CITY OF HIGHLAND
REGULAR MEETING OF THE CITY COUNCIL
AGENDA

REGULAR MEETING

January 10, 2023
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

CITY COUNCIL MEMBERS

LARRY McCALLON, MAYOR
PENNY LILBURN, 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

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodation to include interpreters.

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.

Submission of Public Comments: For those wishing to make public comments by email to be read aloud at the meeting, please submit your comments by 5:00 p.m. on January 10, 2023, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the January 10, 2023 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. 10), 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
JANUARY 10, 2023 - 6:00 p.m.

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

15-Year Employee Service Recognition
Denise Moreno

Presentation
Andrea Valdes, California Department of Insurance

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 January 10, 2023, 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

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

2. Minutes – December 13, 2022 City Council Regular Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

3. Warrant Register
   RECOMMENDATION: Approve Warrant Register No. 749 for January 10, 2023, in the amount of $3,393,825.44 and Payroll of $206,657.21.

4. Treasurer's Report for November 2022
   RECOMMENDATION: That the City Council receive and file Treasurer's Report for November 2022.

5. Records Destruction Authorization
   RECOMMENDATION: That the City Council approve the destruction of certain records.

6. Second Reading of Ordinance No. 459 Amending Existing Portions of Chapter 2.40 (Purchasing System), Adding a New Section 2.40.150 to Address the Procurement Requirements of the Short-Lived Climate Pollutant Reduction Act known as Senate Bill 1383 and Making a Finding of Exemption Under CEQA Guidelines Section 15061(B)(3)
   RECOMMENDATION: That the City Council conduct a second reading, read by title only, waive further reading of Ordinance No. 459, an ordinance amending portions of Chapter 2.40 (Purchasing System) and making a finding of exemption under CEQA guidelines section 15061(B)(3).

7. Contract Renewal – 2020-08, "City-Wide Concrete Maintenance"
   RECOMMENDATION: That the City Council:
   1) Extend the City-Wide Concrete Maintenance Contract with Above All Names Construction Services, Inc., for one-year; and
   2) Approve an 8.9% increase to the contract unit prices.

8. Amendment to the Household Hazardous Waste Collection Agreement between the City of Highland and the San Bernardino County Fire Protection District
RECOMMENDATION: That the City Council:
   1) Approve the proposed amendment to the Household Hazardous Waste Collection Agreement; and
   2) Authorize the Mayor to execute the amendment to the Household Hazardous Waste Collection Agreement between the City of Highland and the San Bernardino County Fire Protection District.

9. Vehicle Purchase for Public Works Department
RECOMMENDATION: That the City Council:
   1) Waive formal contract procedures per Municipal Code Section 2.40.100;
   2) Approve a quote for two new Ford trucks from Hemborg Ford, in the amount of $50,583.09 and $53,057.04, for a total cost of $103,640.13;
   3) Approve a budget adjustment to transfer $103,645.00 from 001-2512 (General Fund-Vehicle Replacement Reserves) to be expended from 001-6000-6060 (Parks Department-Vehicles); and
   4) Declare existing trucks #122 and #125 surplus to be auctioned off to the highest bidder at the Auction Company of Perris, CA.

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.

For those wishing to make a public comment regarding a public hearing item (No. 10), 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.

10. A Resolution of the City Council of the City of Highland Vacating Berry Street between Cunningham Street and Hillview Street
RECOMMENDATION: That the City Council adopt Resolution No. 2023-_____ vacating Berry Street between Cunningham Street and Hillview Street.

CITY COUNCIL LEGISLATIVE

11. Bid Award – Bid No. 2022-11, "Lankershim Avenue at 9th Street Traffic Signal Improvements" (Project No. sig19001)
RECOMMENDATION: That the City Council award the construction contract to the lowest bidder, California Professional Engineering, Inc., (CPE), in the amount of $78,000.

12. Construction Management and Inspection Services for Bid No. 2022-11, "Lankershim Avenue at 9th Street Traffic Signal Improvements (Project No. sig19001)"
RECOMMENDATION: That the City Council:
    1) Approve proposal from TKE Engineering, Inc., (TKE) to provide construction management and inspection services in the amount of $24,629 for Bid No. 2022-11, "Lankershim Avenue at 9th Street Traffic Signal Improvements (Project No. sig19001)"; and
    2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.

13. Construction Management and Inspection Services for Bid No. 2022-05, "Pacific Street Pavement Rehabilitation Project from Victoria Avenue to Church Avenue (Project str20002a)"
RECOMMENDATION: That the City Council:
    1) Approve proposal from Willdan Engineering to provide construction management and inspection services in the amount of $118,536 for Bid No. 2022-05, "Pacific Street Pavement Rehabilitation Project from Victoria Avenue to Church Avenue (Project str20002a)";
    2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount; and
    3) Approve a budget adjustment to transfer $58,545 from 023-2526 (General Capital Financing for Pavement Impact Fee) to 023-3890-6530 (Street/Sidewalk Construction).

14. Bid Award – Bid No. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue and 9th Street, and Pedestrian Improvements on Olive Tree Lane" (Project swk19002) and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)"
RECOMMENDATION: That the City Council award the construction contract for Bid No. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue and 9th Street, and Pedestrian Improvements on Olive Tree Lane (Project swk19002) and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)" to the responsible low bidder, DM Contracting, Inc. (DM), in the amount of $167,013.

15. Construction Management and Inspection Services for Bid No. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue and 9th Street, and Pedestrian Improvements on Olive Tree Lane (Project swk19002) and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)"
RECOMMENDATION: That the City Council:
1) Approve proposal from TKE Engineering, Inc., (TKE) to provide construction management and inspection services for Bid No. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue, and 9th Street, and Pedestrian Improvements on Olive Tree Lane (swk19002), and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (swk21001)" in the not-to-exceed amount of $33,234; and
2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.

16. Bid Award – Bid No. 2022-12, "FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street (Project ola20002) and FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue (Project ola22001)"
RECOMMENDATION: That the City Council award the construction contract for Bid No. 2022-12, "FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street (Project ola20002) and FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue (Project ola22001)" to the responsible low bidder, Vance Corporation, in the amount of $542,779.

17. Construction Management and Inspection Services for Bid No. 2022-12, "FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street (Project ola20002) and FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue (Project ola22001)"
RECOMMENDATION: That the City Council:
1) Approve proposal from Willdan Engineering (Willdan) to provide construction management and inspection services in the amount of $58,988 for Bid No. 2022-12, "FY 2021-22 and FY 2022-23 CDBG Pavement Improvement Projects" (Project Nos. ola20002 and ola22001); and
2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.

18. 2023 Community Events
RECOMMENDATION: That the City Council discuss community events and direct staff accordingly.

19. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.

20. 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

Effective March 1, 2022, pursuant to Resolution No. 2022-001, the regular City Council meetings will be held once a month on the second Tuesday of each month.

2023
February 14; March 14; April 11; May 9; June 13; July 11; August 8; September 12; October 10; November 14; December 12

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before January 5, 2023, 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: January 5, 2023

Betty Hughes

Betty Hughes, MMC
City Clerk

Presentation

California Department of Insurance
Andrea Valdes

CALIFORNIA DEPARTMENT OF INSURANCE

CALIFORNIA'S LOW COST AUTO INSURANCE

Andrea Valdes
Outreach Analyst, Community Relations & Outreach Branch
January 10th 2023

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PRESENTATION OVERVIEW

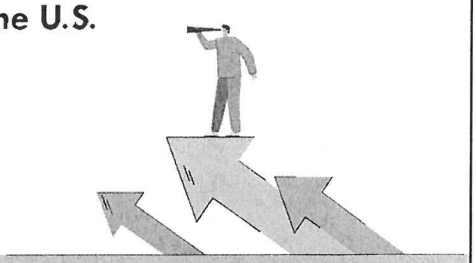
- **California Department of Insurance** (CDI) Overview
- **CDI Senior Resources**
- **California Law (DMV)**
- **California's Low Cost Auto Insurance Program** (CLCA)
- **How You Can Partner with CDI & CLCA**
- **Q&A**



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CALIFORNIA DEPARTMENT OF INSURANCE (CDI)

- **Regulate all lines of insurance**
- **Regulate Insurance Companies, Agents, & Brokers**
- **California is the largest insurance market in the U.S.**
  - ✓ $340 billion collected annually in premiums
- **Protect Consumers from Fraud and Abuse**



www.insurance.ca.gov 800-927-4357

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UPDATED CONSUMER PROTECTIONS FROM CALIFORNIA DEPARTMENT OF INSURANCE

Safer From Wildfires

Current Outcome

The number of homeowners non-renewed by insurance companies fell by 10 percent statewide in 2020 compared to the previous year — a decrease of 22,870 policies.

Premium discounts now available to 2 out of every 5 consumers, with up to 20 percent discounts for wildfire-hardened homes – 6x increase since 2019

1 2 3

Launched in January 2022, Safer from Wildfires is an interagency partnership between Insurance Commissioner Ricardo Lara and the state's emergency response and readiness agencies to protect lives, homes, and businesses by reducing wildfire risk.

Cal OES GOVERNOR'S OFFICE OF EMERGENCY SERVICES

CAL FIRE SINCE 1885

Governor's Office of Planning and Research

Public Utilities Commission

RICARDO LARA

www.insurance.ca.gov 800-927-4357

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SENIOR RESOURCES FROM CDI

SENIOR GATEWAY

One-Stop Website – Hosted by CDI

A partnership between governmental and local agencies

- Abuse & Neglect
- Fraud & Scams
- Health Care
- Your Rights
- Other Resources



www.seniors.insurance.ca.gov

SENIORS INFORMATION CENTER

Department of Insurance Senior Information Center

- Alerts
- Before You Buy Insurance
- Long Term Care
- Senior Information Guides
- Health Insurance
- Other Resources



www.insurance.ca.gov/0150-seniors

www.insurance.ca.gov 800-927-4357

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CALIFORNIA AUTO INSURANCE LAW

CALIFORNIA'S LOW COST AUTO INSURANCE

- **All drivers must have proof of financial responsibility**
- **Liability Insurance**
- **Penalties of driving without insurance**



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CALIFORNIA LOW COST AUTO PROGRAM OVERVIEW

CALIFORNIA'S LOW COST AUTO INSURANCE

What is California Low Cost Auto Program?

- **A state program which was established by the Legislature in 1999 as a state-sponsored program that requires insurance companies to offer affordable liability auto insurance to licensed drivers that meet certain requirements.**

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HOW DO YOU QUALIFY?

CALIFORNIA'S LOW COST AUTO INSURANCE



Valid CDL/ AB60 for Undocumented Drivers	Vehicle Value $25,000 or Less	Meet Income Guidelines	Be at least 16 years old

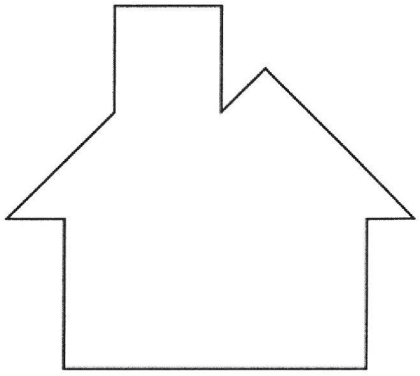
***Can't have bad driving record for past 3 years**

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INCOME ELIGIBILITY GUIDELINES

CALIFORNIA'S LOW COST AUTO INSURANCE

1 Person in household – up to $33,975
2 People in household – up to $45,775
3 People in household – up to $57,575
4 People in household – up to $69,375
5 People in household – up to $81,175
6 People in household – up to $92,975
10 People in household – up to $140,175



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PROOF OF INCOME

CALIFORNIA'S LOW COST AUTO INSURANCE

- **Only need one of the following:**
  - Paycheck stub, W-2, 1099
  - SSI statement, etc.
- **Currently enrolled in other state, county programs:**
  - CalFresh, CalWorks, MediCal/Medicaid, CA Lifeline
- **Complete list is available at mylowcostauto.com**

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HOW TO APPLY

CALIFORNIA'S LOW COST AUTO INSURANCE

- Apply at MyLowCostAuto.com
  - Take the Eligibility Questionnaire
  - Application process is 100% online
- Chat is available M-F 8am – 4pm
  - Website and Chat are available in English & Spanish
- Call 866-602-8861



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HOW CAN YOU PARTNER WITH CDI & CLCA?

CALIFORNIA'S LOW COST AUTO INSURANCE

- Help us disseminate **CLCA** educational materials in your community
- Share **CLCA** through your website and social media platforms
- Invite us to community outreach events in your area
- Let us present to your staff or community group
- And please refer us to any collaborative group or partners that serve low to moderate income households

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QUESTIONS?

CALIFORNIA'S LOW COST AUTO INSURANCE

For more information about CLCA visit:

www.mylowcostauto.com

866-602-8861

For Questions or Problems with Insurance:

www.insurance.ca.gov

Consumer Hotline 800-927-4357

Thank You!



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

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. 1
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – December 13, 2022 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 2

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

D Hughes

City Clerk

City Manager

MINUTES
CITY COUNCIL REGULAR MEETING
DECEMBER 13, 2022

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 McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Stephen Jones, Immanuel Baptist Church, and the Pledge of Allegiance was led by Mayor Pro Tem Lilburn.

ROLL CALL

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

REPORT FROM CLOSED SESSION

No meeting.

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

ADMINISTER OATH OF OFFICE TO THE NEWLY APPOINTED COUNCIL MEMBERS

City Clerk Hughes swore in the newly appointed Council Members Anaeli Solano and John P. Timmer.

CITY COUNCIL BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2022/23

City Clerk Hughes opened the floor for nominations for Mayor.

Council Member Timmer nominated Council Member McCallon for Mayor.

Council Member Solano nominated Council Member Lilburn.

City Clerk Hughes called for any other nominations. Hearing none, the floor is now closed for nominations.

City Clerk Hughes called for the vote for Council Member McCallon.

Hearing three ayes, Council Member McCallon has been appointed Mayor.

Mayor McCallon opened the floor for nominations for Mayor Pro Tem.

Council Member Timmer nominated Council Member Lilburn for Mayor Pro Tem.

Mayor McCallon called for any other nominations. Hearing none, the floor is now closed for nominations.

Council Member Lilburn has been appointed Mayor Pro Tem.

2. Membership on Various Council Subcommittees, Ad Hocs and Agency Organizations

Mayor McCallon stated he would like to start with the Ad Hoc appointments, and it appears that both Ad Hoc committees can be dissolved.

City Manager Hughes responded yes, they can with the Mayor's action.

Mayor McCallon stated with that being confirmed, the General Plan Update/Housing Element Ad Hoc and the Service Station Review Ad Hoc will be dissolved as both obligations have been fulfilled.

Mayor Pro Tem Lilburn inquired about hosting more Public Safety Subcommittee meetings. Council Member Chavez confirmed he would be available for meetings.

Mayor McCallon asked Council Members if anyone desired to change committees; no one made a request.

A MOTION was made by Council Member Chavez, seconded by Council Member Solano, to keep the current memberships on the various Council Committees and Agency Appointments. Motion carried on a roll call vote, 5-0.

CITY COUNCIL CONSENT CALENDAR

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

3. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.

4. Minutes – November 8, 2022 City Council Regular Meeting
Approved the Minutes as submitted.

5. Warrant Register
Approved Warrant Register No. 748 for December 13, 2022, in the amount of $3,480,936.33 and Payroll of $333,482.66.

6. Treasurer's Report for October 2022
Received and filed Treasurer's Report for October 2022.

7. The Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) Letter. All Reports are for Fiscal Year Ended June 30, 2022
Received and filed the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditors Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) letter. All reports are for the Fiscal Year Ended June 30, 2022.

8. AB 1600 Development Impact Fee Annual Report for Fiscal Year 2021-2022 per Government Code Section 66006
Received and filed the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2021-2022.

9. Developer In-Lieu Fee Annual Report for Fiscal Year 2021-2022
Received and filed the Developer In-Lieu Fee Annual Report for Fiscal Year 2021-2022.

10. Second Reading of Ordinance No. 458 of the City of Highland Repealing Ordinance Nos. 449, 450 and 454 Establishing a Moratorium on the Approval of Land Use Entitlements for New Vehicle Fueling Stations
Conducted a second reading, read by title only, and waived further reading of Ordinance No. 458 repealing Ordinance Nos. 449, 450 and 454 which imposed a moratorium on vehicle fueling station uses.

ORDINANCE NO. 458
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, REPEALING ORDINANCE NOS. 449, 450 AND 454 ESTABLISHING A MORATORIUM ON THE APPROVAL OF LAND USE ENTITLEMENTS FOR NEW VEHICLE FUELING STATIONS

11. Easement Acceptance/Fazamo, Inc. (7152 Vine Street)
1) Accepted Grant of Easement for Road and Drainage purposes from the owners; and
2) Directed the City Clerk to record the Grant of Easement.

12. Notice of Completion – Project No. brg04004a (Bid No. 2020-03 "Boulder Avenue Improvements")
    1) Accepted Project No. brg04004a (Bid No. 2020-03 "Boulder Avenue Improvements") as complete;
    2) Authorized the Mayor to sign the Notice of Completion; and
    3) Directed the City Clerk to file the Notice of Completion.

13. Bid Rejection – Bid No. 2022-07, "Highland Community Park Perimeter Fence and Gates Project"
    1) Rejected all bids;
    2) Directed staff to re-take item to the Public Facilities Subcommittee for review; and
    3) Re-advertise for construction bids.

14. Contract 2020-1, "Facilities and Parks Landscape Maintenance" – Contract Change Order #1
    1) Approved contract changer order #1 to include maintenance of the new landscape medians and parkways installed on Boulder Avenue from Greenspot Road to Atlantic Avenue at a cost of $2,476 per month.

CITY COUNCIL PUBLIC HEARING

15. Resolution No. 2022-056 Establishing a Schedule of Fees and Charges for City Services

Mayor McCallon opened the public hearing.

Assistant Director of Administrative Services Nava-Cruz stated fees for service were last reviewed in 2021 and at that time a lot of the engineering fees were transferred from fixed fees to deposit-based fees. Since that time, staff has made the determination that excavation permits that are $800 or less and right-of-way encroachment permits that are $1,100 or less would be better suited as fixed fees. Over 400 applications have been received as of this year, and the actual costs and deposit costs align very closely, so the work in tracking those deposits doesn't seem advantageous. Going back to fixed fees on those two permit types are the only proposed changes to the fee study and all requesting parties have been notified.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to adopt Resolution No. 2022-056 establishing a revised schedule of fees and chargers for City services. Motion carried, 5-0.

RESOLUTION NO. 2022-056
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING A REVISED SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES

CITY COUNCIL LEGISLATIVE

16. First Reading of Ordinance No. 459 Amending Existing Portions of Chapter 2.40 (Purchasing System), Adding a New Section 2.40.150 to Address the Procurement Requirements of the Short-Lived Climate Pollutant Reduction Act known as Senate Bill 1383 and Making a Finding of Exemption Under CEQA Guidelines Section 15061(B)(3)

Public Services Manager Morgan gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Mayor Pro Tem Lilburn, to conduct the first reading of Ordinance No. 459 amending portions of Chapter 2.40 (Purchasing System) and making a finding of exemption under CEQA Guidelines Section 15061 (B)(3). Motion carried, 5-0.

City Clerk Hughes introduced Ordinance No. 459:

ORDINANCE NO. 459
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING PORTIONS OF CHAPTER 2.40 (PURCHASING SYSTEM) AND MAKING A FINDING OF EXEMPTION UNDER CEQA GUIDELINES SECTION 15061(B)(3)

which title was read.

17. Contract Renewal – 2020-09, "City-Wide Traffic Striping and Pavement Marking Maintenance Contract"

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:

1) Extend the City-Wide Traffic Striping and Pavement Marking Maintenance Contract with Interstate Striping & Signs, Inc. for one-year; and
2) Approve a 9.6% increase to the contract unit prices. Motion carried, 5-0.

18. Bid Award – Bid No. 2022-05, "Pacific Street Pavement Rehabilitation from Victoria Avenue to Church Avenue" (Project str20002a)

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

A MOTION was made by City Council Member Solano, seconded by Council Member Chavez, to:

1) Award the construction contract for Bid No. 2022-05, "Pacific Street Pavement Rehabilitation from Victoria Avenue to Church Avenue (Project str20002a)" to the responsible low bidder, Matich Corporation, in the amount of $1,591,795.00; and
2) Approve a budget adjustment to transfer $697,830 from 023-2526 (General Capital Financing for Pavement Impact Fee) to 023-3890-6530 (Street/Sidewalk Construction). Motion carried, 5-0.

19. A Resolution of the City Council of the City of Highland Declaring its Intent to Vacate Berry Street between Cunningham Street and Hillview Street and Setting the City Council Public Hearing for January 10, 2023, at 6:00 p.m. on the Proposed Street Vacation

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 adopt Resolution No. 2022-057 declaring its intent to vacate Berry Street between Cunningham Street and Hillview Street and setting the City Council Public Hearing date for January 10, 2023, at 6 p.m., on the proposed street vacation. Motion carried, 5-0.

RESOLUTION NO. 2022-057
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, DECLARING ITS INTENT TO VACATE BERRY STREET BETWEEN CUNNINGHAM STREET AND HILLVIEW STREET AND SETTING THE CITY COUNCIL PUBLIC HEARING FOR JANUARY 10, 2023, AT 6:00 P.M. ON THE PROPOSED STREET VACATION

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

City Manager Hughes stated he wanted to bring members up to date on a few items. First is the work program, blank forms have been added to your Council Members' inboxes, and requested if they can complete by December 29. Holding only one, instead of two study sessions is being suggested. The proposed date and times for this study session is at the end of January, either the 25th or the 26th. City staff has been working on their work program items, they were all due to me today. The final report for the current two-year work program will be distributed to Council Members at the end of the month.

On December 6, the Planning Commission approved the architectural renderings for a Habit Burger. That is proposed for the north side of Base Line west of the 210 freeway. With the design approved, Habit Burger can now proceed with the Building and Safety plan check and permits. The issue with the traffic signal at that location needs to be worked out as well.

In addition, on December 6, Planning Commission approved building elevations for a new American Rentals building to be relocated from its current location on 5th Street to two parcels to the east; they'll be moving into a new building.

December 12 marks the release of an EIR [environmental impact report] by the San Bernardino International Airport Authority/Inland Valley Development Agency (SBIAA/IVDA) for the anticipated Airport Gateway Specific Plan. The specific plan is a long-range planning document to be utilized by Highland and San Bernardino as land use transitions along 3rd Street, 5th Street and 6th Street, in conjunction with the growth in the development of the San Bernardino International Airport.

Weka who's the contractor for East Valley Water District putting in the 30-inch water pipeline from the Sterling National Resource Center out to the water reclamation area on Greenspot Road, is causing traffic issues along Greenspot Road. They're going to be in the location of Greenspot Road and Boulder Avenue. We've requested that they do this during the winter break for Redlands Unified School District to minimize the impacts for the three schools that are nearby. Starting on December 19 through January 6 from 7 a.m. to 5 p.m., Monday through Friday, they'll be doing work at this intersection. There will be times when turning movements are limited, they will always maintain one lane of traffic in each direction on Greenspot Road. We've also asked them to do the work during the daytime, to minimize noise impacts to neighboring residential neighborhoods. There will be some night work, but that will be limited to welding and things of that nature, avoiding heavy machinery, big vehicles and breaking of asphalt. As they proceed down along Greenspot Road there's going to be other road closures and detours that will be necessary in the next several months.

Staff will recommend awarding three construction projects at the January 10 City Council meeting. The first project is a traffic signal modification at the intersection of 9th Street and Lankershim Avenue to provide protected northbound and southbound left turns. The second project will be to construct new sidewalk on the west side of Olive Tree Lane from south of the Highland Police Station to 11th Street, and construction of sidewalk widening to accommodate potential future installation of bus shelter/bench at the southeast corner of Base Line and Boulder Avenue, on the west side of Boulder Avenue across from Highland Village Plaza entrance, and on the north side of 9th Street west of Central Avenue. This project also includes construction of new sidewalk driveways and curb ramps on Messina Street and Seine Avenue. The third project is a pavement rehabilitation project on McKinley Avenue and Cunningham Street between 9th Street and Base Line.

Statistics from the Police Department for the period of November 7 through December 11: they responded to 3,567 calls for service; made 243 reports and 141 arrests. The Fire Department for the month of November responded to 452 medical aides, 20 structure fires, 32 miscellaneous fires, 39 traffic collisions, 3 vegetation fires and 21 false alarms.

Operation Santa Claus is currently underway. December 14 will be at the Highland Police Station and December 15 will be at Fire Station #2, so you're all welcome to come by and see Santa and get your picture taken. On Saturday January 7, there will be a Highland Improvement Team (HIT). Registration will be at 7:30 a.m. and the project will be from 8 a.m. to 12 p.m. Lastly, on January 30, there will be a blood drive at the Highland Police station from 12 p.m. to 5 p.m.

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

Mayor Pro Tem Lilburn stated she attended along with Mayor McCallon the goodbye ceremony for Supervisor Janice Rutherford. The Senior Center is doing Operation Senior Claus to deliver baskets to about 100 homebound seniors with no family.

Mayor McCallon mentioned Metrolink is having issues with getting their ridership back up after COVID and their revenue is also down. They are rolling out programs for fare reductions to try and get more people back onto Metrolink.

ANNOUNCEMENTS

None

CLOSED SESSION

No meeting.

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:49 p.m. in memory of Antonio Castañeda, Richard Farrow, John Jackson, Arlene Lewis, James Polen, Terry Stapp and Lindsi Wake.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Larry McCallon
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Assistant Director of Administrative Services LNC

SUBJECT: Warrant Register #749

RECOMMENDATION: City Council to approve Warrant Register #749; Warrants in the amount of $3,393,825.44 and Payroll in the amount of $206,657.21.

FISCAL IMPACT: The total of Cash and Expenditures is $3,600,482.65.

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

BACKGROUND: See Printouts Attached.

Approved _____ Motion_____ Second _____ Agenda Item No. 3

Denied _____ Ayes_____

Continued_____ Noes _____ File No. _____

Tabled_____ Abstain_____

Absent_____

D Hughes

City Clerk

City Manager

CITY OF HIGHLAND

WARRANT REGISTER #749

January 10, 2023

Warrants:

12/13/2022	Ck#86337-86379		455,188.36
12/16/2022	Payroll Wire #740-743 & Ck #86380-86381		63,258.95
12/14/2022	Ck#86382		38.81
12/20/2022	Ck#86383-86428		139,369.29
12/27/2022	Ck#86429-86450		209,435.54
12/30/2022	Payroll Wire #744-747 & Ck #86451-86452		56,563.79
1/3/2023	Ck#86453-86490 & Wire #1002274383		2,469,970.70
		Total Warrants	$3,393,825.44

Payroll:

12/16/2022	Direct Deposits #12433-12472		109,829.85
12/16/2022	Ck #677		283.81
12/30/2022	Direct Deposits #12473-12512		96,204.28
12/30/2022	Ck #678		339.27
		Total Payroll	$ 206,657.21
	Total Warrants & Payroll		**$3,600,482.65**

APPROVED BY:

Larry McCallon
Finance Subcommittee

Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36337	12/13/2022	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE PAYMENT		
			AFLAC ACCIDENT INSURANCE PAYMENT		
			001.1700.4400		656.67
				Total :	**656.67**
36338	12/13/2022	005737 AGA ENGINEERS, INC.	SIG21-001 DE HSIP - OCT		
			SIG21-001 DE HSIP - OCT		
			030.8495.6550		820.00
				Total :	**820.00**
36339	12/13/2022	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES		
			EXEMPT SMEAD FILE FOLDERS LEGAL		
			001.4100.4200		43.12
			EXEMPT SMEAD FILE FOLDERS LEGAL SIZE		
			001.4100.4200		216.15
			OFFICE SUPPLIES		
			001.4100.4200		28.80
			RECYCLED 30% CLASSIFICATION FOLDERS		
			RECYCLED 30% POST IT NOTES		
			001.4500.4200		40.35
			RECYCLED 30% CLASSIFICATION FOLDERS		
			RECYCLED 30% CLASSIFICATION FOLDERS		
			001.4500.4200		380.18
			RECYCLED 30% YELLOW CARD STOCK		
			001.4500.4200		64.37
			2023 CALENDARS		
			2023 CALENDARS		
			001.1700.4200		13.77
			2023 CALENDARS		
			004.8310.4200		48.76
			2023 CALENDARS		
			2023 CALENDARS		
			001.1700.4200		22.40
			TONER RETURNED		
			TONER RETURNED		
			042.9510.4200		-924.91
			EXEMPT - BLUE SKY PLANNER		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86339	12/13/2022	005771 AMAZON CAPITAL SERVICES	(Continued)	
			EXEMPT - BLUE SKY PLANNER	
			001.1700.4200	51.89
			EXEMPT - FRANKLIN COVEY - CLASSIC BLOOM	
			001.4100.4200	57.05
			EXEMPT - FRANKLIN COVEY - CLASSIC	
			001.4100.4200	19.88
			EXEMPT - FRANKLIN COVEY - COMPACT	
			001.1450.4200	18.80
			EXEMPT - FRANKLIN COVEY - CLASSIC	
			004.8310.4200	61.36
			100% RECYCLED DESKTOP CALENDAR	
			001.4500.4200	10.59
			100% RECYCLED DESKTOP CALENDAR	
			001.1700.4200	21.18
			100% RECYCLED DESKTOP CALENDAR	
			001.6010.4200	10.59
			100% RECYCLED DESKTOP CALENDAR	
			004.8310.4200	42.38
			100% RECYCLED 3 MO WALL CALENDAR	
			001.4500.4200	101.85
			100% RECYCLED 3 MO WALL CALENDAR	
			001.4600.4200	81.48
			100% RECYCLED 3 MO WALL CALENDAR	
			001.1700.4200	40.74
			100% RECYCLED 3 MO WALL CALENDAR	
			001.4100.4200	61.11
			100% RECYCLED 3 MO WALL CALENDAR	
			001.6010.4200	20.37
			100% RECYCLED 3 MO WALL CALENDAR	
			001.1450.4200	20.41
			100% RECYCLED DESKTOP CALENDAR	
			001.6000.4200	10.59
			Total :	**563.26**
86340	12/13/2022	000165 AT&T	POLICE DEPT-DEC	
			POLICE DEPT-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36340	12/13/2022	000165 AT&T	(Continued)		
			001.2000.4060		2,066.86
				Total :	**2,066.86**
36341	12/13/2022	000165 AT&T	CITY HALL -DEC		
			CITY HALL -DEC		
			042.9510.4060		999.77
			CORP YARD-SEP CORRECT ATT ERROR		
			004.8310.4060		1,001.06
				Total :	**2,000.83**
36342	12/13/2022	000165 AT&T	CITY HALL - DEC		
			CITY HALL - DEC		
			042.9510.4060		1,000.23
				Total :	**1,000.23**
36343	12/13/2022	000165 AT&T	BASELINE LITTLE LEAGUE-DEC		
			BASELINE LITTLE LEAGUE-DEC		
			001.6000.4060		999.77
				Total :	**999.77**
36344	12/13/2022	000165 AT&T	CORP YARD - DEC		
			CORP YARD - DEC		
			004.8310.4060		1,187.36
			CORP YARD - SEP ATT ERROR IN APPLYING		
			004.8310.4060		-1,001.06
				Total :	**186.30**
36345	12/13/2022	000165 AT&T	WHITE PAGES - DEC		
			WHITE PAGES - DEC		
			042.9510.4060		18.51
				Total :	**18.51**
36346	12/13/2022	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 11/6-11/21/22		
			SOLID WASTE PROG 11/6-11/21/22		
			051.1496		218,198.48
				Total :	**218,198.48**
36347	12/13/2022	005345 CALIFORNIA ASSOCIATION OF CODE	CACEO MEMBERSHIP: WILSON		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86347	12/13/2022	005345 CALIFORNIA ASSOCIATION OF CODE	(Continued)	
			CACEO MEMBERSHIP: WILSON	
			001.4200.4310	100.00
			Total :	**100.00**
86348	12/13/2022	002480 CASC ENGINEERING & CONSULTING	FWQ21-005 - OCT	
			FWQ21-005 - OCT	
			001.3200.4551	581.25
			WQP22-005 - OCT	
			WQP22-005 - OCT	
			001.3200.4551	370.00
			WQP22-007 - OCT	
			WQP22-007 - OCT	
			001.3200.4551	348.75
			WQP22-008 - OCT	
			WQP22-008 - OCT	
			001.3200.4551	552.50
			WQP22-009 - OCT	
			WQP22-009 - OCT	
			001.3200.4551	378.75
			WQP22-010 - OCT	
			WQP22-010 - OCT	
			001.3200.4551	232.50
			EXE20-001 - OCT	
			EXE20-001 - OCT	
			001.3200.4551	140.00
			FWQ19-001 - OCT	
			FWQ19-001 - OCT	
			001.3200.4551	140.00
			FWQ21-002 - OCT	
			FWQ21-002 - OCT	
			001.3200.4551	140.00
			FWQ21-006 - OCT	
			FWQ21-006 - OCT	
			001.3200.4551	140.00
			FWQ20-002 - OCT	
			FWQ20-002 - OCT	
			001.3200.4551	140.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36348	12/13/2022	002480 CASC ENGINEERING & CONSULTING	(Continued)		
			FWQ21-008 - OCT		
			FWQ21-008 - OCT		
			001.3200.4551		140.00
				Total :	**3,303.75**
36349	12/13/2022	006099 CHARTER COMMUNICATIONS	POLICE - TELE/INT SERVICE-DEC		
			POLICE - TELE/INT SERVICE-DEC		
			001.2000.4065		1,143.87
				Total :	**1,143.87**
36350	12/13/2022	000143 COMMUNITY WORKS DESIGN GROUP	PLAN CHECK GENERAL & REIMB - OCT		
			PLAN CHECK GENERAL & REIMB - OCT		
			001.4100.4547		1,494.50
			DRA 21-006 PLAN CHECK-OCT		
			DRA 21-006 PLAN CHECK-OCT		
			001.4100.4547		232.50
			DRA 21-007 PLAN CHECK - OCT		
			DRA 21-007 PLAN CHECK - OCT		
			001.4100.4547		244.60
			CUP 20-005 CLOSED PLAN CHECK-OCT		
			CUP 20-005 CLOSED PLAN CHECK-OCT		
			001.4100.4547		77.50
			CUP22-009 PLAN CHECK - OCT		
			CUP22-009 PLAN CHECK - OCT		
			001.4100.4547		475.45
			DRA 21-008 PLAN CHECK - OCT		
			DRA 21-008 PLAN CHECK - OCT		
			001.4100.4547		465.00
			CUP16-006 CLOSED PLAN CHECK & REIMB-OCT		
			CUP16-006 CLOSED PLAN CHECK & REIMB-OCT		
			001.4100.4547		925.65
			DRA 21-013 PLAN CHECK - OCT		
			DRA 21-013 PLAN CHECK - OCT		
			001.4100.4547		1,240.00
			CUP22-008 PLAN CHECK - OCT		
			CUP22-008 PLAN CHECK - OCT		
			001.4100.4547		620.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36350	12/13/2022	000143 COMMUNITY WORKS DESIGN GROUP	(Continued)		
			DRA 22-011 PLAN CHECK - OCT		
			DRA 22-011 PLAN CHECK - OCT		
			001.4100.4547		387.50
			TRA20001 DE GCF-OCT		
			TRA20001 DE GCF-OCT		
			023.3890.6816		1,139.62
			TRA20001 DE RTP-OCT		
			TRA20001 DE RTP-OCT		
			030.8495.6816		1,573.76
				Total :	**8,876.08**
36351	12/13/2022	004860 CRIME SCENE STERI-CLEAN, LLC	26916 BASELINE BIO HAZARD CLEAN UP		
			26916 BASELINE BIO HAZARD CLEAN UP		
			004.8310.4576		850.00
				Total :	**850.00**
36352	12/13/2022	000213 DAILY JOURNAL CORPORATION	ORD NEWSPAPER PUBLICATIONS		
			ORD NEWSPAPER PUBLICATIONS		
			001.1200.4300		222.13
				Total :	**222.13**
36353	12/13/2022	000324 DIB'S SAFE & LOCK SERVICE	PD KEY TAGS		
			PD KEY TAGS		
			001.2000.4206		16.31
				Total :	**16.31**
36354	12/13/2022	000085 EAST VALLEY WATER DISTRICT	ATHLETIC CTR-DEC		
			ATHLETIC CTR-DEC		
			001.6000.4030		263.37
			COMMUNITY PARK-NOV		
			COMMUNITY PARK-NOV		
			001.6000.4030		6,371.27
			LMD 34-NOV		
			LMD 34-NOV		
			012.8500.4030		155.90
			CUNNINGHAM PARK-NOV		
			CUNNINGHAM PARK-NOV		
			016.8540.4030		1,181.80

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
36354	12/13/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			COMM. CTR-NOV	
			COMM. CTR-NOV	
			001.6000.4030	52.70
			LMD 30-NOV	
			LMD 30-NOV	
			012.8500.4030	229.05
			LMD 10-NOV	
			LMD 10-NOV	
			012.8500.4030	1,490.93
			OAK CREEK PARK-NOV	
			OAK CREEK PARK-NOV	
			016.8540.4030	1,444.33
			LMD 10-NOV	
			LMD 10-NOV	
			012.8500.4030	797.57
			LIBRARY / ELC-NOV	
			LIBRARY / ELC-NOV	
			001.6000.4030	70.27
			CORP YARD-NOV	
			CORP YARD-NOV	
			004.8310.4030	70.27
			CORP YARD-NOV	
			CORP YARD-NOV	
			004.8310.4030	144.15
			CORP YARD-NOV	
			CORP YARD-NOV	
			004.8310.4030	1,008.31
			COMM. CTR - IRRIGATION-NOV	
			COMM. CTR - IRRIGATION-NOV	
			001.6000.4030	638.98
			LIBRARY / ELC-NOV	
			LIBRARY / ELC-NOV	
			001.6000.4030	681.15
			YMCA COMMUNITY PARK-NOV	
			YMCA COMMUNITY PARK-NOV	
			001.6000.4030	230.03
			LIBRARY / ELC-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36354	12/13/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			LIBRARY / ELC-NOV		
			001.6000.4030		203.93
			ATHLETIC CTR-NOV		
			ATHLETIC CTR-NOV		
			001.6000.4030		35.14
			COMMUNITY PARK-NOV		
			COMMUNITY PARK-NOV		
			001.6000.4030		52.70
				Total :	**15,121.85**
36355	12/13/2022	005018 FLYERS ENERGY, LLC	FUEL-NOV		
			FUEL-NOV		
			001.2000.4220		4,142.07
			FUEL-NOV		
			001.4200.4220		54.30
			FUEL-NOV		
			001.4600.4220		182.60
			FUEL-NOV		
			001.6000.4220		144.22
			FUEL-NOV		
			001.6010.4220		115.03
			FUEL-NOV		
			004.8310.4220		400.65
			FUEL-NOV		
			012.8500.4220		74.24
			FUEL-NOV		
			016.8540.4220		74.24
			FUEL-NOV		
			024.8470.4220		10.49
			FUEL-NOV		
			028.2050.4220		908.67
			FUEL-NOV		
			029.2100.4220		908.67
			FUEL-NOV		
			042.9510.4220		171.87
			FUEL-NOV		
			FUEL-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36355	12/13/2022	005018 FLYERS ENERGY, LLC	(Continued)		
			001.2000.4220 FUEL-NOV		4,880.88
			001.4200.4220 FUEL-NOV		63.99
			001.4600.4220 FUEL-NOV		215.18
			001.6000.4220 FUEL-NOV		169.94
			001.6010.4220 FUEL-NOV		135.55
			004.8310.4220 FUEL-NOV		472.11
			012.8500.4220 FUEL-NOV		87.49
			016.8540.4220 FUEL-NOV		87.49
			024.8470.4220 FUEL-NOV		12.36
			028.2050.4220 FUEL-NOV		1,070.75
			029.2100.4220 FUEL-NOV		1,070.75
			042.9510.4220		202.52
				Total :	**15,656.06**
36356	12/13/2022	000105 HIGHLAND CHAMBER OF COMMERCE	MONTHLY LUNCHEON-WILSON & MORENO MONTHLY LUNCHEON-WILSON & MORENO		
			001.6020.4330		50.00
				Total :	**50.00**
36357	12/13/2022	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES -NOV PROFESSIONAL SERVICES -NOV		
			023.3890.4554		3,000.00
				Total :	**3,000.00**
36358	12/13/2022	000127 K & L HARDWARE	COMM PARK- MAINT SUPPLIES COMM PARK- MAINT SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36358	12/13/2022	000127 K & L HARDWARE	(Continued)		
			001.6000.4206		43.06
				Total :	**43.06**
36359	12/13/2022	000130 KELLY SERVICES INC	TEMP - RECEPTIONIST-11/14-11/17		
			TEMP - RECEPTIONIST-11/14-11/17		
			001.1450.4535		1,140.00
				Total :	**1,140.00**
36360	12/13/2022	001439 OFFICE SOLUTIONS	TONER PACKAGE		
			TONER PACKAGE		
			042.9510.4200		410.24
				Total :	**410.24**
36361	12/13/2022	000598 PR PRINTING	BUS CARDS: NOCK & MUNOZ		
			RECYCLED 30% BUS CARDS: NOCK		
			001.1200.4200		52.37
			RECYCLED 30% BUS CARDS: MUNOZ		
			001.1200.4200		52.37
				Total :	**104.74**
36362	12/13/2022	003713 SATCOM GLOBAL LTD.	SATTELITE PHONES-DEC		
			SATTELITE PHONES-DEC		
			028.2050.4061		21.38
			SATTELITE PHONES-DEC		
			029.2100.4061		21.37
			SATTELITE PHONES-DEC		
			042.9510.4061		42.75
			SATTELITE PHONES-DEC		
			001.2000.4061		42.75
				Total :	**128.25**
36363	12/13/2022	005731 SITEONE LANDSCAPE SUPPLY, LLC	COMM PARK: IRRIGATION REPAIR SUPPLIES		
			COMM PARK: IRRIGATION REPAIR SUPPLIES		
			001.6000.4206		73.99
			OAK CREEK: IRRIGATION REPAIRS		
			OAK CREEK: IRRIGATION REPAIRS		
			016.8540.4206		161.60
			LMD 20: IRRIGATION SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36363	12/13/2022	005731 SITEONE LANDSCAPE SUPPLY, LLC	(Continued)		
			LMD 20: IRRIGATION SUPPLIES		
			012.8500.4206		163.47
			AURANTIA PARK: IRRIGATION SUPPLIES		
			AURANTIA PARK: IRRIGATION SUPPLIES		
			001.6000.4206		243.93
			AURANTIA PARK: SUPPLIES		
			AURANTIA PARK: SUPPLIES		
			001.6000.4206		180.55
				Total :	**823.54**
36364	12/13/2022	000487 SMART & FINAL	HIT SUPPLIES		
			HIT SUPPLIES		
			001.6020.4336		17.99
			BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		31.97
			BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		132.68
				Total :	**182.64**
36365	12/13/2022	000203 SOUTHERN CALIFORNIA EDISON	UPLIGHTING LMD 48-NOV		
			UPLIGHTING LMD 48-NOV		
			012.8500.4010		0.22
			UPLIGHTING LMD 48-NOV		
			013.8510.4011		7.78
			LMD#48C-NOV		
			LMD#48C-NOV		
			012.8500.4010		460.10
			POLICE STATION-NOV		
			POLICE STATION-NOV		
			001.2000.4010		5,989.04
			LS-3 METERS-NOV		
			LS-3 METERS-NOV		
			013.8510.4011		68.69
			LS 2 B CITY WIDE STREET LIGHTS-NOV		
			LS 2 B CITY WIDE STREET LIGHTS-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
36365	12/13/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			013.8510.4011 LS#3-NOV LS#3-NOV	14,209.82
			013.8510.4011 CITY HALL-NOV CITY HALL-NOV	52.26
			042.9510.4010 SIGNALS-NOV SIGNALS-NOV	1,090.08
			004.8310.4580 SIGNALS-NOV	44.88
			013.8510.4011 AURANTIA PARK-NOV AURANTIA PARK-NOV	39.01
			001.6000.4010 LS#3-NOV LS#3-NOV	128.07
			013.8510.4011 CORPORATION YARD-NOV CORPORATION YARD-NOV	92.97
			004.8310.4010 LS#3-NOV LS#3-NOV	1,059.27
			013.8510.4011 TRAFFIC SIGNAL BASE LINE-NOV TRAFFIC SIGNAL BASE LINE-NOV	25.01
			004.8310.4580 LS#2-NOV LS#2-NOV	75.46
			013.8510.4011 CITY HALL-NOV CITY HALL-NOV	77.59
			042.9510.4010 STATION #2-NOV STATION #2-NOV	451.31
			028.2050.4010 STATION #2-NOV	279.78

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86365	12/13/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			029.2100.4010 LS#2-NOV LS#2-NOV	279.78
			013.8510.4011 LS#1-NOV LS#1-NOV	1,010.57
			013.8510.4011 LS#3-NOV LS#3-NOV	9,089.30
			013.8510.4011 LS#3-NOV LS#3-NOV	25.64
			013.8510.4011 LS#3-NOV LS#3-NOV	31.70
			013.8510.4011 LIBRARY/ELC-NOV LIBRARY/ELC-NOV	32.27
			001.6000.4010 LS2-B-NOV LS2-B-NOV	4,315.34
			013.8510.4011 EVC STATIONS-NOV EVC STATIONS-NOV	17.17
			042.9510.4012 STATION #3-NOV STATION #3-NOV	1,035.96
			028.2050.4010 STATION #3-NOV	778.72
			029.2100.4010 TRAFFIC SIGNAL BASE LINE-NOV TRAFFIC SIGNAL BASE LINE-NOV	778.72
			004.8310.4580 VICTORIA AVE AND 3RD ST-NOV VICTORIA AVE AND 3RD ST-NOV	62.81
			004.8310.4580 LS-3 METERS-NOV	137.31

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36365	12/13/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			LS-3 METERS-NOV		
			013.8510.4011		81.19
				Total :	41,827.82
36366	12/13/2022	000203 SOUTHERN CALIFORNIA EDISON	LS#3-NOV		
			LS#3-NOV		
			013.8510.4011		1,475.69
			BOULDER MEDIAN-NOV		
			BOULDER MEDIAN-NOV		
			004.8310.4010		15.87
			BOULDER MEDIAN-NOV		
			BOULDER MEDIAN-NOV		
			004.8310.4010		14.51
			BOULDER MEDIAN-NOV		
			BOULDER MEDIAN-NOV		
			004.8310.4010		388.39
			BOULDER MEDIAN-NOV		
			BOULDER MEDIAN-NOV		
			004.8310.4010		79.31
			BOULDER MEDIAN-NOV		
			BOULDER MEDIAN-NOV		
			004.8310.4010		15.87
			BOULDER MEDIAN-NOV		
			BOULDER MEDIAN-NOV		
			004.8310.4010		15.87
				Total :	2,005.51
36367	12/13/2022	000203 SOUTHERN CALIFORNIA EDISON	LS3 METER - DEC		
			LS3 METER - DEC		
			013.8510.4011		29.94
			STATION #1-NOV		
			STATION #1-NOV		
			028.2050.4010		335.58
			STATION #1-NOV		
			029.2100.4010		335.57
			SEELEY PARK-NOV		
			SEELEY PARK-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86367	12/13/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			016.8540.4010 CUNNINGHAM PARK-NOV CUNNINGHAM PARK	21.06
			016.8540.4010 CANYON OAK-NOV CANYON OAK-NOV	15.87
			016.8540.4010 HIGHLAND COMMUNITY PARK-NOV HIGHLAND COMMUNITY PARK-NOV	23.76
			001.6000.4010 LMDS-NOV LMD 09-NOV	1,233.21
			012.8500.4010 LMD 30-NOV	16.11
			012.8500.4010 LMD 20-NOV	16.11
			012.8500.4010 LMD 21-NOV	15.87
			012.8500.4010 LMD 08-NOV	15.87
			012.8500.4010 LMD 29-NOV	15.87
			012.8500.4010 LMD 47-NOV	15.87
			012.8500.4010 LMD 17-NOV	15.87
			012.8500.4010 LMD 44-NOV	68.59
			012.8500.4010 LMD 36-NOV	16.11
			012.8500.4010 LMD 37-NOV	15.87
			012.8500.4010 LMD 34-NOV	15.87
			012.8500.4010 LMD 02-NOV	15.87

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
36367	12/13/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010 LMD 11-NOV	15.87
			012.8500.4010 LMD 05-NOV	15.87
			012.8500.4010 LMD 06-NOV	15.63
			012.8500.4010 LMD 07-NOV	15.24
			012.8500.4010 LMD 04-NOV	15.47
			012.8500.4010 LMD 02-NOV	15.87
			012.8500.4010 LMD 15-NOV	31.74
			012.8500.4010 LMD 00-NOV	31.74
			012.8500.4010 LMD 31-NOV	15.87
			012.8500.4010 LMD 01-NOV	15.87
			012.8500.4010 LMD 35-NOV	15.87
			012.8500.4010 LMD 02-NOV	15.87
			012.8500.4010 LMD 20-NOV	15.87
			012.8500.4010 LMD 16-NOV	15.87
			012.8500.4010 LMD 03-NOV	15.63
			012.8500.4010 LMD 22-NOV	15.47
			012.8500.4010 LMD 10-NOV	15.87
			012.8500.4010 LMD 36-NOV	49.47

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36367	12/13/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			012.8500.4010		16.80
				Total :	**2,604.76**
36368	12/13/2022	000208 STAPLES CREDIT PLAN	VOLUNTEER DINNER SUPPLIES		
			VOLUNTEER DINNER SUPPLIES		
			001.6020.4336		15.07
				Total :	**15.07**
36369	12/13/2022	001993 STATE WATER RESOURCE CONTROL	22/23 WASTE DISCHARGE FEE		
			22/23 WASTE DISCHARGE FEE		
			001.4200.4665		26,498.00
				Total :	**26,498.00**
36370	12/13/2022	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SERVICES		
			EMPLOYEE SUPPORT SERVICES-NOV		
			001.1600.4537		75.00
				Total :	**75.00**
36371	12/13/2022	003044 THOMSON REUTERS WEST	CODE BOOKS-DEC		
			CODE BOOKS-DEC		
			001.1200.4626		1,330.54
				Total :	**1,330.54**
36372	12/13/2022	004920 TKE ENGINEERING	HIGHLAND GROVE ELEM: CROSSING GUARD ANAL		
			HIGHLAND GROVE ELEM: CROSSING GUARD		
			023.3890.4550		57.50
			STR11005 BERRY ST VAC & UTIL CO COORDINA		
			STR11005 R/W GCF-OCT		
			023.3890.4550		5,957.50
				Total :	**6,015.00**
36373	12/13/2022	004920 TKE ENGINEERING	BRG12001 PM DIF REG - SEP-OCT		
			BRG12001 PM DIF REG - SEP-OCT		
			007.8330.6813		32.98
			BRG12001 DE HBP (Z0E1) -SEP-OCT		
			BRG12001 DE HBP (Z0E1) -SEP-OCT		
			007.8330.6813		254.52
			STR18001 PM RDA07 SEP-OCT		

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
36373	12/13/2022	004920 TKE ENGINEERING	(Continued)		
			STR18001 PM RDA07 SEP-OCT		
			010.3830.6550		1,752.50
			SWK21-001 PM MSRI-SEP-OCT		
			SWK21-001 PM MSRI-SEP-OCT		
			017.8350.6530		230.00
			SWK19-002 DE MSRI-SEP-OCT		
			SWK19-002 DE MSRI-SEP-OCT		
			017.8350.6545		78.54
			SWK19-002 DE ART3-SEP-OCT		
			SWK19-002 DE ART3-SEP-OCT		
			005.8320.6545		176.46
			STR20002 PM RDA-SEP-DEC		
			STR20002 PM RDA-SEP-DEC		
			010.3830.6550		909.05
			STR20002 PM DIF LOC-SEP-DEC		
			STR20002 PM DIF LOC-SEP-DEC		
			007.8330.6550		441.10
			STR20002 PM COSB-SEP-DEC		
			STR20002 PM COSB-SEP-DEC		
			027.8490.6550		944.85
				Total :	**4,820.00**
36374	12/13/2022	003689 TPX COMMUNICATIONS	CITY HALL/CORP YARD PHONES -		
			CITY HALL PHONES -NOV		
			042.9510.4060		1,376.62
			CORP YARD PHONES -NOV		
			004.8310.4060		281.82
				Total :	**1,658.44**
36375	12/13/2022	000086 TYLER TECHNOLOGIES, INC, EDEN SYS	2023 FINANCE SOFTWARE MAINTENANCE		
			2023 FINANCE SOFTWARE MAINTENANCE		
			001.1700.4255		50,727.62
				Total :	**50,727.62**
36376	12/13/2022	000979 VERIZON WIRELESS	AIR CARD -NOV		
			AIR CARD -NOV		
			001.2000.4061		38.01

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36376	12/13/2022	000979 VERIZON WIRELESS	(Continued)		
			CELL PHONES-NOV		
			CELL PHONES-NOV		
			001.2000.4061		171.25
			AIR CARDS-NOV		
			001.2000.4062		1,064.28
			CELL PHONES-NOV		
			001.6000.4061		61.89
			CELL PHONES-NOV		
			001.6010.4061		32.19
			CELL PHONES-NOV		
			004.8310.4061		146.15
			AIR CARDS-NOV		
			004.8310.4062		36.74
			CELL PHONES-NOV		
			028.2050.4061		141.91
			AIR CARDS-NOV		
			028.2050.4062		329.17
			AIR CARDS-NOV		
			042.9510.4062		80.02
			CELL PHONES-NOV		
			042.9510.4061		680.82
			AIR CARDS-NOV		
			042.9510.4062		268.11
				Total :	**3,050.54**
36377	12/13/2022	000233 WAXIE SANITARY SUPPLY	PD: JANITORIAL SUPPLIES		
			40% RECYCLED BIGFOLD TOWELS		
			001.2000.4055		311.74
			35% RECYCLED WAXIE FACIAL TISSUE		
			001.2000.4055		19.16
			50% RECYCLED KLEENEZ SLIMFOLD TOWELS		
			001.2000.4055		64.41
			JANITORIAL SUPPLIES		
			001.2000.4055		52.42
				Total :	**447.73**
36378	12/13/2022	000237 WILLDAN ASSOCIATES	STR20001 CE MSRI-OCT		

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6378	12/13/2022	000237 WILLDAN ASSOCIATES	(Continued)		
			STR20001 CE MSRI-OCT		
			017.8350.6550		315.00
			OLA20-002 DE MSRI-OCT		
			OLA20-002 DE MSRI-OCT		
			017.8350.6550		12,546.00
			OLA22-001 DE MSRI-OCT		
			OLA22-001 DE MSRI-OCT		
			017.8350.6550		14,149.92
				Total :	**27,010.92**
6379	12/13/2022	006001 YUNEX LLC	TRAFFIC SIGNAL MAINT-OCT		
			TRAFFIC SIGNAL MAINT-OCT		
			004.8310.4580		3,283.64
			TRAFFIC SIGNAL CALL OUTS-OCT		
			TRAFFIC SIGNAL CALL OUTS-OCT		
			004.8310.4580		4,121.50
			26913 CYPRESS KD STREET LIGHT		
			26913 CYPRESS KD STREET LIGHT		
			013.8510.4664		2,012.84
				Total :	**9,417.98**
43	**Vouchers for bank code :**	wfb		**Bank total :**	**455,188.36**
43	**Vouchers in this report**			**Total vouchers :**	**455,188.36**

nk code : wfb

ucher	Date	Vendor	Description/Account	Amount
40	12/16/2022	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	8,108.40
			ICMA DEFERRED COMP 457: Payment 004.1170	643.65
			ICMA DEFERRED COMP 457: Payment 010.1170	519.22
			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	5.01
			ICMA DEFERRED COMP 457: Payment 041.1170	335.19
			ICMA DEFERRED COMP 457: Payment 042.1170	1.50
			ICMA DEFERRED COMP 457: Payment 070.1170	296.36
			Total :	**9,934.33**
41	12/16/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS: Payment 001.1145	13,936.33
			PERS: Payment 004.1145	2,749.56
			PERS: Payment 006.1145	442.33
			PERS: Payment 010.1145	912.92
			PERS: Payment 012.1145	186.33
			PERS: Payment 016.1145	186.31
			PERS: Payment 023.1145	122.08

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
741	12/16/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			024.1145	20.50
			PERS: Payment	
			041.1145	474.10
			PERS: Payment	
			042.1145	765.07
			PERS: Payment	
			070.1145	821.04
			PERS SURVIVOR: Payment	
			001.1145	23.89
			PERS SURVIVOR: Payment	
			004.1145	3.99
			PERS SURVIVOR: Payment	
			006.1145	0.59
			PERS SURVIVOR: Payment	
			010.1145	0.76
			PERS SURVIVOR: Payment	
			012.1145	0.55
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	
			023.1145	0.28
			PERS SURVIVOR: Payment	
			024.1145	0.06
			PERS SURVIVOR: Payment	
			041.1145	0.32
			EPMC: Payment	
			001.1145	528.14
			EPMC: Payment	
			004.1145	131.01
			EPMC: Payment	
			006.1145	20.80
			EPMC: Payment	
			010.1145	46.39
			EPMC: Payment	
			012.1145	2.49

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
41	12/16/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)		
			EPMC: Payment		
			016.1145		2.49
			EPMC: Payment		
			023.1145		6.96
			EPMC: Payment		
			024.1145		0.59
			EPMC: Payment		
			041.1145		33.18
			EPMC: Payment		
			042.1145		12.13
			EPMC: Payment		
			070.1145		57.46
			PERS SURVIVOR: Payment		
			042.1145		1.79
			PERS SURVIVOR: Payment		
			070.1145		0.69
				Total :	**21,491.69**
42	12/16/2022	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT		
			MEDICARE: Payment		
			004.1140		554.53
			MEDICARE: Payment		
			006.1140		81.92
			MEDICARE: Payment		
			010.1140		161.48
			MEDICARE: Payment		
			012.1140		44.60
			MEDICARE: Payment		
			016.1140		44.58
			MEDICARE: Payment		
			023.1140		33.13
			MEDICARE: Payment		
			024.1140		4.88
			MEDICARE: Payment		
			041.1140		92.99
			MEDICARE: Payment		

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
742	12/16/2022	000119 INTERNAL REVENUE SERVICE	(Continued)	
			042.1140 MEDICARE: Payment	165.96
			070.1140 FEDERAL TAXES: Payment	145.14
			001.1120 FEDERAL TAXES: Payment	13,596.58
			004.1120 FEDERAL TAXES: Payment	2,033.87
			006.1120 FEDERAL TAXES: Payment	277.48
			010.1120 FEDERAL TAXES: Payment	869.40
			012.1120 FEDERAL TAXES: Payment	97.04
			016.1120 FEDERAL TAXES: Payment	97.03
			023.1120 FEDERAL TAXES: Payment	122.11
			024.1120 FEDERAL TAXES: Payment	10.10
			041.1120 FEDERAL TAXES: Payment	442.01
			042.1120 FEDERAL TAXES: Payment	488.36
			070.1120 SOCIAL SECURITY: Payment	705.15
			001.1140 MEDICARE: Payment	616.72
			001.1140	3,211.36
			Total :	**23,896.42**
743	12/16/2022	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	5,222.99
			STATE TAXES: Payment 004.1130	944.61

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
43	12/16/2022	000001 CALIF STATE EMPLOYMENT	(Continued)		
			STATE TAXES: Payment 006.1130		106.27
			STATE TAXES: Payment 010.1130		344.26
			STATE TAXES: Payment 012.1130		40.80
			STATE TAXES: Payment 016.1130		40.78
			STATE TAXES: Payment 023.1130		33.99
			STATE TAXES: Payment 024.1130		6.22
			STATE TAXES: Payment 041.1130		179.70
			STATE TAXES: Payment 042.1130		145.89
			STATE TAXES: Payment 070.1130		274.93
				Total :	**7,340.44**
6380	12/16/2022	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT		
			AFLAC DENTAL: Payment 041.1181		1.67
			AFLAC DENTAL: Payment 070.1181		0.53
			AFLAC SPECIFIED HEALTH INS: Payment 001.1181		2.96
			AFLAC SPECIFIED HEALTH INS: Payment 012.1181		1.49
			AFLAC SPECIFIED HEALTH INS: Payment 016.1181		1.49
			AFLAC ACCIDENT INSURANCE: Payment 001.1181		80.32
			AFLAC ACCIDENT INSURANCE: Payment 004.1181		13.97
			AFLAC ACCIDENT INSURANCE: Payment		

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6380	12/16/2022	003804 AFLAC WWHQ	(Continued)	
			012.1181 AFLAC ACCIDENT INSURANCE: Payment	3.57
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	3.57
			023.1181 AFLAC ACCIDENT INSURANCE: Payment	10.10
			024.1181 AFLAC ACCIDENT INSURANCE: Payment	0.27
			042.1181 AFLAC CANCER INSURANCE: Payment	4.18
			001.1181 AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181 AFLAC DISABILITY INSURANCE: Payment	202.68
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.69
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	129.58
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.69
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	21.43
			042.1181 AFLAC DENTAL: Payment	4.97
			001.1181 AFLAC DENTAL: Payment	27.90
			004.1181	0.56
			Total :	**581.07**

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6381	12/16/2022	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment 001.1180	11.26
			ARROWHEAD UNITED WAY: Payment 004.1180	0.77
			ARROWHEAD UNITED WAY: Payment 041.1180	2.26
			ARROWHEAD UNITED WAY: Payment 070.1180	0.71
			Total :	**15.00**

6 Vouchers for bank code : wfb **Bank total : 63,258.95**

6 Vouchers in this report **Total vouchers : 63,258.95**

nk code : wfb

ucher	Date	Vendor	Description/Account	Amount
3382	12/14/2022	000192 SAM'S CLUB/SYNCHRONY BANK	VOLUNTEER DINNER SUPPLIES/FC	
			VOLUNTEER DINNER SUPPLIES/FC	
			001.1700.4400	38.81
			Total :	**38.81**

1 Vouchers for bank code : wfb **Bank total : 38.81**

1 Vouchers in this report **Total vouchers : 38.81**

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6383	12/20/2022	004206 #1 SON PLUMBING	STATION#2-BACKFLOW TESTING	
			STATION#2-BACKFLOW TESTING	
			028.2050.4030	20.00
			STATION#2-BACKFLOW TESTING	
			029.2100.4030	20.00
			AURANTIA PARK-BACKFLOW TESTING	
			AURANTIA PARK-BACKFLOW TESTING	
			001.6000.4030	40.00
			CANYON OAKS PARK BACKFLOW TESTING	
			CANYON OAKS PARK BACKFLOW TESTING	
			016.8540.4030	80.00
			BACKFLOW TESTING	
			LMD#6-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD#3-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD#43-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD#34-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD#29-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD#36-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD#2-BACKFLOW TESTING	
			012.8500.4030	120.00
			LMD#7-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD#11-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD#4-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD#37-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD#16-BACKFLOW TESTING	
			012.8500.4030	40.00

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6383	12/20/2022	004206 #1 SON PLUMBING	(Continued)		
			LMD#21-BACKFLOW TESTING		
			012.8500.4030		40.00
			LMD#48-BACKFLOW TESTING		
			012.8500.4030		40.00
			BACKFLOW TESTING		
			LMD#25-BACKFLOW TESTING		
			012.8500.4030		40.00
			LMD#55-BACKFLOW TESTING		
			012.8500.4030		40.00
			LMD#48-BACKFLOW TESTING		
			012.8500.4030		40.00
			LIBRARY-BACKFLOW TESTING		
			001.6000.4030		40.00
				Total :	**960.00**
6384	12/20/2022	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.2000.4206		30.68
			PD: RETURN OF SHIPPING CHARGE		
			PD: RETURN OF SHIPPING CHARGE		
			001.2000.4206		-6.45
			FS#2: OFFICE FURNITURE		
			FS#2: OFFICE FURNITURE		
			029.2100.4203		259.63
			FS#2: OFFICE FURNITURE		
			028.2050.4203		259.62
				Total :	**543.48**
6385	12/20/2022	000774 ARROWHEAD CREDIT UNION-DEPT 91	ENGINEERING TECH II		
			ENGINEERING TECH II		
			001.1200.4300		199.00
			ZOOM MEETINGS-NOV		
			ZOOM MEETINGS-NOV		
			042.9510.4310		110.00
				Total :	**309.00**
6386	12/20/2022	000774 ARROWHEAD CREDIT UNION-DEPT 91	DRI CRASH PLAN - NOV		

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
36386	12/20/2022	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)		
			DRI CRASH PLAN - NOV		
			042.9510.4208		19.98
				Total :	**19.98**
36387	12/20/2022	000043 BALLARD PLUMBING HEATING & AIR	CITY HALL-HVAC MAINTENANCE		
			CITY HALL-HVAC MAINTENANCE		
			042.9510.4588		525.00
			FS#2-HVAC MAINTENANCE		
			FS#2-HVAC MAINTENANCE		
			028.2050.4588		112.50
			FS#2-HVAC MAINTENANCE		
			029.2100.4588		112.50
			FS#1 HVAC MAINTENANCE		
			FS#1 HVAC MAINTENANCE		
			028.2050.4588		112.50
			FS#1 HVAC MAINTENANCE		
			029.2100.4588		112.50
			CORP YARD-HVAC MAINTENANCE		
			CORP YARD-HVAC MAINTENANCE		
			004.8310.4588		550.00
			FS#3-HVAC MAINTENANCE		
			FS#3-HVAC MAINTENANCE		
			028.2050.4588		112.50
			FS#3-HVAC MAINTENANCE		
			029.2100.4588		112.50
				Total :	**1,750.00**
36388	12/20/2022	005345 CALIFORNIA ASSOCIATION OF CODE	2023 CACEO MEMBERSHIP - CHAMBERS		
			2023 CACEO MEMBERSHIP - CHAMBERS		
			001.4600.4330		100.00
			2023 CACEO MEMBERSHIP - OWENS		
			2023 CACEO MEMBERSHIP - OWENS		
			001.4600.4330		100.00
				Total :	**200.00**
36389	12/20/2022	004234 CEMEX	WASHED CONCRETE SAND BULK		
			WASHED CONCRETE SAND BULK		

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6389	12/20/2022	004234 CEMEX	(Continued)		
			004.8310.4206		974.72
				Total :	**974.72**
6390	12/20/2022	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL - NOV		
			FIRE MARSHALL - NOV		
			029.2100.4540		5,512.50
				Total :	**5,512.50**
6391	12/20/2022	006099 CHARTER COMMUNICATIONS	CITY HALL TELE/INT SVC-DEC		
			CITY HALL TELE/INT SVC-DEC		
			042.9510.4065		1,653.94
				Total :	**1,653.94**
6392	12/20/2022	006099 CHARTER COMMUNICATIONS	FS#1 TELE/INT - DEC		
			FS#1 TELE/INT - DEC		
			028.2050.4065		184.92
			FS#1 TELE/INT - DEC		
			029.2100.4065		184.92
			FS#3 TELE/INT -		
			FS#3 TELE/INT- DEC		
			028.2050.4065		224.12
			FS#3 TELE/INT- DEC		
			029.2100.4065		224.11
			FS#2 TELE/INT - DEC		
			FS#2 TELE/INT - DEC		
			028.2050.4065		107.32
			FS#2 TELE/INT - DEC		
			029.2100.4065		107.31
				Total :	**1,032.70**
6393	12/20/2022	005580 CIVICPLUS, LLC.	CITY WEBSITE RENEWAL 2023		
			CITY WEBSITE RENEWAL 2023		
			042.9510.4623		4,567.50
				Total :	**4,567.50**
6394	12/20/2022	005553 CLARK PEST CONTROL OF STOCKTON	CORP YARD PEST CONTROL		
			CORP YARD PEST CONTROL		
			004.8310.4589		80.00

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
36394	12/20/2022	005553 005553 CLARK PEST CONTROL OF STOCKT (Continued)		Total :	80.00
36395	12/20/2022	000143 COMMUNITY WORKS DESIGN GROUP	TRA20001 DE GCF-NOV TRA20001 DE GCF-NOV 023.3890.6816		3,285.83
			TRA20001 DE RTP-NOV TRA20001 DE RTP-NOV 030.8495.6816		4,537.57
				Total :	7,823.40
36396	12/20/2022	004860 CRIME SCENE STERI-CLEAN, LLC	BIO HAZARD CLEAN UP - PD UNITS BIO HAZARD CLEAN UP - PD UNITS 001.2000.4240		600.00
				Total :	600.00
36397	12/20/2022	000213 DAILY JOURNAL CORPORATION	ENCROACHMENT FEES NEWSPAPER PUBLICATIONS ENCROACHMENT FEES NEWSPAPER PUBLICATIONS 001.1200.4300		540.44
				Total :	540.44
36398	12/20/2022	005394 DATA TICKET, INC.	PARKING CITATION-NOV PARKING CITATION-NOV 001.1700.4516		13.92
				Total :	13.92
36399	12/20/2022	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APP - NOV FINGERPRINT APP - BOOTH 001.1600.4236		32.00
			FINGERPRINT APP - FAUST 001.1700.4236		32.00
				Total :	64.00
36400	12/20/2022	002396 DUDEK	HOUSING ELEMENT-NOV HOUSING ELEMENT-NOV 001.4100.4662		9,975.00
				Total :	9,975.00
36401	12/20/2022	000085 EAST VALLEY WATER DISTRICT	LMD 17 B-DEC LMD 17 B-DEC		

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6401	12/20/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 11-DEC LMD 11-DEC	145.50
			012.8500.4030 LMD 55-DEC LMD 55-DEC	455.87
			012.8500.4030 LMD 17 D-DEC LMD 17 D-DEC	566.39
			012.8500.4030 LMD 25-DEC LMD 25-DEC	65.11
			012.8500.4030 LMD 17 C-DEC LMD 17 C-DEC	258.46
			012.8500.4030 LMD 76-DEC LMD 76-DEC	114.30
			012.8500.4030 LMD 17 A-DEC LMD 17 A-DEC	94.22
			012.8500.4030 SEELEY PARK-DEC SEELEY PARK-DEC	89.56
			016.8540.4030 LMD 43-DEC LMD 43-DEC	227.79
			012.8500.4030 LMD 47-DEC LMD 47-DEC	178.81
			012.8500.4030 LMD 16-DEC LMD 16-DEC	201.24
			012.8500.4030	55.58
			Total :	**2,452.83**
6402	12/20/2022	003073 EWING IRRIGATION PRODUCTS INC	PD-IRRIGATION REPAIR SUPPLIES	

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6402	12/20/2022	003073 EWING IRRIGATION PRODUCTS INC	(Continued)		
			PD-IRRIGATION REPAIR SUPPLIES		
			001.2000.4045		95.04
				Total :	**95.04**
6403	12/20/2022	006148 GRANITE CONSTRUCTION CO	ASPHALT REPAIR MATERIAL		
			ASPHALT REPAIR MATERIAL		
			004.8310.4206		2,654.96
				Total :	**2,654.96**
6404	12/20/2022	000662 HI WAY SAFETY INC	NO PARKING STREET SIGNS		
			NO PARKING STREET SIGNS		
			004.8310.4206		192.29
				Total :	**192.29**
6405	12/20/2022	001320 HIGHLAND SENIOR CENTER	CDBG CV SENIOR CENTER MEAL REIMB-NOV		
			CDBG CV SENIOR CENTER MEAL REIMB-NOV		
			006.8400.4353		3,510.00
				Total :	**3,510.00**
6406	12/20/2022	001320 HIGHLAND SENIOR CENTER	CDBG: PS II HIGHLAND GROCERY		
			CDBG: PS II HIGHLAND GROCERY		
			006.8400.4353		1,101.76
			CDBG REIMBURSEMENT-NOV		
			CDBG REIMBURSEMENT-NOV		
			006.8400.4348		2,100.00
				Total :	**3,201.76**
6407	12/20/2022	000127 K & L HARDWARE	FS#3 MAINTENANCE		
			FS#3 MAINTENANCE		
			028.2050.4070		22.72
			FS#3 MAINTENANCE		
			029.2100.4070		22.72
			FS#2 MAINTENANCE		
			FS#2 MAINTENANCE		
			028.2050.4070		43.62
			FS#2 MAINTENANCE		
			029.2100.4070		43.61
			FS#2 SHED PROJECT		

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6407	12/20/2022	000127 K & L HARDWARE	(Continued)	
			FS#2 SHED PROJECT	
			028.2050.4070	109.32
			FS#2 SHED PROJECT	
			029.2100.4070	109.32
			FS#1 MAINTENANCE	
			FS#1 MAINTENANCE	
			028.2050.4070	38.77
			FS#1 MAINTENANCE	
			029.2100.4070	38.76
			FS#2 MAINTENANCE	
			FS#2 MAINTENANCE	
			028.2050.4070	27.79
			FS#2 MAINTENANCE	
			029.2100.4070	27.78
			FS#3 MAINTENANCE	
			FS#3 MAINTENANCE	
			028.2050.4070	24.77
			FS#3 MAINTENANCE	
			029.2100.4070	24.76
			FS#3 LIGHTS	
			FS#3 LIGHTS	
			028.2050.4070	35.66
			FS#3 LIGHTS	
			029.2100.4070	35.65
			FS#1 MAINTENANCE	
			FS#1 MAINTENANCE	
			028.2050.4070	49.30
			FS#1 MAINTENANCE	
			029.2100.4070	49.30
			FS#1 MAINTENANCE	
			FS#1 MAINTENANCE	
			028.2050.4070	27.99
			FS#1 MAINTENANCE	
			029.2100.4070	27.98
			PD - VEHICLE CLEANING SUPPLIES	
			PD - VEHICLE CLEANING SUPPLIES	
			001.2000.4200	60.21

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6407	12/20/2022	000127 K & L HARDWARE	(Continued)		
			PD - VEHICLE CLEANING SUPPLIES		
			PD - VEHICLE CLEANING SUPPLIES		
			001.2000.4206		115.37
			FS#3 MAINTENANCE		
			FS#3 MAINTENANCE		
			028.2050.4070		60.61
			FS#3 MAINTENANCE		
			029.2100.4070		60.61
			FS#1 MAINTENANCE		
			FS#1 MAINTENANCE		
			028.2050.4070		9.67
			FS#1 MAINTENANCE		
			029.2100.4070		9.67
				Total :	**1,075.96**
6408	12/20/2022	005285 LA VERNE POWER EQUIPMENT INC	FS#1 EQUIPMENT REPAIR		
			FS#1 EQUIPMENT REPAIR		
			028.2050.4245		31.11
			FS#1 EQUIPMENT REPAIR		
			029.2100.4245		31.10
				Total :	**62.21**
6409	12/20/2022	001193 LIFE ASSIST, INC.	FS#1-3 PPE SUPPLIES		
			FS#1-3 PPE SUPPLIES		
			030.8495.4349		237.05
			FS#1-3 PPE SUPPLIES		
			FS#1-3 PPE SUPPLIES		
			030.8495.4349		237.05
				Total :	**474.10**
6410	12/20/2022	001679 MC CRAY'S ENTERPRISES	ME542: ANNUAL B SERVICE		
			ME542: ANNUAL B SERVICE		
			029.2100.4240		3,954.61
			ME542: ANNUAL B SERVICE		
			028.2050.4240		3,954.61
				Total :	**7,909.22**

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6411	12/20/2022	004555 NEXTECH SYSTEMS, INC.	SOLAR PANEL W/MOUNT		
			SOLAR PANEL W/MOUNT		
			004.8310.4580		475.57
				Total :	**475.57**
6412	12/20/2022	001439 OFFICE SOLUTIONS	HP 80X TONER		
			HP 80X TONER		
			042.9510.4200		894.25
			100% RECYCLED 2023 CALANDER		
			100% RECYCLED 2023 CALANDER		
			001.1700.4200		27.75
				Total :	**922.00**
6413	12/20/2022	001114 PARKHOUSE TIRE, INC.	ME541: TIRES		
			ME541: TIRES		
			029.2100.4240		1,499.52
			ME541: TIRES		
			028.2050.4240		1,499.52
				Total :	**2,999.04**
6414	12/20/2022	006111 PURCHASE POWER	PREPAID SENDPRO POSTAGE-NOV		
			PREPAID SENDPRO POSTAGE-NOV		
			001.0400		10.00
				Total :	**10.00**
6415	12/20/2022	005326 RP LANDSCAPE & IRRIGATION	LMD LANDSCAPING MAINT- DEC		
			LMD 00 BASELINE LANDSCAPING MAINT-DEC		
			012.8500.4585		260.00
			LMD 03 YARNELL LANDSCAPING MAINT-DEC		
			012.8500.4585		150.00
			LMD 01A LANDSCAPING MAINT-DEC		
			012.8500.4585		125.00
			LMD 01B LANDSCAPING MAINT-DEC		
			012.8500.4585		125.00
			LMD 02 LANDSCAPING MAINT-DEC		
			012.8500.4585		660.00
			LMD 03A LANDSCAPING MAINT-DEC		
			012.8500.4585		110.00

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6415	12/20/2022	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 03B LANDSCAPING MAINT-DEC 012.8500.4585	110.00
			LMD 36 LANDSCAPING MAINT-DEC 012.8500.4585	280.00
			LMD 37 LANDSCAPING MAINT-DEC 012.8500.4585	350.00
			LMD 39 LANDSCAPING MAINT-DEC 012.8500.4585	455.00
			LMD 43 LANDSCAPING MAINT-DEC 012.8500.4585	150.00
			LMD 44 LANDSCAPING MAINT-DEC 012.8500.4585	2,542.00
			LMD 47 LANDSCAPING MAINT-DEC 012.8500.4585	176.00
			LMD 48 LANDSCAPING MAINT-DEC 012.8500.4585	2,070.00
			LMD 54 LANDSCAPING MAINT-DEC 012.8500.4585	512.00
			LMD 55 LANDSCAPING MAINT-DEC 012.8500.4585	450.00
			LMD 59 LANDSCAPING MAINT-DEC 012.8500.4585	20.00
			LMD 61 LANDSCAPING MAINT-DEC 012.8500.4585	310.00
			LMD 63 LANDSCAPING MAINT-DEC 012.8500.4585	100.00
			LMD 70 LANDSCAPING MAINT-DEC 012.8500.4585	550.00
			LMD 76 LANDSCAPING MAINT-DEC 012.8500.4585	150.00
			LMD 68 LANDSCAPING MAINT-DEC 012.8500.4585	490.00
			LMD 69 LANDSCAPING MAINT-DEC 012.8500.4585	95.00
			LMD 73 LANDSCAPING MAINT-DEC 012.8500.4585	245.00

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6415	12/20/2022	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 04 LANDSCAPING MAINT-DEC	
			012.8500.4585	40.00
			LMD 07 LANDSCAPING MAINT-DEC	
			012.8500.4585	50.00
			LMD 08 LANDSCAPING MAINT-DEC	
			012.8500.4585	142.00
			LMD 09 LANDSCAPING MAINT-DEC	
			012.8500.4585	982.00
			LMD 10 LANDSCAPING MAINT-DEC	
			012.8500.4585	1,936.00
			LMD 11 LANDSCAPING MAINT-DEC	
			012.8500.4585	446.00
			LMD 13 LANDSCAPING MAINT-DEC	
			012.8500.4585	100.00
			LMD 15 LANDSCAPING MAINT-DEC	
			012.8500.4585	430.00
			LMD 16 LANDSCAPING MAINT-DEC	
			012.8500.4585	26.00
			LMD 17 LANDSCAPING MAINT-DEC	
			012.8500.4585	586.00
			LMD 20 BASELINE LANDSCAPING MAINT-DEC	
			012.8500.4585	166.00
			LMD 20 STREATER LANDSCAPING MAINT-DEC	
			012.8500.4585	124.00
			LMD 21 LANDSCAPING MAINT-DEC	
			012.8500.4585	124.00
			LMD 22 LANDSCAPING MAINT-DEC	
			012.8500.4585	150.00
			LMD 24 LANDSCAPING MAINT-DEC	
			012.8500.4585	26.00
			LMD 25 LANDSCAPING MAINT-DEC	
			012.8500.4585	160.00
			LMD 29 LANDSCAPING MAINT-DEC	
			012.8500.4585	160.00
			LMD 30 LANDSCAPING MAINT-DEC	
			012.8500.4585	720.00

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6415	12/20/2022	005326 RP LANDSCAPE & IRRIGATION	(Continued)		
			LMD 31 LANDSCAPING MAINT-DEC		
			012.8500.4585		470.00
			LMD 34 LANDSCAPING MAINT-DEC		
			012.8500.4585		260.00
			LMD 35 LANDSCAPING MAINT-DEC		
			012.8500.4585		182.00
				Total :	**17,765.00**
6416	12/20/2022	001070 SAFETY-KLEEN SYSTEMS, INC.	PD: WASHER SERVICE		
			PD: WASHER SERVICE		
			001.2000.4245		277.60
				Total :	**277.60**
6417	12/20/2022	004662 SKYLINE SAFETY AND SUPPLY	CORP YARD: PPE SUPPLIES		
			CORP YARD: PPE SUPPLIES		
			004.8310.4206		249.02
			PARKS: PPE SUPPLIES		
			PARKS: PPE SUPPLIES		
			001.6000.4206		114.27
				Total :	**363.29**
6418	12/20/2022	000203 SOUTHERN CALIFORNIA EDISON	LS#3 - DEC		
			LS#3 -DEC		
			013.8510.4011		143.42
				Total :	**143.42**
6419	12/20/2022	000203 SOUTHERN CALIFORNIA EDISON	LS#3 - DEC		
			LS#3 - DEC		
			013.8510.4011		89.69
				Total :	**89.69**
6420	12/20/2022	004679 TK ELEVATOR CORPORATION	PD: ELEVATOR MAINT 12/1/22-2/28/23		
			PD: ELEVATOR MAINT 12/1/22-2/28/23		
			001.2000.4587		697.17
				Total :	**697.17**
6421	12/20/2022	004920 TKE ENGINEERING	BRG07001 NON PART LOCAL RDA07-OCT		
			BRG07001 NON PART LOCAL RDA07-OCT		

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6421	12/20/2022	004920 TKE ENGINEERING	(Continued)	
			010.3830.6813 GEN. ENG SRVS CAPITAL PROJECTS-OCT GEN. ENG SRVS CAPITAL PROJECTS-OCT	1,092.50
			023.3890.4550 GEN ENG SRVS AMERICAN LEG.-OCT GEN ENG SRVS AMERICAN LEG.-OCT	892.50
			023.3890.4550 OLA20001 PM DIF REG-OCT OLA20001 PM DIF REG-OCT	720.00
			007.8330.6550 OLA20002 PM MSRI-OCT OLA20002 PM MSRI-OCT	172.50
			017.8350.6550 OLA22001 PM GCF-OCT OLA22001 PM GCF-OCT	690.00
			023.3890.6550 OLA22001 PM MSRI-OCT OLA22001 PM MSRI-OCT	5.45
			017.8350.6550 SDR17001 PM DIF LOC-OCT SDR17001 PM DIF LOC-OCT	339.55
			007.8330.6600 STR07004A PM RDA07-OCT STR07004A PM RDA07-OCT	172.50
			010.3830.6600 STR17001 NON PART MSRI-OCT STR17001 NON PART MSRI-OCT	690.00
			017.8350.6530 STR17002 PM CCF 2017-OCT STR17002 PM CCF 2017-OCT	1,552.50
			027.8490.6550 STR20002 PM COSB-OCT STR20002 PM COSB-OCT	1,840.00
			027.8490.6550 STR20002 PM DIF LOC-OCT STR20002 PM DIF LOC-OCT	402.34
			007.8330.6550	575.16

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36421	12/20/2022	004920 TKE ENGINEERING	(Continued)		
			SWK19002 PM GCF-OCT		
			SWK19002 PM GCF-OCT		
			023.3890.6545		115.00
				Total :	**9,260.00**
36422	12/20/2022	004920 TKE ENGINEERING	BRG04004A NON PART DIF REG-SEP		
			BRG04004A NON PART DIF REG-SEP		
			007.8330.6813		287.50
			BRG07001 NON PART LOCAL RDA07-SEP		
			BRG07001 NON PART LOCAL RDA07-SEP		
			010.3830.6813		1,207.50
			GEN. ENG SRVS CAPITAL PROJECTS-SEP		
			GEN. ENG SRVS CAPITAL PROJECTS-SEP		
			023.3890.4550		1,430.25
			GEN ENG SRVS AMERICAN LEG.-SEP		
			GEN ENG SRVS AMERICAN LEG.-SEP		
			023.3890.4550		1,735.00
			OLA20002 PM MSRI-SEP		
			OLA20002 PM MSRI-SEP		
			017.8350.6550		345.00
			OLA22001 PM GCF-SEP		
			OLA22001 PM GCF-SEP		
			023.3890.6550		6.36
			OLA22001 PM MSRI-SEP		
			OLA22001 PM MSRI-SEP		
			017.8350.6550		396.14
			SDR17001 PM DIF LOC-SEP		
			SDR17001 PM DIF LOC-SEP		
			007.8330.6600		690.00
			STR07004A PM RDA07-SEP		
			STR07004A PM RDA07-SEP		
			010.3830.6600		1,782.50
			STR11005 PM DEV IN LIEU-SEP		
			STR11005 PM DEV IN LIEU-SEP		
			008.8340.6530		230.00
			STR17001 NON PART MSRI-SEP		
			STR17001 NON PART MSRI-SEP		

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
36422	12/20/2022	004920 TKE ENGINEERING	(Continued)		
			017.8350.6530 STR17002 PM CCF 2017-SEP STR17002 PM CCF 2017-SEP		690.00
			027.8490.6550 STR20002 PM COSB-SEP STR20002 PM COSB-SEP		862.50
			027.8490.6550 STR20002 PM DIF LOC-SEP STR20002 PM DIF LOC-SEP		118.33
			007.8330.6550 SWK19002 PM GCF-SEP SWK19002 PM GCF-SEP		169.17
			023.3890.6545		57.50
				Total :	**10,007.75**
36423	12/20/2022	004920 TKE ENGINEERING	SWK21-001 PM MSRI - SEP-OCT SWK21-001 PM MSRI - SEP-OCT		
			017.8350.6530 SWK21-001 CE ART3-SEP-DEC SWK21-001 CE ART3-SEP-DEC		614.05
			005.8320.6545		750.50
				Total :	**1,364.55**
36424	12/20/2022	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG ALERT-DEC MONTHLY DIG ALERT-DEC		
			004.8310.4553 MONTHLY DIG ALERT FEE-DEC MONTHLY DIG ALERT FEE-DEC		972.50
			004.8310.4553		256.74
				Total :	**1,229.24**
36425	12/20/2022	000233 WAXIE SANITARY SUPPLY	FS#3: JANITORIAL SUPPLIES FS#3: JANITORIAL SUPPLIES		
			029.2100.4055 FS#3: JANITORIAL SUPPLIES		23.47
			028.2050.4055 FS#3: JANITORIAL SUPPLIES		23.47

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36425	12/20/2022	000233 WAXIE SANITARY SUPPLY	(Continued)		
			FS#3: JANITORIAL SUPPLIES		
			029.2100.4055		195.40
			FS#3: JANITORIAL SUPPLIES		
			028.2050.4055		195.40
			CITY HALL - JANITORIAL SUPPLIES		
			CITY HALL - JANITORIAL SUPPLIES		
			042.9510.4055		228.34
			CORP YARD SUPPLIES		
			CORP YARD SUPPLIES		
			004.8310.4055		228.34
				Total :	**894.42**
36426	12/20/2022	003535 WEST COAST ARBORISTS, INC.	TREE MAINT-NOV		
			TREE MAINT-NOV		
			004.8310.4680		24,243.00
				Total :	**24,243.00**
36427	12/20/2022	000237 WILLDAN ASSOCIATES	CODE ENFORCEMENT- NOV		
			CODE ENFORCEMENT- NOV		
			001.4600.4538		8,092.50
				Total :	**8,092.50**
36428	12/20/2022	001677 YMCA OF THE EAST VALLEY	CDBG MONTHLY REIMB-OCT		
			CDBG MONTHLY REIMB-OCT		
			006.8400.4348		2,286.10
				Total :	**2,286.10**
46	**Vouchers for bank code :**	wfb		**Bank total :**	**139,369.29**
46	**Vouchers in this report**			**Total vouchers :**	**139,369.29**

ank code : wfb

ucher	Date	Vendor	Description/Account		Amount
6429	12/27/2022	004206 #1 SON PLUMBING	FS#2: BACKFLOW TESTING		
			FS#2: BACKFLOW TESTING		
			028.2050.4030		142.50
			FS#2: BACKFLOW TESTING		
			029.2100.4030		142.50
			LMD#13: BACKFLOW TESTING		
			LMD#13: BACKFLOW TESTING		
			012.8500.4030		285.51
			LMD#1: BACKFLOW TESTING		
			LMD#1: BACKFLOW TESTING		
			012.8500.4030		185.00
			LMD#2: BACKFLOW TESTING		
			LMD#2: BACKFLOW TESTING		
			012.8500.4030		185.00
			SEELEY PARK: BACKFLOW TESTING		
			SEELEY PARK: BACKFLOW TESTING		
			016.8540.4030		150.00
				Total :	**1,090.51**
6430	12/27/2022	005771 AMAZON CAPITAL SERVICES	COMPUTER DUAL MONITOR & STAND		
			COMPUTER DUAL MONITOR & STAND		
			001.3200.4550		888.13
			FS#2: OFFICE FURNITURE		
			FS#2: OFFICE FURNITURE		
			029.2100.4203		355.55
			FS#2: OFFICE FURNITURE		
			028.2050.4203		355.55
			REFUND PO#21161-FRANKLIN COVEY-CLASSIC		
			REFUND PO#21161-FRANKLIN COVEY-CLASSIC		
			004.8310.4200		-61.36
			REFUND PO#21161-FRANKLIN COVEY-COMPACT		
			001.1450.4200		-18.80
				Total :	**1,519.07**
6431	12/27/2022	005553 CLARK PEST CONTROL OF STOCKTON	YMCA PEST CONTROL		
			YMCA PEST CONTROL		
			001.6000.4589		96.00

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6431	12/27/2022	005553 CLARK PEST CONTROL OF STOCKTON	(Continued)		
			CITY HALL PEST CONTROL		
			CITY HALL PEST CONTROL		
			042.9510.4589		66.00
			POLICE PEST CONTROL		
			POLICE PEST CONTROL		
			001.2000.4589		102.00
				Total :	**264.00**
6432	12/27/2022	003360 DIRECTV	POLICE SATTELITE CABLE-DEC		
			POLICE SATTELITE CABLE-DEC		
			001.2000.4065		78.00
				Total :	**78.00**
6433	12/27/2022	000085 EAST VALLEY WATER DISTRICT	LMD04-DEC		
			LMD04-DEC		
			012.8500.4030		62.30
			POLICE STATION-DEC		
			POLICE STATION-DEC		
			001.2000.4030		209.00
			POLICE STATION-DEC		
			POLICE STATION-DEC		
			001.2000.4030		1,009.64
			STATION#3-DEC		
			STATION#3-DEC		
			028.2050.4030		26.35
			STATION#3-DEC		
			029.2100.4030		26.35
			LMD29-DEC		
			LMD29-DEC		
			012.8500.4030		218.81
			LMD15A-DEC		
			LMD15A-DEC		
			012.8500.4030		370.18
			LMD07-DEC		
			LMD07-DEC		
			012.8500.4030		79.65
			BASELINE MEDIAN-DEC		

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6433	12/27/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			BASELINE MEDIAN-DEC	
			004.8310.4030	266.90
			STATION#1-DEC	
			STATION#1-DEC	
			028.2050.4030	75.61
			STATION#1-DEC	
			029.2100.4030	75.61
			LMD21B-DEC	
			LMD21B-DEC	
			012.8500.4030	252.27
			STATION#2-DEC	
			STATION#2-DEC	
			028.2050.4030	260.06
			STATION#2-DEC	
			029.2100.4030	260.05
			CITY HALL-DEC	
			CITY HALL-DEC	
			042.9510.4030	35.14
			AURANTIA PARK-DEC	
			AURANTIA PARK-DEC	
			001.6000.4030	1,072.20
			LMD44-DEC	
			LMD44-DEC	
			012.8500.4030	747.58
			LMD15B-DEC	
			LMD15B-DEC	
			012.8500.4030	662.10
			STATION#2-DEC	
			STATION#2-DEC	
			028.2050.4030	17.57
			STATION#2-DEC	
			029.2100.4030	17.57
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4030	414.61
			LMD37-DEC	
			LMD37-DEC	

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6433	12/27/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030 STATION#3-DEC STATION#3-DEC		338.79
			028.2050.4030 STATION#3-DEC		149.52
			029.2100.4030 LMD21A-DEC LMD21A-DEC		149.51
			012.8500.4030 STATION#3-DEC STATION#3-DEC		79.16
			028.2050.4030 STATION#3-DEC		34.96
			029.2100.4030 POLICE STATION-DEC POLICE STATION-DEC		34.96
			001.2000.4030 BOULDER MEDIAN-DEC BOULDER MEDIAN-DEC		52.70
			004.8310.4030 POLICE STATION-DEC POLICE STATION-DEC		645.80
			001.2000.4030		52.70
				Total :	**7,697.65**
6434	12/27/2022	000085 EAST VALLEY WATER DISTRICT	CITY HALL-DEC CITY HALL-DEC		
			042.9510.4030 LMD 73-DEC LMD 73-DEC		127.68
			012.8500.4030		65.32
				Total :	**193.00**
6435	12/27/2022	001980 GOLDEN VALLEY MEDICAL	ST#3: OXYGEN REFILL ST#3: OXYGEN REFILL		
			028.2050.4207		120.00

ank code : wfb

oucher	Date	Vendor		Description/Account		Amount
6435	12/27/2022	001980	001980 GOLDEN VALLEY MEDICAL	(Continued)	Total :	120.00
6436	12/27/2022	005739	GORITZ, CAMILLE	MILEAGE REIMB-DEC MILEAGE REIMB-DEC 001.4100.4332		20.00
					Total :	20.00
6437	12/27/2022	002710	HERNANDEZ, KROONE & ASSOCIATES	STR18001 CM IVDA-NOV STR18001 CM IVDA-NOV 027.8490.6550		5,028.07
				STR18001 CM RDA07-NOV STR18001 CM RDA07-NOV 010.3830.6550		5,028.07
				STR18001 CM SMBMI-NOV STR18001 CM SMBMI-NOV 027.8490.6550		5,028.07
				STR18001 CM EDA-NOV STR18001 CM EDA-NOV 030.8495.6550		10,965.95
					Total :	26,050.16
6438	12/27/2022	000130	KELLY SERVICES INC	TEMP RECEPTIONIST 11/28-12/1 TEMP RECEPTIONIST 11/28-12/1 001.1450.4535		1,140.00
				TEMP RECEPTIONIST 12/5-12/8 TEMP RECEPTIONIST 12/5-12/8 001.1450.4535		1,140.00
				TEMP RECEPTIONIST 12/12-12/15 TEMP RECEPTIONIST 12/12-12/15 001.1450.4535		1,080.00
					Total :	3,360.00
6439	12/27/2022	005285	LA VERNE POWER EQUIPMENT INC	FS#1 SAW REPAIR FS#1 SAW REPAIR 028.2050.4245		41.67
				FS#1 SAW REPAIR 029.2100.4245		41.67
					Total :	83.34

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6440	12/27/2022	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-DEC PETTY CASH-DEC 001.0020		100.00
				Total :	100.00
6441	12/27/2022	001193 LIFE ASSIST, INC.	FS#3: PARAMEDIC SUPPLIES FS#3: PARAMEDIC SUPPLIES 028.2050.4207		414.84
			ST#1-3 PPE SUPPLIES ST#1-3 PPE SUPPLIES 030.8495.4349		237.05
				Total :	651.89
6442	12/27/2022	001404 LOWE'S	CORP YARD SUPPLIES CORP YARD SUPPLIES 004.8310.4206		229.38
			CORP YARD & PUBLIC ROW: CONTAINMENT MATE CORP YARD & PUBLIC ROW: CONTAINMENT 004.8310.4206		528.43
				Total :	757.81
6443	12/27/2022	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES 7/22-9/22 POLICE SERVICES 7/22-9/22 001.2000.4240		70,414.50
			VEHICLE MAINTENANCE 7/22-9/22 VEHICLE MAINTENANCE 7/22-9/22 001.2000.4240		4,346.00
			CELL PHONE 7/22-9/22 CELL PHONE 7/22-9/22 001.2000.4061		286.48
			TRANSCRIPTIONS 7/22-9/22 TRANSCRIPTIONS 7/22-9/22 001.2000.4560		2,005.61
			O/T & ON CALL 7/22-9/22 O/T & ON CALL 7/22-9/22 001.2000.4560		129,917.66
			PERSONNEL CREDITS 7/22-9/22 PERSONNEL CREDITS 7/22-9/22		

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6443	12/27/2022	000030 SAN BERNARDINO COUNTY SHERIFFS	(Continued)		
			001.2000.4560		-45,712.80
				Total :	**161,257.45**
6444	12/27/2022	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-DEC		
			PARCEL MAP REVISIONS-DEC		
			001.4100.4310		4.00
				Total :	**4.00**
6445	12/27/2022	000203 SOUTHERN CALIFORNIA EDISON	SMART N FINAL SCE FEES-DEC		
			SMART N FINAL SCE FEES-DEC		
			013.8510.4011		24.79
			TRAFFIC SIG PALM/CYPRESS-DEC		
			TRAFFIC SIG PALM/CYPRESS-DEC		
			013.8510.4011		74.61
				Total :	**99.40**
6446	12/27/2022	001527 STERICYLCE INC.	SHREDDING SERVICES-DEC		
			SHREDDING SERVICES-DEC		
			001.1200.4626		145.68
				Total :	**145.68**
6447	12/27/2022	000231 VISTA PAINT CORP	GRAFFITI ABATEMENT		
			GRAFFITI ABATEMENT		
			001.6010.4206		244.04
				Total :	**244.04**
6448	12/27/2022	000233 WAXIE SANITARY SUPPLY	FS#1 JANITORIAL SUPPLIES		
			FS#1 JANITORIAL SUPPLIES		
			028.2050.4055		120.25
			FS#1 JANITORIAL SUPPLIES		
			029.2100.4055		120.24
			FS#2 JANITORIAL SUPPLIES		
			FS#2 JANITORIAL SUPPLIES		
			028.2050.4055		123.21
			FS#2 JANITORIAL SUPPLIES		
			029.2100.4055		123.20
				Total :	**486.90**

nk code : wfb

ucher	Date	Vendor	Description/Account		Amount
6449	12/27/2022	005824 WESTERN EXTRICATION SPECIALIST	FS#1 SCBA REPAIR		
			FS#1 SCBA REPAIR		
			028.2050.4245		19.51
			FS#1 SCBA REPAIR		
			029.2100.4245		19.51
				Total :	**39.02**
6450	12/27/2022	004298 ZOLL MEDICAL CORPORATION	FS#3: AUTO PULSE BATTERY REPLACEMENTS		
			FS#3: AUTO PULSE BATTERY REPLACEMENTS		
			028.2050.4207		5,173.62
				Total :	**5,173.62**
22	**Vouchers for bank code :**	wfb		**Bank total :**	**209,435.54**
22	**Vouchers in this report**			**Total vouchers :**	**209,435.54**

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
44	12/30/2022	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT		
			ICMA DEFERRED COMP 457: Payment 001.1170		5,258.77
			ICMA DEFERRED COMP 457: Payment 004.1170		643.66
			ICMA DEFERRED COMP 457: Payment 010.1170		537.16
			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		58.83
			ICMA DEFERRED COMP 457: Payment 041.1170		335.17
			ICMA DEFERRED COMP 457: Payment 042.1170		1.50
			ICMA DEFERRED COMP 457: Payment 070.1170		296.35
				Total :	**7,156.44**
45	12/30/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT		
			EPMC: Payment 042.1145		12.11
			EPMC: Payment 070.1145		57.42
			PERS: Payment 001.1145		14,321.61
			PERS: Payment 004.1145		2,748.25
			PERS: Payment 006.1145		364.83
			PERS: Payment 010.1145		946.61
			PERS: Payment 012.1145		186.31

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
745	12/30/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			016.1145	186.32
			PERS: Payment	
			023.1145	223.07
			PERS: Payment	
			024.1145	20.49
			PERS: Payment	
			041.1145	474.10
			PERS: Payment	
			042.1145	740.86
			PERS: Payment	
			070.1145	821.06
			PERS SURVIVOR: Payment	
			001.1145	23.65
			PERS SURVIVOR: Payment	
			004.1145	4.00
			PERS SURVIVOR: Payment	
			006.1145	0.60
			PERS SURVIVOR: Payment	
			010.1145	0.77
			PERS SURVIVOR: Payment	
			012.1145	0.56
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	
			023.1145	0.44
			EPMC: Payment	
			001.1145	528.18
			EPMC: Payment	
			004.1145	131.01
			EPMC: Payment	
			006.1145	20.80
			EPMC: Payment	
			010.1145	46.39
			EPMC: Payment	
			012.1145	2.49

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
745	12/30/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			016.1145	2.49
			EPMC: Payment	
			023.1145	6.96
			EPMC: Payment	
			024.1145	0.60
			EPMC: Payment	
			041.1145	33.19
			PERS SURVIVOR: Payment	
			024.1145	0.06
			PERS SURVIVOR: Payment	
			041.1145	0.33
			PERS SURVIVOR: Payment	
			042.1145	1.81
			PERS SURVIVOR: Payment	
			070.1145	0.70
			Total :	**21,908.63**
746	12/30/2022	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			001.1140	2,817.39
			MEDICARE: Payment	
			004.1140	510.58
			MEDICARE: Payment	
			006.1140	64.84
			MEDICARE: Payment	
			010.1140	184.64
			MEDICARE: Payment	
			012.1140	37.76
			MEDICARE: Payment	
			016.1140	37.72
			MEDICARE: Payment	
			023.1140	38.96
			MEDICARE: Payment	
			024.1140	3.88
			MEDICARE: Payment	

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
746	12/30/2022	000119 INTERNAL REVENUE SERVICE	(Continued)	
			041.1140 MEDICARE: Payment	98.60
			042.1140 MEDICARE: Payment	140.66
			070.1140 FEDERAL TAXES: Payment	144.26
			001.1120 FEDERAL TAXES: Payment	11,501.99
			004.1120 FEDERAL TAXES: Payment	1,967.85
			006.1120 FEDERAL TAXES: Payment	268.05
			010.1120 FEDERAL TAXES: Payment	1,018.00
			012.1120 FEDERAL TAXES: Payment	68.73
			016.1120 FEDERAL TAXES: Payment	68.71
			023.1120 FEDERAL TAXES: Payment	83.01
			024.1120 FEDERAL TAXES: Payment	7.17
			041.1120 FEDERAL TAXES: Payment	488.68
			042.1120 FEDERAL TAXES: Payment	380.61
			070.1120 SOCIAL SECURITY: Payment	699.64
			001.1140	227.80
			Total :	**20,859.53**
747	12/30/2022	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	4,199.24
			STATE TAXES: Payment 004.1130	783.88

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
747	12/30/2022	000001 CALIF STATE EMPLOYMENT	(Continued)		
			STATE TAXES: Payment		
			006.1130		101.18
			STATE TAXES: Payment		
			010.1130		396.28
			STATE TAXES: Payment		
			012.1130		25.83
			STATE TAXES: Payment		
			016.1130		25.83
			STATE TAXES: Payment		
			023.1130		35.05
			STATE TAXES: Payment		
			024.1130		3.49
			STATE TAXES: Payment		
			041.1130		179.14
			STATE TAXES: Payment		
			042.1130		90.60
			STATE TAXES: Payment		
			070.1130		245.80
				Total :	**6,086.32**
36451	12/30/2022	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT		
			ARROWHEAD UNITED WAY: Payment		
			001.1180		11.25
			ARROWHEAD UNITED WAY: Payment		
			004.1180		0.75
			ARROWHEAD UNITED WAY: Payment		
			041.1180		2.25
			ARROWHEAD UNITED WAY: Payment		
			070.1180		0.75
				Total :	**15.00**
36452	12/30/2022	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT		
			AFLAC DENTAL: Payment		
			041.1181		1.67
			AFLAC DENTAL: Payment		
			070.1181		0.54
			AFLAC SPECIFIED HEALTH INS: Payment		

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6452	12/30/2022	003804 AFLAC WWHQ	(Continued)	
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.98
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.48
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	1.48
			001.1181 AFLAC ACCIDENT INSURANCE: Payment	84.60
			004.1181 AFLAC ACCIDENT INSURANCE: Payment	13.98
			012.1181 AFLAC ACCIDENT INSURANCE: Payment	3.57
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	3.58
			023.1181 AFLAC ACCIDENT INSURANCE: Payment	5.80
			024.1181 AFLAC ACCIDENT INSURANCE: Payment	0.26
			042.1181 AFLAC CANCER INSURANCE: Payment	4.19
			001.1181 AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181 AFLAC DISABILITY INSURANCE: Payment	159.46
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.70
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.50
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	138.70
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70

ank code : wfb

oucher	Date	Vendor	Description/Account	Amount
6452	12/30/2022	003804 AFLAC WWHQ	(Continued)	
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	12.31
			042.1181 AFLAC DENTAL: Payment	4.97
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181	0.56
			Total :	**537.87**

6 Vouchers for bank code : wfb **Bank total : 56,563.79**

6 Vouchers in this report **Total vouchers : 56,563.79**

ank code : wfb

oucher	Date	Vendor	Description/Account		Amount
6453	1/3/2023	004193 AECOM USA INC.	BRG07001 DES RDA07-SEP		
			BRG07001 DES RDA07-SEP		
			010.3830.6813		1,113.21
			BRG07001 DES HBP-SEP		
			BRG07001 DES HBP-SEP		
			030.8495.6813		8,592.18
			BRG07001 DES RDA07-OCT		
			BRG07001 DES RDA07-OCT		
			010.3830.6813		2,352.45
			BRG07001 DES HBP-OCT		
			BRG07001 DES HBP-OCT		
			030.8495.6813		18,157.18
				Total :	**30,215.02**
6454	1/3/2023	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1200.4200		63.45
				Total :	**63.45**
6455	1/3/2023	001072 AUTO ZONE	PD-TRAILER REPAIR		
			PD-TRAILER REPAIR		
			004.8310.4245		8.61
			VEHICLE MAINTENANCE		
			VEH#122- MAINTENANCE		
			004.8310.4240		28.90
			VEH#129-MAINTENANCE		
			004.8310.4240		158.61
				Total :	**196.12**
6456	1/3/2023	005516 BASE HILL, INC.	JANITORIAL SERVICES-DEC		
			CITY HALL-DEC		
			042.9510.4504		1,562.00
			COUNCIL CHAMBERS-DEC		
			042.9510.4504		311.00
			AURANTIA PARK-DEC		
			001.6000.4504		1,454.00
			COMMUNITY PARK-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36456	1/3/2023	005516 BASE HILL, INC.	(Continued)		
			001.6000.4504		1,950.00
			POLICE DEPT-DEC		
			001.2000.4504		1,080.00
				Total :	**6,357.00**
36457	1/3/2023	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG-11/22-12/14/22		
			SOLID WASTE PROG-11/22-12/14/22		
			051.1496		2,162,596.92
				Total :	**2,162,596.92**
36458	1/3/2023	005313 COUNTY OF SAN BERNARDINO, HUMAN	PRE-EMPLOYMENT TESTING-B BOOTH		
			PRE-EMPLOYMENT TESTING-B BOOTH		
			001.1600.4235		391.17
				Total :	**391.17**
36459	1/3/2023	000213 DAILY JOURNAL CORPORATION	ORD 458 NEWSPAPER PUBLICATIONS		
			ORD 458 NEWSPAPER PUBLICATIONS		
			001.1200.4300		283.96
				Total :	**283.96**
36460	1/3/2023	000071 DAVIS FARR LLP	GASB 34 INFRASTRUCTURE UPDATE-NOV		
			GASB 34 INFRASTRUCTURE UPDATE-NOV		
			001.1700.4510		4,655.00
				Total :	**4,655.00**
36461	1/3/2023	000085 EAST VALLEY WATER DISTRICT	BOULDER MEDIAN-DEC		
			BOULDER MEDIAN-DEC		
			004.8310.4030		164.67
			BOULDER MEDIAN-DEC		
			BOULDER MEDIAN-DEC		
			004.8310.4030		315.64
			LMD 02 - E-DEC		
			LMD 02 - E-DEC		
			012.8500.4030		827.64
			LMD 48C-DEC		
			LMD 48C-DEC		
			012.8500.4030		119.70
			LMD 48C-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
36461	1/3/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 48C-DEC	
			012.8500.4030	812.88
			LMD 48-DEC	
			LMD 48-DEC	
			012.8500.4030	324.17
			LMD 48B-DEC	
			LMD 48B-DEC	
			012.8500.4030	582.24
			LMD 31-DEC	
			LMD 31-DEC	
			012.8500.4030	441.10
			LMD 00 - BASELINE-DEC	
			LMD 00 - BASELINE-DEC	
			012.8500.4030	739.11
			LMD 22-DEC	
			LMD 22-DEC	
			012.8500.4030	190.11
			LMD 03 -YARNELL-DEC	
			LMD 03 -YARNELL-DEC	
			012.8500.4030	48.63
			LMD 02 - A-DEC	
			LMD 02 - A-DEC	
			012.8500.4030	73.18
			LMD 03 - BASELINE-DEC	
			LMD 03 - BASELINE-DEC	
			012.8500.4030	127.72
			LMD 20 - BASELINE-DEC	
			LMD 20 - BASELINE-DEC	
			012.8500.4030	454.58
			LMD 01 - A-DEC	
			LMD 01 - A-DEC	
			012.8500.4030	88.18
			LMD 70-DEC	
			LMD 70-DEC	
			012.8500.4030	188.49
			LMD 35-DEC	
			LMD 35-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
36461	1/3/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 06-DEC LMD 06-DEC	205.41
			012.8500.4030 LMD 01 - B-DEC LMD 01 - B-DEC	44.52
			012.8500.4030 BEATTIE - IRRIGATION-DEC BEATTIE - IRRIGATION-DEC	64.84
			001.6000.4030 LMD 30-DEC LMD 30-DEC	2,959.83
			012.8500.4030 LMD 39-DEC LMD 39-DEC	790.72
			012.8500.4030 CANYON OAKS PARK-DEC CANYON OAKS PARK-DEC	447.87
			016.8540.4030 LMD 02 - B-DEC LMD 02 - B-DEC	850.45
			012.8500.4030 LMD 13-DEC LMD 13-DEC	363.23
			012.8500.4030 LMD 02 - D-DEC LMD 02 - D-DEC	318.37
			012.8500.4030 LMD 02 - C-DEC LMD 02 - C-DEC	159.30
			012.8500.4030 LMD 08-DEC LMD 08-DEC	431.67
			012.8500.4030 LMD 20 - STREATER-DEC LMD 20 - STREATER-DEC	307.73
			012.8500.4030	151.96

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36461	1/3/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			LMD 70 IRRIGATION-DEC		
			LMD 70 IRRIGATION-DEC		
			012.8500.4030		515.99
				Total :	**13,109.93**
36462	1/3/2023	000090 FEDEX	DRA21-013 OVERNIGHT MAIL		
			DRA21-013 OVERNIGHT MAIL		
			001.4100.4210		54.56
				Total :	**54.56**
36463	1/3/2023	004956 FIDELITY SECURITY	VISION - JAN		
			VISION - JAN		
			001.1160		146.53
			VISION - JAN		
			004.1160		31.77
			VISION - JAN		
			006.1160		7.61
			VISION - JAN		
			010.1160		15.21
			VISION - JAN		
			012.1160		5.18
			VISION - JAN		
			016.1160		5.18
			VISION - JAN		
			024.1160		0.41
			VISION - JAN		
			041.1160		1.64
			VISION - JAN		
			042.1160		10.36
			VISION - JAN		
			070.1160		3.59
				Total :	**227.48**
36464	1/3/2023	005567 FIRE APPARATUS SOLUTIONS	ME541: ROAD CALL AIR LEAKS AT AUX PUMP		
			ME541: ROAD CALL AIR LEAKS AT AUX PUMP		
			029.2100.4240		538.25
			ME541: ROAD CALL AIR LEAKS AT AUX PUMP		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86464	1/3/2023	005567 FIRE APPARATUS SOLUTIONS	(Continued)		
			028.2050.4240		538.24
			ME541: ROAD CALL ABS CHECK ENGINE LIGHT		
			ME541: ROAD CALL ABS CHECK ENGINE LIGHT		
			029.2100.4240		420.13
			ME541: ROAD CALL ABS CHECK ENGINE LIGHT		
			028.2050.4240		420.11
				Total :	**1,916.73**
86465	1/3/2023	004939 GUARDIAN	DENTAL - JAN		
			DENTAL - JAN		
			001.1160		946.76
			DENTAL - JAN		
			004.1160		223.48
			DENTAL - JAN		
			006.1160		14.83
			DENTAL - JAN		
			010.1160		108.09
			DENTAL - JAN		
			012.1160		10.11
			DENTAL - JAN		
			016.1160		10.11
			DENTAL - JAN		
			024.1160		1.82
			DENTAL - JAN		
			041.1160		30.43
			DENTAL - JAN		
			042.1160		20.22
			DENTAL - JAN		
			070.1160		16.06
				Total :	**1,381.91**
86466	1/3/2023	002710 HERNANDEZ, KROONE & ASSOCIATES	TR18893 MEDITERRA -NOV		
			TR18893 MEDITERRA -NOV		
			001.3200.4551		711.75
			EXE22-008 R/W - NOV		
			EXE22-008 R/W - NOV		
			001.3200.4551		1,937.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86466	1/3/2023	002710 002710 HERNANDEZ, KROONE & ASSOCIA	(Continued)	Total :	2,649.25
86467	1/3/2023	000662 HI WAY SAFETY INC	BEACON HEAD SELF CONTAINED SOLAR FLASHER		
			BEACON HEAD SELF CONTAINED SOLAR FLASHER		
			004.8310.4206		1,478.29
			VARIOUS SIGNS & BEACON REPAIR		
			VARIOUS SIGNS & BEACON REPAIR		
			004.8310.4206		1,501.49
				Total :	2,979.78
86468	1/3/2023	000108 HIGH TECH SECURITY	BURGLAR ALARM MONITORING & MAINTENANCE		
			CORP YARD: BURGLAR ALARM MONITORING &		
			004.8310.4066		55.00
			COMM PARK: BURGLAR ALARM MONITORING &		
			001.6000.4066		55.00
			CITY HALL: BURGLAR ALARM MONITORING &		
			042.9510.4066		80.00
			FIRE ALARM MONITORING & MAINTENANCE		
			CORP YARD: FIRE ALARM MONITORING &		
			004.8310.4066		85.00
			LIBRARY: FIRE ALARM MONITORING &		
			001.6000.4066		50.00
			YMCA: FIRE ALARM MONITORING &		
			001.6000.4066		50.00
			POLICE: FIRE ALARM MONITORING &		
			001.2000.4066		85.00
			FS#3: FIRE ALARM MONITORING &		
			028.2050.4066		25.00
			FS#3: FIRE ALARM MONITORING &		
			029.2100.4066		25.00
			CITY HALL: FIRE ALARM MONITORING &		
			042.9510.4066		50.00
			CCTV SYSTEM MAINTENANCE		
			CORP YARD: CCTV SYSTEM MAINTENANCE-JAN		
			004.8310.4066		25.00
			COMM PARK: CCTV SYSTEM MAINTENANCE-JAN		
			001.6000.4066		50.00
			AURANTIA PARK: CCTV SYSTEM		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36468	1/3/2023	000108 HIGH TECH SECURITY	(Continued)		
			001.6000.4066		25.00
			CITY HALL: CCTV SYSTEM MAINTENANCE		
			042.9510.4066		25.00
			CANYON OAKS: CCTV SYSTEM MAINTENANCE		
			016.8540.4066		25.00
				Total :	**710.00**
36469	1/3/2023	000718 HOUSTON & HARRIS PCS, INC	STR07004A RDA-2007: STORM DRAIN		
			STR07004A RDA-2007: STORM DRAIN		
			010.3830.6600		2,785.50
			STR07004A RDA-2007: STORM DRAIN		
			STR07004A RDA-2007: STORM DRAIN		
			010.3830.6600		16,568.00
			STR07004A RDA-2007: STORM DRAIN		
			STR07004A RDA-2007: STORM DRAIN		
			010.3830.6600		15,633.25
				Total :	**34,986.75**
36470	1/3/2023	002221 HUMANE SOCIETY OF	VOUCHER 23-0004		
			VOUCHER 23-0004		
			001.2200.4344		50.00
				Total :	**50.00**
36471	1/3/2023	000127 K & L HARDWARE	CITY HALL-BLDG MAINT		
			CITY HALL-BLDG MAINT		
			042.9510.4070		9.26
			PD-BLDG MAINT		
			PD-BLDG MAINT		
			001.2000.4070		57.08
			PD-SPEED REEDBACK TRAILER REPAIR		
			PD-SPEED REEDBACK TRAILER REPAIR		
			004.8310.4245		21.04
			CITY HALL-BLDG MAINT		
			CITY HALL-BLDG MAINT		
			042.9510.4070		38.93
			YMCA-BLDG MAINT		
			YMCA-BLDG MAINT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86471	1/3/2023	000127 K & L HARDWARE	(Continued)		
			001.6000.4070		8.18
			CORP YARD-MISC SUPPLIES		
			CORP YARD-MISC SUPPLIES		
			004.8310.4206		78.36
			PD-BLDG MAINT		
			PD-BLDG MAINT		
			001.2000.4070		29.03
			YMCA-BLDG MAINT		
			YMCA-BLDG MAINT		
			001.6000.4070		9.67
			CORP YARD-MISC SUPPLIES		
			CORP YARD-MISC SUPPLIES		
			004.8310.4206		99.07
				Total :	**350.62**
86472	1/3/2023	005310 KOA CORPORATION	STR17001-DE COSB SEP-NOV		
			STR17001-DE COSB SEP-NOV		
			027.8490.6530		49.69
			STR17001-DE ART3 SEP-NOV		
			STR17001-DE ART3 SEP-NOV		
			005.8320.6530		18,914.45
			STR17001-DE MSRI SEP-NOV		
			STR17001-DE MSRI SEP-NOV		
			017.8350.6530		10,265.43
				Total :	**29,229.57**
86473	1/3/2023	001679 MC CRAY'S ENTERPRISES	ME543: STOP ENGINE LIGHT ON		
			ME543: STOP ENGINE LIGHT ON		
			029.2100.4240		3,357.37
			ME543: STOP ENGINE LIGHT ON		
			028.2050.4240		3,357.36
				Total :	**6,714.73**
86474	1/3/2023	000155 NEW YORK LIFE	LIFE - JAN		
			LIFE - JAN		
			001.1180		9.75
			LIFE - JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
36474	1/3/2023	000155 NEW YORK LIFE	(Continued)		
			004.1180 LIFE - JAN		0.65
			041.1180 LIFE - JAN		1.95
			070.1180		0.65
				Total :	**13.00**
36475	1/3/2023	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES OFFICE SUPPLIES		
			042.9510.4200 30% RECYCLED 11 X 17 COPY PAPER		31.03
			042.9510.4200		172.08
				Total :	**203.11**
36476	1/3/2023	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL -JAN PRINCIPAL -JAN		
			001.1200.3590 PRINCIPAL -JAN		15.14
			001.1450.3590 PRINCIPAL -JAN		53.85
			001.1600.3590 PRINCIPAL -JAN		6.64
			001.1700.3590 PRINCIPAL -JAN		102.47
			001.3200.3590 PRINCIPAL -JAN		34.89
			001.4100.3590 PRINCIPAL -JAN		128.09
			001.4200.3590 PRINCIPAL -JAN		70.93
			001.4500.3590 PRINCIPAL -JAN		54.61
			001.4600.3590 PRINCIPAL -JAN		55.32
			001.6000.3590 PRINCIPAL -JAN		18.70
			001.6010.3590		18.29

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86476	1/3/2023	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)		
			PRINCIPAL -JAN		
			001.6020.3590		12.17
			PRINCIPAL -JAN		
			004.8310.3590		119.61
			PRINCIPAL -JAN		
			006.8400.3590		32.59
			PRINCIPAL -JAN		
			010.3830.3590		34.64
			PRINCIPAL -JAN		
			012.8500.3590		9.23
			PRINCIPAL -JAN		
			016.8540.3590		9.23
			PRINCIPAL -JAN		
			023.3890.3590		5.23
			PRINCIPAL -JAN		
			024.8470.3590		0.97
			PRINCIPAL -JAN		
			041.9500.3590		14.96
			PRINCIPAL -JAN		
			042.9510.3590		15.28
			PRINCIPAL -JAN		
			070.7000.3590		31.92
				Total :	**844.76**
86477	1/3/2023	004338 PRO SPRAY EQUIPMENT	PRESSURE SPRAYER		
			PRESSURE SPRAYER		
			001.6010.4245		188.69
				Total :	**188.69**
86478	1/3/2023	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING SERVICES-DEC		
			DOCUMENT RECORDING SERVICES-DEC		
			001.1200.4506		80.00
				Total :	**80.00**
86479	1/3/2023	001414 RICHARDS, WATSON & GERSHON	GENERAL-NOV		
			GENERAL-NOV		
			001.1450.4520		11,658.57

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86479	1/3/2023	001414 RICHARDS, WATSON & GERSHON	(Continued)	
			CUP21-001-NOV	
			CUP21-001-NOV	
			001.3200.4551	578.00
			CODE ENFORCEMENT GENERAL-NOV	
			CODE ENFORCEMENT GENERAL-NOV	
			001.4600.4520	1,736.47
			CODE ENFORCEMENT CASE #4744-NOV	
			CODE ENFORCEMENT CASE #4744-NOV	
			001.4600.4520	199.00
			CODE ENFORCEMENT CASE #7982-NOV	
			CODE ENFORCEMENT CASE #7982-NOV	
			001.4600.4520	370.50
			Total :	**14,542.54**
86480	1/3/2023	005326 RP LANDSCAPE & IRRIGATION	PARKS LANDSCAPING MAINTENANCE-DEC	
			MEMORIAL PARK LANDSCAPING-DEC	
			001.6000.4585	400.00
			POLICE STATION LANDSCAPING-DEC	
			001.2000.4585	500.00
			CITY HALL LANDSCAPING-DEC	
			042.9510.4585	500.00
			LIBRARY LANDSCAPING-DEC	
			001.6000.4585	600.00
			YMCA LANDSCAPING-DEC	
			001.6000.4585	600.00
			AURANTIA PARK LANDSCAPING-DEC	
			001.6000.4585	933.00
			CORP YARD LANDSCAPING-DEC	
			004.8310.4585	400.00
			COMMUNITY PARK LANDSCAPING-DEC	
			001.6000.4585	3,691.00
			CANYON OAK PARK LANDSCAPING-DEC	
			016.8540.4585	356.00
			CUNNINGHAM PARK LANDSCAPING-DEC	
			016.8540.4585	453.00
			SEELEY PARK LANDSCAPING-DEC	
			016.8540.4585	299.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86480	1/3/2023	005326 RP LANDSCAPE & IRRIGATION	(Continued)		
			BOULDER MEDIANS-DEC		
			004.8310.4585		1,238.00
			OAK CREEK PARK LANDSCAPING-DEC		
			016.8540.4585		556.00
				Total :	**10,526.00**
86481	1/3/2023	002149 SB CO DEPT OF PUBLIC HEALTH	ANIMAL CONTROL SERVICES - 7/22-09/22		
			ANIMAL CONTROL SERVICES - 7/22-09/22		
			001.2200.4565		88,519.00
				Total :	**88,519.00**
86482	1/3/2023	005731 SITEONE LANDSCAPE SUPPLY, LLC	LMD22 MAINTENANCE		
			LMD22 MAINTENANCE		
			012.8500.4585		225.57
			OAK CREEK PARK MAINT		
			OAK CREEK PARK MAINT		
			016.8540.4585		248.56
				Total :	**474.13**
86483	1/3/2023	000204 SOCALGAS	STATION #2-DEC		
			STATION #2-DEC		
			028.2050.4020		44.02
			STATION #2-DEC		
			029.2100.4020		44.02
			STATION #3-DEC		
			STATION #3-DEC		
			028.2050.4020		160.25
			STATION #3-DEC		
			029.2100.4020		160.20
			CITY HALL-DEC		
			CITY HALL-DEC		
			042.9510.4020		826.44
			STATION #1-DEC		
			STATION #1-DEC		
			028.2050.4020		77.14
			STATION #1-DEC		
			029.2100.4020		77.13

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86483	1/3/2023	000204 SOCALGAS	(Continued)		
			POLICE-DEC		
			POLICE-DEC		
			001.2000.4020		2,816.18
				Total :	**4,205.38**
86484	1/3/2023	000203 SOUTHERN CALIFORNIA EDISON	SIGNALS-DEC		
			SIGNALS-DEC		
			004.8310.4580		3,200.20
			TRAFFIC SIG PALM/CYPRESS-DEC		
			TRAFFIC SIG PALM/CYPRESS-DEC		
			004.8310.4580		72.34
				Total :	**3,272.54**
86485	1/3/2023	000636 STEVEN ENTERPRISES INC	MAINTENANCE OCE 7050-DEC		
			MAINTENANCE OCE 7050-DEC		
			001.3200.4245		137.23
				Total :	**137.23**
86486	1/3/2023	004920 TKE ENGINEERING	34222003 EVWD PERMITS/INSP-SEP-OCT		
			34222003 EVWD PERMITS/INSP-SEP-OCT		
			001.3200.4551		1,081.50
			EXE22-008 EVWD PERMITS/INSP-JUL-OCT		
			EXE22-008 EVWD PERMITS/INSP-JUL-OCT		
			001.3200.4551		4,326.00
			PGI22-002 PERMITS/INSP-SEP-OCT		
			PGI22-002 PERMITS/INSP-SEP-OCT		
			001.3200.4551		412.00
			WIN21-001 PERMITS/INSP-SEP-OCT		
			WIN21-001 PERMITS/INSP-SEP-OCT		
			001.3200.4551		257.50
			EXE22-012 PERMITS/INSP-SEP-OCT		
			EXE22-012 PERMITS/INSP-SEP-OCT		
			001.3200.4551		206.00
			STI22-010 PERMITS/INSP-MAR-OCT		
			STI22-010 PERMITS/INSP-MAR-OCT		
			001.3200.4551		257.50
			PGI21-004 PERMITS/INSP-MAR-OCT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
36486	1/3/2023	004920 TKE ENGINEERING	(Continued)	
			PGI21-004 PERMITS/INSP-MAR-OCT	
			001.3200.4551	1,854.00
			HYD21-004 PERMITS/INSP-JUN-OCT	
			HYD21-004 PERMITS/INSP-JUN-OCT	
			001.3200.4551	1,035.00
			PGC21-004 PERMITS/INSP-JUN-OCT	
			PGC21-004 PERMITS/INSP-JUN-OCT	
			001.3200.4551	1,437.50
			HYD21-005 PERMITS/INSP-AUG-OCT	
			HYD21-005 PERMITS/INSP-AUG-OCT	
			001.3200.4551	1,150.00
			PGC21-007 PERMITS/INSP-AUG-OCT	
			PGC21-007 PERMITS/INSP-AUG-OCT	
			001.3200.4551	230.00
			HYD21-006 PERMITS/INSP-JAN-OCT	
			HYD21-006 PERMITS/INSP-JAN-OCT	
			001.3200.4551	402.50
			PGC21-008 PERMITS/INSP-JAN-OCT	
			PGC21-008 PERMITS/INSP-JAN-OCT	
			001.3200.4551	1,030.00
			RGI22-004 PERMITS/INSP-JUL-OCT	
			RGI22-004 PERMITS/INSP-JUL-OCT	
			001.3200.4551	463.50
			PGC22-003 PERMITS/INSP-SEP-OCT	
			PGC22-003 PERMITS/INSP-SEP-OCT	
			001.3200.4551	220.00
			PGC22-005 PERMITS/INSP-JUL-OCT	
			PGC22-005 PERMITS/INSP-JUL-OCT	
			001.3200.4551	192.50
			PGI22-007 PERMITS/INSP-SEP-OCT	
			PGI22-007 PERMITS/INSP-SEP-OCT	
			001.3200.4551	206.00
			FIN22-003 PERMIT/INSP-SEP-OCT	
			FIN22-003 PERMIT/INSP-SEP-OCT	
			001.3200.4551	170.00
			STI-22007 PERMITS/INSP-AUG-OCT	
			STI-22007 PERMITS/INSP-AUG-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86486	1/3/2023	004920 TKE ENGINEERING	(Continued)		
			001.3200.4551		206.00
			LDR22-002 PERMITS/INSP-AUG-OCT		
			LDR22-002 PERMITS/INSP-AUG-OCT		
			001.3200.4551		85.00
			FIN22-004 PERMITS/INSP-AUG-OCT		
			FIN22-004 PERMITS/INSP-AUG-OCT		
			001.3200.4551		330.00
			LDR22-005 PERMITS/INSP-SEP-OCT		
			LDR22-005 PERMITS/INSP-SEP-OCT		
			001.3200.4551		115.00
				Total :	**15,667.50**
86487	1/3/2023	006153 TYLER BUSINESS FORMS	1099 ENVELOPES		
			1099 ENVELOPES		
			001.1700.4200		125.20
				Total :	**125.20**
86488	1/3/2023	000197 U.S. BANK	2017 TARB 10/22-09/23		
			2017 TARB 10/22-09/23		
			089.8090.4554		2,420.00
				Total :	**2,420.00**
86489	1/3/2023	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-JAN		
			LONG TERM DISABILITY-JAN		
			001.1180		641.71
			LONG TERM DISABILITY-JAN		
			004.1180		58.92
			LONG TERM DISABILITY-JAN		
			006.1180		18.50
			LONG TERM DISABILITY-JAN		
			010.1180		37.00
			LONG TERM DISABILITY-JAN		
			041.1180		25.69
			LONG TERM DISABILITY-JAN		
			070.1180		55.29
				Total :	**837.11**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86490	1/3/2023	006001 YUNEX LLC	TRAFFIC SIGNAL MAINT-NOV	
			TRAFFIC SIGNAL MAINT-NOV	
			004.8310.4580	3,283.64
			STREET LIGHT MAINT-NOV	
			STREET LIGHT MAINT-NOV	
			013.8510.4664	2,528.50
			TRAFFIC SIGNAL CALL OUTS-NOV	
			TRAFFIC SIGNAL CALL OUTS-NOV	
			004.8310.4580	5,153.25
			Total :	**10,965.39**
1002274383	1/3/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH -JAN	
			PERS HEALTH -JAN	
			010.1150	1,223.41
			PERS HEALTH -JAN	
			012.1150	197.62
			PERS HEALTH -JAN	
			016.1150	197.62
			PERS HEALTH -JAN	
			041.1150	333.42
			PERS HEALTH -JAN	
			070.1150	316.66
			PERS HEALTH -JAN	
			001.1450.3511	69.70
			PERS HEALTH -JAN	
			041.9500.3515	2,200.00
			PERS HEALTH -JAN	
			001.1150	10,985.59
			PERS HEALTH -JAN	
			004.1150	1,791.35
			PERS HEALTH -JAN	
			006.1150	513.80
			Total :	**17,829.17**

39 Vouchers for bank code : wfb — **Bank total : 2,469,970.70**

39 Vouchers in this report — **Total vouchers : 2,469,970.70**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Treasurer's Report for November 2022

RECOMMENDATION: City Council to receive and file the Treasurer's Report for November 2022

FISCAL IMPACT: Cash and Investments:

General Fund	$ 7,672,416.17
Special Revenue Funds	$40,054,969.42
Internal Service Funds	$ 4,545,079.58
Capital Projects Funds	$20,968,589.43
Agency Funds	$ 1,648,148.29
Housing Authority Fund	$ 3,653,316.64
SARDA Funds	$ 2,779,514.81

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

BACKGROUND: Increases in the checking account were due to revenues received plus funds wired from LAIF and CAMP. Decreases in the checking account were a result of payments to vendors, payroll and funds wired to LAIF, CAMP and U.S. Bank.

Increases in the fiscal agent accounts (US Bank) resulted from interest and bond payment receipt. Decreases resulted in vendor payments and debt service payments.

Increases in the CAMP account were due to interest received. Decreases were a result of funds being wired to the city's checking account primarily for payment of public works projects.

The maximum limit on regular accounts is $75M.

Approved _____ Motion _____ Second _____ Agenda Item No. 4

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

CITY OF HIGHLAND
Treasurer's Report
as of November 30, 2022

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking Account	13,226,363.86

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	2.007%		
General Fund			9,255,310.23	
Special Revenue Funds			22,928,924.00	
Internal Service Funds			5,127,251.00	
Capital Projects Funds			17,427,917.00	
Total City LAIF Funds				54,739,402.23
Housing Authority Fund			3,576,634.53	
Total Housing Authority LAIF Funds				3,576,634.53
Total LAIF Funds				58,316,036.76

1) Maximum limits on accounts are $75M City and $75M Housing Authority.
2) Market Value is based on the September 30, 2022 applicable percentage of 0.980760962.
3) Market Value is $57,194,092.31 ($58,316,036.76 x 0.980760962).

California Asset Management Program (CAMP)	n/a	3.900%		
General Fund			133,584.47	
Special Revenue Funds			1,575,667.00	
Capital Projects Funds			5,779,195.00	
Total CAMP Funds				7,488,446.47
INVESTMENTS: FISCAL AGENT ACCOUNTS				
US Bank Corporate Trust Services (Community Facilities Districts)				
Community Facilities District (CFD) 90-1				
Administrative Expense Fund #128262-011				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	92,102.67	92,102.67
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	51,584.04	51,584.04
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	19,079.03	19,079.03
Community Facilities District (CFD) 2001-1				
Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	30,566.32	30,566.32
Interest Account #217795001				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	-	-
Principal Account #217795002				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	-	-
Administrative Expense Account #217795003				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	11,420.79	11,420.79
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	29,278.88	29,278.88
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	7,033.51	7,033.51
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	805.00	805.00
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	298.30	298.30
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				242,168.54

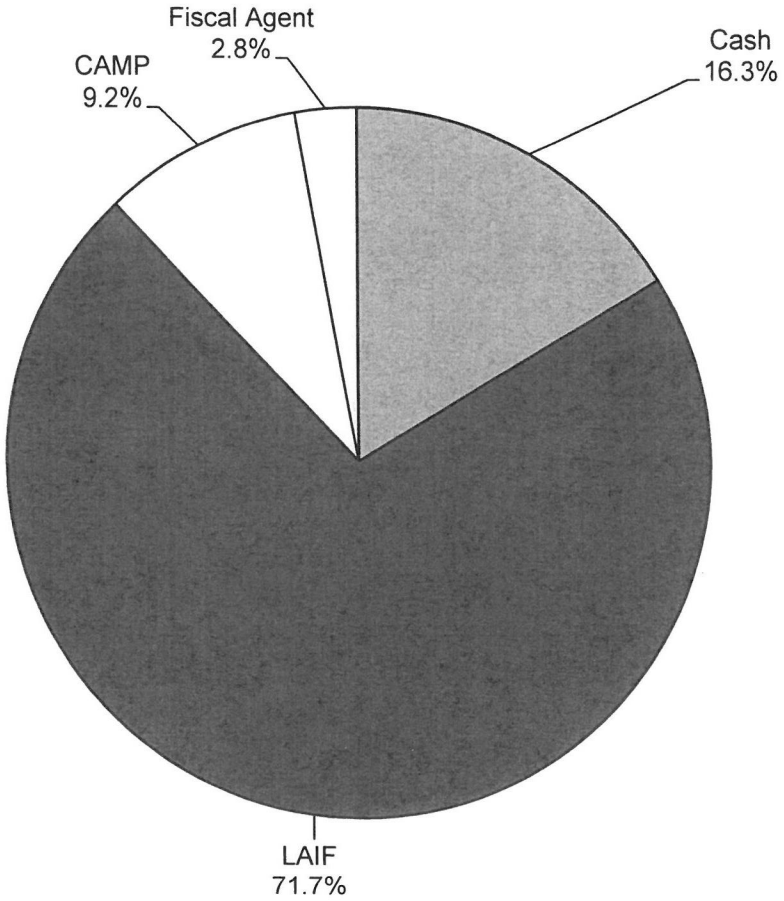
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
US Bank Corporate Trust Services (SARDA)				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.42%	272,325.27	272,325.27
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.42%	247.79	247.79
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.42%	176,176.51	176,176.51
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.42%	621,143.35	621,143.35
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.42%	3,175.66	3,175.66
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.42%	960,998.18	960,998.18
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.42%	13,607.25	13,607.25
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.42%	81.91	81.91
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.42%	112.79	112.79
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				2,047,868.71
TOTAL CASH AND INVESTMENTS				**81,322,034.34**

All investments are placed in accordance with City of Highland's Investment Policy and Guidelines. The above summary provides sufficient cash flow liquidity to meet the next six month's estimated expenditures. This report is in accordance with Government Code Section 53646.

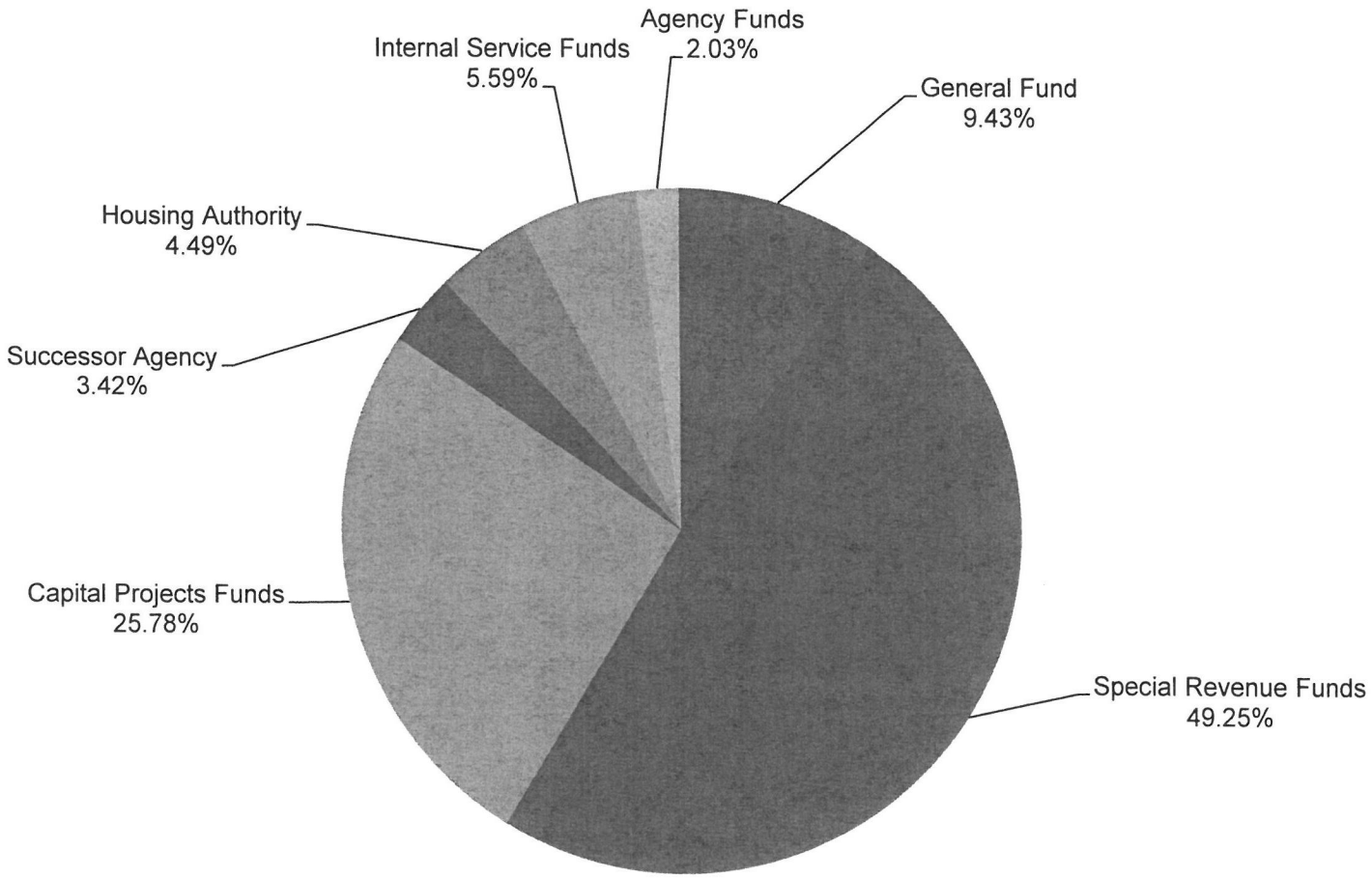
SIGNED:_____
Joseph A. Hughes
CITY MANAGER

SIGNED:_____
Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE SERVICES/CITY TREASURER

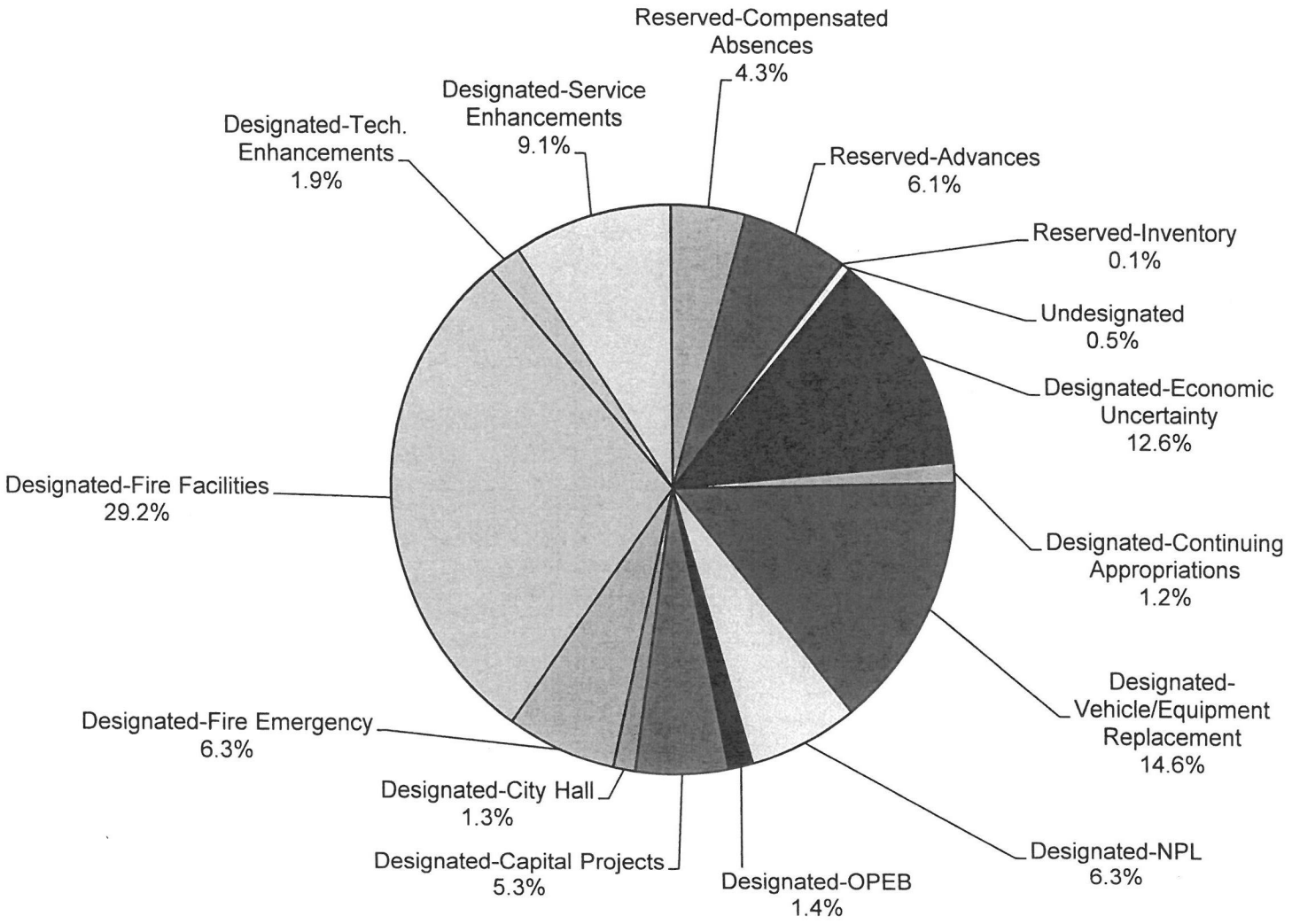
Treasurer's Report



Cash & Investments



General Fund Reserves



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Records Destruction Authorization

RECOMMENDATION: That the City Council approve the destruction of certain records.

FISCAL IMPACT: Minimal – utilizing existing service with Shred-It.

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: In compliance with the city-wide records retention schedule adopted by the City Council on February 25, 2020, the Director of Administrative Services requests approval to destroy the records. The list has been reviewed and approved by the City Attorney.

The following records shall be retained for four years after audit and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for fiscal year 2016/2017.

1. Accounts Payable

The following records shall be retained for four years after audit and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for fiscal years 1998/1999 thru 2016/2017.

1. General Journal Reports

staff reports\records destruction staff reports\destroy records 01.10.23 stf rep.doc

Approved _____ Motion _____ Second _____ Agenda Item No. 5

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk City Manager

CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION	Total # of Boxes:
Finance/Accounting	10

DEPARTMENT HEAD APPROVAL:	DESTRUCTION METHOD:
I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit. Department Head Signature 12/10/22 Date	The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard

A. Description of Record(s)	B. Inclusive Dates of Documents
Accounts Payable	Fiscal Years 2016-17

APPROVALS:

City Attorney _____ Date _____

I certify that such destruction meets the requirements of the City's Records Retention Schedule approved by City Council Resolution No. 2020-008.

City Clerk _____ Date _____

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CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION	Total # of Boxes:
Finance/Accounting	20

DEPARTMENT HEAD APPROVAL:	DESTRUCTION METHOD:
I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit. Department Head Signature — Date: 12/16/22	The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard

A. Description of Record(s)	B. Inclusive Dates of Documents
General Journal Reports	Fiscal Years 1998-99 thru 2016-17

APPROVALS:

City Attorney _____ Date _____

I certify that such destruction meets the requirements of the City's Records Retention Schedule approved by City Council Resolution No. 2020-008.

City Clerk _____ Date _____

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STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Chuck Dantuono, Director of Administrative Services

PREPARED BY: Melissa Morgan, Public Services Manager

SUBJECT: Second Reading of an Ordinance amending existing portions of Chapter 2.40 (Purchasing System), adding a new Section 2.40.150 to address the Procurement requirements of the Short-Lived Climate Pollutant Reduction Act known as Senate Bill 1383 and making a finding of exemption under CEQA guidelines section 15061(B)(3)

RECOMMENDATION: Staff recommends that the City Council conduct a second reading, read by title only, waive further reading of Ordinance No. 459, an Ordinance amending portions of Chapter 2.40 (Purchasing System) and making a finding of exemption under CEQA guidelines section 15061(B)(3)

PREVIOUS ACTION: On December 13, 2022, the City Council conducted the first reading and discussed the subject Ordinance, and no modifications were made, therefore staff recommends the City Council recognize the subject Ordinance and adopt as submitted.

FISCAL IMPACT: There is no fiscal impact to the City due to adopting the proposed Ordinance. The proposed Ordinance is attached hereto as "Attachment 1".

LEGAL REVIEW: This report and the proposed ordinance were drafted in collaboration with the City Attorney's office.

PUBLIC NOTICE: Prior to the first reading the legally required Summary of the Ordinance was published on December 1, 2022, in the San Bernardino Sun newspaper. The Summary is attached hereto as Attachment "2". The City Clerk also posted the Agenda on the City's Website and at the City's three designated posting sites, as required by City Council Resolution.

Approved _____ Motion _____ Second _____ Agenda Item No. 6

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

D Hugl

City Clerk

City Manager

BACKGROUND: Senate Bill No. 1383 (SB 1383) (Lara, Chapter 395, Statutes of 2016) was signed into law on September 19, 2016, to reduce organic waste disposal by 75% and increase edible food recovery by 20% by 2025. As a result of SB 1383, the California Department of Resources Recycling and Recovery (CalRecycle), which is the state department tasked with administering California's waste and recycling programs, developed prescriptive regulations to achieve the State's outlined organic waste disposal goals by 2025. In November 2020, CalRecycle released the final regulations for SB 1383. The City is required to adopt a purchasing policy that reflects the procurement requirements in SB 1383 Regulations.

The City's current informal policy (attached as Attachment "3") is to purchase recycled office products instead of non-recycled office products whenever available at no more than 25% above the total cost of non-recycled office products, fitness and quality being equal. The proposed policy required by SB1383 specifies that if fitness, quality, and price of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber

DISCUSSION: The proposed ordinance is a critical element of the City's efforts to comply with SB 1383 Procurement requirements and the corresponding CalRecycle regulations. The proposed ordinance addresses key elements of SB 1383 compliance, including the following:

1. Procure recycled content paper containing a minimum of 30% postconsumer recycled content, and procure recovered organic waste products (i.e., compost, mulch, biomass, and renewable natural gas) at levels prescribed by the state annually.

2. Keep specified records and report implementation efforts.

3. Meet and enforce California Green Building Standards Code (CALGreen) and Model Water Efficient Landscape Ordinance (MWELO) requirements. The City has adopted CALGreen requirements as part of its building code update. The City also has in place a water efficient landscape ordinance, which reflects the model ordinance.

During the review process to modify the Purchasing System section of the Municipal Code City Staff proposed to update the current authority limits for equipment, supplies and professional services. The authority limits for equipment, supplies and professional services were last updated in 2006. Considering the current status of inflation in addition to the sixteen years since these limits were last updated, City Staff believes the current authority limits need to be updated. The proposed authority limits were taken from the City of Yucaipa who recently updated their purchasing policy. Please see attachment "4" for a list of current authority limits and proposed authority limits.

This item was presented to the Finance/Personnel Subcommittee on November 15, 2022 and recommends the City Council introduce the proposed ordinance.

Attachments: 1. Proposed Ordinance
2. Summary of Proposed Ordinance
3. Current Informal Recycled Content Procurement Policy
4. List of current authority limits and proposed authority limits

ATTACHMENT 1

ORDINANCE NO. 459

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING PORTIONS OF CHAPTER 2.40 (PURCHASING SYSTEM) AND MAKING A FINDING OF EXEMPTION UNDER CEQA GUIDELINES SECTION 15061(B)(3)

WHEREAS, the City Council adopted Ordinance No. 134 in 1991, creating a central purchasing system and established general rules and procedures for the acquisition of supplies, services, and equipment; and

WHEREAS, the City Council adopted Ordinance No. 175 on May 24, 1994, amending the Highland Municipal Code relating to general rules and procedures for the acquisition of supplies, services, and equipment; and

WHEREAS, the City Council adopted Ordinance No. 224 on September 9, 1997, amending the Highland Municipal Code adding authority limits for professional services; and

WHEREAS, the City Council adopted Ordinance No. 310 on November 14, 2006, amending the Highland Municipal Code relating to the levels of authority for the purchase of supplies, equipment, and professional services; and

WHEREAS, the City Council desires to further amend Chapter 2.40 entitled "Purchasing System," contained within Title 2 of the Highland Municipal Code, specifically amending the provision regarding the purchasing of certain services or goods that would be exempt from the competitive procedures set forth in the Highland Municipal Code, amending the monetary thresholds related to certain purchases and bid processes, and adding a new provision regarding the City's procurement of recycled materials and recovered organic waste products in compliance with Senate Bill 1383.

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2.40.070 (Bid procedures) of Chapter 2.40 (Purchasing System) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read in its entirety as follows:

"**2.40.070. Bid procedures.**

Purchases of supplies and equipment shall be by bid procedures pursuant to HMC 2.40.100 and 2.40.110. Bidding may be dispensed with only when an emergency requires that an order be placed with the nearest available source of supply, or when the amount involved is less than $15,000 or when the commodity can be obtained from only one vendor. Any bid received shall not be disclosed to any other bidder until the bidding is closed.

Procurements which by their nature are not suited to award by competitive bidding shall not be subject to the competitive requirements and/or approval limits specified in this

Chapter as identified in the table below. The City Manager or Purchasing Officer shall have the authority to approve the following items:

Description	Exempt from Competitive Procedure	Exempt from Approval Authority Limits in Section 2.40.100
1. Utility services such as water, electric power, natural gas, telephone, and internet service provider, except when alternative supplies or services are available.	X	X
2. Witness and jury fees and other payments as may be ordered by the court.	X	X
3. Medicines or medical supplies or services which are not generic in nature, and which would not be available from other sources through competitive bid or negotiation.	X	
4. Advertisements and Notices (unless required by the Public Contracts Code)	X	
5. Courier/Delivery/Messenger	X	
6. Emergency Fuel Purchases	X	X
7. Contracts for Insurance are not subject to competitive bidding	X	X
8. Contracts for Medical Services	X	
9. Membership Dues	X	
10. Property Rentals	X	
11. Real Property/Easement Acquisition	X	
12. Subscriptions	X	
13. Trade Circulars / Books / Periodicals / Subscriptions	X	
14. Travel Expense/Advances	X	
15. Seminars/Conferences	X	
16. Required Government or Regulatory Goods and Services	X	
17. Purchases made on behalf of a third-party, for which that third-party will be promptly and appropriately billable - excluding grant-related expenditures (i.e., costs incurred on behalf of a customer renting a facility)	X	X
18. Performing artists and any vendors for city events	X	X
19. Urgent repairs to continue existing city operations	X	X
20. Postage	X	X
21. Contracts for Banking Services	X	

Description	Exempt from Competitive Procedure	Exempt from Approval Authority Limits in Section 2.40.100
22. Real estate purchases, leases, and easements	X	
23. Temporary staffing agencies agreements with staffing agencies	X	
24. Professional Services	X	
25. California Correctional Industries Division purchases	X	
26. Materials purchased at Public Auction, Bankruptcy Sale, or similar auction/sale where purchases are made significantly below market cost	X	
27. Other items for which a competitive procurement procedure cannot be practicably applied.	X	
28. Purchases where competitive bid procedures have already been utilized, such as purchases from federal, state or county governments, including, state of California agencies, counties, cities, joint power agencies, special districts, and nonprofit agencies whose main purpose is to assist cities or other public entities, and the supplies or equipment are supplied to the City at the same or better price, as was obtained through the competitive bid procedures of that entity.	X	

Other items may be exempt from competitive procurement as determined by City Council authorization at any time."

SECTION 2. Section 2.40.080 (Purchase orders) of Chapter 2.40 (Purchasing System) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read in its entirety as follows:

"2.40.080. Purchase orders.

Purchases of supplies and equipment shall be made only by purchase orders in any amount exceeding $2,500.00. No purchase order is required for purchases of supplies and equipment in the amount of $2,500.00 or less. Except as otherwise provided in this chapter, no purchase order shall be issued unless the prior approval of the purchasing officer and his/her designated representative has been obtained."

SECTION 3. Section 2.40.100 (Formal contract procedure) Chapter 2.40 (Purchasing System) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read in its entirety as follows:

"2.40.100 Formal contract procedure.

Except as otherwise provided in this chapter, purchases of supplies and equipment of an estimated value of $50,000 or more shall be by written contract with the lowest responsible bidder pursuant to the procedure hereinafter prescribed.

A. Notices Inviting Bids. Notices inviting bids shall include a general description of the articles to be purchased, shall state where bid proposal forms and specifications may be secured, and the time and place for opening bids.

1. Published Notice. Notices inviting bids shall be published at least 10 days before the date of opening of the bids. Notices shall be published at least once in a newspaper of general circulation, printed, and published in the city, or if there is none, it shall be posted in at least three public places in the city that have been designated by resolution as the places for posting public notices.

2. Bidders' List. The purchasing officer shall also solicit sealed bids from all responsible perspective suppliers whose names are on the bidders' list or who have made written request that their names be added thereto.

B. Bidder's Security. When deemed necessary by the purchasing officer, bidder's security may be prescribed in the public notices inviting bids. Bidders shall be entitled to return of bid security; provided however, that a successful bidder shall forfeit his bid security upon the refusal or failure to execute the contract within 10 days after the notice of award of contract has been mailed, unless in the latter event the city is solely responsible for the delay in executing the contract. The city council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the city council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the city to the contract price differential between the lowest bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder. If the city council rejects all bids presented and re-advertises, the amount of the lowest bidder's security may be used to offset the cost of receiving new bids (and the surplus, if any, shall be returned to the lowest bidder).

C. Bid Opening Procedure. Sealed bids shall be submitted to the purchasing officer and shall be identified as "bids" on the envelope. Bids shall be opened in public at the time and place stated in the public notices. Bids shall be carefully safeguarded until the hour established for opening such bids. The purchasing officer shall read the name of each bidder and the total price. Unit prices will be read upon request. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than 30 calendar days after the bid opening.

D. Rejection of Bids. In its discretion, the city council may reject all bids presented and re-advertise for bids pursuant to the procedure hereinabove prescribed.

E. Award of Contracts. If the amount of any purchase or contract is $50,000 or more, the contract shall be awarded by the city council to the lowest responsible bidder. If the amount of the purchase is between $15,000 and $49,999.99, it may be considered informal and the city manager may award the contract to the lowest responsible bidder. Any purchase under $15,000 may be considered informal and may be approved by the purchasing officer to the lowest responsible bidder.

F. Tie Bids. If two or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the city council may in its discretion accept the one it chooses or accept the lowest bid made by and after negotiation with the tie bidders at the time of the bid opening.

G. Performance Bonds. The city council shall have authority to require a performance bond before entering a contract in such amount as it shall find necessary to protect the best interests of the city. If the city council requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids."

SECTION 4. Section 2.40.110 (Open market procedure) of Chapter 2.40 (Purchasing System) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read in its entirety as follows:

"2.40.110 Open market procedure.

Purchases of supplies and equipment of an estimated value in the amount of $49,999.99 or less may be made by the City Manager to the lowest responsible bidder and $14,999.99 or less may be made by the purchasing officer, to the lowest responsible bidder, in the open market pursuant to the procedure hereinafter prescribed and without observing the procedure prescribed in HMC 2.40.100; provided, however, all bidding may be dispensed with for purchases of supplies and equipment having a total estimated value of less than $2,500 or when deemed necessary by the city manager for the preservation of life and property.

A. Minimum Number of Bids. Open market purchases shall, wherever possible, be based on at least three bids, and shall be awarded to the lowest responsible bidder.

B. Blanket Purchase Orders. It shall be the responsibility of the purchasing officer to issue single purchase orders for a term up to a full fiscal year for the receipt of certain supplies in instances when only one vendor is available, or wherein bids have been received and awarded for purchases over an extended term not to exceed a fiscal year, or in other routine and reoccurring purchases.

C. Cooperative Agreements. The purchasing officer may enter into purchasing agreements with other governmental agencies (cities, counties, the state, etc.) and cooperative purchasing groups (Sourcewell, US Communities, etc.) for the purchase of items, consistent with the provisions of this chapter. He/she may, with the consent of the city manager, enter into lease purchase agreements.

D. Used Furniture and Equipment. Where the city desires to purchase used furniture and/or equipment, the bid process will not apply. The specifications will be such that

the item be purchased "as is." Used items will be purchased when the quality of the product is acceptable to the city's needs."

SECTION 5. Section 2.40.135 (Professional services) of Chapter 2.40 (Purchasing System) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read in its entirety as follows:

"2.40.135 Professional services.

For those professional services that are bid by request for proposal that exceed $100,000, the service shall be awarded by the city council; for services of $50,000 to $99,999.99, by the City Manager with approval by the finance subcommittee; or less than $50,000, by the city manager. The request for proposal will be specific to the type of service to be performed. Award shall be made to the most qualified and responsible bidder. Any contract for professional services such as attorneys, physicians, architects, engineers, consultants, accountants, specialized printers or other individuals or organizations possessing a high degree of professional, unique, specialized or technical skill or expertise are not subject to a formal bid process."

SECTION 6. A new Section 2.40.150 entitled "Purchasing Recycled Materials and Recovered Organic Waste Products" shall be added to Chapter 2.40 (Purchasing System) of Title 2 (Administration and Personnel) of the Highland Municipal Code to read in its entirety as follows:

"2.40.150 Purchasing Recycled Materials and Recovered Organic Waste Products.

A. Policy. It is the policy of the City to be a good steward of the environment by conserving and protecting natural resources along with demonstrating compliance with the Waste Management Reduction Act and the Short-Lived Climate Pollutant Reduction Act known as Senate Bill 1383 ("SB 1383"). The maintenance of a quality environment for the citizens of the City is an ongoing endeavor. Considering these statements, it is the policy of the City to encourage the use of recycled materials whenever possible, where the fitness and quality of recycled materials are equal to and cost no more than non-Recycled Products. It is also the policy of the City to encourage the Procurement of Recovered Organic Waste Products to assist the City in meeting its Annual Recovered Organic Waste Procurement Target pursuant to 14 California Code of Regulations ("CCR") Section 18933.1. Accordingly, whenever Practicable, departments shall use Recycled Products, Recycled Materials and Recovered Organic Waste Products to meet their needs.

B. Definitions.

"Annual Recovered Organic Waste Product Procurement Target" means the amount of Organic Waste in the form of Recovered Organic Waste Products that the City is required to procure annually, as determined by CalRecycle, pursuant to 14 CCR Section 18993.1.

"Direct Service Provider" means a person, company, agency, district, or other entity that provides a service or services to the City pursuant to a contract or other written agreement; or, as otherwise defined in 14 CCR Section 18982(a)(17).

"Organic Waste" means Solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges; or, as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a).

"Paper Products" means to include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or, as otherwise defined in 14 CCR Section 18982(a)(51).

"Post-consumer" means finished materials or products that have served their intended use and would normally be disposed as solid waste. Examples of Post-Consumer recovered materials include the following: old newspaper, office paper, yard waste, steel, glass, aluminum cans, plastic bottles, oil, asphalt, concrete and tires.

"Practicable" means sufficient in performance and available at a reasonable price within a reasonable time period.

"Printing and Writing Papers" means to include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or, as otherwise defined in 14 CCR Section 18982(a)(54).

"Procurement" means the purchase or acquisition of Recovered Organic Waste Products, Paper Products or Printing and Writing Paper (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), either directly by the City or by Direct Service Providers or venders through written contracts or agreements for Procurement of Recovered Organic Waste Products, Paper Products or Printing and Writing Paper at the City's behest, and end use by the City or others.

"Publicly-Owned Treatment Works or POTW" has the same meaning as in Section 403.3(r) of Title 40 of the Code of Federal Regulations.

"Recovered Organic Waste Products" means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility; or, as otherwise defined in 14 CCR Section 18982(a)(60).

"SB 1383 Recordkeeping Officer" means the public employee, or designee, appointed by the City Manager.

"Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 12200, 12209, and 22150 to 22154 of the Public Contract Code, as amended.

"Recycled Material" means Waste material and by-products that have been recovered or diverted from the solid waste stream and that can be utilized in place of raw material in a product. Recycled materials may consist of material derived from Post-Consumer waste,

manufacturing waste, industrial scrap, agricultural waste and other items, all of which can be used in the manufacture of new products.

"Recycled Products" means products manufactured with Recycled Materials, including but not limited to, Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

"SB 1383" means Senate Bill 1383 of 2016 approved by the California Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.

"SB 1383 Eligible Compost" means the product resulting from the controlled biological decomposition of organic solid waste that is source separated from the municipal solid waste stream or which is separated at a centralized facility that, pursuant to 14 CCR Section 18993.1(f)(1), is either produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7 and meets the State's composting operations regulatory requirements and any applicable limitations of Public Contract Code Section 22150.

"SB 1383 Eligible Electricity" means electricity generated from a biomass facility that converts recovered Organic Waste, such as wood and prunings, from the municipal stream, into electricity and that, pursuant to 14 CCR Section 18993.1(i), receives its feedstock directly from one or more of the following facilities during the duration of the applicable procurement compliance year:

1. A compostable material handling operation or facility as defined in CCR Section 17852(a)(12) (other than a chipping and grinding operation or facility as defined in CCR Section 17852(a)(10)), that is permitted or authorized under 14 CCR Division 7; or

2. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or

3. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under CCR Division 2 of Title 27.

"SB 1383 Eligible Mulch" means mulch that meets the following conditions for the duration of the applicable procurement compliance year pursuant to 14 CCR Section 18993.1(f)(4):

1. Is produced at one or more of the following facilities:

    a. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under

14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10); or

b. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,

c. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.

2. Meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in 14 CCR Sections 17852(a) (24.5) (A)1 through 3 as enforced by Section 8.13.120 of the City's Municipal Code and applicable contracts.

"SB 1383 Eligible Renewable Gas" means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by CCR Title 14 to recover Organic Waste and is used for fuel for transportation, electricity or heating applications, and, if procured from a POTW, meets all of the conditions for the applicable procurement compliance year set out in 14 CCR Section 18993.1(h).

"SB 1383 Regulations" means the Short-Lived Climate Pollutants: Organic Waste Reductions regulations developed by California Department of Resources Recycling and Recovery and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.

C. General Policies.

1. All City departments shall use Recycled Products and Recovered Organic Waste Products whenever Practicable. Special emphasis shall be placed on the procurement and purchase of Recycled Materials, including the procurement of Recovered Organic Waste Products and the purchase of products manufactured with Post-Consumer Recycled Products.

2. All departments may, at their option and with purchasing department concurrence, require procurement of designated Recycled Materials, including Recycled Products and Recovered Organic Waste Products above the levels required by this Section 2.40.150.

3. The City's contractors and consultants shall use and specify Recycled Materials, including Recycled Products, and Recovered Organic Waste Products in fulfilling contractual obligations whenever Practicable.

4. The City shall promote the use of Recycled Materials, including Recycled Products, and Recovered Organic Waste Products by publicizing the provisions of this Section 2.40.150 when appropriate.

D. Annual Recovered Organic Waste Procurement Target.

1. The City will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement Target through the implementation of the provisions of this Section 2.40.150.

2. The City shall comply with Section 2.40.150.D.1 by one or both of the following:

    a. Directly procuring Recovered Organic Waste Products and documenting such procurement;

    b. Requiring, through a written contract or agreement, that a Direct Service Provider procure Recovered Organic Waste Products and provide written documentation of such procurement to the City.

3. The City shall identify additional procurement opportunities within the City's departments for expanding the use of Recovered Organic Waste Products pursuant to 14 CCR Section 18993.1(k) to assist in compliance with the provisions of this Section 2.40.150.D.1.

4. The following products are eligible to meet the Annual Recovered Organic Waste Product Procurement Target, whether procured directly by the City or through a Direct Service Provider:

    a. SB 1383 Eligible Compost;

    b. SB 1383 Eligible Mulch;

    c. SB 1383 Eligible Renewable Gas; and

    d. SB 1383 Eligible Electricity.

E. Recovered Organic Waste Product Procurement

1. Requirements for City Departments

    a. SB 1383 Eligible Compost and SB 1383 Eligible Mulch Procurement. City Departments shall:

        i. Use SB 1383 Eligible Compost and SB 1383 Eligible Mulch for landscaping, maintenance, renovation, or construction, as Practicable, whenever available, and capable of meeting quality standards and criteria specified in this Section 2.40.150.

        ii. Comply with Section 16.40.390 and Section 8.13.110 of the City's Municipal Code.

        iii. Keep and submit records as required under Section 2.40.150.E.3.

        iv. When procurement of SB 1383 Eligible Mulch occurs through a Direct Service Provider, enter into a written contract or agreement or

execute a purchase order with enforceable provisions that includes: (i) definitions and specifications for SB 1383 Eligible Mulch; and, (ii) an enforcement mechanism in the event the Direct Service Provider is not compliant with the requirements.

b. SB 1383 Eligible Renewable Gas Procurement. City Departments shall:

i. Procure SB 1383 Eligible Renewable Gas to the degree that it is available and Practicable for the City.

ii. Keep and submit records as required under Section 2.40.150.E.3.

c. SB 1383 Electricity. City Departments shall:

i. Procure SB 1383 Eligible Electricity to the degree that it is available and Practicable for the City.

ii. Keep and submit records as required under Section 2.40.150.E.3.

2. Requirements for Direct Service Providers.

a. SB 1383 Eligible Compost and SB 1383 Eligible Mulch.

i. Direct Service Providers of landscaping maintenance, renovation, and construction shall:

1. Use SB 1383 Eligible Compost and SB 1383 Eligible Mulch for all landscaping renovations, construction, or maintenance performed for the City, whenever Practicable, and capable of meeting quality standards and criteria specified in this Section 2.40.150.

2. If applicable, comply with Section 16.40.390 and Section 8.13.110 of the City's Municipal Code.

3. Enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes: (i) definitions and specifications for SB 1383 Eligible Mulch; and, (ii) an enforcement mechanism in the event the Direct Service Provider is not compliant with the requirements.

4. Keep and provide records as required under Section 2.40.150.E.3.

ii. Direct Service Provider of Organic Waste collection services shall:

1. Provide a specified quantity of SB 1383 Eligible Compost or SB 1383 Eligible Mulch to the City and its customers via

periodic "giveaways" as specified in the applicable franchise agreement or other agreement.

2. Keep and provide records as required under Section 2.40.150.E.3.

b. Renewable Gas Procurement.

i. Direct Service Providers transporting solid waste, Organic Materials, and/or Recyclable Materials shall procure some or all of their fuel as SB 1383 Eligible Renewable Gas if required to do so in requests for proposals and requests for qualifications released by the City for such services or as required by permit, license, written agreement, or written contract with the City.

ii. Direct Service Providers procuring SB 1383 Eligible Renewable Gas shall keep and submit records as required under Section 2.40.150.E.3.

3. Procurement Records. For Recovered Organic Waste Products procured by the City, either directly or through a Direct Service Provider, the procuring City Department and/or Direct Service Provider shall keep and submit to the SB 1383 Recordkeeping Officer, on a schedule to be determined by the SB 1383 Recordkeeping Officer and not less than annually, records of the following:

a. General procurement records for all Recovered Organic Waste Products:

i. General description of how and where the product was used and applied, if applicable;

ii. Name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;

iii. Type of Recovered Organic Waste Products procured;

iv. Quantity of each Recovered Organic Waste Product procured; and,

v. Invoice or other record demonstrating purchase or procurement of the Recovered Organic Waste Product.

b. Additional Records for SB 1383 Eligible Compost and SB 1383 Eligible Mulch.

i. For SB 1383 Eligible Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, records of the amount of SB 1383 Eligible Compost and SB 1383 Eligible Mulch provided to residents.

ii. For SB 1383 Eligible Compost provided by a Direct Service Provided of Organic Waste Collection services, the date SB 1383 Eligible Compost or SB 1383 Eligible Mulch was provided in giveaways pursuant to a franchise agreement or other agreement.

iii. For procurement of SB 1383 Eligible Mulch, an updated copy of the ordinance or enforceable mechanism(s) requiring that the SB 1383 Eligible Mulch(see Section 8.13.120 of the City's Municipal Code and applicable contracts), procured by the City or Direct Service Provider on behalf of the City meets the land application standards specified in 14 CCR Section 18993.1(4), as it may be amended from time to time.

c. Additional Records for SB 1383 Eligible Renewable Gas from a POTW.

i. Pursuant to 14 CCR Section 18993.2, an annual written certification by an authorized representative of the POTW, under penalty of perjury and in a form and manner determined by the City, certifying to the following for the applicable procurement compliance year:

1. The POTW is in compliance with the exclusion in 14 CCR Section 17896.6(a)(1);

2. The total tons of Organic Waste received from the facilities listed in 14 CCR Section 18993.1(h)(1); and

3. The percentage of biosolids that the POTW produced and transported to activities that constitute landfill disposal.

d. Additional Records for SB 1383 Eligible Electricity:

i. An annual written certification by an authorized representative of the biomass conversion facility, under penalty of perjury and in a form and manner determined by the City, certifying, for the applicable procurement compliance year, that the biomass feedstock was received from a permitted solid waste facility identified in 14 CCR Section 18993.1(i).

F. Recycled-Content Paper Procurement

1. Requirements for City Departments. City Departments shall:

a. If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, City Departments shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items, consistent with the requirements of Public Contract Code Sections 12200, 12209, and 22150 through 22154 and Sections 12200 and 12209, as amended.

b. Require all Paper Products and Printing and Writing Paper procured by the City Department to be eligible to be labeled with an unqualified recyclable label, as defined in Title 16 Code of Federal Regulations Section 260.12, as published January 1, (2013).

c. Provide records pursuant to Section 2.40.150.E.3.

2. Requirements for Venders.

a. All vendors that provide Paper Products and Printing and Writing Paper to the City shall:

i. If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, provide to the City Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items, consistent with the requirements of Public Contract Code Sections 12200, 12209, and 22150 through 22154 and Sections 12200 and 12209, as amended.

ii. Provide only Paper Products and Printing and Writing Papers that are eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

iii. Certify in writing, under penalty of perjury, in a form and manner determined by the City, the minimum percentage, or exact percentage if known, of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived by the City if the percentage of postconsumer material in the Paper Products or Printing and Writing Paper can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.

iv. Certify in writing, under penalty of perjury, in a form and manner determined by the City, that the Paper Products and Printing and Writing Paper offered or sold to the City is eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

v. Provide records pursuant to Section 2.40.150.E.3.

b. All vendors providing printing services to the City pursuant to a printing contract or written agreement shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber consistent with the requirements of Public Contract Code Sections 12200,

12209, and 22150 through 22154 and Sections 12200 and 12209, as amended.

3. Procurement Records. All City Departments and vendors shall provide the following records to the SB 1383 Recordkeeping Officer, on a schedule to be determined by the SB 1383 Recordkeeping Officer and not less than annually, of all the City Department and employee Paper Products and Printing and Writing Paper purchases (for both recycled-content and non-recycled content):

   a. A copy of the invoice, receipt, or other documentation of purchase that describes the procurement of Paper Products and Printing and Writing Paper by volume and type;

   b. Written certifications as required in Section 2.40.150.F.2.a;

   c. Vendor name;

   d. Purchaser name;

   e. Quantity purchased;

   f. Date purchased;

   g. Recycled content (including products that contain none); and

   h. If non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, for reasons other than cost, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided."

SECTION 7. CEQA. The City Council finds that adoption of this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

SECTION 8. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, subsections, sentences, clause or phrases. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, clause and phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clause or phrase be declared invalid or unconstitutional, and would have passed and adopted the same even though any sections, subsections, sentences, clauses or phrases that may be held invalid had been omitted therefrom

SECTION 9. If the provisions of this Ordinance conflict with any ordinance, code, or regulation of the City, the provisions of this Ordinance shall govern. If any provision of this Ordinance conflicts with a preemptive provision of State law, this Ordinance shall be interpreted and applied in conformity with State law.

SECTION 10. Effective Date. This Ordinance shall take effect thirty (30) days after its final passage.

SECTION 11. Publication and Posting. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same or a summary thereof to be published and posted in the manner required by law.

PASSED, APPROVED and ADOPTED on this 13th day of December 2022.

_____

_____, Mayor

ATTEST:

_____

Betty Hughes, City Clerk

APPROVED AS TO FORM:

_____

Maricela E. Marroquin, City Attorney

ATTACHMENT 2

SUMMARY OF PROPOSED ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING PORTIONS OF CHAPTER 2.40 (PURCHASING SYSTEM) AND MAKING A FINDING OF EXEMPTION UNDER CEQA GUIDELINES SECTION 15061(B)(3).

This is a summary of the above-entitled Ordinance of the City of Highland. This summary has been prepared and published in accordance with the requirements of Government Code Section 36933.

The Ordinance amends certain provisions of Chapter 2.40 entitled "Purchasing System" of the Highland Municipal Code. Specifically, the Ordinance amends Section 2.40.070 to include a list of specified procurements that are not subject to competitive bidding requirements because of the nature of the purchase. In addition, several sections of Chapter 2.40 are amended to increase the monetary thresholds for when purchases are made by purchase order, when purchases are required to be let by a formal contract procedure and when purchases are required to be let by open market procedures. Last, a new Section 2.40.150 is added to address the requirements of the Short-Lived Climate Pollutant Reduction Act known as Senate Bill 1383 that requires cities to procure annually a quantity of recovered organic waste products to meet their annual procurement target as well as adopt policies regarding the purchasing of recycled materials.

The adoption of this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

Notice is hereby given that a copy of the Ordinance is available for public review at the City Clerk's Office, City Hall, 27215 Base Line, Highland and that a public meeting regarding said Ordinance will be held on December 13, 2022 in the City Council Chambers.

Betty Hughes, MMC
City Clerk of the City of Highland

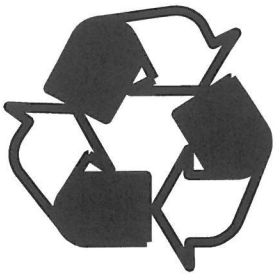
Posted & Published: December 1, 2022

ATTACHMENT 3

Purchasing Policy

	Current Policy	Proposed Policy
Equipment & Supplies:		
Petty Cash	$50	$100
Purchase Order Minimum	over $250	over $2,500
Informal Bids:	$2,000 to $9,999.99 Purchasing Officer $10,000-$19,999.99-City Manager	$2,500 to $14,999.99 Purchasing Officer $15,000-$49,999.99-City Manager
Formal Bids:	$20,000+ City Council	$50,000+ City Council
Professional Service Contracts:	$0-$9,999.99-City Manager $10,000-$19,999.99-Finance Sub $20,000+ City Council	$0-$49,999.99-City Manager $50,000-$99,999.99-Finance Sub $100,000+ City Council

ATTACHMENT 4



CITY OF HIGHLAND
SOURCE REDUCTION
&
RECYCLED CONTENT OFFICE PRODUCTS
PURCHASING POLICY

1.0 STATEMENT OF PURPOSE

The City of Highland:

- Recognizes the need to strengthen markets for materials collected in local recycling collection systems,
- Desires to maximize reduction of discarded materials,
- Desires to ensure that every department purchases environmentally-preferred office products without compromising overall budgetary or performance requirements,
- Recognizes the need to be pro-active and to serve as an example to other agencies and organizations in the community, and
- Complies with California state law, which requires local agencies to buy recycled products and which allows local agencies to adopt purchasing preferences for recycled products.

2.0 STATEMENT OF POLICY

2.1 It is the policy of the City of Highland to purchase recycled office products instead of non-recycled office products whenever available at no more than 25% above the total cost of non-recycled office products, fitness and quality being equal. Such products shall be available within a reasonable time.

2.2 Source reduction and recycled products purchased shall contain the highest amount of post-consumer material practicable or, when post-consumer material is impracticable for a specific type of product, contain reasonable amount of pre-consumer recovered material.

2.3 All equipment bought, leased or rented shall be compatible with the use of source reduction and recycled content office products, whenever reasonable in terms of price, performance, warranty and maintenance.

2.4 The City of Highland shall promote its use of source reduction and recycled products whenever feasible.

3.0 DEFINITIONS

3.1 "Buyer" means anyone authorized to purchase on behalf of the jurisdiction or its subdivisions.

3.2 "Office Products" means any common office products, (such as paper, writing instruments, etc.), janitorial supplies and kitchen supplies utilized in City Hall and the Public Works offices.

3.3 "Ownership Cost" means total ownership costs during a product's life cycle, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.

3.4 "Post-consumer Material" means a finished material that would normally be disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing or converting wastes. Example of post-consumer materials includes, but not limited to, old newspapers, office paper, yard waste, steel, aluminum cans, glass, plastic bottles, oil, asphalt, concrete and tires.

3.5 "Pre-consumer Material" means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Examples of pre-consumer recovered material include, but not limited to, obsolete inventories of finished goods, rejected unused stock, and paper waste generated during printing, cutting, and other converting operations.

3.6 "Price Preference" means the percentage allowance for a recycled product that costs more than a comparable virgin product. In bid situations, it is the percentage above the lowest cost of a comparable virgin product allowed for a recycled product when both bidders are responsible and responsive.

3.7 "Purchasing Documents" means all documents used to solicit bids and purchase products, including but not limited to: invitations for bids, requests for proposals, requests for quotations, and purchase order.

3.8 "Recovered Material" means fragments of products or finished of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material, but does not include excess resources of the manufacturing process.

3.9 "Recycled Content" means the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.

3.10 "Recycled Content Standards" means the minimum or maximum level of recovered material and/or post-consumer material necessary for products to qualify as "recycled products", as established by the City of Highland.

3.11 "Recycled Product" means a product that meets the City of Highland's recycled content policy objectives for post-consumer, pre-consumer and recovered material.

3.12 "Remanufactured Product" means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

3.13 "Reused Product" means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

3.14 "Source Reduction Product" means a product that results in a net reduction in the generation of waste compared to the previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced packaging.

4.0 POLICY IMPLEMENTATION

4.1 The City Manager or authorized representative in cooperation with relevant departments, offices and agencies, shall implement the City of Highland Source Reduction and Recycled Office Product Procurement Policy.

4.2 The City Manager or authorized representative shall establish recycled content standards and is authorized to raise or lower them to meet the objectives of this policy.

4.3 The City Manager or authorized representative may establish price preferences for materials categories as deemed necessary to meet the objectives of this policy.

4.4 When no recycled content standards exist, buyers shall purchase products with the highest percentage of post-consumer materials practicable, as long as quality, performance and availability meet requirements and price is reasonable within the parameters of this policy, or when post-consumer material is impracticable for a specific type of product, contain substantial amount of pre-consumer recovered material.

4.5 Buyers shall justify in writing, via e-mail, purchases of non-recycled or non-source reduction products to the City Manager or authorized representative, who may waive in writing, via e-mail, a requirement of this policy when he/she determines justification supports such a waiver and it is in the best interests of the City of Highland. In those instances where it is deemed impracticable to a source reduction or recycled product, a specific explanation for the exclusion must be included in the purchasing record.

4.6 Equipment purchased or rented by the City of Highland shall be compatible, whenever practicable, with the use of source reduction and recycled products. If deemed impracticable, a specific reason for using incompatible equipment must be included in the purchasing record.

4.7 All departments, offices, and agencies shall ensure that they use both sides of paper sheets whenever practicable.

4.8 Whenever practicable, recycled products shall be labeled as such in a standard format. For example, printed pieces and copies, including letterhead and business cards, shall carry the following notation:

Printed on recycled paper.

5.0 PRECEDENCE

5.1 The order of purchasing preference is, (1) the highest percentage of recycled content of "post-consumer recovered material" available in the marketplace, and (2) the highest percentage of "pre-consumer recovered material" available in the marketplace.

5.2 In addition to the recovered material content of a product, important criteria in selecting products shall also be:

- Reduction: the quantity, volume, weight or toxicity of waste and by-products of a given product, and the packaging generated in their manufacture, use, recycling and disposal. Products and packaging designed to minimize waste and toxic by-products in their manufacture, use, recycling and disposal shall be preferred.

- Reusability: the ability of its packaging to be reused or reconditioned for use.

- Recyclability: the ability of a product and its packaging to be recycled through existing recycled collection programs.

Whenever possible, buyers shall combine these components to achieve the greatest environmental benefit possible. For example, it may be better to replace a recycled product with a reusable product. An even better choice would be a reusable product that also has recycled content.

6.0 APPLICATION

6.1 All City of Highland departments, offices and agencies shall comply with this policy.

7.0 REPORTS

7.1 The Recycling Coordinator may prepare an annual report, with the cooperation of all buyers, noting the annual dollar expenditures, percent change from previous years, percent represented of total purchasing budget, total savings or cost for using recycled or source reduction purchases. The annual report shall also include identification and discussion of instances in with this policy has been waived or found impracticable, a discussion of other barriers to the procurement of recycled office products, and any instances when recycled content standards or price preferences were adjusted.

STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: January 10, 2022

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager

SUBJECT: Contract Renewal - 2020-08 "City-Wide Concrete Maintenance"

RECOMMENDATION: It is recommended that the City Council (1) extend the City-Wide Concrete Maintenance Contract with Above All Names Construction Services, Inc. for one-year, and (2) approve a 8.9% increase to the contract unit prices.

FISCAL IMPACT: All work is to be paid from current budgets.

PUBLIC NOTICE: There was no need to advertise the contract for public bids. The City is simply exercising the option specified in the existing contract at this time. Notices of the City Council agenda were posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The City currently has a contract with Above All Names. This is an on-call concrete maintenance contract based on pre-established tasks in the bid documents and unit prices from the contractor's bid proposal. The actual amount of the annual contract will vary based on available budgets and the City's concrete maintenance needs. The contract documents establish guidelines for a potential contract increase at the time of the contract renewal based on the Construction Cost index published in the March issue of Engineering News Record. This year the publication shows an 8.9% increase from last year and the contractor has requested this increase to offset cost increases. The services provided by the contractor have been satisfactory. The contract documents provide the City the option of five one-year contract extensions, and this will be the second one-year contract extension.

Approved _____	Motion _____	Second _____	Agenda Item No. 7
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hugl
City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Melissa Morgan, Public Services Manager

SUBJECT: Amendment to the Household Hazardous Waste Collection Agreement between the City of Highland and the San Bernardino County Fire Protection District

RECOMMENDATION: City Staff recommends the City Council:

1. Approve the proposed Amendment to the Household Hazardous Waste Collection Agreement, and;

2. Authorize the Mayor to execute the Amendment to the Household Hazardous Waste Collection Agreement between the City of Highland and the San Bernardino County Fire Protection District.

FISCAL IMPACT: The current contract base year amount is $48,875.56. With the approval of the proposed amendment the following chart represents the contract annual amounts for the duration of the contract:

Fiscal Year	Annual Amount	Amount per quarter
2021/22	$48,875.56	$12,218.89
2022/23	$48,875.56	$12,218.89
2023/24	$50,464.02	$12,616.00
2024/25	$52,230.26	$13,057.57
2025/26	$54,188.89	$13,547.22
2026/27	$56,356.44	$14,089.11

Approved _____ Motion _____ Second _____ Agenda Item No. 8

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

The current contract does not provide an annual increase. The proposed amendment proposes the following increases:

- Year 3: 3.25%
- Year 4: 3.5%
- Year 5: 3.75%
- Year 6: 4%

The funding for the HHW program comes from the HHW Franchise Fee collected through the Solid Waste Collection program. City Staff estimates the HHW Franchise Fee revenue to be approximately $110,000 for Fiscal Year 2022/2023.

PUBLIC NOTICE: Public notice is not required prior to the City Council taking action on this matter. However, the Agenda was posted at the three (3) locations within the City, as required by Council Resolution and on the City's Website.

BACKGROUND: The California Public Resources Code requires the City to provide a Household Hazardous Waste Collection program for the safe collection, recycling, treatment and disposal of hazardous wastes which are generated by the households in the City and which should be separated from the solid waste stream. The current Agreement with the District for Household Hazardous Waste Collection services was entered into on April 27, 2021. The current agreement covers the period of July 1, 2021 through June 30, 2026. That agreement had no increase in cost for the term of the agreement. In April 2022 District Staff contacted City Staff and requested a contract amendment to propose an incremental annual increase in cost for FY 2022/23 due to inflation and an extension in term to match the contracts the District was entering into with other cities. City Staff requested the District to amend their request to delay the implementation to FY 2023/24 to coincide with the City's budget process. A summary of the Amendment provisions are as follows:

1. Section 5 is an amendment to reflect the commonly used term of "universal waste" instead of "electronic waste".
2. Section 7 is amended to eliminate the reference to a report that is provided County-wide now.
3. Section 9 is amended to correct a reference to the District Fee Ordinance.
4. Section 11 is amended to reflect the change in annual contract amounts.
5. Section 12 is amended to extend the term of the agreement to extend to FY 2026/27.

Attachment: Household Hazardous Waste Collection Agreement Amendment

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

Contract Number
21-389 A-1

SAP Number

San Bernardino County Fire Protection District

Department Contract Representative	Jose Rodriguez
Telephone Number	(909) 382-5401
Contractor	City of Highland
Contractor Representative	Melissa Morgan
Telephone Number	(909) 864-6861, x230
Contract Term	July 1, 2021 through June 30, 2027
Original Contract Amount	$48,875.56 per year
Amendment Amount	
Total Contract Amount	$310,990.73
Cost Center	

Pursuant to Section 19 of Agreement 21-389 (Agreement), Agreement between San Bernardino County Fire Protection District (District) and the City of Highland (City), District and City agree to amend the Agreement as follows:

1. Section 5 is amended to read as follows:
   5. The District shall continue to operate a comprehensive Household Hazardous Waste Program (Program) for the safe collection, recycling, treatment and disposal of household hazardous waste, including universal waste, Home-generated Sharps (HGS), and pharmaceutical waste excluding controlled substances. The District program shall be based on a Central Processing Facility and a regional network of collection centers sited so as to provide safe, convenient service to the public in a cost-effective manner.

2. Section 7 is amended to read as follows:
   7. The District shall compile and provide to the California Department of Resources Recycling and Recovery (CalRecycle), the Department of Toxic Substances Control, and the Certified Unified Program Agency, the City's Annual Form 303 Report. The report will be provided at no additional cost to the City.

3. Section 9 is amended to read as follows:
   9. The District shall charge any business that disposes of household hazardous waste the actual cost of disposal as indicated in the District's fee ordinance. For cities or community services districts that operate their own household hazardous waste collection facility, if business waste is accepted at any satellite facility, the City or community services district will be responsible for the disposal cost of the business waste.

4. Section 11 is amended to read as follows:
   11. In consideration for the services provided, City shall pay the following amount not to exceed $310,990.73.

Fiscal Year	Annual Amount	Amount per quarter
2021/2022	$48,875.56	$12,218.89
2022/2023	$48,875.56	$12,218.89
2023/2024	$50,464.02	$12,616.00
2024/2025	$52,230.26	$13,057.57
2025/2026	$54,188.89	$13,547.22
2026/2027	$56,356.44	$14,089.11

Payments will be due on July 15, October 15, January 15, and April 15 of each year through the term of the contract.

5. Section 12 is amended to read as follows:
   12. This Agreement shall be effective July 1, 2021 and shall remain in effect through June 30, 2027, but may be renewed for specified periods, unless, otherwise terminated or amended.

All other terms of Agreement 21-389 shall remain in full force and effect.

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Amendment. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

This Amendment No. 1 shall take effect on the date it is signed by both parties.

IN WITNESS WHEREOF, the Board of Directors has caused this Agreement to be subscribed to by the Secretary thereof, and City has caused this Agreement to be subscribed on its behalf by its duly authorized officers, the day, month and year written.

SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT

►

Curt Hagman, Chairman, Board of Directors

Dated:

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Monell, Secretary

By

Deputy

(Print or type name of corporation, company, contractor, etc.)

By ►

(Authorized signature - sign in blue ink)

Name

(Print or type name of person signing contract)

Title

(Print or Type)

Dated:

Address

FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
►	►	►
Scott Runyan, Principal Assistant County Counsel		
Date	Date	Date

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager

SUBJECT: Vehicle Purchase for Public Works Department

RECOMMENDATION: That the City Council:

1) Waive formal contract procedures per Municipal Code Section 2.40.100;
2) Approve a quote for two new Ford trucks from Hemborg Ford, in the amount of $50,583.09 and $53,057.04, for a total cost of $103,640.13;
3) Approve a budget adjustment to transfer $103,645.00 from 001-2512 (General Fund-Vehicle Replacement Reserves) to be expended from 001-6000-6060 (Parks Department-Vehicles); and
4) Declare existing trucks #122 and #125 surplus to be auctioned off to the highest bidder at the Auction Company of Perris, CA.

FISCAL IMPACT: These vehicle purchases in the amount of $103,640.13, are being funded from Parks Department Vehicles Funds.

PUBLIC NOTICE: Notices of the City Council agenda were posted at the three locations per Resolution No. 2011-047 and on the city's website.

BACKGROUND: The City's Public Works Department needs two new vehicles to replace its 2007 Ford F250 and 2008 Ford F250 pickup trucks. These two vehicles are used primarily for the maintenance of landscape and tree maintenance operations throughout City parks, facilities, and landscape maintenance districts and are no longer reliable, requiring extensive repairs. Staff advertised in two locations and formally issued a notice inviting bids (#2022-09) in October of 2022 with bids due on November 22, 2022. During the 3-week bid time, staff also made many calls and sent emails to local dealers to generate interest in bidding the two vehicles.

Approved _____ Motion _____ Second _____ Agenda Item No. 9

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

Unfortunately, no bids were received by the City in response to the formal notice inviting bids. To proceed with the necessary purchases, staff solicited quotes directly from fleet sales at two local dealerships based on vehicles available in stock and National Auto Fleet Group through the City's Sourcewell membership. Following are the three quotes received:

Quotes Received	
Hemborg Ford	$103,640.13
National Auto Fleet Group	$109,041.14
Sunrise Ford	$110,372.40

Hemborg Ford provided the lowest total price. It is recommended that the City purchase two new gas operated heavy duty trucks from Hemborg Ford as follows:

- 2022 F250 Super Duty VIN NEG03980 Extended Cab 4X2, Oxford White $50,583.09
- 2022 F350 Super Duty VIN NEG41327 Extended Cab 4X2, Oxford White $53,057.04

The two existing vehicles that will be declared Surplus are as follows:

- 2007 F250 VIN 1FTSX20597EA90404 (Highland Vehicle #122)
- 2008 F250 VIN 1FTSX205X8EE58011 (Highland Vehicle #125)

M:\Maintenance\Vehicles\2022 Truck Purchase Staff Report.doc

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph Hughes, City Manager

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

SUBJECT: A Resolution of the City Council of the City of Highland Vacating Berry Street between Cunningham Street and Hillview Street

RECOMMENDATION: That the City Council adopt Resolution No. 2023-_____ Vacating Berry Street between Cunningham Street and Hillview.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website; Notice was also published and posted in compliance with Streets and Highways Code Sections 8322 and 8323.

FISCAL IMPACT: There is no fiscal impact.

BACKGROUND: The right-of-way of Berry Street from Cunningham Street to Hillview Street was originally dedicated by "Turnbull Subdivision No. 3" on November 23,1923. For many years this roadway segment was primarily used by the three properties located on the north side of Berry Street. Berry Street is a small frontage road on 9th Street that is approximately 340-feet in length with a right-of-way width of 46-feet.

On January 11, 2022, the City Council accepted a federal Safe Routes to School project on 9th Street as complete. The project constructed new curbs, gutters, curb ramps, sidewalk, driveway and match up paving on the north side of 9th Street, east side of Cunningham Street and west side of Hillview Street.

On December 13, 2022, the City Council adopted Resolution No. 2022-057, declaring its intent to vacate Berry Street and set the public hearing for January 10, 2023 on the proposed street vacation. The public hearing notice was published in The Sun on December 30, 2022 and January 6, 2023. Additionally, three notices were posted less than 300 feet apart on Berry Street between Hillview Street and Cunningham Street.

Approved _____	Motion _____	Second _____	Agenda Item No. 10
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

D Hugl

City Clerk

City Manager

Before the City Council may vacate an easement pursuant to Section 65402 of the Government Code, the Planning Commission must first consider and determine whether the vacation of the easement conforms to the General Plan and forward that determination to the City Council. The Planning Commission reviewed this request at their meeting of January 3, 2023 and determined that the provisions of the General Plan are not compromised by the vacation of the street easement and release of the easement to the contiguous properties is consistent with the General Plan.

City staff determined that the vacation of Berry Street and transferring of ownership to contiguous residential property owners is Exempt by the California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) which states "*where it can been seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, that activity is not subject to CEQA*."

The City Engineer has determined that Berry Street can be vacated because it is no longer needed for public street purposes. 9th Street runs parallel to Berry Street and has been constructed to its ultimate width with curbs, gutters, curb ramps, a sidewalk and driveway and match up paving on the north side of 9th Street. With the construction of these improvements the roadway easement on Berry Street is no longer necessary. However, a blanket permanent easement shall be reserved on Berry Street to maintain, operate, replace, remove, or renew existing sewer and gas utilities serving the existing residential properties.

The item before the City Council is a proposed Resolution to vacate Berry Street as described in detail in the legal description and map attached to the Resolution as Exhibit "A" and Exhibit "B." Staff is recommending that the City Council adopt this Resolution.

Attachments: (1) Resolution Vacating Berry Street (including legal descriptions and plat maps)
(2) Vicinity Map
(3) Aerial Map
(4) Assessor's Parcel Map

RESOLUTION 2023-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VACATING BERRY STREET BETWEEN CUNNINGHAM STREET AND HILLVIEW STREET

WHEREAS, the City Council of the City of Highland initiated proceedings to vacate Berry Street, between Cunningham Street and Hillview Street, and the City Council finds that the notice of intention of such vacation was duly published and posted as required by law;

WHEREAS, the Resolution of Intention, Resolution No. 2022-057, adopted on December 13, 2022, set January 10, 2023, as the date of the public hearing on the vacation of Berry Street, between Cunningham Street and Hillview Street;

WHEREAS, on January 3, 2023, the Planning Commission of the City of Highland found that the proposed vacation is in conformance with the City's General Plan;

WHEREAS, the City Council of the City of Highland on January 10, 2023, held a public hearing, as required by law, at which hearing all persons interested in or objecting to the proposed vacation were heard; and

WHEREAS, the City Council of the City of Highland considered such matters and findings from the evidence submitted that the public right-of-way hereinafter described is unnecessary for present or prospective public road right-of-way purposes or other public uses.

NOW THEREFORE, the City Council of the City of Highland does hereby resolve, declare, determine and order as follows:

SECTION 1. The City Council specifically finds that the facts and determinations in the Recitals to this resolution are true and correct and are incorporated herein by this reference.

SECTION 2. Pursuant to Section 8324 of the Streets and Highways Code, the City Council finds that the described segment of the public right-of-way on Berry Street in the City of Highland be vacated as described in Exhibits "A" Legal Description and "B" Diagram, attached hereto and made a part hereof by this reference, and that the described public right-of-way is unnecessary for present or prospective public street purposes or other public use. In addition, the City Council finds that the described public right-of-way is not useful for a non-motorized transportation facility and that the vacation of the described public right-of-way is in conformance with the City's General Plan.

SECTION 3. The City Council of the City of Highland does hereby order the vacation of Berry Street, between Cunningham Street and Hillview Street, described in Exhibits "A" and "B" attached hereto, subject to the reservations and exceptions contained in Section 4.

SECTION 4. The portion of Berry Street vacated pursuant to Section 3 is hereby subject to the following reservations and exceptions: A permanent easement and all rights necessary to maintain, operate, replace, remove, or renew any existing public utilities, which includes a sewer lateral and gas main, and to otherwise construct, maintain, operate, replace, remove, enlarge or renew lines for pipe, conduits, cables, wires and other convenient structures, equipment or fixtures for the operation of said utilities, including sewer lateral and gas main, together with rights of entry to said vacated street portion.

SECTION 5. The City Clerk is hereby authorized and directed to record in accordance with Section 8325 of the Streets and Highways Code a certified copy of this Resolution, attested by the City Clerk and under the seal of this City, in the Office of the County Recorder of San Bernardino County, California.

SECTION 6. This Resolution shall take effect immediately.

PASSED, APPROVED, AND ADOPTED this 10th day of January, 2023.

_____
Mayor of the City of Highland

ATTEST:

_____
Betty Hughes, City Clerk

APPROVED AS TO FORM:

_____
Maricela E. Marroquin, City Attorney

EXHIBIT "A"
LEGAL DESCRIPTION
STREET VACATION

That portion of Berry Street, and Lot 25 of Turnbull Subdivision No. 3, in the City of Highland, County of San Bernardino, State of California, as shown on map filed in Book 25 Page 73, of Maps, records of said County, together with that portion of Grant of Easement to County of San Bernardino recorded in Book 6010 page 281 records of said County described as follows:

BEGINNING at the intersection of the westerly line of the east 96.00 feet of said Lot 25 and a line lying 5.00 feet northerly and parallel with the southerly line of said Lot 25, said line is also described in Grant of Easement to County of San Bernardino recorded in Book 6010 page 281 records of said County; thence South 90°00'00" East, 71.13 feet along said parallel line to the beginning of a curve concave northwesterly and having a radius of 20.00 feet ; thence northerly and easterly along said curve through a central angle of 89°37'00" a distance of 31.28 feet along the northwesterly line of said Grant of Easement, to the westerly line of said Easement; thence South 00°23'00" West, 61.37 feet along the southerly prolongation of said westerly line; thence South 45°11'30" West, 13.48 feet to a line that is parallel with and 51.00 south of said Grant of Easement line; thence North 90°00'00" West, 81.50 feet along said parallel line to the southerly prolongation of said westerly lie of the east 96.00 feet of Lot 25; thence North 00°23'00" East, 51.00 feet along said prolongation to the Point of Beginning.

Containing 4,726 square feet.

Affects: APN 1192-381-23

See Exhibit "B" for a plat depicting the above described property.

This real property has been described by me, or under my direction, in conformance with the Professional Land Surveyor's Act.

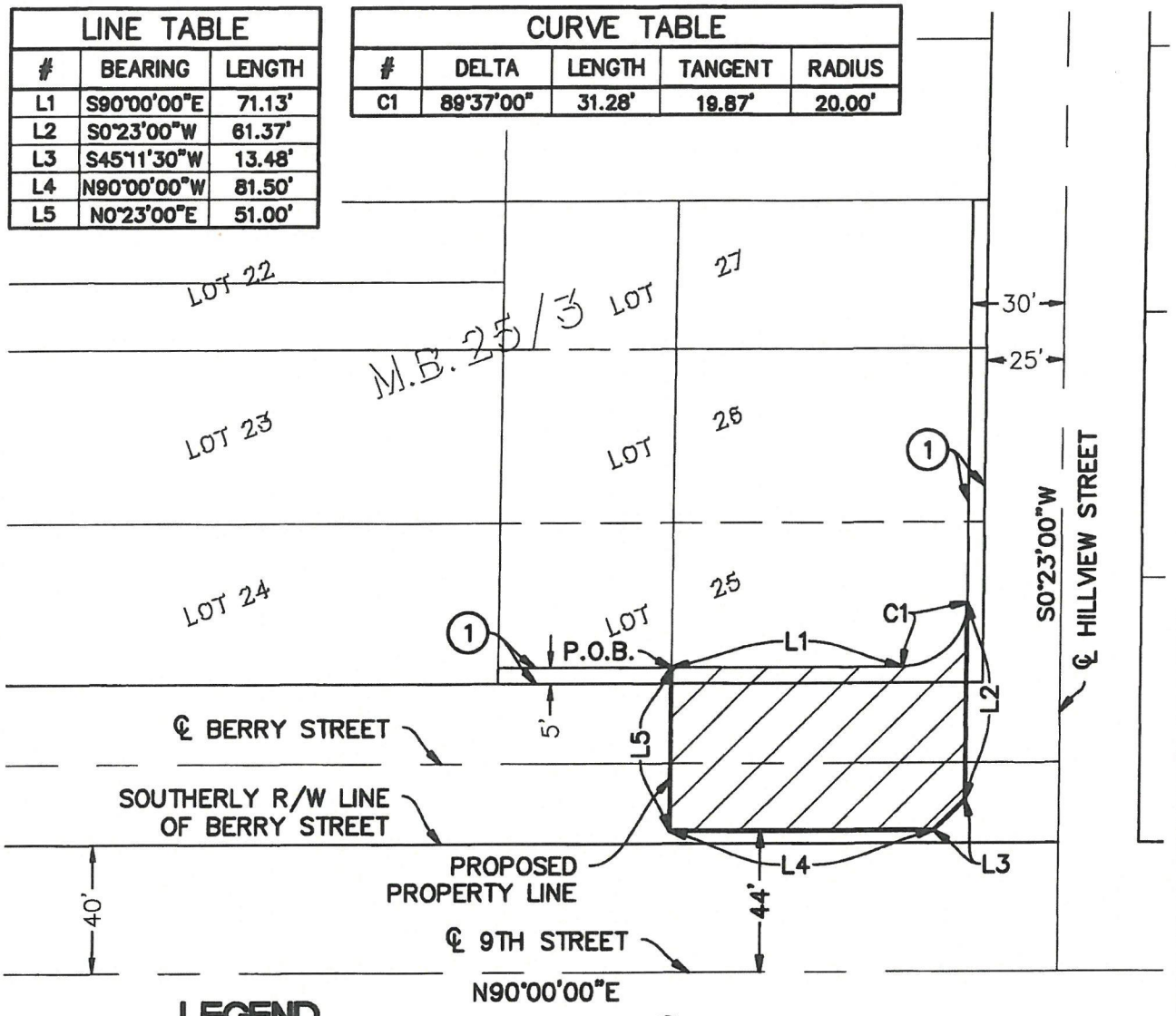
Ronald A. Musser, L.S. 4230, Exp. 6-30-24

LICENSED LAND SURVEYOR
RONALD A. MUSSER
L.S. 4230
Exp. 6-30-24
STATE OF CALIFORNIA

12-5-22
Date

LINE TABLE		
#	BEARING	LENGTH
L1	S90°00'00"E	71.13'
L2	S0°23'00"W	61.37'
L3	S45°11'30"W	13.48'
L4	N90°00'00"W	81.50'
L5	N0°23'00"E	51.00'

CURVE TABLE				
#	DELTA	LENGTH	TANGENT	RADIUS
C1	89°37'00"	31.28'	19.87'	20.00'



LEGEND

- EXISTING CENTERLINE
- EXISTING RIGHT-OF-WAY
- EXISTING PROPERTY LINE
- PROPOSED RIGHT-OF-WAY LINE
- AREA TO BE VACATED SUBJECT TO THE RESERVATION OF A PERMANENT EASEMENT FOR EXISTING PUBLIC UTILITIES, INCLUDING SEWER LATERAL AND GAS MAIN (4,680 SQ FT)
- P.O.B. POINT OF BEGINNING

(1) EASEMENT DEED TO SAN BERNARDINO COUNTY PER DOCUMENT RECORDED IN BOOK 6010 PAGE 281

N

SCALE: 1"=50'

J.N.: 139-114

TKE ENGINEERING, INC.
2305 CHICAGO AVENUE
RIVERSIDE, CA 92507
(951) 680-0440

RONALD A. MUSSER L.S. No. 4230

LICENSED LAND SURVEYOR
RONALD A. MUSSER
No. 4230
Exp.6-30-24
STATE OF CALIFORNIA

EXHIBIT 'B'

RIGHT OF WAY VACATION

APN 1192-381-23

EXHIBIT "A"
LEGAL DESCRIPTION
STREET VACATION

That portion of Berry Street, and Lot 25 of Turnbull Subdivision No. 3, in the City of Highland, County of San Bernardino, State of California, as shown on map filed in Book 25 Page 73, of Maps, records of said County, together with that portion of Grant of Easement to County of San Bernardino recorded in Book 6010 page 281 records of said County described as follows:

BEGINNING at the intersection of the westerly line of the east 96.00 feet of said Lot 25 and a line lying 5.00 feet northerly and parallel with the southerly line of said Lot 25, said line is also described in Grant of Easement to County of San Bernardino recorded in Book 6010 page 281 records of said County; thence South 90°00'00" West, 54.00 feet along said parallel line to the westerly line of said Lot 25; thence South 00°23'00" West, 51.00 feet along said westerly line and it's southerly prolongation to a line that is parallel with and 51.00 feet southerly of said Grant of Easement line; thence North 90°00'00" East, 54.00 feet along said parallel line to said southerly prolongation of the westerly line of the east 96.00 feet of said Lot 25; thence North 00°23'00" East, 51.00 feet along said westerly line to the Point of Beginning.

Containing 2,754 square feet.

Affects: APN 1192-381-22

See Exhibit "B" for a plat depicting the above described property.

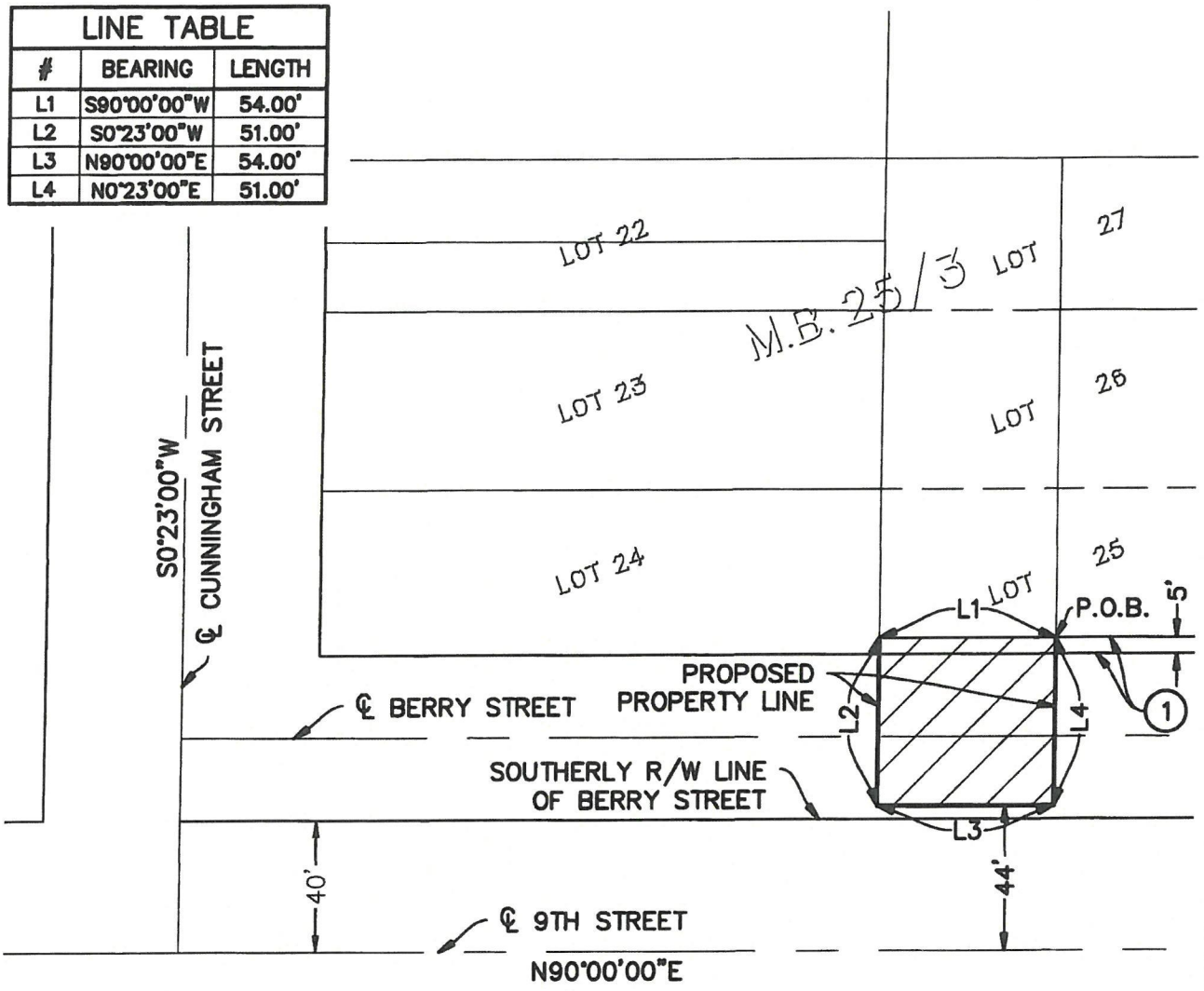
This real property has been described by me, or under my direction, in conformance with the Professional Land Surveyor's Act.

Ronald A. Musser, L.S. 4230, Exp. 6-30-24

LICENSED LAND SURVEYOR
RONALD A. MUSSER
L.S. 4230
Exp. 6-30-24
STATE OF CALIFORNIA

12-2-22
Date

LINE TABLE		
#	BEARING	LENGTH
L1	S90°00'00"W	54.00'
L2	S0°23'00"W	51.00'
L3	N90°00'00"E	54.00'
L4	N0°23'00"E	51.00'



LEGEND

- EXISTING CENTERLINE
- EXISTING RIGHT-OF-WAY
- EXISTING PROPERTY LINE
- PROPOSED RIGHT-OF-WAY LINE
- AREA TO BE VACATED SUBJECT TO THE RESERVATION OF A PERMANENT EASEMENT FOR EXISTING PUBLIC UTILITIES, INCLUDING SEWER LATERAL AND GAS MAIN (2,754 SQ FT)

P.O.B. POINT OF BEGINNING

(1) EASEMENT DEED TO SAN BERNARDINO COUNTY PER DOCUMENT RECORDED IN BOOK 6010 PAGE 281

N

SCALE: 1"=50'

J.N.: 139-114

TKE ENGINEERING, INC.
2305 CHICAGO AVENUE
RIVERSIDE, CA 92507
(951) 680-0440

RONALD A. MUSSER L.S. No. 4230

LICENSED LAND SURVEYOR
RONALD A. MUSSER
No. 4230
Exp.6-30-24
STATE OF CALIFORNIA

EXHIBIT 'B'

RIGHT OF WAY VACATION

APN 1192-381-22

EXHIBIT "A"
LEGAL DESCRIPTION
STREET VACATION

That portion of Berry Street, of Turnbull Subdivision No. 3, in the City of Highland, County of San Bernardino, State of California, as shown on map filed in Book 25 Page 73, of Maps, records of said County, described as follows:

BEGINNING at the southwest corner of Lot 24, of said Turnbull Subdivision No. 3, thence South 00°23'00" West, 43.00 feet along the southerly prolongation of the westerly line of said Lot 24; thence South 44°48'30" East, 4.23 feet to a line that is parallel with and 46.00 feet southerly of the southerly line of said Lot 24; thence North 90°00'00" East, 165.75 feet along said parallel line to a line that is the southerly prolongation of the easterly line of said Lot 24; thence North 00°23'00" East, 46.00 feet along said southerly prolongation to the southeast corner of said Lot 24; thence North 90°00'00" West, 168.75 feet along the southerly line of said Lot 24 to the Point of Beginning.

Containing 7,758 square feet.

Affects: APN 1192-381-21

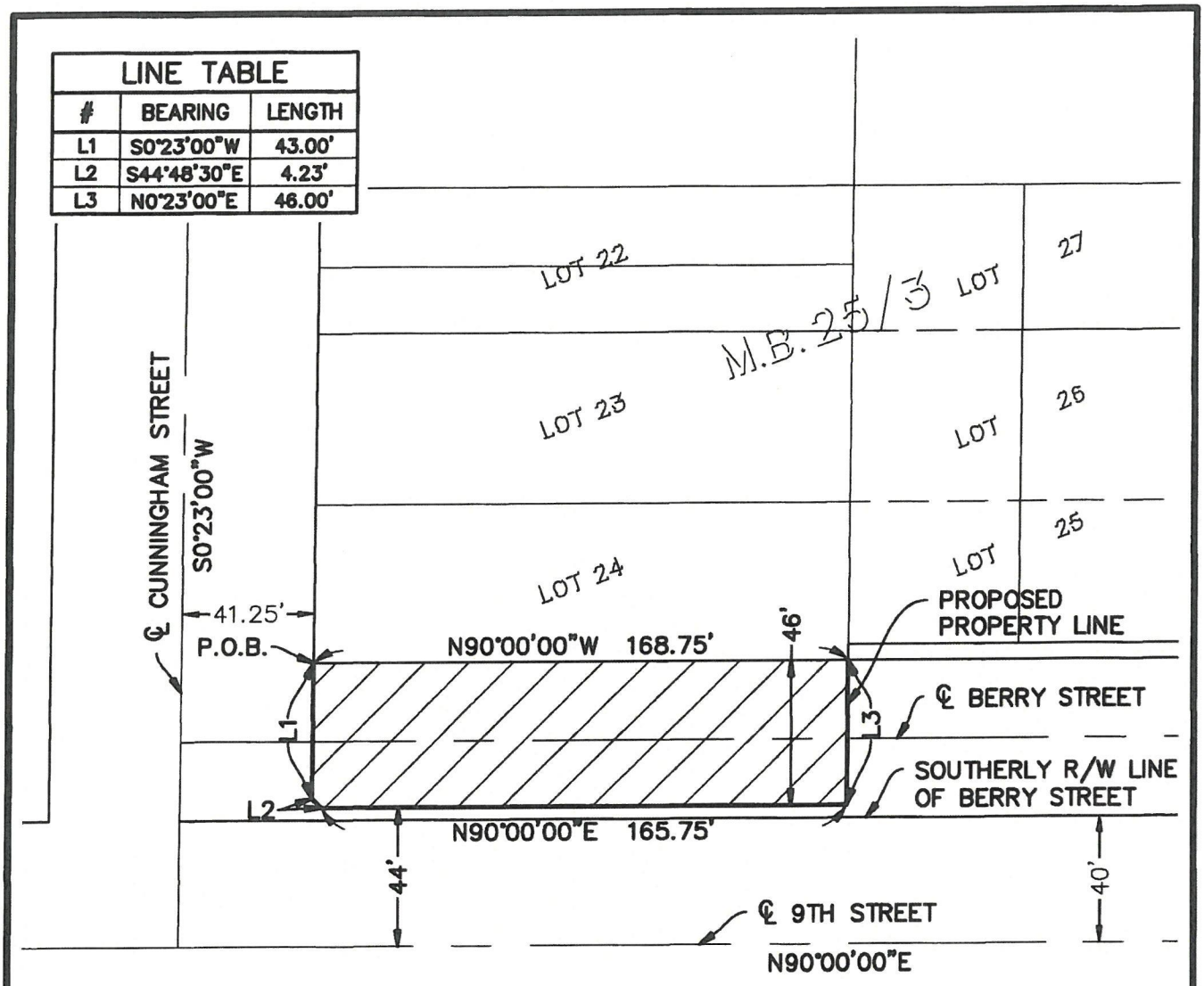
See Exhibit "B" for a plat depicting the above described property.

This real property has been described by me, or under my direction, in conformance with the Professional Land Surveyor's Act.

Ronald A. Musser, L.S. 4230, Exp. 6-30-24



12-2-22
Date



LEGEND

- EXISTING CENTERLINE
- EXISTING RIGHT-OF-WAY
- EXISTING PROPERTY LINE
- PROPOSED RIGHT-OF-WAY LINE
- AREA TO BE VACATED SUBJECT TO THE RESERVATION OF A PERMANENT EASEMENT FOR EXISTING PUBLIC UTILITIES, INCLUDING SEWER LATERAL AND GAS MAIN (7,758 SQ FT)
- P.O.B. POINT OF BEGINNING

N

SCALE: 1"=50'

J.N.: 139-114

TKE ENGINEERING, INC.
2305 CHICAGO AVENUE
RIVERSIDE, CA 92507
(951) 680-0440

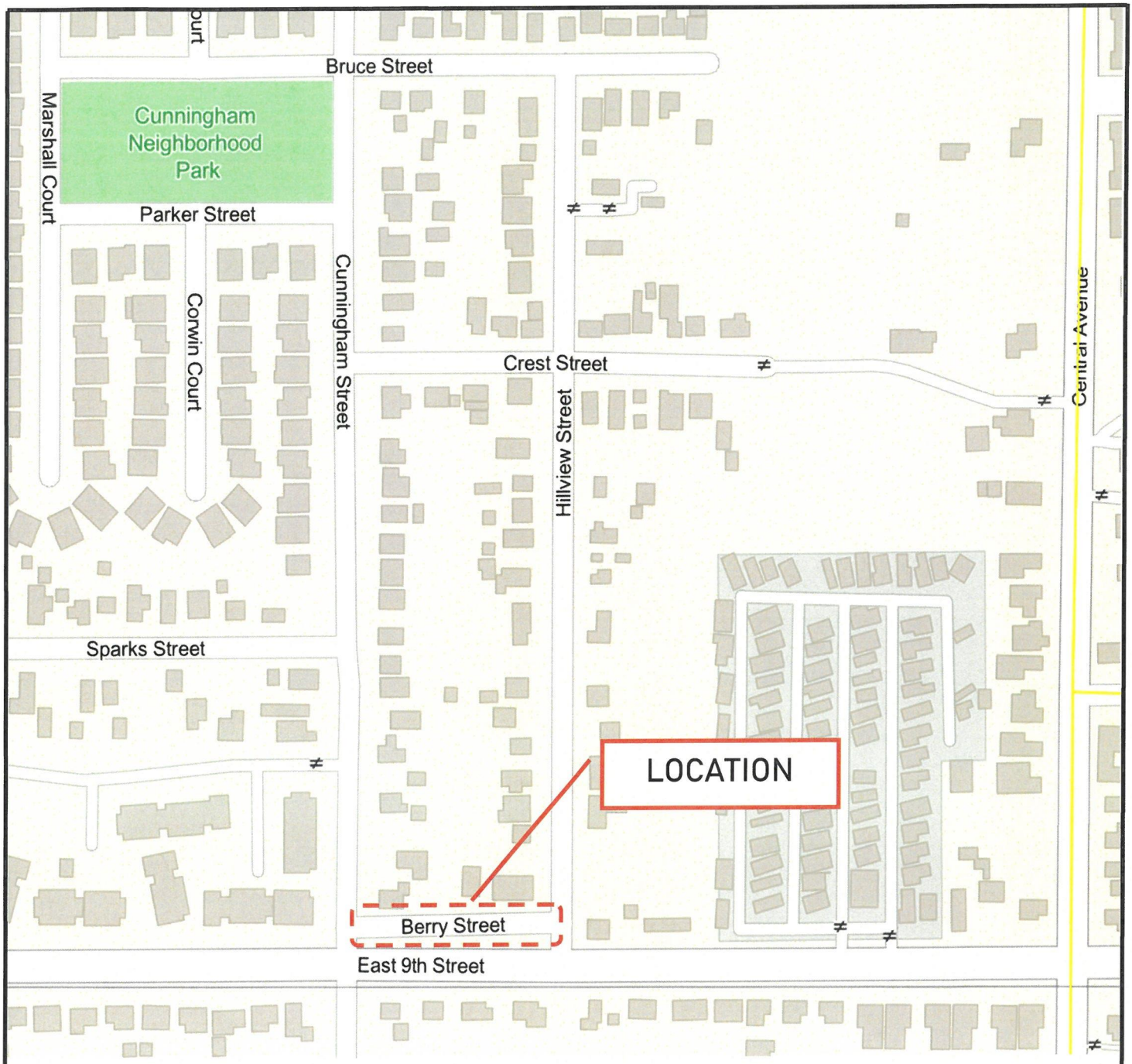
RONALD A. MUSSER L.S. No. 4230

LICENSED LAND SURVEYOR
RONALD A. MUSSER
No. 4230
Exp.6-30-24
STATE OF CALIFORNIA

EXHIBIT 'B'

RIGHT OF WAY VACATION

APN 1192-381-21



VICINITY MAP

BERRY STREET VACATION



AERIAL MAP

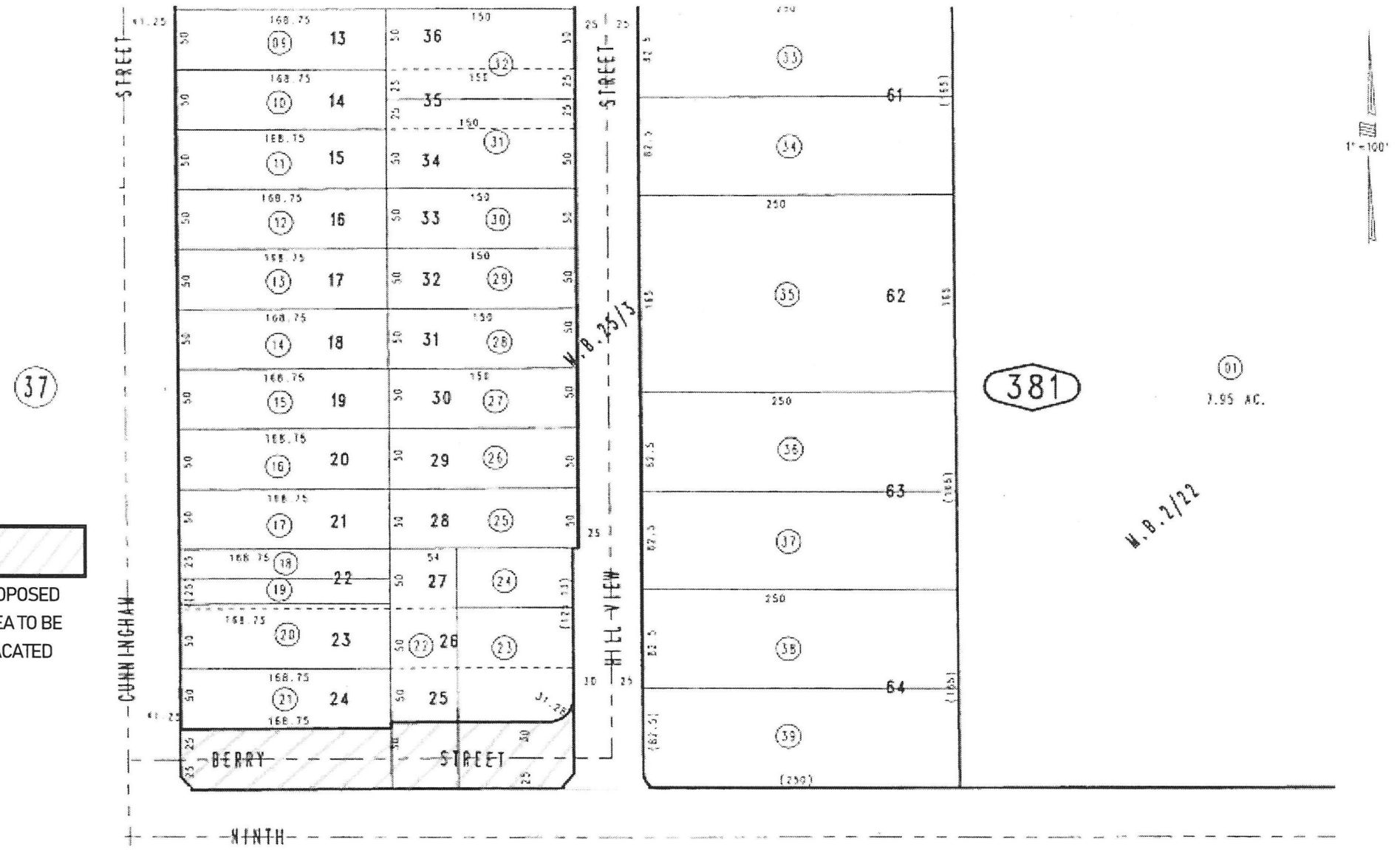
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THIS MAP IS FOR THE PURPOSE OF AD VALOREM TAXATION ONLY

Ptn. Cunningham Subdivision, M.B.2/22

City of Highland
Tax Rate Area
18142

1192 – 38



Parcel Map No. 5576, P.M. 53/10
Ptn. Turnbull Subdivision, No. 5, M.B. 25/3

Ptn. N.W.1/4, Sec. 5
T.1S., R.3W.

Assessor's Map
Book 1192 Page 38
San Bernardino County

REVISED
03/7/08 FY
04/09/09 KA

JULY 1997

A.P. MAP

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph Hughes, City Manager

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

SUBJECT: Bid Award – Bid No. 2022-11, "Lankershim Avenue at 9th Street Traffic Signal Improvements" (Project No. sig19001)

RECOMMENDATION: It is recommended that the City Council award the construction contract to the lowest bidder, California Professional Engineering, Inc. (CPE), in the amount of $78,000.00.

FISCAL IMPACT: The construction cost of this project will be paid with American Rescue Plan Act (ARPA) 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: This project involves modifying the existing traffic signal at the intersection of Lankershim Avenue and 9th Street to provide northbound and southbound protected-permissive left turn phasing. Improvements include replacement of existing traffic signal vehicle heads, installation of new vehicle/bicycle loop detectors, replacement of existing signage, installation of ADA compliant pedestrian push buttons, rewiring of the intersection, and installation of auxiliary equipment in existing traffic signal cabinet for new traffic signal phasing.

On December 8, 2022, the City received and opened one construction bid from CPE in the amount of $78,000.00. The engineer's estimate is $63,000.00. While CPE's bid is 23.8% higher than engineer's estimate, it is reasonable because this is a small project. CPE has constructed similar projects for the City with satisfactory results. Staff has also checked and is satisfied with CPE's bid documents and references.

Attachment: Location Map

M:\PUBWRK\sig19001 9th St & Lankershim Ave Sig Mod\Construction\Bid Award Stf Rpt 01.10.23.doc

Approved _____ Motion _____ Second _____ Agenda Item No. 11

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

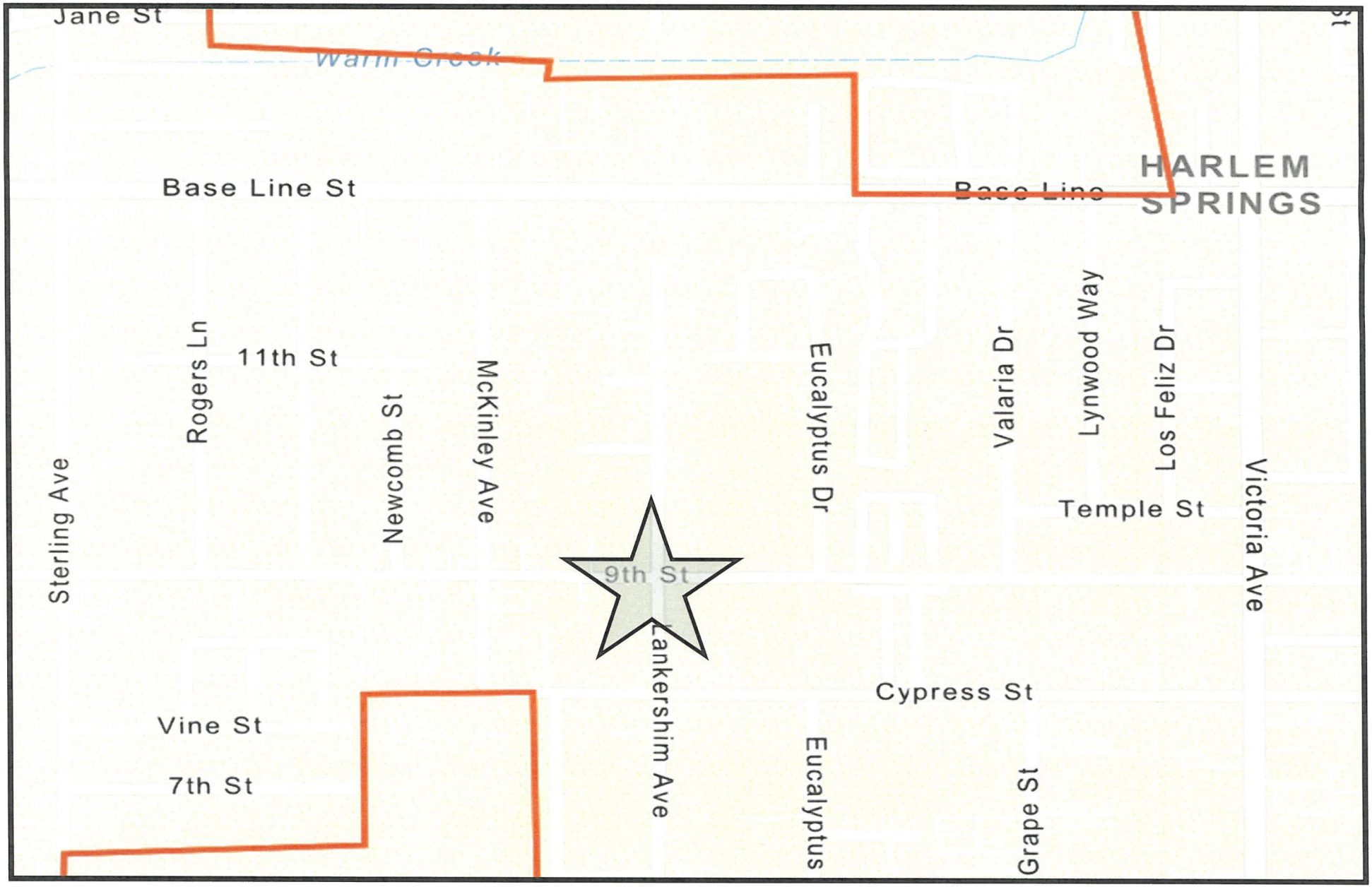
Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager



LOCATION MAP

LANKERSHIM AVENUE AT 9TH STREET
TRAFFIC SIGNAL IMPROVEMENTS [SIG19001]

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph Hughes, City Manager

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

SUBJECT: Construction Management and Inspection Services for Bid No. 2022-11, "Lankershim Avenue at 9th Street Traffic Signal Improvements" (Project No. sig19001)

RECOMMENDATION: It is recommended that the City Council:

1. Approve proposal from TKE Engineering, Inc. (TKE) to provide construction management and inspection services in the amount of $24,629 for Bid No. 2022-11, "Lankershim Avenue at 9th Street Traffic Signal Improvements" (Project No. sig19001); 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 $24,629. The 10% contingency amount of $2,463 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 project is American Rescue Plan Act (ARPA) 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: This project involves modifying the existing traffic signal at the intersection of Lankershim Avenue and 9th Street to provide northbound and southbound protected-permissive left turn phasing. Improvements include replacement of existing traffic signal vehicle heads, installation of new vehicle/bicycle loop detectors, replacement of existing signage, installation of ADA compliant pedestrian push buttons, re-wiring of the intersection, and installation of auxiliary equipment in existing traffic signal cabinet for new traffic signal phasing.

Approved _____	Motion _____	Second _____	Agenda Item No. 12
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes
City Clerk

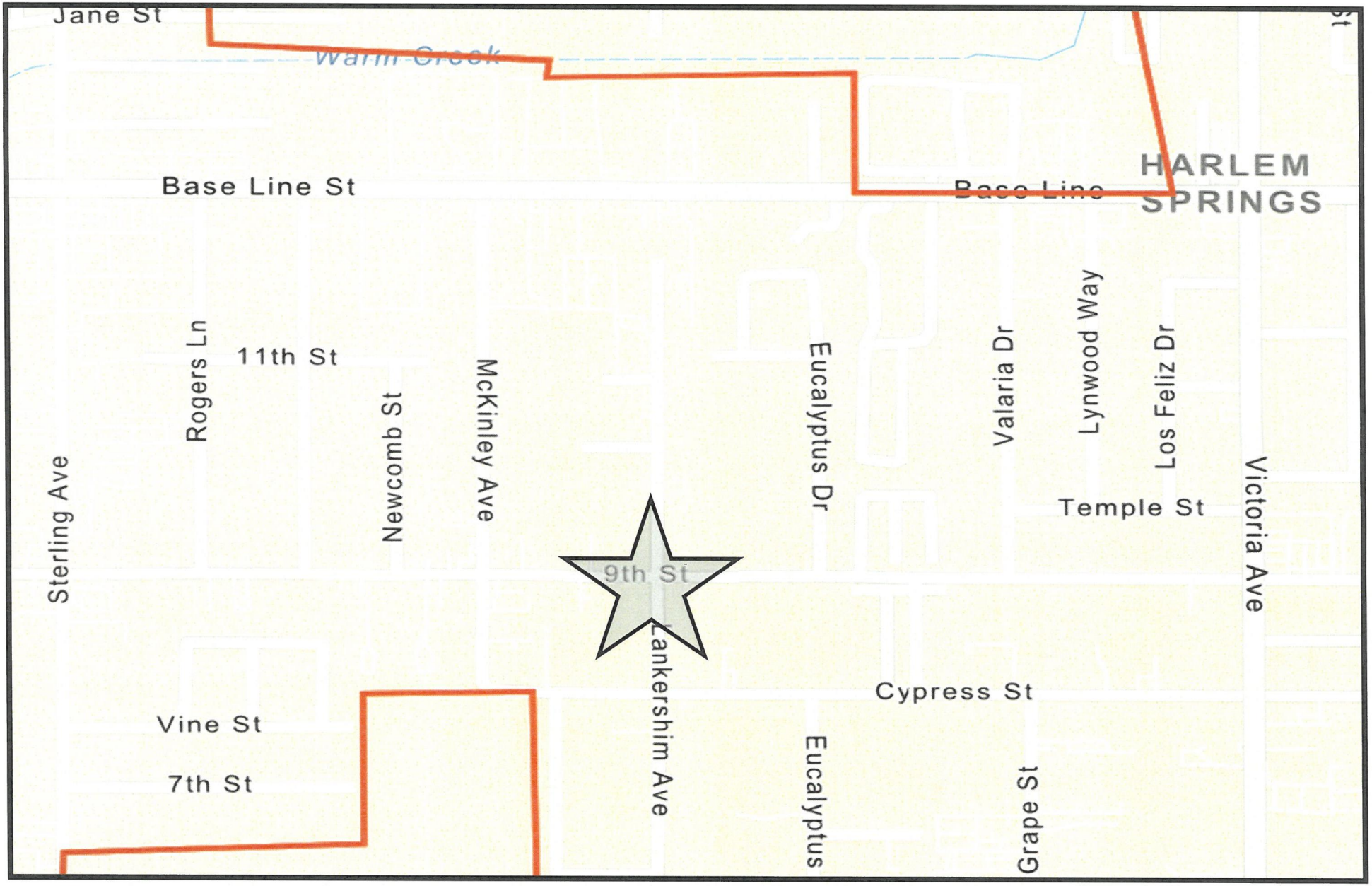
City Manager

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

Staff has reviewed and negotiated the proposed fee of $24,629. While TKE's fee is 31.6% of the construction contract of $78,000, it is reasonable because this is a small project. Staff recommends City Council's approval of TKE's proposal to provide construction management and inspection services.

Attachments: Location Map
TKE Proposal

M:\PUBWRK\sig19001 9th St & Lankershim Ave Sig Mod\CM Services\CM Services Award Stf Rpt 1.10.23.doc



LOCATION MAP

LANKERSHIM AVENUE AT 9TH STREET
TRAFFIC SIGNAL IMPROVEMENTS [SIG19001]

December 14, 2022

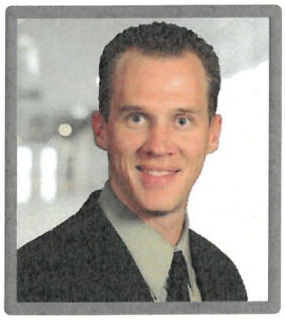
Carlos Zamano, P.E.
Public Works Director/City Engineer
CITY OF HIGHLAND
27215 Base Line
Highland, CA 92346

Subject: Proposal to Provide Construction Management and Inspection Services for Lankershim Avenue at 9th Street Traffic Signal Improvements Project No. sig19001

Dear Mr. Zamano:

Thank you for the opportunity to provide professional construction management and inspection services for the Lankershim Avenue at 9th Street Traffic Signal Improvements. This project involves modifying the existing traffic signal at the intersection of Lankershim Avenue and 9th Street. Improvements include replacement of existing traffic signal vehicle heads on existing traffic signal standards, installation of new vehicle/bicycle loop detectors, replacement of existing signage, installation of ADA compliant pedestrian push buttons, rewiring of the intersection, and installation of auxiliary. The project is located within the City of Highland at 9th street and Lankershim Avenue.

THE TEAM



Terry Renner, P.E., Q.S.D.
Construction Manager
TKE Engineering, Inc.

Mr. Renner is the Senior Vice President of TKE and has 22 years of experience in design and construction management of traffic engineering infrastructure projects, including traffic signal improvements, transportation improvements, signing and striping improvements, and traffic control. He will serve as the project manager for all services provided. He has managed numerous projects and has delivered projects for the cities of Highland, Fontana, Hesperia, Yucaipa, Wildomar, Rialto, Moreno Valley, Lake Elsinore, Calimesa, Upland, Riverside, Redlands, Corona, El Monte and South El Monte. As a project manager, Mr. Renner has been responsible for staff augmentation oversight, design production, supervising a staff of engineers and drafters, coordinating work between the production team and the client, and for submitting all deliverables in a timely manner. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards. Mr. Renner has managed numerous State and Federally funded projects with outside funding sources requiring funding compliance

processing through Caltrans Local Assistance and other regional transportation and water resource agencies. In addition, Mr. Renner is responsible for on-call traffic engineering services to the Cities of Hesperia, Wildomar, and Calimesa.



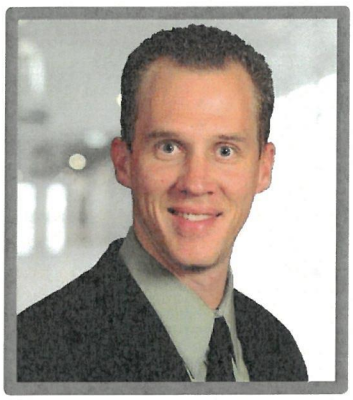
Marvin Lara, EIT
Assistant Construction Manager
TKE Engineering, Inc.

Mr. Lara is an Associate Engineer of TKE and has 7 years of experience in civil engineering infrastructure projects, including transportation improvements, drainage improvements, sewer and water improvements, facilities improvements, recreation improvements, and construction methods. He has managed numerous projects and has delivered projects for the Cities of South El Monte, Highland, Calimesa, El Monte, Fontana, Rialto, Upland, Riverside, Hesperia and Redlands. As a Construction Assistant, Mr. Lara has been responsible for assistance in supervising a staff of inspectors, construction coordination and scheduling, utility relocation coordination, public relations, submittal review, coordination with subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout.



Tyler Ault
Senior Public Works Inspector
TKE Engineering, Inc.

Mr. Ault is a Senior Public Works Inspector with 4 years of experience in public works street, parking lot, pipeline and development construction. With firsthand experience in the construction industry, he brings an invaluable perspective to the projects as an inspector. He is adept in confirming compliance with plans, specifications, and safety standards by conducting detailed, on-site surveys and communicating necessary adjustments with the project managers. With thorough attention to each project, he is able to identify potential problems and implement corrections before causing delays. His experience includes inspection of streets, pavement replacement, pedestrian improvements, parking lots, traffic signals, signing and striping, as well as sewer main and potable water installation projects installation of sewer, potable water, non-potable water, storm drain, and storm water retention basins; performance of hydrostatic testing, air pressure testing, and mandrel testing; and implementing safety measures to follow OSHA codes and regulations.



TERRY RENNER, P.E., Q.S.D.

TKE Engineering, Inc.

CONSTRUCTION MANAGER

EDUCATION

BS, Civil Engineering, California State Polytechnic University, Pomona

REGISTRATIONS

P.E. License Number 69984 (CA)
Qualified SWPPP Developer and Practitioner #24329

CERTIFICATIONS

Caltrans SWPPP Certified QSP/QSD Training

AFFILIATIONS

American Public Works Association
American Council of Engineering Companies of California

Mr. Renner is the Senior Vice President of TKE and has over 22 years of experience in civil engineering design, plan checking, project management and construction management of both development and public works infrastructure projects, including grading improvements, street and transportation improvements, traffic engineering, drainage improvements, water improvements, sewer improvements, facilities improvements and recreation improvements. He currently provides traffic and transportation engineering services to the cities of Fontana, Calimesa, Upland, Wildomar, Highland, and Adelanto. His experience includes services during pre-project planning, design, plan review, construction management and inspection, along with operations and maintenance. He also has experience conducting traffic studies, specialized access analysis, parking studies, signal operations, signal timing, and traffic control. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards.

Through his career, Terry has accumulated extensive experience in Transportation and Traffic Engineering field. He has planned, designed and managed construction for more than 30 miles of roadways, street widening, medians, traffic calming, roundabouts, signing and striping modifications, bicycle lanes, and pedestrian facilities for major corridors, arterials, collectors and residential streets. Finally, Terry has overseen public works projects for signal modification and ITS improvements including projects in Caltrans jurisdiction and involving multi-agency coordination.

DETAILED PROJECT EXPERIENCE

- **Arden Drive Street Improvements,** *City of El Monte, CA* - The Arden Drive Water System, Sewer, and Street Improvements Project is located in the City of El Monte north of the Interstate 10 Freeway on Arden Drive between Valley Boulevard and the BNSF Railroad crossing. Proposed water system, sewer, and street improvements, including traffic signal installation and interconnect conduit were constructed with ARRA funding and schedule requirements. The project provided water line upgrades and construction of additional sewer and street improvements to serve a proposed development for the new public works yard and Department of Motor Vehicles office. Supplemental ground design survey and design services, including preparation of plans, specifications and estimates were provided by TKE for approximately 1,600 linear feet of water, sewer and street improvements, traffic signal and interconnect wiring, and signing and striping improvements.
- **Serfas Club Drive Traffic Signal Improvements Project**, *City of Corona, CA* – Mr. Renner was the Project Manager for the traffic signal ramp installation and curb return modification at Serfas Club Drive and Rancho Corona Drive located in the City of Corona south of the 91

Freeway. The proposed improvements, included traffic signal installation, construction of ADA curb access ramps, retaining walls, striping and repair of private improvements adjacent to the project site.

- **Durfee Avenue and Thienes Avenue Traffic Signal Modification Improvements,** *City of South El Monte, CA* – Mr. Renner was the Project Manager for the Durfee Avenue and Thienes Avenue Traffic Signal Modification Improvements Project located in the City of South El Monte north of State Route 60 Freeway. The proposed improvements included preparation of traffic analysis, environmental documents, utility coordination and construction documents. The signal improvements included modification of the existing signal to include the addition of protected left turn phasing for Durfee Avenue and signal and pedestrian head equipment. The project was a federally funded project (HSIP) which was administered through Caltrans Local Assistance.

- **Foothill Boulevard Median and Traffic Signal Improvements,** *City of Fontana, CA* – Mr. Renner was the Project Manager for this project which included 1,300 linear feet of median, traffic signal modification, and street widening improvements. The project is between Sierra Avenue and Mango Avenue. Project components included construction of ultimate street widening, median, curb and gutter, sidewalk, traffic signal modification, median landscaping and lighting, striping, and onsite private improvements. The project was a federally funded project (HSIP) which was administered through Caltrans Local Assistance.

- **Foothill Boulevard Median and Traffic Signal Improvements,** *City of Fontana, Phase II, CA* – Mr. Renner was the Project Manager for this project which included 1,900 linear feet of median, traffic signal installation, and street widening improvements. The project is between Oleander Avenue and Juniper Avenue. Project components included construction of ultimate street widening, median, curb and gutter, sidewalk, traffic signal installation, median landscaping and lighting, striping, and onsite private improvements. The project was a federally funded project (HSIP) which was administered through Caltrans Local Assistance.

- **Foothill Boulevard Street Improvements,** *City of Fontana, CA* – Mr. Renner was the Project Manager for this 11,800 linear feet of street widening, sewer and storm drain improvements, bike lane extension and median improvements. The project was separated into two phases from East Avenue to Cherry Avenue and from Cherry Avenue to Hemlock Avenue. Project components included construction of ultimate street widening, median, curb and gutter, sidewalk, traffic signals, striping, and onsite private improvements. The project included more than twenty right-of-way acquisitions and coordination with private developers, existing business owners and the City of Rancho Cucamonga.

- **Rosemead Boulevard at Telestar Avenue Intersection Improvements** *City of El Monte, CA* –Mr. Renner was the Project

Manager for the Rosemead Boulevard at Telestar Avenue Intersection Improvements Project is located in the City of El Monte immediately south of the Interstate 10 Freeway on Rosemead Boulevard (SR-19) between Whitmore Street and the Interstate 10 Freeway. Proposed street improvements included traffic signal modification, street widening, pavement rehabilitation, ADA improvements and striping improvements to accommodate truck traffic. The project was a federally funded project (HSIP) which was administered through Caltrans Local Assistance. Services included design, survey and permit acquisition through Caltrans Local Assistance.

- **San Bernardino Avenue Median and Traffic Signal Improvements,** *City of Fontana, CA* - The San Bernardino Avenue median and traffic signal improvements project is located in the City of Fontana north of Interstate 10 Freeway and East of the Interstate 15 Freeway near Commerce Drive. Proposed median and traffic signal improvements were constructed to provide a centralized turning procedure for the Walmart Distribution facility with nearly 1,000 turning movements per day. The project provides for increased vehicular capacity, corridor beautification, and improved traffic and pedestrian safety. Design, construction management, inspection and construction staking is being provided by TKE for the project. TKE provided utility and railroad coordination for the relocation and adjustment of various utility improvements (i.e., power poles, meters, vaults, etc.).

- **San Bernardino Avenue Street Improvements,** *County of San Bernardino, CA* – Mr. Renner is the Project and Construction Manager for this 8,800 linear feet of street median, sidewalk, and storm drain improvements. This project included coordination with Union Pacific Railroad, the City of Fontana and compliance with requirements of a wide variety of funding sources to construct ultimate street widening improvements including median, curb and gutter, sidewalk, landscaping, traffic signal modification, striping, storm drain and sewer crossings and private onsite improvements. The project included right-of-way acquisition for eight parcels.

- **Santa Anita Avenue and Garvey Avenue Traffic Signal Improvements,** *City of El Monte, CA* – Mr. Renner was the Project Manager for the Santa Anita Avenue and Garvey Avenue Traffic Signal Improvements Project is located in the City of El Monte south of Interstate 10 Freeway. The proposed improvements included preparation of a traffic study, including existing traffic counts to determine if a left turn phase for north and southbound Santa Anita Avenue were necessary. The signal improvements included modification of the existing signal to include the addition of left turn phase and signal head equipment. Services included design, survey, preliminary and engineering report.



MARVIN LARA, E.I.T.

TKE Engineering, Inc.

ASSISTANT CONSTRUCTION MANAGER

EDUCATION

BS, Civil Engineering, California State Polytechnic University, Pomona

CERTIFICATIONS

Engineer in Training

E.I.T. Number 157100

AFFILIATIONS

Riverside-San Bernardino Counties Branch, American Society of Civil Engineers (ASCE)

Inland Empire, Women In Transportation (WTS)

Cal Poly Pomona Alumni, Society of Hispanic Professional Engineers

Mr. Lara is an Associate Engineer of TKE and has 7 years of experience in civil engineering infrastructure projects, including transportation improvements, drainage improvements, sewer and water improvements, facilities improvements, recreation improvements, and construction methods. He has managed numerous projects and has delivered projects for the Cities of South El Monte, Highland, Calimesa, El Monte, Fontana, Rialto, Upland, Riverside, Hesperia and Redlands. As a Construction Assistant, Mr. Lara has been responsible for assistance in supervising a staff of inspectors, construction coordination and scheduling, utility relocation coordination, public relations, submittal review, coordination with subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout.

DETAILED PROJECT EXPERIENCE

- **CV Sync Construction Management,** *Palm Desert, CA*- Mr. Lara serves as the Assistant Construction Manager assist with oversight of all aspects for Phase 1 and 2 of the CV Sync project (Formerly CVAG TSSP). This work involves plan review, management and approval of construction scheduling, budget, field work, local agency procedures and more. This project involves coordination and support across twelve agencies in the Coachella Valley The project improvements include advanced traffic management systems (ATMS), advanced transportation controllers (ATC), selected Intelligent Transportation System (ITS) elements, ITS sub-systems, and Ethernet/IP-based communications that will be expandable and scalable for future integration of ITS technologies and strategies, such as Integrated Corridor Management (ICM), Smart Cities, Connected and Autonomous Vehicles, a Regional Traffic Management Center (RTMC) and local Traffic Operation Centers (TOC).

- **LPP County Line Road Project,** *City of Yucaipa/Calimesa, CA*- Mr. Lara was the Assistant Construction Manager for the SB1 Local Partnership Program project. This project consists of the preparation of full construction documents including environmental compliance documents, right-of-way acquisition, utility relocations, plans, technical specifications, construction cost estimates (PS&E) and construction support services for the design of four roundabouts, street widening, bicycle lanes, curb and gutter, sidewalk, crosswalks, ADA curb ramps, storm drain, and signing and striping along County Line Road from 4th Street to Bryant Street.

- **Construction of 60,000 Gallon Reservoir for Holly Drive, San Antonio Water Company**, *San Antonio Heights, CA* - Mr. Lara is currently assisting in performing construction management services for the construction of the new 120,000-gallon tank located on a private road North of the Northern end of Holly Drive in the city of San Antonio Heights. The project includes construction management,

submittals and RFI's review, project team coordination, change order review and progress payment review/approval.

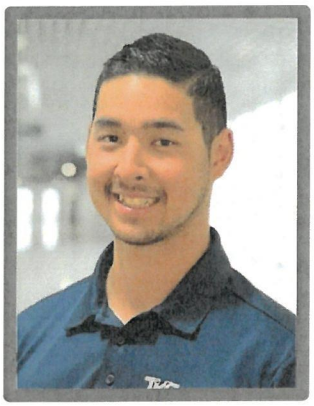
- **Moreno Valley Amphitheater,** *City of Moreno Valley, CA* - Mr. Lara is currently assisting in performing construction management services for the construction of the new Moreno Valley Amphitheater located near Moreno Valley City Hall at Southeast corner of Alessandro Boulevard and Veteran's Way intersection. The project includes construction management, obtaining approval of permit applications, submittals and RFI's review, project team coordination, change order review and progress payment review/approval.

- **Terrace Reservoirs Rehabilitation and Site Improvements,** *Mission Springs Water District, City of Desert Hot Springs, CA* – Mr. Lara assisted with the design of Terrace Reservoirs Rehabilitation and Site Improvements located at the Western end of Terrace Way in the City of Desert Hot Springs. Terrace Reservoirs Rehabilitation consisted of removal, replacement and relocation of manways, electrical conduits, ladder cages and guardrails, roof vents and overflow boxes with new material along with a spiral staircase and guardrail at the top perimeter of 3 existing tanks on site. Along with Tank Rehabilitation, proposed PCC Curb around perimeter of project site, regrading of slope and proposed culvert drainage was designed to mitigate erosion of slope on site due to storm water runoff.

- **Library ADA Improvements,** *City of Moreno Valley, CA* - The Library ADA Improvements Project is located at the Northwestern corner of Alessandro Boulevard and Kitching Street in the City of Moreno Valley. Proposed grading, sidewalk, curb access ramps, striping and signage improvements were designed to meet ADA Compliance.

- **I-15 Sewer and Water Improvements,** *City of Hesperia, CA* - Mr. Lara assisted in the design of approximately 7,900 linear feet of 8" and 10" P.V.C. sewer main improvements. Design of sewer main improvements also included 10" ductile iron pipe with an 18" Steel Casing crossing the I-15 Freeway from Caliente Road to Mariposa Road near Ranchero Road in the City of Hesperia. In addition to sewer main improvements, approximately 3,800 linear feet of 18" DIP water lines were designed along Ranchero Road to and along Kourie Way and to and along Cromdale Street to existing tanks at East end of Cromdale Street. The project included restrained joints, system appurtenances, and connections to the existing systems and interconnections to City of Hesperia Sewer and Water.

- **CDBG Alesia Street and Lerma Avenue,** *City of South El Monte, CA*- Mr. Lara assisted in the design of approximately 107,000 sq. ft of street rehabilitation on Alesia Street between Potrero Avenue and Adelia Avenue and Lerma Street between Merced Avenue and Central Avenue in the City of South El Monte. Proposed design included asphalt rehabilitation, grading, striping and signage improvements sidewalk, and curb access ramps were designed to meet ADA Compliance.



TYLER AULT

TKE Engineering, Inc.

SENIOR PUBLIC WORKS INSPECTOR

EDUCATION

High School Diploma, Centennial High School, 2012

CERTIFICATION

Confined Space Training, 2018

NUCA Excavation Safety & Competent Person Certified, 2017

Mr. Ault is a Senior Public Works Inspector with 4 years of experience in public works street, parking lot, pipeline and development construction. With firsthand experience in the construction industry, he brings an invaluable perspective to the projects as an inspector. He is adept in confirming compliance with plans, specifications, and safety standards by conducting detailed, on-site surveys and communicating necessary adjustments with the project managers. With thorough attention to each project, he is able to identify potential problems and implement corrections before causing delays. His experience includes inspection of streets, pavement replacement, pedestrian improvements, parking lots, signing and striping, as well as sewer main and potable water installation projects installation of sewer, potable water, non-potable water, storm drain, and storm water retention basins; performance of hydrostatic testing, air pressure testing, and mandrel testing; and implementing safety measures to follow OSHA codes and regulations.

DETAILED PROJECT EXPERIENCE

- **On-Call Inspection Services**, *City of Highland, CA* – Mr. Ault is providing on-call inspection services to the City of Highland on various public and private improvements related to housing tracts and commercial development projects, as well as utility construction projects, and capital improvement projects throughout the City.
- **On-Call Inspection Services**, *City of Calimesa, CA* – Mr. Ault is providing on-call inspection services to the City of Calimesa on various public and private improvements related to housing tracts and commercial development projects, as well as utility construction projects, and capital improvement projects throughout the City.
- **Rialto CDBG Street Improvements:** *City of Rialto, CA* - Mr. Ault served as the senior public works inspector for construction of various street, curb and gutter, sidewalk, driveway and ramp construction along Orange Avenue, Palm Avenue and Willow Avenue between 1st Street and the Railroad tracks. The project includes removal and replacement of damaged PCC improvements as construction of ADA compliant access ramps within the downtown area and in front of the City Hall Campus and the Metrolink Depot Train Station.
- **White Avenue Water, Storm Drain, and Flood Control Basin,** *City of Adelanto, CA* - Mr. Ault served as the senior public works inspector for the Water and Storm Drain Improvement project on White Ave in the City of Adelanto. Mr. Ault is responsible for overseeing the construction and installation of a new storm drain system, catch basins and lateral piping along with a retention basin and park site to relieve street flooding. In addition, the project is also constructing a new water main, fire hydrants, appurtenances and services. Mr. Ault performs daily inspection, prepares daily reports, photo logs, verifies quantities for progress payment approval and coordinates with materials testing consultant and PERC Water for materials and compaction testing and water testing and disinfection. The goal of this project is to replace the outdated Asbestos Concrete water main

with a new PVC main with copper services and to relieve flooding through installation of a new storm drain system.

- **Pearmain Sewer Relief**, *City of Adelanto, CA* - Mr. Ault served as the senior public works inspector for construction of 1.75 miles of a 21", 18" and 15" relief sewer main along Pearmain Street. Mr. Ault is responsible for daily inspection of the field site and report preparation, preparation of photo logs, quantity verification, implementing safety procedures, and confirming the completed work meets specified standards. Mr. Ault ensures compliance with applicable OSHA code and City and State regulations. Mr. Ault also coordinates with materials testing consultant and PERC Water for materials and compaction testing and sewer testing and video inspection. The goal of this project is to relieve the existing sewer main which is over capacity and experiencing surging and spill events.
- **Johnathan Street Water Main:** *City of Adelanto, CA* - Mr. Ault serves as the senior public works inspector for a new water main installation to service future production warehouses. The project included installation of 2,600 linear feet of PVC water main, fire hydrants, air-vacs, blowoffs and water services in the northern portion of the City.

REFERENCES



5TH STREET TRAFFIC SIGNAL AND STREET IMPROVEMENTS PROJECT

City of Highland, CA

Client Contact: Carlos Zamano
Phone Number: (909) 864-8732 ext. 254
Email: czamano@cityofhighland.org
Project Cost: $2.1M
Completion Date: 2017

DESCRIPTION

The 5th Street Traffic Signal and Street Improvements Project is located on 5th Street from Victoria Avenue to Palm Avenue in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; removal and reconstruction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, bus pads and driveway approaches; construction of catch basins and storm drains; installation of a new traffic signal system at the intersection of 5th Street and Central Avenue; traffic signal modifications at 5th Street and Victoria Avenue; relocation of miscellaneous utilities; raising of various utility manholes/valves and installation of traffic signing, striping and loop detectors.

SERVICES

Services included value engineering, striping and signal redesign, utility relocation and coordination, construction management, inspection, construction staking and coordination with property owners.

KEY STAFF

Terry Renner, P.E., Q.S.D.
Ron Musser, L.S.
Marvin Lara, E.I.T.
Tyler Ault

RELEVANCE TO HIGHLAND

- *Construction Management and Inspection Services*
- *Multiple Pavement Rehabilitation Strategies*
- *Traffic Signal Installation*
- *Residential and Business Community Outreach*



HILLVIEW NEIGHBORHOOD STREET AND STORM DRAIN IMPROVEMENTS PROJECT

City of Highland, CA

Client Contact: Carlos Zamano
Phone Number: (909) 864-8732 ext. 254
Email: czamano@cityofhighland.org
Project Cost: $1.9M
Completion Date: November 2019

DESCRIPTION

The Hillview Neighborhood Street and Storm Drain Improvements Project is located on Hillview Street and Cunningham Street between 9th Street and Base Line in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; construction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, and driveway approaches; construction of catch basins and storm drains; relocation of miscellaneous utilities; raising of various utility manholes/valves and installation of traffic signing and striping.

SERVICES

Services included CalRecycle Grant coordination, value engineering, right-of-entry acquisition, utility relocation and coordination, construction management, inspection, and coordination with property owners.

KEY STAFF

Terry Renner, P.E., Q.S.D.
Ron Musser, L.S.
Marvin Lara, E.I.T.
Tyler Ault

RELEVANCE TO HIGHLAND

- *Construction Management and Inspection Services*
- *Multiple Pavement Rehabilitation Strategies*
- *Residential and Business Community Outreach*

SCOPE OF WORK

TKE's scope of services is presented in the following paragraphs:

Task No. 1 - Preconstruction Meeting

Prior to the Preconstruction Meeting, TKE's Construction Manager and Inspector will review all project plans and specifications to have a complete understanding of the project requirements. During our review, we will identify any constructability issues that may cause project delays and/or unnecessary change orders.

A preconstruction conference will be held for the project. The conference will be attended by City staff, TKE's Construction Manager and Construction Inspector, the Contractor, representatives of potentially affected utilities and representatives of any other affected agencies. Prior to the conference, we will prepare a conference agenda. At the meeting, we will discuss communication protocol requirements, safety and health procedures, storm water controls, schedule requirements, procedures for contract submittals, contract administration,

job-site access and delivery, and coordination with others. After the meeting, it will be documented with minutes.

Deliverables: Agenda, Minutes, and distribution to all entities

Task No. 2 – Material Submittal Review

TKE will develop a list of all required material submittals and compare the list to the Contractors submittals. TKE will review all project submittals including traffic control plans. Each submittal shall be reviewed with City staff and design engineer as required to verify compliance. We will maintain a project log for each project and it will include descriptions of submittals, submittal status, date received, and date returned. Once the submittals have been reviewed and accepted, they will be signed, dated, and sent to the Construction Inspector, City staff, project Contractor and the file. Submittals will be returned within the time frame specified by the Contract Documents but not longer than two weeks.

In addition to submittals, TKE will review all vendor and lab reports and certifications and material test inspections and correlate all reports with respect to the plans and specifications. TKE will provide a log for reports and certifications and notify the City upon any irregularities.

Since the project is not federally funded, no labor compliance interviews are required. TKE will perform verification of labor compliance for the project with each payment request submitted. Should deficiencies be noted, corrective action will be requested from the contractors prior to payment release.

Deliverables: Submittals, Transmittals, and Logs

Task No. 3 – Construction Meetings

TKE will be in constant communication with City staff during the projects entirety to ensure that the project is running smoothly and in accordance with the City's expectations. TKE will hold meetings with City staff, Contractor and Inspector, meetings with utilities/agencies, and affected agencies. Each is discussed below:

City Meetings-TKE will meet with City staff as required to keep staff fully apprised as to construction progress and potential project issues. We will prepare agendas and minutes for each meeting.

Contractor Meeting-our Construction Manager will meet with the project contractor biweekly. We will prepare agendas and minutes for each meeting. Meeting agenda will typically include background, old business, new business, scope, objectives, traffic control, construction phasing, project schedule, potential issues discussion, payment quantities discussion, and any safety deficiencies observed.

Utilities/Agency Meetings-as mentioned above, TKE will invite utilities and agencies to the preconstruction conference. During that meeting, all potential project impacts will be discussed with each. During construction, should issues develop needing further discussions with utilities/agencies, TKE will meet with each and develop remediation strategies. Again, all meetings will be documented with minutes.

In addition, the City will receive RFI's and RFC's (including written clarification requests and change-in-plan drawings) regarding the contract documents. TKE will provide any drawings, sketches and written responses in a timely manner to each with direction and will verify compliance with the Contract Documents. All RFI's and RFC's will be logged, including content of inquiry, date relayed and date of response. TKE will review all RFC's for any potential change in scope and notify the City if potential change orders may arise from the RFC.

Deliverables: Agendas, Minutes, RFI and RFC Responses

Task No. 4 – Construction Management

TKE is uniquely suited to respond to challenges that may occur during construction. Our first review of the project is during our QA/QC analysis. Our manager's consistent communications with the construction inspector will also provide immediate remediation alternative development. TKE will separately manage the two SR2S projects to accurately account for time accrued on each.

TKE will review the project schedule and construction progress prior to each Contractor meeting to verify compliance with the Contract Documents. In addition, we will prepare weekly statement of working days to be provided to the contractor at each weekly meeting. If the Contractor is failing to meet approved schedule contract obligations, TKE will request a remediation effort to return the project progress to comply with requirements. If the remediation plan requires adjustment to the completion date, TKE will advise the City and will not execute any approval of such change without City authorization.

Change conditions and time extensions that may warrant a change order will require a complete understanding of the impacts of the change of which TKE will need to consider in determining its resolution. TKE will seek appropriate comments from anyone impacted by the changed conditions and will closely consult with the City to develop the most cost effective remediation alternative. Cost and scheduling impacts will be noted and presented to the City in accordance with the cities change order procedures prior to direction being given to the Contractor, including the preparation of Change Order drawings and specifications, if required.

To maintain cost controls, TKE will review project budgets on a weekly basis, or as warranted, by review of change orders, RFC's, and progress payments. In particular, quantities used on the project will be tracked to verify that they will not exceed contract budgeted amounts. Each month, TKE will provide a budget report to the City. Should an increase in budget be required, TKE will assist Staff with staff report preparation.

Regarding RFC's, we will review any change order request received to determine if said request is warranted. If the change order request is not warranted, we will reject it in writing; prior to sending rejection letters to the Contractor, we will review it with City staff. If the change order request appears justified, we will review it with the Construction Inspector and compare it with field reports for confirmation of materials, equipment and/or labor involved; we will review same with City staff and receive City staff's approval prior to preparing and processing the contract change order. Change orders will be prepared on standard forms.

Should rejected RFC's require additional consideration, we will negotiate with contractors to establish the impact of change conditions and we will attempt to complete negotiations prior to beginning work. If we fail to reach an agreement and the work must continue, we will direct the Contractor to complete the work. For all disputed work and force account work, the Construction Inspector will document the labor, materials and equipment used for the extra work for use in future negotiations.

Upon direction from the City, TKE will continue negotiating with Contractors to settle all disputes. However, City staff will ultimately determine the extent the City will go to achieve resolution. TKE will meet with both parties, either independently or together, as warranted until resolution is reached. TKE will complete all necessary calculations to support the City's position. TKE utilizes a proactive dispute avoidance program. Once an issue is identified, TKE works diligently to resolve it as timely as possible. The weekly meetings will also be used to avoid or resolve these disputes.

Deliverables: Change Orders, Budget Reports, Staff Report

Task No. 5 – Pay Requests

Each month, TKE will review the construction payment requests submitted by the contractors for work completed and the construction schedule for each project. We will review the work completed and payment requests to ensure that the quantities and amounts requested reflect the actual work completed. After each request has been reviewed (and revised if necessary), we will approve it and forward it to staff for approval and payment along with a written statement of completed review. We will also submit a monthly status report with each payment request that will advise the City of compliance with the project schedule.

TKE will track and log any Preliminary and Stop Notices prior to each month's progress payment. If any stop notices have been issued, we will direct the Contractor to rectify the notice and provide proof of the rectification prior to release of payment.

TKE will also provide monthly reports highlighting project progress, change orders, cost issues, and schedule associated with each project and relative budget.

Deliverables: Payment Requests and Budget Reports

Task No. 6 - Construction Inspection

TKE will provide daily construction inspection and reporting, to verify that the project is progressing in compliance with the contract documents. We will require strict compliance with the contract documents for all construction activities and for any equipment or materials to be furnished and installed. We already possess the measuring devices and testing equipment normally required for inspecting public works construction projects. Our construction inspection personnel are experienced and knowledgeable in the operation of said devices and equipment, as well as the associated safety equipment.

All materials will be reviewed against approved material submittals as they arrive on-site. Batch tickets or weigh certificates will be collected upon material arrival.

Our Construction Inspector will verify SWPPP and safety provisions have been implemented at the start of each work day, at the construction site. Any deviations will be documented. All system service interruptions, connections and abandonments will be coordinated with staff. In addition, he will coordinate and schedule materials testing and survey requirements with appropriate parties to ensure there is no delay to the project construction and to minimize costly down periods for anyone onsite.

We will digitally photograph the activities and maintain copies in the project files and our Construction Inspector will prepare daily field reports, which will document all observed project activity, including location of the activity, number of workers present, construction equipment used, quantities constructed, inspector present, weather conditions, and construction progress. All project documentation will be completed on standard forms. All documents will be submitted in hard copy and electronic copy formats.

Our inspector will provide emergency contact information to allow for 24-hour accessibility. He will verify site safety conditions on a daily basis and, should conditions be unsafe, advise the contractor of corrective actions. If the contractor fails to remediate such conditions, he will advise the City and request direction. Should an accident occur, we will notify the City and note all site conditions and photo document the accident location.

Deliverables: Daily Field Reports, Site Deficiency Reports, Batch Tickets, Photographs, Accident Reports, Testing Reports, and Summary Reports

Task No. 7 – Record Drawings

Each month, our Construction Inspector will review the contractor's records to ensure that a diligent effort is being made to keep current and accurate records of work in place. If deficiencies are observed, we will withhold the contractor's progress payment until the contractor demonstrates compliance.

Once the project has been completed, we will provide the City with a complete set of redlined record drawings which will reflect the improvements as constructed; any changes made during project construction will be shown on the record drawings based on contractor's and our records. Drawings will be forwarded to the design engineer to prepare final as-built drawings to be provided to the City.

Deliverables: Redlined Record Drawings

Task 8 - Project Close-Out

After project construction is essentially complete, we together with City staff, if desired, will field review the project and prepare a construction deficiencies list (punch list) of items requiring remedial work. After all deficiencies are corrected, our Construction Manager will prepare a letter, recommending acceptance of the project. Once the remedial work is completed, TKE will review and process the final project invoice for each separate project.

TKE will assist the City to identify, track and monitor the completion of warranty work prior to the construction completion date. We will obtain lien waivers, bonds, guarantees, warranties, if required, and other documents required by the Contract Documents for final Contract Closeout.

In addition, we will prepare the Notice of Substantial Completion to establish the date for the commencement of contract warranty periods and acceptance of maintenance responsibility by City. We will provide the Contractor with a list of any remaining incomplete work requirements to be completed prior to Final Completion.

After all project requirements have been completed, we will prepare a "Notice of Completion" report documenting the final completion of the project and acceptance of the project improvements by the City.

We will forward copies of all records in digital and hard copy format (CD ROM and mylar) and we will prepare a summary of construction changes, final cost, and schedule revisions.

Deliverables: Punch List, Final Payment, Project Records, and Notice of Completion

FEE

TKE's fee to provide the scope of service described above is shown on the attached fee table breakdown. TKE will invoice monthly in accordance with our rate schedule and will not exceed our fee without prior approval from the City.

TKE's scope is based off of part time inspection for a construction period of 40 working days and was developed based on our understanding of the project by reviewing the plans and specifications obtained from the City.

Again, thank you for the opportunity to submit our proposal to provide professional surveying services. If you have any questions, please contact me at (951) 680-0440.

Sincerely,

Terry Renner, P.E., Q.S.D.
Senior Vice President
TKE Engineering, Inc.

City of Highland

Construction Management and Inspection Services for Lankershim Avenue at 9th Street Traffic Signal Improvements
Project No. (sig19001)

Consulting Engineering Fee

Task No.	Task	Construction Manager Hours	Construction Manager $	Assistant Construction Engineer Hours	Assistant Construction Engineer $	Clerical Hours	Clerical $	Senior Inspector Hours	Senior Inspector $	Subconsultants $	Total $
Scope of Services											
Construction Management Services											
Task No. 1 - Preconstruction Meeting		4	$ 660	6	$ 810	2	$ 170	2	$ 240	$ -	$ 1,880
Task No. 2 - Material Submittal Review		2	$ 330	12	$ 1,620		$ -		$ -	$ -	$ 1,950
Task No. 3 - Construction Meetings		4	$ 660	16	$ 2,160	2	$ 170	2	$ 240	$ -	$ 3,230
Task No. 4 - Construction Management		8	$ 1,320	16	$ 2,160	4	$ 340		$ -	$ -	$ 3,820
Task No. 5 - Pay Requests		2	$ 330	4	$ 540	1	$ 85	1	$ 120	$ -	$ 1,075
Task No. 6 - Inspection Services			$ -		$ -		$ -	80	$ 9,600	$ -	$ 9,600
Task No. 7 - Record Drawings		4	$ 660		$ -	2	$ 170		$ -	$ -	$ 830
Task No. 8 - Project Close-Out		2	$ 330	4	$ 540	2	$ 170	8	$ 960	$ -	$ 2,000
	Subtotal:	26	$ 4,290	58	$ 7,830	13	$ 1,105	93	$ 11,160	$ -	$ 24,385
										Reimbursables (@1%)[1.]:	$ 244
										Construction Management Total:	$ 24,629

Rates:

Construction Manager	$ 165 /HR
Senior Surveyor	$ 155 /HR
Assistant Construction Engineer	$ 135 /HR
Clerical	$ 85 /HR
Senior Inspector	$ 120 /HR
Survey Crew	$ 240 /HR

Notes:

1.) Reimbursables Include Cost for Prints, Copies, Mileage, Etc.

2.) Assumes Part Time Inspection for Construction Period of 40 Working Days

TKE Engineering, Inc.

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

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. 2022-05, "Pacific Street Pavement Rehabilitation Project from Victoria Avenue to Church Avenue" (Project str20002a)

RECOMMENDATION: It is recommended that the City Council:

1. Approve proposal from Willdan Engineering to provide construction management and inspection services in the amount of $118,536 for Bid No. 2022-05, "Pacific Street Pavement Rehabilitation Project from Victoria Avenue to Church Avenue" (Project str20002a).

2. Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.

3. Approve a budget adjustment to transfer $58,545 from 023-2526 (General Capital Financing for Pavement Impact Fee) to 023-3890-6530 (Street/Sidewalk Construction).

FISCAL IMPACT: The proposed fee, based on actual time and material, is not-to-exceed $118,536. The 10% contingency amount of $11,854 will be used to cover any additional services, if needed and requested by City staff, during the course of the project and each agency will pay its corresponding fair share.

The funding sources for this contract are as follows:

General Capital Financing Fund	$ 53,222.66 (44.9%)
City of San Bernardino	$ 65,313.34 (55.1%)
	$118,536.00 (100%)

Approved _____ Motion _____ Second _____ Agenda Item No. 13

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

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

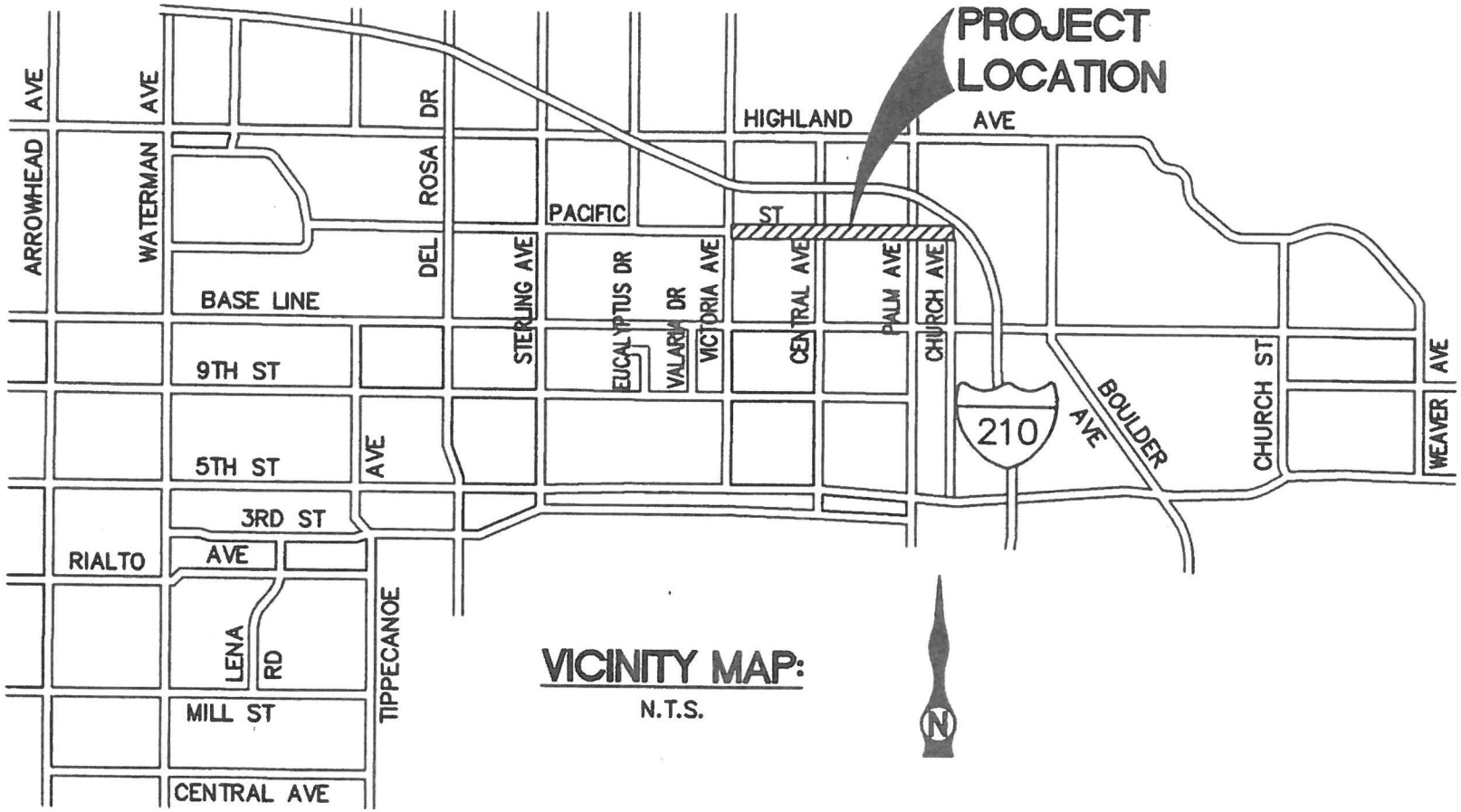
BACKGROUND: Project No. str20002a encompasses pavement rehabilitation of Pacific Street from Palm Avenue to Church Avenue within the cities of Highland and San Bernardino. Two cooperative agreements were executed on May 10, 2016 and September 24, 2018 by both agencies for this project. Highland is serving as the lead agency and San Bernardino is paying their fair share of the construction costs.

This project involves pavement grinding, pavement, aggregate base and subbase removal and replacement, asphalt rubber hot-mix installation, and new signing and striping. It also includes minor PCC sidewalk, AC dike, AC driveway ramp, PCC ramp and PCC curb and gutter removal and replacement.

With this project proceeding to the construction phase, staff requested a proposal from Willdan Engineering, TKE Engineering and Engineering Resources of Southern California to provide construction management, inspection, material testing and surveying services. The proposals were reviewed by City of Highland and City of San Bernardino 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 $118,536. Staff found Willdan Engineering's fee proposal reasonable and is recommending it for City Council approval.

Attachments: Vicinity Map
Willdan Engineering Proposal



VICINITY MAP:

N.T.S.

WILLDAN

Cover Letter

November 29, 2022

City of Highland
27215 Base Line
Highland, CA 92346

Subject: Proposal to Provide Construction Management, Inspection, and Materials Testing Services for Pacific Street Pavement Rehabilitation Project, Project No. STR20002A

The City of Highland is seeking a professional firm to provide construction management, inspection, and materials testing services for the City's street improvements project. Willdan is a recognized leader in the delivery of engineering services to California cities and counties.

While we have aimed to showcase our exceptional skillset throughout this proposal, a few highlights are presented below which identify how Willdan is uniquely qualified to meet the City of Highland's needs:

Highly Skilled Construction Manager. Our proposed Construction Manager, Mr. Joe Putrino has over 34 years of experience managing street improvement projects, including pavement rehabilitation, overlays, and traffic signal restriping. He possesses extensive experience with estimating project costs, progress schedules, bid preparation, and complete project administration.	***Mr. Putrino has extensive experience in Construction Management and Inspection.***
City of Highland Experience. Willdan has provided construction management, inspection, labor compliance, and materials testing to the City of Highland for over 20 years, including our most recent completed projects: the Cooperative City/County Pavement Rehabilitation and the Sector E Pavement Rehabilitation.	***This knowledge and experience enable us to quickly initiate projects and respond appropriately to City staff.***
Staffing Resources. Our in-house staffing resource bench of licensed and technical experts includes specialists in construction management and construction inspection, pavement and street improvement, water resources, electrical resources, 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.***

Willdan looks forward to our continued successful partnership with the City of Highland and its construction project needs. We welcome the opportunity to meet with the City to further discuss our qualifications and experience and to demonstrate how we can best assist the City with the requested construction management services.

Respectfully submitted,
WILLDAN ENGINEERING

Chris Baca

Chris Baca, RCI, CESSWI
Director of Construction Management and Inspection Services
910005/WW.00.40/P22-391_23953

Relevant Experience

Brief Firm Profile

Willdan Engineering (Willdan), a California **Corporation,** is part of Willdan Group, Inc. (WGI), a NASDAQ publicly traded Delaware Corporation and nationwide firm serving more than 800 public agencies and private sector clients. Founded in 1964 and headquartered in Anaheim, California, Willdan was originally established as a civil engineering firm specializing in providing solutions for our public agency clients. Since that time, we have evolved into a professional consulting firm offering a broad array of services that allows us to provide a comprehensive and integrated approach to our clients' planning, engineering, financial, economic, public facility, public safety, and energy sustainability solutions. Today, Willdan's staffing resources have grown from 637 in 2014 to over 1,350 employees in 56 offices. The diversity of our staff's experience combines the strength of our local personnel with experts nationwide.

Construction Management Expertise

Willdan provides expertise in all areas of project and construction management, construction administration, construction inspection and observation, grant funding administration and compliance, labor compliance, and community relations. Willdan's corporate philosophy emphasizes strong leadership, cost effectiveness, timely performance, and consistent reciprocal communication with clients and internal and external resources.

Our resident engineers, construction managers, and construction inspectors offer reliable service, quality workmanship, use of good judgment, fair and equitable treatment, and adherence to our corporate integrity. These experienced team members identify and correct discrepancies, ambiguities, omissions, or conflicts in plans, specifications, and bid schedules that might generate misinterpretation and/or lead to agency and contractor disagreements. Our professionals are adept at anticipating issues before they arise through continual review of project plans, specifications, contractors' schedules, and contract documents. Potential problems are brought to the attention of the City's Project Manager and/or the contractor, along with constructive recommendations for solutions, so that costly delays and negative impacts to the public and the project are avoided.

Willdan References

City of Long Beach
Onofre Ramirez, P.E., Senior Civil Engineer
(562) 570-6183
Onofre.Ramirez@longbeach.gov
On-call construction management and inspection services, including materials testing, labor compliance, public outreach, and utility coordination
Contract Cost: $1,000,000 Annually

City of Ridgecrest
Travis Reed, Director of Public Works
(760) 499-5081
treed@ridgecrest-ca.gov
On-call construction management and inspection services, including materials testing, labor compliance, public outreach, and utility coordination
Contract Cost: $350,000 Annually

City of Downey
Lorena Powell, P.E., Associate Civil Engineer
(562) 904-7110
lpowell@downeyca.org
On-call construction management and inspection services, including materials testing and utility coordination
Contract Cost: $350,000 Annually

City of Lakewood
Kelli Pickler, Director of Public Works
KPickler@lakewoodcity.org
On-call construction management and inspection services, including materials testing, labor compliance, and permit inspection
Contract Cost: $300,000 Annually

City of Brea
Steve Kooyman, Project Manager
(530) 318-1066
skooyman@interwestgrp.com
On-call construction management and inspection services, including materials testing and utility coordination
Contract Cost: $300,000 Annually

Sample Projects

City/County Cooperative Pavement Rehabilitation (Completed 2022)

City of Highland
27215 Base Line
Highland, CA 92346

Carlos Zamano, PE
Public Works Director/City Engineer
czamano@cityofhighland.org

Willdan Engineering provided construction management, inspection, materials testing, and survey staking (subconsultant CL Surveying) for the project. The project involved pavement rehabilitation including pavement grinding, cold central plant recycling, pavement removal and replacement, and asphalt rubber overlay. The scope of work included minor removal and replacement of damaged concrete sidewalk, curb and gutter, and cross 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.



Project Highlights:

- Pavement Rehabilitation
- Asphalt Rubber Overlay
- Street Resurfacing
- Striping

Sector E Pavement Rehabilitation (Completed 2022)

City of Highland
27215 Base Line
Highland, CA 92346

Carlos Zamano, PE
Public Works Director/City Engineer
czamano@cityofhighland.org

Willdan Engineering provided construction management, inspection, materials testing, and survey staking (subconsultant CL Surveying) for the project. The project involves pavement rehabilitation including pavement grinding, cold central plant recycling, pavement removal and replacement, and asphalt rubber overlay. The scope of work included minor removal and replacement of damaged concrete sidewalk, curb and gutter, and cross 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.



Project Highlights:

- Pavement Rehabilitation
- Asphalt Rubber Overlay
- Street Resurfacing
- Striping

Azusa Avenue Pavement Project, HPLUL 5112 (014) (Completed 2016)

City of Azusa
213 E. Foothill Boulevard
Azusa, CA 91702

Robert Delgadillo
City Engineer
rdelgadillo@azusaca.gov

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.



Project Highlights:

- Base Repairs
- Concrete Repairs
- Signing and Striping
- Utility Adjustments
- Federal Funding Requirements

Silver Spur Road SR2SL-5349(011) Cycle 10/Citywide Street Resurfacing (Completed 2017)

City of Rolling Hills Estates
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274

Greg Grammer
City Manager
(310) 377-1577 extension 107

Willdan provided design, grant administration, materials testing, labor compliance, and construction observation for a $1.0 million SR2S Cycle 10 project to construct an asphalt concrete walkway along both sides of Silver Spur Road between Kingspine Road and Palos Verdes Drive North. Improvements also involved modifying the northeast corner of Palos Verdes Drive North and Lazy Creek and resurfacing various residential streets.



Project Highlights:

- Street Improvement Project
- Curb Ramps
- Removing and replacing driveway approaches, sidewalks, curbs, gutters, and AC pavement

East and West Downs Street Widening Improvements, STPL 5385(057) (Year Completed 2018)

City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Travis Reed
Director of Public Works
(760) 499-5081



Willdan provided civil and traffic engineering design, environmental compliance, right-of-way acquisition, bidding assistance, resident engineering, construction management inspection, quality assurance, materials testing, federal funding administration, and labor compliance services for widening improvements from two lanes to four lanes and to close a 1,500-foot gap on Downs Street between Ridgecrest Boulevard and Upjohn Avenue. The project's goal was to widen the narrow street segment to an ultimate width to match the other previously widened segments at both ends. The project started as one project to construct street widening improvements on both sides of the streets. Then, due to power pole conflicts on the west side of the street and the City's ability to obtain federal funds to construct improvements on the east side, the City split the project into two phases. The east side project was federally funded and the west side project was locally funded. The east side widening involved new curb, gutter, and sidewalk improvements. The west side widening project encompassed a new raised median, street lighting conduit, curb ramps, curb and gutter, sidewalks, driveway approaches, cement treatment, ARHM overlay, signing, striping and RRFB.

Project Highlights:

- Street Improvement Project
- Pavement Overlay
- Utility Coordination
- Removing and replacing driveway approaches, sidewalks, curbs, gutters, curb ramps, and AC pavement
- Federal Funding Requirements

Old River School Road Pavement Rehabilitation (Year Completed 2021)

City of Downey
11111 Brookshire Avenue
Downey, CA 90241

Desi Gutierrez, P.E.,
Principal Civil Engineer
(562) 904-7110 | dgutierr@downeyca.org

Willdan provided Construction Management, Resident Engineering, and Inspection for the Old River School Road Pavement Rehabilitation Project. The work performed under the federally funded Old River School Road Pavement Rehabilitation Project, between Imperial Highway and Arnett Street, generally consists of the installation of traffic signal communications conduit and 32,000 LF of fiber-optic cables, pull boxes and termination panels; rehabilitation of existing pavement, including removal and reconstruction of asphalt concrete base course, cold milling existing asphalt pavement, placement of asphalt concrete leveling course and rubberized asphalt concrete overlay; replacement of non-standard curb ramps and uplifted or damaged curb and gutter and sidewalk in compliance with the Americans with Disabilities Act (ADA) requirements; implementation of Class II and Class III bike facilities; and replacement of incidental striping and signage.



Project Highlights:

- Street Improvement Project
- Removing and replacing driveway approaches, sidewalks, curbs, gutters, curb ramps, and AC pavement
- Federal Funding Requirements

Year Completed: 2021

Scope of Services

Construction Management

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

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. Attend weekly progress meetings with the construction manager, contractor, and subcontractors.
6. Inspector will 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; and address and document non-conforming items as they are discovered.
7. 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.
8. Monitor compliance with the Clean Air Act and the Clean Water Act (National Pollutant Discharge Elimination System – NPDES best management practices). Also, monitor the contractor's compliance with approved SWPPP.
9. Provide Willdan's labor compliance manager with compliant labor and equipment reports, labor classification interviews. Willdan's inspector will work with our Labor Compliance Manager to monitor and verify specified DBE's.
10. Meet with the contractor at the beginning of each day and review the proposed work plan,

including specific details that may affect progress.

11. Conduct daily measurements of quantities of work with the contractor.
12. Review actual contractor performance throughout the day and discuss discrepancies with the contractor as they occur.
13. Assist in coordination of engineering support, surveying, specialty inspections, and fieldwork by utility companies.
14. Coordinate with Contractor and utility companies to assist in the identification of unknown utilities and possible relocation of interfering structures or lines.
15. Ensure contractor restores centerline ties and provides updated centerline tie-out notes, if any are disturbed.
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. Coordinate testing and 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. Assist with the review and evaluation of change order work.
24. Provide complete measurements and calculations documentation to administer progress payments.
25. Maintain and submit a clean set of plans marked in red for as-built corrections on record drawings to be filed with the City.
26. Prepare a punch list at substantial completion and follow up with the contractor regarding progress of corrections.

Material Testing

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-compliance with project documents and applicable codes.

Survey Monumentation

1. CL Survey and mapping will provide survey monumentation for the project. Our fee includes the possible resetting of 25 centerline ties. The project specifications require the contractor to protect the monuments in place, however, Willdan provided an estimated for the resetting of any disturbed monuments.

Joseph Putrino

Construction Manager

Profile Summary

Education:	▪ *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*
Registration:	▪ *Certified Building Inspector, International Code Council* ▪ *Certified Plumbing Inspector, International Code Council* ▪ *Certified Mechanical Inspector, International Code Council* ▪ *Contractor License Class A and B, No. 636747*
Experience:	▪ *34 Years*

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.

Relevant Project Experience

Sector E Pavement Rehabilitation Project, City Project No. str20001, City of Highland, California. Construction Manager/Inspector. This project included pavement rehabilitation involving pavement grinding, 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, cross 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.

Morongo Access Road, Morongo Band of Indians Tribal, California. Public Works Inspector. Willdan is providing geotechnical and public works inspection for the Tribes access road project. The project included construction of a new access road to service the Morongo Casino.

22051 Grand Terrace Road, City of Grand Terrace, California. Public Works Inspector. The project includes inspection for the public improvements associated with the construction of the new building at 22051 Grand Terrace Road.

Capital Improvement Paving Project 21/22-04, City of Los Alamitos, California. Construction Manager/Public Works Inspector. Willdan provides construction management, public works inspection, and labor compliance for the City's 21/22-04 Paving Project.

22200 Barton Road, City of Grand Terrace, California. Public Works Inspector. The project includes public works inspection for the public improvements associated with the construction of the new 5,342 SF multi-tenant building located at 22200 Barton Road.

North Park Improvement Project, Town of Yucca Valley, California. Construction Manager. This project includes construction management services for the City's North Park Improvement Project. The improvements include demolition, traffic control, erosion control, unclassified excavation and fill, AC pavement, aggregate base, rip rap, signs and striping, curb stops, new water service, septic tank and system, prefabricated rest room building, grade walking trail and electrical.

Senior Center Kitchen Project, Town of Yucca Valley, California. Construction manager. This project includes construction management services for the remodeling of the City's Senior Center Kitchen with the proposed improvements including demolition, removal of existing combo walk-in freezer/refrigerator and installation of new walk-in freezer, new walk-in refrigerator, epoxy flooring, FRP installation and finish stainless steel counter, overhead counter coiling door, HVAC, plumbing, mechanical, electrical and reinstallation of kitchen equipment.

Raj Gupta

Senior Public Works Inspector

Profile Summary	
Education:	▪ *BS, Civil Engineering, B.I.T College, Bangalore, India*
Registration:	▪ *AQMD PM-10 Certification (in progress)*
Experience:	▪ *36 Years*

Mr. Raj Gupta has inspected, supervised, and coordinated a wide variety of construction improvements involving street widenings, transportation structures, sound wall placements, bridge retrofits, railroad bridge structures, shooflies, stone columns, isolation walls, MSE walls, water lines, drainage structures, and utility relocations. Mr. Gupta has been responsible for construction observation for the New Jersey Turnpike Authority and New York Public Works Department for improvements located in Manhattan, Brooklyn, and Bronx. His background for these entities encompasses replacing and installing water lines, rehabilitating and replacing sewer lines with Gunite and Insituform methods, replacing storm drain structures, relocating utilities, and roadway resurfacing. Mr. Gupta supervised tilted-form prefab residential housing construction and coordinated and prepared estimates for Federal Emergency Management Agency emergency projects.

Relevant Project Experience.

Arterial Street Improvement and Sewer Rehabilitation, FY 20-21, City of Garden Grove, California. Senior. Public Works Observer. Project consisted of Construction of ADA ramps, replacement of sidewalk and curb/gutters sections, splash pads, AC grindings, 12" dugout street sections, HAC base placement, ARHM placement, ARAM sealing, rehabilitation of catch basins, installation of bio screens, tree removals, micro seal paving, rehabilitation of sewer manhole and sewer pipe replacement work, traffic control, striping, and thermo pavement markings.

Streets and Park Improvement, FY 20-21, City of La Puente, California. Senior Public Works Observer. Project consisted of reconstruction of ADA ramps, replacement of sidewalk and curb/gutters sections, slurry seal paving for all the arterial streets within the city limits, striping, pavement thermo markings, and park improvement works, etc.

Hermosa Avenue Widening, City of Rancho Cucamonga, California. Senior Public Works Observer. The project consists of sawcut and removal of existing asphalt pavement; removal of stone walls; relocation of dirt and construction of curb and gutter, sidewalks, handicap ramps; gradation of new widen area and pavement with asphalt concrete with aggregate base; and re-striping with pavement markers per plan.

Church Street Pavement Rehabilitation, City of Rancho Cucamonga, California. Senior Public Works Observer. The project consists of cold milling, weed killing, routing, crack sealing, asphalt rubber hot mix overlay, grinding and patching asphalt concrete, adjustment of existing manholes and valves to new grade, video detection system (additive bid), access curb ramps, and pavement markers and striping.

Citrus Avenue and Cherry Avenue/Interstate10 Interchange Improvements, San Bernardino Associated Governments, Fontana, California. Lead Field Engineer responsible for carrying out full construction management responsibilities, including a suggested storm drain alignment using existing parameters that resulted in a $120,000 savings to the client. The $90 million project improvements involved a new open-channel storm drain; 96-inch to 24-inch diameter RCP along with catch basins and appurtenances; Interstate 10 overcrossing bridge reconstruction; Union Pacific Railroad overhead bridge widening; MSE, retaining, and sound walls; new joint plain concrete pavement lanes and shoulders; east-and west-bound ramps and loop ramps realignment and grading; Citrus Avenue and Cherry Avenue and Valley Boulevard/Slover Avenue widenings, including new sidewalks, driveway approaches, curbs, and gutters.

Project Understanding and Fee

Willdan understands the City's Pacific Street Pavement Rehabilitation Project, Project No. str20002a is tentatively scheduled to begin construction January 2023. The project encompasses pavement rehabilitation work on Pacific Street between Victoria Avenue and Church Avenue, which is located within both the City of Highland and City of San Bernardino.

Willdan proposes to perform the required construction management, inspection, materials testing, and survey and staking (as necessary) on a time and materials (T&M) basis. Willdan's proposal is based upon the City's estimated **45** Working Day construction schedule. Our proposed not-to-exceed fee for the Scope of Work identified above is **$98,536.00.**

Classification		Construction Manager *$168/hr*	Public Works Inspector (Prevailing Wage) *$124/hr*	Materials Testing	Surveying and Staking (CL Surveying- Reset +- 25 Monuments) *NTE*	Total Hrs.	Total
Preconstruction		16	8	0	0	24	$3,680.00
Construction		144	360	$21,000	0	504	$89,832.00
Post Construction		24	8	0	0	32	$5,024.00
Total Not-to-Exceed Fee							**$98,536.00**
Optional Survey Monument Replacement (Fee based on 25 monuments)							**$20,000.00**

$118,536.00 CZ

[1] Hours are estimated and will be dependent upon the Contractor's final phasing and scheduling of the work.

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

[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 Highland Project specified hourly rates.

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

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. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue, and 9th Street, and Pedestrian Improvements on Olive Tree Lane" (Project swk19002) and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)

RECOMMENDATION: It is recommended that the City Council award the construction contract for Bid No. 2022-10 "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue, and 9th Street, and Pedestrian Improvements on Olive Tree Lane (Project swk19002)" and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001) to the responsible low bidder, DM Contracting, Inc. (DM), in the amount of $167,013.

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

	swk19002	swk21001
City Measure I Local Streets Pass-thru	$35,647	$40,715
TDA Article III	$35,821	$54,830
	$71,468	$95,545

Total construction funding for Projects swk19002 and swk21001 is $167,013.

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

BACKGROUND: The Transit Stop Access Improvements Project (swk19002) includes the following:

Approved _____ Motion _____ Second _____ Agenda Item No. 14

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

JB Hughes

City Clerk

City Manager

1) Construction of new sidewalk on the west side of Olive Tree Lane from south of the Highland Police Station to 11th Street.

2) Construction of sidewalk widening to accommodate potential future installation of bus shelter/bench:

- At the southeast corner of Base Line and Boulder Avenue.
- On the west side of Boulder Avenue across from Highland Village Plaza entrance.
- On the north side of 9th Street west of Central Avenue.

The Messina Street/Seine Avenue Sidewalk Gap Project (swk21001) includes construction of 0.12 miles of new sidewalks and appurtenances that are necessary to close four sidewalk gaps at the following locations, the sidewalks will be constructed behind existing curbs and gutters:

1) On the north side of Messina Street from approximately 180 feet west of Seine Avenue to Seine Avenue.

2) On the north side of Messina Street from approximately 190 feet east of Seine Avenue to Seine Avenue.

3) On the south side of Messina Street from approximately 190 feet east of Seine Avenue to Seine Avenue.

4) On the east side of Seine Avenue from approximately 95 feet south of Messina Street to Messina Street.

The project will also construct new accessibility ramps at the northwest, northeast, and southeast corners of Messina Street/Seine Avenue, and the northeast corner of the Seine Avenue/McDonalds driveway intersection.

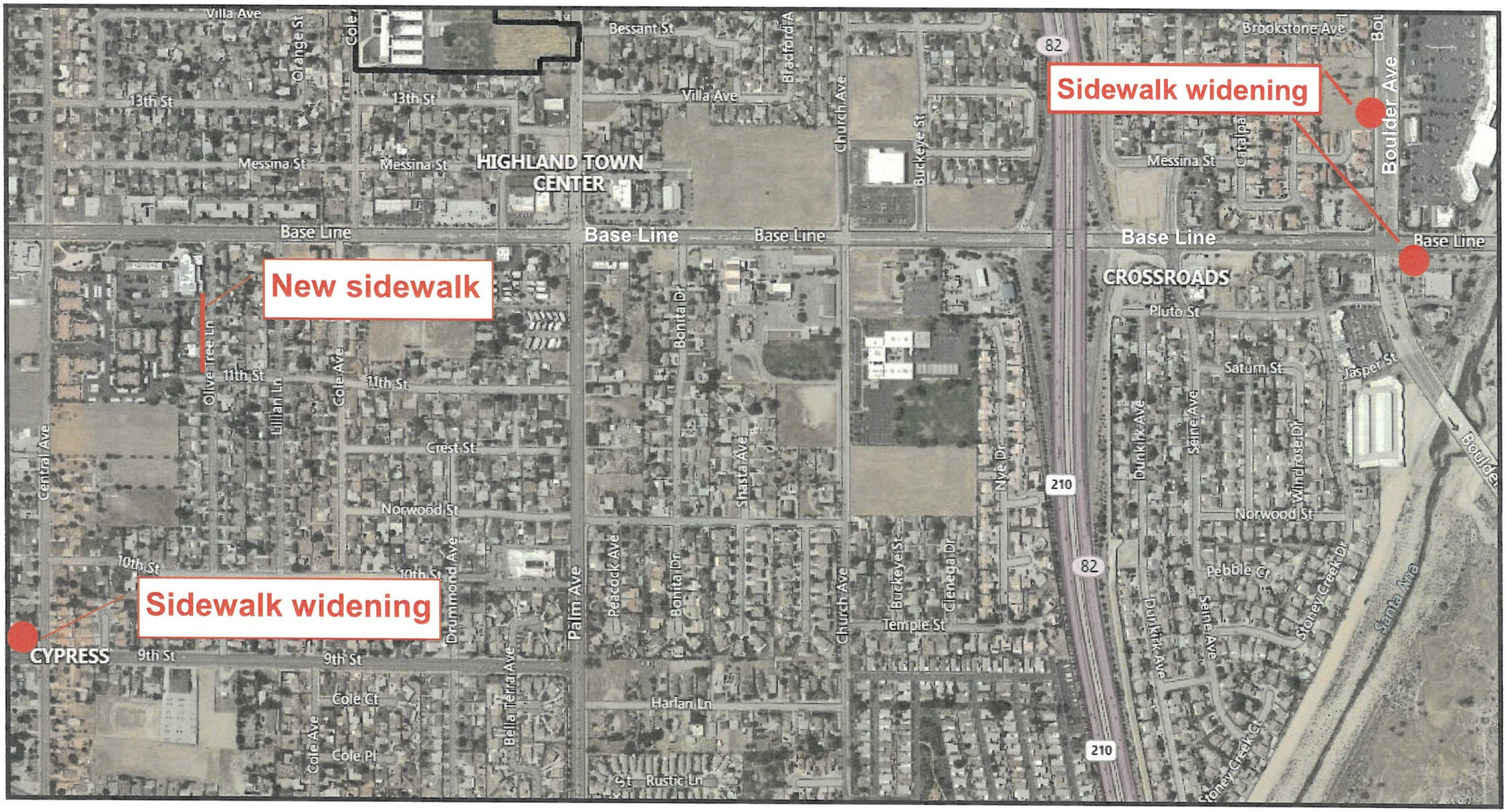
Two (2) bids were received and opened on December 7, 2022. Following are the bid results with bid totals:

Bidder	Total Bid
DM Contracting, Inc.	$167,013.00
Gentry General Engineering, Inc.	$234,272.50

The engineer's estimate for this project is $134,000. The low bid was received from DM of Colton in the amount of $167,013. While DM's bid is 24.6% higher than the engineer's estimate, the bid is reasonable because these are two small projects.

Staff recommends the City Council award this project to the responsible lowest bidder, DM. Staff is familiar with the quality of work performed by DM as they have constructed several similar projects for the City 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 Maps



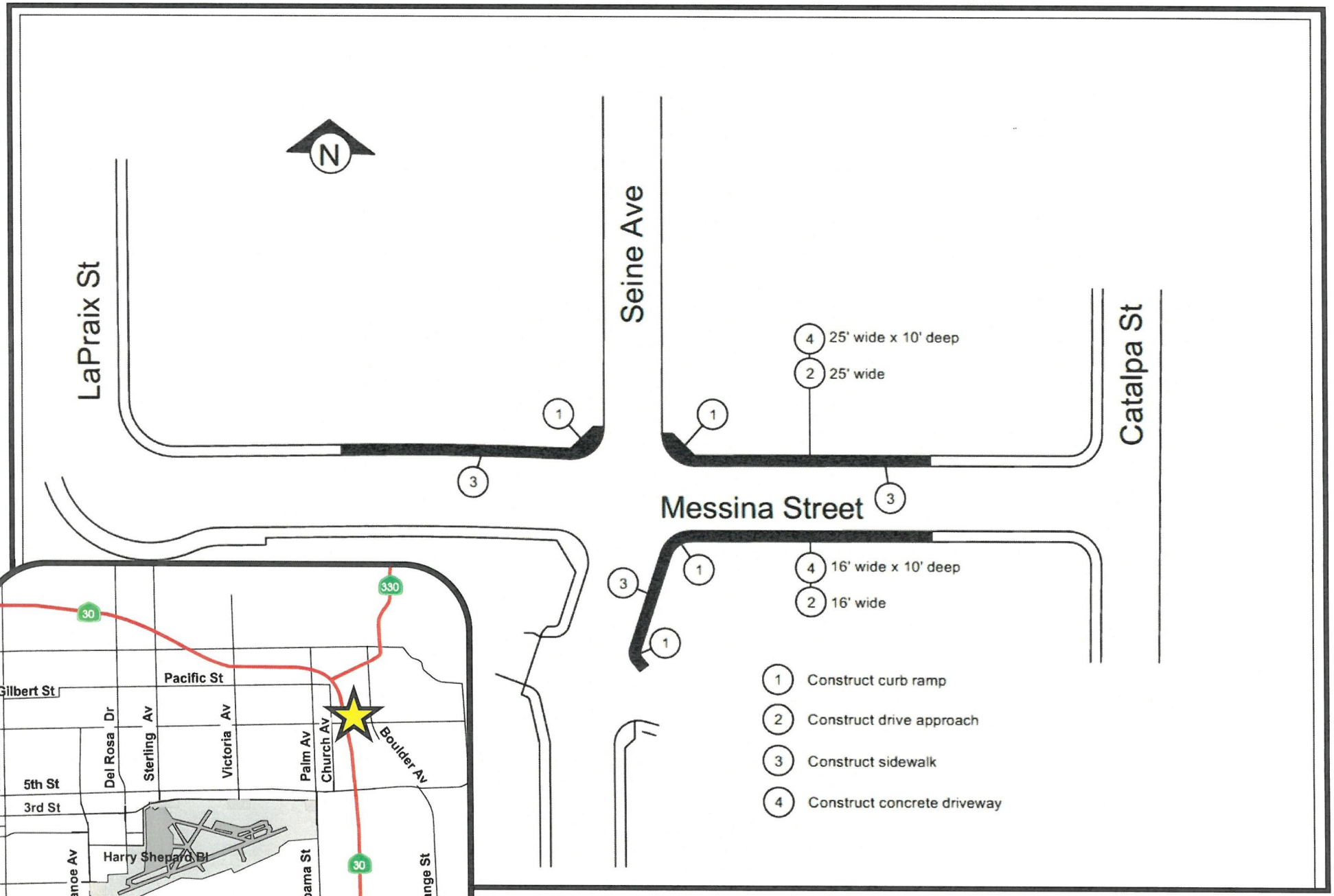
Pedestrian and Transit Access Improvements

Location Map

Project swk19002

MESSINA STREET/SEINE AVENUE SIDEWALK GAP PROJECT [swk21001]

LOCATION MAP



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

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. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue and 9th Street, and Pedestrian Improvements on Olive Tree Lane" (Project swk19002) and "Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)"

RECOMMENDATION: It is recommended that the City Council:

1. Approve proposal from TKE Engineering, Inc. (TKE) to provide construction management and inspection services for Bid No. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue, and 9th Street, and Pedestrian Improvements on Olive Tree Lane (swk19002), and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (swk21001) in the not-to-exceed amount of $33,234; 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 $33,234. The 10% contingency amount of $3,323 will be used to cover any additional services, if needed and requested by City staff, during the course of the project. Funding sources for this contract are as follows:

	swk19002	swk21001
City Measure I Local Street Pass-thru	$ 8,469.45	$ 9,364.55
TDA Article III	$ 5,752.00	$ 9,648.00
	$14,221.45	$19,012.55

Total funding for both Projects swk19002 and swk21001 is $33,234.

Approved _____ Motion _____ Second _____ Agenda Item No. 15

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

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: The Transit Stop Access Improvements Project (swk19002) includes construction of new sidewalk on the west side of Olive Tree Lane from south of the Highland Police Station to 11th Street, and construction of sidewalk widening to accommodate potential future installation of bus shelter/bench at the southeast corner of Base Line and Boulder Avenue, on the west side of Boulder Avenue across from Highland Village Plaza entrance, and on the north side of 9th Street west of Central Avenue.

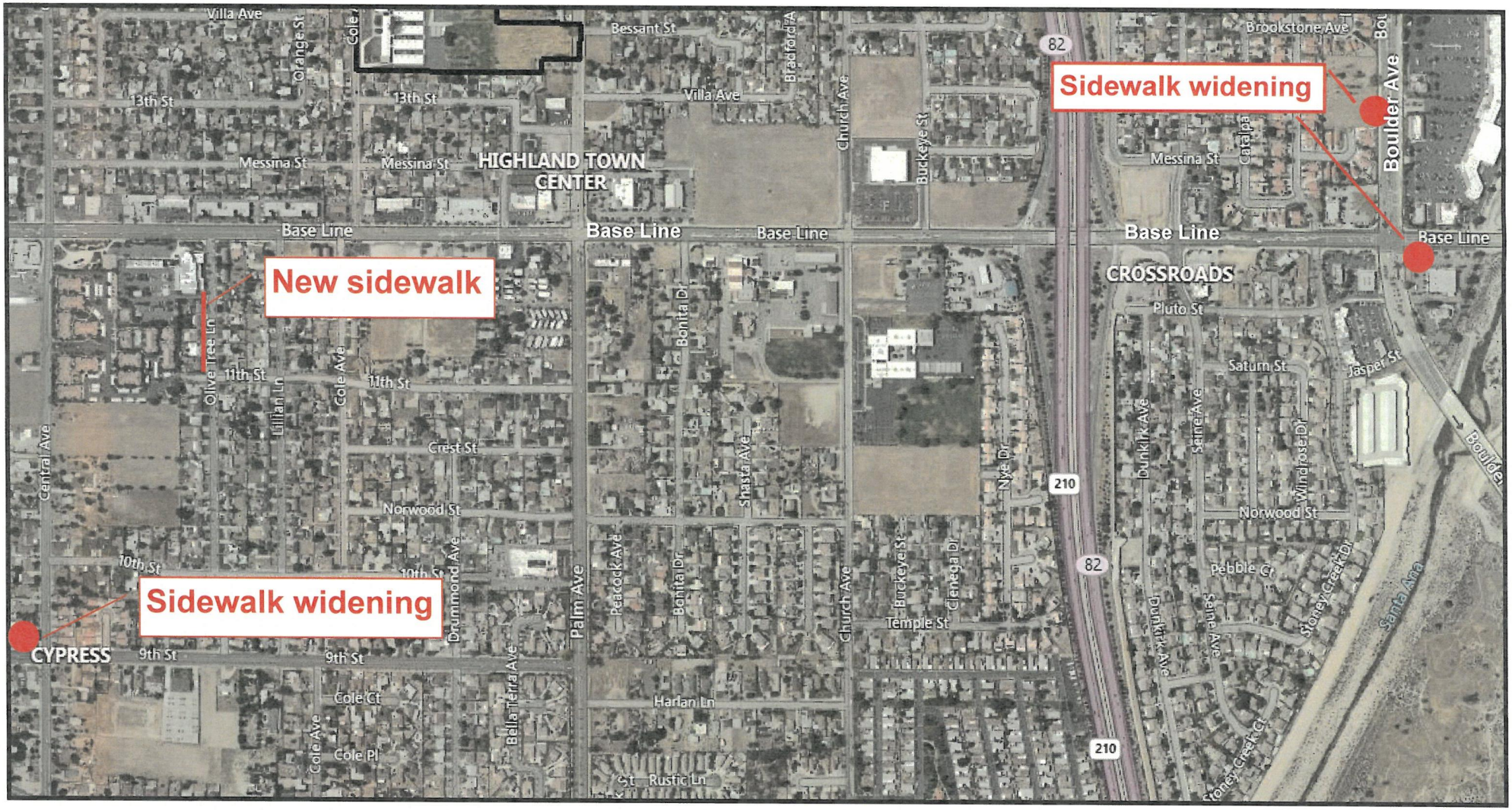
The Messina Street/Seine Avenue Sidewalk Gap Project (swk21001) includes construction of 0.12 miles of new sidewalks and appurtenances that are necessary to close four sidewalk gaps on the north, south and east sides of Messina Street at Seine Avenue, and on the east side of Messina at Seine Avenue. This project will also construct new accessibility ramps at the northwest, northeast, and southeast corners of Messina Street/Seine Avenue, and the northeast corner of the Seine Avenue/McDonalds driveway intersection.

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

Staff has reviewed and negotiated the proposed fee of $33,234. While TKE's fee is 19.9% of the construction contract of $167,013, it is reasonable because these are two small projects. Staff recommends City Council approval of TKE's proposal to provide construction management and inspection services.

Attachments: Location Maps
TKE Proposal

M:\PUBWRK\swk19002 -Transit Stop Access Improvements on Base Line, Boulder Avenue, 9th Street, and Olive Tree Lane\CM Services\CM Services Award Stf Rpt 1.10.23.doc



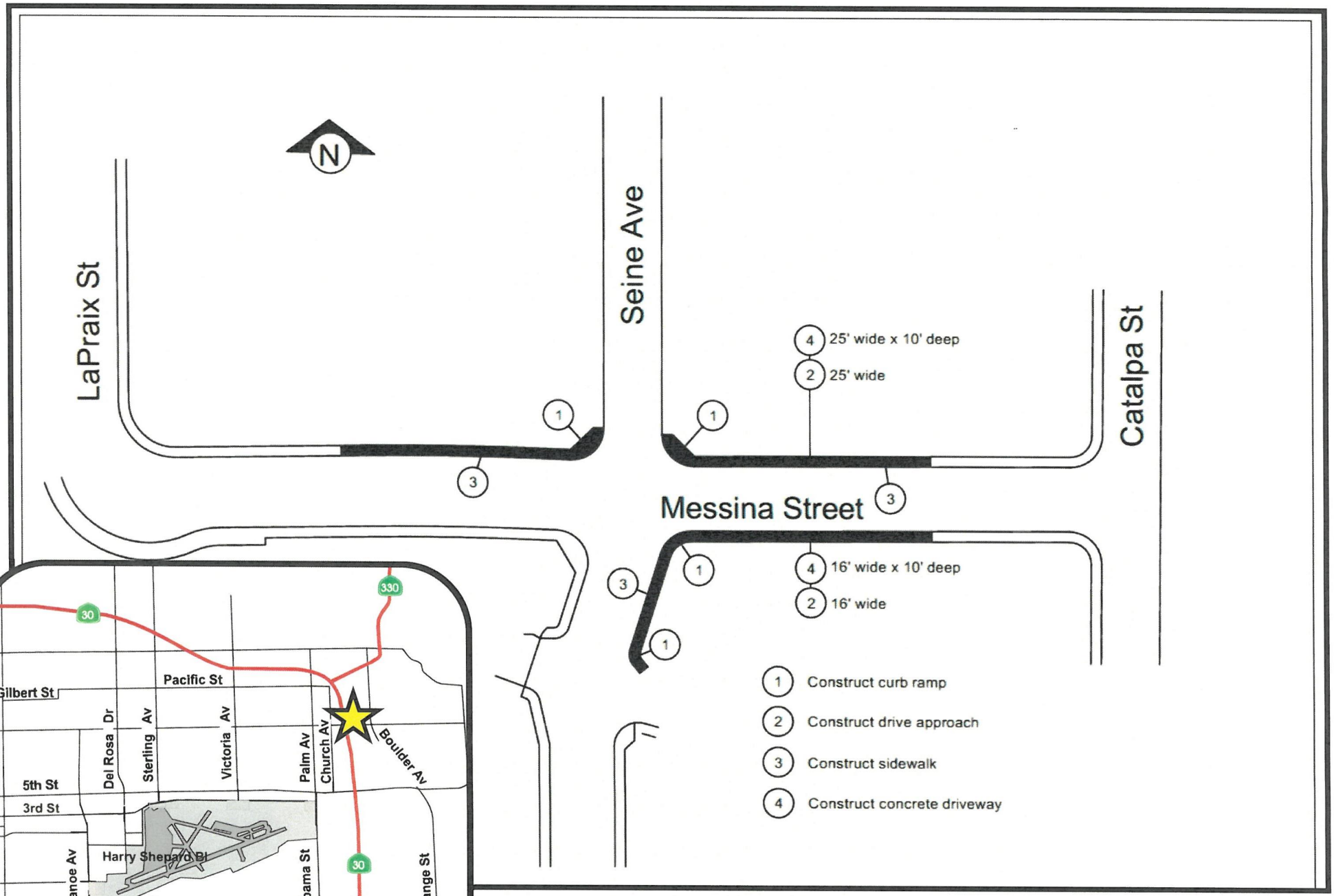
Pedestrian and Transit Access Improvements

Location Map

Project swk19002

MESSINA STREET/SEINE AVENUE SIDEWALK GAP PROJECT [swk21001]

LOCATION MAP



December 14, 2022

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

Subject: Proposal to Provide Construction Management and Inspection Services for Article III Transit Stop Access Improvements to Omnitrans Bus Routes and Article III Sidewalk Improvement Project

Dear Mr. Zamano:

Thank you for the opportunity to provide professional construction management and inspection services for the Article III Transit Stop Access Improvements to Omnitrans Bus Routes and Article III Sidewalk Improvement Project. This project involves removal of curb, sidewalks, driveways, cross gutters, spandrels, asphalt concrete pavement, signage, mailboxes, water meters and construction of PCC Bus stop landings, sidewalks, driveways, ADA accessible curb ramp, asphalt concrete pavement, mailboxes, benches, trash bins, signage. The project is located within various areas of the City of Highland on Baseline, Boulder Avenue, 9th Street, Olive Tree Lane, and Messina Street.

THE TEAM



Terry Renner, P.E., Q.S.D.
Construction Manager
TKE Engineering, Inc.

Mr. Renner is the Senior Vice President of TKE and has 22 years of experience in design and construction management of street and pedestrian infrastructure projects, including traffic signal improvements, transportation improvements, bus stop improvements, signing and striping improvements, and traffic control. He will serve as the project manager for all services provided. He has managed numerous projects and has delivered projects for the cities of Highland, Fontana, Hesperia, Yucaipa, Wildomar, Rialto, Moreno Valley, Lake Elsinore, Calimesa, Upland, Riverside, Redlands, Corona, El Monte and South El Monte. As a project manager, Mr. Renner has been responsible for staff augmentation oversight, design production, supervising a staff of engineers and drafters, coordinating work between the production team and the client, and for submitting all deliverables in a timely manner. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards. Mr. Renner has managed numerous State and Federally funded projects with outside funding

sources requiring funding compliance processing through Caltrans Local Assistance and other regional transportation and water resource agencies. In addition, Mr. Renner is responsible for on-call traffic engineering services to the Cities of Hesperia, Wildomar, and Calimesa.



Marvin Lara, EIT
Assistant Construction Manager
TKE Engineering, Inc.

Mr. Lara is an Associate Engineer of TKE and has 7 years of experience in civil engineering infrastructure projects, including transportation improvements, drainage improvements, sewer and water improvements, facilities improvements, recreation improvements, and construction methods. He has managed numerous projects and has delivered projects for the Cities of South El Monte, Highland, Calimesa, El Monte, Fontana, Rialto, Upland, Riverside, Hesperia and Redlands. As a Construction Assistant, Mr. Lara has been responsible for assistance in supervising a staff of inspectors, construction coordination and scheduling, utility relocation coordination, public relations, submittal review, coordination with subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout.



Tyler Ault
Senior Public Works Inspector
TKE Engineering, Inc.

Mr. Ault is a Senior Public Works Inspector with 4 years of experience in public works street, parking lot, pipeline and development construction. With firsthand experience in the construction industry, he brings an invaluable perspective to the projects as an inspector. He is adept in confirming compliance with plans, specifications, and safety standards by conducting detailed, on-site surveys and communicating necessary adjustments with the project managers. With thorough attention to each project, he is able to identify potential problems and implement corrections before causing delays. His experience includes inspection of streets, pavement replacement, pedestrian improvements, parking lots, traffic signals, signing and striping, as well as sewer main and potable water installation projects installation of sewer, potable water, non-potable water, storm drain, and storm water retention basins; performance of hydrostatic testing, air pressure testing, and mandrel testing; and implementing safety measures to follow OSHA codes and regulations.



TERRY RENNER, P.E., Q.S.D.

TKE Engineering, Inc.

CONSTRUCTION MANAGER

EDUCATION

BS, Civil Engineering, California State Polytechnic University, Pomona

REGISTRATIONS

P.E. License Number 69984 (CA)
Qualified SWPPP Developer and Practitioner #24329

CERTIFICATIONS

Caltrans SWPPP Certified QSP/QSD Training

AFFILIATIONS

American Public Works Association
American Council of Engineering Companies of California

Mr. Renner is the Senior Vice President of TKE and has over 22 years of experience in civil engineering design, plan checking, project management and construction management of both development and public works infrastructure projects, including grading improvements, street and transportation improvements, traffic engineering, drainage improvements, water improvements, sewer improvements, facilities improvements and recreation improvements. He currently provides traffic and transportation engineering services to the cities of Fontana, Calimesa, Upland, Wildomar, Highland, and Adelanto. His experience includes services during pre-project planning, design, plan review, construction management and inspection, along with operations and maintenance. He also has experience conducting traffic studies, specialized access analysis, parking studies, signal operations, signal timing, and traffic control. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards.

Through his career, Terry has accumulated extensive experience in Transportation and Traffic Engineering field. He has planned, designed and managed construction for more than 30 miles of roadways, street widening, medians, traffic calming, roundabouts, signing and striping modifications, bicycle lanes, and pedestrian facilities for major corridors, arterials, collectors and residential streets. Finally, Terry has overseen public works projects for signal modification and ITS improvements including projects in Caltrans jurisdiction and involving multi-agency coordination.

DETAILED PROJECT EXPERIENCE

- **Arden Drive Street Improvements,** *City of El Monte, CA* - The Arden Drive Water System, Sewer, and Street Improvements Project is located in the City of El Monte north of the Interstate 10 Freeway on Arden Drive between Valley Boulevard and the BNSF Railroad crossing. Proposed water system, sewer, and street improvements, including traffic signal installation and interconnect conduit were constructed with ARRA funding and schedule requirements. The project provided water line upgrades and construction of additional sewer and street improvements to serve a proposed development for the new public works yard and Department of Motor Vehicles office. Supplemental ground design survey and design services, including preparation of plans, specifications and estimates were provided by TKE for approximately 1,600 linear feet of water, sewer and street improvements, traffic signal and interconnect wiring, and signing and striping improvements.
- **Serfas Club Drive Traffic Signal Improvements Project,** *City of Corona, CA* – Mr. Renner was the Project Manager for the traffic signal ramp installation and curb return modification at Serfas Club Drive and

Rancho Corona Drive located in the City of Corona south of the 91 Freeway. The proposed improvements, included traffic signal installation, construction of ADA curb access ramps, retaining walls, striping and repair of private improvements adjacent to the project site.

- **Durfee Avenue and Thienes Avenue Traffic Signal Modification Improvements,** *City of South El Monte, CA* – Mr. Renner was the Project Manager for the Durfee Avenue and Thienes Avenue Traffic Signal Modification Improvements Project located in the City of South El Monte north of State Route 60 Freeway. The proposed improvements included preparation of traffic analysis, environmental documents, utility coordination and construction documents. The signal improvements included modification of the existing signal to include the addition of protected left turn phasing for Durfee Avenue and signal and pedestrian head equipment. The project was a federally funded project (HSIP) which was administered through Caltrans Local Assistance.

- **Foothill Boulevard Median and Traffic Signal Improvements,** *City of Fontana, CA* – Mr. Renner was the Project Manager for this project which included 1,300 linear feet of median, traffic signal modification, and street widening improvements. The project is between Sierra Avenue and Mango Avenue. Project components included construction of ultimate street widening, median, curb and gutter, sidewalk, traffic signal modification, median landscaping and lighting, striping, and onsite private improvements. The project was a federally funded project (HSIP) which was administered through Caltrans Local Assistance.

- **Foothill Boulevard Median and Traffic Signal Improvements,** *City of Fontana, Phase II, CA* – Mr. Renner was the Project Manager for this project which included 1,900 linear feet of median, traffic signal installation, and street widening improvements. The project is between Oleander Avenue and Juniper Avenue. Project components included construction of ultimate street widening, median, curb and gutter, sidewalk, traffic signal installation, median landscaping and lighting, striping, and onsite private improvements. The project was a federally funded project (HSIP) which was administered through Caltrans Local Assistance.

- **Foothill Boulevard Street Improvements,** *City of Fontana, CA* – Mr. Renner was the Project Manager for this 11,800 linear feet of street widening, sewer and storm drain improvements, bike lane extension and median improvements. The project was separated into two phases from East Avenue to Cherry Avenue and from Cherry Avenue to Hemlock Avenue. Project components included construction of ultimate street widening, median, curb and gutter, sidewalk, traffic signals, striping, and onsite private improvements. The project included more than twenty right-of-way acquisitions and coordination with private developers, existing business owners and the City of Rancho Cucamonga.

- **Rosemead Boulevard at Telestar Avenue Intersection Improvements** *City of El Monte, CA* –Mr. Renner was the Project Manager for the Rosemead Boulevard at Telestar Avenue Intersection Improvements Project is located in the City of El Monte immediately south of the Interstate 10 Freeway on Rosemead Boulevard (SR-19) between Whitmore Street and the Interstate 10 Freeway. Proposed street improvements included traffic signal modification, street widening, pavement rehabilitation, ADA improvements and striping improvements to accommodate truck traffic. The project was a federally funded project (HSIP) which was administered through Caltrans Local Assistance. Services included design, survey and permit acquisition through Caltrans Local Assistance.

- **San Bernardino Avenue Median and Traffic Signal Improvements,** *City of Fontana, CA* - The San Bernardino Avenue median and traffic signal improvements project is located in the City of Fontana north of Interstate 10 Freeway and East of the Interstate 15 Freeway near Commerce Drive. Proposed median and traffic signal improvements were constructed to provide a centralized turning procedure for the Walmart Distribution facility with nearly 1,000 turning movements per day. The project provides for increased vehicular capacity, corridor beautification, and improved traffic and pedestrian safety. Design, construction management, inspection and construction staking is being provided by TKE for the project. TKE provided utility and railroad coordination for the relocation and adjustment of various utility improvements (i.e., power poles, meters, vaults, etc.).

- **San Bernardino Avenue Street Improvements,** *County of San Bernardino, CA* – Mr. Renner is the Project and Construction Manager for this 8,800 linear feet of street median, sidewalk, and storm drain improvements. This project included coordination with Union Pacific Railroad, the City of Fontana and compliance with requirements of a wide variety of funding sources to construct ultimate street widening improvements including median, curb and gutter, sidewalk, landscaping, traffic signal modification, striping, storm drain and sewer crossings and private onsite improvements. The project included right-of-way acquisition for eight parcels.

- **Santa Anita Avenue and Garvey Avenue Traffic Signal Improvements,** *City of El Monte, CA* – Mr. Renner was the Project Manager for the Santa Anita Avenue and Garvey Avenue Traffic Signal Improvements Project is located in the City of El Monte south of Interstate 10 Freeway. The proposed improvements included preparation of a traffic study, including existing traffic counts to determine if a left turn phase for north and southbound Santa Anita Avenue were necessary. The signal improvements included modification of the existing signal to include the addition of left turn phase and signal head equipment. Services included design, survey, preliminary and engineering report.



MARVIN LARA, E.I.T.

TKE Engineering, Inc.

ASSISTANT CONSTRUCTION MANAGER

EDUCATION

BS, Civil Engineering, California State Polytechnic University, Pomona

CERTIFICATIONS

Engineer in Training

E.I.T. Number 157100

AFFILIATIONS

Riverside-San Bernardino Counties Branch, American Society of Civil Engineers (ASCE)

Inland Empire, Women In Transportation (WTS)

Cal Poly Pomona Alumni, Society of Hispanic Professional Engineers

Mr. Lara is an Associate Engineer of TKE and has 7 years of experience in civil engineering infrastructure projects, including transportation improvements, drainage improvements, sewer and water improvements, facilities improvements, recreation improvements, and construction methods. He has managed numerous projects and has delivered projects for the Cities of South El Monte, Highland, Calimesa, El Monte, Fontana, Rialto, Upland, Riverside, Hesperia and Redlands. As a Construction Assistant, Mr. Lara has been responsible for assistance in supervising a staff of inspectors, construction coordination and scheduling, utility relocation coordination, public relations, submittal review, coordination with subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout.

DETAILED PROJECT EXPERIENCE

- **CV Sync Construction Management,** *Palm Desert, CA*- Mr. Lara serves as the Assistant Construction Manager assist with oversight of all aspects for Phase 1 and 2 of the CV Sync project (Formerly CVAG TSSP). This work involves plan review, management and approval of construction scheduling, budget, field work, local agency procedures and more. This project involves coordination and support across twelve agencies in the Coachella Valley The project improvements include advanced traffic management systems (ATMS), advanced transportation controllers (ATC), selected Intelligent Transportation System (ITS) elements, ITS sub-systems, and Ethernet/IP-based communications that will be expandable and scalable for future integration of ITS technologies and strategies, such as Integrated Corridor Management (ICM), Smart Cities, Connected and Autonomous Vehicles, a Regional Traffic Management Center (RTMC) and local Traffic Operation Centers (TOC).
- **LPP County Line Road Project,** *City of Yucaipa/Calimesa, CA*- Mr. Lara was the Assistant Construction Manager for the SB1 Local Partnership Program project. This project consists of the preparation of full construction documents including environmental compliance documents, right-of-way acquisition, utility relocations, plans, technical specifications, construction cost estimates (PS&E) and construction support services for the design of four roundabouts, street widening, bicycle lanes, curb and gutter, sidewalk, crosswalks, ADA curb ramps, storm drain, and signing and striping along County Line Road from 4th Street to Bryant Street.
- **Construction of 60,000 Gallon Reservoir for Holly Drive, San Antonio Water Company**, *San Antonio Heights, CA* - Mr. Lara is currently assisting in performing construction management services for the construction of the new 120,000-gallon tank located on a private road North of the Northern end of Holly Drive in the city of San Antonio Heights. The project includes construction management,

submittals and RFI's review, project team coordination, change order review and progress payment review/approval.

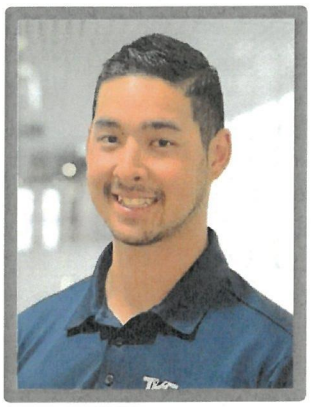
- **Moreno Valley Amphitheater,** *City of Moreno Valley, CA* - Mr. Lara is currently assisting in performing construction management services for the construction of the new Moreno Valley Amphitheater located near Moreno Valley City Hall at Southeast corner of Alessandro Boulevard and Veteran's Way intersection. The project includes construction management, obtaining approval of permit applications, submittals and RFI's review, project team coordination, change order review and progress payment review/approval.

- **Terrace Reservoirs Rehabilitation and Site Improvements,** *Mission Springs Water District, City of Desert Hot Springs, CA* – Mr. Lara assisted with the design of Terrace Reservoirs Rehabilitation and Site Improvements located at the Western end of Terrace Way in the City of Desert Hot Springs. Terrace Reservoirs Rehabilitation consisted of removal, replacement and relocation of manways, electrical conduits, ladder cages and guardrails, roof vents and overflow boxes with new material along with a spiral staircase and guardrail at the top perimeter of 3 existing tanks on site. Along with Tank Rehabilitation, proposed PCC Curb around perimeter of project site, regrading of slope and proposed culvert drainage was designed to mitigate erosion of slope on site due to storm water runoff.

- **Library ADA Improvements,** *City of Moreno Valley, CA* - The Library ADA Improvements Project is located at the Northwestern corner of Alessandro Boulevard and Kitching Street in the City of Moreno Valley. Proposed grading, sidewalk, curb access ramps, striping and signage improvements were designed to meet ADA Compliance.

- **I-15 Sewer and Water Improvements,** *City of Hesperia, CA* - Mr. Lara assisted in the design of approximately 7,900 linear feet of 8" and 10" P.V.C. sewer main improvements. Design of sewer main improvements also included 10" ductile iron pipe with an 18" Steel Casing crossing the I-15 Freeway from Caliente Road to Mariposa Road near Ranchero Road in the City of Hesperia. In addition to sewer main improvements, approximately 3,800 linear feet of 18" DIP water lines were designed along Ranchero Road to and along Kourie Way and to and along Cromdale Street to existing tanks at East end of Cromdale Street. The project included restrained joints, system appurtenances, and connections to the existing systems and interconnections to City of Hesperia Sewer and Water.

- **CDBG Alesia Street and Lerma Avenue,** *City of South El Monte, CA*- Mr. Lara assisted in the design of approximately 107,000 sq. ft of street rehabilitation on Alesia Street between Potrero Avenue and Adelia Avenue and Lerma Street between Merced Avenue and Central Avenue in the City of South El Monte. Proposed design included asphalt rehabilitation, grading, striping and signage improvements sidewalk, and curb access ramps were designed to meet ADA Compliance.



TYLER AULT

TKE Engineering, Inc.

SENIOR PUBLIC WORKS INSPECTOR

EDUCATION

High School Diploma, Centennial High School, 2012

CERTIFICATION

Confined Space Training, 2018

NUCA Excavation Safety & Competent Person Certified, 2017

Mr. Ault is a Senior Public Works Inspector with 4 years of experience in public works street, parking lot, pipeline and development construction. With firsthand experience in the construction industry, he brings an invaluable perspective to the projects as an inspector. He is adept in confirming compliance with plans, specifications, and safety standards by conducting detailed, on-site surveys and communicating necessary adjustments with the project managers. With thorough attention to each project, he is able to identify potential problems and implement corrections before causing delays. His experience includes inspection of streets, pavement replacement, pedestrian improvements, parking lots, signing and striping, as well as sewer main and potable water installation projects installation of sewer, potable water, non-potable water, storm drain, and storm water retention basins; performance of hydrostatic testing, air pressure testing, and mandrel testing; and implementing safety measures to follow OSHA codes and regulations.

DETAILED PROJECT EXPERIENCE

- **On-Call Inspection Services**, *City of Highland, CA* – Mr. Ault is providing on-call inspection services to the City of Highland on various public and private improvements related to housing tracts and commercial development projects, as well as utility construction projects, traffic signals, and capital improvement projects throughout the City.
- **On-Call Inspection Services**, *City of Calimesa, CA* – Mr. Ault is providing on-call inspection services to the City of Calimesa on various public and private improvements related to housing tracts and commercial development projects, as well as utility construction projects, traffic signals, and capital improvement projects throughout the City.
- **Rialto CDBG Street Improvements:** *City of Rialto, CA* - Mr. Ault served as the senior public works inspector for construction of various street, curb and gutter, sidewalk, driveway and ramp construction along Orange Avenue, Palm Avenue and Willow Avenue between 1st Street and the Railroad tracks. The project includes removal and replacement of damaged PCC improvements as construction of ADA compliant access ramps within the downtown area and in front of the City Hall Campus and the Metrolink Depot Train Station.
- **White Avenue, Water Storm Drain, and Flood Control Basin,** *City of Adelanto, CA* - Mr. Ault served as the senior public works inspector for the Water and Storm Drain Improvement project on White Ave in the City of Adelanto. Mr. Ault is responsible for overseeing the construction and installation of a new storm drain system, catch basins and lateral piping along with a retention basin and park site to relieve street flooding. In addition, the project is also constructing a new water main, fire hydrants, appurtenances and services. Mr. Ault performs daily inspection, prepares daily reports, photo logs, verifies quantities for progress payment approval and coordinates with

materials testing consultant and PERC Water for materials and compaction testing and water testing and disinfection. The goal of this project is to replace the outdated Asbestos Concrete water main with a new PVC main with copper services and to relieve flooding through installation of a new storm drain system.

- **Pearmain Sewer Relief**, *City of Adelanto, CA* - Mr. Ault served as the senior public works inspector for construction of 1.75 miles of a 21", 18" and 15" relief sewer main along Pearmain Street. Mr. Ault is responsible for daily inspection of the field site and report preparation, preparation of photo logs, quantity verification, implementing safety procedures, and confirming the completed work meets specified standards. Mr. Ault ensures compliance with applicable OSHA code and City and State regulations. Mr. Ault also coordinates with materials testing consultant and PERC Water for materials and compaction testing and sewer testing and video inspection. The goal of this project is to relieve the existing sewer main which is over capacity and experiencing surging and spill events.
- **Johnathan Street Water Main:** *City of Adelanto, CA* - Mr. Ault serves as the senior public works inspector for a new water main installation to service future production warehouses. The project included installation of 2,600 linear feet of PVC water main, fire hydrants, air-vacs, blowoffs and water services in the northern portion of the City.

REFERENCES



5TH STREET TRAFFIC SIGNAL AND STREET IMPROVEMENTS PROJECT

City of Highland, CA

Client Contact: Carlos Zamano
Phone Number: (909) 864-8732 ext. 254
Email: czamano@cityofhighland.org
Project Cost: $2.1M
Completion Date: 2017

DESCRIPTION

The 5th Street Traffic Signal and Street Improvements Project is located on 5th Street from Victoria Avenue to Palm Avenue in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; removal and reconstruction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, bus pads and driveway approaches; construction of catch basins and storm drains; installation of a new traffic signal system at the intersection of 5th Street and Central Avenue; traffic signal modifications at 5th Street and Victoria Avenue; relocation of miscellaneous utilities; raising of various utility manholes/valves and installation of traffic signing, striping and loop detectors.

SERVICES

Services included value engineering, striping and signal redesign, utility relocation and coordination, construction management, inspection, construction staking and coordination with property owners.

KEY STAFF

Terry Renner, P.E., Q.S.D.
Ron Musser, L.S.
Marvin Lara, E.I.T.
Tyler Ault

RELEVANCE TO HIGHLAND

- *Construction Management and Inspection Services*
- *Multiple Pavement Rehabilitation Strategies*
- *Traffic Signal Installation*
- *Residential and Business Community Outreach*



HILLVIEW NEIGHBORHOOD STREET AND STORM DRAIN IMPROVEMENTS PROJECT

City of Highland, CA

Client Contact: Carlos Zamano
Phone Number: (909) 864-8732 ext. 254
Email: czamano@cityofhighland.org
Project Cost: $1.9M
Completion Date: November 2019

DESCRIPTION

The Hillview Neighborhood Street and Storm Drain Improvements Project is located on Hillview Street and Cunningham Street between 9th Street and Base Line in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; construction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, and driveway approaches; construction of catch basins and storm drains; relocation of miscellaneous utilities; raising of various utility manholes/valves and installation of traffic signing and striping.

SERVICES

Services included CalRecycle Grant coordination, value engineering, right-of-entry acquisition, utility relocation and coordination, construction management, inspection, and coordination with property owners.

KEY STAFF

Terry Renner, P.E., Q.S.D.
Ron Musser, L.S.
Marvin Lara, E.I.T.
Tyler Ault

RELEVANCE TO HIGHLAND

- *Construction Management and Inspection Services*
- *Multiple Pavement Rehabilitation Strategies*
- *Residential and Business Community Outreach*

SCOPE OF WORK

TKE's scope of services is presented in the following paragraphs:

Task No. 1 - Preconstruction Meeting

Prior to the Preconstruction Meeting, TKE's Construction Manager and Inspector will review all project plans and specifications to have a complete understanding of the project requirements. During our review, we will identify any constructability issues that may cause project delays and/or unnecessary change orders.

A preconstruction conference will be held for the project. The conference will be attended by City staff, TKE's Construction Manager and Construction Inspector, the Contractor, representatives of potentially affected utilities and representatives of any other affected agencies. Prior to the conference, we will prepare a conference agenda. At the meeting, we will discuss communication protocol requirements, safety and health procedures, storm water controls, schedule requirements, procedures for contract submittals, contract administration,

job-site access and delivery, and coordination with others. After the meeting, it will be documented with minutes.

Deliverables: Agenda, Minutes, and distribution to all entities

Task No. 2 – Material Submittal Review

TKE will develop a list of all required material submittals and compare the list to the Contractors submittals. TKE will review all project submittals including traffic control plans. Each submittal shall be reviewed with City staff and design engineer as required to verify compliance. We will maintain a project log for each project and it will include descriptions of submittals, submittal status, date received, and date returned. Once the submittals have been reviewed and accepted, they will be signed, dated, and sent to the Construction Inspector, City staff, project Contractor and the file. Submittals will be returned within the time frame specified by the Contract Documents but not longer than two weeks.

In addition to submittals, TKE will review all vendor and lab reports and certifications and material test inspections and correlate all reports with respect to the plans and specifications. TKE will provide a log for reports and certifications and notify the City upon any irregularities.

Since the project is not federally funded, no labor compliance interviews are required. TKE will perform verification of labor compliance for the project with each payment request submitted. Should deficiencies be noted, corrective action will be requested from the contractors prior to payment release.

Deliverables: Submittals, Transmittals, and Logs

Task No. 3 – Construction Meetings

TKE will be in constant communication with City staff during the projects entirety to ensure that the project is running smoothly and in accordance with the City's expectations. TKE will hold meetings with City staff, Contractor and Inspector, meetings with utilities/agencies, and affected agencies. Each is discussed below:

City Meetings-TKE will meet with City staff as required to keep staff fully apprised as to construction progress and potential project issues. We will prepare agendas and minutes for each meeting.

Contractor Meeting-our Construction Manager will meet with the project contractor biweekly. We will prepare agendas and minutes for each meeting. Meeting agenda will typically include background, old business, new business, scope, objectives, traffic control, construction phasing, project schedule, potential issues discussion, payment quantities discussion, and any safety deficiencies observed.

Utilities/Agency Meetings-as mentioned above, TKE will invite utilities and agencies to the preconstruction conference. During that meeting, all potential project impacts will be discussed with each. During construction, should issues develop needing further discussions with utilities/agencies, TKE will meet with each and develop remediation strategies. Again, all meetings will be documented with minutes.

In addition, the City will receive RFI's and RFC's (including written clarification requests and change-in-plan drawings) regarding the contract documents. TKE will provide any drawings, sketches and written responses in a timely manner to each with direction and will verify compliance with the Contract Documents. All RFI's and RFC's will be logged, including content of inquiry, date relayed and date of response. TKE will review all RFC's for any potential change in scope and notify the City if potential change orders may arise from the RFC.

Deliverables: Agendas, Minutes, RFI and RFC Responses

Task No. 4 – Construction Management

TKE is uniquely suited to respond to challenges that may occur during construction. Our first review of the project is during our QA/QC analysis. Our manager's consistent communications with the construction inspector will also provide immediate remediation alternative development. TKE will separately manage the two SR2S projects to accurately account for time accrued on each.

TKE will review the project schedule and construction progress prior to each Contractor meeting to verify compliance with the Contract Documents. In addition, we will prepare weekly statement of working days to be provided to the contractor at each weekly meeting. If the Contractor is failing to meet approved schedule contract obligations, TKE will request a remediation effort to return the project progress to comply with requirements. If the remediation plan requires adjustment to the completion date, TKE will advise the City and will not execute any approval of such change without City authorization.

Change conditions and time extensions that may warrant a change order will require a complete understanding of the impacts of the change of which TKE will need to consider in determining its resolution. TKE will seek appropriate comments from anyone impacted by the changed conditions and will closely consult with the City to develop the most cost effective remediation alternative. Cost and scheduling impacts will be noted and presented to the City in accordance with the cities change order procedures prior to direction being given to the Contractor, including the preparation of Change Order drawings and specifications, if required.

To maintain cost controls, TKE will review project budgets on a weekly basis, or as warranted, by review of change orders, RFC's, and progress payments. In particular, quantities used on the project will be tracked to verify that they will not exceed contract budgeted amounts. Each month, TKE will provide a budget report to the City. Should an increase in budget be required, TKE will assist Staff with staff report preparation.

Regarding RFC's, we will review any change order request received to determine if said request is warranted. If the change order request is not warranted, we will reject it in writing; prior to sending rejection letters to the Contractor, we will review it with City staff. If the change order request appears justified, we will review it with the Construction Inspector and compare it with field reports for confirmation of materials, equipment and/or labor involved; we will review same with City staff and receive City staff's approval prior to preparing and processing the contract change order. Change orders will be prepared on standard forms.

Should rejected RFC's require additional consideration, we will negotiate with contractors to establish the impact of change conditions and we will attempt to complete negotiations prior to beginning work. If we fail to reach an agreement and the work must continue, we will direct the Contractor to complete the work. For all disputed work and force account work, the Construction Inspector will document the labor, materials and equipment used for the extra work for use in future negotiations.

Upon direction from the City, TKE will continue negotiating with Contractors to settle all disputes. However, City staff will ultimately determine the extent the City will go to achieve resolution. TKE will meet with both parties, either independently or together, as warranted until resolution is reached. TKE will complete all necessary calculations to support the City's position. TKE utilizes a proactive dispute avoidance program. Once an issue is identified, TKE works diligently to resolve it as timely as possible. The weekly meetings will also be used to avoid or resolve these disputes.

Deliverables: Change Orders, Budget Reports, Staff Report

Task No. 5 – Pay Requests

Each month, TKE will review the construction payment requests submitted by the contractors for work completed and the construction schedule for each project. We will review the work completed and payment requests to ensure that the quantities and amounts requested reflect the actual work completed. After each request has been reviewed (and revised if necessary), we will approve it and forward it to staff for approval and payment along with a written statement of completed review. We will also submit a monthly status report with each payment request that will advise the City of compliance with the project schedule.

TKE will track and log any Preliminary and Stop Notices prior to each month's progress payment. If any stop notices have been issued, we will direct the Contractor to rectify the notice and provide proof of the rectification prior to release of payment.

TKE will also provide monthly reports highlighting project progress, change orders, cost issues, and schedule associated with each project and relative budget.

Deliverables: Payment Requests and Budget Reports

Task No. 6 - Construction Inspection

TKE will provide daily construction inspection and reporting, to verify that the project is progressing in compliance with the contract documents. We will require strict compliance with the contract documents for all construction activities and for any equipment or materials to be furnished and installed. We already possess the measuring devices and testing equipment normally required for inspecting public works construction projects. Our construction inspection personnel are experienced and knowledgeable in the operation of said devices and equipment, as well as the associated safety equipment.

All materials will be reviewed against approved material submittals as they arrive on-site. Batch tickets or weigh certificates will be collected upon material arrival.

Our Construction Inspector will verify SWPPP and safety provisions have been implemented at the start of each work day, at the construction site. Any deviations will be documented. All system service interruptions, connections and abandonments will be coordinated with staff. In addition, he will coordinate and schedule materials testing and survey requirements with appropriate parties to ensure there is no delay to the project construction and to minimize costly down periods for anyone onsite.

We will digitally photograph the activities and maintain copies in the project files and our Construction Inspector will prepare daily field reports, which will document all observed project activity, including location of the activity, number of workers present, construction equipment used, quantities constructed, inspector present, weather conditions, and construction progress. All project documentation will be completed on standard forms. All documents will be submitted in hard copy and electronic copy formats.

Our inspector will provide emergency contact information to allow for 24-hour accessibility. He will verify site safety conditions on a daily basis and, should conditions be unsafe, advise the contractor of corrective actions. If the contractor fails to remediate such conditions, he will advise the City and request direction. Should an accident occur, we will notify the City and note all site conditions and photo document the accident location.

Deliverables: Daily Field Reports, Site Deficiency Reports, Batch Tickets, Photographs, Accident Reports, Testing Reports, and Summary Reports

Task No. 7 – Record Drawings

Each month, our Construction Inspector will review the contractor's records to ensure that a diligent effort is being made to keep current and accurate records of work in place. If deficiencies are observed, we will withhold the contractor's progress payment until the contractor demonstrates compliance.

Once the project has been completed, we will provide the City with a complete set of redlined record drawings which will reflect the improvements as constructed; any changes made during project construction will be shown on the record drawings based on contractor's and our records. Drawings will be forwarded to the design engineer to prepare final as-built drawings to be provided to the City.

Deliverables: Redlined Record Drawings

Task 8 - Project Close-Out

After project construction is essentially complete, we together with City staff, if desired, will field review the project and prepare a construction deficiencies list (punch list) of items requiring remedial work. After all deficiencies are corrected, our Construction Manager will prepare a letter, recommending acceptance of the project. Once the remedial work is completed, TKE will review and process the final project invoice for each separate project.

TKE will assist the City to identify, track and monitor the completion of warranty work prior to the construction completion date. We will obtain lien waivers, bonds, guarantees, warranties, if required, and other documents required by the Contract Documents for final Contract Closeout.

In addition, we will prepare the Notice of Substantial Completion to establish the date for the commencement of contract warranty periods and acceptance of maintenance responsibility by City. We will provide the Contractor with a list of any remaining incomplete work requirements to be completed prior to Final Completion.

After all project requirements have been completed, we will prepare a "Notice of Completion" report documenting the final completion of the project and acceptance of the project improvements by the City.

We will forward copies of all records in digital and hard copy format (CD ROM and mylar) and we will prepare a summary of construction changes, final cost, and schedule revisions.

Deliverables: Punch List, Final Payment, Project Records, and Notice of Completion

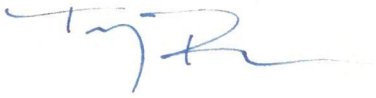
FEE

TKE's fee to provide the scope of service described above is shown on the attached fee table breakdown. TKE will invoice monthly in accordance with our rate schedule and will not exceed our fee without prior approval from the City.

TKE's scope is based off of part time inspection for a construction period of 45 working days and was developed based on our understanding of the project by reviewing the plans and specifications obtained from the City.

Again, thank you for the opportunity to submit our proposal to provide professional surveying services. If you have any questions, please contact me at (951) 680-0440.

Sincerely,



Terry Renner, P.E., Q.S.D.
Senior Vice President
TKE Engineering, Inc.

City of Highland

Construction Management and Inspection Services for Article II Transit Stop Access Improvements to Omnitrans Bus Routes #14 and #15 on Base Line, Boulder Avenue, 9th Street and Pedestrian Improvements on Olive Tree Lane
Project No. (swk19002)
and
Article III Sidewalk Improvement Project Messina Street at Seine Avenue
Project No. swk21001

Consulting Engineering Fee

Task No.	Task	Construction Manager Hours	Construction Manager $	Assistant Construction Engineer Hours	Assistant Construction Engineer $	Clerical Hours	Clerical $	Senior Inspector Hours	Senior Inspector $	Subconsultants $	Total $
Scope of Services											
Construction Management Services											
Task No. 1	Preconstruction Meeting	4	$ 660	6	$ 810	2	$ 170	2	$ 240	$ -	$ 1,880
Task No. 2	Material Submittal Review	2	$ 330	12	$ 1,620		$ -		$ -	$ -	$ 1,950
Task No. 3	Construction Meetings	4	$ 660	8	$ 1,080	2	$ 170	2	$ 240	$ -	$ 2,150
Task No. 4	Construction Management	8	$ 1,320	16	$ 2,160	4	$ 340		$ -	$ -	$ 3,820
Task No. 5	Pay Requests	2	$ 330	4	$ 540	1	$ 85	1	$ 120	$ -	$ 1,075
Task No. 6	Inspection Services		$ -		$ -		$ -	160	$ 19,200	$ -	$ 19,200
Task No. 7	Record Drawings	4	$ 660		$ -	2	$ 170		$ -	$ -	$ 830
Task No. 8	Project Close-Out	2	$ 330	4	$ 540	2	$ 170	8	$ 960	$ -	$ 2,000
	Subtotal:	26	$ 4,290	50	$ 6,750	13	$ 1,105	173	$ 20,760	$ -	$ 32,905
										Reimbursables (@1%)[1.]:	$ 329
										Construction Management Total:	$ 33,234

Rates:

Construction Manager	$ 165 /HR
Senior Surveyor	$ 155 /HR
Assistant Construction Engineer	$ 135 /HR
Clerical	$ 85 /HR
Senior Inspector	$ 120 /HR
Survey Crew	$ 240 /HR

Notes:

1.) Reimbursables Include Cost for Prints, Copies, Mileage, Etc.

2.) Assumes Part Time Inspection for Construction Period of 45 Working Days

TKE Engineering, Inc.

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Ben Booth, Senior Civil Engineer BB

SUBJECT: Bid Award – Bid No. 2022-12, "FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street" (Project ola20002) and "FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue" (Project ola22001)

RECOMMENDATION: It is recommended that the City Council award the construction contract for Bid No. 2022-12 "FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street" (Project ola20002) and "FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue" (Project ola22001)" to the responsible low bidder, Vance Corporation, in the amount of $542,779.

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

2020/21 CDBG	$ 55,904.00
2021/22 CDBG	$200,000.00
2022/23 CDBG	$200,000.00
Unprogrammed CDBG	$ 86,875.00
	$542,779.00

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

BACKGROUND: The FY 2021-22 CDBG and Pavement Improvement Project for Cunningham Street includes pavement rehabilitation including milling, full-depth asphalt removal and replacement and subgrade removal and replacement, utility cover adjustments, pavement striping and marking, asphalt leveling course, and asphalt overlay of 2,000 linear feet along Cunningham Street from 9th Street to Base Line.

Approved _____ Motion _____ Second _____ Agenda Item No. 16

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

The FY 2021-22 CDBG and Pavement Improvement Project for McKinley Avenue includes pavement rehabilitation including milling, full-depth asphalt removal and replacement and subgrade removal and replacement, utility cover adjustments, signal loop replacement, pavement striping and marking, asphalt leveling course, and asphalt overlay of 2,000 linear feet along McKinley Avenue from 9th Street to Base Line.

Eight (8) bids were received and opened on December 27, 2022. The fourth and seventh bidders, Wheeler Paving Inc. and Hardy & Harper, Inc. both contained an arithmetic error in the addition of bid item subtotal for bid item 3 (Remove Existing AC and AB, compact subgrade to 95% max density, and construct AC. Leave 2" below finished surface). This error, however; did not change the ranking of the bid results. Following are the bid results with corrected bid amounts:

Bidder	Total Bid
Vance Corporation	$542,779.00
Onyx Paving Company, Inc.	$567,000.00
Matich Corporation	$603,800.00
Wheeler Paving Inc.	$634,024.00
All American Asphalt	$638,684.00
LCR Earthwork & Engineering, Corp.	$709,790.00
Hardy & Harper, Inc.	$762,502.00
IE General Engineering, Inc.	$849,201.50

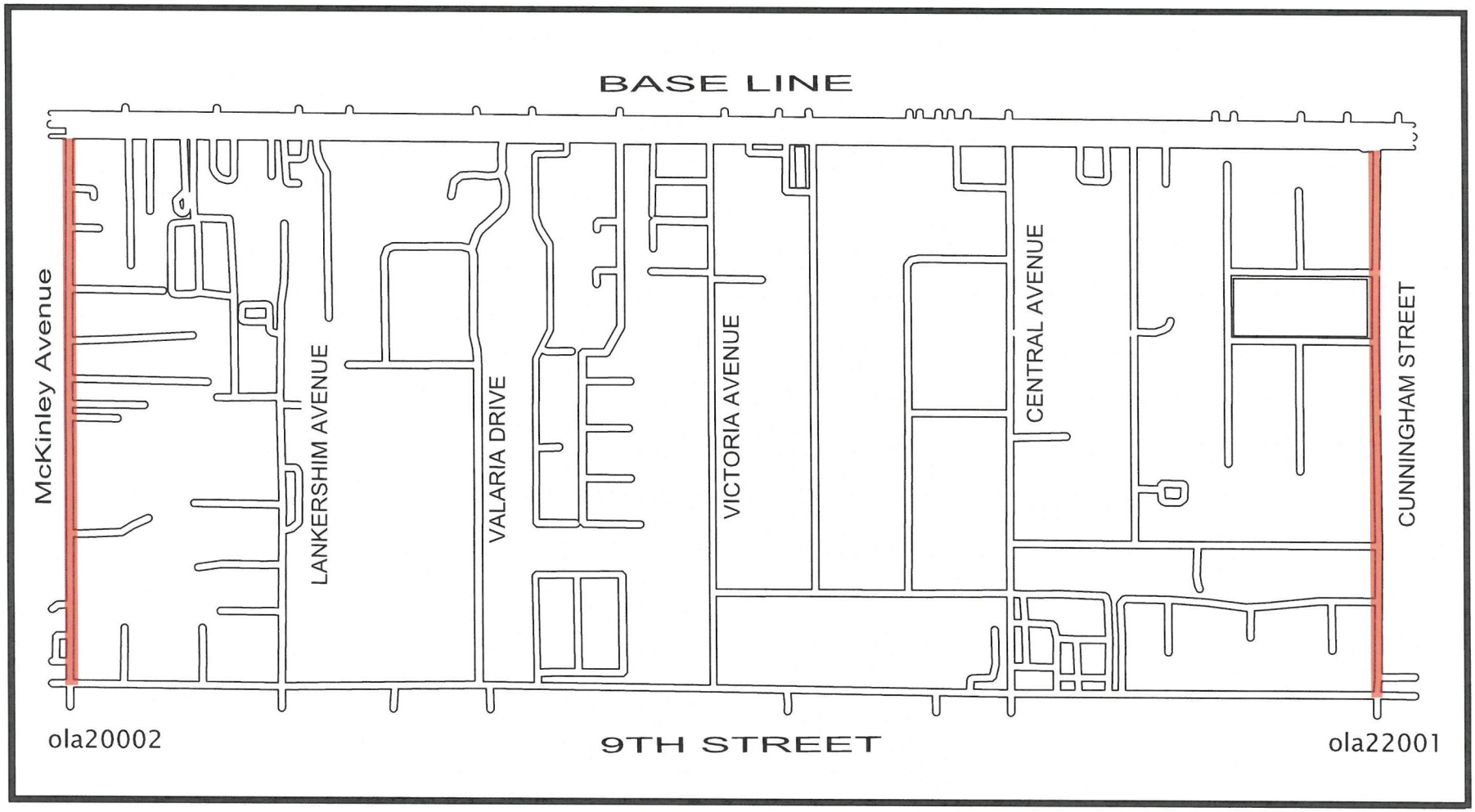
The engineer's estimate for this project is $658,000. The low bid was received from Vance Corporation of Beaumont in the amount of $542,779.

Staff recommends the City Council award this project to the responsible lowest bidder, Vance Corporation. Staff is familiar with the quality of work performed by Vance Corporation as they have constructed similar projects for the City 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: Vicinity Map

M:\PUBWRK\ola20002 - CDBG Streets FY 2021-22 - Cunningham\Council\Bid Award Stf Rpt 1.10.23 (Vance Corp).doc

FY 2021-22 AND FY 2022-23
CDBG PAVEMENT IMPROVEMENTS
PROJECTS



VICINITY MAP

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Ben Booth, Senior Civil Engineer BB

SUBJECT: Construction Management and Inspection Services for Bid No. 2022-12, Bid No. 2022-12, "FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street" (Project ola20002) and "FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue" (Project ola22001)

RECOMMENDATION: It is recommended that the City Council:

1. Approve proposal from Willdan Engineering (Willdan) to provide construction management and inspection services in the amount of $58,988 for Bid No. 2022-12, "FY 2021-22 and FY 2022-23 CDBG Pavement Improvement Projects" (Project Nos. ola20002 and ola22001)

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 $58,988. The 10% contingency amount of $5,899 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 Street 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: The FY 2021-22 CDBG and Pavement Improvement Project for Cunningham Street includes pavement rehabilitation including milling, full-depth asphalt removal and replacement and subgrade removal and replacement, utility cover adjustments, pavement striping and marking, asphalt leveling course, and asphalt overlay of 2,000 linear feet along Cunningham Street from 9th Street to Base Line.

Approved _____	Motion _____	Second _____	Agenda Item No. 17
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

The FY 2021-22 CDBG and Pavement Improvement Project for McKinley Avenue includes pavement rehabilitation including milling, full-depth asphalt removal and replacement and subgrade removal and replacement, utility cover adjustments, signal loop replacement, pavement striping and marking, asphalt leveling course, and asphalt overlay of 2,000 linear feet along McKinley Avenue from 9th Street to Base Line.

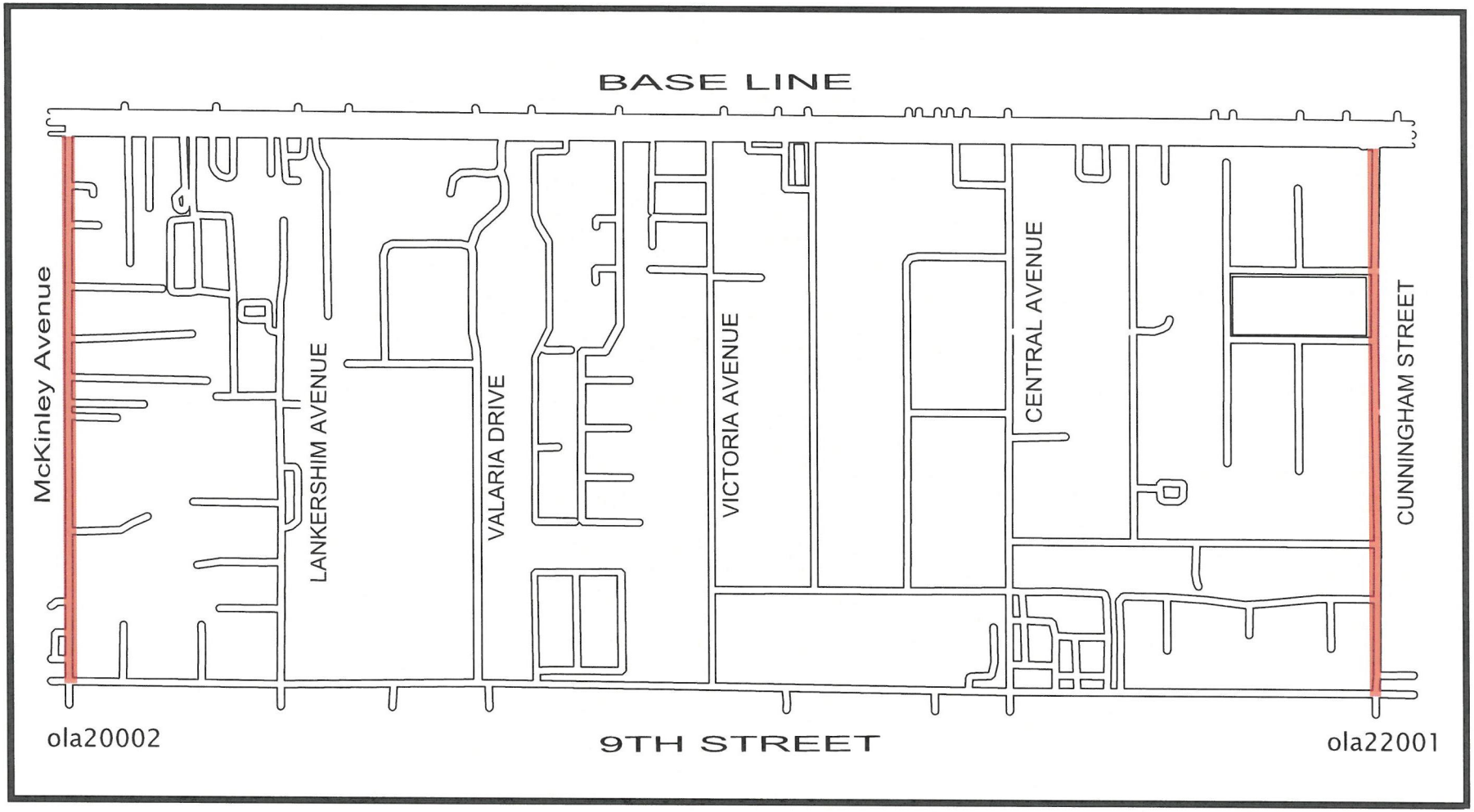
With this project proceeding to the construction phase, staff requested a proposal from Willdan, Engineering Resources of Southern California and TKE Engineering, Inc. to provide construction management, inspection, and material testing services. The proposals were reviewed by City staff, and Willdan was the top-ranked firm. Willdan 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 the proposed fee of $58,988 which is 10.9% of the construction contract of $542,779. Staff found Willdan's fee proposal reasonable and is recommending it for City Council approval.

Attachments: Vicinity Map
Willdan Engineering Proposal

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FY 2021-22 AND FY 2022-23
CDBG PAVEMENT IMPROVEMENTS
PROJECTS



VICINITY MAP

WILLDAN

Cover Letter

December 14, 2022

City of Highland
27215 Base Line
Highland, CA 92346

Subject: **Proposal to Provide Construction Management, Inspection, Labor Compliance, and Materials Testing Services for FY 2021-22 CDBG Pavement Improvement Project – Cunningham Street, Project No. ola20002 & FY 2022-23 CDBG Pavement Improvement Project – Mckinley Avenue, Project No. ola22001**

The City of Highland is seeking a professional firm to provide construction management, inspection, labor compliance and materials testing services for the City's street improvements project. Willdan is a recognized leader in the delivery of engineering services to California cities and counties. While we have aimed to showcase our exceptional skillset throughout this proposal, a few highlights are presented below which identify how Willdan is uniquely qualified to meet the City of Highland's needs:

Highly Skilled Construction Manager. Our proposed Construction Manager, Mr. Joe Putrino has over 34 years of experience managing street improvement projects, including pavement rehabilitation, overlays, and traffic signal restriping. He possesses extensive experience with estimating project costs, progress schedules, bid preparation, and complete project administration.	***Mr. Putrino has extensive experience in Construction Management and Inspection.***
City of Highland Experience. Willdan has provided construction management, inspection, labor compliance, and materials testing to the City of Highland for over 20 years, including our most recent completed projects: the Cooperative City/County Pavement Rehabilitation and the Sector E Pavement Rehabilitation.	***This knowledge and experience enable us to quickly initiate projects and respond appropriately to City staff.***
Staffing Resources. Our in-house staffing resource bench of licensed and technical experts includes specialists in construction management and construction inspection, pavement and street improvement, water resources, electrical resources, 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.***

Willdan looks forward to our continued successful partnership with the City of Highland and its construction project needs. We welcome the opportunity to meet with the City to further discuss our qualifications and experience and to demonstrate how we can best assist the City with the requested construction management services.

Respectfully submitted,
WILLDAN ENGINEERING

Chris Baca

Chris Baca, RCI, CESSWI
Director of Construction Management and Inspection Services
910005/WW.00.40/P22-407_23974

Relevant Experience

Brief Firm Profile

Willdan Engineering (Willdan), a California **Corporation,** is part of Willdan Group, Inc. (WGI), a NASDAQ publicly traded Delaware Corporation and nationwide firm serving more than 800 public agencies and private sector clients. Founded in 1964 and headquartered in Anaheim, California, Willdan was originally established as a civil engineering firm specializing in providing solutions for our public agency clients. Since that time, we have evolved into a professional consulting firm offering a broad array of services that allows us to provide a comprehensive and integrated approach to our clients' planning, engineering, financial, economic, public facility, public safety, and energy sustainability solutions. Today, Willdan's staffing resources have grown from 637 in 2014 to over 1,350 employees in 56 offices. The diversity of our staff's experience combines the strength of our local personnel with experts nationwide.

Construction Management Expertise

Willdan provides expertise in all areas of project and construction management, construction administration, construction inspection and observation, grant funding administration and compliance, labor compliance, and community relations. Willdan's corporate philosophy emphasizes strong leadership, cost effectiveness, timely performance, and consistent reciprocal communication with clients and internal and external resources.

Our resident engineers, construction managers, and construction inspectors offer reliable service, quality workmanship, use of good judgment, fair and equitable treatment, and adherence to our corporate integrity. These experienced team members identify and correct discrepancies, ambiguities, omissions, or conflicts in plans, specifications, and bid schedules that might generate misinterpretation and/or lead to agency and contractor disagreements. Our professionals are adept at anticipating issues before they arise through continual review of project plans, specifications, contractors' schedules, and contract documents. Potential problems are brought to the attention of the City's Project Manager and/or the contractor, along with constructive recommendations for solutions, so that costly delays and negative impacts to the public and the project are avoided.

Willdan References

City of Long Beach
Onofre Ramirez, P.E., Senior Civil Engineer
(562) 570-6183
Onofre.Ramirez@longbeach.gov
On-call construction management and inspection services, including materials testing, labor compliance, public outreach, and utility coordination
Contract Cost: $1,000,000 Annually

City of Ridgecrest
Travis Reed, Director of Public Works
(760) 499-5081
treed@ridgecrest-ca.gov
On-call construction management and inspection services, including materials testing, labor compliance, public outreach, and utility coordination
Contract Cost: $350,000 Annually

City of Downey
Lorena Powell, P.E., Associate Civil Engineer
(562) 904-7110
lpowell@downeyca.org
On-call construction management and inspection services, including materials testing and utility coordination
Contract Cost: $350,000 Annually

City of Lakewood
Kelli Pickler, Director of Public Works
KPickler@lakewoodcity.org
On-call construction management and inspection services, including materials testing, labor compliance, and permit inspection
Contract Cost: $300,000 Annually

City of Brea
Steve Kooyman, Project Manager
(530) 318-1066
skooyman@interwestgrp.com
On-call construction management and inspection services, including materials testing and utility coordination
Contract Cost: $300,000 Annually

Sample Projects

City/County Cooperative Pavement Rehabilitation (Completed 2022)

City of Highland
27215 Base Line
Highland, CA 92346

Carlos Zamano, PE
Public Works Director/City Engineer
czamano@cityofhighland.org

Willdan Engineering provided construction management, inspection, materials testing, and survey staking (subconsultant CL Surveying) for the project. The project involved pavement rehabilitation including pavement grinding, cold central plant recycling, pavement removal and replacement, and asphalt rubber overlay. The scope of work included minor removal and replacement of damaged concrete sidewalk, curb and gutter, and cross 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.



Project Highlights:

- Pavement Rehabilitation
- Asphalt Rubber Overlay
- Street Resurfacing
- Striping

Sector E Pavement Rehabilitation (Completed 2022)

City of Highland
27215 Base Line
Highland, CA 92346

Carlos Zamano, PE
Public Works Director/City Engineer
czamano@cityofhighland.org

Willdan Engineering provided construction management, inspection, materials testing, and survey staking (subconsultant CL Surveying) for the project. The project involves pavement rehabilitation including pavement grinding, cold central plant recycling, pavement removal and replacement, and asphalt rubber overlay. The scope of work included minor removal and replacement of damaged concrete sidewalk, curb and gutter, and cross 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.



Project Highlights:

- Pavement Rehabilitation
- Asphalt Rubber Overlay
- Street Resurfacing
- Striping

Azusa Avenue Pavement Project, HPLUL 5112 (014) (Completed 2016)

City of Azusa
213 E. Foothill Boulevard
Azusa, CA 91702

Robert Delgadillo
City Engineer
rdelgadillo@azusaca.gov

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.



Project Highlights:

- Base Repairs
- Concrete Repairs
- Signing and Striping
- Utility Adjustments
- Federal Funding Requirements

Silver Spur Road SR2SL-5349(011) Cycle 10/Citywide Street Resurfacing (Completed 2017)

City of Rolling Hills Estates
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274

Greg Grammer
City Manager
(310) 377-1577 extension 107

Willdan provided design, grant administration, materials testing, labor compliance, and construction observation for a $1.0 million SR2S Cycle 10 project to construct an asphalt concrete walkway along both sides of Silver Spur Road between Kingspine Road and Palos Verdes Drive North. Improvements also involved modifying the northeast corner of Palos Verdes Drive North and Lazy Creek and resurfacing various residential streets.



Project Highlights:

- Street Improvement Project
- Curb Ramps
- Removing and replacing driveway approaches, sidewalks, curbs, gutters, and AC pavement

East and West Downs Street Widening Improvements, STPL 5385(057) (Year Completed 2018)

City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Travis Reed
Director of Public Works
(760) 499-5081

Willdan provided civil and traffic engineering design, environmental compliance, right-of-way acquisition, bidding assistance, resident engineering, construction management inspection, quality assurance, materials testing, federal funding administration, and labor compliance services for widening improvements from two lanes to four lanes and to close a 1,500-foot gap on Downs Street between Ridgecrest Boulevard and Upjohn Avenue. The project's goal was to widen the narrow street segment to an ultimate width to match the other previously widened segments at both ends. The project started as one project to construct street widening improvements on both sides of the streets. Then, due to power pole conflicts on the west side of the street and the City's ability to obtain federal funds to construct improvements on the east side, the City split the project into two phases. The east side project was federally funded and the west side project was locally funded. The east side widening involved new curb, gutter, and sidewalk improvements. The west side widening project encompassed a new raised median, street lighting conduit, curb ramps, curb and gutter, sidewalks, driveway approaches, cement treatment, ARHM overlay, signing, striping and RRFB.



Project Highlights:

- Street Improvement Project
- Pavement Overlay
- Utility Coordination
- Removing and replacing driveway approaches, sidewalks, curbs, gutters, curb ramps, and AC pavement
- Federal Funding Requirements

Scope of Services

Construction Management

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

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. Attend weekly progress meetings with the construction manager, contractor, and subcontractors.
6. Inspector will 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; and address and document non-conforming items as they are discovered.
7. 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.
8. Monitor compliance with the Clean Air Act and the Clean Water Act (National Pollutant Discharge Elimination System – NPDES best management practices). Also, monitor the contractor's compliance with approved SWPPP.
9. Provide Willdan's labor compliance manager with compliant labor and equipment reports, labor classification interviews. Willdan's inspector will work with our Labor Compliance Manager to monitor and verify specified DBE's.
10. Meet with the contractor at the beginning of each day and review the proposed work plan,

including specific details that may affect progress.

11. Conduct daily measurements of quantities of work with the contractor.
12. Review actual contractor performance throughout the day and discuss discrepancies with the contractor as they occur.
13. Assist in coordination of engineering support, surveying, specialty inspections, and fieldwork by utility companies.
14. Coordinate with Contractor and utility companies to assist in the identification of unknown utilities and possible relocation of interfering structures or lines.
15. Ensure contractor restores centerline ties and provides updated centerline tie-out notes, if any are disturbed.
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. Coordinate testing and 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. Assist with the review and evaluation of change order work.
24. Provide complete measurements and calculations documentation to administer progress payments.
25. Maintain and submit a clean set of plans marked in red for as-built corrections on record drawings to be filed with the City.
26. Prepare a punch list at substantial completion and follow up with the contractor regarding progress of corrections.

Labor Compliance

1. Verify applicable wage determination; document verification as required. If wage determination has changed from what appears in project specifications, provide addendum for dissemination to plan holders.
2. Verify that the Public Works Contract Award Information (DAS-140) and Request for Dispatch of an Apprentice (DAS-142) forms are submitted as required by all subcontractors.
3. Verify and document jobsite posting of wage rate information and labor compliance posters.
4. Conduct site visits to monitor workforce utilization; perform labor compliance interviewing of employees on site, using appropriate forms, in the proper frequency and of the proper work classifications required.
5. Receive and review labor compliance documentation from site visits and public works observers or inspectors and compare with contractor-submitted documents. Monitor contractor-submitted payroll documentation on a continuous basis.
6. Verify with State Division of Apprenticeship Standards that any worker listed on a 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.
7. Verify that any payroll deductions are acceptable under Federal Prevailing Wage, Davis Bacon and State prevailing wage law and authorized by the affected employees.
8. Verify that payroll data is submitted to the California Department of Industrial Relations (DIR) online Compliance Monitoring Unit under the correct DIR project number.
9. Verify the payment of the training fund contribution, as necessary, to the California

Apprenticeship Council or the applicable union.

10. Follow up with subcontractors 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.
11. Calculate any applicable underpayments due; obtain restitution payroll(s) plus proof of worker payment(s), as needed.
12. Receive, pursue, and document labor complaints; prepare violation reports to oversight agencies as required; recommend special action to be taken if any subcontractor continuously fails to comply with requests and requirements.
13. Coordinate with City staff the withholding of progress and/or retention payments for any subcontractors failing to abide by labor compliance requirements.
14. Maintain content and format of labor compliance file in conformance with applicable government requirements.
15. Coordinate project file reviews by authorized local, county, state, and federal agencies.
16. Prepare a Labor Compliance Certification Form, if required.
17. Submit complete labor compliance file to the City for retention.

Material Testing

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-compliance with project documents and applicable codes.

Joseph Putrino

Construction Manager

Profile Summary

Education:	▪ *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*
Registration:	▪ *Certified Building Inspector, International Code Council* ▪ *Certified Plumbing Inspector, International Code Council* ▪ *Certified Mechanical Inspector, International Code Council* ▪ *Contractor License Class A and B, No. 636747*
Experience:	▪ *34 Years*

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.

Relevant Project Experience

Sector E Pavement Rehabilitation Project, City Project No. str20001, City of Highland, California. Construction Manager/Inspector. This project included pavement rehabilitation involving pavement grinding, 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, cross 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.

Morongo Access Road, Morongo Band of Indians Tribal, California. Public Works Inspector. Willdan is providing geotechnical and public works inspection for the Tribes access road project. The project included construction of a new access road to service the Morongo Casino.

22051 Grand Terrace Road, City of Grand Terrace, California. Public Works Inspector. The project includes inspection for the public improvements associated with the construction of the new building at 22051 Grand Terrace Road.

Capital Improvement Paving Project 21/22-04, City of Los Alamitos, California. Construction Manager/Public Works Inspector. Willdan provides construction management, public works inspection, and labor compliance for the City's 21/22-04 Paving Project.

22200 Barton Road, City of Grand Terrace, California. Public Works Inspector. The project includes public works inspection for the public improvements associated with the construction of the new 5,342 SF multi-tenant building located at 22200 Barton Road.

North Park Improvement Project, Town of Yucca Valley, California. Construction Manager. This project includes construction management services for the City's North Park Improvement Project. The improvements include demolition, traffic control, erosion control, unclassified excavation and fill, AC pavement, aggregate base, rip rap, signs and striping, curb stops, new water service, septic tank and system, prefabricated rest room building, grade walking trail and electrical.

Senior Center Kitchen Project, Town of Yucca Valley, California. Construction manager. This project includes construction management services for the remodeling of the City's Senior Center Kitchen with the proposed improvements including demolition, removal of existing combo walk-in freezer/refrigerator and installation of new walk-in freezer, new walk-in refrigerator, epoxy flooring, FRP installation and finish stainless steel counter, overhead counter coiling door, HVAC, plumbing, mechanical, electrical and reinstallation of kitchen equipment.

Raj Gupta

Senior Public Works Inspector

Profile Summary

Education:	▪ *BS, Civil Engineering, B.I.T College, Bangalore, India*
Registration:	▪ *AQMD PM-10 Certification (in progress)*
Experience:	▪ *36 Years*

Mr. Raj Gupta has inspected, supervised, and coordinated a wide variety of construction improvements involving street widenings, transportation structures, sound wall placements, bridge retrofits, railroad bridge structures, shooflies, stone columns, isolation walls, MSE walls, water lines, drainage structures, and utility relocations. Mr. Gupta has been responsible for construction observation for the New Jersey Turnpike Authority and New York Public Works Department for improvements located in Manhattan, Brooklyn, and Bronx. His background for these entities encompasses replacing and installing water lines, rehabilitating and replacing sewer lines with Gunite and Insituform methods, replacing storm drain structures, relocating utilities, and roadway resurfacing. Mr. Gupta supervised tilted-form prefab residential housing construction and coordinated and prepared estimates for Federal Emergency Management Agency emergency projects.

Relevant Project Experience.

Arterial Street Improvement and Sewer Rehabilitation, FY 20-21, City of Garden Grove, California. Senior. Public Works Observer. Project consisted of Construction of ADA ramps, replacement of sidewalk and curb/gutters sections, splash pads, AC grindings, 12" dugout street sections, HAC base placement, ARHM placement, ARAM sealing, rehabilitation of catch basins, installation of bio screens, tree removals, micro seal paving, rehabilitation of sewer manhole and sewer pipe replacement work, traffic control, striping, and thermo pavement markings.

Streets and Park Improvement, FY 20-21, City of La Puente, California. Senior Public Works Observer. Project consisted of reconstruction of ADA ramps, replacement of sidewalk and curb/gutters sections, slurry seal paving for all the arterial streets within the city limits, striping, pavement thermo markings, and park improvement works, etc.

Hermosa Avenue Widening, City of Rancho Cucamonga, California. Senior Public Works Observer. The project consists of sawcut and removal of existing asphalt pavement; removal of stone walls; relocation of dirt and construction of curb and gutter, sidewalks, handicap ramps; gradation of new widen area and pavement with asphalt concrete with aggregate base; and re-striping with pavement markers per plan.

Church Street Pavement Rehabilitation, City of Rancho Cucamonga, California. Senior Public Works Observer. The project consists of cold milling, weed killing, routing, crack sealing, asphalt rubber hot mix overlay, grinding and patching asphalt concrete, adjustment of existing manholes and valves to new grade, video detection system (additive bid), access curb ramps, and pavement markers and striping.

Citrus Avenue and Cherry Avenue/Interstate10 Interchange Improvements, San Bernardino Associated Governments, Fontana, California. Lead Field Engineer responsible for carrying out full construction management responsibilities, including a suggested storm drain alignment using existing parameters that resulted in a $120,000 savings to the client. The $90 million project improvements involved a new open-channel storm drain; 96-inch to 24-inch diameter RCP along with catch basins and appurtenances; Interstate 10 overcrossing bridge reconstruction; Union Pacific Railroad overhead bridge widening; MSE, retaining, and sound walls; new joint plain concrete pavement lanes and shoulders; east-and west-bound ramps and loop ramps realignment and grading; Citrus Avenue and Cherry Avenue and Valley Boulevard/Slover Avenue widenings, including new sidewalks, driveway approaches, curbs, and gutters.

Project Understanding and Fee

Willdan understands the City's FY 2022-23 CDBG Pavement Improvement Projects, Project Nos. ola20002, ola22001, involves replacement of concrete curbs, gutters, curb ramps and driveways; pavement rehabilitation by pavement removal and replacement; pavement grinding, crack sealing repairs, and asphalt pavement overlay of: ola20002 – Cunningham Street, 9th Street to Base Lane & ola22001, McKinley Street, 9th Street to Base Lane.

Willdan proposes to perform the required construction management, inspection, labor compliance, and materials testing on a time and materials (T&M) basis. Willdan's proposal is based upon the City's estimated **30** Working Day construction schedule. Our proposed not-to-exceed fee for the Scope of Work identified above is **$58,988.00.**

Classification		Construction Manager *$168/hr*	Public Works Inspector (Prevailing Wage) *$124/hr*	Labor Compliance *$132/hr*	Materials Testing *NTE*	Total Hrs.	Total
Preconstruction		8	8	0	0	16	$2,336.00
Construction		64	240	30	$8,500	334	$52,972.00
Post Construction		16	8	0	0	24	$3,680.00
Total Not-to-Exceed Fee							**$58,988.00**

[1] Hours are estimated and will be dependent upon the Contractor's final phasing and scheduling of the work.

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

[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 Highland Project specified hourly rates.

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Melissa Morgan, Public Services Manager

SUBJECT: 2023 Community Events

RECOMMENDATION: That the City Council discuss Community Events and direct staff accordingly.

FISCAL IMPACT: None

PUBLIC NOTICE: Public notice is not required prior to the City Council taking action on this matter. However, the Agenda was posted at the three (3) locations within the City, as required by Council Resolution and on the City's Website.

BACKGROUND: Below is a list of 2023 community events and proposed dates. Staff is seeking direction from Council to confirm event dates and initiate planning, if desired.

Public Safety Appreciation Luncheon	April 18 through 21, 2023
July 4th Parade	Tuesday, July 4, 2023
National Night Out	Tuesday, August 1, 2023
State of the Community	Thursday, September 14, 2023
Volunteer Appreciation Dinner	Thursday, November 9, 2023

Approved _____ Motion _____ Second _____ Agenda Item No. 18

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

UB Hugh

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

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. 19

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes
City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 10, 2023

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. 20

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes
City Clerk

City Manager