	Lochnivar Road to Aplin Street
Goldbuckle Court	Goldbuckle Road to North End	Brightspot Road	Carro Amano Road to 665' East of Weaver Street
Highland Grove Lane	Chanticleer Road to Weaver Street	Santa Ana Canyon Road	Weaver Street to 585' East of Weaver Street
Double A Lane	Highland Grove Lane to North East End	Cloverhill Drive	Water Street to Base Line
Belt Lane	Silverbuckle Road to Unicorn Way	Webster Street	Eucalyptus Avenue to Cherokee Rose Drive
Unicorn Way	Belt Lane to 7784 Unicorn Way		

Project Approach

Willdan provides expertise in all areas of construction management, inspection, labor compliance, and community relations to residents and businesses affected by construction. Our experienced team members serve as construction managers, resident engineers, and inspectors and provide significant insight for identifying and correcting discrepancies, ambiguities, omissions, or conflicts in contract documents that could generate misinterpretation and/or disagreements between the City and the contractor. Our goal is to anticipate or diminish potential problems before they arise through continual review of project plans, specifications, contractor's schedule, and other contract documents.

Our team is adept at:

- Anticipating job site problems and dealing with issues in a professional, straightforward fashion
- Review Project plans and provide independent review of the proposed quantities and immediately bring discrepancies to the City's attention

- Calling job site problems to the project manager's and/or contractor's attention
- Offering constructive recommendations and achieving cooperation from the contractor
- Addressing concerns of the public

Our approach to issue resolution is to:

- Obtain and document the facts surrounding the issue
- Develop reasonable solutions in conjunction with the contractor and City project manager
- Respond quickly and effectively so that job progress and quality do not suffer

Through close communication with the City's project staff, timely corrective action is taken to alleviate potential adverse impacts of work progress, costly change orders, and construction claims.

Basic Principles to Project Approach



Goals

Willdan has had two primary objectives since our inception in 1964:

- Ensuring the success of our clients
- Enhancing their communities

Working steadily toward these goals we gained a notable reputation for project understanding, technical excellence, cost effectiveness, and client responsiveness. It is these attributes that our construction management and inspection team bring to each project. To these goals, we add individual project-oriented goals that include:

- Continuous communication with City staff, contractor, and design team
- Impeccable recordkeeping and reporting
- Rigorous budget control – minimizing change orders and applying value engineering where applicable
- Comprehensive schedule control – keeping the project moving while resolving design, contractor, or other project-related challenges

Our ultimate goal is to surpass our clients' expectations and provide a completed project that benefits City staff, Council members, business owners, and residents.

Regulatory Agency Compliance

Willdan is thoroughly familiar with regulatory agency permitting requirements and environmental, design, and construction procedures and requirements for projects within Caltrans's right-of-way. Although each project may encompass different components and requirements, the general process remains the same – following the Caltrans Local Assistance Procedures Manual (LAPM). Over 26 years ago, Willdan adopted Caltrans' Construction Manual as our in-house standard and has incorporated Caltrans' prescribed standards and procedures into our everyday inspection routine. Our inspectors possess strong familiarity and in-depth knowledge of:

- State of California (Caltrans) Design Manuals, Standard Plans, and Standard Specifications
- State of California (Caltrans) Manual of Uniform Traffic Control Devices (MUTCD)
- State of California (Caltrans) Local Assistance Procedures Manual
- Standard Specifications for Public Works Construction (Greenbook), BNi
- Standard Plans for Public Works Construction, BNi

4. Scope of Services

Construction Management

Program Objective

The Construction Manager will manage and coordinate all aspects of the project including delivering the project on time and within budget.

1. Assist City with public awareness and information program to keep residents and local stakeholders advised of project status along with impacts to traffic flow circulation, including answering public's questions about project.
2. Prepare construction file. A copy of Willdan's file checklist can be provided upon request.
3. Prepare special concerns to be presented at preconstruction conference.
4. Conduct preconstruction meeting, prepare meeting minutes, and distribute to attendees.
5. Review contractor's safety program in consultation with City staff.
6. Through Willdan's system of project control, monitor activities related to project such that project is constructed in timely fashion pursuant to contract documents.
7. Closely review schedule and advise contractor to take action on schedule slippage.
8. Monitor and coordinate activities of design engineering support, surveying, testing, and work by utilities or other agencies.
9. Prepare weekly statement of working days and submit to contractor and City.
10. Establish, conduct, and prepare agendas and minutes for weekly construction progress meetings.
11. Provide claims mitigation monitoring, including proactively applying foresight to discover unforeseen conflicts prior to contractor encounter.
12. Ensure that all questions, conflicts, and issues are immediately brought to City's attention and addressed with appropriate directives to contractor.
13. Conduct special site meetings, when necessary, with contractor and City staff.
14. Perform quantity, time, and cost analyses required for negotiation of contract changes.
15. Negotiate and prepare change orders, including memorandum of explanation and cost estimates to substantiate change order, and send to City for review.
16. Monitor materials documentation and testing results and enforce corrections.
17. Review for approval contractor's progress payment requests; negotiate differences over amount with contractor; and process payments through City's Project Manager.

18. Routinely review construction files to ensure conformance to City standards and good construction management practices.

Construction Inspection

Program Objective

The Construction Inspector will act as a full-time inspector (8 hours a day) for the life of the project.

1. Review plans, specifications, and all other contract- and construction-related documents.
2. Conduct a field investigation of the project area to become familiar with the existing facilities and the project environment.
3. Become familiar with traffic control plans, construction schedule, construction sequence, and permit requirements from other agencies.
4. Verify that the contractor conforms to the design survey line and grades.
5. Prior to beginning of construction, layout asphalt removals and confirm removal quantities with the City's Project Manager.
6. Revise plans and provide Willdan's CM with quantity take-off to verify accuracy of project bid item amounts.
7. Attend weekly progress meetings.
8. Provide full-time and as-needed construction inspection, including night inspection, of the work to monitor materials and methods for compliance with plans, specifications, and contract documents.
9. Monitor compliance with Cal OSHA requirements and compliance with all local, state, and federal regulations. Although Willdan will monitor the activities, it is the contractor's sole responsibility to provide workers with a safe working environment.
10. Monitor compliance with the Clean Water Act (National Pollutant Discharge Elimination System – NPDES best management practices) and SWPPP.
11. Meet with the contractor at the beginning of each day and review the proposed work plan.
12. Conduct daily measurements of quantities of work with the contractor.
13. Review actual contractor performance throughout the day and discuss discrepancies with the contractor as they occur.
14. Assist in coordination of engineering support, surveying, specialty inspections, and fieldwork by utility companies.
15. Coordinate with Contractor and utility companies to assist in the identification of unknown utilities and possible relocation of interfering structures or lines.
16. Ensure compliance of Underground Service Alert notification/delineation.
17. Evaluate the contractor's operation and production with respect to quality and progress and report to the construction manager.

18. Photograph continuous property frontages along the street alignment once prior to construction and once immediately following construction. Maintain a photographic record of key elements of each major operation of work each day, with increased detail in situations of potential changes or claims.
19. Closely monitor testing results and require the contractor to provide corrective measures to achieve compliance.
20. Maintain copies of all permits needed to construct the projects and enforce special requirements of each.
21. Prepare and maintain detailed daily diary inspector reports on construction progress.
22. Prepare clear and concise letters and memoranda, as needed. Establish a solid paper trail.
23. Provide complete measurements and calculations documentation to administer progress payments.
24. Maintain and submit a clean set of plans marked in red for as-built corrections on record drawings to be filed with the City.
25. Prepare a punch list at substantial completion and follow up with the contractor regarding progress of corrections.

Survey Monumentation Scope of Work

1. CL Survey and mapping will provide survey monumentation for the project.

Labor Compliance

Program Objective

Labor Compliance Monitoring and Enforcement will be provided to ensure the project conforms to all Federal and State Regulations.

1. Verify that the Public Works Contract Award Information (DAS-140) and Request for Dispatch of an Apprentice (DAS-142) forms are submitted to local apprenticeship councils by all contractors, as appropriate.
2. Receive and review labor compliance documentation from public works observers or inspectors and compare with contractor-submitted documents. Monitor contractor-submitted payroll documentation on a continuous basis.
3. Verify with State Division of Apprenticeship Standards that any worker listed on the certified payroll who receives less than the published hourly journeyman rate is registered in an approved apprenticeship program and is in possession of a formal certification.
4. Verify that any payroll deductions are acceptable under State prevailing wage law.
5. Verify that payroll data is submitted to the Department of Industrial Relations (DIR) online Compliance Monitoring Unit (CMU) under the correct DIR project number.

6. Verify the payment of the training contribution, as necessary.
7. Follow up with contractor by telephone, email, and/or certified mail regarding required document submittals and payroll discrepancies and deficiencies. Provide detailed description of alleged deficiencies; outline corrective action to be taken; and enforce regulatory deadlines for compliance.
8. Calculate any applicable underpayments due; obtain restitution payroll(s) plus proof of worker payment(s), as needed.
9. Receive, pursue, and document labor complaints; prepare violation reports to oversight agencies as required; recommend special action to be taken if contractor continuously fails to comply with requests and requirements.
10. Coordinate with City staff the withholding of progress and/or retention payments if contractor fails to abide by labor compliance requirements.
11. Maintain content and format of labor compliance file in conformance with applicable government requirements.
12. Coordinate project file reviews by authorized county, state, and federal agencies.
13. Submit complete labor compliance file to City for retention.

Materials Testing (Optional)

Program Objective

Compaction Material Testing will be provided as needed for the project.

1. Attend meetings, as needed, with project team.
2. Review existing geotechnical reports and project plans and specifications.
3. Perform laboratory testing.
4. Verify compliance with approved project plans, specifications, and applicable code requirements.
5. Provide as-needed testing for proposed removal and replacement of damaged street sections.
6. Provide compaction testing for leveling course and final paving.
7. Provide as-needed asphalt plant inspection and monitoring.
8. Provide engineering support, inspector/technician coordination, dispatch, material engineering review, test reporting, QA/QC, and administrative support services.
9. Submit reports/updates of ongoing tests, i.e., seven-day and off-schedule breaks.
10. Submit final report of completed laboratory tests, i.e., 28-day results for concrete.
11. Submit – for City review – daily field-testing and inspection reports indicating information pertinent to inspections performed and compliance/non-

Sector E Pavement Rehabilitation Project
City Project No. str20001

compliance with project documents and applicable codes.

Project Closeout



The Construction Manager and Construction Inspector will assist the City in the Project Closeout Phase.

1. Review, finalize, and transmit the contractor's approved record drawings (as built) to the City.
2. Schedule a final inspection with the City and applicable agencies; prepare, distribute, and inspect corrections to the final punch list for completion; and recommend final acceptance.
3. Secure and transmit required guarantees, affidavits, releases, waivers, and operation manuals to the City's Project Manager.
4. Finalize contract bid items, claims, change orders, and punch list items.
5. Prepare documentation for final payment to the contractor.
6. Prepare all final reports including report of completion for acceptance of the projects.
7. Finalize and deliver all construction files to the City ready for archiving.
8. Assist the City's Project Manager with resolving any unresolved issues, including, but not limited to, change orders, claims, etc.
9. Assist City with stop notices and release of retention.
10. Provide memorandum of clearance to issue notice of completion.

5. Proposed Fee

City of Highland
PROPOSED HOURS AND FEE SCHEDULE
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR
Construction Management, Inspection, and Restoration of Survey Monuments for Sector E Pavement Rehabilitation Project
City Project No. str20001
Thursday, October 7, 2021
Revised 10/14/2021

WILLDAN ENGINEERING									
ROLE/LABOR CLASSIFICATION	Construction Manager	Public Works Observer (Prevailing Wage)	Construction Survey	Labor Compliance Manager	Material Testing**	Assistant Engineer I	Administrative Assistant III	Total Hours	Total Fee ⁴
Hourly Rate:	\$175	\$120	\$500 EA	\$150	NTE	\$124	\$111		(\$)
SUMMARY TASK	HOURS								
PRECONSTRUCTION SERVICES	20	10					5	35	\$5,255
CONSTRUCTION MANAGEMENT SERVICES	50	440		30	\$15,000		10	530	\$82,160
SURVEY MONUMENTATION (Price per Monumentation)*			35						\$17,500
SUBMITTAL REVIEW						4			\$496
POST CONSTRUCTION SERVICES	25	10						35	\$5,575
Hours Subtotal	95	460	35	30		4	15	600	
Fee Total All Scoped Services:									\$110,986

¹ This proposal is based on a 55 Calendar days per the City's RFP and Specifications.

Additional services needed beyond this duration will be provided on a time-and-material basis at Willdan's standard hourly rates.

² Inspector hours are estimated and will be dependent upon the Contractor's final phasing and scheduling implementation.

³ Overtime inspection services are not included, but will be billed at 1.5 times normal hourly rate if required and may require adjustment to the approved budget. Work performed by support staff with titles not explicitly listed herein will be charged in accordance with Willdan's standard hourly rates.

*Our estimate is based on 35 monument. Final cost may vary and will be based on actual number of monuments requiring resetting.

**Our estimate for Material Testing is for providing subgrade preparation and asphalt compaction testing only.



STAFF REPORT

TO THE CITY COUNCIL

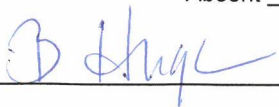
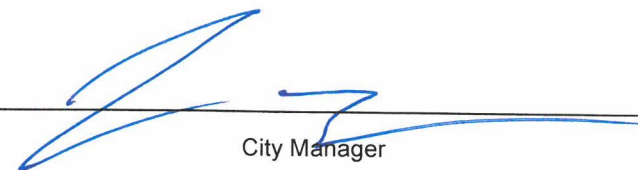
DATE: October 26, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: City Manager Report and Comments
(Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>7</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

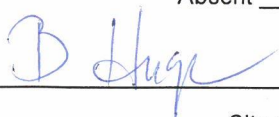
DATE: October 26, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Council Member Comments
(Agency/Committee/AB1234 Reports, District Updates, etc.)

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>8</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	