CITY OF HIGHLAND
CITY COUNCIL
AGENDA

REGULAR MEETING

January 9, 2024
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

CITY COUNCIL MEMBERS

Penny Lilburn, Mayor
Larry McCallon, Mayor Pro Tem
Jesse Chavez-Cordova, Council Member
Anaeli Solano, Council Member
John P. Timmer, Council Member

STAFF

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.

Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of $250 in the past 12 months. This disclosure requirement incudes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but not later than the beginning of the proceeding.

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 9, 2024, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the January 9, 2024 agenda, please identify the agenda item number in the subject line.

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 9, 2024 - 6:00 p.m.

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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

Comments received via email by January 9, 2024, 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 12, 2023 City Council Special Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

3. Minutes - December 12, 2023 City Council Regular Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

4. Warrant Register
   RECOMMENDATION: Approve Warrant Register No. 761 for January 9, 2024, in the amount of $5,411,725.68 and Payroll of $233,378.55.

5. Treasurer's Report for November 2023
   RECOMMENDATION: That the City Council receive and file Treasurer's Report for November 2023.

6. Construction Management and Inspection Services for Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades" (Project No. sig21001)
   RECOMMENDATION: That the City Council:
   1) Approve the proposal from Hernandez, Kroone & Associates (HKA) to provide construction management and inspection services in the amount of $16,417.50 for Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades" (Project No. sig21001); and
   2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.

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.

7. Revision to Engineering Conditions of Approval for Design Review Application (DRA 20-006), Approved by the City Council on September 23, 2020. Design Review Application (DRA 20-006) Proposed the Construction of a 200-unit Residential Complex at the Northwest Corner of Greenspot Road and Webster Street, Known as San Carlo I, Highland Townhome Apartments. The Current Application Proposed to Revise Engineering Conditions No. 11 and No. 40 Related to the Timing and Method of Certain On-Site and Off-Site Improvements
RECOMMENDATION: The Planning Commission recommends that the City Council adopt Resolution No. 2024-____, approving revisions to Engineering Conditions of Approval No. 11 and No. 40 for Design Review Application (DRA 20-006).

CITY COUNCIL LEGISLATIVE

8. Appointment of Interim City Manager
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council:
   1) Adopt Resolution No. 2024-____, appointing Chuck Dantuono to the position of Interim City Manager; and
   2) Approve a 10% salary increase.

9. Appoint One (1) Member of the Public to the Historic and Cultural Preservation Board
RECOMMENDATION: That the City Council appoint one (1) member of the public to the Historic and Cultural Preservation Board.

10. Appoint One (1) Member of the Public to the Planning Commission
RECOMMENDATION: That the City Council appoint one (1) member of the public to the Planning Commission.

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

12. 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.

2024
February 13; March 12; April 9; May 14; June 11; July 9; August 13; September 9; October 8; November 12; December 10

I, Alondra Muñoz, Deputy City Clerk, certify I caused to be posted this Agenda on or before January 4, 2024, 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 4, 2024

Alondra Muñoz
Deputy City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy 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 _____

_____ _____

City Clerk City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy City Clerk

SUBJECT: Minutes - December 12, 2023 Special Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 2

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

_____

City Clerk

_____

City Manager

MINUTES
CITY COUNCIL SPECIAL MEETING
DECEMBER 12, 2023

CALL TO ORDER

The special meeting of the City Council of the City of Highland was called to order at 5:30 p.m. by Mayor McCallon.

PUBLIC COMMENT

None

ROLL CALL

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

CLOSED SESSION

At 5:30 p.m., City Manager Hughes read the City Council into closed session regarding the following:

CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Pursuant to Government Code Section 54956.8 regarding the following:

Property:	26377 9th Street, Highland, California 92346 (APN 1192-161-21)
City Negotiator:	Mark Mendoza, Paragon Partners Consultants, Inc.
Negotiating Parties:	City of Highland and Georgia L. Oechsner and Robert Chaney, as joint tenants
Under Negotiation:	Instructions to City's negotiator concerning price and terms of payment.

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 5:55 p.m.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Penny Lilburn
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy City Clerk

SUBJECT: Minutes – December 12, 2023 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 3

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

_____ _____

City Clerk City Manager

MINUTES
CITY COUNCIL REGULAR MEETING
DECEMBER 12, 2023

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 Josue Zapata, Centerpoint Church, and the Pledge of Allegiance was led by Mayor McCallon.

ROLL CALL

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

REPORT FROM CLOSED SESSION

City Attorney Marroquin stated the City Council met in closed session pursuant to Government Code Section 54956.8 regarding real property negotiations pertaining to the property at 26377 9th Street. Direction was given to staff but no reportable action being taken.

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

CITY COUNCIL BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2023/24

City Clerk Hughes opened the floor for nominations for Mayor.

Council Member McCallon nominated Council Member Lilburn for Mayor.

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 Lilburn.

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

City Clerk Hughes opened the floor for nominations for Mayor Pro Tem.

Council Member Chavez-Cordova nominated himself.

Council Member Timmer nominated Council Member McCallon.

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 Chavez-Cordova. Two ayes were said.

City Clerk Hughes called for the vote for Council Member McCallon. Three ayes were said.

Council Member McCallon has been appointed Mayor Pro Tem.

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

Mayor Lilburn read the existing committees and asked if anyone suggested changes to these?

Council Member Timmer responded the existing committees have been working well and have good representation. He recommends the City Council continue with the same committees and operate as they are.

With a general consensus, Mayor Lilburn continued by reading the Agency Appointments. She inquired if the Santa Ana River Wash Area Coordinated Activities Committee is still established?

Council Member Chavez-Cordova stated they have not met for a whole year. It was previously discussed removing it from the list?

City Clerk Hughes responded they cancelled one committee (San Bernardino Valley Municipal Water District) but this committee is still standing. They have met only once this past year, but it is her understanding that the committee is still needed.

Mayor Pro Tem McCallon stated the SCAG committee meets only once a year for the annual General Assembly. He finds it beneficial if another City Council Member fills this appointment since he will already be there representing the South Coast Air Quality Management District (AQMD).

Council Member Timmer suggested the existing alternate be made the primary appointment and ask another City Council Member if they want to be alternate.

Mayor Lilburn asked which other City Council Member is interested?

Council Member Solano replied she will volunteer herself.

City Council unanimously proceeded to appoint Mayor Lilburn the primary appointee for the SCAG agency appointment and Council Member Solano the alternate.

CITY COUNCIL CONSENT CALENDAR

Mayor Lilburn requested to pull item number 17 for additional discussion.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the consent calendar with the exception of item number 17. 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 14, 2023 City Council Regular Meeting

Approved the Minutes as submitted.

5. Warrant Register

Approved Warrant Register No. 760 for December 12, 2023, in the amount of $2,056,979.03 and Payroll of $241,928.82.

6. Treasurer's Report for October 2023

Received and filed Treasurer's Report for October 2023.

7. Records Destruction Authorization

Approved the destruction of certain records.

8. 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, 2023.

Received and filed 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, 2023.

9. AB1600 Development Impact Fee Annual Report for Fiscal Year 2022/2023 per Government Code Section 66006

Received and filed the AB1600 Development Impact Fee Annual Report for Fiscal Year 2022/2023.

10. Developer In-Lieu Fee Annual Report for Fiscal Year 2022/2023

Received and filed the Developer In-Lieu Fee Annual Report for Fiscal Year 2022/2023.

11. Staff Agency Appointment - CIRA

Adopted Resolution No. 2023-050, appointing Leticia Nava-Cruz, Assistant Director of Administrative Services, as the city's Director of the Board of Directors of CIRA, and Chuck Dantuono, Director of Administrative Services/City Treasurer, as the Alternate Director.

RESOLUTION NO. 2023-050
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, CONFIRMING THE APPOINTMENT OF THE DIRECTOR AND ALTERNATE DIRECTOR TO THE CIRA BOARD OF DIRECTORS (RESCINDING RESOLUTION NO. 2020-003)

12. City of Highland 2023 Emergency Operations Plan

Adopted Resolution No. 2023-051, approving and adopting the City of Highland 2023 Emergency Operations Plan.

RESOLUTION NO. 2023-051
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING THE ADOPTION OF THE CITY OF HIGHLAND 2023 EMERGENCY OPERATIONS PLAN

13. Contract Renewal - 2020-08, "Citywide Concrete Maintenance"

1) Extended the Citywide Concrete Maintenance contract with Above All Names Construction Services, Inc. for one (1) year; and
2) Approved a 3% increase to the contract unit prices.

14. Contract Renewal - 2020-09, "Citywide Traffic Striping and Pavement Marking Maintenance Contract"

1) Extended the Citywide Traffic Striping and Pavement Marking Maintenance Contract with Interstate Striping & Signs, Inc. for one (1) year; and
2) Approved an 11.15% increase to the contract unit prices.

15. Easement Acceptance - Ariel Garcia for "2-SFR Residential Project" (Southeast corner of Base Line and Elm Street)

1) Accepted the Grant of Easement for Road and Drainage purposes from Ariel Garcia; and
2) Directed the City Clerk to record the Grant of Easement.

16. IDC Consulting Engineers, Inc. Contract Amendment for the Orange Street Bridge at Plunge Creek Overflow Project (Project No. brg12001)

Approved a contract amendment to the Professional Services Agreement with IDC Consulting Engineers, Inc. (IDC) to extend the term of the contract until the Orange Street Bridge at Plunge Creek Overflow Project is completed.

ITEM REMOVED FROM THE CONSENT CALENDAR

17. A Request for a Special Event Permit (SEP-23-011) by the Redlands Bicycle Classic for its Annual Highland Circuit Bicycle Race on Wednesday, April 10, 2024

Mayor Lilburn stated she requested City Manager Hughes pull the item because she wanted further discussion. The City of Highland sponsors a lot of events such as the YMCA Highland Run, Discover Highland Run, Citrus Harvest Festival, 4th of July Parade, Halloween Festival, and the Redlands Bicycle Classic. Approximately $22,000 is being spent this year for these events on public safety out of the City of Highland's budget. If the city spends that amount every year on those events, that is a lot of money that is taken away for potential use for our public safety fund. The intention is not to deny the co-sponsorship of the Redlands Bicycle Classic this year, but merely to have the City Council have a discussion on this.

City Manager Hughes responded he would like to make a suggestion. For the current year, the Redlands Bicycle Classic is far along. The event has been planned out in excess of a year in advance. It is probably appropriate if staff brought it back to the City Council through a staff report, with an outline of all special events and how much each one costs to the city each year. If changes were suggested, it would not be for the following year but for 2025 because there is a lot of planning that goes into these events, and they might already be planning for 2024.

Mayor Lilburn responded she is in agreement with the proposal. Although, she sees the financial need for our public safety and wants to ensure residents are getting the care they need for public safety.

City Manager Hughes responded her point is understandable, although these costs have already been budgeted for. Staff is not asking for more money; it is a budgeted item. Staff will assist in putting a staff report together with the requested information for further review by the City Council.

Council Member Timmer stated, historically the City Council has chosen to sponsor and have certain events in the city. To ensure the public safety of the citizens who participate in some of these activities, law enforcement is required to be there for public safety issues. If law enforcement was not to be provided for these activities, then discussions would be whether these events should even be held. Without public safety and police at these events, it is creating an unsafe environment for the citizens and the participants of these events. The city has been doing this for a long time, the city chose to have these events, they are good for the community and the area. Having law enforcement present is an integral part of public safety to make sure these events go on safely.

Mayor Lilburn responded that she agrees with Council Member Timmer, she does not mind debating it. Her argument is, if some of these events can pull their own with some of the revenue they generate, it would be less of a burden the city would have to take from its public safety.

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez-Cordova, to:

1) Authorize the one-day Highland Circuit bicycle race a part of the Redlands Bicycle Classic on various streets in Highland subject to the Conditions of Approval; and
2) Approve the Redlands Bicycle Classic request for co-sponsorship (waiving of city fees in the amount of approximately $24,034.28). Motion carried on a roll call vote, 5-0.

CITY COUNCIL PUBLIC HEARING

None

CITY COUNCIL LEGISLATIVE

18. Bid Award - Bid No. 2023-06, "Citywide Pedestrian Signal Head and Pedestrian Push Button Upgrades" (Project No. sig21001)

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

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem McCallon to award the construction contract for Bid No. 2023-06, "Citywide Countdown Pedestrian Signal Head and Pedestrian Push Button Upgrades" project to the responsible low bidder, Econolite Systems, Inc., in the amount of $109,697.58.

19. 2024 Community Events

The City Council discussed the Community Events and directed staff accordingly.

20. Appoint Two (2) Members of the Public to the Community Trails Committee

City Clerk Hughes gave a brief review of the staff report.

She opened the floor for nominations.

Mayor Pro Tem McCallon nominated incumbents Erwin Fogerson and Michael McMillan.

City Clerk Hughes closed the floor for nominations.

City Clerk Hughes called for the vote for Erwin Fogerson and Michael McMillan.

The City Council unanimously re-appointed two members of the public, Erwin Fogerson and Michael McMillan to the Community Trails Committee.

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

City Manager Hughes stated the Inland Valley Development Agency (IVDA) is working on an Inland Valley Infrastructure Corridor (IVIC) Project. They shifted gears and got away from the Airport Gateway Specific Plan and will just concentrate on the infrastructure in the area. To assist the cities of Highland and San Bernardino, IVDA will pursue grant funding for improvements within the public right-of-way.

The San Bernardino County Homeless Point-in-Time Count will be conducted on Thursday, January 25, 2024, from 6:00 a.m. to 10:00 a.m. Senior Code Enforcement Officer Owens will be coordinating the event along with the Highland Sheriff's Department.

Ross Dress for Less will be occupying the old Big Lots building next to Food 4 Less. A new phở noodle soup restaurant will be opening within the building where Dickey's Barbecue Pit used to occupy, located in the Lowes shopping center.

TREH Partners will start grading their commercial portion of the new shopping center on Greenspot Road next to SR-210 freeway and across from Lowes during the week of January 15. The first four tenants will include Starbucks, Chipotle, Ono Hawaiian BBQ, and Dave's Hot Chicken. TREH Partners is currently negotiating with two additional restaurants and a major anchor tenant. Those tenants will be announced soon.

Last week, staff attended an onsite pre-construction meeting with the new Tractor Supply store contractors at the northwest corner of Base Line and Church Avenue. Grading is anticipated to begin February, with the store opening around September or October of 2024.

The city received an application from Spring Pacific Properties to extend the Blossom Trails Tentative Map. This would facilitate 137 single family homes at the southwest corner of Greenspot Road and Church Street. The map extension will require a concurrent extension of the East Highlands Ranch development agreements set to expire October 2024.

The City Council previously approved a General Plan amendment zone change through a conditional use permit for a new vehicle fueling station at the northeast corner of Palm Avenue and 5th Street. The developer has announced that the fueling brand will be Shell, so they will submit a new sign program.

Cucas will be occupying the former Kay's Café building right next to City Hall, they have started their tenant improvements.

The new traffic signal at Mediterra Parkway and Greenspot Road is now operational. This was constructed by D.R. Horton as part of the residential development project. Patriot USICV Victoria, LLC have started on their offsite work, they are currently widening and reconstructing portions of the roadway on Victoria Avenue between Cypress Street and 6th Street and along westbound 6th Street between Victoria Avenue and Grape Street.

The City Hall Roof Coating and Sheet Metal Replacement Project was awarded to Angelus Waterproofing. Work is set to begin December 13 and is going to take 6 to 8 weeks to complete depending on weather conditions. Once this project is complete, the city will go out to bid and start the process for re-painting the exterior of City Hall.

A closed session Finance/Personnel Subcommittee meeting will be held December 21 at 10:00 a.m. for the subcommittee to discuss potential candidates for the City Manager recruitment with the consultant. First round interviews with the subcommittee will be scheduled after this meeting. Final candidates will be interviewed by the City Council at a time and date to be determined.

On Monday, January 8, 2024, a Blood Drive Committee meeting will be held at City Hall.

On Sunday, January 28 from 7:00 a.m. to 11:00 a.m., the Highland Improvement Team (HIT) will be present at the YMCA Highland Run with a water station.

On Monday, January 29, there will be a blood drive at the Highland Police Station from 12:00 p.m. to 4:00 p.m.

The Fire Department for the month of November, responded to 695 medical aids, 32 traffic collisions, four structure fires, six vegetation fires, three vehicle fires, 38 miscellaneous fires, and three false alarms.

The Highland Sheriff's Department for the period between November 13 and December 10 had 3,079 calls for service with 247 reports and 95 arrests.

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

Mayor Lilburn stated given it is City Manager Hughes' last City Council meeting, she wanted to thank him for his many years of service and everything he has done for the city. In addition, she wanted to thank Mayor Pro Tem McCallon for his term as Mayor this past year. She acknowledges his hardships throughout the year, but he was frequently there at events to represent the city.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:28 p.m.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Penny Lilburn
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

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

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

SUBJECT: Warrant Register #761

RECOMMENDATION: City Council to approve Warrant Register #761; Warrants in the amount of $5,411,725.68 and Payroll in the amount of $233,378.55.

FISCAL IMPACT: The total of Cash and Expenditures is $5,645,104.23.

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

BACKGROUND: See Printouts Attached.

Approved _____ Motion_____ Second _____ Agenda Item No. 4

Denied _____ Ayes_____

Continued_____ Noes _____ File No. _____

Tabled_____ Abstain_____

Absent_____

B Hugh

City Clerk

City Manager

CITY OF HIGHLAND

WARRANT REGISTER #761

January 9, 2024

Warrants:

12/12/2023	Ck#88450-88494	1,340,664.46
12/15/2023	Payroll Wire #857-860 & Ck #88495-88496	72,519.40
12/19/2023	Ck#88497-88534	1,228,113.95
12/19/2023	Ck#88535	325.00
12/26/2023	Ck#88536-88555	2,702,165.75
12/29/2023	Payroll Wire #861-864 & Ck #88556-88557	67,937.12
	Total Warrants	$5,411,725.68

Payroll:

12/15/2023	Direct Deposits #13523-13567	121,306.09
12/15/2023	Ck #710	281.90
12/29/2023	Direct Deposits #13568-13611	111,451.29
12/29/2023	Ck #711	339.27
	Total Payroll	$ 233,378.55
	Total Warrants & Payroll	**$5,645,104.23**

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
88450	12/12/2023	005295 AB FENCE COMPANY, INC.	TRAIL: MAINT MATERIALS		
			TRAIL: MAINT MATERIALS		
			001.6100.4592		1,110.00
				Total :	**1,110.00**
88451	12/12/2023	004193 AECOM USA INC.	BRG07001 DES RDA07-SEP		
			BRG07001 DES RDA07-SEP		
			010.3830.6813		1,877.82
			BRG07001 DES HBP-SEP		
			BRG07001 DES HBP-SEP		
			030.8495.6813		14,493.74
				Total :	**16,371.56**
88452	12/12/2023	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES		
			SELF INKING STAMP		
			001.2000.4250		17.22
			100% RECYCLED PAPER PLATES		
			001.2000.4250		77.56
			FS#3: OFFICE FURNITURE		
			FS#3: OFFICE FURNITURE		
			028.2050.4200		335.74
			FS#3: OFFICE FURNITURE		
			029.2100.4200		335.74
				Total :	**766.26**
88453	12/12/2023	000165 AT&T	CORP YARD TELE/INT-DEC		
			CORP YARD TELE/INT-DEC		
			004.8310.4060		1,438.51
				Total :	**1,438.51**
88454	12/12/2023	000165 AT&T	CITY HALL TELE/INT-DEC		
			CITY HALL TELE/INT-DEC		
			042.9510.4060		1,250.50
				Total :	**1,250.50**
88455	12/12/2023	000165 AT&T	WHITE PAGES-DEC		
			WHITE PAGES-DEC		
			042.9510.4060		17.13

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
88455	12/12/2023	000165	000165 AT&T	(Continued)	Total :	17.13
88456	12/12/2023	001072	AUTO ZONE	PD: GENERATOR REPAIR		
				PD: GENERATOR REPAIR		
				001.2000.4222		47.39
					Total :	47.39
88457	12/12/2023	006056	CAL FIRE	STORM CHANNEL MAINT		
				STORM CHANNEL MAINT		
				004.8310.4666		1,524.56
				STORM CHANNEL MAINT		
				024.8470.4666		269.04
					Total :	1,793.60
88458	12/12/2023	006099	CHARTER COMMUNICATIONS	CITY HALL TELE/INT-DEC		
				CITY HALL TELE/INT-DEC		
				042.9510.4065		1,783.71
					Total :	1,783.71
88459	12/12/2023	005553	CLARK PEST CONTROL OF STOCKTON	FS#1 PEST CONTROL		
				FS#1 PEST CONTROL		
				028.2050.4589		26.50
				FS#1 PEST CONTROL		
				029.2100.4589		26.50
				FS#2 PEST CONTROL		
				FS#2 PEST CONTROL		
				028.2050.4589		26.50
				FS#2 PEST CONTROL		
				029.2100.4589		26.50
				FS#3 PEST CONTROL		
				FS#3 PEST CONTROL		
				028.2050.4589		26.50
				FS#3 PEST CONTROL		
				029.2100.4589		26.50
				CITY HALL PEST CONTROL		
				CITY HALL PEST CONTROL		
				042.9510.4589		72.00
				PD PEST CONTROL		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88459	12/12/2023	005553 CLARK PEST CONTROL OF STOCKTON	(Continued)		
			PD PEST CONTROL		
			001.2000.4589		111.00
				Total :	**342.00**
88460	12/12/2023	003690 DELL MARKETING L.P.	DELL LAPTOPS		
			DELL LAPTOPS		
			030.8495.4203		6,366.36
				Total :	**6,366.36**
88461	12/12/2023	001764 DEPENDABLE COFFEE & WATER SVC.	CITY HALL: COOLER RENTAL-DEC		
			CITY HALL: COOLER RENTAL-DEC		
			042.9510.4200		39.23
			COUNCIL: COOLER & WATER-DEC		
			COUNCIL: COOLER & WATER-DEC		
			042.9510.4200		103.73
				Total :	**142.96**
88462	12/12/2023	000085 EAST VALLEY WATER DISTRICT	ATHLETIC CTR-NOV		
			ATHLETIC CTR-NOV		
			001.6000.4030		275.83
			COMMUNITY PARK-NOV		
			COMMUNITY PARK-NOV		
			001.6000.4030		7,164.79
			LMD 34-NOV		
			LMD 34-NOV		
			012.8500.4030		149.72
			CUNNINGHAM PARK-NOV		
			CUNNINGHAM PARK-NOV		
			016.8540.4030		1,265.45
			COMM CTR-NOV		
			COMM CTR-NOV		
			001.6000.4030		52.70
			LMD 30-NOV		
			LMD 30-NOV		
			012.8500.4030		235.93
			LMD 36-NOV		
			LMD 36-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88462	12/12/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 10-NOV LMD 10-NOV	287.18
			012.8500.4030 OAK CREEK PARK-NOV OAK CREEK PARK-NOV	1,502.42
			016.8540.4030 LMD 10-NOV LMD 10-NOV	1,918.06
			012.8500.4030 LIBRARY/ELC-NOV LIBRARY/ELC-NOV	991.63
			001.6000.4030 CORP YARD-NOV CORP YARD-NOV	70.27
			004.8310.4030 CORP YARD-NOV CORP YARD-NOV	72.25
			004.8310.4030 CORP YARD-NOV CORP YARD-NOV	149.40
			004.8310.4030 COMM CTR IRRIGATION-NOV COMM CTR IRRIGATION-NOV	1,094.34
			001.6000.4030 LIBRARY/ELC-NOV LIBRARY/ELC-NOV	818.75
			001.6000.4030 YMCA COMMUNITY PARK-NOV YMCA COMMUNITY PARK-NOV	421.98
			001.6000.4030 LIBRARY/ELC-NOV LIBRARY/ELC-NOV	204.60
			001.6000.4030 ATHLETIC CTR-NOV ATHLETIC CTR-NOV	201.15
			001.6000.4030	35.14

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88462	12/12/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			COMMUNITY PARK-NOV		
			COMMUNITY PARK-NOV		
			001.6000.4030		52.70
				Total :	16,964.29
88463	12/12/2023	006146 FM THOMAS AIR CONDITIONING	LIBRARY: QTRLY PM		
			LIBRARY: QTRLY PM		
			001.6000.4588		2,292.00
			PD: QTRLY PM		
			PD: QTRLY PM		
			001.2000.4588		1,600.00
			PD: ANNUAL PM		
			PD: ANNUAL PM		
			001.2000.4588		4,960.00
			YMCA: QTRLY PM		
			YMCA: QTRLY PM		
			001.6000.4588		1,876.00
			YMCA: HVAC MAINT		
			YMCA: HVAC MAINT		
			001.6000.4588		820.00
				Total :	11,548.00
88464	12/12/2023	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 CM IVDA-OCT		
			STR18001 CM IVDA-OCT		
			027.8490.6550		6,134.02
			STR18001 CM RDA07-OCT		
			STR18001 CM RDA07-OCT		
			010.3830.6550		6,133.99
			STR18001 CM SMBMI-OCT		
			STR18001 CM SMBMI-OCT		
			027.8490.6550		6,134.02
			STR18001 CM EDA-OCT		
			STR18001 CM EDA-OCT		
			030.8495.6550		13,378.00
			STR18001 CNTG IVDA-OCT		
			STR18001 CNTG IVDA-OCT		
			027.8490.6550		262.26

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88464	12/12/2023	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)		
			STR18001 CNTG RDA07-OCT		
			STR18001 CNTG RDA07-OCT		
			010.3830.6550		262.26
			STR18001 CNTG SMBMI-OCT		
			STR18001 CNTG SMBMI-OCT		
			027.8490.6550		262.26
			STR18001 CNTG EDA-OCT		
			STR18001 CNTG EDA-OCT		
			030.8495.6550		571.97
				Total :	**33,138.78**
88465	12/12/2023	000662 HI WAY SAFETY INC	ROAD SIGNS		
			ROAD SIGNS		
			004.8310.4206		2,281.90
				Total :	**2,281.90**
88466	12/12/2023	006191 INNOVATIVE EMERGENCY EQUIPMENT	BC VEH: CODE 3 PACKAGE		
			BC VEH: CODE 3 PACKAGE		
			029.2100.6060		35,114.74
				Total :	**35,114.74**
88467	12/12/2023	000127 K & L HARDWARE	CORP YARD: MAINT SUPPLIES		
			CORP YARD: MAINT SUPPLIES		
			004.8310.4206		31.90
				Total :	**31.90**
88468	12/12/2023	000207 KONICA MINOLTA	IT MONTHLY CONTRACT-DEC		
			IT MONTHLY CONTRACT-DEC		
			042.9510.4627		5,154.00
				Total :	**5,154.00**
88469	12/12/2023	000207 KONICA MINOLTA	PRINTER MAINT CONTRACT-NOV		
			PRINTER MAINT CONTRACT-NOV		
			042.9510.4631		703.68
				Total :	**703.68**
88470	12/12/2023	000169 PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER 10/1-12/31/23		
			POSTAGE METER 10/1-12/31/23		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88470	12/12/2023	000169 PITNEY BOWES GLOBAL FINANCIAL	(Continued)		
			042.9510.4248		579.93
				Total :	**579.93**
88471	12/12/2023	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING-NOV		
			DOCUMENT RECORDING-NOV		
			001.1200.4506		50.00
				Total :	**50.00**
88472	12/12/2023	000192 SAM'S CLUB/SYNCHRONY BANK	STAFF HOLIDAY PARTY		
			STAFF HOLIDAY PARTY		
			001.1600.4337		71.33
			STAFF HOLIDAY PARTY		
			STAFF HOLIDAY PARTY		
			001.1600.4337		20.56
			HIT: SUPPLIES		
			HIT: SUPPLIES		
			001.6020.4336		28.10
				Total :	**119.99**
88473	12/12/2023	000190 SAN BERNARDINO COUNTY	GA DUES 23/24		
			GA DUES 23/24		
			001.1000.4310		13,507.00
				Total :	**13,507.00**
88474	12/12/2023	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-DEC		
			POLICE SERVICES-DEC		
			001.2000.4560		1,035,616.00
				Total :	**1,035,616.00**
88475	12/12/2023	001041 SAN MANUEL BAND OF, MISSION INDIAI	ICH17-006 ENG SMBMI-IGG-SEP		
			ICH17-006 ENG SMBMI-IGG-SEP		
			027.8490.6813		45,295.93
				Total :	**45,295.93**
88476	12/12/2023	003713 SATCOM GLOBAL LTD.	SATTELITE PHONE-NOV		
			SATTELITE PHONES-NOV		
			028.2050.4061		21.38
			SATTELITE PHONES-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88476	12/12/2023	003713 SATCOM GLOBAL LTD.	(Continued)		
			029.2100.4061		21.37
			SATTELITE PHONES-NOV		
			042.9510.4061		42.75
			SATTELITE PHONES-NOV		
			001.2000.4061		42.75
				Total :	**128.25**
88477	12/12/2023	005731 SITEONE LANDSCAPE SUPPLY, LLC	LMD 47: IRRIGATION SUPPLIES		
			LMD 47: IRRIGATION SUPPLIES		
			012.8500.4206		253.54
			LMD 48: IRRIGATION SUPPLIES		
			LMD 48: IRRIGATION SUPPLIES		
			012.8500.4206		292.34
				Total :	**545.88**
88478	12/12/2023	000487 SMART & FINAL	STAFF HOLIDAY PARTY		
			STAFF HOLIDAY PARTY		
			001.1600.4337		62.49
			BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		55.96
			BLOOD DRIVE SUPPLY		
			BLOOD DRIVE SUPPLY		
			001.6020.4336		19.54
				Total :	**137.99**
88479	12/12/2023	004995 SOUTH COAST LIGHTING & DESIGN	STL DECO ANCHOR BOLTS		
			STL DECO ANCHOR BOLTS		
			013.8510.4664		1,530.05
				Total :	**1,530.05**
88480	12/12/2023	000203 SOUTHERN CALIFORNIA EDISON	LMDS & COMM PARK-OCT		
			LMD 10-OCT		
			012.8500.4010		-52.67
			LMD 22-OCT		
			012.8500.4010		-54.95
			LMD 03-OCT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88480	12/12/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010 LMD 16-OCT	-55.38
			012.8500.4010 LMD 20-OCT	-55.38
			012.8500.4010 LMD 02-OCT	-54.95
			012.8500.4010 LMD 35-OCT	-54.95
			012.8500.4010 LMD 01-OCT	-55.20
			012.8500.4010 LMD 31-OCT	-54.95
			012.8500.4010 LMD 21-OCT	-54.95
			012.8500.4010 LMD 00-OCT	-54.95
			012.8500.4010 LMD 15-OCT	-54.95
			012.8500.4010 LMD 02-OCT	-109.90
			012.8500.4010 LMD 04-OCT	-110.15
			012.8500.4010 LMD 07-OCT	-54.95
			012.8500.4010 LMD 06-OCT	-55.64
			012.8500.4010 LMD 05-OCT	-56.05
			012.8500.4010 LMD 11-OCT	-55.38
			012.8500.4010 LMD 02-OCT	-54.95
			012.8500.4010 LMD 34-OCT	-54.95
			012.8500.4010 LMD 36-OCT	-54.95

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88480	12/12/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010 LMD 44-OCT	-39.84
			012.8500.4010 LMD 17-OCT	-54.43
			012.8500.4010 LMD 47-OCT	-1.83
			012.8500.4010 LMD 29-OCT	-54.95
			012.8500.4010 LMD 08-OCT	-54.95
			012.8500.4010 LMD 09-OCT	-54.95
			012.8500.4010 COMM PARK-OCT	-54.68
			001.6000.4010 LMDS & COMM PARK-NOV	1,177.69
			LMD 10-NOV	
			012.8500.4010 LMD 22-NOV	18.49
			012.8500.4010 LMD 03-NOV	16.05
			012.8500.4010 LMD 16-NOV	15.62
			012.8500.4010 LMD 20-NOV	15.80
			012.8500.4010 LMD 02-NOV	16.05
			012.8500.4010 LMD 35-NOV	16.05
			012.8500.4010 LMD 01-NOV	16.05
			012.8500.4010 LMD 31-NOV	16.05
			012.8500.4010 LMD 21-NOV	16.05
			012.8500.4010	16.05

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88480	12/12/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 00-NOV	
			012.8500.4010	16.05
			LMD 15-NOV	
			012.8500.4010	32.10
			LMD 02-NOV	
			012.8500.4010	32.10
			LMD 04-NOV	
			012.8500.4010	16.05
			LMD 07-NOV	
			012.8500.4010	15.62
			LMD 06-NOV	
			012.8500.4010	14.95
			LMD 05-NOV	
			012.8500.4010	15.80
			LMD 11-NOV	
			012.8500.4010	16.05
			LMD 02-NOV	
			012.8500.4010	16.05
			LMD 34-NOV	
			012.8500.4010	16.05
			LMD 36-NOV	
			012.8500.4010	32.10
			LMD 44-NOV	
			012.8500.4010	16.32
			LMD 17-NOV	
			012.8500.4010	69.78
			LMD 47-NOV	
			012.8500.4010	16.05
			LMD 29-NOV	
			012.8500.4010	16.05
			LMD 08-NOV	
			012.8500.4010	16.05
			LMD 09-NOV	
			012.8500.4010	16.32
			COMM PARK-NOV	
			001.6000.4010	1,227.98

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Voucher	Date	Vendor	Description/Account		Amount
88480	12/12/2023	000203	000203 SOUTHERN CALIFORNIA EDISON (Continued)	Total :	1,415.59
88481	12/12/2023	000203	SOUTHERN CALIFORNIA EDISON		
			LS3 & TC-DEC		
			LS3-DEC		
			013.8510.4011		1,141.58
			TC-DEC		
			004.8310.4580		97.48
				Total :	1,239.06
88482	12/12/2023	005949	TEAMVIEWER GMBH		
			TEAMVIEWER ANNUAL SUBSCRIPTION 23/24		
			TEAMVIEWER ANNUAL SUBSCRIPTION 23/24		
			030.8495.4349		2,500.00
				Total :	2,500.00
88483	12/12/2023	003044	THOMSON REUTERS WEST		
			CODE BOOKS-DEC		
			CODE BOOKS-DEC		
			001.1200.4626		1,447.41
				Total :	1,447.41
88484	12/12/2023	004679	TK ELEVATOR CORPORATION		
			PD: ELEVATOR MAINT 12/23-2/24		
			PD: ELEVATOR MAINT 12/23-2/24		
			001.2000.4587		718.08
			PD: ELEVATOR MAINT		
			PD: ELEVATOR MAINT		
			001.2000.4587		692.00
				Total :	1,410.08
88485	12/12/2023	003689	TPX COMMUNICATIONS		
			CITY HALL/CORP YARD PHONES-NOV		
			CITY HALL PHONES-NOV		
			042.9510.4060		1,406.21
			CORP YARD PHONES-NOV		
			004.8310.4060		295.02
				Total :	1,701.23
88486	12/12/2023	005839	TRUSTED TECH TEAM		
			MICROSOFT 365 LIC-DEC		
			MICROSOFT 365 LIC-DEC		
			042.9510.4533		1,484.45
				Total :	1,484.45

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88487	12/12/2023	001098 TY LIN INTERNATIONAL	ENR19.002 SNRC CROSSING CITY		
			ENR19.002 SNRC CROSSING CITY		
			001.3200.4551		4,474.00
				Total :	**4,474.00**
88488	12/12/2023	000086 TYLER TECHNOLOGIES, INC, EDEN SYS	2024 FINANCE SOFTWARE MAINT		
			2024 FINANCE SOFTWARE MAINT		
			001.1700.4255		52,249.47
				Total :	**52,249.47**
88489	12/12/2023	000222 UNDERGROUND SERVICE ALERT	DIG ALERT MONTHLY-NOV		
			DIG ALERT MONTHLY-NOV		
			004.8310.4553		911.25
			REGULATORY COST-NOV		
			REGULATORY COST-NOV		
			004.8310.4553		307.21
				Total :	**1,218.46**
88490	12/12/2023	000231 VISTA PAINT CORP	GRAFFITI ABATEMENT EQUIPMENT		
			GRAFFITI ABATEMENT EQUIPMENT		
			001.6010.4245		600.57
				Total :	**600.57**
88491	12/12/2023	000233 WAXIE SANITARY SUPPLY	FS#3: JANITORIAL SUPPLIES		
			FS#3: JANITORIAL SUPPLIES		
			028.2050.4055		195.59
			FS#3: JANITORIAL SUPPLIES		
			029.2100.4055		195.58
			FS#1: JANITORIAL SUPPLIES		
			FS#1: JANITORIAL SUPPLIES		
			028.2050.4055		69.66
			FS#1: JANITORIAL SUPPLIES		
			029.2100.4055		69.66
			FS#3: JANITORIAL SUPPLIES		
			FS#3: JANITORIAL SUPPLIES		
			028.2050.4055		122.48
			FS#3: JANITORIAL SUPPLIES		
			029.2100.4055		122.47

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
88491	12/12/2023	000233	000233 WAXIE SANITARY SUPPLY	(Continued)	Total :	775.44
88492	12/12/2023	000237	WILLDAN ASSOCIATES	STR20-002A CE LOCAL GCF-PMP-OCT STR20-002A CE LOCAL GCF-PMP-OCT 023.3890.6545		331.36
				STR20-002A CE COSB-OCT STR20-002A CE COSB-OCT 027.8490.6550		406.64
					Total :	738.00
88493	12/12/2023	006001	YUNEX LLC	TRAFFIC SIGNAL RESP CALL OUT-OCT TRAFFIC SIGNAL RESP CALL OUT-OCT 004.8310.4580		14,222.91
				STREET LIGHT RESP CALL OUT-OCT STREET LIGHT RESP CALL OUT-OCT 013.8510.4664		250.70
				STREET LIGHT MAINT-MAR STREET LIGHT MAINT-MAR 013.8510.4664		2,528.50
				TRAFFIC SIGNAL MAINT-MAR TRAFFIC SIGNAL MAINT-MAR 004.8310.4580		3,917.56
				TRAFFIC SIGNAL RESP CALL OUT-MAR TRAFFIC SIGNAL RESP CALL OUT-MAR 004.8310.4580		4,664.96
				STREET LIGHT RESP CALL OUT-MAR STREET LIGHT RESP CALL OUT-MAR 013.8510.4664		158.00
				TRAFFIC SIGNAL MAINT-OCT TRAFFIC SIGNAL MAINT-OCT 004.8310.4580		3,872.28
				STREET LIGHT MAINT-OCT STREET LIGHT MAINT-OCT 013.8510.4664		2,528.50
					Total :	32,143.41
88494	12/12/2023	006001	YUNEX LLC	3RD & CENTRAL/PALM 2 POLES KD 3RD & CENTRAL/PALM 2 POLES KD		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88494	12/12/2023	006001 YUNEX LLC	(Continued)	
			013.8510.4664	3,389.00
			Total :	3,389.00

45 Vouchers for bank code : wfb — Bank total : 1,340,664.46

45 Vouchers in this report — Total vouchers : 1,340,664.46

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
857	12/15/2023	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			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	27.50
			ICMA DEFERRED COMP 457: Payment 024.1170	12.00
			ICMA DEFERRED COMP 457: Payment 041.1170	369.51
			ICMA DEFERRED COMP 457: Payment 042.1170	121.49
			ICMA DEFERRED COMP 457: Payment 070.1170	311.63
			ICMA DEFERRED COMP 457: Payment 001.1170	9,269.12
			ICMA DEFERRED COMP 457: Payment 004.1170	1,778.87
			ICMA DEFERRED COMP 457: Payment 010.1170	576.93
			Total :	**12,492.05**
858	12/15/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS: Payment 004.1145	3,482.93
			PERS: Payment 010.1145	1,256.31
			PERS: Payment 012.1145	228.76
			PERS: Payment 016.1145	228.74
			PERS: Payment 023.1145	254.12
			PERS: Payment 024.1145	24.68

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
858	12/15/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			041.1145	541.94
			PERS: Payment	
			042.1145	875.30
			PERS: Payment	
			070.1145	938.57
			PERS SURVIVOR: Payment	
			001.1145	26.17
			PERS SURVIVOR: Payment	
			004.1145	4.63
			PERS SURVIVOR: Payment	
			010.1145	1.14
			PERS SURVIVOR: Payment	
			012.1145	0.55
			PERS SURVIVOR: Payment	
			016.1145	0.55
			PERS SURVIVOR: Payment	
			023.1145	0.42
			PERS SURVIVOR: Payment	
			024.1145	0.04
			PERS SURVIVOR: Payment	
			041.1145	0.32
			PERS SURVIVOR: Payment	
			042.1145	1.78
			PERS SURVIVOR: Payment	
			070.1145	0.67
			EPMC: Payment	
			001.1145	641.01
			EPMC: Payment	
			004.1145	152.66
			EPMC: Payment	
			010.1145	55.68
			EPMC: Payment	
			012.1145	2.84
			EPMC: Payment	
			016.1145	2.84

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
858	12/15/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			023.1145	7.96
			EPMC: Payment	
			024.1145	0.69
			EPMC: Payment	
			041.1145	37.93
			EPMC: Payment	
			042.1145	13.86
			EPMC: Payment	
			070.1145	65.71
			PERS: Payment	
			001.1145	17,934.20
			Total :	**26,783.00**
859	12/15/2023	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			008.1140	30.34
			MEDICARE: Payment	
			010.1140	256.83
			MEDICARE: Payment	
			012.1140	52.16
			MEDICARE: Payment	
			016.1140	52.16
			MEDICARE: Payment	
			023.1140	50.68
			MEDICARE: Payment	
			024.1140	5.24
			MEDICARE: Payment	
			041.1140	99.41
			MEDICARE: Payment	
			042.1140	170.86
			MEDICARE: Payment	
			070.1140	152.28
			FEDERAL TAXES: Payment	
			001.1120	13,439.73
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
859	12/15/2023	000119 INTERNAL REVENUE SERVICE	(Continued)	
			004.1120 FEDERAL TAXES: Payment	2,435.61
			010.1120 FEDERAL TAXES: Payment	1,085.16
			012.1120 FEDERAL TAXES: Payment	122.52
			016.1120 FEDERAL TAXES: Payment	122.51
			023.1120 FEDERAL TAXES: Payment	145.09
			024.1120 FEDERAL TAXES: Payment	15.20
			041.1120 FEDERAL TAXES: Payment	465.18
			042.1120 FEDERAL TAXES: Payment	406.66
			070.1120 SOCIAL SECURITY: Payment	826.44
			001.1140 SOCIAL SECURITY: Payment	625.36
			008.1140 MEDICARE: Payment	129.74
			001.1140 MEDICARE: Payment	3,562.82
			004.1140	682.67
			Total :	**24,934.65**
860	12/15/2023	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130 STATE TAXES: Payment	5,605.21
			004.1130 STATE TAXES: Payment	960.36
			010.1130 STATE TAXES: Payment	443.96
			012.1130	49.17

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
860	12/15/2023	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment 016.1130	49.17
			STATE TAXES: Payment 023.1130	59.87
			STATE TAXES: Payment 024.1130	5.46
			STATE TAXES: Payment 041.1130	189.10
			STATE TAXES: Payment 042.1130	130.03
			STATE TAXES: Payment 070.1130	281.87
			Total :	**7,774.20**
88495	12/15/2023	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC DENTAL: Payment 070.1181	0.55
			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	98.23
			AFLAC ACCIDENT INSURANCE: Payment 004.1181	13.98
			AFLAC ACCIDENT INSURANCE: Payment 012.1181	3.58
			AFLAC ACCIDENT INSURANCE: Payment 016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment 023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment 024.1181	0.26

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88495	12/15/2023	003804 AFLAC WWHQ	(Continued)	
			042.1181 AFLAC DISABILITY INSURANCE: Payment	4.18
			001.1181 AFLAC DISABILITY INSURANCE: Payment	128.16
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.70
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.50
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	157.64
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	12.32
			042.1181 AFLAC DENTAL: Payment	4.97
			001.1181 AFLAC DENTAL: Payment	27.90
			004.1181 AFLAC DENTAL: Payment	0.55
			041.1181	1.66
			Total :	**520.50**
88496	12/15/2023	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180 ARROWHEAD UNITED WAY: Payment	11.25
			004.1180 ARROWHEAD UNITED WAY: Payment	0.76
			041.1180	2.25

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88496	12/15/2023	000433 ARROWHEAD UNITED WAY	(Continued) ARROWHEAD UNITED WAY: Payment 070.1180	0.74
			Total :	15.00

6 Vouchers for bank code : wfb — Bank total : 72,519.40

6 Vouchers in this report — Total vouchers : 72,519.40

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88497	12/19/2023	004206 #1 SON PLUMBING	LMDS: BACKFLOW TESTING	
			LMD 06: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 03: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 43: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 34: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 29: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 36: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 02: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 07: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 11: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 04: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 37: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 16: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 21: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 48: BACKFLOW TESTING	
			012.8500.4030	50.00
			FS#2: BACKFLOW TESTING	
			FS#2: BACKFLOW TESTING	
			028.2050.4030	25.00
			FS#2: BACKFLOW TESTING	
			029.2100.4030	25.00
			CANYON OAKS PARK: BACKFLOW TESTING	
			CANYON OAKS PARK: BACKFLOW TESTING	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88497	12/19/2023	004206 #1 SON PLUMBING	(Continued)		
			016.8540.4030		50.00
			AURANTIA PARK: BACKFLOW TESTING		
			AURANTIA PARK: BACKFLOW TESTING		
			001.6000.4030		50.00
				Total :	**850.00**
88498	12/19/2023	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC 10/29-11/11/23		
			CROSSING GUARD SVC 10/29-11/11/23		
			002.8200.4530		3,337.95
			CROSSING GUARD SVC 11/12-11/25/23		
			CROSSING GUARD SVC 11/12-11/25/23		
			002.8200.4530		1,907.40
				Total :	**5,245.35**
88499	12/19/2023	000774 ARROWHEAD CREDIT UNION-DEPT 91	2023 CITY CLERKS NEW LAW & ELECTIONS SEM		
			2023 CITY CLERKS NEW LAW & ELECTIONS		
			001.1200.4320		403.46
			ARMS MATERIALS & EXAM: NAVA-CRUZ		
			ARMS MATERIALS & EXAM: NAVA-CRUZ		
			041.9500.4349		365.00
			ZOOM MEETINGS-NOV		
			ZOOM MEETINGS-NOV		
			042.9510.4310		110.00
			STAFF HOLIDAY PARTY		
			STAFF HOLIDAY PARTY		
			001.1600.4337		1,008.48
			STAFF HOLIDAY PARTY		
			STAFF HOLIDAY PARTY		
			001.1600.4337		72.28
				Total :	**1,959.22**
88500	12/19/2023	000774 ARROWHEAD CREDIT UNION-DEPT 91	DRI CRASH PLAN-NOV		
			DRI CRASH PLAN-NOV		
			042.9510.4208		19.98
				Total :	**19.98**
88501	12/19/2023	000043 BALLARD PLUMBING HEATING & AIR	FS#2: QTRLY HVAC SVC		
			FS#2: QTRLY HVAC SVC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88501	12/19/2023	000043 BALLARD PLUMBING HEATING & AIR	(Continued)		
			028.2050.4588 FS#2: QTRLY HVAC SVC		112.50
			029.2100.4588 FS#1: QTRLY HVAC SVC		112.50
			FS#1: QTRLY HVAC SVC 028.2050.4588 FS#1: QTRLY HVAC SVC		112.50
			029.2100.4588 CORP YARD: QTRLY HVAC SVC		112.50
			CORP YARD: QTRLY HVAC SVC 004.8310.4588 CITY HALL: QTRLY HVAC SVC		550.00
			CITY HALL: QTRLY HVAC SVC 042.9510.4070		525.00
				Total :	**1,525.00**
88502	12/19/2023	006228 BIG BRAND TIRE & SERVICE CO	VEH #124: TIRES VEH #124: TIRES 042.9510.4240		590.00
				Total :	**590.00**
88503	12/19/2023	003445 BOOT BARN, INC.	UNIFORM BOOT: LAYNE UNIFORM BOOT: LAYNE 004.8310.4249		175.00
			UNIFORMS: RAMOS UNIFORMS: RAMOS 004.8310.4249		313.99
				Total :	**488.99**
88504	12/19/2023	006042 CALIFORNIA PRESERVATION, FOUNDAT	CA PRESERVATION MEMBERSHIP 2024 CA PRESERVATION MEMBERSHIP 2024 001.4100.4310		500.00
				Total :	**500.00**
88505	12/19/2023	002480 CASC ENGINEERING & CONSULTING	WQP22-008-NOV WQP22-008-NOV 001.3200.4551 FWQ23-001-NOV		472.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88505	12/19/2023	002480 CASC ENGINEERING & CONSULTING	(Continued)		
			FWQ23-001-NOV		
			001.3200.4551		122.50
			WQP22-012-NOV		
			WQP22-012-NOV		
			001.3200.4551		822.50
			FWQ20-002-NOV		
			FWQ20-002-NOV		
			001.3200.4551		280.00
			FWQ19-001-NOV		
			FWQ19-001-NOV		
			001.3200.4551		140.00
			FWQ21-002-NOV		
			FWQ21-002-NOV		
			001.3200.4551		140.00
			FWQ21-007-NOV		
			FWQ21-007-NOV		
			001.3200.4551		140.00
			FWQ21-006-NOV		
			FWQ21-006-NOV		
			001.3200.4551		140.00
			FWQ20-002-NOV		
			FWQ20-002-NOV		
			001.3200.4551		420.00
				Total :	**2,677.50**
88506	12/19/2023	006227 CHAPAROSA ROOFING	REFUND DUPLICATE BUSINESS LICENSE		
			REFUND DUPLICATE BUSINESS LICENSE		
			001.1450.7450		180.00
			REFUND DUPLICATE BUSINESS LICENSE		
			051.1493		4.00
				Total :	**184.00**
88507	12/19/2023	006099 CHARTER COMMUNICATIONS	FS#3: TELE/INT-DEC		
			FS#3: TELE/INT-DEC		
			028.2050.4065		222.58
			FS#3: TELE/INT-DEC		
			029.2100.4065		222.57

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
88507	12/19/2023	006099	006099 CHARTER COMMUNICATIONS	(Continued)	Total :	445.15
88508	12/19/2023	006099	CHARTER COMMUNICATIONS	FS#1: TELE/INT-DEC		
				FS#1: TELE/INT-DEC		
				028.2050.4065		183.00
				FS#1: TELE/INT-DEC		
				029.2100.4065		183.00
					Total :	366.00
88509	12/19/2023	006099	CHARTER COMMUNICATIONS	FS#2: TELE/INT-DEC		
				FS#2: TELE/INT-DEC		
				028.2050.4065		106.64
				FS#2: TELE/INT-DEC		
				029.2100.4065		106.64
					Total :	213.28
88510	12/19/2023	005553	CLARK PEST CONTROL OF STOCKTON	YMCA PEST CONTROL		
				YMCA PEST CONTROL		
				001.6000.4589		104.00
				CORP YARD PEST CONTROL		
				CORP YARD PEST CONTROL		
				004.8310.4589		80.00
					Total :	184.00
88511	12/19/2023	004868	DISASTER MASTERS FIRE PROT	FS#1: EXTINGUISHER SVC		
				FS#1: EXTINGUISHER SVC		
				028.2050.4245		46.94
				FS#1: EXTINGUISHER SVC		
				029.2100.4245		46.93
					Total :	93.87
88512	12/19/2023	000085	EAST VALLEY WATER DISTRICT	LMD17-B-DEC		
				LMD17-B-DEC		
				012.8500.4030		463.00
				LMD 11-DEC		
				LMD 11-DEC		
				012.8500.4030		658.52
				LMD 55-DEC		
				LMD 55-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88512	12/19/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030 LMD 17-D-DEC LMD 17-D-DEC		845.30
			012.8500.4030 LMD 25-DEC LMD 25-DEC		89.93
			012.8500.4030 LMD 17-C-DEC LMD 17-C-DEC		295.74
			012.8500.4030 LMD 76-DEC LMD 76-DEC		124.47
			012.8500.4030 LMD 17-A-DEC LMD 17-A-DEC		178.08
			012.8500.4030 SEELEY PARK-DEC SEELEY PARK-DEC		108.49
			016.8540.4030 LMD 43-DEC LMD 43-DEC		79.92
			012.8500.4030 LMD 47-DEC LMD 47-DEC		219.29
			012.8500.4030 LMD 16-DEC LMD 16-DEC		214.05
			012.8500.4030		57.27
				Total :	**3,334.06**
88513	12/19/2023	002190 ENGINEERING RESOURCES OF SO CA	OLA23002 DE MSRI-NOV OLA23002 DE MSRI-NOV		
			017.8350.6550		2,478.75
				Total :	**2,478.75**
88514	12/19/2023	005018 FLYERS ENERGY, LLC	FUEL-DEC FUEL-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88514	12/19/2023	005018 FLYERS ENERGY, LLC	(Continued)		
			001.2000.4220 FUEL-DEC		3,849.42
			001.4200.4220 FUEL-DEC		59.25
			001.6000.4220 FUEL-DEC		72.35
			001.6010.4220 FUEL-DEC		96.55
			004.8310.4220 FUEL-DEC		271.33
			028.2050.4220 FUEL-DEC		767.61
			029.2100.4220 FUEL-DEC		767.61
			042.9510.4220		18.11
				Total :	**5,902.23**
88515	12/19/2023	004453 HARRIS & ASSOCIATES	MEDIC TAX LEVY 23/24 MEDIC TAX LEVY 23/24		
			028.2050.4550 CFD FOR MEDITERRA-NOV CFD FOR MEDITERRA-NOV		100.17
			001.3200.4551		571.74
				Total :	**671.91**
88516	12/19/2023	003947 HDR ENGINEERING, INC.	STR17-002 PE CCF 2017-NOV STR17-002 PE CCF 2017-NOV		
			027.8490.6550		42,142.50
				Total :	**42,142.50**
88517	12/19/2023	001320 HIGHLAND SENIOR CENTER	CDBG REIMB-NOV CDBG REIMB-NOV		
			006.8400.4348		2,000.00
				Total :	**2,000.00**
88518	12/19/2023	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-NOV PROFESSIONAL SERVICES-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88518	12/19/2023	001618 INNOVATIVE FEDERAL STRATEGIES	(Continued)		
			023.3890.4554		4,000.00
				Total :	**4,000.00**
88519	12/19/2023	000127 K & L HARDWARE	CORP YARD: MISC SUPPLIES		
			CORP YARD: MISC SUPPLIES		
			004.8310.4206		49.50
			COMM PARK: JANITORIAL SUPPLIES		
			COMM PARK: JANITORIAL SUPPLIES		
			001.6000.4206		203.57
				Total :	**253.07**
88520	12/19/2023	005310 KOA CORPORATION	STR22-002 DE MSRI-NOV		
			STR22-002 DE MSRI-NOV		
			017.8350.6530		5,381.50
				Total :	**5,381.50**
88521	12/19/2023	006226 LETICIA, NAVA-CRUZ	MILEAGE REIMB-LOCC CONF		
			MILEAGE REIMB-LOCC CONF		
			001.1700.4320		149.34
				Total :	**149.34**
88522	12/19/2023	001404 LOWE'S	FS#2: DEWALT BRUSHLESS POWER TOOL COMBO		
			FS#2: DEWALT BRUSHLESS POWER TOOL COMBO		
			028.2050.4203		76.27
			FS#2: DEWALT BRUSHLESS POWER TOOL COMBO		
			029.2100.4203		76.25
			MEM PARK: FOUNTAIN MAINT		
			MEM PARK: FOUNTAIN MAINT		
			001.6000.4206		28.64
			STORM DRAIN STENCIL SUPPLIES		
			STORM DRAIN STENCIL SUPPLIES		
			001.4200.4665		160.77
			FS#1: PLUMBING SUPPLY RETURN		
			FS#1: PLUMBING SUPPLY RETURN		
			028.2050.4070		-40.45
			FS#1: PLUMBING SUPPLY RETURN		
			029.2100.4070		-40.45
			FINANCE CHARGE		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88522	12/19/2023	001404 LOWE'S	(Continued)		
			FINANCE CHARGE		
			001.1700.4400		40.00
				Total :	**301.03**
88523	12/19/2023	006222 NEC CLOUD COMMUNICATIONS	VOIP-OCT		
			VOIP-OCT		
			042.9510.4533		2,888.10
			VOIP-NOV		
			042.9510.4533		1,981.39
			VOIP-DEC		
			VOIP-DEC		
			042.9510.4533		1,981.40
				Total :	**6,850.89**
88524	12/19/2023	005677 PARAGON PARTNERS LTD	SWK19-001 R/W MSRI-NOV		
			SWK19-001 R/W MSRI-NOV		
			017.8350.6545		1,887.50
				Total :	**1,887.50**
88525	12/19/2023	006225 PATHAK, ANSHU	SRP23-008 REFUND		
			SRP23-008 REFUND		
			001.1450.9517		53.00
				Total :	**53.00**
88526	12/19/2023	000166 PUBLIC AGENCY RISK SHARING	PARMA CONFERENCE 2024-NAVA-CRUZ		
			PARMA CONFERENCE 2024-NAVA-CRUZ		
			041.9500.4349		549.00
				Total :	**549.00**
88527	12/19/2023	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-NOV		
			POLICE SERVICES-NOV		
			001.2000.4560		1,035,616.00
				Total :	**1,035,616.00**
88528	12/19/2023	005144 SESAC	MUSIC PERFORMANCE LICENSE 2024		
			MUSIC PERFORMANCE LICENSE 2024		
			001.1450.4310		1,888.00

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
88528	12/19/2023	005144	005144 SESAC	(Continued)	Total :	1,888.00
88529	12/19/2023	000203	SOUTHERN CALIFORNIA EDISON	LS3-DEC		
				LS3-DEC		
				013.8510.4011		55.75
				LS3-DEC		
				LS3-DEC		
				013.8510.4011		25.32
				TC-DEC		
				TC-DEC		
				004.8310.4580		91.41
					Total :	172.48
88530	12/19/2023	006072	TRENCH SHORING COMPANY	CORP YARD: PERMA PATCH		
				CORP YARD: PERMA PATCH		
				004.8310.4206		2,070.31
					Total :	2,070.31
88531	12/19/2023	005337	VAN LANT & FANKHANEL, LLP	CITY AUDIT 22/23		
				CITY AUDIT 22/23		
				001.1700.4510		21,400.00
					Total :	21,400.00
88532	12/19/2023	000979	VERIZON WIRELESS	CELL PHONE/AIR CARDS-		
				CELL PHONES-NOV		
				001.2000.4061		169.68
				AIR CARDS-NOV		
				001.2000.4062		1,064.28
				CELL PHONES-NOV		
				001.6000.4061		66.51
				CELL PHONES-NOV		
				001.6010.4061		29.88
				CELL PHONES-NOV		
				004.8310.4061		142.20
				AIR CARDS-NOV		
				004.8310.4062		38.01
				CELL PHONES-NOV		
				028.2050.4061		145.57

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88532	12/19/2023	000979 VERIZON WIRELESS	(Continued)	
			AIR CARDS-NOV	
			028.2050.4062	304.08
			AIR CARDS-NOV	
			042.9510.4062	40.01
			CELL PHONES-NOV	
			042.9510.4061	770.27
			AIR CARDS-NOV	
			042.9510.4062	194.05
			Total :	**2,964.54**
88533	12/19/2023	003535 WEST COAST ARBORISTS, INC.	CITY TREE MAINT-NOV	
			CITY TREE MAINT-NOV	
			004.8310.4680	3,877.00
			LMDS: TREE MAINT-NOV	
			LMD 00: TREE MAINT-NOV	
			012.8500.4585	4,973.00
			LMD 02: TREE MAINT-NOV	
			012.8500.4585	280.00
			LMD 04: TREE MAINT-NOV	
			012.8500.4585	1,488.00
			LMD 06: TREE MAINT-NOV	
			012.8500.4585	486.00
			LMD 11: TREE MAINT-NOV	
			012.8500.4585	3,473.00
			LMD 20: TREE MAINT-NOV	
			012.8500.4585	4,130.00
			LMD 22: TREE MAINT-NOV	
			012.8500.4585	776.00
			LMD 25: TREE MAINT-NOV	
			012.8500.4585	801.00
			LMD 29: TREE MAINT-NOV	
			012.8500.4585	617.00
			LMD 35: TREE MAINT-NOV	
			012.8500.4585	700.00
			LMD 36: TREE MAINT-NOV	
			012.8500.4585	2,269.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88533	12/19/2023	003535 WEST COAST ARBORISTS, INC.	(Continued)	
			LMD 37: TREE MAINT-NOV	
			012.8500.4585	2,940.00
			LMD 55: TREE MAINT-NOV	
			012.8500.4585	1,024.00
			LMD 63: TREE MAINT-NOV	
			012.8500.4585	490.00
			LMD 76: TREE MAINT-NOV	
			012.8500.4585	630.00
			PARKS: TREE MAINT-NOV	
			COMM PARK: TREE MAINT-NOV	
			001.6000.4680	2,906.00
			YMCA: TREE MAINT-NOV	
			001.6000.4680	5,168.00
			PMD PARK: TREE MAINT-NOV	
			CANYON OAKS PARK: TREE MAINT-NOV	
			016.8540.4680	210.00
			CUNNINGHAM PARK: TREE MAINT-NOV	
			016.8540.4680	3,780.00
			SEELEY PARK: TREE MAINT-NOV	
			016.8540.4680	700.00
			STORM DRAIN: TREE MAINT-NOV	
			STORM DRAIN: TREE MAINT-NOV	
			004.8310.4680	420.00
			Total :	**42,138.00**
88534	12/19/2023	000237 WILLDAN ASSOCIATES	BUILDING & SAFETY PLAN CHECK-NOV	
			BUILDING & SAFETY PLAN CHECK-NOV	
			001.4500.4540	5,705.00
			BUILDING & SAFETY INSP-NOV	
			BUILDING & SAFETY INSP-NOV	
			001.4500.4540	24,862.50
			Total :	**30,567.50**

38 Vouchers for bank code : wfb — **Bank total :** **1,228,113.95**

38 Vouchers in this report — **Total vouchers :** **1,228,113.95**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88535	12/19/2023	006224 EMPOWER SOLAR	REFUND BP#20222091 CANCELLED REFUND BP#20222091 CANCELLED 001.1450.7600	325.00
			Total :	325.00

1 Vouchers for bank code : wfb

Bank total : 325.00

1 Vouchers in this report

Total vouchers : 325.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88536	12/26/2023	005771 AMAZON CAPITAL SERVICES	55% LINEN BUSINESS PAPER		
			55% LINEN BUSINESS PAPER		
			001.1200.4200		33.35
				Total :	**33.35**
88537	12/26/2023	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 11/2-12/14/23		
			SOLID WASTE PROG 11/2-12/14/23		
			051.1496		2,264,240.07
				Total :	**2,264,240.07**
88538	12/26/2023	002960 BURRTEC WASTE INDUSTRIES INC	RECYCLE SVC-OCT		
			RECYCLE SVC-OCT		
			024.8470.4666		253.78
			RECYCLE SVC-OCT		
			004.8310.4666		1,438.05
				Total :	**1,691.83**
88539	12/26/2023	005238 CALIFORNIA MUNICIPAL STATISTIC	DIRECT/OVERLAPPING DEBT STMT 6/23		
			DIRECT/OVERLAPPING DEBT STMT 6/23		
			001.1700.4510		550.00
				Total :	**550.00**
88540	12/26/2023	000143 COMMUNITY WORKS DESIGN GROUP	PLAN CHECK GENERAL-OCT		
			PLAN CHECK & REIMB GENERAL-OCT		
			001.4100.4547		642.00
			DRA20-006 PLAN CHECK & REIMB-OCT		
			DRA20-006 PLAN CHECK & REIMB-OCT		
			001.4100.4547		974.00
			DRA21-013 PLAN CHECK-OCT		
			DRA21-013 PLAN CHECK-OCT		
			001.4100.4547		155.00
			DRA22-003 PLAN CHECK-OCT		
			DRA22-003 PLAN CHECK-OCT		
			001.4100.4547		542.50
			DRA22-002 PLAN CHECK-OCT		
			DRA22-002 PLAN CHECK-OCT		
			001.4100.4547		775.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88540	12/26/2023	000143 COMMUNITY WORKS DESIGN GROUP	(Continued)		
			DRA23-002 PLAN CHECK & REIMB-OCT		
			DRA23-002 PLAN CHECK & REIMB-OCT		
			001.4100.4547		321.00
			CUP22-013 PLAN CHECK & REIMB-OCT		
			CUP22-013 PLAN CHECK & REIMB-OCT		
			001.4100.4547		476.00
				Total :	**3,885.50**
88541	12/26/2023	005394 DATA TICKET, INC.	PARKING CITATION-NOV		
			PARKING CITATION-NOV		
			001.1700.4516		68.28
				Total :	**68.28**
88542	12/26/2023	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS: KELLISON & TWARDOWSKI		
			FINGERPRINT APPS: KELLISON & TWARDOWSKI		
			001.1700.4236		64.00
				Total :	**64.00**
88543	12/26/2023	005869 DOPP PROPERTY SERVICES	25646 BASELINE-SECURE PROP		
			25646 BASELINE-SECURE PROP		
			001.4600.4557		215.00
			25646 BASELINE-SECURE PROP		
			25646 BASELINE-SECURE PROP		
			001.4600.4557		385.00
			25646 BASELINE-SECURE PROP		
			25646 BASELINE-SECURE PROP		
			001.4600.4557		315.00
			25646 BASELINE-SECURE PROP		
			25646 BASELINE-SECURE PROP		
			001.4600.4557		325.00
			25646 BASELINE-SECURE PROP		
			25646 BASELINE-SECURE PROP		
			001.4600.4557		295.00
			26811 5TH ST-SECURE PROP		
			26811 5TH ST-SECURE PROP		
			001.4600.4557		230.00
			26811 5TH ST-SECURE PROP		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88543	12/26/2023	005869 DOPP PROPERTY SERVICES	(Continued)	
			26811 5TH ST-SECURE PROP	
			001.4600.4557	475.00
			26811 5TH ST-SECURE PROP	
			26811 5TH ST-SECURE PROP	
			001.4600.4557	305.00
			26811 5TH ST-SECURE PROP	
			26811 5TH ST-SECURE PROP	
			001.4600.4557	540.00
			Total :	3,085.00
88544	12/26/2023	000085 EAST VALLEY WATER DISTRICT	LMD 04-DEC	
			LMD 04-DEC	
			012.8500.4030	61.58
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	187.35
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	883.41
			LMD 29-DEC	
			LMD 29-DEC	
			012.8500.4030	181.12
			CITY HALL-DEC	
			CITY HALL-DEC	
			042.9510.4030	157.93
			LMD 15-A-DEC	
			LMD 15-A-DEC	
			012.8500.4030	246.44
			LMD 07-DEC	
			LMD 07-DEC	
			012.8500.4030	98.27
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4030	238.59
			FS#1-DEC	
			FS#1-DEC	
			028.2050.4030	69.05

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88544	12/26/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			FS#1-DEC	
			029.2100.4030	69.04
			LMD 21-B	
			LMD 21-D-DEC	
			012.8500.4030	112.77
			FS#2-DEC	
			FS#2-DEC	
			028.2050.4030	119.55
			FS#2-DEC	
			029.2100.4030	119.55
			CITY HALL-DEC	
			CITY HALL-DEC	
			042.9510.4030	35.14
			AURANTIA PARK-DEC	
			AURANTIA PARK-DEC	
			001.6000.4030	825.46
			LMD 44-DEC	
			LMD 44-DEC	
			012.8500.4030	810.80
			LMD 15-B-DEC	
			LMD 15-B-DEC	
			012.8500.4030	733.57
			FS#3 FS-DEC	
			FS#3 FS-DEC	
			028.2050.4030	26.35
			FS#3 FS-DEC	
			029.2100.4030	26.35
			FS#2 FS-DEC	
			FS#2 FS-DEC	
			028.2050.4030	17.57
			FS#2 FS-DEC	
			029.2100.4030	17.57
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4030	382.72
			LMD 73-DEC	
			LMD 73-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88544	12/26/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 37-DEC LMD 37-DEC	63.25
			012.8500.4030 FS#3 DOM-DEC FS#3 DOM-DEC	45.86
			028.2050.4030 FS#3 DOM-DEC	209.32
			029.2100.4030 LMD 21-A-DEC LMD 21-A-DEC	209.31
			012.8500.4030 POLICE STATION FS-DEC POLICE STATION FS-DEC	93.72
			001.2000.4030 FS#3 IRR-DEC FS#3 IRR-DEC	52.70
			028.2050.4030 FS#3 IRR-DEC	34.72
			029.2100.4030 BOULDER MEDIAN-DEC BOULDER MEDIAN-DEC	34.72
			004.8310.4030 POLICE STATION FS-DEC POLICE STATION FS-DEC	804.54
			001.2000.4030	52.70
			Total :	**7,021.02**
88545	12/26/2023	005567 FIRE APPARATUS SOLUTIONS	ME541: REPAIRS ME541: REPAIRS	
			028.2050.4240 ME541: REPAIRS	1,917.89
			029.2100.4240	1,917.89
			Total :	**3,835.78**
88546	12/26/2023	006146 FM THOMAS AIR CONDITIONING	LIBRARY: HVAC COMPRESSOR STRAINER REPLAC LIBRARY: HVAC COMPRESSOR STRAINER	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88546	12/26/2023	006146 FM THOMAS AIR CONDITIONING	(Continued)		
			001.6000.4588 PD: HVAC BLOWER ASSEMBLY BEARING & PULLE		3,018.09
			PD: HVAC BLOWER ASSEMBLY BEARING & 001.2000.4588		3,381.34
				Total :	**6,399.43**
88547	12/26/2023	006148 GRANITE CONSTRUCTION CO	STR18001 PPE#12 CON SB1 LPP NOV		
			STR18001 PPE#12 CON SB1 LPP NOV 027.8490.6550		73,938.94
			STR18001 PPE#12 CON EDA NOV		
			STR18001 PPE#12 CON EDA NOV 030.8495.6550		172,056.21
			STR18001 PPE#12 CON IVDA NOV		
			STR18001 PPE#12 CON IVDA NOV 027.8490.6550		54,238.24
			STR18001 PPE#12 CON RDA NOV		
			STR18001 PPE#12 CON RDA NOV 010.3830.6550		54,256.64
			STR18001 PPE#12 CON RDA LABOR COMP NOV		
			STR18001 PPE#12 CON RDA LABOR COMP NOV 010.3830.6550		-10,000.00
			STR18001 PPE#12 CON SMBMI NOV		
			STR18001 PPE#12 CON SMBMI NOV 027.8490.6550		54,238.24
			STR18001 PPE#12 CON SB1 LPP RET NOV		
			STR18001 PPE#12 CON SB1 LPP RET NOV 027.1350		-3,696.95
			STR18001 PPE#12 CON EDA RET NOV		
			STR18001 PPE#12 CON EDA RET NOV 030.1350		-8,602.81
			STR18001 PPE#12 CON IVDA RET NOV		
			STR18001 PPE#12 CON IVDA RET NOV 027.1350		-2,711.91
			STR18001 PPE#12 CON RDA RET NOV		
			STR18001 PPE#12 CON RDA RET NOV 010.1350		-2,712.83
			STR18001 PPE#12 CON SMBMI RET NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88547	12/26/2023	006148 GRANITE CONSTRUCTION CO	(Continued)		
			STR18001 PPE#12 CON SMBMI RET NOV		
			027.1350		-2,711.91
				Total :	**378,291.86**
88548	12/26/2023	000623 HARBOR FREIGHT TOOLS	FS#2: MAINT SUPPLIES		
			FS#2: MAINT SUPPLIES		
			028.2050.4206		0.38
			FS#2: MAINT SUPPLIES		
			029.2100.4206		0.37
			PD: CASTERS		
			PD: CASTERS		
			001.2000.4250		28.22
				Total :	**28.97**
88549	12/26/2023	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 CM IVDA-NOV		
			STR18001 CM IVDA-NOV		
			027.8490.6550		5,570.29
			STR18001 CM RDA07-NOV		
			STR18001 CM RDA07-NOV		
			010.3830.6550		5,570.28
			STR18001 CM SMBMI-NOV		
			STR18001 CM SMBMI-NOV		
			027.8490.6550		5,570.29
			STR18001 CM EDA-NOV		
			STR18001 CM EDA-NOV		
			030.8495.6550		12,148.48
			STR18001 CNTG IVDA-NOV		
			STR18001 CNTG IVDA-NOV		
			027.8490.6550		236.44
			STR18001 CNTG RDA07-NOV		
			STR18001 CNTG RDA07-NOV		
			010.3830.6550		236.45
			STR18001 CNTG SMBMI-NOV		
			STR18001 CNTG SMBMI-NOV		
			027.8490.6550		236.44
			STR18001 CNTG EDA-NOV		
			STR18001 CNTG EDA-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88549	12/26/2023	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)	
			030.8495.6550	515.67
			Total :	30,084.34
88550	12/26/2023	000127 K & L HARDWARE	FS#1: PLUMBING SUPPLIES	
			FS#1: PLUMBING SUPPLIES	
			028.2050.4070	34.97
			FS#1: PLUMBING SUPPLIES	
			029.2100.4070	34.96
			FS#1: BLDG MAINT	
			FS#1: BLDG MAINT	
			028.2050.4070	7.86
			FS#1: BLDG MAINT	
			029.2100.4070	7.85
			FS#1: MISC SUPPLIES	
			FS#1: MISC SUPPLIES	
			028.2050.4206	21.82
			FS#1: MISC SUPPLIES	
			029.2100.4206	21.82
			FS#1: BLDG MAINT	
			FS#1: BLDG MAINT	
			028.2050.4070	24.53
			FS#1: BLDG MAINT	
			029.2100.4070	24.53
			FS#1: PLUMBING SUPPLIES	
			FS#1: PLUMBING SUPPLIES	
			028.2050.4070	12.17
			FS#1: PLUMBING SUPPLIES	
			029.2100.4070	12.16
			FS#1: BLDG MAINT	
			FS#1: BLDG MAINT	
			028.2050.4070	26.15
			FS#1: BLDG MAINT	
			029.2100.4070	26.15
			FS#1: PLUMBING SUPPLIES	
			FS#1: PLUMBING SUPPLIES	
			028.2050.4070	38.06
			FS#1: PLUMBING SUPPLIES	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88550	12/26/2023	000127 K & L HARDWARE	(Continued)		
			029.2100.4070 FS#3: PLUMBING SUPPLIES		38.05
			FS#3: PLUMBING SUPPLIES 028.2050.4070 FS#3: PLUMBING SUPPLIES		24.54
			029.2100.4070 FS#2: PLUMBING SUPPLIES		24.53
			FS#2: PLUMBING SUPPLIES 028.2050.4070 FS#2: PLUMBING SUPPLIES		35.87
			029.2100.4070		35.86
				Total :	**451.88**
88551	12/26/2023	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-DEC PETTY CASH-DEC 001.0020		62.36
				Total :	**62.36**
88552	12/26/2023	000636 STEVEN ENTERPRISES INC	MAINTENANCE OCE 7050-9/23-12/23 MAINTENANCE OCE 7050-9/23-12/23 001.3200.4245		47.96
				Total :	**47.96**
88553	12/26/2023	000233 WAXIE SANITARY SUPPLY	FS#3: SUPPLIES FS#3: SUPPLIES 028.2050.4055		58.76
			FS#3: SUPPLIES 029.2100.4055 FS#1: JANITORIAL SUPPLIES		58.76
			FS#1: JANITORIAL SUPPLIES 028.2050.4055 FS#1: JANITORIAL SUPPLIES		80.10
			029.2100.4055		80.10
				Total :	**277.72**
88554	12/26/2023	004543 WEX BANK	FUEL-DEC FUEL-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88554	12/26/2023	004543 WEX BANK	(Continued)	
			029.2100.4220	211.18
			Total :	211.18
88555	12/26/2023	004298 ZOLL MEDICAL CORPORATION	FS#3: PARAMEDIC SUPPLIES	
			FS#3: PARAMEDIC SUPPLIES	
			028.2050.4207	1,835.22
			Total :	1,835.22
20 Vouchers for bank code : wfb			Bank total :	2,702,165.75
20 Vouchers in this report			Total vouchers :	2,702,165.75

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
861	12/29/2023	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	5,982.50
			ICMA DEFERRED COMP 457: Payment 004.1170	1,778.82
			ICMA DEFERRED COMP 457: Payment 010.1170	576.87
			ICMA DEFERRED COMP 457: Payment 012.1170	12.51
			ICMA DEFERRED COMP 457: Payment 016.1170	12.51
			ICMA DEFERRED COMP 457: Payment 023.1170	27.50
			ICMA DEFERRED COMP 457: Payment 024.1170	12.00
			ICMA DEFERRED COMP 457: Payment 041.1170	369.50
			ICMA DEFERRED COMP 457: Payment 042.1170	121.50
			ICMA DEFERRED COMP 457: Payment 070.1170	311.65
			Total :	**9,205.36**
862	12/29/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment 001.1145	641.03
			EPMC: Payment 004.1145	152.66
			EPMC: Payment 010.1145	55.68
			EPMC: Payment 012.1145	2.85
			EPMC: Payment 016.1145	2.85
			EPMC: Payment 023.1145	7.95

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
862	12/29/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			024.1145	0.68
			EPMC: Payment	
			041.1145	37.94
			EPMC: Payment	
			042.1145	13.88
			EPMC: Payment	
			070.1145	65.66
			PERS: Payment	
			001.1145	17,888.11
			PERS: Payment	
			004.1145	3,464.08
			PERS: Payment	
			010.1145	1,258.24
			PERS: Payment	
			012.1145	228.77
			PERS: Payment	
			016.1145	228.76
			PERS: Payment	
			023.1145	259.90
			PERS: Payment	
			024.1145	24.71
			PERS: Payment	
			041.1145	541.93
			PERS: Payment	
			042.1145	517.38
			PERS: Payment	
			070.1145	938.54
			PERS SURVIVOR: Payment	
			001.1145	26.12
			PERS SURVIVOR: Payment	
			004.1145	4.57
			PERS SURVIVOR: Payment	
			010.1145	1.09
			PERS SURVIVOR: Payment	
			012.1145	0.57

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
862	12/29/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)		
			PERS SURVIVOR: Payment 016.1145		0.56
			PERS SURVIVOR: Payment 023.1145		0.44
			PERS SURVIVOR: Payment 024.1145		0.03
			PERS SURVIVOR: Payment 041.1145		0.33
			PERS SURVIVOR: Payment 042.1145		0.96
			PERS SURVIVOR: Payment 070.1145		0.67
				Total :	**26,366.94**
863	12/29/2023	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT		
			FEDERAL TAXES: Payment 001.1120		13,145.71
			FEDERAL TAXES: Payment 004.1120		2,659.05
			FEDERAL TAXES: Payment 008.1120		2.53
			FEDERAL TAXES: Payment 010.1120		1,700.02
			FEDERAL TAXES: Payment 012.1120		74.86
			FEDERAL TAXES: Payment 016.1120		74.83
			FEDERAL TAXES: Payment 023.1120		101.83
			FEDERAL TAXES: Payment 024.1120		5.86
			FEDERAL TAXES: Payment 041.1120		477.24
			FEDERAL TAXES: Payment 042.1120		216.36

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
863	12/29/2023	000119 INTERNAL REVENUE SERVICE	(Continued)	
			070.1120 SOCIAL SECURITY: Payment	796.74
			001.1140 SOCIAL SECURITY: Payment	227.80
			008.1140 MEDICARE: Payment	138.40
			001.1140 MEDICARE: Payment	3,293.95
			004.1140 MEDICARE: Payment	723.76
			008.1140 MEDICARE: Payment	32.36
			010.1140 MEDICARE: Payment	339.27
			012.1140 MEDICARE: Payment	40.60
			016.1140 MEDICARE: Payment	40.60
			023.1140 MEDICARE: Payment	41.96
			024.1140 MEDICARE: Payment	4.30
			041.1140 MEDICARE: Payment	99.96
			042.1140 MEDICARE: Payment	88.86
			070.1140	148.06
			Total :	**24,474.91**
864	12/29/2023	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	4,981.15
			STATE TAXES: Payment 004.1130	1,094.71
			STATE TAXES: Payment 010.1130	697.72

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
864	12/29/2023	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			012.1130	27.79
			STATE TAXES: Payment	
			016.1130	27.78
			STATE TAXES: Payment	
			023.1130	42.27
			STATE TAXES: Payment	
			024.1130	3.14
			STATE TAXES: Payment	
			041.1130	173.92
			STATE TAXES: Payment	
			042.1130	64.34
			STATE TAXES: Payment	
			070.1130	241.59
			Total :	7,354.41
88556	12/29/2023	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC DENTAL: Payment	
			070.1181	0.54
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.98
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.48
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.48
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	98.25
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.99
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80
			AFLAC ACCIDENT INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88556	12/29/2023	003804 AFLAC WWHQ	(Continued)	
			024.1181 AFLAC ACCIDENT INSURANCE: Payment	0.25
			042.1181 AFLAC DISABILITY INSURANCE: Payment	4.18
			001.1181 AFLAC DISABILITY INSURANCE: Payment	128.14
			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	157.66
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.69
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	12.32
			042.1181 AFLAC DENTAL: Payment	4.96
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181	1.67
			Total :	**520.50**
88557	12/29/2023	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment 001.1180	11.25
			ARROWHEAD UNITED WAY: Payment 004.1180	0.75

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88557	12/29/2023	000433 ARROWHEAD UNITED WAY	(Continued)	
			ARROWHEAD UNITED WAY: Payment 041.1180	2.25
			ARROWHEAD UNITED WAY: Payment 070.1180	0.75
			Total :	15.00

6 Vouchers for bank code : wfb — Bank total : 67,937.12

6 Vouchers in this report — Total vouchers : 67,937.12

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer CD
Leticia Nava-Cruz, Assistant Director of Administrative Services LNC

SUBJECT: Treasurer's Report for November 2023

RECOMMENDATION: City Council to receive and file the Treasurer's Report for November 2023

FISCAL IMPACT: Cash and Investments:

General Fund	$ 8,963,836.08
Special Revenue Funds	$36,488,224.11
Internal Service Funds	$ 5,399,931.06
Capital Projects Funds	$22,370,224.74
Agency Funds	$ 1,618,996.13
Housing Authority Fund	$ 3,704,079.95
SARDA Funds	$ 2,857,810.92

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. 5

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

_____ _____

City Clerk City Manager

CITY OF HIGHLAND
Treasurer's Report
as of November 30, 2023

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking Account (reconciled book balance)	4,392,829.14

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	3.843%		
General Fund			11,826,819.11	
Special Revenue Funds			22,804,380.00	
Internal Service Funds			5,273,837.00	
Capital Projects Funds			19,982,115.00	
Total City LAIF Funds				59,887,151.11
Housing Authority Fund			3,680,865.08	
Total Housing Authority LAIF Funds				3,680,865.08
Total LAIF Funds				63,568,016.19

1) Maximum limits on accounts are $75M City and $75M Housing Authority.
2) Market Value is based on the September 30, 2023 applicable percentage of 0.986307739.
3) Market Value is $62,697,626.32 ($63,568,016.19 x 0.986307739).

California Asset Management Program (CAMP)	n/a	5.580%		
General Fund			3,235,550.47	
Special Revenue Funds			1,815,272.00	
Capital Projects Funds			6,077,097.00	
Total CAMP Funds				11,127,919.47
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 #60934N872	n/a	5.02%	97,364.92	97,364.92
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #60934N872	n/a	5.02%	51,876.03	51,876.03
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #60934N872	n/a	5.02%	19,186.99	19,186.99
Community Facilities District (CFD) 2001-1				
Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #60934N872	n/a	5.02%	28,097.12	28,097.12
Interest Account #217795001				
US Bank Money Market Account CUSIP #60934N872	n/a	0.00%	-	-
Principal Account #217795002				
US Bank Money Market Account CUSIP #60934N872	n/a	0.00%	-	-
Administrative Expense Account #217795003				
US Bank Money Market Account CUSIP #60934N872	n/a	5.02%	12,059.01	12,059.01
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #60934N872	n/a	5.02%	29,280.31	29,280.31
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #60934N872	n/a	5.02%	6,801.55	6,801.55
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #60934N872	n/a	5.02%	1,486.17	1,486.17
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #60934N872	n/a	5.02%	549.64	549.64
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				246,701.74

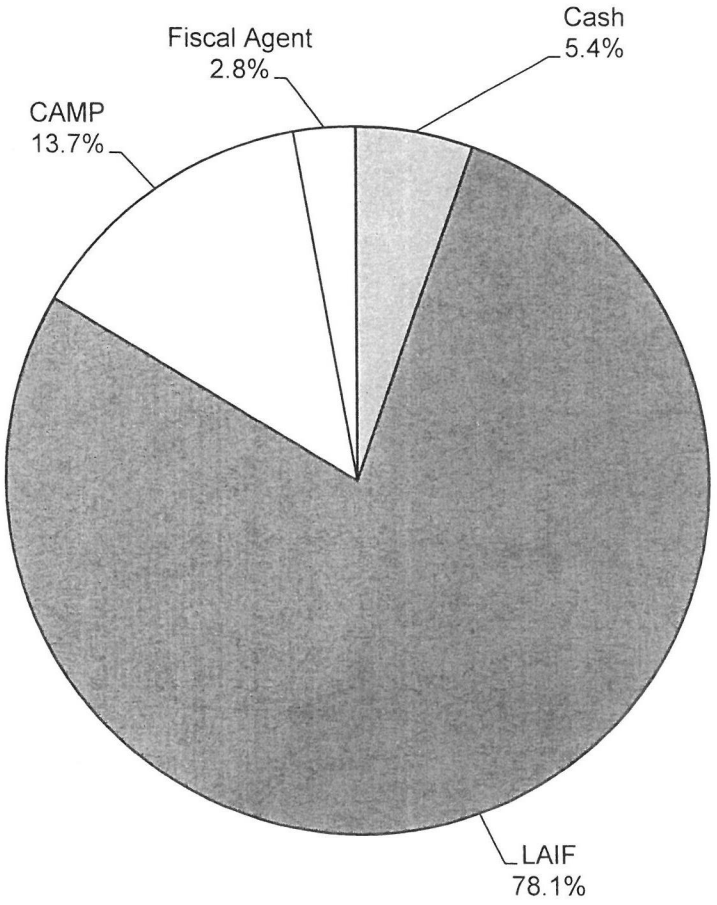
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
US Bank Corporate Trust Services (SARDA)				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	274,622.74	274,622.74
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	1,252.99	1,252.99
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	173,909.14	173,909.14
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	616,437.15	616,437.15
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	22,717.52	22,717.52
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	962,802.37	962,802.37
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	14,219.20	14,219.20
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	525.34	525.34
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				2,066,486.45
TOTAL CASH AND INVESTMENTS				**81,403,102.99**

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.

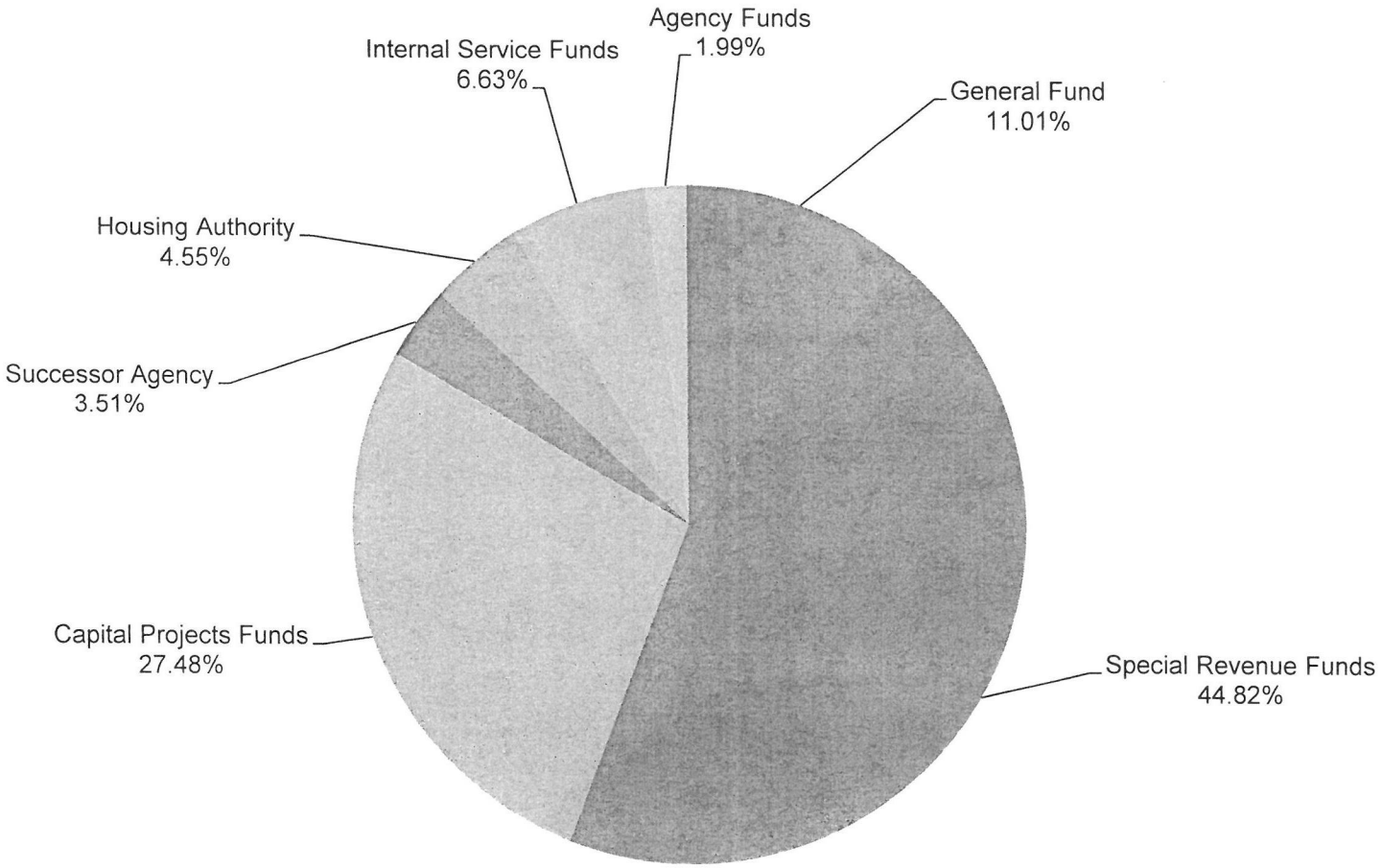
SIGNED:_____
Joseph A. Hughes
CITY MANAGER

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

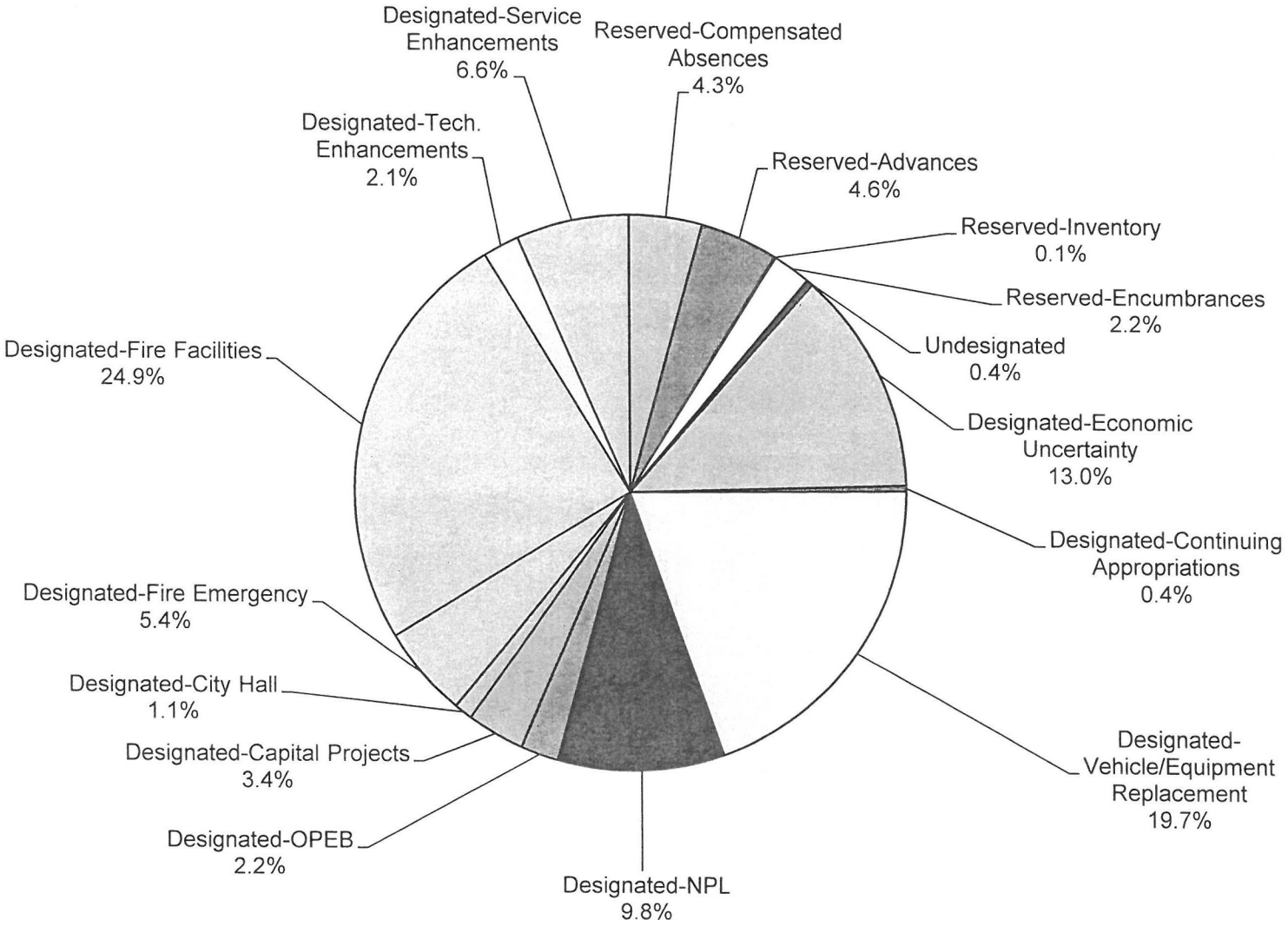
Treasurer's Report



Cash & Investments



General Fund Reserves



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

PREPARED BY: Carlos Zamano, Public Works Director/City Engineer C2

SUBJECT: Construction Management and Inspection Services for Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades" (Project No. sig21001)

RECOMMENDATION: It is recommended that the City Council:

1. Approve proposal from Hernandez, Kroone & Associates (HK&A) to provide construction management and inspection services in the amount of $16,417.50 for Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades" (Project No. sig21001); 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 $16,417.50. The 10% contingency amount of $1,642 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 100% by a Highway Safety Improvement Program (HSIP) grant using State 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 upgrading existing pedestrian signal heads to LED countdown pedestrian signal heads, replacing existing and/ or installing new ADA compliant pedestrian push buttons, installations of new pedestrian push button posts, 2" PVC conduit, and cabling as necessary at the 26 intersections shown on attached Vicinity Map.

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

Approved _____ Motion _____ Second _____ Agenda Item No. 6

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

D Hugh

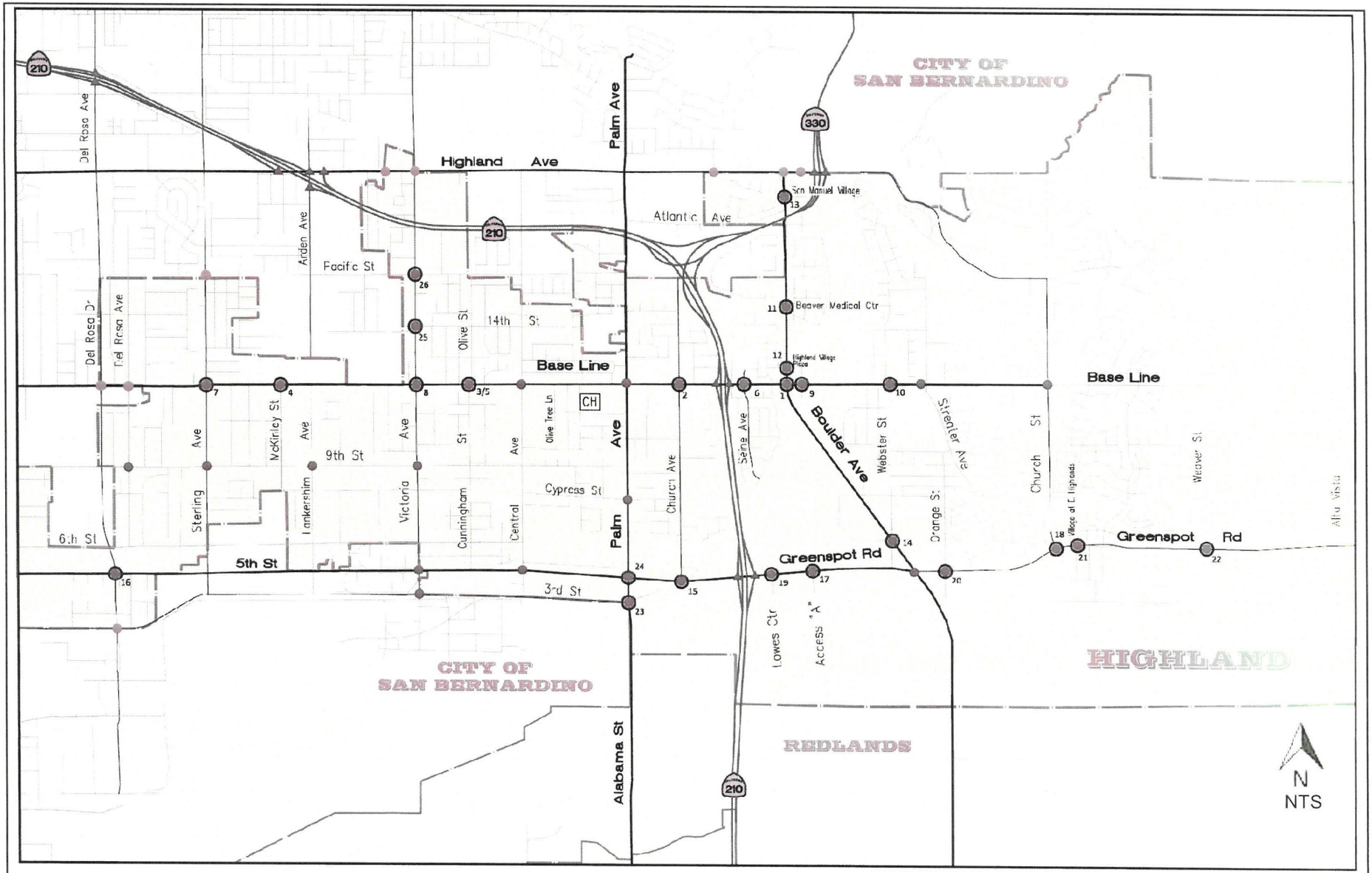
City Clerk

City Manager

Staff has reviewed and negotiated the proposed fee of $16,417.50, which is 15% of the construction contract of $109,697.58. This fee is reasonable for this type and size of project. Staff recommends City Council's approval of HK&A's proposal to provide construction management and inspection services.

Attachments: Vicinity Map
HK&A Proposal

M:\PUBWRK\sig21001 City-wide Signal Ped Head Installation\City Council\CM Services Award Stf Rpt 1.09.24.doc



BID NO. 2023-06

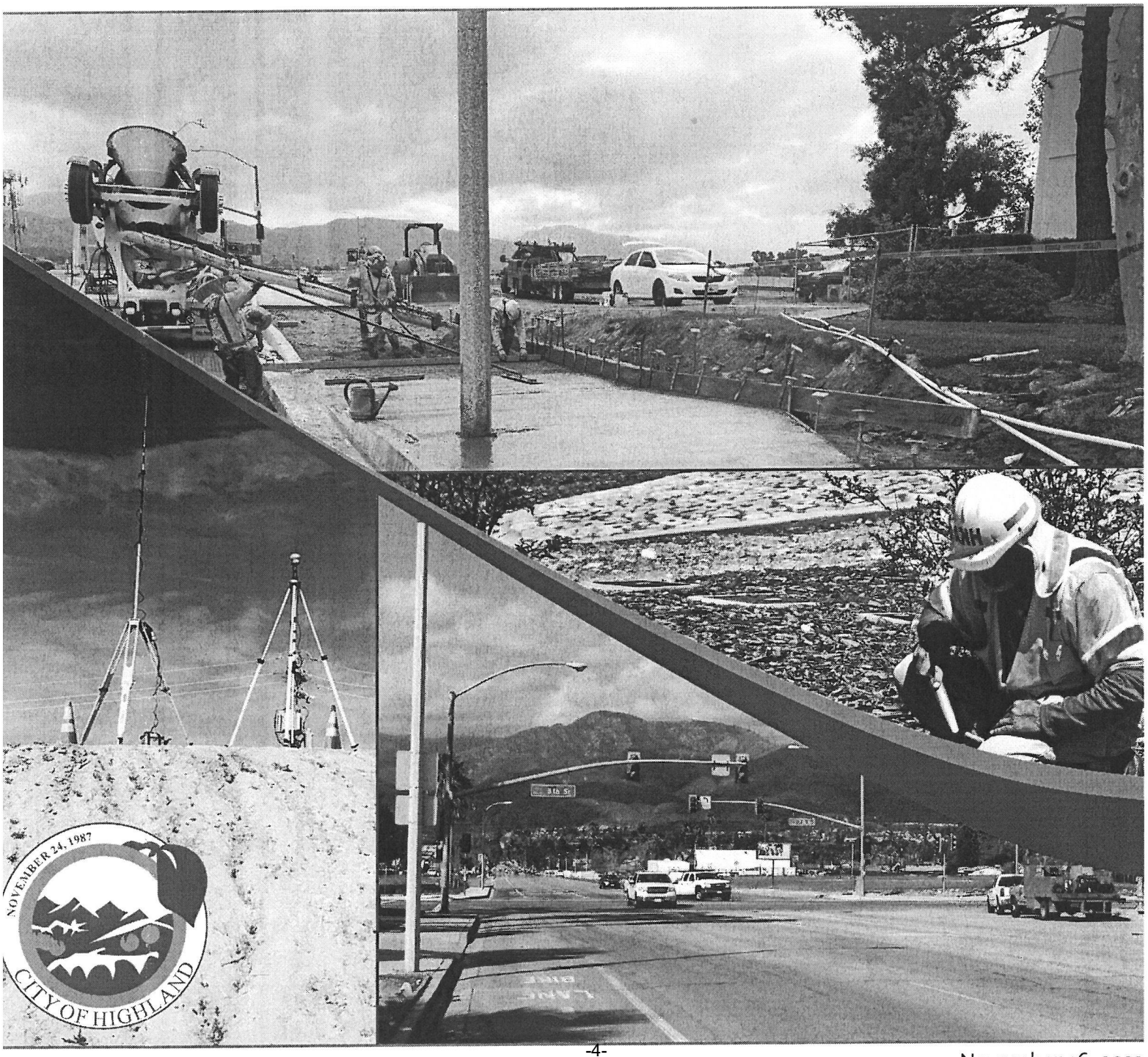
SIG21001

CITY-WIDE COUNTDOWN PEDESTRIAN SIGNAL HEAD AND PEDESTRIAN PUSH BUTTON UPGRADES

Hernandez, Kroone & Associates
Engineers & Land Surveyors

Proposal for the City of Highland

Citywide Countdown Pedestrian Signal Head and Pedestrian Push Button Upgrades
Project No. Sig 21001



November 16, 2023

Hernandez, Kroone & Associates
Engineers & Land Surveyors

November 15, 2023

Mr. Carlos Zamano, PE Proposal No. 23P1039
Public Works Director / City Engineer
City of Highland
27215 Base Line
Highland, CA 92346

Proposal No. 23P1039

Reference: Request for Proposal for Professional Construction Management and Inspection Services for Citywide Countdown Pedestrian Signal Head and Pedestrian Push Button Upgrade (Project No. sig21001)

Dear Mr. Zamano:

As a local firm who will receive and enjoy the benefits of these improvements, Hernandez, Kroone & Associates (HKA) is excited at the opportunity to be a part of the City's team for the subject project.

The proposed project is funded by the Local Highway Safety Improvement Program (HSIP) administered by Caltrans through the Division of Local Assistance. There are specific reporting and schedules to be followed to meet the requirements of the HSIP. It is assumed that all the preliminary work to arrange for the funding has been completed, the Local Road Safety Plan submitted, and the plans have been approved and the construction budget established at $100,000 with a construction schedule of 40 days.

According to the plans, construction work proposed includes furnishing and installing pedestrian crossing improvements at approximately 21 City intersections including:

- 61 LED Countdown Pedestrian Signals Heads
- 21 Pedestrian Pushbutton Assemblies
- 5 Pedestrian Push Button Posts
- New pedestrians crossing signs
- Revisions to or refreshing of crosswalks

Brief Introduction

Over the last 36 years, HKA has worked on a variety of government projects, each unique with their own set of design standards and specifications, contract clauses, small business and minority goals, and accounting procedures.

As the lead designer / construction contractor, HKA has had design-build contracts with the US Army Corps, US Department of the Navy, US Department of Labor, and US Department of Agriculture. Besides contracts with the City of Highland, HKA has also held numerous "On-Call" contracts with San Bernardino International Airport Authority, County

of Los Angeles Department of Public Works, Caltrans, San Bernardino County Transportation Authority, and Riverside County Transportation Commission for providing PS&E design and construction management services for roadway improvements, peer review, traffic engineering, surveying, right of way, and utilities.

More locally, HKA has worked in close partnerships with the City of Highland, Inland Valley Development Agency, San Bernardino International Airport Authority, and the San Manuel Band of Mission Indians for more than twenty years. The services listed in the RFP regarding traffic engineering, public works specifications, and construction management are all services that have been provided to one or more of our partner agencies. As such, we have developed a strong understanding of the goals, objectives, and desired products by the City of Highland for this RFP.

More specifically, HKA has or is providing design or construction management services on projects including traffic signal construction, ADA compliance, or updates on the following projects in the area:

- Real Journey Academies
- Palm Avenue / Cypress Avenue
- 3rd and 5th Street Corridor Improvements
- Sterling Avenue / 3rd Street Improvements
- Mt. Vernon Viaduct Project

HKA has provided peer review on signal design, ADA compliance and road construction projects including:

- Signals from EB 210 Ramps to Orange Street along Greenspot Road Corridor
- Victoria Avenue / Sabo Way
- Boulder Avenue / San Manuel Village
- San Manuel Village / Highland Avenue
- SR-330 / Highland Avenue
- Boulder Avenue / Base Line

HKA's signal and lighting experience includes both design and construction management services. HKA completes the design surveys, research right of way, prepares easement documents, researches and coordinates with utilities and their purveyors, coordinates with other agencies, works with the public, completes the PS&E packages, prepares or reviews traffic control plans and ensures ADA compliance. Their construction management includes all steps needed to ensure the Contractor's work follows the Client's plans and specifications.

Project Team

The key members of HKA's project team are briefly listed below. No changes in these key personnel will occur without prior written approval by the City. All key members are active on the 3rd and 5th Street Corridor Improvements, but can oversee these short-term construction efforts as well.

Project Manager / Resident Engineer - Anne M. Hernandez, PE, QSP/D – With over forty (40) years of experience, Ms. Hernandez has a remarkably diverse background making her the right person to lead HKA staff through the construction management and inspection of this project. Ms. Hernandez was the Resident Engineer for the Palm Avenue / Cypress Street project and the Real Journey Academies project on Highland Avenue.

She is currently the Resident Engineer for the 3rd and 5th Street Corridor Improvements, another grant funded project in the City of Highland. Furthermore, Ms. Hernandez was the project manager leading the surveying and design team for Sterling and 3rd Street Improvements and will soon be transitioning into the Resident Engineer role as HKA takes on the construction management services for this project for the San Bernardino International Airport Authority which will occur in Q3 2024.

Assistant Resident Engineer / Constructability Review - John Hernandez, PE, PLS, QSP/D – Mr. Hernandez supervises and performs both civil and traffic engineering for HKA. He has over ten (10) years of experience in traffic signal design, peer review and construction management services including the following projects:

- 3rd and 5th Street Corridor Improvements
- Mt. Vernon Viaduct Project
- Real Journey Academies
- Sterling Avenue / 3rd Street Improvements

He has performed peer review of traffic signal designs for the City of Highland including:

- Mediterra / Greenspot Road
- Boulder Avenue / Greenspot Road

Mr. Hernandez was the Assistant Resident Engineer on the Real Journey Academies project. He is currently the Assistant Resident Engineer for the 3rd and 5th Street Corridor Improvements, another grant funded project in the City of Highland. Furthermore, Mr. Hernandez was the Lead Surveyor and Civil Engineer leading the surveying and design team for Sterling and 3rd Street Improvements and will soon be transitioning into the Assistant Resident Engineer role as HKA takes on the construction management services.

Mr. Hernandez will oversee the product submittals and will proactively problem solve any electrical and functioning issues.

Lead Field Inspector - Evan Spracklen, EIT, LSIT – Mr. Spracklen is HKA's inspector on the City of Highlands' 3rd and 5th Street Corridor Improvements project that includes significant upgrades at three (3) traffic signals. These upgrades include construction of signal pole foundation, installation of new signal poles, installation of conduit and conductors, and installation of signal heads and other gear. He also provides part-time inspection services for San Manuel's "The Landing" project on site at the San Bernardino International Airport.

Mr. Spracklen reviews all signal product submittals to ensure they meet the City's or Caltrans plans and specifications. He also oversees the Contractors' performance on traffic control, stormwater pollution preventions, delivery of certificates of compliance and ensures that approved products are installed per the manufacturer's instruction.

He also attends meetings with the Contractors, prepares meeting minutes, checks pay estimates, conducts labor compliance interviews, and reviews certified payroll documentation. Mr. Spracklen coordinates with subconsultants for material testing and provides quality control checks of the agenda, minutes, reports, certified payroll, correspondence and other paperwork for the duration of the project.

The work provided by the team above is well known to the City and will continue to provide excellent services for this project.

Project Approach, Quality Plan, & Resumes

A written understanding of the project approach, HKA's quality plan for this project and HKA's proposed staff and their respective resumes are attached here-in following this letter.

Cost

An associated cost to perform the services listed here-in is broken down by personnel and hours. This cost is supplied on the final page of this written letter proposal.

Project Lead

Our Project Manager / Resident Engineer for this project and their contact information is:

Anne Hernandez, PE, QSD, Principal
Hernandez, Kroone & Associates
234 East Drake Drive, San Bernardino, CA 92408
Email: AnneH@hkagroup.com
Phone: 909-884-3222

As the majority owner of HKA, Ms. Hernandez is authorized to bind the company to any contract terms and agreements.

With this letter, HKA acknowledges receipt of the invitation to propose, the plans and specifications for this project on October 23, 2023.

Services will be provided by HKA's staff from their San Bernardino office, close to the locations to be improved by this project.

HKA is committed to working as a team member with our Clients, delivering a quality product on time, and developing strong innovative solutions. We would greatly enjoy working on this project and believe it is in our area of expertise. We look forward to an opportunity to discuss our proposal and qualifications in more detail.

Sincerely,

Anne M. Hernandez

Anne M. Hernandez, PE, QSD

Principal

UNDERSTANDING AND SCOPE OF WORK

HKA will work closely with the City's staff to deliver a complete functioning project as outlined in the RFP. The following narrative is a highlight of specific tasks. Some services are listed as optional due to the fact that the services were not listed in the RFP, but may still need to be completed. HKA has the skills and resources to perform all optional tasks, other than land appraisals.

This project is funded by the Local Highway Safety Improvement Program (HSIP) administered by Caltrans through the Division of Local Assistance. There are specific reporting and schedules to be followed to meet the requirements of the HSIP. It is assumed that all the preliminary work to arrange for the funding has been completed, the Local Road Safety Plan submitted, and the plans have been approved and the construction budget established at $100,000 with a construction schedule of 40 days.

According to the plans, the construction work consists of furnishing and installing improvements at approximately 21 City intersections including:

- 61 LED Countdown Pedestrian Signals Heads
- 21 Pedestrian Pushbutton Assemblies
- 5 Pedestrian Push Button Posts
- New Conduit and Conductors at 3 signals
- New Pedestrians signs, approximately 10
- Revisions or refreshing of crosswalks

The scope of this work does not appear to require the review and maintenance of traffic control plans or a stormwater pollution prevention plan, but the Contractor should maintain a clean, safe site throughout their work time. Review of traffic control plans or a stormwater pollution prevention plan are well within HKA's area of expertise and could be provided if the City determines that they are needed.

If selected, HKA anticipates beginning work promptly as the project is out for bidding. HKA's project management throughout the below services includes meetings, document review, field inspection, invoicing, and correspondence, as necessary. Most of the meetings will be held via Microsoft Teams.

Task 1: Pre-Construction Services

1.1 Participate in Meeting with City and Design Engineer

HKA will work with other attendees to schedule a meeting. This meeting will be to discuss design features and HKA's constructability review. The intent of this meeting is to answer questions, meet key staff, and review contract administration procedures. Based on HKA's work on the 3rd and 5th Street Corridor Improvements, most of HKA's staff are well known to the City and they look forward to working on another City project.

HKA preliminary review of the plans and specifications noted these issues or discrepancies from the City's usual procedures to be discussed with the City and Design Engineer:

a. What utility research has been conducted?
b. What right of way research has been completed?
c. Several of the signal heads and pushbuttons are specified at signals currently being upgraded.

a. HKA will rely on Contractor's Dig-Alert information and City provided as-builts for utility locations. Contractor to identify conflicts as discovered.
b. City to provide right of way information for areas of new installation.

d. Typically, City requires new conductors when upgrades are being completed at a signal.
e. Typically, City uses rigid steel conduit.
f. Typically, the City installs a pull box with each signal standard, including push button only standards.
g. Ethernet is mentioned in the General Notes, but no location for installation is specified on the plans.
h. The plans say that the work must conform to Caltrans 2010 and 2015 standards and specifications and CA MUTCD 14. The specifications say that the work must conform to the Caltrans 2022 standards and specifications and the Greenbook.
i. The plans say that 5" x 7" R10-4b signs should be used. The specifications say that R10-3 signs should be used. The CA MUTCD does not include R10-4 signs.

The City's direction and information is needed on all of these items before proceeding with the pre-construction conference.

1.2. Construction Schedule

HKA will request Contractor's schedule prior to the kick-off meeting and will review prior to the kick-off meeting if received. HKA will review Contractor's schedule for the following:

Typically, this is completed by the Contractor. ~~But HKA can complete a schedule that includes~~:

a. All pre-construction and utility relocations by others.
b. Dates for notifications based on agreements and contract documents.

1.3. Pre-Construction Conference

HKA will prepare the agenda, including listing the required attendees. HKA will conduct the pre-construction conference with the Successful Bidder (Contractor). The meeting will include the information and decisions by the City on the items listed in 1.1 above. The pre-construction coordination will cover all potholing and utility relocations that will be performed by the contractor.

1.4. Dispute Resolution Outline

Deleted. Dispute Resolution will be addressed per the construction contract.

HKA will prepare an outline of how disagreements with the Contractor's materials, procedures, methodologies. The outline will be approved by City staff before presentation to the Contractor or implementation.

The best approach is to be ahead of any disputes by anticipating conflicts between the plans and specifications or anticipating potential scope changes.

Deliverables:

- Meeting Agenda, Attendance, and Minutes (.pdf)
- Construction Schedule (.pdf)
- Dispute Resolution Outline (.pdf)

Task 2: Construction Management and Inspection Services

2.1. RFI's, Material Submittals, Shop Drawings, ETAL.

HKA will manage and maintain a log(s) to ensure prompt handling of Requests for Information (RFI), shop drawings, product data samples and submittals. HKA will transmit submittals and design related RFIs to the Design Engineer for their review.

HKA will conduct meetings with Contractor and other parties, as needed, to discuss and resolve RFIs.

Design related RFIs and product submittals will be given to AGA for review / direction. HKA will respond to non-design related RFIs where applicable. If re-design is required due to existing condition conflicts, those redesigns will be addressed by AGA or others.

HKA will address Change Notices, Intend to File Change Notices, and Construction Change Orders (CCO), as well as review, negotiations, and issuance of the CCOs to the Contractor.

2.2 Meetings Deleted - Meetings will be based upon project need and estimated to be about 1 hour per month.

Meetings will be held with the City and Contractor at least every two weeks. HKA will conduct those meetings and is responsible for scheduling additional meetings as needed.

HKA will prepare and provide the agenda to the City and Contractor.

HKA will prepare and distribute the minutes from the meetings.

2.3 Administrative, Management and Field Services

HKA will provide administrative, management, and related services as required to coordinate work and to complete the Project in accordance with the City's objectives for cost, time, and quality. HKA has repeatedly demonstrated to the City that HKA has sufficient qualified personnel and management to carry out the requirements.

This includes field inspection services to check materials used, procedures followed and quantities.

HKA will proactively bring issues and solutions to the City and Contractor so decisions can be made early, and the schedule maintained.

2.4 Working Days

HKA will prepare the Weekly Statement of Working Days and email it to the City and Contractor weekly.

2.5 Certified Payroll In addition, HKA will conduct Labor Compliance interviews.

HKA will collect the Certified Payroll from the Contractor and provide it to the City for review and processing.

2.6 Changes

As changes occur, HKA will address Change Notices, Intend to File Change Notices, and Construction Change Orders (CCO), as well as review, negotiations, and issuance of the CCOs to the Contractor. Changes will be incorporated into the redlines provided as As-Builts.

2.7 Monitoring

HKA will provide the field inspection to measure the quantities installed and update the estimated Total Construction Cost. It will show the actual costs for activities and estimate for uncompleted tasks. HKA will note variations between actual and budgeted/estimate costs at the regular meetings. HKA will provide part-time inspection and coordinate those inspections with STR18001 were possible.

HKA will notify the City promptly whenever the project costs exceed the budgets or estimates.

2.8 Daily Diary Traffic control will be handled by the Contractor using the California Temporary Traffic Control Handbook (CATTCH) when traffic control is required in lieu of engineered stamp plans.

HKA will complete a daily log, recording the Contractor's work activities. The log/diary will include weather, number of workers, types of workers (craft or trades), equipment, subcontractors, work completed, problems encountered, changes or process to deal with problems, etc.

The log/diary will be available to the City when requested and at the end of the job.

Deliverables:

- Electronic delivery of all agenda, minutes, logs, and items listed above (.pdf)

Task 3: Post-Construction Management Services

3.1. Warranty Period

Provide management services including any repairs or replacements required during warranty period.

3.2 Post Close -out Documents

a. Review Final Payment document.
b. Obtain operation manuals, warranties, guarantees and other applicable information in hard copy and electronically.
c. Organize items collected in 3.2b. into binders, folders, and CDs for delivery to the City.

3.3 As-Builts

Use daily diary, change orders, and field observations and measurements to note changes (in red) on the SR21001 bidding plan set. These will be used by others to prepare the As-Built mylars.

3.4 Walk – Through to Acceptance

a. Schedule a final walk-through with City staff.
b. Prepare punch list.
c. Certify Completion
d. Recommend Acceptance.

HKA will provide inspection information, change order information, and other documents needed, including redlines, for AGA to prepare the as-built documents on Mylar.

Deliverables:

- Electronic delivery of all tasks as listed in the RFP (.pdf)
- Hardcopy deliver of owner's manuals, warranties, etc.

OPTIONAL SERVICES

These services are included in the cost proposal attached as optional items.

a. Detailed Constructability Review
b. ~~Labor Compliance Interviews~~ Labor Compliance interviews added to 2.5 above.
c. Bid Analysis

These services are not included in the cost proposal attached but are available, if the City requires them.

a. Right of Way Engineering
b. Utility Research and Coordination
c. Traffic Control Plans (preparation of review)
d. Storm Water Pollution Prevention Plan

QUALITY CONTROL STEPS

The review of the RFP, project plans, and site reconnaissance have yielded discrepancies which have been noted under "Key Project Issues" in this Statement of Qualifications. Some of these discrepancies are new improvements which are not reflected on HDR's plans. HKA will work closely with the City's Project Manager to address these discrepancies in the most cost-effective manner. It is understood that reconciliation of discrepancies must produce results which are within the scope of the grant.

Discrepancies Between City's Current Standards and the Design Plans

A preliminary review of the plans and specifications resulted in a list of items where the plans and specifications do not match. For example:

a. The City typically requires new conductors when making any changes at a signal. These plans and specifications indicate that where no new conduit run, the existing conductors should be reused.
b. The City typically uses rigid steel conduit for conduits at signals. These plans and specifications say that Schedule 80 PVC will be used.
c. Usually there is a pull box for each signal or push-button post. These plans and specifications seem to indicate that the conduit from the new push button posts will run to an existing pull box. Field review may be required to confirm if existing pull box is large enough to have additional conduit installed.
d. The plans mention that a wireless ethernet radio is to be integrated (General Notes 8). There is no other mention of the radio. Is this integration to be completed at all signals that are not communicating with the TMC now?
e. Three (3) of the intersections to receive upgraded signal heads and other improvements are being upgraded in the 3rd and 5th Street Corridor Improvements and may not need the improvements listed on these plans.

These issues need to be addressed so change orders, if needed, can be completed before the Contractor submits products for review.

Specifications

A preliminary review of the plans and specifications resulted in a list of items where the plans and specifications do not match. For example:

- The plans say that the work must conform to Caltrans 2010 and 2015 standards and specifications and CA MUTCD 14. The specifications say that the work must conform to the Caltrans 2022 standards and specifications and the Greenbook.
- The plans say that 5" x 7" R10-4b signs should be used. The specifications say that R10-3 signs should be used. The CA MUTCD does not include any R10-4 signs.

These issues need to be addressed so change orders, if needed, can be completed before the Contractor submits products for review. Especially since the R10-3 signs are a different size than the R10-4 signs and may impact the pedestrian push button frame and assembly proposed.

Constructability Review

Not included - optional service.

One of the quality control measures HKA proposes is a Constructability Review. The plans and specifications will be reviewed by an engineer experienced in this type of construction. A list will be made of the items where:

- The plans and the City standards are in conflict
- Redundant work is requested
- The plans and the Specifications are in conflict
- Better materials and processes would result in a better project without impacting the construction cost or schedule significantly.

After this review the City and the Resident Engineer will meet to:

- Review the list
- Decide between the items in conflict
- Decide if changes are needed to the plans
- Decide if materials or processes will be change
- Decide how best to convey any changes to the Contractor

Construction Management and Inspection

The RFP did not state whether the City desires full time or part-time construction management. HKA has ensured that we have adequate staff to provide both levels of inspection. (Letter to HKA states "construction management and part-time inspection for construction of the project)

Inspection services will be part-time and coordinated with STR18001 when possible to reduce separate field trips.

Significant issues during construction include:

- Coordination and scheduling of utilities. Particularly with Southern California Edison
- Ensuring that materials, such as signal poles and signal gear, are ordered early enough to allow for lead times, delays in delivery, or rejection of improper products.
- The City of Highland is very responsive to residents and businesses. Therefore, coordination during construction and traffic management and handling will need to be consciously performed, as well as ensuring adequate advanced notices for residents and businesses.

Materials Testing

The City of Highland currently uses a Quality Assurance Program (QAP) which was signed by the City Engineer in June of 2014. The City has expressed a desire to change the testing frequency stated in this document, especially for smaller projects. HKA will work with the City to develop a customized and more appropriate QAP plan for this project. Some material testing may be eliminated if the material mix is from an acceptable source / supplier, the testing of the approved mix has been performed within the last year, and the material has a certificate of compliance with each delivery truck.

HSIP Grant Requirements

Government contracts and Caltrans/HSIP funded projects have written criteria which are rigid. Processes are typically inflexible and have specific deadlines that need to be met. Failure to comply with all written instructions and procedures can jeopardize the project's funding.

Secondly, only the improvements which were included in the negotiated grant application are allowed to be designed and constructed. If the City desires to expand the project through the use of local funds, the expenditures for that expansion would need to be tracked and billed separately.

Construction Staging Area

The RFP did not specifically state that the contractor would be developing a construction staging yard. It is assumed that the Contractor will carry most of the supplies on the equipment trucks.

Agreement with the City of San Bernardino

The construction activities may require working within the City of San Bernardino right of way. It is assumed that the City of Highland and the City of San Bernardino will have an understanding or prepare an agreement for said work to take place. The City of San Bernardino boundary lines include the southeast vacant parcel at 5th Street / Victoria and the southwest quadrant of the 3rd Street / Palm Avenue intersection.

Documentation of Existing Conditions

If desired by the City, HKA can record the existing site conditions using our aerial drone with clearance from the Federal Aviation Administration (FAA). This documentation was done for the City's Real Journey Academies' project. The aerial flight will record the pre-construction conditions and produce a preservation record.

Parking Management

The businesses on 3rd Street between Palm and 5th Street heavily utilize the street parking. Some of this parking appears to be code violations while other parking is clearly employee parking. During construction, this car parking will not be available. If desired, HKA could work with the City to obtain temporary construction easements for temporary parking on some of the adjacent vacant lots.

Traffic Management

The project may have traffic impacts to the City of San Bernardino during construction. Coordination with the City of San Bernardino on permits, lane closures and detours may be required.

Permits / Agency Coordination

HKA will track and ensure that all applicable permits, approvals, and requirements are completed whether that duty falls to the Contractor, City or HKA. A preliminary list of anticipated permits or approvals from others are:

- Santa Ana Regional Water Quality Control Board Permit (Storm Water Pollution Prevention Plan / Water Quality Management Plan)
- South Coast Air Quality Management District (Fugitive Dust Permit and High Wind Restrictions)
- Public Health Environmental Services
- City of Highland Code Enforcement
- City of Highland Tree Removal Permit
- City of Highland Building & Safety
- San Manuel Band of Mission Indians

- San Bernardino International Airport Authority
- Inland Valley Development Agency
- Hazardous Waste Removal by a permitted and licensed service provider
- All demolition materials are feasibly recycled / salvaged
- Tracking and monitoring the Section 7 of the Endangered Species Act and requirements
- Possible permits include San Bernardino County Flood Control and City of San Bernardino for lane closures, traffic control and maybe encroachment.

METHODOLOGY & APPROACH

For the City of Highland's project, the Design Standards are assumed as:

- City of Highland's standard drawing and details
- City of Highland's Policies, Procedures, and Standards
- City of Highland's checklist for plan submittals
- Caltrans Revised 2015 Standard Specifications and Standard Plans for the traffic signal and/or 2022/2023
- MUCTD for the signal design, signing and striping
- American Association of State Highway and Transportation Official (AASHTO)
- Caltrans Highway Design, Survey, Right of Way, and Construction Manuals
- Caltrans Uniform Filing System (modified)
- Caltrans CADD Standards (modified)
- Standard Specifications and Provisions for Public Works Construction (Greenbook)
- Caltrans Cost Data Book
- San Bernardino County Hydrology Manual and Standards
- National Electrical Code
- California Disabled Accessibility Guidebook 2017

The following software packages will be used in developing the deliverables pertaining to the Scope of Work:

- AutoCAD Civil 3D (2022/2019)
- San Bernardino County approved hydrology software: CivilCADD/CivilDesign and HEC-RAS
- Highway Capacity Software
- Synchro / Sims
- Adobe Acrobat Pro and REVU Blue Beam
- Microsoft Word, Excel & Projects

HKA's project management software (MS Projects) and cost accounting program allow HKA to plan, schedule, and control costs on both large-scale and small-scale projects. Furthermore, these programs allow for daily, weekly, or monthly reporting in a variety of report formats ensuring that HKA's team has the tools and resources necessary to stay on schedule and within budget.

HKA has an Independent Quality Assurance (IQA) program which we tailor to each project. Two IQAs will be implemented; one for design and the other for construction. The IQA plan identifies key objectives, roles, tasks and responsibilities, standards and guidelines, reviews and audits, risk analysis, problem resolution process, record tracking and retention,

and quality control checklists. For the construction tasks, this IQA includes material testing required and their frequency of field inspections.

As a component of HKA's IQA, there is a three-step quality assurance management process. The three steps are as follows:

Planning Phase – In this phase, the work to be performed and how it is to be performed is reviewed. Tasks are assigned to specific individuals with the hours allotted for each task, the procedures and methods to be followed, along with a list of deliverables.

Working Phase – During the working phase, the tasks assigned, procedures and methods, and deliverables are reviewed by a Senior Engineer or Land Surveyor on an interval as needed by the task. For surveying activities this could be daily. For a hydrology study, this interval could be twice a week. Work methodology is regularly reviewed and adjusted as necessary to ensure timely and high-quality delivery.

Post Delivery Phase – In this phase, the deliverables for each task are reviewed against the actual product. Once the product is delivered, HKA reviews the overall development process to refine the planning and working phases stated above.

ANNE HERNANDEZ, PE
Resident Engineer

PROFESSIONAL CERTIFICATIONS	EDUCATION
CA Civil Engineer – 42245 CA QSD/QSP – 24102 U.S. Small Business Administration Project Management Certification Metropolitan Water District's Project Management Program (PMP), 2008	BS, Civil Engineering, Michigan State University, MI (1983)

Over 40 Years of Experience – 34 Years of Experience with HKA

Mrs. Hernandez will be the Resident Engineer for this project. Her career spans more than four (4) decades working on similar projects requiring pavement design, right of way acquisition, hydrology studies and drainage design, traffic engineering, and construction management. A few of Mrs. Hernandez' projects include:

RELEVANT PROJECT EXPERIENCE

CITY OF HIGHLAND

3rd and 5th Street Corridor Improvements – Resident Engineer The 3rd Street and 5th Street Corridor Improvement project is a major corridor improvement project along City of Highland's major circulation routes. The infrastructure improvements being performed on the major corridors include roadway widening and pavement rehabilitation along 3rd Street, Central Avenue, Palm Avenue, and 5th Street, extending 3rd Street to Church Avenue to create a new intersection, storm drain improvements on 3rd Street, Palm Avenue and 5th Street, signal upgrades at three intersections, utility relocation and coordination with Southern California Edison, East Valley Water District, SoCal Gas, AT&T, MCI/Verizon, and local developers.

As Resident Engineer, Mrs. Hernandez is responsible for the contract administration and construction engineering of the project. She is the point of contact for both the City of Highland and the selected Contractor. She conducts all meetings, approves all documents, and maintains the schedules so the key personnel can complete the field work. Her responsibility includes ensuring compliance with the plans and specifications and completing documentation required by the project, the City, and the funding source.

Palm Avenue / Cypress Street – Resident Engineer Mrs. Hernandez was the Resident Engineer for construction management for installation of a new traffic signal.

Real Journey Academies – Project Manager and Resident Engineer Mrs. Hernandez was the Project Manager for the PS&E design and Resident Engineer for the construction management of the project. Project elements included pavement rehabilitation and regrading of the pavement surface due to changes in the on-site drainage flows from the installation of a new median barrier. Other project components include a new traffic signal and interconnect, ADA path of travel and landscape median islands. HKA's team performed all work on this project including field surveying, utility coordination, public works specifications, engineer's estimate, invitation to bid and bid instructions, review of contractor submittals, preparation and attendance at the pre-construction meeting, daily recording of the contractor activities, processing change orders, processing contractor invoices, conducts the labor compliance interviews, checks certified payroll, utility coordination during construction, and review of the Contractor's traffic control plans. This project required design, contractor submittals, and inspection coordination with the City of San Bernardino.

JOHN S. HERNANDEZ, PE, PLS, UAS

Assistant Resident Engineer / Constructability Review

PROFESSIONAL CERTIFICATIONS	EDUCATION
CA Civil Engineer – 88757, TX Civil Engineer – 146224 CA Land Surveyor – 9524 FAA UAS – 4086187 CLSA Railroads (2015), CLSA Boundary Law (2016), CLSA OPUS Projects (2015), CLSA ALTA Surveys (2016), CLSA GPS & Geodesy (2015) Contractor Orientation BNSF & Union Pacific Certified	BS, Civil Engineering, California State Polytechnic University, Pomona, CA (2014)

Over 16 Years of Experience – 12 Years of Experience with HKA

Mr. Hernandez will complete the constructability review, oversee the product submittal reviews and problem solve any electrical and signal functioning issues. As with all HKA's employees, Mr. Hernandez's experience covers a wide range of services including surveying, preliminary engineering and right of way engineering, design, inspection, and construction management services. A few of his projects include:

RELEVANT PROJECT EXPERIENCE

CITY OF HIGHLAND

3rd and 5th Street Corridor Improvements – Assistant Resident Engineer The 3rd Street and 5th Street Corridor Improvement project is a major corridor improvement project along City of Highland's major circulation routes. The infrastructure improvements being performed on the major corridors include roadway widening and pavement rehabilitation along 3rd Street, Central Avenue, Palm Avenue, and 5th Street, extending 3rd Street to Church Avenue to create a new intersection, storm drain improvements on 3rd Street, Palm Avenue and 5th Street, signal upgrades at three intersections, utility relocation and coordination with Southern California Edison, East Valley Water District, SoCal Gas, AT&T, MCI/Verizon, and local developers.

Mr. Hernandez's role during construction includes overseeing the product submittal reviews and problem solving all electrical and pavement issues. He attends most meetings and provides continuing training to inspectors.

Real Journey Academies - Lead Civil Engineer Mr. Hernandez performed as the lead civil engineer for street improvements, new traffic signal and signal interconnect, and landscaped median islands. For the construction portion, Mr. Hernandez served as Assistant Resident Engineer and assisted in reviewing submittals, addressing utility inquiries, and engineering support.

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

Gate 1 Access Road - Lead Civil Engineer Mr. Hernandez performed as the lead civil engineer for street improvements, traffic signal modification, street lighting, utility coordination, drainage improvements, and ADA path of travel. Rapid delivery project for 4,800 feet of new roadway was completed in 3 months.

The Landing – Assistant Resident Engineer Mr. Hernandez reviews the project submittals and traffic control plans. He schedules inspections and troubleshoots design and construction problems. He attends the meetings and works with the SBIAA to ensure their interests are not impacted.

EVAN SPRACKLEN, EIT, LSIT, OSHA

Lead Field Inspector

PROFESSIONAL CERTIFICATIONS	EDUCATION
CA Engineer-in-Training - 176582 CA Land Surveyor-in-Training – 9286 OSHA - 10 Hour Construction	Mississippi State University, BS Civil Engineering (2021) Mississippi College, MBA (2022)

Mr. Spracklen has several years' experience inspecting road improvements for the Mississippi Department of Transportation prior to relocating to the San Bernardino area. A few of his projects include:

RELEVANT PROJECT EXPERIENCE

CITY OF HIGHLAND

3rd and 5th Street Corridor Improvements – The 3rd Street and 5th Street Corridor Improvement project is a major corridor improvement project along City of Highland's major circulation routes. The infrastructure improvements being performed on the major corridors include roadway widening and pavement rehabilitation along 3rd Street, Central Avenue, Palm Avenue, and 5th Street, extending 3rd Street to Church Avenue to create a new intersection, storm drain improvements on 3rd Street, Palm Avenue and 5th Street, signal upgrades at three intersections, utility relocation and coordination with Southern California Edison, East Valley Water District, SoCal Gas, AT&T, MCI/Verizon, and local developers.

As Lead Field Inspector, Mr. Spracklen currently provides part-time inspection on the roadway and signal improvements. He also tracks and reviews the product submittals, conducts the labor compliance interviews, processes pay requests, checks certified payroll, and prepares meeting agendas and minutes. He completes a daily diary showing the Contractor's staffing, equipment, work activities and the measurements of completed work. He coordinates with the utility companies and arranges for material testing, which is completed by a sub-consultant, per the projects Quality Assurance Plan and Caltrans / Greenbook Specifications. He consistently checks the BMPs for the stormwater pollution prevention plan. Mr. Spracklen maintains the working day schedule and ensures contract compliance.

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

The Landing - As Lead Field Inspector, Mr. Spracklen currently provides part-time inspection on the roadway and signal improvements. When on-site, he completes a daily diary showing the Contractor's staffing, equipment, and work activities and the measurements of completed, inspected work.

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

Frontage Road Connection, Vicksburg, MS – Engineering Intern - Mr. Spracklen assisted in the inspection of the work completed on the Frontage Road Connection.

Highway 61 Overlay, Rolling Fork, MS – Engineering Intern - Mr. Spracklen inspected the 20-mile Highway 61 Overlay, maintaining daily diaries and documenting crew, equipment, and work completed. Mr. Spracklen ensured contract compliance by providing inspection for full-depth section replacement, grinding, tack coat application, and asphalt overlay.

Proposal Number:	23P1039 - City of Highland
Client Name:	City of Highland Traffic Signal Improvements
Date:	12/19/2023
Job Title:	SIG 21001 CM Services

					1	2	3	4	5	6	7	8	9	10	OTHER DIRECT COSTS 11	12	
					Anne Hernandez	John Hernandez	Evan Spraklen	Evan Spraklen							Mylar	Milage	Assigned Person: Subject to Change (Use Initials)
					Principal Engineer I	Project Manager	Civil Engineer Assistant II	Field Inspector SB County	Civil Engineer Assistant I							Mileage - Survey Truck	Rate Category (Per Cost Sheet):
		Cost Proposal Summary	Rates Effect. Jan 2024		$ 215.00	$ 175.00	$ 126.00	$ 135.00	$ 96.91	$ -	$ -	$ -	$ -	$ -	$ 1.00	$ 1.00	Rate, USD ($)
Task No.		Task Name	Cost, $ (USD)														Total Hours	Total Cost, True
1		Pre-construction Services	$	730.00	1.25	1.00	2.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.50	$ 727.25
1.1	1A	Attend Meetings with City and Design Engineer to discuss design features and constructability review.	$	470.00	0.50	1.00	1.50										3.00	$ 471.50
1.2	1B	Prepare Const. Schedule (Including all pre-construction and utility relocations by others and notification timelines noted on all agreements and contract documents) NOTE: Contractor will Prepare Schedule note HKA; HKA TO ONLY REVIEW SCHEDULE.	$	110.00	0.50												0.50	$ 107.50
1.3	1C	Prepare Agenda identifying attendees and conduct a pre-construction conference with the Contractor Awarded the Contract	$	150.00	0.25		0.75										1.00	$ 148.25
1.4	1D	Establish outline of dispute resolution with contractor's methodologies and procedures. Outline shall be reviewed and approved by the City - REMOVED	$	-													0.00	$ -
2		Construction Management and Inspection Services	$	13,850.00	5.50	4.25	47.00	39.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$ 700.00	96.00	$ 13,847.00
2.1	2A	Manage, coordinate, and ensure timely completion/approvals in response to all Requests for Information (RFI), shop drawings, product data samples, submittals, Change Notices, Intend to File Change Notices, and Construction Change Orders (CCO), as well as review, negotiations and issuance of the CCO to the Contractor. Transmit submittals and design-related RFIs to the Design Engineer for their review. Conduct meetings with Contractor and other parties, as needed, to discuss and resolve RFIs. HKA is to Not Review Shop Drawings or Submittals	$	910.00	0.50	1.00	5.00										6.50	$ 912.50
2.2	2B	Prepare Agenda, conduct Monthly, or as needed construction progress meetings with contractor and distribute minutes	$	980.00	2.00	0.25	4.00										6.25	$ 977.75
2.3	2C	Provide administrative, management, and related services as required to coordinate work and to complete the Project in accordance with the City's objectives for cost, time, and quality. The Consultant shall provide sufficient qualified personnel and management to carry out the requirements of the Project.	$	4,660.00	0.50	0.50	6.00	25.25								$ 300.00	32.25	$ 4,659.75
2.4	2D	Prepare the weekly statement of working days and send to the Contractor on a weekly basis.	$	760.00			6.00										6.00	$ 756.00
2.5	2E	Obtain Certified Payrolls from the Contractor. Added Task 4.2 from Original Cost to this Section for Labor Compliance Interviews	$	770.00			4.00	2.00									6.00	$ 774.00
2.6	2F	Incorporate approved changes as they occur.	$	450.00	0.50	0.50	2.00										3.00	$ 447.00
2.7	2G	Provide regular monitoring of the approved estimates of Total Construction Cost, showing actual costs for activities in progress, and estimates for uncompleted tasks. The Consultant shall identify variances between actual and budgeted or estimated costs, and inform the City whenever Project costs exceed budgets or estimates	$	2,560.00	2.00	2.00	10.00	2.00								$ 250.00	16.00	$ 2,560.00
2.8	2H	The Consultant shall keep a daily log containing a record of the Contractor's daily work effort, weather, number of workers, craft or trades, equipment, subcontractors, work accomplished, problems encountered, etc. The Consultant shall make the log available to the City.	$	2,760.00			10.00	10.00								$ 150.00	20.00	$ 2,760.00
3		Post-Construction Management Services	$	1,830.00	0.75	0.00	4.50	8.00	0.00	0.00	0.00	0.00	0.00	0.00	$ -	$ 35.00	13.25	$ 1,843.25
3.1	3A	Perform any necessary management services during the warranty period of the construction contract.	$	470.00	0.25		1.00	2.00								$ 25.00	3.25	$ 474.75
3.2	3B	Coordinate close-out of the Project including final payment, obtain necessary operation manuals, warranties, guarantees, and other applicable necessary information. Provide all documentation in a well-organized manner (binders, folders, CDs, etc.) in both electronic and hard copies.	$	320.00	0.25			2.00									2.25	$ 323.75
3.3	3C	Provide a redline set of as-built plans to the Design Engineer to place as-built information on the mylars. Mylars are to not be produced by HKA.	$	270.00				2.00							$ -		2.00	$ 270.00
3.4	3D	Coordinate a final walk-through with the City, prepare punch list, certify completion of Project, and recommend acceptance.	$	770.00	0.25		3.50	2.00								$ 10.00	5.75	$ 774.75

		Total Hours (Break Down)										Total Direct Costs	Total Hours	Total Raw Cost
Proposal Total Amount	$ 16,410.00	7.50	5.25	53.75	47.25	0.00	0.00	0.00	0.00	0.00	0.00	$ - $ 735.00	113.75	$ 16,417.50

Limits of Cost Proposal Summary: The cost proposal summary is subject to the list of services, scope of work, assumptions, as noted and shown in the complete written proposal. This sheet is for reference only and is not valid as an individual document. Cost estimate is valid for only 60 days. Costs shown are not lump sum; Actual costs will be based on time and materials. Cost estimation is for budgeting purposes only;

Civil Engineering • Surveying & Mapping • Traffic Engineering

Construction Management • Landscape Architecture

Hernandez, Kroone & Associates

Engineers & Land Surveyors

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

REVIEWED BY: Lawrence A. Mainez, Community Development Director

PREPARED BY: Kim Stater, Assistant Community Development Director

SUBJECT: Revision to Engineering Conditions of Approval for Design Review Application DRA 20-006, approved by the City Council on September 23, 2020. Design Review Application DRA 20-006 proposed the construction of a 200-unit residential complex at the northwest corner of Greenspot Road and Webster Street, known as San Carlo I, Highland Townhome Apartments. The current application proposes to revise Engineering Conditions No. 11 and No. 40 related to the timing and method of certain on-site and off-site improvements.

LOCATION: A partially developed 10.84 acre parcel at the northwest corner of Greenspot Rd and Webster St. APN: 1200-041-02

OWNER / APPLICANT: Patrick Tritz, Rexco Development
San Carlo Apartment Homes L.L.C.

RECOMMENDATION: The Planning Commission recommends the City Council adopt Resolution No. 2024 - ___, approving Revisions to Engineering Conditions of Approval No. 11 and No. 40 for Design Review Application DRA 20-006.

FISCAL IMPACT: The Applicant submitted the required deposit for a Revision to Conditions of Approval Application (DRA 20-006A).

PUBLIC NOTICE: As required by the City Council, notice of the public hearing was posted at the City's three designated posting locations. In addition, the notice was posted on the City's website, mailed to property owners within three hundred (300) feet of the project site, and published in the Sun Newspaper on December 29, 2023.

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

B Hugo
City Clerk

City Manager

DESCRIPTION OF SITE: The project is located on a substantially developed 10.84 acre parcel on the north side of Greenspot Road, bound by Calhoun Road to the west and Webster Street to the east. It is within Planning Area 3 of the Greenspot Village & Marketplace Specific Plan.

PREVIOUS ACTION: On September 1, 2020, the Planning Commission reviewed Design Review Application DRA 20-006 for the construction of a 200-unit multi-family apartment development and Specific Plan Revision Application SPR 06-001 to amend the Greenspot Village and Marketplace development standards, reducing the minimum development density. The Commission recommended the City Council approve the project. On September 22, 2020, the City Council approved Resolution No. 2020-049 for the Design Review Application, and on October 13, 2020, a second reading was held, approving Ordinance 443 for the Specific Plan Amendment (Attachment 1 – Approved Site Plan).

PROJECT REVIEW: Following entitlement approval, grading permits were issued in March 2021, and Building Permits in September 2021. The project has been under construction ever since and is substantially complete. The applicant is seeking approval to occupy the project as soon as possible but is experiencing delays in satisfying a couple of project Conditions of Approval. Specifically, there are two outstanding Engineering Conditions of Approval that cannot be completed for several months; Engineering Condition No. 11 which requires installation of a traffic signal on Greenspot Road at the intersection of Calhoun Road, and Engineering Condition No. 40 which requires undergrounding of utilities on Webster Street. The reason for the delay in the work is outlined in the Applicant's Correspondence (Attachment 2). Rexco is seeking revision of these Conditions to allow earlier occupancy of the project as noted below (Attachment 3). The **Bold** text signifies the proposed amendments:

Excerpt from Engineering Conditions Adopted September 22, 2020

C - Required Prior to Building Occupancy
** - Non Standard Conditions*

C 11. ***Prior to last building occupancy*** *construct a traffic signal utilizing a video detection system at the intersection of Greenspot Road and Access "C" (Calhoun Road): as approved by the City Engineer. Connect to the fiber optic interconnect system on Greenspot Road to connect the traffic signals on Greenspot Road at the freeway ramps, the westerly access, Access "A" (Lowes Ctr.), Access "C" (Calhoun Road), , and Boulder Avenue signals. Install any necessary hardware and software. Provide a coordinated timing analysis.* ***Prior to first building occupancy provide temporary traffic control plan for review, approval, and implementation of barricades at the Greenspot Road and Calhoun Road intersection to allow only a right in and right out at Calhoun Road from Greenspot Road, as approved by the City Engineer. The temporary barricades must be maintained by the Developer until the traffic signal is operational and the improvements are accepted by the City. Post a security deposit, bond, or letter of credit for the traffic signal and related civil improvements associated***

with the traffic signal which shall not be released prior to completion of all traffic signal construction.

C* 40. *Underground existing overhead utilities and remove utility poles along the Webster Street project frontage and within the project* ***or pay an in-lieu fee for undergrounding****. The 66kv Edison transmission lines are not required to be undergrounded.*

Condition No. 11 currently requires the installation of a traffic signal at the intersection of Greenspot Road and Calhoun Road, the project's sole ingress point and second point of egress, before the first occupancy is granted. The proposed amendment would defer installation of the traffic signal and allow occupancy to all but the last/final residential building before it is operational, and the improvements are accepted by the City. The Developer proposes to control their traffic Project circulation at the intersection of Greenspot Road and Calhoun Road to right-in and right-out movements only. The Developer proposes to install barricades to block the existing median break on Greenspot Road, prohibiting left-out and left-in movements (Attachment 4 – Interim Traffic Condition). East-bound traffic from Greenspot Road would need to make a U-turn at Webster Street or Boulder Avenue to enter the development. The proposed amendment does not affect the project's easterly egress-only access located at the midpoint of the project. This midpoint access was originally designed and will continue to be right-out only.

Condition No. 40 currently requires the undergrounding of utilities and removal of utility poles along Webster Street with the work to be coordinated and funded by the developer. The proposed revision would permit the developer to pay in in-lieu fee to be used by the City who would coordinate the work.

The City's Public Works/Engineering Division has reviewed the proposed revisions and supports the amendment.

On January 2, 2024, the Planning Commission reviewed the proposed revisions and adopted Resolution 2024-001, recommending the City Council approve the request.

ENVIRONMENTAL REVIEW: The Certified Environmental Impact Report (ENV 09-003) (State Clearinghouse Number 2008031058) and Supplemental Environmental Impact Report (19-002) prepared for the Greenspot Village & Marketplace Specific Plan certified by the City of Highland City Council on June 11, 2013 and June 25, 2019 respectively, anticipated the development approved by DRA 20-006. The project, and associated request to revise Engineering Conditions do not constitute substantial changes to the project and is exempt from further environmental review under Government Code Section 65457, Public Resources Code Section 21166 and the corresponding CEQA Guidelines Section 15162 . No additional review is necessary.

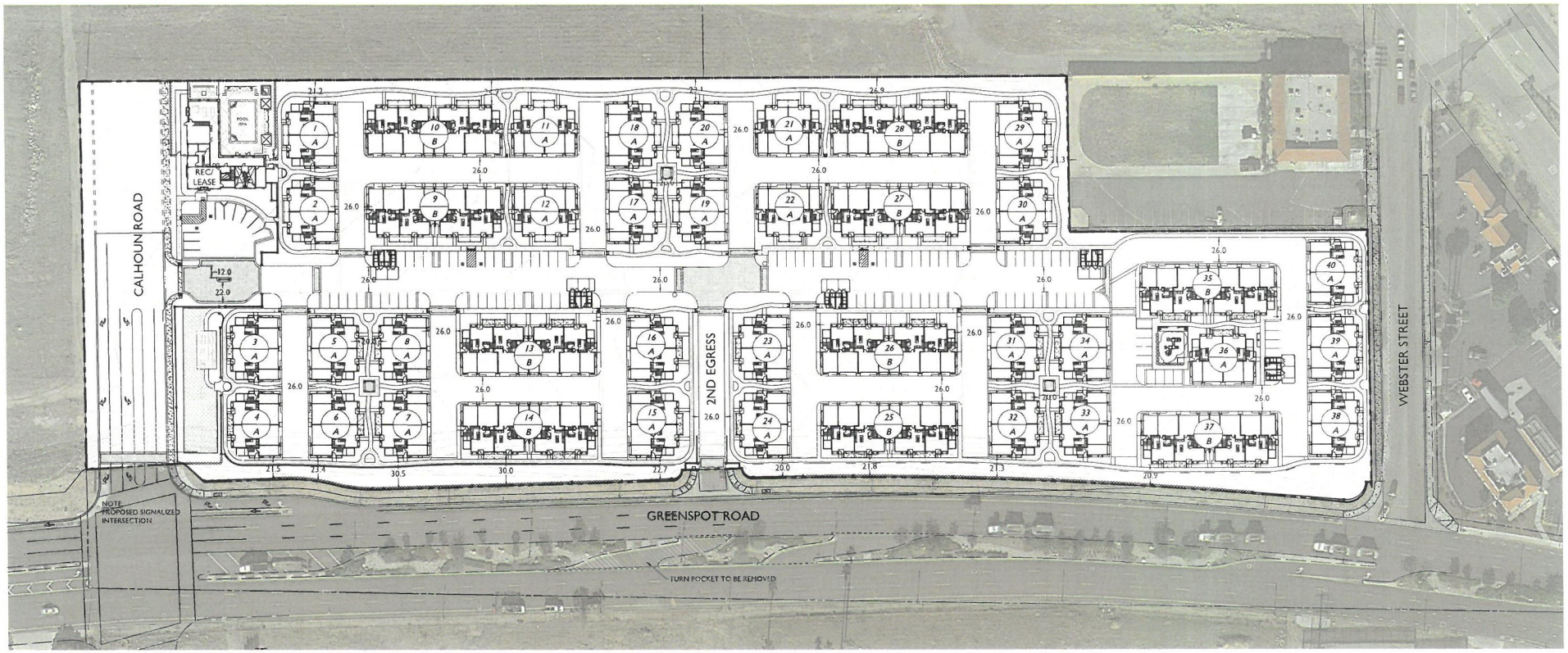
The project complies with the adopted Mitigation Monitoring and Reporting Programs (MMRP) adopted concurrently with ENV 09-003 and ENV 19-002.

PUBLIC COMMENT: At the time of preparing this report, staff had not received any written comments.

Attachments:
1. Approved Site Plan
2. Correspondence from Applicant
3. Resolution to approve Revision Application
   Exhibit 1 - Proposed Amendments to Engineering Conditions
4. Interim Traffic Control Condition

ATTACHMENT 1

Approved Site Plan



PROJECT SUMMARY

2-STORY TOWNHOMES

HOMES	200 UNITS
GROSS AREA	10.8 AC
NET AREA	10.1 AC
DENSITY	20 DU/AC
PARKING	406 SPACES

UNIT MIX

20	PLAN 1	1BD/1BA	915 SF
60	PLAN 2	1BD/1BA	920 SF
20	PLAN 3	2BD/2BA	1020 SF
80	PLAN 4	2BD/2.5BA	1190 SF
20	PLAN 5	3BD/2.5BA	1430 SF

200 TOTAL UNITS

PARKING REQUIRED PER MULTIFAMILY ATTACHED

80 1BD X 1.66 SP =	132.8 SPACES
100 2BD X 2.16 SP =	216 SPACES
20 3BD X 2.16 SP =	43.2 SPACES
TOTAL	392 SPACES

PARKING PROVIDED

GARAGE	300 SPACES
OPEN	101 SPACES
TOTAL	401 SPACES

ACCESSIBLE PARKING

ASSIGNED	300 X 2% = 6 SPACES
UNASSIGNED	101 X 5% = 6 SPACES
REQUIRED	12 SPACES
PROVIDED	12 SPACES

LEGEND:

BUILDING NUMBER — 8 / A

BUILDING TYPE

PATH OF TRAVEL

HIGHLAND, CA

HIGHLAND TOWNHOME APTS

CONCEPTUAL SITE PLAN

REXCO DEVELOPMENT
2518 NORTH SANTIAGO BLVD.
ORANGE, CA. 92867
951.898.1502

AUGUST 13, 2020

SCALE: 0 40 80 120

N

SUMMA ARCHITECTURE
5256 S. Mission Road, Ste 404
Bonsall, CA 92003
760.724.1198

ATTACHMENT 2

Correspondence from Applicant

SAN CARLO APARTMENT HOMES L.L.C.

2518 North Santiago Blvd.
Orange Ca. 92867
Phone: 714.998.3400
Fax: 714.998.3401

December 9, 2023

Ms. Kim Stater
CITY OF HIGHLAND
27215 Base Line
Highland, Ca. 92346

RE: **Conditions of Approval**
DRA 20-006

Mr. Stater,

The San Carlo Apartment Project is nearing completion. The buildings are substantially complete, and the site is finally getting close to being done. I will be requesting occupancy for the first completed units very soon.

As we discussed there are some items in the conditions of approval that will not be completed prior to the first request for occupancy. I am respectfully requesting the deferment of these items until the final building is ready for occupancy. These conditions include:

#11: TRAFFIC SIGNAL AT GREENSPOT AND CALHOUN. The signal design has undergone multiple plan checks and revisions. The signal design has been modified to coordinate with the new design of the intersection due to the upcoming Costco project. There is a very long lead time to procure the signal equipment and due to this redesign the signal will not be available for approximately 6 months. I would request this condition to be modified to state that this signal be constructed in coordination with the adjacent parcel requirements for location to the modified intersection. In the interim San Carlo must provide temporary barricades at the Greenspot and Calhoun intersection to allow only a right turn in and right turn out of the Calhoun Street entrance to the San Carlo project.

#40: UNDERGROUNDING UTILITY POLE AT WEBSTER STREET: There is one Verizon pole located on Webster Street. San Carlo Apartment Homes LLC requests to have this condition modified to allow the payment of the fair share cost for the undergrounding of this utility.

Please review these requests and feel free to contact me to discuss. I may be reached at 714.423.5710 anytime.

Thanks in advance for your help!

Best Regards,

SAN CARLO APARTMENT HOMES L.L.C.

Patrick Tritz

ATTACHMENT 3

Resolution to Approve Revisions Application including

Exhibit 1 - Revised Conditions of Approval

RESOLUTION NO. 2024 – ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING REVISION TO ENGINEERING CONDITIONS OF APPROVAL NO. 11 AND NO. 40 FOR DESIGN REVIEW APPLICATION (DRA 20-006) RELATED TO THE DEVELOMENT OF A 200-UNIT MULTI-FAMILY APARTMENT COMPLEX ON 10.84 ACRES AT THE NORTHWEST CORNER OF GREENSPOT ROAD AND WEBSTER STREET IN PLANNING AREA 3 OF THE GREENSPOT VILLAGE & MARKETPLACE SPECIFIC PLAN (APN NO. 1200-041-02).

APPLICANT: REXCO DEVELOPMENT, SAN CARLO APARTMENT HOMES L.L.C.

A. RECITALS

1. On September 22, 2020, the City Council adopted Resolution No. 2020-049, approving Design Review Application (DRA 20-006) for the development of a 200-unit residential complex at the northwest corner of Greenspot Road and Webster Street, Highland Townhome Apartments/San Carlo I.

2. On December 9, 2023, the Applicant applied to Revise Engineering Conditions No. 11 and No. 40 related to DRA 20-006, proposing to defer the installation of a traffic signal at the intersection of Greenspot and Calhoun Roads, and to pay an in-lieu fee for undergrounding of utilities.

2. The Site has a Zoning Designation of Mixed Use, per Planning Area 3 of the Greenspot Village Specific Plan.

3. On December 29, 2023, the City gave public notice by advertising in the San Bernardino Sun Newspaper, a newspaper of general circulation within the City of Highland, and by mailing notices to property owners within 300-feet of the project site, of the holding of a public hearing at which the Subject Application would be considered.

4. On January 2, 2024, the Planning Commission of the City of Highland conducted a duly noticed public hearing and adopted Resolution No. 2023-052, recommending the City Council approve the Application for Revision to Conditions.

5. On January 9, 2024, the City Council of the City of Highland conducted a duly noticed public hearing on the Subject Applications at which time interested persons had an opportunity to provide comments in support of, or in opposition to, the Subject Application.

5. All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the City Council of the City of Highland as follows:

1. The City Council finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.

2. The City of Highland City Council after due consideration, inspection, investigation and study made by itself and on its behalf, and after due consideration of all evidence and reports offered at said hearing, including the staff report to the City Council dated January 9, 2024, which is incorporated herein by this reference, does find and determine the following facts:

   a. All necessary public hearings and opportunities for public testimony and comment have been conducted in compliance with State law and the Municipal Code of the City of Highland.

3. On September 22, 2020, the City Council adopted Resolution No. 2020-049, making findings that Design Review Application DRA 20-006 was exempt from further environmental review under Government Code Section 65457. A Certified Environmental Impact Report (ENV 09-003) (State Clearinghouse Number 2008031058) and Supplemental Environmental Impact Report (19-002) were prepared for the Greenspot Village & Marketplace Specific Plan which were certified by the City of Highland City Council on June 11, 2013 and June 25, 2019 respectively. The application under review, a proposal to amend Engineering Conditions of Approval No. 11 and No. 40 for DRA 20-006 does not constitute a major revision, substantial change or new information that would require additional review.

4. On September 22, 2020, the City Council adopted Resolution No. 2020-049, making findings that Design Review Application DRA 20-006 is consistent with the Highland General Plan, Municipal Code and Greenspot Village and Marketplace Specific Plan. The proposed Revision to Conditions will not modify the project description, development plans, use, or style. The Findings remain valid.

   a. That the proposed project is consistent with the general plan or specific plan.

      Response: The San Carlo Townhome Apartment project, nearly complete, remains consistent with the Greenspot Village and Marketplace Specific Plan as the Specific Plan identified that Planning Area 3 allows residential development ranging from 100 to 300 units. The proposed revision to

Engineering Conditions No. 11 and No. 40 will modify the timing of certain on-site and off-site improvements, but will not affect the residential use, density, site plan, building elevations, landscaping or recreational amenities. The revision is minor in nature and does not negatively impact the consistency with the General Plan or Specific Plan.

b. That the proposed use is in accordance with the objectives of this title, and the purposes of the land use district in which the site is located.

Response: The San Carlo Townhome Apartments project is consistent with the Greenspot Village & Marketplace Specific Plan and Title 16, Land Use and Development Code of the City of Highland. The proposed use as a 200 unit multi-family townhome project is in accordance with the objectives of the title and purpose of the land use district including those for Special Districts, General Development Standards and Parking Regulations. The land use district in which it is located, Planned Development, calls for superior development by allowing a greater degree of design and land use flexibility within the framework of a site specific development plan, in this case the Greenspot Village & Marketplace Specific Plan.

The nature of the proposed Revision to Conditions of Approval would allow the deferral of installation and operation of a traffic signal at the intersection of Greenspot Road and Calhoun Road, and the option to pay an "in-lieu" fee for the undergrounding of utilities along Webster Street. Ultimately, the traffic signal will be operational before the issuance of the last Certificate of Occupancy for the project and the City would complete the undergrounding of utilities along Webster Street. All objectives of Title 16, and purposes of the Specific Plan SPR 06-001 land use district continue to be met as the project is built-out. There are no significant changes.

c. That the proposed use is in compliance with city design and landscape standards and criteria.

Response: The design and land use of the San Carlo Townhome Apartments continues to be suitable for Planning Area 3 which is designated for 'Mixed Use'. The development, nearly completed, utilizes a combination of the 'Single-Family Attached' and 'Multi-Family' housing standards, as this is a unique housing development that offers the privacy of a single-family home with the attached garage and the community aspect with the parks, courtyards, recreation areas, and communal guest parking. It provides a high-quality planned residential community that compliments the surrounding commercial land uses while creating an attractive, cohesive combination of architectural styles and landscaping and provide amenities that will meet the needs of its residents. Conditions have been placed on the project to ensure any potential impacts will be mitigated.

The proposed Revision to Engineering Conditions of Approval will not affect the design and landscape previously approved for the project as

enumerated in City Council Resolution No. 2020-049. The development continues to be in compliance.

d. That the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare or will not be materially injurious to properties or improvements in the vicinity of the site.

Response: The project is a residential development that is designed to offer the privacy aspect of living in a Single-Family home while also offering the communal benefits of living in a Multi-Family complex. It has been constructed in compliance with building codes and conditioned so that it will not be detrimental to the public health, safety or welfare, or materially injurious to properties and improvement in the vicinity. There are also adequate water, public utilities and services in the vicinity of the Project to serve the proposed use and services to ensure public health and safety and will be fully functional prior to the issuance of the first certificate of occupancy.

The proposed Revision to Engineering Conditions No. 11 and No. 40 have been reviewed by the City's Engineering/Public Works Division. The deferral of operation of the traffic signal has been mitigated with interim conditions satisfactory to standard practice. The signal will be operational in advance of the issuance of the final residential building Certificate of Occupancy. With respect to the undergrounding of utilities, they will be funded by the development and completed by the City. The project, with revised Conditions, will not be detrimental to public health, safety, welfare or materially injurious to properties or improvements in the vicinity.

5. Based on the Findings and Conclusions set forth above, the City Council approves the requested Revisions to Engineering Conditions of Approval for Design Review Application (DRA 20-006) attached hereto as Exhibit 1.

C. ADOPTION OF RESOLUTION.

The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 9th day of January, 2024.

_____

Penny Lilburn
Mayor

ATTEST:

_____

Betty Hughes, MMC
City Clerk

EXHIBIT 1

Revised Engineering Conditions of Approval

STREET IMPROVEMENT

C* 9. Construct curb and gutter, match-up asphalt concrete, class II aggregate base, and sidewalk on Webster Street where the improvements do not exist between 7920 WEBSTER ST and the ECR of the existing curb ramp at Greenspot Road and Webster Street. Reconstruct the curb ramp and spandrel at Greenspot Road and Webster along project frontage to correct street grade and crossfall and drainage at ramp.

C* 10. Construct a right-out egress only access to Greenspot Road at the existing commercial drive approach at Station 59+53.50. Construct the 26' wide private street improvements northerly from the existing commercial drive to first intersection including, but not limited to, asphalt concrete pavement with a structural section designed for a 20 year life, concrete curb and gutter. Reconstruct full width raised landscape median where the existing westbound left turn access was provided, between 57+82.29 and 59+70.28, by the Greenspot Corridor Plans (STR 07-004) and as approved by the City Engineer.

C 11. **Prior to last building occupancy** construct a traffic signal utilizing a video detection system at the intersection of Greenspot Road and Access "C" (Calhoun Road): as approved by the City Engineer. Connect to the fiber optic interconnect system on Greenspot Road to connect the traffic signals on Greenspot Road at the freeway ramps, the westerly access, Access "A" (Lowes Ctr.), Access "C" (Calhoun Road), , and Boulder Avenue signals. Install any necessary hardware and software. Provide a coordinated timing analysis. **Prior to first building occupancy provide temporary traffic control plan for review, approval, and implementation of barricades at the Greenspot Road and Calhoun Road intersection to allow only a right in and right out at Calhoun Road from Greenspot Road, as approved by the City Engineer. The temporary barricades must be maintained by the Developer until the traffic signal is operational and the improvements are accepted by the City. Post a security deposit, bond, or letter of credit for the traffic signal and related civil improvements associated with the traffic signal which shall not be released prior to completion of all traffic signal construction.**

C 12. Construct, in accordance with the City's Greenspot Road Master Plan and Greenspot Village and Market Place Specific Plan, (1) construct and maintain the private street (Calhoun Road) improvements northerly to project boundary including, but not limited to, asphalt concrete pavement with a structural section designed for a 20 year life, concrete curb and gutter, a 10 –foot wide landscaped median, and a private lighting system. Construct a 250' southbound right-turn lane, a southbound through lane, and a 150' southbound left-turn lane. Align the entrance with the future development south of Greenspot Road. Access "C" (Calhoun Road) shall be 71 feet wide from Greenpsot Road to the northern boundary of the project. Modify Greenspot Road striping to provide a second eastbound left-turn pocket.

E 13. Submit engineering plans for street improvements, traffic signal at Access "C", traffic signal interconnect, and striping to the City Engineer for review and approval. Indicate the location of any existing utility/facility which would affect construction on plans and profiles. Comply with the City design standards as shown on the street and storm drain improvement checklist.

C* 14. In lieu of restriping the southbound approach to provide a left-turn lane, and a shared left/through/right-turn lane on the southbound freeway off ramp in accordance with Exhibit J of the traffic study (Interim Year Minimum Improvements) pay the equivalent dollar amount for the City's future use to construct the ultimate improvements at this location according to the City's Greenspot Road Master Plan. The equivalent dollar amount, as initially calculated and periodically updated by the City, shall be applicable to Phase 1 of Planning Area 3 of the Specific Plan and shall be paid incrementally based on the percentage of area of development within Phase 1.

C 15. Install traffic control signs and pavement markings, with locations and types approved by the City Engineer.

B 16. Design public improvements including sidewalk, driveway approaches and access ramps in accordance with all requirements of the State of California Accessibility Standards, Title 24 California Administrative Code.

C 17. Submit "Record Revisions" to all plans to reflect the improvements as constructed, and any changes made during construction.

DRAINAGE

E 18. Obtain approval by the City Engineer of a Final Water Quality Management Plan (F-WQMP), prepared in accordance with the City's National Pollutant Discharge Elimination System (NPDES) permit requirements in effect at the time the Conceptual Water Quality Management Plan was approved unless subsequent City NPDES permits require otherwise. The F-WQMP shall (1) be prepared, signed, and sealed by a licensed Civil Engineer, (2) include Site Design Low Impact Development and Source Control Best Management Practices (BMPs) appropriate for residential development, (3) include a BMP implementation, operation, and funding mechanism, and (4) be certified by the property owner. The property owner shall also enter into a Stormwater BMP Transfer, Access, and Maintenance Agreement with the City on standard City form. Include a copy of the recorded agreement in the F-WQMP. Construct BMPs in accordance with the approved F-WQMP.

C* 19. Construct and implement site design BMPs specified in the project approved F-WQMP including, but not limited to, a hydro-dynamic separator, underground infiltration system, and raised curb landscaped areas and parking lot islands. Runoff from the proposed entrance road shall be captured and conveyed to the proposed pretreatment system, and from there to the underground infiltration system. Alternate site design BMPs which are equally effective may be submitted for review and approval by the City Engineer.

E 20. Include the project grading plan, landscape plan and utility plan with the first submittal of the F-WQMP.

C 21. Submit two sets of WQMP BMP Exhibits with a "WQMP BMP As-Built Certificate" wet signed and sealed by the Engineer of Record. The Certificate shall state:

"I hereby certify that the Water Quality Management Plan Best Management Practices have been constructed under my supervision in accordance with the approved plans and are functional to the best of my knowledge."

C* 22. Construct on-site drainage system to drain the entire project site to the proposed WQMP

BMPs in accordance with the approved Final Water Quality Management Plan, and construct necessary drainage overflow facilities. Construct an overflow pipe to convey any overflow from the proposed underground infiltration system to the stubbed out existing Lateral U (48" RCP) storm drain.

E* 23. Construct on-site grading to drain the entire site to the southwest. If entire site does not drain to the southwest then demonstrate how drainage conveyance offsite will replicate predevelopment flow path, discharge quantity, and intensity. Demonstrate adequate drainage away from proposed buildings. Design the total peak discharge from Planning 2 and 3 into Lateral U (48" RCP) such that it does not exceed 50 cfs, which is the design flow rate used in the hydrology study of the existing storm drain in Greenspot Road constructed and stubbed out by the City at the southwest corner of this project.

E* 24. Construct an on-site drainage system to intercept and convey the off-site tributary drainage from the PA 2 and PA 3 north of the project boundary.

E 25. Submit a hydrology study to determine storm runoff quantities tributary to and generated by the site for review and approval by the City Engineer. Include hydraulic calculations to determine the size and type of all drainage facilities.

E 26. Submit engineering plans for public and private drainage systems to the City Engineer for review and approval. Indicate the location of any existing utility facility which would affect construction on plans and profiles. Comply with the City design standards as shown the street and storm drain improvement checklist.

DEDICATION/ANNEXATION

C* 27. Apply to the City to annex the project into the City's Consolidated Landscape District (LMD) for potential City maintenance of parkway and frontage landscaping along Greenspot Road and Webster Street. Sign the ballots prepared by the City agreeing to the annexation and amount of assessment. Landscaping along the project frontages shall be maintained by the property owner. The City will maintain parkway and frontage landscaping utilizing LMD revenue only if the City determines that adequate maintenance is not being provided by the property owner. The amount of assessment will include the estimated on-going maintenance cost and one-time construction cost to convert the privately-maintained system to the City-maintained system.

C* 28. Apply to the City to annex the project into the City=s Street and Storm Drain Maintenance District for maintenance of the public storm drain, public water quality treatment BMPs, decorative pavers, median, and decorative bus stop shelters, within Greenspot Road. Sign a ballot prepared by to the City agreeing to the annexation and amount of assessment. Landscaping within the median will be maintained by the City utilizing LMD revenue.

B* 29. Dedicate a 10-foot wide minimum landscape easement across the Greenspot Road and Webster Street frontage, in addition to the required street right-of-way, as approved by the City Engineer. The exact dimensions of the landscape easement will be determined at the time on-site improvement plans have been prepared.

B* 30. Acquire a private easement across Planning Area 3 if needed for construction and maintenance of offsite drainage facilities.

E* 31. Grant a private easement in favor of Planning Area 2 and Planning Area 3 for drainage, utilities, parking, and pedestrian and vehicular access.

E 32. Dedicate right-of-way across Webster Street frontage in accordance with a 33' half street width.

E* 33. Acquire a public road easement from the owner of the property south of Greenspot Road necessary for construction and maintenance of the new traffic signal to be installed at the Access AC@ intersection.

E* 34. Establish a legal mechanism among the property owners of Planning Areas 1 thru 3 for maintenance of the on-site drainage system and project driveways (Calhoun Road), including decorative pavers located within and outside of the Greenspot Road right-of-way.

FEES/PERMITS

C* 35. Pay Post 2030 fair share traffic mitigation fees for all locations inside or outside of the City of Highland impacted by development of the Specific Plan as identified in the traffic study prepared for the Specific Plan. The amount of mitigation fees required of the Specific Plan shall be based on (1) the percentage of project traffic as calculated in the traffic study, and (2) cost estimates of the improvements as initially calculated and periodically updated by the City. The amount of traffic mitigation fee applicable to each phase of development shall be calculated based on the area within that phase as a percentage of area within the entire Specific Plan, regardless of land use designation of said phase. Pay the traffic mitigation fee for the entire phase prior to occupancy of the first building located in that phase. Provide, for City review, updated tables in the traffic study showing the locations of the mitigation improvements and the project fair share percentage. Also include the Greenspot Road/Church Street intersection in the fair share calculation.

C* 36. Pay City processing fee for application of Development Impact Fee (DIF) credits for street, drainage, and median improvements pursuant to adopted City Council DIF Credit Policy.

D 37. Pay appropriate Engineering fees for district annexation, plan check, WQMP review, traffic report review, hydrology study review, structural calculation review, on-site and off-site inspection, utility excavation permits, GIS map plan update, microfilming and storage of maps and plans, and other required fees.

D 38. Obtain a permit from Engineering prior to any on-site construction or construction within the public right-of-way.

E 39. Post a deposit for erosion control which shall not be released prior to completion of all on-site construction.

UTILITIES/ CONSTRUCTION

C* 40. Underground existing overhead utilities and remove utility poles along the Webster Street project frontage and within the project **or pay an in-lieu fee for undergrounding.** The 66kv Edison transmission lines are not required to be undergrounded.

B* 41. Submit a Composite Utility Plan indicating the location of all above ground and flush mount water, electric, cable TV, internet, and telephone utility structures prior to City issuance of utility permits.

E 42. Obtain written permission from the adjoining property owners for offsite grading and/or construction.

B 43. Install construction fencing and screening in accordance with Building and Safety Division Policy 335.

C 44. Reconstruct existing public improvements removed or damaged during construction. Pavement repair, which may include A.C. overlay, T-cut trench repair and/or slurry seal shall be across all or a portion of damaged pavement caused by this project as determined by the City Engineer.

C 45. Coordinate, and where necessary, pay for the relocation of any existing public utilities as necessary.

C 46. Provide all utility services to each building, including sanitary sewers, water, electric power, gas, cable TV, internet, and telephone. All utilities are to be underground.

E 47. Comply with applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit program. Provide written verification from the Regional Water Quality Control Board specifying the project=s WDID number.

B 48. Destroy any abandoned wells on the property or similar structures that might result in contamination of underground waters in a manner approved by the City Engineer.

B 49. All underground structures, except those desired to be retained, must be broken in, backfilled, and inspected before covering.

D 50. Comply with the prevailing City design and construction standards and requirements at the time of permit issuance.

ATTACHMENT 4

Interim Traffic Control Condition

INTERIM TRAFFIC CONTROL CONDITION

Temporary barricadesInstallation to remain in place until signal is installed and operational.

Median opening to be removed prior to first occupancy. No left-in temporary or permanent.

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

REVIEWED BY: Maricela Marroquin, City Attorney

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Appointment of Interim City Manager

RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Resolution No. 2024-_____ appointing Chuck Dantuono to the Position of Interim City Manager and Approving a 10% Salary Increase

FISCAL IMPACT: 10% salary increase - $15,992/month

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: On August 31, 2023, former City Manager Hughes submitted his Notice of Retirement. His last day of employment was December 29, 2023. On September 21, 2023 the City issued a Request for Proposal for City Manager Recruitment Services. The City is in the process of recruiting for a permanent appointment to the City Manager position.

On December 21, 2023, the Finance/Personnel Subcommittee met during Closed Session and is recommending Chuck Dantuono, Director of Administrative Services, be appointed as the Interim City Manager until the permanent appointment for the City Manager position has been made. If appointed as Interim City Manager, Mr. Dantuono will take on all the roles and responsibilities of the City Manager.

Attached is a proposed resolution for consideration and adoption.

Approved _____ Motion _____ Second _____ Agenda Item No. 8

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

_____ City Clerk

_____ City Manager

RESOLUTION NO. 2024-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPOINTING CHUCK DANTUONO AS INTERIM CITY MANAGER AND APPROVING A SALARY INCREASE

WHEREAS, the City of Highland, by ordinance, has adopted a City Manager form of government; and

WHEREAS, Chapter 2.08 of Title 2 of the Highland Municipal Code adopted the provisions for appointment of the City Manager; and

WHEREAS, the prior City Manager announced his retirement effective December 30, 2023; and

WHEREAS, the position of City Manager is vacant and the City is recruiting for this vacancy; and

WHEREAS, the City needs to fill the City Manager position on an interim basis to continue to conduct the City's business until a new permanent City Manager is hired; and

WHEREAS, during the recruitment process, the City Council wishes to appoint Chuck Dantuono, the Director of Administrative Services, to provide the leadership, managerial and organization skills necessary to manage the City effectively and efficiently; and

WHEREAS, the City requires an administrative head of government who is responsible for the efficient administration of all of the City's affairs and whose duties include, but are not limited to, enforcing all laws and ordinances of the City, giving directions and orders to all heads of departments, preparing and submitting a budget and managing employees in compliance with the applicable personnel ordinances, rules and regulation and that this appointment is necessary to fill the critically needed position.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HIGHLAND HEREBY RESOLVES:

Section 1. All facts set forth above in this Resolution are true and correct.

Section 2. Chuck Dantuono has the skills required to fulfill the duties and responsibilities of the vacant position of City Manager until a permanent City Manager is appointed.

Section 3. The City Council hereby appoints Chuck Dantuono as Interim City Manager effective January 10, 2024, during the active recruitment for an ongoing City Manager to provide highly specialized and critical skills necessary to maintain and manage the City. Mr. Dantuono is hereby authorized to perform all of the functions associated with the City Manager position.

Section 4. Mr. Dantuono will receive a 10% increase to his salary to account for the additional duties he will be performing as Interim City Manager, for a total compensation amount of $15,992 per month.

Section 5. This appointment of Mr. Dantuono as Interim City Manager shall end immediately preceding the date a permanent City Manager commences employment with the City or the date that Mr. Dantuono's appointment is terminated by the City or Mr. Dantuono.

Section 6. This Resolution shall become effective immediately upon its adoption.

Section 7. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 9th day of January, 2024.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:

_____
Maricela E. Marroquin
City Attorney

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

REVIEWED BY: Lawrence A. Mainez, Community Development Director
Betty Hughes, City Clerk, MMC

PREPARED BY: Camille Duarte, Administrative Assistant III

SUBJECT: Appoint One (1) Member of the Public to the Historic and Cultural Preservation Board.

RECOMMENDATION: Staff recommends the City Council appoint one (1) member of the public to the Historic and Cultural Preservation Board.

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

BACKGROUND: On May 9, 2023, the City Council declared one (1) seat vacant due to the resignation of a Board Member Tyler Brown and posted that vacancy in accordance with the Maddy Act. Pursuant to Chapter 2.20.050 of the Highland Municipal Code, the Historic and Cultural Preservation Board shall consist of five members appointed by the City Council and shall serve without compensation. All members of the board shall have a demonstrated interest in or knowledge of historic preservation and the cultural resources of the city. Therefore, it would be appropriate for the City Council to appoint one (1) individual to the Historic and Cultural Preservation Board. Four (4) applications have been submitted for consideration.

Attachment: Public Service Applications

Approved _____	Motion _____	Second _____	Agenda Item No. 9
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

_____ City Clerk

_____ City Manager

PUBLIC SERVICE APPLICATION

Gerardo Castro

RECEIVED

JUL 17 2023

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 01/2024

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

X Community Trails Committee (see attached roles and responsibilities)
☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)
☐ Planning Commission (see attached roles and responsibilities)

(per applicant → Castro's request)

PERSONAL INFORMATION:

Name: Gerardo Castro

Address: 7744 Merlin Way

How long have you resided in Highland? 1 year
Home phone: _____ Cell phone: 562-221-7386

Work phone: 626-677-2276

Email address: gastro1492@yahoo.com

Occupation/Employer: Girl Scouts of Greater Los Angeles

Employer address: 423 N La Brea Inglewood, CA 92346

Position held: Director of Properties

Available for meetings: ☐ Daytime ☐ Evenings X Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

I am looking for a meaningful way to become involved in my community.

Education, training or special knowledge which might be relevant to this appointment:

I have spent the last 9 years working for Girl Scouts, operating 18 recreational locations. These 18 locations host over 70,000 visitors per year. I work with staff and volunteers on various projects such as trail development and maintenance. I am also the point of contact for NRCS grants managed by the US Forest Service.

Employment, membership in service or community organizations or volunteer work whic might be relevant to this appointment:

I work for Girl Scouts. I am a member of the Grand Canyon Conservancy, National Park Foundation and Redlands First Presbyterian Church.

Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes X No

If so, please list the name and dates served:

_____

_____

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

The hiking trails in Highland are a great community asset and I just happen to hike them multiple times per week.

SIGNATURE: _____

DATE: _____

Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

PUBLIC SERVICE APPLICATION

Joni Miller

RECEIVED

JUL 27 2023

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 08/2023

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

per applicant (Miller's request)

- ☒ Community Trails Committee (see attached roles and responsibilities)
- ☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☐ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Joni Miller

Address: 7580 Villa Avenue, Highland 92346

How long have you resided in Highland? 57 years

Home phone: NA Cell phone: 909-633-6631

Work phone: NA

Email address: mjoni8254@gmail.com

Occupation/Employer: Retired Human Resources Manager

Employer address:

Position held:

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

Developing additional trails, preserving existing trails, maintaining and improving new and existing trails

Education, training or special knowledge which might be relevant to this appointment:

30 years of public service. Served on many Committees, including Safety Committee, Hostess Committee, Negotiation Committee, Bi-laws Committee, Core Values Committee

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

19 years with the City of Redlands (HR and Risk Mgmt)
11 years with the City of Banning (HR and Risk Mgmt)
Member of Highland Womans Club
Member of Highland American Legion Post 421. Volunteer many hours for both

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

Safety Committee: 2011-2021 Negotiations Committee: 2020-2021 By-laws Committee 2023 Hostess Committee: 2022-2023

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

As a life long Highland resident, I Care for my City very much. I belive this along with my extensie public agency experience and Serving on Multiple Committees is an asset to this position. I can provide valuable input.

SIGNATURE: _____

DATE: 7-24-2023

☒ **Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.**

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Alondra Munoz

From: Joni Miller <mjoni8254@gmail.com>
Sent: Thursday, December 21, 2023 4:28 PM
To: Alondra Munoz
Subject: Re: Public Service Application

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.

Yes, I am interested in the position. Let me know if anything further is needed.

Thank you for your consideration.

Merry Christmas!

On Thu, Dec 21, 2023 at 12:19 PM Alondra Munoz <amunoz@cityofhighland.org> wrote:

Good afternoon Joni,

I am reaching out to you regarding your Public Service Application that you submitted to our office back in August. Unfortunately, both Community Trail Committee vacancies were filled. We do have one additional vacancy on our Historic and Cultural Preservation Board, if you would like for us to submit your application for consideration on that board feel free to contact me or reply to this email to confirm your interest.

Have a great day ahead and happy holidays!

Regards,

PUBLIC SERVICE APPLICATION

Wadsworth Murad

RECEIVED

OCT 17 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2023

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☐ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: WADSWORTH H MURAD

Address: 27259 NOMA AVE HIGHLAND, CA 92346

How long have you resided in Highland? 60 + years

Home phone: 909 862 4300 Cell phone: 909 224-5521

Work phone: 909 -224- 5521

Email address: WMURAD 777 @ GMAIL.COM

Occupation/Employer: PHYSICIAN SELF EMPLOYED

Employer address: 255 TERRACINA BLVD REDLANDS CA 92373

Position held: OWNER PSYCHIATRIST

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☒ No

If so, please list the name and dates served:

_____

_____

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

_____

Please see my attached CV

_____

_____

_____

_____

SIGNATURE: _____

DATE: 10/14/2022

☑ **Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.**

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

PROTECTING OUR NATURAL RESOURCES AND HISTORICAL FEATURES OF OUR CITY

Education, training or special knowledge which might be relevant to this appointment:

BS - BIOLOGY
DOCTOR OF OSTEOPATHIC MEDICINE
BOARD CERTIFIED IN PSYCHIATRY / NEUROLOGY AND FAMILY PRACTICE
I HAVE EXTENSIVE EXPERIENCE IN ADMINISTRATION / MANAGING

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

- ROTARY
- U of R VOLUNTEER
- VOLUNTEER FIREMAN - LONG LONG UNIONG
- ELICO COUNTY BOARD OF EDUCATION

Last update: Aug 2022

Curriculum Vitae

NAME Wadsworth H. Murad, D.O.

PRE-MEDICAL EDUCATION

Bachelor of Science, Biology, University of Redlands, 1980.

GRADUATE EDUCATION

Doctor of Osteopathic Medicine, Western University of Health Sciences,
College of Osteopathic Medicine of the Pacific, -1984.

POST GRADUATE EDUCATION

Los Angeles County-USC Medical Center, Burbank Community Hospital
Rotating Internship, 1984 – 1985.

Iowa State Hospital, - Cherokee Mental Health Institute /
VA Hospital, Des Moines, Iowa
Residency – Psychiatry, 1990 – 1993. Chief Resident

CERTIFICATIONS

Board Certified in Family Practice, Diplomat 2003, Recertified 2011
Board Certified in Psychiatry, Diplomat 1994, Life-time Certificate

ACADEMIC APPOINTMENTS

Western University of Health Sciences,
College of Osteopathic Medicine of the Pacific
- Clinical Assistant Professor of Psychiatry and Family Medicine, July 1993 to April 2010
- Clinical Associate Professor of Psychiatry, April 2010 to present

Loma Linda University, School of Medicine, Department of Psychiatry,
- Assistant Clinical Professor of Psychiatry, October 2005 to Present

University of California, Irvine,
- Clinical Professor, Psychiatry and Human Behavior – 6/25/14- present

Touro University California, College of Osteopathic Medicine
- Adjunct Assistant Professor Psychiatry and Family Medicine, July 2016- 2021

PROFESSIONAL APPOINTMENTS

Chief of Medical Staff - Patton State Hospital, elected April 2017- Dec 2019
Osteopathic Physicians and Surgeons of California
Appointed Member, Board of Directors, 2015-2018
- Education Committee – Chair 2013-2015
- Strategic Planning Committee, 2013-2015
- Awarded Most Valuable Physician, 2/2014

Vice President - 2018/2019, President Elect - 2019-2020
President - February 2020 – February 2021
Osteopathic Family Physician – Subject expert, Editorial Board,
Journal Article Reviewer

PREVIOUS ACADEMIC APPOINTMENT

University of Utah, School of Medicine, Department of Psychiatry

Clinical Instructor in Psychiatry 1995 to 1998

Duties included supervision of training of assigned medical students, residents and physician assistants, in the training program.

CURRENT EMPLOYMENT - FULL TIME,

Staff Psychiatrist

- Inland Psychiatric Redlands, Redlands, CA.

Active Medical Staff, Redlands Community Hospital

Duties include; in-patient and out-patient practice of General Psychiatry

PRIOR EMPLOYMENT - FULL TIME,

Department of State Hospitals – Patton, Retired December 2019

Senior Supervising Psychiatrist, (management position) Patton State Hospital.

Duties include: supervising 12 FTE psychiatrists.

Chief of the Medical Staff, Patton State Hospital April 2017 – Dec 2019

Duties include attending Hospital meeting, administer the office of the Chief of Staff including monitoring and compliance with TJC/licensing standards, Credentialing and monitoring of Privileges for Medical Staff.

PREVIOUS APPOINTMENTS, Patton State Hospital;

Chief Physician/Surgeon (August 2015 – to October 10, 2016)

Duties: In charge of approximately 80 Medical Ancillary staff and Services, including directly supervising; of 22 Primary Care physicians in a variety of specialties, and 5 Nurse Practitioner's, on-site clinics for GYN, Surgical, Dental, Podiatric, ENT, Cardiology, Neurology, Pain, EEG, EKG, Audiology, Optometry, Speech and Radiology, as well as all consultants and off site contract services, May 2014- October 2016

Chief of Professional Education (DME) (May 2009 –October 2016)

In charge of and over seeing all training programs at Patton.

Duties included;

Plan, coordinate, direct and evaluate medical training programs for staff physicians and residents: develop and coordinate interdisciplinary training programs; provide advise and assistance to various treatment departments in planning and conduct of their professional educational activities; examine and diagnose psychiatric patients; determine types of psychiatric and general medical treatment needed.

- Develop and co-ordinate all State CME education and lectures

- Director of Patton State Hospital Annual, Forensic Conference. Patton State Hospital is the Largest Forensic Psychiatric Hospital in the Country. (1500 in-patient hospital). On-site training programs have included; -Psychiatry Residents from Loma Linda University, Arrowhead Regional Medical Center, University of Riverside, Psychiatric Forensic Fellows from UCI and Medical Students from Western University of Health Sciences, Loma Linda and UCR.

Patton State Hospital also has several free-standing Accredited programs;
- Psychology Internship program, - Psychology Forensic Fellowship program,
- Social Work Internship program, as well as programs for
- Psych Tech student training with Mount Sac College,
- Nursing student program with San Bernardino Valley College and
- Pharmacy Tech student training programs.

ACADEMIC APPOINTMENT DUTIES

Previous **Site Training Director, Loma Linda University, Psychiatry Residency** program.

Duties included;

Supervision of all residents and medical students on site from program,
Providing lectures to residents and medical students

Prior **Co-Director and Site Training Director; Psychiatry Residency Program, Arrowhead Regional Medical Center / Patton State Hospital.**

Duties included;

- Supervision of all residents on site at Patton from program.
- Supervision and monitoring of entire residency program at ARMC and Patton
- Providing and supervising lectures to Resident physicians

Prior **Site Training Director, - Western University of Health Sciences, College of Osteopathic Medicine of the Pacific**

Duties include;

- Supervision of education and training program for medical students on site from programs and coordination of rotations.

Director and Developer of Mini-Psychopharmacology Fellowship Program Patton State Hospital / Neuroscience Education Institute in conjunction with Steven Stahl, M.D., Ph.D.

Medical Director, full time
Patton State Hospital May 2008 to April 2009

Duties included;
- administer, evaluate and approve treatment, education and research services, all clinical staff including approximately 90 psychiatrists, 25 medical physicians, 80 psychologists, 100 Social Workers, 100 Rehabilitation Therapists, several hundred nursing staff, teachers, other therapists and psychiatric technicians. Assist in formulation of over all hospital policy, coordinate facility treatment functions with community health organizations, governmental officials, community planning and advisory groups, and educational institutions. Implements Federal and State laws, departmental policies, and that goals and objectives are consistent with the mission of the State Department of Mental Health, all accreditation and other agencies, including Title 22, Licensing, JCAHO and DOJ Enhancement Plan. Assures overall planning is consistent with the needs of the clients/patients and consistent with community needs. Assure that the full range of appropriate services are provided.

Chief of Psychiatry, full time
Patton State Hospital, September 2000 to April 2008.

Duties included;
supervision and monitoring of all aspects of patient care and delivery for approximately 90 staff psychiatrists, including recruitment, interviewing, hiring, firing and supervision.
Covering for the Medical Director in her absence

Chair, Department of Psychiatry x 2
- June 2006 to May 2008
- June 1999 to May 2000

Duties included;
Monitoring of the quality of patient care and professional performance rendered by members of the department. Develop and implement departmental program, credentials review and privilege delineation and monitoring of department member practice. Recommending concerning practitioner appointment and classification and re-appointment, setting criteria for clinical privileges, monitoring and taking corrective action on departmental members and prospective hires

Murad CV

PREVIOUS APPOINTMENTS CONTINUED

- Patton State Hospital;
  Chief of the Medical Staff,
  January 1989 to July 1990.
  Chief of Staff Elect
  July 1988 to June 1989
  Secretary / Treasurer of the Medical Staff,
  July 1987 to June 1988
  Chair Utilization Review Committee
  July 1986 to January 1 1989

- Elko General Hospital (Northeastern Nevada Regional Medical Center)
  Chief of the Medical Staff,
  January 1997 to January 1998.

  - President, Elko Healthcare Network, PHO (Physician / Hospital Organization)

  - President, Elko Regional Independent Practitioners Association, (IPA).

  - Chief Resident, Cherokee Mental Health Institute, Cherokee Iowa

PAST EMPLOYMENT and EXPERIENCE

- Medical Director, Provo Canyon School Adolescent Day Treatment Program. Elko Nevada
1993- 1999
- Staff Psychiatrist, Ely State Prison (Maximum Security), Ely, Nevada
- Medical Director, outpatient clinics, Northeastern Nevada Medical Group
- Medical Director, Nevada Med, Behavioral Medicine Clinics, full time Private Practice General Psychiatry
1993 to 1999
- Staff Psychiatrist, Patton State Hospital
1985 to 1990.
- Staff Psychiatrist Riverside County Mental Health
Duties included supervision of **Alternative sentencing p**rogram for psychiatrically ill **inmates**, also
Psychiatric Emergency room physician services (ETS) 2000 to 2006

Murad CV

MILITARY

Major, United States Air Force Reserve
OIC (Officer-in-Charge), Medical Staff Credentials
July 2000 to 2008, stand by status 2008 - 2014
(Honorably Discharged September 2014)

COMMUNITY SERVICE

- Active life member **Trinity Episcopal Church**
  Usher x 10 years,
  Feeding of the homeless member
  Search committee
  Blue Christmas Service committee member
- **Rotary International**
- **Appointed Member, Elko County School Board**
- American Cancer Society, Annual Relay for Life - last 15 years
- University of Redlands, community service volunteer

HOSPITAL COMMITTEE APPOINTMENTS

Hospital Policy
Pharmacy and Therapeutics
Emergency Care
Training Advisory - Chair
Clinical Management – Chair
Medical Executive Committee

PAST COMMITTEE APPOINTMENTS

Hospital Policy
Medical Executive
Medical Quality Assurance, Chair
Clinical Services
Hospital Governing Body
State-wide Hospital Computerization
Sub-committee
Hospital Training
California Medical Association
Hospital Staff Section, representative for Patton,
Clinical Management
Continuing Medical Education.
Credentials.
California Department of State Hospitals,
Statewide CME Committee – Chair

Murad CV

OTHER ACCOMPLISHMENTS:

Received **Superior Accomplishment Award** from the Department of Mental Health for the development and implementation of the behavioral treatment program on Unit 39 at Patton State Hospital.

Participated in the development of the psychiatric treatment program at **California Medical Facility, CMF – Vacaville,** when the department of mental Health took over the program from Corrections.

Have co-authored two papers on the **evaluation and treatment of Assaultive patients** at Patton State Hospital.

Have presented papers at **the Annual State Hospital Research and Development Conference in Los Angeles and Asilomar,** 2/88 and 2/89.

Presented at the **Forensic Mental Health Association Meeting, Asilomar, 3/88.**

Previously **eligible and deemed** qualified for the position of ;

-Chief of Psychiatry,
-Program Director Medical
-Medical Director in the Department of Mental Health,
-Chief Medical Officer in the Department of Corrections
for the State of California.

PROFESSIONAL AFFILIATIONS:

American Osteopathic Association,
American Medical Association
California Medical Association,
Nevada Osteopathic Association,
San Bernardino County Medical Society,
American Psychiatric Association
American College of Neuropsychiatrists,
American Academy of Family Physicians
American College of Family Physicians in Osteopathic Medicine and Surgery
American Osteopathic Academy of Sports Medicine,
Forensic Mental Health Association of California,
Osteopathic Physicians and Surgeons of California

OTHER CERTIFICATIONS

American Board of Forensic Examiners
Diplomat, Fellow
American Board of Forensic Medicine
Diplomat
American Board of Experts in Traumatic Stress
Diplomat
American Board of Psychotherapy
Diplomat.
CPR certified
ACLS certified, Instructor trained
5150 certified trained
Trained in Critical Incident Stress Management
via USAF
Trained in Dialectical Behavior Therapy
By Robin McCann, Ph.D. and
Suzanne Witterholt, M.D. 02/2006
Trained in The Hare Psychopathy Checklist, revised

APPOINTED SPECIALIST JOURNAL REVIEWER for
Osteopathic Family Physician, 2013 - 2019

PUBLICATIONS

1. Murad, W., Streveler, A., "Treatment of the Assaultive Patient: An evaluation of a Treatment Program," Unpublished Manuscript, Patton State Hospital, Patton CA. 1985

2. Murad, W., " Osteopathic GME needs to Emphasize clinical training,"
The DO (April 1991) pg 15.,
JCAN, Journal of the American College of Neuropsychiatrists, July 1991, vol. 5 number 2, pg. 11.

3. Murad, W., " The Assaultive Schizophrenic," submitted for consideration for the Annual Bingham Competition of scholarly work in the field of schizophrenia, University of Louisville.

4. Murad, W., " A comparison of the Osteopathic and Allopathic General Psychiatry training requirements, in a former Allopathic program; Cherokee Mental Health Institute," submitted for consideration of publication, JACN. July 1991.

LECTURES / PRESENTATIONS GIVEN;

1. Delirium and Dementia, 11/2009
   Western University of Health Sciences

2. Schizophrenia / Psychotic Disorders 05/13/2009
   Western University of Health Sciences

3. Metabolic Syndrome in Psychiatry 04/26/2009
   "Back to Campus" Continuing Medical Education program
   Western University of Health Sciences

4. Obsessive Compulsive Disorder / Somatoform Disorders 11/2008
   Western University of Health Sciences

5. California Mental Health, Qawi Supreme Court Decision, 4/21/2007
   Criminally insane patients and refusal of involuntary medications
   Fox Television News program and Interview

6. Schizophrenia / Psychotic Disorders 04/17/2006
   Western University of Health Sciences

7. Anxiety Disorders 04/18/2006
   Western University of Health Sciences

8. Mood Disorders 04/18/2006
   Western University of Health Sciences

9. Schizophrenia / Psychotic Disorders 12/2005
   Western University of Health Sciences

10. Obsessive Compulsive and Somatoform Disorders 12/2005
    Western University of Health Sciences

11. Schizophrenia 04/2005
    Western University of Health Sciences

12. Introduction to Community based Psychiatry 04/2005
    Western University of Health Sciences

13. Delirium and Dementia 04/2005
    Western University of Health Sciences

14. Schizophrenia and other Psychotic Disorders — 11/2005
Western University of Health Sciences

15. Delirium, Dementia and Amnesic Syndromes — 11/2005
Western University of Health Sciences

16. Schizophrenia / Psychotic Disorders — 10/2002
Western University of Health Sciences

17. Introduction to Psychiatry — 09/27/2002
Western University of Health Sciences

18. Introduction to Psychiatry and Community Based Psychiatry — 09/27/2002
Western University of Health Sciences

19. Schizophrenia / Psychotic Disorders — 10/2001
Western University of Health Sciences

20. Cognitive Disorders, Delirium and Dementia — 10/2001
Western University of Health Sciences

21. Critical Incident Stress Management, USAF staff training — 04/2001
March Air Reserve Base

22. Schizophrenia / Psychotic Disorders — 10/2000
Western University of Health Sciences

23. Anxiety Disorders — 10/2000
Western University of Health Sciences

24. Evaluation and Treatment of the Assaultive patient in a State Hospital — 2/1989
Forensic mental health Association meeting, Asilomar

25. Evaluation and Treatment of the Assaultive Patient in a State Hospital — 3/1988
Forensic Mental Health Association meeting, Asilomar

26. Evaluation and Treatment of the Assaultive Patient — 2/1988
in a State Hospital, Patton State Hospital

27. Evaluation and Treatment of the Assaultive Patient in a State Hospital 2/1988
Annual State Hospital Research
and Development Conference, Los Angeles

28. Forensic Psychiatry Lecture series of 12 weeks planned 03/ 2010
Arrowhead Regional Medical Center / Patton State Hospital

29. Ethics and Law lecture series of 4 weeks planned 06/2010
Arrowhead Regional Medical Center / Patton State Hospital

30. Schizophrenia and other Psychotic Disorders 05/2010
Western University of Health Sciences, medical student lecture

31. Schizophrenia and other Psychotic Disorders Lecture 05/2014
Western University of Health Sciences, medical student lecture

References submitted upon request

PUBLIC SERVICE APPLICATION

Hugh Walker

RECEIVED

OCT 23 2023

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2024

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

☑ Community Trails Committee (see attached roles and responsibilities)
☒ Historic and Cultural Preservation Board (see attached roles and responsibilities) (per applicant Walker's request)
☐ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Hugh A. Walker

Address: 7750 Silver Buckle Road, Highland, CA 92346 (Not A mailing Address)

How long have you resided in Highland? 26 yeaars

Home phone: _____ Cell phone: 602-885-8323

Work phone: 602-885-8323

Email address: zapper1@roadrunner.com

Occupation/Employer: Hugh A. Walker, Enterprises, Inc.(An Arizona Corp.)

Employer address: 7231 Boulder Ave. PMB 700, Highland CA 92346

Position held: President

Available for meetings: ☐ Daytime ☐ Evenings ☑ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

Trying to find ways of being of service within the City where I live.

Education, training or special knowledge which might be relevant to this appointment:

None relevant to this appointment, except that I have worked for the City of San Bernardino Planning Dept & the County of San Bernardino, Solid Waste Division as an intern, before taking a position with the California Waste Mngt Board as a special consultant. BS degree, California Polytechnic University, Pomona

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

I have over 30 years of experience as vice president/project director for several engineering consulting firms where I was the primary point of contact between the customer and local, county and state regulatory agencies. Served on the legislative task force for the Solid Waste Association of North America. Kept abreast of changing California legislation affecting solid waste management activities, and reported to members as required.

Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☑ No

If so, please list the name and dates served:

_____

_____

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

_____

_____

_____

_____

_____

_____

SIGNATURE: _____

DATE: October 19, 2023

☑ **Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.**

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Alondra Munoz

From: zapper1@roadrunner.com
Sent: Friday, December 22, 2023 11:30 AM
To: Alondra Munoz
Subject: RE: Public Service Application

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.

Good Morning Alondra:

I received your phone call message from yesterday. Thank you for the reply.

Yes, please submit my application for consideration for the Board membership to the Historic and Cultural Preservation Board.

Merry Christmas and a Happy New Year.

Thanks,

Hugh

7231 Boulder Ave. PMB 700
Highland, CA 92346
602-885-8323
FAX:909-864-1805
Zapper1@roadrunner.com

From: Alondra Munoz <amunoz@cityofhighland.org>
Sent: Thursday, December 21, 2023 12:20 PM
To: zapper1@roadrunner.com
Subject: Public Service Application

Good afternoon Hugh,

I am reaching out to you regarding your Public Service Application that you submitted to our office back in October. Unfortunately, both Community Trail Committee vacancies were filled. We do have one additional vacancy on our Historic and Cultural Preservation Board, if you would like for us to submit your application for consideration on that board feel free to contact me or reply to this email to confirm your interest.

Have a great day ahead and happy holidays!

Regards,

ALONDRA MUÑOZ
DEPUTY CITY CLERK
27215 Base Line Highland, CA 92346
909-864-6861, ext. 260
amunoz@cityofhighland.org
www.cityofhighland.org

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

REVIEWED BY: Lawrence A. Mainez, Community Development Director LAM
Betty Hughes, City Clerk, MMC

PREPARED BY: Camille Duarte, Administrative Assistant III CD

SUBJECT: Appoint one (1) Member of the Public to the Planning Commission

RECOMMENDATION: Staff recommends the City Council appoint one (1) member of the public to the Planning Commission.

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: On November 14, 2023, the City Council declared one (1) seat vacant on the Planning Commission and posted that vacancy in accordance with the Maddy Act. Pursuant to Chapter 2.16.020 of the Highland Municipal Code, the Planning Commission shall consist of five members who shall be appointed by the City Council. Each member of the Planning Commission shall serve a four-year term of office.

Commissioner Sutorus resigned October 2023, therefore, it would be appropriate for the City Council to review the attached Public Service Applications and appoint one (1) individual to the Planning Commission. Three (3) applications have been submitted for consideration.

Attachment:. Public Service Applications

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

BHughes
_____ City Clerk

_____ City Manager

PUBLIC SERVICE APPLICATION

Patrick Dorsey

RECEIVED
OCT 03 2023
CITY OF HIGHLAND

For Office Use Only:

Expires: 10/2024

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☑ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Patrick Dorsey

Address: 29681 Crest View Lane

How long have you resided in Highland? 26 Years

Home phone: 909-499-1972 Cell phone: 909-499-1972

Work phone: 909-499-1972

Email address: patrickirkdorsey04@gmail.com

Occupation/Employer: Strategic Communications & Public Affairs, Lucas Public Affairs

Employer address: 1215 K Street Suite 1010,Sacramento, CA 95814

Position held: Director

Available for meetings: ☐ Daytime ☑ Evenings ☐ Both

Patrick K. Dorsey

Greater Los Angeles | 909.499.1972 | patrickirkdorsey04@gmail.com

Professional Experience

DIRECTOR – Lucas Public Affairs **2019 – Present**

California School Boards Association brings together school governing boards, and administrators from districts and county offices of education to advocate for effective policies that advance the education and well-being of the state's more than 6 million school-age children.

- Developed legislative and media strategy, as well as messaging and an opinion editorial, for increased funding for home-to-school transportation in the 2022 -23 State Budget.
- Created a run-of-show and supported the development of other media materials for a press event with Assemblymember O'Donnell to spotlight the lack of funding for home-to-school transportation programs.

TimelyCare aims to improve the health and well-being of college students by making virtual medical and mental health care accessible anytime, anywhere.

- Develop messaging, FAQs, "Myths V. Facts," "What Students Are Saying," fact sheets and other materials to highlight the student mental health crisis and the importance of expanding virtual care to students in need.

Office of the California Governor's "Your Actions Save Lives" and "Vaccinate All 58" public awareness campaigns educated and encouraged behavior change among underserved and diverse communities across the state with compassion and cultural humility on the latest public health guidelines, safety practices and vaccine safety.

- Led strategy and project management of the campaigns' earned media, which includes managing a team of six subcontractors and over 20 media and communications specialists to secure print, radio, and TV coverage in the general market, Spanish, Asian American and Pacific Islander, American Indian and Alaskan Native, and Black/African American outlets. Scope includes drafting articles for placement, conducting virtual media briefings and community town halls, developing a robust speakers bureau with third-party influencers, and conducting biweekly media training.
- Provided strategic counsel to the Governor's Office, California Health and Human Services Agency, and California Department of Public Health on reputation management and executive visibility.
- Drafted messaging documents utilized across the campaigns including talking points, Q&As, fact sheets, and scripts for paid/added value opportunities.
- Utilized campaigns' data and insights to recalibrate strategy, retool messaging, or refocus efforts.

LeadingAge California is the state's leading advocate for quality, non-profit senior living and health care.

- Developed strategic communications plans and key messages on older adult policy issues including COVID-19, isolation in skilled nursing facilities, affordable senior housing, long-term services and supports, and growing the caregiver workforce.
- Drafted press releases and talking points on topics including California Master Plan for Aging and the national Coronavirus Commission on Safety and Quality in Nursing Homes.
- Wrote and pitched op-eds to support the organization's thought leadership and spotlight the state's growing aging population.

- Contribute to relationship-building efforts including executive participation in conferences, state and national workgroups, commissions and committees, and events.

California Business Roundtable is comprised of the state's largest employers and advocates on issues critical to building a strong economy and creating jobs.

- Developed a strategic plan to support the organization's D&I goals including developing relationships with the ethnic legislative caucuses, conducting implicit bias training, and implementing a C-suite mentoring program to improve the diversity of executives.

Visit California develops and maintains marketing programs that inspire travel to, and within, the state.

- Developed strategy and led statewide earned media efforts for California Tourism Month and the release of economic impact numbers in 2019, garnering more than 245 pieces of news coverage.
- Led the creative development and execution of California Surfing Day at the Capitol, which included the development of social media for Lt. Governor Eleni Kounalakis, Sen. Toni Atkins, the legislative Surfing Caucus," and members of the capitol press corps.

SENIOR PUBLIC INFORMATION OFFICER – California Department of Public Health 2021 – 2021

- Led California's efforts to promote and explain COVID-19 vaccine administration to state, local and national media.
- Drove strategic planning, message development and execution of the department's media and public relations program regarding the processes, policies, practices, legislative and court-decided mandates, and issues of vaccine administration.
- Directed brand and messaging consistency across internal and external communication efforts.
- Developed briefing materials and presentations to facilitate communication of complex vaccination issues.
- Managed relationships with local and statewide stakeholders – private, government and community-based – to advance California's vaccination efforts.

ACCOUNT EXECUTIVE – Ogilvy **2017 – 2019**

Covered California connects Californians with brand-name health insurance under the Patient Protection and Affordable Care Act.

- Served as the client liaison to the director of communications and public relations and contributed to the creative development and execution of two statewide open enrollment campaigns including the PRWeek-nominated "Covered in Art" open enrollment bus tour.
- Coordinated the placement of five murals and helped lead 20 press events across all major and secondary media markets.

Education

Master of Public Policy and Administration
California State University, Sacramento

The Panetta Institute for Public Policy – Leadership Seminar
California State University, Monterey Bay

Bachelor of Arts – Government
California State University, Sacramento

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

I am interested in economic development, land use and community impact. I have some experience in these areas given my work with businesses, energy and utlities and telecommunications in Sacramento. My partner and I are happy to have recently moved back to Highland. I am passionate about my hometown and we are hoping to make a meaningful contribution to my community. I am also looking forward to the opportunity to learn and collaborate with other Highland residents.

Education, training or special knowledge which might be relevant to this appointment:

I have a bachelor's in government and masters in public policy and administration. I also participated in the Panetta Institute's Leadership Seminar, which included lessons on city government and civic engagement.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

Given the nature of my work, I have nearly 10 years of experience working across government, community-based organizations and the private sector. I am also participating in the 2023-24 Inland Empire Economic Partnership Region Leaders Academy.

Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☑ No

If so, please list the name and dates served:

N/A

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

Attached is a resume for review. Thank you for the opportunity to be considered. Look forward to further discussing my qualifications and interest.

SIGNATURE: _____

DATE: 10/3/2023

☑ **Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.**

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

PUBLIC SERVICE APPLICATION

Craig Graves

RECEIVED
APR 25 2023
CITY OF HIGHLAND

For Office Use Only:
Expires: 04/2024

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Craig A. GRAVES

Address: 7764 Jack Rabbit LN

How long have you resided in Highland? 6 years

Home phone: (909) 362-3538 Cell phone (760) 409-1254

Work phone: —

Email address: craiggraves1975@gmail.com

Occupation/Employer: Retired

Employer address: —

Position held: Retired Director of Finance (see attached resume)

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

(1) Quality development with appropriate balance of retail, residential & manufacturing
(2) Fiscal Stability for the City
(3) Adequate public safety services
(4) Appropriate Housing densities

Education, training or special knowledge which might be relevant to this appointment:

(1) Master of Public Administration degree
(2) Working knowledge of municipal government
(3) Resident of Inland Empire 54 years

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment: (see attached resume too)

(1) Twenty seven years experience wit 4 different cities with 20 years as either Director of Finance or City Treasurer (see attached resume)
(2) Active in multiple community organizations in both San Bernardino and Coachella Valley
(3) Active and demonstrated leadership in professional organizations

Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☒ No

If so, please list the name and dates served:

_____

_____

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

I have 27 years experience with 4 different cities 20 years as a department head as City Treasurer and/or Director of Finance. I have an in depth understanding of city government and various roles and responsibilities. I also gained

(see back page)

SIGNATURE: _____

DATE: 4-18, 2023

☒ **Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.**

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Craig A. Graves

7764 Jack Rabbit Lane
Highland, CA 92346
Home - (909) 362-5358
Cell-(760) 409-1254

QUALIFICATIONS:

- Twenty years of senior financial experience in municipal governments
- Strong communication skills, team player and an excellent administrator
- Served in both elected and appointed department head positions
- Possess significant experience in community and volunteer activities

EDUCATION:

University of Southern California -1979
M.P.A., Specialization in Finance and Budget
University of Redlands - 1975
B.A., Magna Cum Laude, Major in Political Science
California State University, San Bernardino -1994
Certificate in Accounting

PROFILE:

City of Baldwin Park
Director of Finance **12/2013-6/2015**
Department Head responsible for managing fiscal and accounting operations
-Responsible for accounting, payroll, accounts payable, accounts receivable for the City, Successor Agency and Housing Authority
-Responsible for preparing $76 million budget and developed new procedures for the preparation and presentation of the City's Budget
- Responsible for preparing the City's Comprehensive Annual Financial Reports (GFOA Award of Excellence) and coordinating audit
- Served as Acting City Manager in absence of CEO/City Manager

Interim Director of Finance **5/2013-12/2013**
Served as Interim overseeing operations of the Department of Finance
-Developed ten year projections for City
-Developed Annual Budget and oversaw preparation of audit and CAFR

City of Palm Springs
Director of Finance and Treasurer **5/2005 - 1/2008**
Department Head responsible for the managing of fiscal and accounting operations
-Manages the Department of Finance and Treasury of a full-service City that also includes a Redevelopment Agency, International Airport, Convention Center, Municipal Golf Course, Library and Animal Shelter-Responsible for accounting, payroll, accounts payable, accounts receivable for the City, the Redevelopment Agency and International Airport
-Responsible for preparing $171 million budget and developed new budget procedures for the preparation and presentation of the City's Budget
- Responsible for the City's CAFR (GFOA Award of Excellence) and coordinating audit
-Managed investment of funds in the City's portfolio and the cash management program
-Oversaw computer upgrade and conversion of financial programs
-Coordinated City, Redevelopment and Airport Financings, established Public Safety CFD
-Responsible for Business Licenses, Cashiering and Transient Occupancy Taxes (TOT)

City of Coachella

Finance Director 9/1999 - 4/2005

Department head responsible for managing Finance Department

-Staff Liaison for City Contract for Police, Fire and Animal Control Services With Riverside County
-Responsible for City, Redevelopment and Water and Sewer Accounting operations
-Responsible for City, Redevelopment Agency and Special District Budgets
-Supervise preparation of materials for Financial Audit and Single Audit
-Supervise payroll, accounts payable, purchasing, business licenses and cashiering
-Responsible for banking, investing of funds, prepare various studies and staff reports
-Coordinate and administer City Bond Programs and Financings
-Coordinated funding for upgrades to Wastewater Treatment Plant and Sewer System
-Coordinated financing for water system and infrastructure improvements
-Coordinated computer upgrade and conversion

Assistant Finance Director 1/1999 - 9/1999

Assistant department head, helping to manage fiscal and accounting programs

-Served as Acting Finance Director from 6/99 to 9/99
-Responsible for coordinating and preparing the City's various Budgets
-Worked with staff on variety of accounting operations
-Prepared various studies and staff report to City Manager and City Council

Accountant (through Robert Half) 9/1998 -1/1999

Accomplished various studies and accounting tasks

Ski Cable Company

General Manager 7/1993 - 6/1998

Responsible for administrative and fiscal operations for cable TV contracting business

City of San Bernardino

City Treasurer (Elected 1981, Re-elected 1983 &1987) 6/1981 - 6/1991

Department head, managed and coordinated a variety of fiscal programs

-member of budget team preparing and balancing annual city budget
-handled investments and city's cash management program, initiated new investment strategies, doubling earnings the first year
-administered over twenty bond issues using seven different instruments; worked on redevelopment financings, developed finance plan for funding of $3 million fire station
-monitored payroll, A/P and worker's compensation insuring accuracy and policy compliance
-served as chairman of data processing search committee
-assisted auditors with the State Controller's report and Financial Statements
-initiated changes in banking services, improved information flow and cash management, consolidated to one bank, added on-line services, setup a third party trustee

Business License Supervisor 7/1978 - 5/1981

Organized and Managed First Business License Division and staffed Franchise Board

Office Manager 7/1977 – 6/1978

Supervised administrative staff supporting the City's CETA program and participants

PROFESSIONAL AND COMMUNITY HONORS/ACTIVITIES

Little League Baseball
Assistant District Administrator - League President
1987 International Congress Executive Host Committee
Western Regional Tournament Media Relations Director
Liaison with ESPN on Western Regional Championship Broadcasts
Umpire: 1987 Little League World Series - 1984 Big League World Series

Junior All-American Football

American Society for Public Administration
President - Inland Empire Chapter

California Society of Municipal Finance Officers
Chapter Chair - Coachella Valley Chapter
Vice Chairman - Intergovernmental Relations Committee
Program Chair and Host City - 2006 Annual State Conference

California Municipal Treasurer's Association
Former Certified California Municipal Treasurer

California Municipal Business Tax Association
President
Southern California Division President
1986 Distinguished Service Award

White House Intern

United States Congressional Page

San Bernardino Valley Community Concert Association
Board of Directors

University of Redlands
Ray Whitmus Outstanding Young Alumni Award
Town and Gown Board of Directors

Boy Scouts of America
Eagle Scout - District Award of Merit
Good Shepherd Award - God and Country Award - Scouter's Key Award
District Commissioner - District Executive Board

Calvary Baptist Church, San Bernardino, CA
Moderator, Treasurer, Board of Deacons

Athletic Official
College and High School Football & Basketball Referee
High School Baseball Umpire

PUBLIC SERVICE APPLICATION

Terry Maxwell

RECEIVED

DEC 19 2023

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 12/2024

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Terry Maxwell

Address: 30117 Centro Vista, Highland

How long have you resided in Highland? 3 years (Parents 12 years)

Home phone: 909 553-3371 Cell phone: 909 553-3371

Work phone: None

Email address: melvilleophile@gmail.com

Occupation/Employer: Retired from Hesperia Unified SD

Employer address: 9898 Maple St (Hesperia High School)

Position held: English teacher/department chair/Leadership/School site council

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

Highland is a very unique city that's both historical and yet progressive. My interests lie in preserving the historical, small-town feel of our community while also wisely preparing for a challenging future. I believe it's possible for a city to grow a vibrant, competitive community while remaining authentic to its pastoral roots and celebrating its hometown appeal.

Education, training or special knowledge which might be relevant to this appointment:

Small business owner / General contractor / Speculative builder / C-54 subcontractor / BA - CSUSB in English / Sigma Tau Delta honor grad / Azusa Pacific Teaching Credential / 17 years teaching English - Hesperia High / English Dept chair / Leadership committee / School site council / Mock Trial coach

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

Contractor participant - Christmas in April for Mountain Communities.
Peer Assistance Teacher - Community Service @ Hesperia Zoo
Coach - Rim of the World baseball (RYSL) (8 yrs)
Coach - Ice Castle youth hockey program (3 yrs)

Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☒ No

If so, please list the name and dates served:

_____

_____

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

In my retirement, I would love to serve my community. Our founders envisioned a government "of the people" and I feel obligated to fulfill my responsibilities as a productive member of society. I also have five grandchildren who will bequeath the world I will leave behind.

SIGNATURE: _____

DATE: 12/14/2023

☑ **Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.**

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy 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. 11

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

_____
City Clerk

_____
City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 9, 2024

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy City Clerk

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

RECOMMENDATION: Discussion and possible action.

Approved _____ Motion _____ Second _____ Agenda Item No. 12

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager