



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
August 13, 2024 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

COUNCILMEMBERS

Penny Lilburn, Mayor
District 3

Larry McCallon, Mayor Pro Tem
District 5

Jesse Chavez-Cordova, Councilmember
District 1

Anaeli Solano, Councilmember
District 2

John P. Timmer, Councilmember
District 4

STAFF

Carlos Zamano, City Manager
Lawrence Mainez, Community Development Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Octavio Duran Jr., Public Works Director/City Engineer
Maricela Marroquin, City Attorney
Alondra Muñoz, City Clerk

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.*

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 accommodations, including 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.

Levine Act: 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 includes 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 no later than the beginning of the proceeding.

**CITY COUNCIL REGULAR MEETING
AUGUST 13, 2024 - 6:00 p.m.**

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

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 acting on any item not on the agenda. Individual speakers are limited to three (3) minutes each.

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 August 13, 2024, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the August 13, 2024 agenda, please identify the agenda item number in the subject line. Emailed 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 - July 9, 2024 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.

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3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 768 for August 13, 2024, in the amount of \$6,509,493.39 and Payroll of \$387,413.55.
 4. Treasurer's Report for June 2024
RECOMMENDATION: That the City Council receive and file Treasurer's Report for June 2024.
 5. Claim Consideration - Maria Vargas
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
 6. Claim Consideration - Anita Padilla
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
 7. Conflict of Interest Code Update
RECOMMENDATION: That the City Council:
 - 1) Receive and file the 2024 Local Agency Biennial Notice; and
 - 2) Adopt Resolution No. 2024-____, amending the city's Conflict of Interest Code and rescinding Resolution No. 2022-046.
 8. Renewal of the Joint Use of Facilities Agreement with the Redlands Unified School District to Utilize the Playing Fields of Highland Grove Elementary and Beattie Middle School, Located at the Southwest Corner of Webster Street and Eucalyptus Avenue as a Public Park
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council approve the renewal of the Joint Use of Facilities Agreement with the Redlands Unified School District (District) to use the playing fields of Highland Grove Elementary and Beattie Middle School as a public park.
 9. Upgrading the City's Current Financial Management Software (Work Program HP+)
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council approve the Financial Management Software contract with Tyler Technologies.
 10. Contract Maintenance Agreements with San Bernardino County (Public Works-Transportation) and San Bernardino County Flood Control District
RECOMMENDATION: That the City Council:
 - 1) Approve the Contract Maintenance Agreements for a term up to five years with San Bernardino County (Public Works-Transportation) and San Bernardino County Flood Control;
 - 2) Authorize the Public Works Director/City Engineer to approve contract work projects up to \$60,000 per roadway project and \$45,000 per drainage project, subject to overall annual maximum amount of \$100,000; and
 - 3) Authorize the Mayor to execute both agreements.
 11. Tract 18893-1 Grant Deed Transfer Ownership of Lot "C" WQMP Basin from City of Highland to D.R. Horton (Developer)
RECOMMENDATION: That the City Council:
 - 1) Accept the Grant Deed to D.R. Horton; and
 - 2) Direct the City Clerk to record the Grant Deed.
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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.

12. Introduction and First Reading of an Ordinance to Amend Title 5, Chapter 5.04, Sections 5.04.160 and 5.04.240 of the City of Highland Municipal Code (Business License)
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:
- 1) Introduce and conduct the first reading of Ordinance No. ____, amending sections 5.04.160 (License Fee-Payment Due Dates) and 5.04.240 (Penalty for Delinquency-Action to Collect) of Title 5 (Business Licenses and Regulations) of the Highland Municipal Code establishing a single annual business license fee renewal date and amending penalties and procedures for collecting penalties for delinquent business license fees; and
 - 2) Make a finding of exemption under the California Environmental Quality Act (CEQA) and instruct staff to file a Notice of Exemption with the County Clerk of the Board.

CITY COUNCIL LEGISLATIVE

13. Measure I 5-Year Capital Improvement Plan (2024/2025 – 2028/2029)
RECOMMENDATION: That the City Council:
- 1) Approve the Measure I Capital Improvement Plan Expenditure Strategy (2024/2025 – 2028/2029); and
 - 2) Approve Resolution No. 2024-____, adopting the Measure I 5-Year Capital Improvement Plan (2024/2025 – 2028/20269).
14. 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.
15. 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.
16. Designation of Voting Delegate and Alternate for the League of California Cities (Cal Cities) Annual Conference
RECOMMENDATION: That the City Council appoint a Voting Delegate and Alternate for the Annual Conference scheduled for October 16-18, 2024, in Long Beach.

17. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
18. 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. The next regular meetings of the City Council for 2024 are as follows: September 10; October 8; November 12; December 10.

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before August 8, 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: August 8, 2024



Alondra Muñoz
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

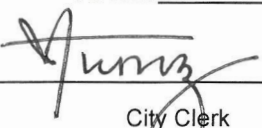
DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Waive the Reading of All Ordinances

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

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



STAFF REPORT

TO THE CITY COUNCIL

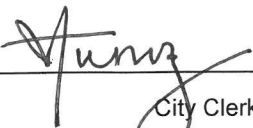
DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Minutes - July 9, 2024 Regular Meeting

RECOMMENDATION: Approve the Minutes as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		 _____ City Manager	
		1	

CALL TO ORDER

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

The invocation was given by Pastor Tracy Johnson, Immanuel Baptist Church, and the Pledge of Allegiance was led by Councilmember Timmer.

ROLL CALL

Present: Chavez-Cordova, Lilburn, McCallon, Solano, Timmer

Absent: None

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Leonard Mayes stated his concerns about street vendors.

Chris Nielsen representing the Highland Chamber of Commerce spoke regarding upcoming events.

Erika Gomez thanked the Highland Sheriff's Department for their prompt response to calls. She commended city staff for the Base Line Interchange sign.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Solano, to approve the consent calendar as submitted with Councilmember Timmer abstaining from Item No. 2. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances

Waived the reading of all Ordinances in their entirety and read by title only.

2. Minutes - June 11, 2024 City Council Regular Meeting

Approved the Minutes as submitted.

3. Warrant Register

Approved Warrant Register No. 767 for July 9, 2024, in the amount of \$2,453,322.45 and Payroll of \$217,250.86.

4. Treasurer's Report for May 2024

Received and filed Treasurer's Report for May 2024.

5. Claim Consideration - Kacee Gearone Cross

Rejected claim.

6. Staff Agency Appointment - California Intergovernmental Risk Authority (CIRA)

Adopted Resolution No. 2024-031 appointing Leticia Nava-Cruz, Director of Administrative Services/City Treasurer, as the city's Director to the Board of Directors of CIRA, and Carlos Zamano, City Manager as the Alternate Director.

RESOLUTION NO. 2024-031

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. 2023-050)

7. Resolution No. 2024-032 Authorizing Investment of the City of Highland Monies in the Local Agency Investment Fund (LAIF)

Adopted Resolution No. 2024-032 authorizing investment of the City of Highland monies in the Local Agency Investment Fund (LAIF).

RESOLUTION NO. 2024-032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) & REPEALING RESOLUTION NO. 2024-008

8. Resolution No. 2024-033 Approving a Wildland Protection Agreement (WPA) with the State of California for Fiscal Year 2024/2025

- 1) Adopted Resolution No. 2024-033 approving the Department of Forestry and Fire Protection (CalFire) Wildland Protection Agreement (WPA) for July 1, 2024 through June 30, 2025; and
- 2) Approved the following budget adjustment for Fiscal Year 2024/2025; transfer \$8,195 from 029-2512 (Fire Department - Fund Balance) to be expended from 029-2100-4568 (Contract Services - Fire Services).

RESOLUTION NO. 2024-033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CALFIRE) WILDLAND PROTECTION AGREEMENT (WPA) FOR JULY 1, 2024 TO JUNE 30, 2025

9. Resolution Authorizing the City of Highland to Enter Into the Settlement Agreement with Kroger Co., Authorize Entry Into the Subdivision Participation Form, and Other Related Documents

- 1) Adopted Resolution No. 2024-034 authorizing the City of Highland to enter into the Settlement Agreement with Kroger Co., pertaining to National Opioid Litigation;
- 2) Authorized the City Manager to execute any necessary documents; and
- 3) Authorized that these funds be allocated to the County.

RESOLUTION NO. 2024-034

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
AUTHORIZING THE CITY TO ENTER INTO A SETTLEMENT AGREEMENT
WITH KROGER COMPANY AND OTHER RELATED DOCUMENTS
PERTAINING TO THE NATIONAL OPIOID LITIGATION

10. Household Hazardous Waste Used Oil Payment Program

Authorized the City Manager to execute the Authorization Letter for San Bernardino County (County) to apply for the Used Oil Payment Program on behalf of the City of Highland (City). This payment program funding supports the contracted mandatory Household Hazardous Waste (HHW) Program.

11. Contract Renewal - Bid No. 2020-01, "Facilities and Parks Landscape Maintenance"

- 1) Extended the Facilities and Parks Landscape Maintenance Agreement with RP Landscape and Irrigation, Inc. for one year; and
- 2) Approved a 15.8% increase to the contract.

12. Contract Renewal - Bid No. 2023-04, "City of Highland Landscape Maintenance Districts (LMD) Contract"

- 1) Extended the Landscape Maintenance Districts (LMD) Contract with RP Landscape and Irrigation, Inc. for one year; and
- 2) Approved a 13.2% increase to the contract.

13. Notice of Completion - Bid No. 2023-01, "Highland Community Park Perimeter Fence and Gates Project"

- 1) Accepted the Highland Community Park Perimeter Fence and Gates Project (Bid No. 2023-01) Project as complete;
- 2) Authorized the Mayor to sign the Notice of Completion; and
- 3) Directed the City Clerk to file the Notice of Completion.

14. Notice of Completion - Bid No. 2023-05, "City Hall Roof Top Coat and Coping for Existing Polyurethane Foam Roof System Project"
 - 1) Accepted the City Hall Roof Top Coat and Coping for Existing Polyurethane Foam Roof System Project (Bid No. 2023-05) as complete;
 - 2) Authorized the Mayor to sign the Notice of Completion; and
 - 3) Directed the City Clerk to file the Notice of Completion.
15. Proposed Revision to Building and Safety Contract Service Rates with Willdan Associates (Addendum No. 4)
 - 1) Approved the revised contract for specific service rates with Willdan Associates for Building and Safety Inspection and Plan Check Services; and
 - 2) Directed the Mayor to execute Addendum No. 4 to the contract.
16. Proposed Revision to the Fire Prevention, Fire Plan Review, and Inspection Services Contract (Fire Marshal Services) with Charles Abbott Associates, Inc. (CAA) (Addendum No.1)
 - 1) Approved the revised contract service rates with Charles Abbott Associates, Inc. for Fire Prevention, Fire Plan Check, and Inspection Services (Fire Marshal Services); and
 - 2) Authorized the Mayor to execute Addendum No. 1 to the contract.

CITY COUNCIL PUBLIC HEARING

17. Consideration of a Resolution to Adjust the Business Tax on the Extraction and/or Processing of Rock, Sand, and Gravel (Aggregate) Pursuant to Title 5 (Business Licenses and Regulations), Chapter 5.17 (Business License Tax on Extraction and/or Processing of Rock, Sand, and Gravel [Aggregate], Section 5.17.040 (Rock, Sand, and Gravel [Aggregate] Extraction and Processing Tax)

Mayor Lilburn opened the Public Hearing.

Mayor Lilburn introduced Director of Administrative Services Nava-Cruz.

Director of Administrative Services Nava-Cruz stated the Resolution pertains to the annual mining tax adjustment. The Consumer Price Index (CPI) for Riverside, San Bernardino, and Ontario areas was applied, showing a 4.02% increase from May 2023 to May 2024 and staff suggests a mining tax adjustment of 4.02%. If approved, the adjustment would be retroactive to July 1, 2024.

Mayor Lilburn asked if anyone from the public wanted to speak for or against the item.

Seeing none, Mayor Lilburn closed the public hearing and brought it back to the City Council for questions and action.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Timmer to adopt Resolution No. 2024-035 fixing the Highland Business License Tax on the extraction and/or processing of rock, sand, and gravel (aggregate) for Fiscal Year 2024/2025. Motion carried, 5-0.

RESOLUTION NO. 2024-035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, FIXING THE HIGHLAND BUSINESS LICENSE TAX ON THE EXTRACTION AND/OR PROCESSING OF ROCK SAND AND GRAVEL (AGGREGATE) FOR FISCAL YEAR 2024/2025

CITY COUNCIL LEGISLATIVE

18. Resolution Re-Authorizing the Levy of Special Tax in Community Facilities District No. 2022-01 (Mediterra), for Fiscal Year 2023/2024

City Manager Zamano gave a brief review of the staff report.

A MOTION was made by Councilmember Solano, seconded by Mayor Pro Tem McCallon to adopt Resolution No. 2024-036 re-authorizing the levy of a special tax for Community Facilities District (CFD) No. 2022-01 (Mediterra) for Fiscal Year 2023/2024. Motion carried, 5-0.

RESOLUTION NO. 2024-036

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2022-01 (MEDITERRA), RE-AUTHORIZING THE LEVY OF A SPECIAL TAX IN COMMUNITY FACILITIES DISTRICT NO. 2022-01 (MEDITERRA) FOR FISCAL YEAR 2023/2024

19. Resolution No. 2024-037 Establishing Employee Salaries

City Manager Zamano gave a brief review of the staff report.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Solano to adopt Resolution No. 2024-037 establishing employee salaries and adding the classification of Associate Engineer. Motion carried, 5-0.

RESOLUTION NO. 2024-037

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING EMPLOYEE SALARIES

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

City Manager Zamano stated the Highland Sheriff's Department for the period of June 10 through July 7 received a total 3,413 calls, made 356 reports, 116 arrests, 60 citations, 260 traffic enforcement stops, 49 traffic collisions, towed 31 vehicles, and received 28 transient calls.

The Highland Fire Department for the month of June received 608 calls for service, some of which included: 459 medical aids, 31 traffic collisions, 6 structure fires, 15 vegetation fires, and 9 vehicle fires.

The modernization and upgrade of the Emergency Operating Center (EOC) is currently in progress, with an estimated completion of approximately two weeks. The new EOC will be situated at the Highland Police Station.

The 3rd/5th Street Corridor Improvement Project is still underway, with the focus on three traffic signals near 5th Street and Palm Avenue, 5th Street and Church Avenue, and 3rd Street and Palm Avenue. These traffic signals are expected to resume normal operation on July 18, with cooperation from Southern California Edison (SCE). The remaining tasks for this project include: slope paving on the southeast side of Palm Avenue and 3rd Street, constructing the northeast corner of Palm Avenue and 5th Street, rebuilding the median nose at Palm Avenue and 5th Street, laying conduit for streetlights, setting up pedestals for the streetlights and landscape median, and completing signing and striping. The entire project is set to be finished in August.

The Planning Commission has granted Cuca's Mexican Restaurant an Alcohol Beverage Control (ABC) license for the sale of alcoholic beverages.

TREH submitted a Design Review Application for a retail center located on the north side of Greenspot Road, east of SR-210. Plans include a new vehicle fueling station with a drive-thru, a self-service car wash, and a Stater Bros grocery store.

Einstein Brothers Bagels submitted plans to the Building and Safety Department for tenant improvements to open a new shop where the former Jamba Juice used to be.

Costco has planned a pre-construction meeting for July 16. The meeting will take place on-site with city staff to address logistics concerning construction activities and city inspections. Costco expects to begin grading the week of July 22.

Human Resources has named Michelle Gomez as the Assistant Director of Administrative Services and Octavio Duran as the new Public Works Director/City Engineer. Public Works Director/City Engineer Duran will begin on Monday, July 15.

On Monday, July 29 from 12:00 p.m. to 5:00 p.m., a Blood Drive will be held at the Highland Police Station.

On Tuesday, August 6 from 6:00 p.m. to 8:00 p.m., the city will host its National Night Out event at the Highland Police Station.

On Thursday, August 29 at 5:30 p.m., the city will host the State of the City Address at the Sterling Natural Resources Center.

On Saturday, August 10 from 9:00 a.m. to 2:00 p.m., Public Services will host a Used Oil Filter Exchange at the AutoZone located at 27292 Base Line.

For the month of June, Burrtec completed 235 illegal dumping work orders totaling 1,179 in the first 6 months of 2024.

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

Councilmember Solano thanked city staff for organizing the Annual Fourth of July Parade.

Councilmember Timmer thanked city staff for the rapid response in correcting the traffic signal glitch on Boulder Avenue and Optum.

Mayor Lilburn thanked city staff for all their hard work at the Annual Fourth of July Parade.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:33 p.m. in memory of Leola Gonzales, Angel Perez, and James F. Amrine.

Submitted By:

Approved By:

Alondra Muñoz
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer *LNC*

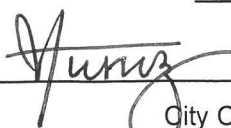
SUBJECT: Warrant Register #768

RECOMMENDATION: City Council to approve Warrant Register #768; Warrants in the amount of \$6,509,493.39 and Payroll in the amount of \$387,413.55

FISCAL IMPACT: The total of Cash and Expenditures is \$6,896,906.94

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: See Printouts Attached.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		 _____ City Manager	
1			

CITY OF HIGHLAND
WARRANT REGISTER #768

August 13, 2024

Warrants:

6/28/2024	Payroll Wire #913-916 & Ck #89648-89649	65,572.90
6/28/2024	Payroll Wire #917-920 & Ck #89650	65,918.79
7/2/2024	Ck#89651-89717 & Wire#1002676222 & 1002676228	3,840,863.46
7/9/2024	Ck#89718-89734	123,674.05
7/12/2024	Payroll Wire #921-924 & Ck #89735	72,203.78
7/16/2024	Ck#89736-89795	1,448,772.98
7/23/2024	Ck#89796-89816	633,160.18
7/25/2024	Ck#89818-89819	7,784.44
7/26/2024	Payroll Wire #925-928 & Ck #89817	69,659.79
7/30/2024	Ck#89820-89858	181,883.02
Total Warrants		<u>\$6,509,493.39</u>

Payroll:

6/28/2024	Direct Deposits #14139-14181	105,940.24
6/28/2024	Ck #724	281.90
6/28/2024	Direct Deposits #14182	47,350.21
7/12/2024	Direct Deposits #14183-14224	120,491.49
7/12/2024	Ck #725	279.98
7/26/2024	Direct Deposits #14225-14268	112,789.75
7/26/2024	Ck #726	279.98
Total Payroll		<u>\$ 387,413.55</u>

Total Warrants & Payroll **\$6,896,906.94**

APPROVED BY:

Larry McCallon
Finance Subcommittee

John Timmer
Finance Subcommittee



Carlos Zamano
City Manager



Leticia Nava-Cruz
Director of Administrative
Services/City Treasurer

06/25/2024 9:33:50AM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
913	6/28/2024	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	27.49
			ICMA DEFERRED COMP 457: Payment	
			024.1170	12.01
			ICMA DEFERRED COMP 457: Payment	
			041.1170	323.10
			ICMA DEFERRED COMP 457: Payment	
			042.1170	121.48
			ICMA DEFERRED COMP 457: Payment	
			070.1170	257.68
			ICMA DEFERRED COMP 457: Payment	
			010.1170	345.00
			ICMA DEFERRED COMP 457: Payment	
			001.1170	10,442.24
			ICMA DEFERRED COMP 457: Payment	
			004.1170	1,608.21
			Total :	13,162.21
914	6/28/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment	
			070.1145	0.70
			PERS SURVIVOR: Payment	
			016.1145	0.56
			EPMC: Payment	
			012.1145	2.86
			PERS SURVIVOR: Payment	
			012.1145	0.58
			PERS SURVIVOR: Payment	
			024.1145	0.03
			PERS SURVIVOR: Payment	
			041.1145	0.33

06/25/2024 9:33:50AM

Voucher List
CITY OF HIGHLAND

Page: 2

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
914	6/28/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			042.1145	1.78
			EPMC: Payment	
			016.1145	2.86
			EPMC: Payment	
			023.1145	7.96
			EPMC: Payment	
			024.1145	0.68
			EPMC: Payment	
			041.1145	32.65
			EPMC: Payment	
			042.1145	13.80
			EPMC: Payment	
			070.1145	61.76
			PERS: Payment	
			001.1145	16,594.86
			PERS: Payment	
			004.1145	2,686.21
			PERS: Payment	
			010.1145	429.44
			PERS: Payment	
			012.1145	228.74
			PERS: Payment	
			016.1145	228.73
			PERS: Payment	
			023.1145	139.43
			PERS: Payment	
			024.1145	24.70
			PERS: Payment	
			041.1145	496.97
			PERS: Payment	
			042.1145	798.87
			PERS: Payment	
			070.1145	913.01
			PERS SURVIVOR: Payment	
			001.1145	25.38

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
914	6/28/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			004.1145	4.19
			PERS SURVIVOR: Payment	
			010.1145	0.59
			EPMC: Payment	
			001.1145	572.41
			EPMC: Payment	
			004.1145	96.32
			PERS SURVIVOR: Payment	
			023.1145	0.27
			Total :	23,366.67
915	6/28/2024	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			024.1120	16.11
			FEDERAL TAXES: Payment	
			041.1120	460.23
			FEDERAL TAXES: Payment	
			042.1120	371.37
			FEDERAL TAXES: Payment	
			070.1120	815.35
			SOCIAL SECURITY: Payment	
			001.1140	625.36
			SOCIAL SECURITY: Payment	
			008.1140	119.04
			MEDICARE: Payment	
			001.1140	3,248.78
			MEDICARE: Payment	
			004.1140	519.94
			MEDICARE: Payment	
			008.1140	27.84
			MEDICARE: Payment	
			010.1140	83.06
			MEDICARE: Payment	
			012.1140	49.70
			MEDICARE: Payment	

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
915	6/28/2024	000119 INTERNAL REVENUE SERVICE	(Continued)	
			016.1140	49.70
			MEDICARE: Payment	
			023.1140	26.86
			MEDICARE: Payment	
			024.1140	5.44
			MEDICARE: Payment	
			041.1140	78.70
			MEDICARE: Payment	
			042.1140	158.52
			MEDICARE: Payment	
			070.1140	144.72
			FEDERAL TAXES: Payment	
			001.1120	12,726.73
			FEDERAL TAXES: Payment	
			004.1120	1,685.80
			FEDERAL TAXES: Payment	
			010.1120	285.32
			FEDERAL TAXES: Payment	
			012.1120	107.67
			FEDERAL TAXES: Payment	
			016.1120	107.68
			FEDERAL TAXES: Payment	
			023.1120	74.97
			Total :	21,788.89
916	6/28/2024	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	5,127.36
			STATE TAXES: Payment	
			004.1130	615.32
			STATE TAXES: Payment	
			010.1130	77.92
			STATE TAXES: Payment	
			012.1130	42.75
			STATE TAXES: Payment	
			016.1130	42.75

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
916	6/28/2024	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			023.1130	20.57
			STATE TAXES: Payment	
			024.1130	5.93
			STATE TAXES: Payment	
			041.1130	188.16
			STATE TAXES: Payment	
			042.1130	116.17
			STATE TAXES: Payment	
			070.1130	277.66
			Total :	6,514.59
89648	6/28/2024	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	12.40
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.48
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.48
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			001.1181	13.40
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			012.1181	6.71
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			016.1181	6.71
			AFLAC DENTAL: Payment	
			070.1181	0.56
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	135.42
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.97
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.58
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89648	6/28/2024	003804 AFLAC WWHQ	(Continued)	
			023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.27
			AFLAC ACCIDENT INSURANCE: Payment	
			042.1181	4.19
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	208.80
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.70
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.50
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	218.60
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.71
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	12.32
			AFLAC HOSPITAL INSURANCE: Payment	
			042.1181	4.97
			AFLAC DENTAL: Payment	
			001.1181	27.89
			AFLAC DENTAL: Payment	
			004.1181	0.55
			AFLAC DENTAL: Payment	
			041.1181	1.66
			Total :	735.54
89649	6/28/2024	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	3.75

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89649	6/28/2024	000433 ARROWHEAD UNITED WAY	(Continued)	
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.25
			ARROWHEAD UNITED WAY: Payment	
			041.1180	0.74
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.26
			Total :	5.00
6 Vouchers for bank code : wfb				Bank total : 65,572.90
6 Vouchers in this report				Total vouchers : 65,572.90

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Voucher	Date	Vendor	Description/Account	Amount
917	6/28/2024	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	11,550.00
			ICMA DEFERRED COMP 457: Payment	
			004.1170	770.00
			ICMA DEFERRED COMP 457: Payment	
			041.1170	2,310.00
			ICMA DEFERRED COMP 457: Payment	
			070.1170	770.00
			Total :	15,400.00
918	6/28/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment	
			004.1145	2.75
			EPMC: Payment	
			041.1145	8.25
			EPMC: Payment	
			070.1145	2.72
			PERS: Payment	
			001.1145	588.81
			PERS: Payment	
			004.1145	39.25
			PERS: Payment	
			041.1145	117.76
			PERS: Payment	
			070.1145	39.25
			PERS SURVIVOR: Payment	
			001.1145	0.70
			PERS SURVIVOR: Payment	
			004.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.15
			PERS SURVIVOR: Payment	
			070.1145	0.03
			EPMC: Payment	
			001.1145	41.24

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Voucher	Date	Vendor	Description/Account	Amount
918	6/28/2024	000004	000004 PUBLIC EMPLOYEE RETIREMENT S (Continued)	Total : 840.96
919	6/28/2024	000119	INTERNAL REVENUE SERVICE	
			FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	25,168.95
			FEDERAL TAXES: Payment	
			004.1120	1,677.93
			FEDERAL TAXES: Payment	
			041.1120	5,033.80
			FEDERAL TAXES: Payment	
			070.1120	1,677.90
			MEDICARE: Payment	
			001.1140	2,512.90
			MEDICARE: Payment	
			004.1140	167.52
			MEDICARE: Payment	
			041.1140	502.58
			MEDICARE: Payment	
			070.1140	167.48
			Total :	36,909.06
920	6/28/2024	000001	CALIF STATE EMPLOYMENT	
			STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	9,572.84
			STATE TAXES: Payment	
			004.1130	638.19
			STATE TAXES: Payment	
			041.1130	1,914.56
			STATE TAXES: Payment	
			070.1130	638.18
			Total :	12,763.77
89650	6/28/2024	000433	ARROWHEAD UNITED WAY	
			ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	3.79
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.25
			ARROWHEAD UNITED WAY: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89650	6/28/2024	000433 ARROWHEAD UNITED WAY	(Continued)	
			041.1180	0.77
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.19
			Total :	5.00
5 Vouchers for bank code : wfb				Bank total : 65,918.79
5 Vouchers in this report				Total vouchers : 65,918.79

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Voucher List
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Voucher	Date	Vendor	Description/Account	Amount
89651	7/2/2024	005737 AGA ENGINEERS, INC.	TS MONITORING SVC-FEB TS MONITORING SVC-FEB 020.8440.4550 STR18001 NP ARPA-MAR STR18001 NP ARPA-MAR 030.8495.6550 ON CALL TRAFFIC ENG SVC-MAR ON CALL TRAFFIC ENG SVC-MAR 020.8440.4550 ON CALL TRAFFIC ENG SVC-MAY ON CALL TRAFFIC ENG SVC-MAY 020.8440.4550 TS MONIT SVC-MAY TS MONIT SVC-MAY 020.8440.4550	3,200.00 2,235.00 2,355.00 555.00 3,200.00
			Total :	11,545.00
89652	7/2/2024	001271 ALLSTAR FIRE EQUIPMENT INC	FS#3: SCBA REPAIRS FS#3: SCBA REPAIRS 028.2050.4243 FS#3: SCBA REPAIRS 029.2100.4243	14.65 14.64
			Total :	29.29
89653	7/2/2024	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES OFFICE SUPPLIES 001.1700.4200 OFFICE SUPPLIES 30% RECYCLED DESK CALENDAR 001.1700.4200 OFFICE SUPPLIES 001.1700.4200	83.76 20.52 118.76
			Total :	223.04
89654	7/2/2024	003367 ASCAP	ASCAP LICENSE 24/25 ASCAP LICENSE 24/25 001.1450.4310	880.50

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Voucher	Date	Vendor	Description/Account	Amount
89654	7/2/2024	003367 003367 ASCAP	(Continued)	
			Total :	880.50
89655	7/2/2024	000165 AT&T	POLICE DEPT-JUL POLICE DEPT-JUL 001.2000.4060	
			Total :	3,231.90
89656	7/2/2024	005516 BASE HILL, INC.	JANITORIAL SERVICE-JUN CITY HALL-JUN 042.9510.4504 COUNCIL CHAMBERS-JUN 042.9510.4504 AURANTIA PARK-JUN 001.6000.4504 COMM PARK-JUN 001.6000.4504 PD-JUN 001.2000.4504	
			Total :	9,805.47
89657	7/2/2024	000232 CAPITAL ONE	CORP YARD: SUPPLIES CORP YARD: SUPPLIES 004.8310.4200 CORP YARD: HALLOWAY UNIFORMS CORP YARD: HALLOWAY UNIFORMS 001.6010.4249	
			Total :	127.89
89658	7/2/2024	002912 CHAMPION ELECTRIC, INC.	LIBRARY: PARKING LOT LIGHTS LIBRARY: PARKING LOT LIGHTS 001.6000.4070	
			Total :	502.50
89659	7/2/2024	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL-MAY FIRE MARSHALL-MAY 029.2100.4540	
			Total :	4,852.50
89660	7/2/2024	006099 CHARTER COMMUNICATIONS	CORP YARD: TELE/INT SVC-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
89660	7/2/2024	006099 CHARTER COMMUNICATIONS	(Continued) CORP YARD: TELE/INT SVC-JUN 004.8310.4060	629.75
Total :				629.75
89661	7/2/2024	000194 CITY OF SAN BERNARDINO	SHARED TRAFFIC SIGNAL MAINT-OCT-DEC 23 SHARED TRAFFIC SIGNAL MAINT-OCT-DEC 23 004.8310.4580	1,308.16
			SHARED TRAFFIC SIGNAL MAINT-JAN-MAR 24 SHARED TRAFFIC SIGNAL MAINT-JAN-MAR 24 004.8310.4580	6,526.74
Total :				7,834.90
89662	7/2/2024	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
			YMCA PEST CONTROL YMCA PEST CONTROL 001.6000.4589	109.00
			CITY HALL PEST CONTROL CITY HALL PEST CONTROL 042.9510.4589	72.00
			PD PEST CONTROL PD PEST CONTROL 001.2000.4589	111.00
			CORP YARD PEST CONTROL	

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Voucher	Date	Vendor	Description/Account	Amount
89662	7/2/2024	005553 CLARK PEST CONTROL OF STOCKTON	(Continued) CORP YARD PEST CONTROL 004.8310.4589	84.00 Total : 535.00
89663	7/2/2024	000744 D&T AUTO REPAIR	VEH#121: MAINT VEH#121: MAINT 001.4600.4240	516.43 Total : 516.43
89664	7/2/2024	000213 DAILY JOURNAL CORPORATION	HCPB VACANCY NEWSPAPER PUBLICATIONS HCPB VACANCY NEWSPAPER PUBLICATIONS 001.1200.4300 CTC VACANCY NEWSPAPER PUBLICATIONS CTC VACANCY NEWSPAPER PUBLICATIONS 001.1200.4300 PC VACANCY NEWSPAPER PUBLICATIONS PC VACANCY NEWSPAPER PUBLICATIONS 001.1200.4300 CUP24003 FIXED FEE NEWSPAPER PUBLICATION CUP24003 FIXED FEE NEWSPAPER 001.1200.4300 DRA24004 NEWSPAPER PUBLICATIONS DRA24004 NEWSPAPER PUBLICATIONS 001.1200.4300	285.20 186.30 285.20 248.40 425.50 Total : 1,430.60
89665	7/2/2024	001230 DEPARTMENT OF FORESTRY	MEDIC SVC 4TH QTR ESTIMATE MEDIC SVC 4TH QTR ESTIMATE 028.2050.4567 FIRE SVC 4TH QTR ESTIMATE FIRE SVC 4TH QTR ESTIMATE 029.2100.4569 MEDIC SVC 1/1-3/31/2024 MEDIC SVC 1/1-3/31/2024 028.2050.4567 FIRE SVC 1/1-3/31/2024 FIRE SVC 1/1-3/31/2024	492,784.23 942,048.96 412,029.38

Voucher	Date	Vendor	Description/Account	Amount
89665	7/2/2024	001230 DEPARTMENT OF FORESTRY	(Continued) 029.2100.4569	911,500.22
			Total :	2,758,362.79
89666	7/2/2024	004654 DEPT OF INDUSTRIAL RELATIONS	LIBRARY ELEVATOR MAINT: PERMIT LIBRARY ELEVATOR MAINT: PERMIT 001.6000.4587	675.00
			Total :	675.00
89667	7/2/2024	000085 EAST VALLEY WATER DISTRICT	LMD 15-A-JUN LMD 15-A-JUN 012.8500.4030 FS#2-JUN FS#2-JUN 028.2050.4030 FS#2-JUN 029.2100.4030 AURANTIA PARK-JUN AURANTIA PARK-JUN 001.6000.4030 LMD 44-JUN LMD 44-JUN 012.8500.4030 LMD 15-B-JUN LMD 15-B-JUN 012.8500.4030 FS#2 FS-JUN FS#2 FS-JUN 028.2050.4030 FS#2 FS-JUN 029.2100.4030	298.16 115.56 115.55 1,598.50 1,053.94 627.20 17.57 17.57
			Total :	3,844.05
89668	7/2/2024	000085 EAST VALLEY WATER DISTRICT	LMD 04-JUN LMD 04-JUN 012.8500.4030 POLICE STATION-JUN POLICE STATION-JUN	60.74

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Voucher	Date	Vendor	Description/Account	Amount
89668	7/2/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			001.2000.4030	341.18
			POLICE STATION-JUN	
			POLICE STATION-JUN	
			001.2000.4030	1,312.91
			LMD 29-JUN	
			LMD 29-JUN	
			012.8500.4030	183.94
			CITY HALL-JUN	
			CITY HALL-JUN	
			042.9510.4030	220.34
			LMD 07-JUN	
			LMD 07-JUN	
			012.8500.4030	102.28
			BASELINE MEDIAN-JUN	
			BASELINE MEDIAN-JUN	
			004.8310.4030	297.00
			FS#1-JUN	
			FS#1-JUN	
			028.2050.4030	77.49
			FS#1-JUN	
			029.2100.4030	77.49
			LMD 21-B	
			LMD 21-D-JUN	
			012.8500.4030	202.14
			CITY HALL-JUN	
			CITY HALL-JUN	
			042.9510.4030	35.14
			FS#3 FS-JUN	
			FS#3 FS-JUN	
			028.2050.4030	26.35
			FS#3 FS-JUN	
			029.2100.4030	26.35
			BASELINE MEDIAN-JUN	
			BASELINE MEDIAN-JUN	
			004.8310.4030	379.30
			LMD 73-JUN	
			LMD 73-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
89668	7/2/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030	47.24
			LMD 37-JUN	
			LMD 37-JUN	
			012.8500.4030	100.02
			FS#3 DOM-JUN	
			FS#3 DOM-JUN	
			028.2050.4030	217.03
			FS#3 DOM-JUN	
			029.2100.4030	217.01
			LMD 21-A-JUN	
			LMD 21-A-JUN	
			012.8500.4030	111.64
			POLICE STATION FS-JUN	
			POLICE STATION FS-JUN	
			001.2000.4030	52.70
			FS#3 IRR-JUN	
			FS#3 IRR-JUN	
			028.2050.4030	35.77
			FS#3 IRR-JUN	
			029.2100.4030	35.77
			BOULDER MEDIAN-JUN	
			BOULDER MEDIAN-JUN	
			004.8310.4030	421.00
			POLICE STATION FS-JUN	
			POLICE STATION FS-JUN	
			001.2000.4030	52.70
			Total :	4,633.53
89669	7/2/2024	001217 ECS IMAGING, INC.	LASERFISCHE & SCANNER WARRANTY	
			LASERFISCHE & SCANNER WARRANTY	
			042.9510.4255	8,829.75
			Total :	8,829.75
89670	7/2/2024	002190 ENGINEERING RESOURCES OF SO CA	STR07004A NP ARPA-MAY	
			STR07004A NP ARPA-MAY	
			030.8495.6600	10,600.00
			OLA23002 DE MSRI-MAY	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89670	7/2/2024	002190 ENGINEERING RESOURCES OF SO CA	(Continued) OLA23002 DE MSRI-MAY 017.8350.6550	11,557.50
Total :				22,157.50
89671	7/2/2024	000266 FAIRVIEW FORD SALES INC	VEHICLE #116 VEHICLE #116 001.6010.4240	1,918.49
Total :				1,918.49
89672	7/2/2024	004956 FIDELITY SECURITY	VISION-JUL VISION-JUL 001.1160 VISION-JUL 004.1160 VISION-JUL 012.1160 VISION-JUL 016.1160 VISION-JUL 023.1160 VISION-JUL 024.1160 VISION-JUL 041.1160 VISION-JUL 042.1160 VISION-JUL 070.1160 VISION-JUL 010.1160	199.60 30.44 5.18 5.18 1.04 0.41 9.12 10.36 6.08 3.82
Total :				271.23
89673	7/2/2024	006310 FREE ENERGY SAVINGS LLC	BP#20240789 REFUND BP#20240789 REFUND 001.1450.7800	75.00
Total :				75.00

Voucher	Date	Vendor	Description/Account	Amount
89674	7/2/2024	006309 FREEDOM FOREVER LLC	BP#20230970 REFUND	
			BP#20230970 REFUND	
			001.1450.7600	325.00
			BP#20231070 REFUND	
			BP#20231070 REFUND	
			001.1450.7600	325.00
			BP#20231706 REFUND	
			BP#20231706 REFUND	
			001.1450.7600	325.00
			BP#20240085 REFUND	
89675	7/2/2024	001122 GALLS, LLC	BP#20240085 REFUND	
			BP#20240085 REFUND	
			001.1450.7600	325.00
			Total :	1,300.00
89676	7/2/2024	006187 GREASE MONKEY #977	UNIFORMS: OWENS & RAMIREZ	
			UNIFORMS: OWENS & RAMIREZ	
			001.4600.4249	15.61
			UNIFORMS: OWENS & RAMIREZ	
			UNIFORMS: OWENS & RAMIREZ	
			001.4600.4249	39.56
			UNIFORMS: OWENS & RAMIREZ	
			UNIFORMS: OWENS & RAMIREZ	
			001.4600.4249	25.86
			UNIFORMS: WIRZ	
			UNIFORMS - WIRZ	
			001.4600.4249	335.50
			UNIFORMS: OWENS & RAMIREZ	
			UNIFORMS: OWENS & RAMIREZ	
			001.4600.4249	38.79
			UNIFORMS: OWENS & RAMIREZ	
UNIFORMS: OWENS & RAMIREZ				
001.4600.4249	395.23			
89676	7/2/2024	006187 GREASE MONKEY #977	Total :	850.55
			VEH#116: MAINT	
			VEH#116: MAINT	
			001.6010.4240	117.79
89676	7/2/2024	006187 GREASE MONKEY #977	VEH#139: MAINT	

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Voucher	Date	Vendor	Description/Account	Amount
89676	7/2/2024	006187 GREASE MONKEY #977	(Continued) VEH#139: MAINT 001.6000.4240	175.88
Total :				293.67
89677	7/2/2024	004939 GUARDIAN	DENTAL-JUL DENTAL-JUL 001.1160 DENTAL-JUL 004.1160 DENTAL-JUL 010.1160 DENTAL-JUL 012.1160 DENTAL-JUL 016.1160 DENTAL-JUL 024.1160 DENTAL-JUL 041.1160 DENTAL-JUL 070.1160	1,141.34 140.69 34.68 10.61 10.61 1.01 29.64 17.79
Total :				1,386.37
89678	7/2/2024	004453 HARRIS & ASSOCIATES	CFD FOR MEDITERRA-MAY CFD FOR MEDITERRA-MAY 028.2050.4550	1,119.50
Total :				1,119.50
89679	7/2/2024	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 CM IVDA-MAY STR18001 CM IVDA-MAY 027.8490.6550 STR18001 CM RDA07-MAY STR18001 CM RDA07-MAY 010.3830.6550 STR18001 CM SMBMI-MAY STR18001 CM SMBMI-MAY 027.8490.6550	3,740.77 3,740.77 3,740.77

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Voucher	Date	Vendor	Description/Account	Amount
89679	7/2/2024	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)	
			STR18001 CM EDA-MAY	
			STR18001 CM EDA-MAY	
			030.8495.6550	8,158.42
			BRG07001 PM NP ARPA-MAY	
			BRG07001 PM NP ARPA-MAY	
			030.8495.6813	16,800.00
			BRG12001 REG PM NP ARPA-MAY	
			BRG12001 REG PM NP ARPA-MAY	
			030.8495.6813	3,024.00
			ICH17006 PM NP SMBMI-IGG-MAY	
			ICH17006 PM NP SMBMI-IGG-MAY	
			027.8490.6813	4,224.00
			ICH17004 PM NP ARPA-MAY	
			ICH17004 PM NP ARPA-MAY	
			030.8495.6813	3,840.00
			STR17002 PM ARPA-MAY	
			STR17002 PM ARPA-MAY	
			030.8495.6550	1,152.00
			STR07004A PM NON PART ARPA-MAY	
			STR07004A PM NON PART ARPA-MAY	
			030.8495.6600	816.00
			SIG21001 CE HSIP-MAY	
			SIG21001 CE HSIP-MAY	
			030.8495.6550	1,300.50
			Total :	50,537.23
89680	7/2/2024	000105 HIGHLAND CHAMBER OF COMMERCE	LUNCHEON: BENNETT/WILSON/MORENO/TAFOLLA/	
			LUNCHEON: BENNETT	
			001.3200.4330	25.00
			LUNCHEON: WILSON/MORENO	
			001.6020.4330	50.00
			LUNCHEON: TAFOLLA	
			001.4100.4330	25.00
			LUNCHEON: MORGAN/FLOREZ	
			001.4200.4330	50.00
			Total :	150.00

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Voucher	Date	Vendor	Description/Account	Amount
89681	7/2/2024	005873 INTERSTATE STRIPING INC	STRIPING MAINT. CONTRACT WORK STRIPING MAINT. CONTRACT WORK 004.8310.4578	10,945.38
Total :				10,945.38
89682	7/2/2024	000127 K & L HARDWARE	COMM PARK: PLUMBING MAINT COMM PK: PLUMBING MAINT 001.6000.4070 PD: PLUMBING SUPPLIES PD: PLUMBING SUPPLIES 001.2000.4070 CORP YARD: MISC SUPPLIES CORP YARD: MISC SUPPLIES 004.8310.4206	55.77 102.97
Total :				73.23
89683	7/2/2024	005310 KOA CORPORATION	STR17001-DE COSB-JUN-DEC STR17001-DE COSB-JUN-DEC 027.8490.6530 STR17001-DE ARPA-JUN-DEC STR17001-DE ARPA-JUN-DEC 030.8495.6550 STR22002 DE MSRI-APR STR22002 DE MSRI-APR 017.8350.6530	10.22 5,999.53
Total :				14,120.00
89684	7/2/2024	000207 KONICA MINOLTA	COPIER LEASE-JUL COPIER LEASE-JUL 042.9510.4205 COPIER LEASE-JUL 001.2000.4205	1,698.14 603.40
Total :				2,301.54
89685	7/2/2024	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-JUN PETTY CASH-JUN 001.0020	91.22
Total :				91.22

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Voucher	Date	Vendor	Description/Account	Amount
89686	7/2/2024	001193 LIFE ASSIST, INC.	FS#2: TACTICAL BAG FS#2: TACTICAL BAG 029.2100.6060	424.31
Total :				424.31
89687	7/2/2024	001679 MC CRAY'S ENTERPRISES	ME541: MAINT ME541: MAINT 028.2050.4240 ME541: MAINT 029.2100.4240	178.09
Total :				356.18
89688	7/2/2024	006308 MCGRATH'S CATERING	STATE OF THE CITY: CATERING STATE OF THE CITY: CATERING 001.1000.4336	2,683.62
Total :				2,683.62
89689	7/2/2024	004110 MONTGOMERY HARDWARE CO.	PD: DOOR ELECTRONIC LOCKS PD: DOOR ELECTRONIC LOCKS 001.2000.4070	2,498.89
Total :				2,498.89
89690	7/2/2024	006113 NATIONAL ASSOC OF TOWN WATCH	NATIONAL NIGHT OUT: SUPPLIES NATIONAL NIGHT OUT: SUPPLIES 001.6020.4336	210.00
Total :				210.00
89691	7/2/2024	006222 NEC CLOUD COMMUNICATIONS	VOIP-JUN VOIP-JUN 042.9510.4533	2,308.56
Total :				2,308.56
89692	7/2/2024	000155 NEW YORK LIFE	NEW YORK LIFE-JUN FINAL NEW YORK LIFE-JUN FINAL 001.1180 NEW YORK LIFE-JUN FINAL 004.1180 NEW YORK LIFE-JUN FINAL 041.1180	9.75 0.65 1.95

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Voucher	Date	Vendor	Description/Account	Amount
89692	7/2/2024	000155 NEW YORK LIFE	(Continued) NEW YORK LIFE-JUN FINAL 070.1180	0.65
Total :				13.00
89693	7/2/2024	001439 OFFICE SOLUTIONS	FS#1: TONER FS#1: TONER 028.2050.4200 FS#1: TONER 029.2100.4200	107.47
Total :				107.46
Total :				214.93
89694	7/2/2024	001114 PARKHOUSE TIRE, INC.	ME541: TIRES ME541: TIRES 029.2100.4240 ME541: TIRES 028.2050.4240	1,827.79
Total :				1,827.79
Total :				3,655.58
89695	7/2/2024	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-JUL PRINCIPAL-JUL 001.1200.3590 PRINCIPAL-JUL 001.1450.3590 PRINCIPAL-JUL 001.1600.3590 PRINCIPAL-JUL 001.1700.3590 PRINCIPAL-JUL 001.3200.3590 PRINCIPAL-JUL 001.4100.3590 PRINCIPAL-JUL 001.4200.3590 PRINCIPAL-JUL 001.4500.3590 PRINCIPAL-JUL 001.4500.3590	27.26 53.55 6.94 83.15 38.11 146.92 79.18 58.87 87.00

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Voucher	Date	Vendor	Description/Account	Amount
89695	7/2/2024	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)	
			PRINCIPAL-JUL	
			001.6000.3590	21.02
			PRINCIPAL-JUL	
			001.6010.3590	21.33
			PRINCIPAL-JUL	
			001.6020.3590	12.75
			PRINCIPAL-JUL	
			004.8310.3590	130.90
			PRINCIPAL-JUL	
			010.3830.3590	30.46
			PRINCIPAL-JUL	
			012.8500.3590	10.39
			PRINCIPAL-JUL	
			016.8540.3590	10.37
			PRINCIPAL-JUL	
			023.3890.3590	5.13
			PRINCIPAL-JUL	
			024.8470.3590	1.11
			PRINCIPAL-JUL	
			041.9500.3590	13.70
			PRINCIPAL-JUL	
			001.1160	46.35
			PRINCIPAL-JUL	
			070.7000.3590	33.40
			PRINCIPAL-JUL	
			042.9510.3590	21.51
			Total :	939.40
89696	7/2/2024	003194 PROGRESSIVE SOLUTIONS	CASHIERING SOFTWARE MAINT 24/25	
			CASHIERING SOFTWARE MAINT 24/25	
			042.9510.4255	6,662.06
			Total :	6,662.06
89697	7/2/2024	000030 SAN BERNARDINO COUNTY SHERIFFS	CAL-ID 24/25	
			CAL-ID 24/25	
			001.2000.4564	66,061.12

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Voucher	Date	Vendor	Description/Account	Amount
89697	7/2/2024	000030	000030 SAN BERNARDINO COUNTY SHERII (Continued)	Total : 66,061.12
89698	7/2/2024	004623	SAN BERNARDINO COUNTY, FIRE PROT VSQG WASTE DISPOSAL FEE 23/24 VSQG WASTE DISPOSAL FEE 23/24 001.4200.4596	645.85 Total : 645.85
89699	7/2/2024	003422	SO CAL ASSOC OF GOVERNMENTS SCAG DUES 24/25 SCAG DUES 24/25 001.1000.4310	7,845.00 Total : 7,845.00
89700	7/2/2024	000203	SOUTHERN CALIFORNIA EDISON POLICE STATION-JUN POLICE STATION-JUN 001.2000.4010 CITY HALL-JUN CITY HALL-JUN 042.9510.4010 CITY HALL-JUN CITY HALL-JUN 042.9510.4010 CORP YARD-JUN CORP YARD-JUN 004.8310.4010 FS#1-3-JUN FS#3-JUN 028.2050.4010 FS#3-JUN 029.2100.4010 FS#1-JUN 028.2050.4010 FS#1-JUN 029.2100.4010 FS#2-JUN 028.2050.4010 FS#2-JUN 029.2100.4010 LIBRARY/ELC-JUN	10,912.19 7,466.80 1,698.76 1,112.25 1,127.01 1,126.99 402.10 402.10 303.02 303.02

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Voucher	Date	Vendor	Description/Account	Amount
89700	7/2/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued) LIBRARY/ELC-JUN 001.6000.4010	7,236.09
Total :				32,090.33
89701	7/2/2024	002459 SOUTHERN CALIFORNIA WASTE, MANA	MEMBERSHIP DUES 24/25: MORGAN MEMBERSHIP DUES 24/25: MORGAN 001.4200.4330	65.00
Total :				65.00
89702	7/2/2024	006150 SPECTRUM GAS PRODUCTS	FS#3: OXYGEN REFILL FS#3: OXYGEN REFILL 028.2050.4207	39.00
Total :				39.00
89703	7/2/2024	006127 STAPLES BUSINESS CREDIT	OFFICE CHAIR OFFICE CHAIR 001.6020.4203 OFFICE CHAIR OFFICE CHAIR 001.4200.4203 CHAIR CHAIR 001.4200.4203 RETURNED CHAIR RETURNED CHAIR 001.4200.4203	269.35 -174.41
Total :				454.53
89704	7/2/2024	005332 STATE OF CALIFORNIA	23/24 AUDIT CONFIRMATIONS 23/24 AUDIT CONFIRMATIONS 001.1700.4510	150.00
Total :				150.00
89705	7/2/2024	001527 STERICYCLE INC.	SHREDDING SERVICE-MAY SHREDDING SERVICE-MAY 001.1200.4626	154.72
Total :				154.72

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Voucher	Date	Vendor	Description/Account	Amount
89706	7/2/2024	000570 STP COMPLIANCEEHS	CAL OCC H&S NETWORK 24/25 CAL OCC H&S NETWORK 24/25 001.1600.4310	1,308.10
Total :				1,308.10
89707	7/2/2024	004920 TKE ENGINEERING	CENTRAL & 10TH ALL WAYS STOP DE-JAN-APR CENTRAL & 10TH ALL WAYS STOP DE-JAN-APR 023.3890.4550	85.00
			BRG07001 PM NON PART ARPA-APR BRG07001 PM NON PART ARPA-APR 030.8495.6813	977.50
			BRG12001 PM NON PART ARPA-APR BRG12001 PM NON PART ARPA-APR 030.8495.6813	230.00
			GENERAL ENG SRVS CAPITAL PROJECTS GENERAL ENG SRVS CAPITAL PROJECTS 023.3890.4550	220.00
			SDR17001 PM NON PART DIF LOC-APR SDR17001 PM NON PART DIF LOC-APR 007.8330.6600	805.00
			STR07004A PM NON PART ARPA-APR STR07004A PM NON PART ARPA-APR 030.8495.6600	460.00
			STR17002 PM CCF 2017-APR STR17002 PM CCF 2017-APR 027.8490.6550	1,035.00
			STR18001 PM NON PART ARPA-APR STR18001 PM NON PART ARPA-APR 030.8495.6550	747.50
			STR22002 PM NON PART MSRI-APR STR22002 PM NON PART MSRI-APR 017.8350.6530	747.50
			STR23003 PM NON PART MSRI-APR STR23003 PM NON PART MSRI-APR 017.8350.6550	345.00
			CENTRAL & 10TH ALL WAY STOP DE-MAY-JUN CENTRAL & 10TH ALL WAY STOP DE-MAY-JUN 023.3890.4550	12,315.00

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Voucher	Date	Vendor	Description/Account	Amount
89707	7/2/2024	004920 004920 TKE ENGINEERING	(Continued)	Total : 17,967.50
89708	7/2/2024	004413 TWISTED IMAGES INK	HIT: SHIRTS HIT: SHIRTS 001.6020.4206	500.95 Total : 500.95
89709	7/2/2024	006214 UNITED ENGINEERING & CONSTRUCT	FS#3: FIRE TRAINING FACILITY FS#3: FIRE TRAINING FACILITY 027.8490.6030	158,397.31 Total : 158,397.31
89710	7/2/2024	004323 UNITED RENTALS (NORTH AMERICA)	FS#3: GENERATOR REPAIR FS#3: GENERATOR REPAIR 028.2050.4222 FS#3: GENERATOR REPAIR 029.2100.4222 EQUIP MAINT #115 EQUIP MAINT #115 004.8310.4245 EQUIP MAINT #131 EQUIP MAINT #131 004.8310.4245 VEH#140: MAINT VEH#140: MAINT 004.8310.4245	2,655.33 2,655.32 1,653.83 1,653.12 2,018.56 Total : 10,636.16
89711	7/2/2024	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-JUL LONG TERM DISABILITY-JUL 001.1180 LONG TERM DISABILITY-JUL 004.1180 LONG TERM DISABILITY-JUL 023.1180 LONG TERM DISABILITY-JUL 041.1180 LONG TERM DISABILITY-JUL	676.95 32.58 1.73 22.20

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Voucher	Date	Vendor	Description/Account	Amount
89711	7/2/2024	000226 UNUM LIFE INSURANCE	(Continued) 070.1180	51.80
Total :				785.26
89712	7/2/2024	004988 VIGILANT SOLUTIONS, LLC	ALPR (53) CAMERA LICENSE KEYS(CLK) 24/25 ALPR (53) CAMERA LICENSE KEYS(CLK) 24/25 023.3890.4533	12,441.00
Total :				12,441.00
89713	7/2/2024	004709 VORTEX INDUSTRIES, INC.	CORP YARD: ROLL UP DOOR & GATE MAINTENAN CORP YARD: ROLL UP DOOR & GATE 004.8310.4224	3,025.00
Total :				3,025.00
89714	7/2/2024	000233 WAXIE SANITARY SUPPLY	PD: JANITORIAL SUPPLIES 40% RECYCLED BIGFOLD TOWELS 001.2000.4055 50% RECYCLED TOILET TISSUE 001.2000.4055	341.21
Total :				186.66
89715	7/2/2024	000237 WILL DAN ASSOCIATES	ICH17006 NP ARPA-MAY ICH17006 NP ARPA-MAY 030.8495.6813 ICH17004 NP ARPA-MAY ICH17004 NP ARPA-MAY 030.8495.6813 STR18001 NP ARPA-APR STR18001 NP ARPA-APR 030.8495.6550	2,400.00
Total :				400.00
89716	7/2/2024	001921 WIRZ & COMPANY PRINTING	WATER QUALITY DOORHANGERS WATER QUALITY DOORHANGERS 001.4200.4250	549.00
Total :				3,349.00
89717	7/2/2024	006311 YEE, RATMONY	YARD SALE PERMIT#20240251 REFUND YARD SALE PERMIT#20240251 REFUND	996.69
Total :				996.69

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Voucher	Date	Vendor	Description/Account	Amount
89717	7/2/2024	006311 YEE, RATMONY	(Continued) 001.1450.7700	10.00
Total :				10.00
1002676222	7/2/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS RETIREMENT-24/25	
			PERS RETIREMENT-24/25	
			001.1200.3560	35,026.35
			PERS RETIREMENT-24/25	
			001.1450.3560	30,122.66
			PERS RETIREMENT-24/25	
			001.1600.3560	3,502.63
			PERS RETIREMENT-24/25	
			001.1700.3560	56,042.15
			PERS RETIREMENT-24/25	
			001.3200.3560	30,122.66
			PERS RETIREMENT-24/25	
			001.4100.3560	73,555.33
			PERS RETIREMENT-24/25	
			001.4200.3560	39,229.51
			PERS RETIREMENT-24/25	
			001.4500.3560	28,721.60
			PERS RETIREMENT-24/25	
			001.4600.3560	56,742.68
			PERS RETIREMENT-24/25	
			001.6000.3560	16,112.12
			PERS RETIREMENT-24/25	
			001.6010.3560	14,010.54
			PERS RETIREMENT-24/25	
			001.6020.3560	10,507.90
			PERS RETIREMENT-24/25	
			004.8310.3560	68,651.64
			PERS RETIREMENT-24/25	
			012.8500.3560	8,406.32
			PERS RETIREMENT-24/25	
			016.8540.3560	8,406.32
			PERS RETIREMENT-24/25	
			023.3890.3560	6,304.74

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Voucher	Date	Vendor	Description/Account	Amount
1002676222	7/2/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS RETIREMENT-24/25	
			041.9500.3560	4,903.69
			PERS RETIREMENT-24/25	
			042.9510.3560	28,021.08
			PERS RETIREMENT-24/25	
			070.7000.3560	10,507.90
			PERS RETIREMENT-24/25	
			024.8470.3560	700.53
			PERS RETIREMENT-24/25	
			010.3830.3560	16,812.65
			PERS RETIREMENT-24/25	
			001.1450.3560	5,193.00
Total :				551,604.00
1002676228	7/2/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH-JUL	
			PERS HEALTH-JUL	
			001.1150	14,504.00
			PERS HEALTH-JUL	
			004.1150	1,526.82
			PERS HEALTH-JUL	
			010.1150	493.28
			PERS HEALTH-JUL	
			012.1150	206.61
			PERS HEALTH-JUL	
			016.1150	206.61
			PERS HEALTH-JUL	
			023.1150	41.32
			PERS HEALTH-JUL	
			041.1150	371.31
			PERS HEALTH-JUL	
			070.1150	367.49
			PERS HEALTH-JUL	
			001.1450.3511	75.81
			PERS HEALTH-JUL	
			041.9500.3515	1,800.00
Total :				19,593.25

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Voucher	Date	Vendor	Description/Account	Amount
69		Vouchers for bank code : wfb		Bank total : 3,840,863.46
69		Vouchers in this report		Total vouchers : 3,840,863.46

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Voucher	Date	Vendor	Description/Account	Amount
89718	7/9/2024	005771 AMAZON CAPITAL SERVICES	MONITORS & MONITOR STAND	
			MONITORS & MONITOR STAND	
			042.9510.4203	1,578.00
			EXEMPT MANILA FILE FOLDERS	
			EXEMPT MANILA FILE FOLDERS	
			001.3200.4200	28.68
			MISC COMMUNITY EVENTS SUPPLIES	
			MISC COMMUNITY EVENTS SUPPLIES	
			001.6020.4336	1,005.34
			MISC COMMUNITY EVENTS SUPPLIES	
			MISC COMMUNITY EVENTS SUPPLIES	
			001.6020.4336	407.28
			RETURN SUGGESTION BOX	
			RETURN SUGGESTION BOX	
			001.1700.4200	-30.16
			FS#1: WATER FILTER	
			FS#1: WATER FILTER	
			029.2100.4203	38.36
			FS#1: WATER FILTER	
			028.2050.4203	38.36
			CHAIR	
			CHAIR	
			001.1700.4203	253.21
			OFFICE SUPPLIES	
			EXEMPT INDEX CARDS	
			001.4200.4200	10.81
			30% RECYCLED BROWN KRAFT ENVELOPES	
			001.4200.4200	17.00
			100% RECYCLED LABELS	
			001.4200.4200	24.58
			EXEMPT CARD STOCK	
			001.4200.4200	270.07
			OFFICE SUPPLIES	
			001.4200.4200	374.79
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	

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Voucher	Date	Vendor	Description/Account	Amount
89718	7/9/2024	005771 AMAZON CAPITAL SERVICES	(Continued)	
			001.1700.4200	49.55
			STORM WATER SUPPLIES: SPRAY PAINTS	
			STORM WATER SUPPLIES: SPRAY PAINTS	
			001.4200.4665	1,226.75
			EOC: WATCHGUARD FIREWALL	
			EOC: WATCHGUARD FIREWALL	
			030.8495.4349	1,256.75
			DESK CHAIR	
			DESK CHAIR	
			008.8340.4203	80.03
			HIT: PITCHFORKS	
			HIT: PITCHFORKS	
			001.6020.4206	178.76
			STATE OF THE CITY: CENTERPIECE VASES	
			STATE OF THE CITY: CENTERPIECE VASES	
			001.1000.4336	174.54
			Total :	6,982.70
89719	7/9/2024	003445 BOOT BARN, INC.	UNIFORM BOOTS: WILSON	
			UNIFORM BOOTS: WILSON	
			001.4200.4249	92.43
			Total :	92.43
89720	7/9/2024	002480 CASC ENGINEERING & CONSULTING	FWQ22001-MAY	
			FWQ22001-MAY	
			001.3200.4551	2,660.00
			FWQ19001-MAY	
			FWQ19001-MAY	
			001.3200.4551	140.00
			FWQ21002-MAY	
			FWQ21002-MAY	
			001.3200.4551	140.00
			FWQ21006-MAY	
			FWQ21006-MAY	
			001.3200.4551	140.00
			FWQ22003-MAY	
			FWQ22003-MAY	

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Voucher	Date	Vendor	Description/Account	Amount
89720	7/9/2024	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			001.3200.4551	140.00
			FWQ22001-MAY	
			FWQ22001-MAY	
			001.3200.4551	420.00
			WQP22008-MAY	
			WQP22008-MAY	
			001.3200.4551	140.00
			FWQ20002-MAY	
			FWQ20002-MAY	
			001.3200.4551	140.00
			WQP21001-MAY	
			WQP21001-MAY	
			001.3200.4551	577.50
			WQP22005-MAY	
			WQP22005-MAY	
			001.3200.4551	577.50
			WQP22011-MAY	
			WQP22011-MAY	
			001.3200.4551	472.50
			FWQ23002-MAY	
			FWQ23002-MAY	
			001.3200.4551	175.00
			FWQ22001-MAY	
			FWQ22001-MAY	
			001.3200.4551	87.50
			FWQ24001-MAY	
			FWQ24001-MAY	
			001.3200.4551	35.00
			WQP24003-MAY	
			WQP24003-MAY	
			001.3200.4551	665.00
			FWQ24002-MAY	
			FWQ24002-MAY	
			001.3200.4551	560.00
			Total :	7,070.00
89721	7/9/2024	006099 CHARTER COMMUNICATIONS	PD TELE/INT-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
89721	7/9/2024	006099 CHARTER COMMUNICATIONS	(Continued) PD TELE/INT-JUN 001.2000.4065	829.85
Total :				829.85
89722	7/9/2024	000213 DAILY JOURNAL CORPORATION	MINING TAX-NEWSPAPER PUBLICATIONS MINING TAX-NEWSPAPER PUBLICATIONS 001.1200.4300	593.40
Total :				593.40
89723	7/9/2024	000085 EAST VALLEY WATER DISTRICT	ATHLETIC CTR-JUN ATHLETIC CTR-JUN 001.6000.4030 BOULDER MEDIAN-JUN BOULDER MEDIAN-JUN 004.8310.4030 BOULDER MEDIAN-JUN BOULDER MEDIAN-JUN 004.8310.4030 COMMUNITY PARK-JUN COMMUNITY PARK-JUN 001.6000.4030 COMM CTR-JUN COMM CTR-JUN 001.6000.4030 LMD 70 LMD 70-JUN 012.8500.4030 LMD 36-JUN LMD 36-JUN 012.8500.4030 LMD 68/69-JUN LMD 68-JUN 012.8500.4030 LMD 69-JUN 012.8500.4030 LIBRARY/ELC-JUN LIBRARY/ELC-JUN	290.61 190.34 345.88 8,920.61 57.70 147.14 279.86 815.33 815.33

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Voucher List
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Voucher	Date	Vendor	Description/Account	Amount
89723	7/9/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			001.6000.4030	75.27
			CORP YARD-JUN	
			CORP YARD-JUN	
			004.8310.4030	77.38
			CORP YARD-JUN	
			CORP YARD-JUN	
			004.8310.4030	154.32
			CORP YARD-JUN	
			CORP YARD-JUN	
			004.8310.4030	999.04
			COMM CTR IRRIGATION-JUN	
			COMM CTR IRRIGATION-JUN	
			001.6000.4030	513.52
			LIBRARY/ELC-JUN	
			LIBRARY/ELC-JUN	
			001.6000.4030	642.50
			YMCA COMMUNITY PARK-JUN	
			YMCA COMMUNITY PARK-JUN	
			001.6000.4030	250.65
			LIBRARY/ELC-JUN	
			LIBRARY/ELC-JUN	
			001.6000.4030	502.66
			ATHLETIC CTR-JUN	
			ATHLETIC CTR-JUN	
			001.6000.4030	40.14
			COMMUNITY PARK-JUN	
			COMMUNITY PARK-JUN	
			001.6000.4030	57.70
			LMD 70 IRRIGATION-JUN	
			LMD 70 IRRIGATION-JUN	
			012.8500.4030	760.66
			LMD 79-JUN	
			LMD 79-JUN	
			012.8500.4030	231.16
			Total :	16,167.80
89724	7/9/2024	001122 GALLS, LLC	UNIFORMS: MORENO	

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Voucher	Date	Vendor	Description/Account	Amount
89724	7/9/2024	001122 GALLS, LLC	(Continued) UNIFORMS: MORENO 001.6020.4249	68.96
Total :				68.96
89725	7/9/2024	000207 KONICA MINOLTA	PRINTER MAINT CONTRACT-JUN PRINTER MAINT CONTRACT-JUN 042.9510.4631	703.68
Total :				703.68
89726	7/9/2024	005767 NOCK, LISSETTE	MILEAGE REIMB-JUN MILEAGE REIMB-JUN 001.1200.4332	55.47
Total :				55.47
89727	7/9/2024	000598 PR PRINTING	BUS CARDS: NAVA-CRUZ, & GOMEZ BUS CARDS: NAVA-CRUZ & GOMEZ 001.1700.4200	104.76
			BUS CARDS: SANCHEZ/DOMINGUEZ/MCCARGER BUS CARDS: SANCHEZ/DOMINGUEZ/MCCARGER 001.4500.4200	157.14
			BUS CARDS: LUDOLPH/FLEMING BUS CARDS: LUDOLPH/FLEMING 001.1700.4200	104.74
Total :				366.64
89728	7/9/2024	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING-JUN DOCUMENT RECORDING-JUN 001.1200.4506	41.00
			DOCUMENT RECORDING-JUN DOCUMENT RECORDING-JUN 001.1200.4506	112.00
			DOCUMENT RECORDING-JUN DOCUMENT RECORDING-JUN 001.1200.4506	20.00
			DOCUMENT RECORDING-JUN DOCUMENT RECORDING-JUN 001.1200.4506	14.00

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Voucher List
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Voucher	Date	Vendor	Description/Account	Amount
89728	7/9/2024	002511	002511 RECORDER-CLERK CO OF SB (Continued)	Total : 187.00
89729	7/9/2024	003713	SATCOM GLOBAL LTD.	
			SATTELITE PHONE-	
			SATTELITE PHONES-JUN	
			028.2050.4061	21.38
			SATTELITE PHONES-JUN	
			029.2100.4061	21.37
			SATTELITE PHONES-JUN	
			042.9510.4061	42.75
			SATTELITE PHONES-JUN	
			001.2000.4061	42.75
			Total :	128.25
89730	7/9/2024	000203	SOUTHERN CALIFORNIA EDISON	
			AURIANTA & CUNNINGHAM PK-JUN	
			AURIANTA PK-JUN	
			001.6000.4010	149.82
			CUNNINGHAM PK-JUN	
			016.8540.4010	16.50
			CANYON PK-JUN	
			CANYON PK-JUN	
			016.8540.4010	25.63
			SLT ACQUISITION-JUN	
			SLT ACQUISITION-JUN	
			013.8510.4011	16,128.83
			LMD 48/UPLIGHTING-JUN	
			UPLIGHTING-JUN	
			013.8510.4011	53.92
			LMD 48-JUN	
			012.8500.4010	-16.58
			CITY HALL-JUN	
			CITY HALL-JUN	
			042.9510.4010	1,418.08
			LS3-JUN	
			LS3-JUN	
			013.8510.4011	1,644.28
			LS2/3-JUN	
			LS2/3-JUN	
			013.8510.4011	663.93

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Voucher	Date	Vendor	Description/Account	Amount
89730	7/9/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LS1-JUN	
			LS1-JUN	
			013.8510.4011	9,359.34
			LS2-JUN	
			LS2-JUN	
			013.8510.4011	1,291.25
			SIGNALS-JUN	
			SIGNALS-JUN	
			004.8310.4580	459.91
			Total :	31,194.91
89731	7/9/2024	004920 TKE ENGINEERING	34222003 EVWD PERMITS/INSP-APR	
			34222003 EVWD PERMITS/INSP-APR	
			001.3200.4551	159.00
			34223005 EVWD PERMITS/INSP-APR	
			34223005 EVWD PERMITS/INSP-APR	
			001.3200.4551	318.00
			35323139 SCE PERMITS/INSP-APR	
			35323139 SCE PERMITS/INSP-APR	
			001.3200.4551	1,961.00
			FIXED FEE SCE PERMITS/INSP-APR	
			FIXED FEE SCE PERMITS/INSP-APR	
			001.3200.4551	1,484.00
			FIXED FEES ATT PERMITS/INSP-APR	
			FIXED FEES ATT PERMITS/INSP-APR	
			001.3200.4551	424.00
			STI23008 MISC PERMITS/INSP-APR	
			STI23008 MISC PERMITS/INSP-APR	
			001.3200.4551	1,378.00
			STI23001 MISC PERMITS/INSP-APR	
			STI23001 MISC PERMITS/INSP-APR	
			001.3200.4551	106.00
			EXE23004 MISC PERMITS/INSP-APR	
			EXE23004 MISC PERMITS/INSP-APR	
			001.3200.4551	106.00
			LDR24002 MISC PERMITS/INSP-APR	
			LDR24002 MISC PERMITS/INSP-APR	

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Voucher	Date	Vendor	Description/Account	Amount
89731	7/9/2024	004920 TKE ENGINEERING	(Continued)	
			001.3200.4551	145.00
			FIN24002 MISC PERMITS/INSP-APR	
			FIN24002 MISC PERMITS/INSP-APR	
			001.3200.4551	935.00
			PGI24003 MISC PERMITS/INSP-APR	
			PGI24003 MISC PERMITS/INSP-APR	
			001.3200.4551	212.00
			HYD23007 MISC PERMITS/INSP-APR	
			HYD23007 MISC PERMITS/INSP-APR	
			001.3200.4551	220.00
			FIN23005 MISC PERMITS/INSP-APR	
			FIN23005 MISC PERMITS/INSP-APR	
			001.3200.4551	220.00
			PGC23004 MISC PERMITS/INSP-APR	
			PGC23004 MISC PERMITS/INSP-APR	
			001.3200.4551	372.50
			LDR23009 MISC PERMITS/INSP-APR	
			LDR23009 MISC PERMITS/INSP-APR	
			001.3200.4551	110.00
			SWK19001 NP MSRI-APR-MAY	
			SWK19001 NP MSRI-APR-MAY	
			017.8350.6545	595.00
			Total :	8,745.50
89732	7/9/2024	000465 TOM DODSON & ASSOCIATES	STR17002 ENV CCF 2017-JUN	
			STR17002 ENV CCF 2017-JUN	
			027.8490.6550	7,116.45
			Total :	7,116.45
89733	7/9/2024	000979 VERIZON WIRELESS	AIR CARD-JUN	
			AIR CARD-JUN	
			001.2000.4062	38.01
			Total :	38.01
89734	7/9/2024	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB-MAY	
			MONTHLY REIMB-MAY	
			001.6000.4526	43,333.00

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89734	7/9/2024	001677	001677 YMCA OF THE EAST VALLEY (Continued)	Total : 43,333.00
17 Vouchers for bank code : wfb				Bank total : 123,674.05
17 Vouchers in this report				Total vouchers : 123,674.05

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
921	7/12/2024	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			023.1170	21.24
			ICMA DEFERRED COMP 457: Payment	
			024.1170	12.01
			ICMA DEFERRED COMP 457: Payment	
			041.1170	185.86
			ICMA DEFERRED COMP 457: Payment	
			042.1170	164.95
			ICMA DEFERRED COMP 457: Payment	
			070.1170	211.88
			ICMA DEFERRED COMP 457: Payment	
			001.1170	10,076.44
			ICMA DEFERRED COMP 457: Payment	
			004.1170	1,524.99
			ICMA DEFERRED COMP 457: Payment	
			010.1170	345.02
			ICMA DEFERRED COMP 457: Payment	
			012.1170	12.51
			ICMA DEFERRED COMP 457: Payment	
			016.1170	12.51
			Total :	12,567.41
922	7/12/2024	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			012.1140	64.12
			MEDICARE: Payment	
			016.1140	64.12
			MEDICARE: Payment	
			023.1140	27.48
			MEDICARE: Payment	
			024.1140	5.98
			MEDICARE: Payment	
			041.1140	111.02
			MEDICARE: Payment	
			042.1140	181.26

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Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
922	7/12/2024	000119 INTERNAL REVENUE SERVICE	(Continued)	
			MEDICARE: Payment	
			070.1140	161.40
			FEDERAL TAXES: Payment	
			001.1120	15,157.70
			FEDERAL TAXES: Payment	
			004.1120	2,334.08
			FEDERAL TAXES: Payment	
			010.1120	624.84
			FEDERAL TAXES: Payment	
			012.1120	167.30
			FEDERAL TAXES: Payment	
			016.1120	167.28
			FEDERAL TAXES: Payment	
			023.1120	79.55
			FEDERAL TAXES: Payment	
			024.1120	19.12
			FEDERAL TAXES: Payment	
			041.1120	696.05
			FEDERAL TAXES: Payment	
			042.1120	455.71
			FEDERAL TAXES: Payment	
			070.1120	938.56
			SOCIAL SECURITY: Payment	
			001.1140	640.86
			SOCIAL SECURITY: Payment	
			008.1140	132.92
			MEDICARE: Payment	
			001.1140	3,612.34
			MEDICARE: Payment	
			004.1140	610.84
			MEDICARE: Payment	
			008.1140	31.08
			MEDICARE: Payment	
			010.1140	127.34
			Total :	26,410.95

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
923	7/12/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment	
			001.1145	531.75
			EPMC: Payment	
			004.1145	96.39
			EPMC: Payment	
			012.1145	3.00
			EPMC: Payment	
			016.1145	3.00
			EPMC: Payment	
			023.1145	8.37
			EPMC: Payment	
			024.1145	0.71
			PERS SURVIVOR: Payment	
			024.1145	0.03
			EPMC: Payment	
			041.1145	19.35
			EPMC: Payment	
			042.1145	14.54
			EPMC: Payment	
			070.1145	59.96
			PERS: Payment	
			001.1145	17,108.70
			PERS: Payment	
			004.1145	2,831.27
			PERS: Payment	
			010.1145	455.93
			PERS: Payment	
			012.1145	247.63
			PERS: Payment	
			016.1145	247.63
			PERS: Payment	
			023.1145	146.98
			PERS: Payment	
			024.1145	26.57
			PERS: Payment	
			041.1145	458.76

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
923	7/12/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			042.1145	912.14
			PERS: Payment	
			070.1145	939.74
			PERS SURVIVOR: Payment	
			001.1145	24.49
			PERS SURVIVOR: Payment	
			004.1145	4.16
			PERS SURVIVOR: Payment	
			010.1145	0.60
			PERS SURVIVOR: Payment	
			012.1145	0.58
			PERS SURVIVOR: Payment	
			016.1145	0.53
			PERS SURVIVOR: Payment	
			023.1145	0.27
			PERS SURVIVOR: Payment	
			041.1145	0.34
			PERS SURVIVOR: Payment	
			042.1145	1.83
			PERS SURVIVOR: Payment	
			070.1145	0.65
			Total :	24,145.90
924	7/12/2024	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	6,285.33
			STATE TAXES: Payment	
			004.1130	901.18
			STATE TAXES: Payment	
			010.1130	229.97
			STATE TAXES: Payment	
			012.1130	72.74
			STATE TAXES: Payment	
			016.1130	72.71
			STATE TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
924	7/12/2024	000001 CALIF STATE EMPLOYMENT	(Continued)	
			023.1130	20.38
			STATE TAXES: Payment	
			024.1130	7.37
			STATE TAXES: Payment	
			041.1130	283.89
			STATE TAXES: Payment	
			042.1130	151.45
			STATE TAXES: Payment	
			070.1130	330.06
			Total :	8,355.08
89735	7/12/2024	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC DENTAL: Payment	
			001.1181	19.56
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	12.38
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.49
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.49
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			001.1181	13.40
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			012.1181	6.71
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			016.1181	6.71
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	132.65
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	15.38
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.59
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80

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Voucher	Date	Vendor	Description/Account	Amount
89735	7/12/2024	003804 AFLAC WWHQ	(Continued)	
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.27
			AFLAC ACCIDENT INSURANCE: Payment	
			041.1181	4.20
			AFLAC ACCIDENT INSURANCE: Payment	
			070.1181	1.34
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	191.63
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	39.39
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment	
			023.1181	2.46
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.50
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	203.42
			AFLAC HOSPITAL INSURANCE: Payment	
			004.1181	11.91
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.69
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	14.00
			AFLAC HOSPITAL INSURANCE: Payment	
			041.1181	4.98
			AFLAC HOSPITAL INSURANCE: Payment	
			070.1181	1.60
			Total :	724.44
5 Vouchers for bank code : wfb				Bank total : 72,203.78
5 Vouchers in this report				Total vouchers : 72,203.78

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Voucher	Date	Vendor	Description/Account	Amount
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Voucher	Date	Vendor	Description/Account	Amount
89738	7/16/2024	005771 AMAZON CAPITAL SERVICES	(Continued)	
			100% RECYCLED AVERY LABELS	
			001.6020.4200	38.76
			EXEMPT FILE FOLDERS	
			001.6020.4200	39.63
			100% RECYCLED ENVELOPES	
			001.6020.4200	33.36
			OFFICE SUPPLIES	
			001.6020.4200	261.70
			COMPUTER SPEAKERS	
			COMPUTER SPEAKERS	
			042.9510.4203	97.48
			MISC IT EQUIPMENT	
			MISC IT EQUIPMENT	
			042.9510.4203	248.13
			CONFERENCE ROOM: CHAIRS	
			CONFERENCE ROOM: CHAIRS	
			042.9510.4203	355.54
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1700.4200	200.34
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			042.9510.4200	26.92
			DESK DRAWER ORGANIZER	
			DESK DRAWER ORGANIZER	
			001.1700.4200	10.75
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.4500.4200	401.81
			COMMUNITY PARK: REPAIR PARTS	
			COMMUNITY PARK: REPAIR PARTS	
			001.6000.4206	507.18
			PA SPEAKER SYSTEM ARPA1	
			PA SPEAKER SYSTEM ARPA1	
			030.8495.4349	763.95
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	

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89738	7/16/2024	005771 AMAZON CAPITAL SERVICES	(Continued)	
			001.1700.4200	15.85
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1700.4200	43.08
			RETURNED DESK PAD	
			RETURNED DESK PAD	
			001.1700.4200	-10.76
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1700.4200	12.92
			OFFICE SUPPLIES	
			100% RECYCLED MANILLA FOLDERS	
			004.8310.4200	28.94
			OFFICE SUPPLIES	
			004.8310.4200	577.10
			Total :	5,001.36
89739	7/16/2024	000043 BALLARD PLUMBING HEATING & AIR	FS#2: HVAC MAINT	
			FS#2: HVAC MAINT	
			028.2050.4588	62.50
			FS#2: HVAC MAINT	
			029.2100.4588	62.50
			Total :	125.00
89740	7/16/2024	000047 BEST COMPUTER	COMPUTER STATIONS	
			COMPUTER STATIONS	
			042.9510.4203	5,981.25
			Total :	5,981.25
89741	7/16/2024	003445 BOOT BARN, INC.	UNIFORM BOOTS: FLOREZ	
			UNIFORM BOOTS: FLOREZ	
			001.4200.4249	114.19
			UNIFORM BOOT: BENNETT	
			UNIFORM BOOT: BENNETT	
			004.8310.4249	175.00
			Total :	289.19
89742	7/16/2024	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
89742	7/16/2024	005324 CHARLES ABBOTT ASSOCIATES, INC	(Continued) FIRE MARSHAL-JUN 029.2100.4540	7,745.00
Total :				7,745.00
89743	7/16/2024	006099 CHARTER COMMUNICATIONS	CITY HALL TELE/INT-JUN CITY HALL TELE/INT-JUN 042.9510.4065	1,758.68
Total :				1,758.68
89744	7/16/2024	005553 CLARK PEST CONTROL OF STOCKTON	FS#1 PEST CONTROL FS#1 PEST CONTROL 028.2050.4589 FS#1 PEST CONTROL 029.2100.4589 FS#3 PEST CONTROL FS#3 PEST CONTROL 028.2050.4589 FS#3 PEST CONTROL 029.2100.4589 YMCA PEST CONTROL YMCA PEST CONTROL 001.6000.4589 CITY HALL PEST CONTROL CITY HALL PEST CONTROL 042.9510.4589 PD PEST CONTROL PD PEST CONTROL 001.2000.4589 CORP YARD PEST CONTROL CORP YARD PEST CONTROL 004.8310.4589	26.50 26.50 26.50 26.50 26.50 26.50 109.00 72.00 111.00 84.00
Total :				482.00
89745	7/16/2024	000281 CMTA	CMTA DUES 24/25-NAVA-CRUZ CMTA DUES 24/25-NAVA-CRUZ 001.1700.4310 CMTA DUES 24/25-GOMEZ	110.00

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Voucher	Date	Vendor	Description/Account	Amount
89746	7/16/2024	000143 COMMUNITY WORKS DESIGN GROUP	(Continued) DRA24004 PLAN CHECK-JUN DRA24004 PLAN CHECK-JUN 001.4100.4547 DRA24005 PLAN CHECK-JUN DRA24005 PLAN CHECK-JUN 001.4100.4547	542.50 542.50 Total : 5,547.60
89747	7/16/2024	003630 COOK'S DIRECT	HOSHIZAKI ICE MACHINE HOSHIZAKI ICE MACHINE 001.6020.4336	4,297.54 Total : 4,297.54
89748	7/16/2024	005859 COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS-MAY RADIO ACCESS-MAY 028.2050.4209 RADIO ACCESS-MAY 029.2100.4209	509.01 509.01 Total : 1,018.02
89749	7/16/2024	005867 CWFC INC	CHAIN LINK FENCE & GATE: GREENSPOT RD @ CHAIN LINK FENCE & GATE: GREENSPOT RD @ 004.8310.4570	7,450.00 Total : 7,450.00
89750	7/16/2024	000213 DAILY JOURNAL CORPORATION	ELECTION NEWSPAPER PUBLICATIONS 24/25 ELECTION NEWSPAPER PUBLICATIONS 24/25 001.1200.4300 CUP24002 FIXED FEE NEWSPAPER CUP24002 FIXED FEE NEWSPAPER 001.1200.4300 CUP23010 NEWSPAPER PUBLICATIONS 24/25 CUP23010 NEWSPAPER PUBLICATIONS 24/25 001.1200.4300	328.90 200.10 427.80 Total : 956.80
89751	7/16/2024	005394 DATA TICKET, INC.	PARKING CITATION-JUN PARKING CITATION-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
89751	7/16/2024	005394 DATA TICKET, INC.	(Continued) 001.1700.4516	106.54
Total :				106.54
89752	7/16/2024	006259 DEPENDABLE BREAK ROOM SOLUTION	CITY HALL: COFFEE CITY HALL: COFFEE 042.9510.4200 COUNCIL: COOLER RENTAL 042.9510.4200 CITY HALL: WATER & COFFEE RENTAL CITY HALL: WATER & COFFEE RENTAL 042.9510.4200	188.97 24.78 77.04
Total :				290.79
89753	7/16/2024	005869 DOPP PROPERTY SERVICES	25222 3RD ST: SECURE PROP 25222 3RD ST: SECURE PROP 001.4600.4557	390.00
Total :				390.00
89754	7/16/2024	000085 EAST VALLEY WATER DISTRICT	BEATTIE-IRR-JUN BEATTIE-IRR-JUN 001.6000.4030 LMD 02 E-JUN LMD 02 E-JUN 012.8500.4030 LMD 34-JUN LMD 34-JUN 012.8500.4030 LMD 48C-JUN LMD 48C-JUN 012.8500.4030 LMD 48C-JUN LMD 48C-JUN 012.8500.4030 LMD 48-JUN LMD 48-JUN 012.8500.4030 CUNNINGHAM PARK-JUN	326.71 944.88 141.54 127.00 455.10 1,341.96

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Voucher	Date	Vendor	Description/Account	Amount
89754	7/16/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			CUNNINGHAM PARK-JUN	
			016.8540.4030	2,020.26
			LMD 48-JUN	
			LMD 48-JUN	
			012.8500.4030	1,097.92
			LMD 31-JUN	
			LMD 31-JUN	
			012.8500.4030	370.24
			LMD 00 BASELINE-JUN	
			LMD 00 BASELINE-JUN	
			012.8500.4030	697.14
			LMD 22-JUN	
			LMD 22-JUN	
			012.8500.4030	247.50
			LMD 03 YARNELL-JUN	
			LMD 03 YARNELL-JUN	
			012.8500.4030	32.74
			LMD 02A-JUN	
			LMD 02A-JUN	
			012.8500.4030	81.64
			LMD 03 BASELINE-JUN	
			LMD 03 BASELINE-JUN	
			012.8500.4030	122.84
			LMD 20 BASELINE-JUN	
			LMD 20 BASELINE-JUN	
			012.8500.4030	452.12
			LMD 01A-JUN	
			LMD 1A-JUN	
			012.8500.4030	87.74
			LMD 30-JUN	
			LMD 30-JUN	
			012.8500.4030	251.37
			LMD 35-JUN	
			LMD 35-JUN	
			012.8500.4030	126.84
			LMD 06-JUN	
			LMD 06-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
89754	7/16/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030	47.24
			LMD 01B-JUN	
			LMD 01B-JUN	
			012.8500.4030	93.14
			LMD 10-JUN	
			LMD 10-JUN	
			012.8500.4030	1,702.62
			LMD 30-JUN	
			LMD 30-JUN	
			012.8500.4030	1,039.34
			OAK CREEK PARK-JUN	
			OAK CREEK PARK-JUN	
			016.8540.4030	1,740.92
			LMD 10-JUN	
			LMD 10-JUN	
			012.8500.4030	909.84
			LMD 39-JUN	
			LMD 39-JUN	
			012.8500.4030	751.26
			CANYON OAKS PARK-JUN	
			CANYON OAKS PARK-JUN	
			016.8540.4030	938.92
			LMD 02B-JUN	
			LMD 02B-JUN	
			012.8500.4030	361.32
			LMD 13-JUN	
			LMD 13-JUN	
			012.8500.4030	234.70
			LMD 02D-JUN	
			LMD 02D-JUN	
			012.8500.4030	172.60
			LMD 02C-JUN0	
			LMD 02C-JUN	
			012.8500.4030	327.96
			LMD 08-JUN	
			LMD 08-JUN	
			012.8500.4030	240.10

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Voucher	Date	Vendor	Description/Account	Amount
89754	7/16/2024	000085 EAST VALLEY WATER DISTRICT	(Continued) STR & STRM DRN #21-JUN STR & STRM DRN #21-JUN 024.8470.4030 LMD 20 STREATER-JUN LMD 20 STREATER-JUN 012.8500.4030	51.44 132.64 Total : 17,669.58
89755	7/16/2024	005358 FLEET SERVICES INC	FS#1: DEF FS#1: DEF 028.2050.4220 FS#1: DEF 029.2100.4220 PD: FUEL ADDITIVE GENERATOR PD: FUEL ADDITIVE GENERATOR 001.6000.4245	74.74 74.73 54.18 Total : 203.65
89756	7/16/2024	005018 FLYERS ENERGY, LLC	FUEL-JUN FUEL-JUN 001.2000.4220 FUEL-JUN 001.4200.4220 FUEL-JUN 001.4600.4220 FUEL-JUN 001.6000.4220 FUEL-JUN 001.6010.4220 FUEL-JUN 004.8310.4220 FUEL-JUN 028.2050.4220 FUEL-JUN 029.2100.4220 FUEL-JUN 042.9510.4220	5,864.82 76.65 284.75 162.70 146.50 610.11 1,176.85 1,176.85 40.70

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89756	7/16/2024	005018 005018 FLYERS ENERGY, LLC	(Continued)	Total : 9,539.93
89757	7/16/2024	006146 FM THOMAS AIR CONDITIONING	LIBRARY: HVAC REPAIR LIBRARY: HVAC REPAIR 001.6000.4588 YMCA: POOL AREA EXHAUST FAN MOTOR & BLAD YMCA: POOL AREA EXHAUST FAN MOTOR & 001.6000.4588 YMCA: ROOF EXHAUST FAN#3 BLADE REPLACEME YMCA: ROOF EXHAUST FAN#3 BLADE 001.6000.4588 YMCA: EXHAUST FAN MOTOR & FAN REPLACEMEN YMCA: EXHAUST FAN MOTOR & FAN 001.6000.4588	12,962.80 2,536.52 2,929.80 3,251.00 Total : 21,680.12
89758	7/16/2024	006148 GRANITE CONSTRUCTION CO	STR18001 PPE#17 CON SB1 LPP APR STR18001 PPE#17 CON SB1 LPP APR 027.8490.6550 STR18001 PPE#17 CON EDA APR STR18001 PPE#17 CON EDA APR 030.8495.6550 STR18001 PPE#17 CON IVDA APR STR18001 PPE#17 CON IVDA APR 027.8490.6550 STR18001 PPE#17 CON RDA APR STR18001 PPE#17 CON RDA APR 010.3830.6550 STR18001 PPE#17 CON RDA LABOR COMP APR STR18001 PPE#17 CON RDA LABOR COMP APR 010.3830.6550 STR18001 PPE#17 CON RDA LABOR COMP APR STR18001 PPE#17 CON RDA LABOR COMP APR 010.3830.6550 STR18001 PPE#17 CON SMBMI APR STR18001 PPE#17 CON SMBMI APR 027.8490.6550 STR18001 PPE#17 CON SB1 LPP RET APR	7,168.29 16,680.64 5,258.33 5,260.14 10,000.00 10,000.00 5,258.33

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Voucher	Date	Vendor	Description/Account	Amount
89758	7/16/2024	006148 GRANITE CONSTRUCTION CO	(Continued)	
			STR18001 PPE#17 CON SB1 LPP RET APR	
			027.1350	-358.41
			STR18001 PPE#17 CON EDA RET APR	
			STR18001 PPE#17 CON EDA RET APR	
			030.1350	-834.03
			STR18001 PPE#17 CON IVDA RET APR	
			STR18001 PPE#17 CON IVDA RET APR	
			027.1350	-262.92
			STR18001 PPE#17 CON RDA RET APR	
			STR18001 PPE#17 CON RDA RET APR	
			010.1350	-263.01
			STR18001 PPE#17 CON SMBMI RET APR	
			STR18001 PPE#17 CON SMBMI RET APR	
			027.1350	-262.92
			Total :	57,644.44
89759	7/16/2024	006187 GREASE MONKEY #977	VEH#127: MAINT	
			VEH#127: MAINT	
			042.9510.4240	117.79
			Total :	117.79
89760	7/16/2024	004453 HARRIS & ASSOCIATES	MEDIC TAX LEVY-JUN	
			MEDIC TAX LEVY-JUN	
			028.2050.4550	2,187.49
			Total :	2,187.49
89761	7/16/2024	000662 HI WAY SAFETY INC	MESSAGE BOARD	
			MESSAGE BOARD	
			004.8310.4206	665.00
			PW: TRAFFIC CONES	
			PW: TRAFFIC CONES	
			004.8310.4206	2,162.98
			Total :	2,827.98
89762	7/16/2024	000108 HIGH TECH SECURITY	BURG SYST & MONIT - JUL	
			BURG SYST & MONIT CORP YARD - JUL	
			004.8310.4066	55.00

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Voucher	Date	Vendor	Description/Account	Amount
89762	7/16/2024	000108 HIGH TECH SECURITY	(Continued)	
			BURG SYST & MONIT CITY HALL - JUL	
			042.9510.4066	100.00
			BURG SYST & MONIT COMM PARK - JUL	
			001.6000.4066	55.00
			FIRE SYST & MONIT - JUL	
			FIRE SYST & MONIT CORP YARD - JUL	
			004.8310.4066	85.00
			FIRE SYST & MONIT LIB/YMCA - JUL	
			001.6000.4066	135.00
			FIRE SYST & MONIT CITY HALL - JUL	
			042.9510.4066	50.00
			FIRE SYST & MONIT FS#3 - JUL	
			028.2050.4066	42.50
			FIRE SYST & MONIT FS#3 - JUL	
			029.2100.4066	42.50
			FIRE SYST & MONIT PD - JUL	
			001.2000.4066	85.00
			CCTV SYS & MAINT - JUL	
			CCTV SYS & MONT AURANTIA PK - JUL	
			001.6000.4066	75.00
			CCTV SYS & MONT CANYON OAK - JUL	
			016.8540.4066	25.00
			CCTV SYS & MONT CITY HALL - JUL	
			042.9510.4066	25.00
			CCTV SYS & MONT CORP YARD - JUL	
			004.8310.4066	25.00
			Total :	800.00
89763	7/16/2024	000105 HIGHLAND CHAMBER OF COMMERCE	LUNCHEON: NAVA-CRUZ	
			LUNCHEON: NAVA-CRUZ	
			001.1700.4330	25.00
			Total :	25.00
89764	7/16/2024	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-JUN	
			PROFESSIONAL SERVICES-JUN	
			023.3890.4554	4,000.00

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89764	7/16/2024	001618	001618 INNOVATIVE FEDERAL STRATEGIES (Continued)	Total : 4,000.00
89765	7/16/2024	000127 K & L HARDWARE	CORP YARD:GRAFITTI REMOVAL	
			CORP YARD:GRAFITTI REMOVAL	
			001.6020.4206	53.40
			CORP YARD: MAINT SUPPLIES	
			CORP YARD: MAINT SUPPLIES	
			004.8310.4070	81.79
			PD DOOR HARDWARE	
			PD DOOR HARDWARE	
			001.2000.4070	10.84
			COMM PK: BENCH REPAIR	
			COMM PK: BENCH REPAIR	
			001.6000.4206	18.25
			PD: BLDG MAINT	
			PD: BLDG MAINT	
			001.2000.4070	4.27
			CORP YARD: MISC SUPPLIES	
			CORP YARD: MISC SUPPLIES	
			004.8310.4206	34.01
			CORP YARD: MISC SUPPLIES	
			CORP YARD: MISC SUPPLIES	
			004.8310.4206	6.45
			FS#3: BLDG MAINT	
			FS#3: BLDG MAINT	
			028.2050.4070	29.28
			FS#3: BLDG MAINT	
			029.2100.4070	29.27
			FS#3: BLDG MAINT	
			FS#3: BLDG MAINT	
			028.2050.4070	-0.11
			FS#3: BLDG MAINT	
			029.2100.4070	-0.11
			FS#2: MISC SUPPLIES	
			FS#2: MISC SUPPLIES	
			028.2050.4206	72.12
			FS#2: MISC SUPPLIES	
			029.2100.4206	72.12

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Voucher	Date	Vendor	Description/Account	Amount
89765	7/16/2024	000127 K & L HARDWARE	(Continued) FS#1: MISC SUPPLIES FS#1: MISC SUPPLIES 028.2050.4206 FS#1: MISC SUPPLIES 029.2100.4206	33.93 33.93 Total : 479.44
89766	7/16/2024	000207 KONICA MINOLTA	IT MONTHLY CONTRACT-JUN IT MONTHLY CONTRACT-JUN 042.9510.4627	5,004.00 Total : 5,004.00
89767	7/16/2024	005212 LEVERAGE INFORMATION SYSTEMS	PD: SURVEILLANCE ANNL MAINT24/25 PD: SURVEILLANCE ANNL MAINT24/25 001.2000.4245	5,980.01 Total : 5,980.01
89768	7/16/2024	001193 LIFE ASSIST, INC.	FS#1: PARAMEDIC SUPPLIES FS#1: PARAMEDIC SUPPLIES 028.2050.4207	479.27 Total : 479.27
89769	7/16/2024	004110 MONTGOMERY HARDWARE CO.	PD: DOOR LOCKS PD: DOOR LOCKS 001.2000.4070	1,557.54 Total : 1,557.54
89770	7/16/2024	006300 NAME BADGES INC	NAME BADGE: DURAN NAME BADGE: DURAN 042.9510.4200	28.66 Total : 28.66
89771	7/16/2024	001439 OFFICE SOLUTIONS	30% RECYCLED COPY PAPER 30% RECYCLED COPY PAPER 042.9510.4200	634.29 Total : 634.29
89772	7/16/2024	006230 RALPH ANDERSEN & ASSOCIATES	PUBLIC WORKS DIR/ENGINEER	

Voucher	Date	Vendor	Description/Account	Amount
89772	7/16/2024	006230 RALPH ANDERSEN & ASSOCIATES	(Continued) PUBLIC WORKS DIR/ENGINEER 001.3200.4554	10,070.00
			Total :	10,070.00
89773	7/16/2024	001414 RICHARDS, WATSON & GERSHON	GENERAL-MAY GENERAL-MAY 001.1450.4520 CODE ENFORCEMENT GEN-MAY CODE ENFORCEMENT GEN-MAY 001.4600.4520 PERSONNEL & LABOR RELATIONS-MAY PERSONNEL & LABOR RELATIONS-MAY 001.1450.4520 CODE ENFORCEMENT CASE#YOK-MAY CODE ENFORCEMENT CASE#YOK-MAY 001.4600.4520 SWK19001 R/W MSRI-MAY SWK19001 R/W MSRI-MAY 017.8350.6545 SWK19001 R/W ART3-MAY SWK19001 R/W ART3-MAY 005.8320.6545	9,018.55 6,144.78 82.50 28.00 2,666.74 2,666.73
			Total :	20,607.30
89774	7/16/2024	005326 RP LANDSCAPE & IRRIGATION	PARKS LANDSCAPING-JUN MEMORIAL PARK LANDSCAPING-JUN 001.6000.4585 PD LANDSCAPING-JUN 001.2000.4585 CITY HALL LANDSCAPING-JUN 042.9510.4585 LIBRARY LANDSCAPING-JUN 001.6000.4585 YMCA LANDSCAPING-JUN 001.6000.4585 CORP YARD LANDSCAPING-JUN 004.8310.4585	400.00 500.00 500.00 600.00 600.00 400.00

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Voucher	Date	Vendor	Description/Account	Amount
89774	7/16/2024	005326	RP LANDSCAPE & IRRIGATION	
			(Continued)	
			AURANTIA PARK LANDSCAPING-JUN	
			001.6000.4585	933.00
			COMMUNITY PARK LANDSCAPING-JUN	
			001.6000.4585	3,691.00
			CANYON OAK PARK LANDSCAPING-JUN	
			016.8540.4585	356.00
			CUNNINGHAM PARK LANDSCAPING-JUN	
			016.8540.4585	453.00
			SEELEY PARK LANDSCAPING-JUN	
			016.8540.4585	299.00
			OAK CREEK PARK LANDSCAPING-JUN	
			016.8540.4585	556.00
			BOULDER MEDIANS LANDSCAPING-JUN	
			004.8310.4585	2,476.00
			LMD LANDSCAPING-JUN	
			LMD 00 BASELINE LANDSCAPING MAINT-JUN	
			012.8500.4585	283.00
			LMD 03 YARNELL LANDSCAPING MAINT-JUN	
			012.8500.4585	173.00
			LMD 01A LANDSCAPING MAINT-JUN	
			012.8500.4585	148.00
			LMD 01B LANDSCAPING MAINT-JUN	
			012.8500.4585	148.00
			LMD 02 LANDSCAPING MAINT-JUN	
			012.8500.4585	683.00
			LMD 03A LANDSCAPING MAINT-JUN	
			012.8500.4585	133.00
			LMD 03B LANDSCAPING MAINT-JUN	
			012.8500.4585	133.00
			LMD 04 LANDSCAPING MAINT-JUN	
			012.8500.4585	40.00
			LMD 05 LANDSCAPING MAINT-JUN	
			012.8500.4585	83.33
			LMD 07 LANDSCAPING MAINT-JUN	
			012.8500.4585	73.00
			LMD 08 LANDSCAPING MAINT-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
89774	7/16/2024	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			012.8500.4585	165.00
			LMD 09 LANDSCAPING MAINT-JUN	
			012.8500.4585	1,005.00
			LMD 10 LANDSCAPING MAINT-JUN	
			012.8500.4585	1,959.00
			LMD 11 LANDSCAPING MAINT-JUN	
			012.8500.4585	469.00
			LMD 13 LANDSCAPING MAINT-JUN	
			012.8500.4585	123.00
			LMD 15 LANDSCAPING MAINT-JUN	
			012.8500.4585	453.00
			LMD 16 LANDSCAPING MAINT-JUN	
			012.8500.4585	48.00
			LMD 17 LANDSCAPING MAINT-JUN	
			012.8500.4585	609.00
			LMD 20 BASELINE LANDSCAPING MAINT-JUN	
			012.8500.4585	189.00
			LMD 20 STREATER LANDSCAPING MAINT-JUN	
			012.8500.4585	147.00
			LMD 21 LANDSCAPING MAINT-JUN	
			012.8500.4585	147.00
			LMD 22 LANDSCAPING MAINT-JUN	
			012.8500.4585	173.00
			LMD 24 LANDSCAPING MAINT-JUN	
			012.8500.4585	65.00
			LMD 25 LANDSCAPING MAINT-JUN	
			012.8500.4585	183.00
			LMD 29 LANDSCAPING MAINT-JUN	
			012.8500.4585	183.00
			LMD 30 LANDSCAPING MAINT-JUN	
			012.8500.4585	743.00
			LMD 31 LANDSCAPING MAINT-JUN	
			012.8500.4585	493.00
			LMD 34 LANDSCAPING MAINT-JUN	
			012.8500.4585	283.00
			LMD 35 LANDSCAPING MAINT-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
89774	7/16/2024	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			012.8500.4585	205.00
			LMD 36 LANDSCAPING MAINT-JUN	
			012.8500.4585	303.00
			LMD 37 LANDSCAPING MAINT-JUN	
			012.8500.4585	373.00
			LMD 39 LANDSCAPING MAINT-JUN	
			012.8500.4585	478.00
			LMD 43 LANDSCAPING MAINT-JUN	
			012.8500.4585	173.00
			LMD 44 LANDSCAPING MAINT-JUN	
			012.8500.4585	2,565.00
			LMD 47 LANDSCAPING MAINT-JUN	
			012.8500.4585	199.00
			LMD 48 LANDSCAPING MAINT-JUN	
			012.8500.4585	2,093.00
			LMD 54 LANDSCAPING MAINT-JUN	
			012.8500.4585	535.00
			LMD 55 LANDSCAPING MAINT-JUN	
			012.8500.4585	473.00
			LMD 59 LANDSCAPING MAINT-JUN	
			012.8500.4585	59.00
			LMD 61 LANDSCAPING MAINT-JUN	
			012.8500.4585	333.00
			LMD 63 LANDSCAPING MAINT-JUN	
			012.8500.4585	123.00
			LMD 70 LANDSCAPING MAINT-JUN	
			012.8500.4585	573.00
			LMD 76 LANDSCAPING MAINT-JUN	
			012.8500.4585	173.00
			LMD 68 LANDSCAPING MAINT-JUN	
			012.8500.4585	513.00
			LMD 69 LANDSCAPING MAINT-JUN	
			012.8500.4585	118.00
			LMD 73 LANDSCAPING MAINT-JUN	
			012.8500.4585	268.00
Total :				30,655.33

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Voucher	Date	Vendor	Description/Account	Amount
89775	7/16/2024	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SVC ARPA-JUL POLICE SVC ARPA-JUL 030.8495.4560	1,086,693.00 Total : 1,086,693.00
89776	7/16/2024	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-JUL PARCEL MAP REVISIONS-JUL 001.4100.4310	4.00 Total : 4.00
89777	7/16/2024	000022 SB CO AUDITOR/CONTROLLER	LAFCO 24/25 APPORTIONMENT LAFCO 24/25 APPORTIONMENT 001.1000.4346	4,403.25 Total : 4,403.25
89778	7/16/2024	005731 SITEONE LANDSCAPE SUPPLY, LLC	OAK CREEK PK: IRRIGATION SUPPLIES OAK CREEK PK: IRRIGATION SUPPLIES 016.8540.4206 PARKS IRRIGATION SUPPLIES SEELEY PARK IRRIGATION SUPPLIES 016.8540.4206 CUNNINGHAM PARK IRRIGATION SUPPLIES 016.8540.4206 OAK CREEK PARK IRRIGATION SUPPLIES 016.8540.4206 CANYON OAK PARK IRRIGATION SUPPLIES 016.8540.4206 LMD 48 & 54 IRRIGATION SUPPLIES LMD 48 IRRIGATION SUPPLIES 012.8500.4206 LMD 54 IRRIGATION SUPPLIES 012.8500.4206 ROW: WEED CONTROL HERBICIDE ROW: WEED CONTROL HERBICIDE 004.8310.4206	812.08 458.15 458.15 458.15 458.17 457.72 457.72 Total : 2,454.00 6,014.14
89779	7/16/2024	000203 SOUTHERN CALIFORNIA EDISON	SIGNALS-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
89779	7/16/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			SIGNALS-JUN	
			004.8310.4580	3,490.61
			LS3-JUN	
			LS3-JUN	
			013.8510.4011	91.48
Total :				3,582.09
89780	7/16/2024	000203 SOUTHERN CALIFORNIA EDISON	LMD & COMM PK-MAR	
			LMD 10-MAR	
			012.8500.4010	-67.25
			LMD 22-MAR	
			012.8500.4010	-69.46
			LMD 03-MAR	
			012.8500.4010	-69.91
			LMD 16-MAR	
			012.8500.4010	-69.71
			LMD 20-MAR	
			012.8500.4010	-69.46
			LMD 02-MAR	
			012.8500.4010	-69.46
			LMD 35-MAR	
			012.8500.4010	-69.46
			LMD 01-MAR	
			012.8500.4010	-69.46
			LMD 31-MAR	
			012.8500.4010	-69.46
			LMD 21-MAR	
			012.8500.4010	-69.46
			LMD 00-MAR	
			012.8500.4010	-69.46
			LMD 15-MAR	
			012.8500.4010	-69.46
			LMD 02-MAR	
			012.8500.4010	-138.92
			LMD 04-MAR	
			012.8500.4010	-69.06

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Voucher	Date	Vendor	Description/Account	Amount
89780	7/16/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 07-MAR	
			012.8500.4010	-69.91
			LMD 06-MAR	
			012.8500.4010	-70.18
			LMD 05-MAR	
			012.8500.4010	-69.71
			LMD 11-MAR	
			012.8500.4010	-69.46
			LMD 02-MAR	
			012.8500.4010	-69.46
			LMD 34-MAR	
			012.8500.4010	-69.46
			LMD 36-MAR	
			012.8500.4010	-139.86
			LMD 44-MAR	
			012.8500.4010	-69.46
			LMD 17-MAR	
			012.8500.4010	-28.71
			LMD 47-MAR	
			012.8500.4010	-69.46
			COMM PK-MAR	
			001.6000.4010	1,984.78
			LMD 29-MAR	
			012.8500.4010	-69.46
			LMD 08-MAR	
			012.8500.4010	-69.46
			LMD 09-MAR	
			012.8500.4010	-69.46
			LMD 20-MAR	
			012.8500.4010	-150.88
			LMD 76-MAR	
			012.8500.4010	-75.06
			LMD 10-MAR	
			012.8500.4010	-71.72
			LMD 30-MAR	
			012.8500.4010	-79.27

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Voucher	Date	Vendor	Description/Account	Amount
89780	7/16/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 37-MAR	
			012.8500.4010	-79.54
			LMD 73-MAR	
			012.8500.4010	-65.54
			LMD 48C-MAR	
			012.8500.4010	-158.81
			LMD 70-MAR	
			012.8500.4010	-71.32
			LMD 13-MAR	
			012.8500.4010	-79.54
			LMD 15-MAR	
			012.8500.4010	-69.46
			LMD 55-MAR	
			012.8500.4010	-79.54
			LMD 10-APR	
			LMD 10-APR	
			012.8500.4010	16.93
			LMD 22-APR	
			012.8500.4010	15.13
			LMD 03-APR	
			012.8500.4010	14.68
			LMD 16-APR	
			012.8500.4010	14.68
			LMD 20-APR	
			012.8500.4010	15.13
			LMD 02-APR	
			012.8500.4010	15.13
			LMD 35-APR	
			012.8500.4010	14.88
			LMD 01-APR	
			012.8500.4010	15.13
			LMD 31-APR	
			012.8500.4010	15.13
			LMD 21-APR	
			012.8500.4010	15.13
			LMD 00-APR	

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Voucher	Date	Vendor	Description/Account	Amount
89780	7/16/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010	15.13
			LMD 15-APR	
			012.8500.4010	30.26
			LMD 02-APR	
			012.8500.4010	30.01
			LMD 04-APR	
			012.8500.4010	15.13
			LMD 07-APR	
			012.8500.4010	14.41
			LMD 06-APR	
			012.8500.4010	14.00
			LMD 05-APR	
			012.8500.4010	14.68
			LMD 11-APR	
			012.8500.4010	15.13
			LMD 02-APR	
			012.8500.4010	15.13
			LMD 34-APR	
			012.8500.4010	15.13
			LMD 36-APR	
			012.8500.4010	30.26
			LMD 44-APR	
			012.8500.4010	15.40
			LMD 17-APR	
			012.8500.4010	45.54
			LMD 47-APR	
			012.8500.4010	15.13
			LMD 29-APR	
			012.8500.4010	15.13
			LMD 08-APR	
			012.8500.4010	15.13
			LMD 09-APR	
			012.8500.4010	15.13
			LMD 68/69-APR	
			012.8500.4010	15.82
			LMD 20-APR	

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Voucher	Date	Vendor	Description/Account	Amount
89780	7/16/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010	15.13
			LMD 76-APR	
			012.8500.4010	15.13
			LMD 10-APR	
			012.8500.4010	34.42
			LMD 30-APR	
			012.8500.4010	15.40
			LMD 37-APR	
			012.8500.4010	15.13
			LMD 73-APR	
			012.8500.4010	15.35
			LMD 48B-APR	
			012.8500.4010	15.13
			LMD 48C-APR	
			012.8500.4010	15.40
			LMD 70-APR	
			012.8500.4010	15.88
			LMD 13-APR	
			012.8500.4010	15.13
			LMD 55-APR	
			012.8500.4010	15.13
			LMD 10-MAY	
			LMD 10-MAY	
			012.8500.4010	18.06
			LMD 22-MAY	
			012.8500.4010	15.60
			LMD 03-MAY	
			012.8500.4010	15.15
			LMD 16-MAY	
			012.8500.4010	15.35
			LMD 20-MAY	
			012.8500.4010	15.60
			LMD 02-MAY	
			012.8500.4010	15.60
			LMD 35-MAY	
			012.8500.4010	15.60

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Voucher	Date	Vendor	Description/Account	Amount
89780	7/16/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 01-MAY	
			012.8500.4010	15.60
			LMD 31-MAY	
			012.8500.4010	15.60
			LMD 21-MAY	
			012.8500.4010	15.60
			LMD 00-MAY	
			012.8500.4010	15.60
			LMD 15-MAY	
			012.8500.4010	31.20
			LMD 02-MAY	
			012.8500.4010	31.20
			LMD 04-MAY	
			012.8500.4010	15.60
			LMD 07-MAY	
			012.8500.4010	15.15
			LMD 06-MAY	
			012.8500.4010	14.47
			LMD 05-MAY	
			012.8500.4010	15.35
			LMD 11-MAY	
			012.8500.4010	15.60
			LMD 02-MAY	
			012.8500.4010	15.60
			LMD 34-MAY	
			012.8500.4010	15.60
			LMD 36-MAY	
			012.8500.4010	32.14
			LMD 44-MAY	
			012.8500.4010	15.87
			LMD 17-MAY	
			012.8500.4010	66.59
			LMD 47-MAY	
			012.8500.4010	15.60
			LMD 29-MAY	
			012.8500.4010	15.60

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Voucher	Date	Vendor	Description/Account	Amount
89780	7/16/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 08-MAY	
			012.8500.4010	15.60
			LMD 09-MAY	
			012.8500.4010	15.87
			LMD 68/69-MAY	
			012.8500.4010	16.15
			LMD 20-MAY	
			012.8500.4010	15.60
			LMD 76-MAY	
			012.8500.4010	16.77
			LMD 10-MAY	
			012.8500.4010	35.34
			LMD 30-MAY	
			012.8500.4010	16.12
			LMD 37-MAY	
			012.8500.4010	15.60
			LMD 73-MAY	
			012.8500.4010	15.09
			LMD 48B-MAY	
			012.8500.4010	15.60
			LMD 48C-MAY	
			012.8500.4010	16.12
			LMD 70-MAY	
			012.8500.4010	14.95
			LMD 13-MAY	
			012.8500.4010	15.60
			LMD 55-MAY	
			012.8500.4010	15.87
			Total :	445.00
89781	7/16/2024	006150 SPECTRUM GAS PRODUCTS	FS#3: OXYGEN REFILL	
			FS#3: OXYGEN REFILL	
			028.2050.4207	213.50
			FS#3: OXYGEN REFILL	
			FS#3: OXYGEN REFILL	
			028.2050.4207	168.50
			FS#3: OXYGEN REFILL	

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Voucher	Date	Vendor	Description/Account	Amount
89781	7/16/2024	006150 SPECTRUM GAS PRODUCTS	(Continued) FS#3: OXYGEN REFILL 028.2050.4207	58.50
Total :				440.50
89782	7/16/2024	000636 STEVEN ENTERPRISES INC	MAINTENANCE OCE 7050-JUN MAINTENANCE OCE 7050-JUN 001.3200.4245	59.42
Total :				59.42
89783	7/16/2024	001086 STK ARCHITECTURE, INC.	MECHANICAL & ELECTRICAL ENGINEERING SERV MECHANICAL & ELECTRICAL ENGINEERING 023.3890.4550	839.41
Total :				839.41
89784	7/16/2024	004920 TKE ENGINEERING	RGI22001 MISC PERMTS/INSP-MAY RGI22001 MISC PERMTS/INSP-MAY 001.3200.4551	159.00
			WIN22003 MISC PERMTS/INSP-MAY WIN22003 MISC PERMTS/INSP-MAY 001.3200.4551	424.00
			WIN23002 MISC PERMTS/INSP-MAY WIN23002 MISC PERMTS/INSP-MAY 001.3200.4551	742.00
			EXE24002 MISC PERMTS/INSP-MAY EXE24002 MISC PERMTS/INSP-MAY 001.3200.4551	371.00
			PGR23003 MISC PERMTS/INSP-MAY PGR23003 MISC PERMTS/INSP-MAY 001.3200.4551	330.00
			PGI24005 MISC PERMTS/INSP-MAY PGI24005 MISC PERMTS/INSP-MAY 001.3200.4551	2,756.00
			WIN24002 MISC PERMTS/INSP-MAY WIN24002 MISC PERMTS/INSP-MAY 001.3200.4551	689.00
			STC24002 MISC PERMTS/INSP-MAY STC24002 MISC PERMTS/INSP-MAY	

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Voucher	Date	Vendor	Description/Account	Amount
89784	7/16/2024	004920 TKE ENGINEERING	(Continued)	
			001.3200.4551	137.50
			HYD23008 MISC PERMTS/INSP-MAY	
			HYD23008 MISC PERMTS/INSP-MAY	
			001.3200.4551	880.00
			PGC23005 MISC PERMTS/INSP-MAY	
			PGC23005 MISC PERMTS/INSP-MAY	
			001.3200.4551	742.50
			PGC23010 MISC PERMTS/INSP-MAY	
			PGC23010 MISC PERMTS/INSP-MAY	
			001.3200.4551	385.00
			35124002 SCG PERMTS/INSP-MAY	
			35124002 SCG PERMTS/INSP-MAY	
			001.3200.4551	424.00
			35124003 SCG PERMTS/INSP-MAY	
			35124003 SCG PERMTS/INSP-MAY	
			001.3200.4551	1,749.00
			FIXED FEE SCG PERMTS/INSP-MAY	
			FIXED FEE SCG PERMTS/INSP-MAY	
			001.3200.4551	1,590.00
			STC23006 MISC PERMTS/INSP-MAY	
			STC23006 MISC PERMTS/INSP-MAY	
			001.3200.4551	220.00
			STI21002 MISC PERMTS/INSP-MAY	
			STI21002 MISC PERMTS/INSP-MAY	
			001.3200.4551	159.00
			WTI21001 MISC PERMTS/INSP-MAY	
			WTI21001 MISC PERMTS/INSP-MAY	
			001.3200.4551	212.00
			RGC23001 MISC PERMTS/INSP-MAY	
			RGC23001 MISC PERMTS/INSP-MAY	
			001.3200.4551	220.00
			RGI20001 MISC PERMTS/INSP-MAY	
			RGI20001 MISC PERMTS/INSP-MAY	
			001.3200.4551	212.00
			PGI23009 MISC PERMTS/INSP-MAY	
			PGI23009 MISC PERMTS/INSP-MAY	
			001.3200.4551	1,007.00

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Voucher	Date	Vendor	Description/Account	Amount
89784	7/16/2024	004920 TKE ENGINEERING	(Continued) PGI23012 MISC PERMTS/INSP-MAY PGI23012 MISC PERMTS/INSP-MAY 001.3200.4551	159.00
Total :				13,568.00
89785	7/16/2024	004920 TKE ENGINEERING	STI21002 MISC PERMITS/INSP APR STI21002 MISC PERMITS/INSP APR 001.3200.4551	212.00
			LDR22004 MISC PERMITS/INSP APR LDR22004 MISC PERMITS/INSP APR 001.3200.4551	1,430.00
			PGI23005 MISC PERMITS/INSP APR PGI23005 MISC PERMITS/INSP APR 001.3200.4551	106.00
			PGI23009 MISC PERMITS/INSP APR PGI23009 MISC PERMITS/INSP APR 001.3200.4551	371.00
			35124002 SCG PERMITS/INSP APR 35124002 SCG PERMITS/INSP APR 001.3200.4551	1,219.00
			35124003 SCG PERMITS/INSP APR 35124003 SCG PERMITS/INSP APR 001.3200.4551	1,855.00
			FIXED FEE SCG PERMITS/INSP APR FIXED FEE SCG PERMITS/INSP APR 001.3200.4551	901.00
			STI22008 MISC PERMITS/INSP APR STI22008 MISC PERMITS/INSP APR 001.3200.4551	318.00
			WIN22003 MISC PERMITS/INSP APR WIN22003 MISC PERMITS/INSP APR 001.3200.4551	159.00
			WIN23002 MISC PERMITS/INSP APR WIN23002 MISC PERMITS/INSP APR 001.3200.4551	583.00
			SDI23001 MISC PERMITS/INSP APR SDI23001 MISC PERMITS/INSP APR	

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Voucher	Date	Vendor	Description/Account	Amount
89785	7/16/2024	004920 TKE ENGINEERING	(Continued)	
			001.3200.4551	106.00
			PGC23008 MISC PERMITS/INSP APR	
			PGC23008 MISC PERMITS/INSP APR	
			001.3200.4551	172.50
			RGI22003 MISC PERMITS/INSP APR	
			RGI22003 MISC PERMITS/INSP APR	
			001.3200.4551	159.00
			LDR24004 MISC PERMITS/INSP APR	
			LDR24004 MISC PERMITS/INSP APR	
			001.3200.4551	165.00
			STC23008 MISC PERMITS/INSP APR	
			STC23008 MISC PERMITS/INSP APR	
			001.3200.4551	220.00
			HYD23012 MISC PERMITS/INSP APR	
			HYD23012 MISC PERMITS/INSP APR	
			001.3200.4551	385.00
			PGC23012 MISC PERMITS/INSP APR	
			PGC23012 MISC PERMITS/INSP APR	
			001.3200.4551	385.00
			LDR23012 MISC PERMITS/INSP APR	
			LDR23012 MISC PERMITS/INSP APR	
			001.3200.4551	110.00
			PGC24002 MISC PERMITS/INSP APR	
			PGC24002 MISC PERMITS/INSP APR	
			001.3200.4551	27.50
			STC24001 MISC PERMITS/INSP APR	
			STC24001 MISC PERMITS/INSP APR	
			001.3200.4551	192.50
			HYD24001 MISC PERMITS/INSP APR	
			HYD24001 MISC PERMITS/INSP APR	
			001.3200.4551	220.00
			PGC24001 MISC PERMITS/INSP APR	
			PGC24001 MISC PERMITS/INSP APR	
			001.3200.4551	522.50
			EXE24001 MISC PERMITS/INSP APR	
			EXE24001 MISC PERMITS/INSP APR	
			001.3200.4551	742.00

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Voucher	Date	Vendor	Description/Account	Amount
89785	7/16/2024	004920 TKE ENGINEERING	(Continued)	
			EXE24002 MISC PERMITS/INSP APR	
			EXE24002 MISC PERMITS/INSP APR	
			001.3200.4551	318.00
			HYD22001 MISC PERMITS/INSP APR	
			HYD22001 MISC PERMITS/INSP APR	
			001.3200.4551	330.00
			RGI24001 MISC PERMITS/INSP APR	
			RGI24001 MISC PERMITS/INSP APR	
			001.3200.4551	106.00
			RGI24002 MISC PERMITS/INSP APR	
			RGI24002 MISC PERMITS/INSP APR	
			001.3200.4551	106.00
			STC23005 MISC PERMITS/INSP APR	
			STC23005 MISC PERMITS/INSP APR	
			001.3200.4551	165.00
			STC24002 MISC PERMITS/INSP APR	
			STC24002 MISC PERMITS/INSP APR	
			001.3200.4551	192.50
			HYD23008 MISC PERMITS/INSP APR	
			HYD23008 MISC PERMITS/INSP APR	
			001.3200.4551	165.00
			Total :	11,943.50
89786	7/16/2024	004920 TKE ENGINEERING	BRG07001 PM NON PART ARPA-MAY	
			BRG07001 PM NON PART ARPA-MAY	
			030.8495.6813	747.50
			GENERAL ENG SRVS CAPITAL PROJECTS-MAY	
			GENERAL ENG SRVS CAPITAL PROJECTS-MAY	
			023.3890.4550	755.00
			SDR06002 NON PART RDA07-MAY	
			SDR06002 NON PART RDA07-MAY	
			010.3830.6600	230.00
			SDR17001 PM NON PART DIF LOC-MAY	
			SDR17001 PM NON PART DIF LOC-MAY	
			007.8330.6600	402.50
			STR07004A PM NON PART ARPA-MAY	
			STR07004A PM NON PART ARPA-MAY	

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Voucher	Date	Vendor	Description/Account	Amount
89786	7/16/2024	004920 TKE ENGINEERING	(Continued)	
			030.8495.6600	747.50
			STR17002 PM CCF 2017-MAY	
			STR17002 PM CCF 2017-MAY	
			027.8490.6550	690.00
			STR18001 PM NON PART ARPA-MAY	
			STR18001 PM NON PART ARPA-MAY	
			030.8495.6550	575.00
			STR22002 PM NON PART MSRI-MAY	
			STR22002 PM NON PART MSRI-MAY	
			017.8350.6530	690.00
			SWK19001 PM MSRI-MAY	
			SWK19001 PM MSRI-MAY	
			017.8350.6545	115.00
			EXE23004/PGI23003 MISC PERMITS/INSP-MAY	
			EXE23004 MISC PERMITS/INSP-MAY	
			001.3200.4551	371.00
			PGI23003 MISC PERMITS/INSP-MAY	
			001.3200.4551	424.00
			EXE24004/FIXED FEE MISC PERMITS/INSP-MAY	
			FIXED FEE MISC PERMITS/INSP-MAY	
			001.3200.4551	689.00
			EXE24004 MISC PERMITS/INSP-MAY	
			001.3200.4551	424.00
			SWC23001 MISC PERMITS/INSP-MAY	
			SWC23001 MISC PERMITS/INSP-MAY	
			001.3200.4551	342.50
			FIN23006 MISC PERMITS/INSP-MAY	
			FIN23006 MISC PERMITS/INSP-MAY	
			001.3200.4551	247.50
			FIN24003 MISC PERMITS/INSP-MAY	
			FIN24003 MISC PERMITS/INSP-MAY	
			001.3200.4551	660.00
			HYD24007/PGC24003 MISC PERMITS/INSP-MAY	
			HYD24007 MISC PERMITS/INSP-MAY	
			001.3200.4551	550.00
			PGC24003 MISC PERMITS/INSP-MAY	
			001.3200.4551	935.00

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Voucher	Date	Vendor	Description/Account	Amount
89786	7/16/2024	004920 TKE ENGINEERING	(Continued) FIN24001 MISC PERMIST/INSP-MAY FIN24001 MISC PERMIST/INSP-MAY 001.3200.4551 34223005 EVMD PERMITS/INSP-MAY 34223005 EVMD PERMITS/INSP-MAY 001.3200.4551 FIXED FEE CHARTER PERMITS/INSP-MAY FIXED FEE CHARTER PERMITS/INSP-MAY 001.3200.4551	605.00 1,431.00 309.00 Total : 11,940.50
89787	7/16/2024	003689 TPX COMMUNICATIONS	POLICE DEPT-JUL POLICE DEPT-JUL 001.2000.4060	215.72 Total : 215.72
89788	7/16/2024	005839 TRUSTED TECH TEAM	MICROSOFT 365 LIC-JUL MICROSOFT 365 LIC-JUL 042.9510.4533	1,484.45 Total : 1,484.45
89789	7/16/2024	000222 UNDERGROUND SERVICE ALERT	REGULATORY FEES-JUN REGULATORY FEES-JUN 004.8310.4553 MONTHLY DIG ALERT-JUN MONTHLY DIG ALERT-JUN 004.8310.4553	307.21 718.75 Total : 1,025.96
89790	7/16/2024	000979 VERIZON WIRELESS	CELL PHONE/AIR CARDS-JUN CELL PHONES-JUN 001.2000.4061 AIR CARDS-JUN 001.2000.4062 CELL PHONES-JUN 001.6000.4061 CELL PHONES-JUN	169.68 1,104.30 71.21

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Voucher	Date	Vendor	Description/Account	Amount
89790	7/16/2024	000979 VERIZON WIRELESS	(Continued)	
			001.6010.4061	31.49
			CELL PHONES-JUN	
			004.8310.4061	165.16
			AIR CARDS-JUN	
			004.8310.4062	38.01
			CELL PHONES-JUN	
			028.2050.4061	144.98
			AIR CARDS-JUN	
			028.2050.4062	304.08
			NEW CITY PHONES-KASNER/ZAMANO/NAVA-CRUZ	
			042.9510.4203	535.18
			AIR CARDS-JUN	
			042.9510.4062	40.01
			CELL PHONES-JUN	
			042.9510.4061	825.11
			AIR CARDS-JUN	
			042.9510.4062	194.05
			Total :	3,623.26
89791	7/16/2024	000233 WAXIE SANITARY SUPPLY	FS#1: JANITORIAL SUPPLIES	
			FS#1: JANITORIAL SUPPLIES	
			028.2050.4055	94.75
			FS#1: JANITORIAL SUPPLIES	
			029.2100.4055	94.75
			Total :	189.50
89792	7/16/2024	003535 WEST COAST ARBORISTS, INC.	LMD TREE MAINT	
			LMD 00-TREE MAINT	
			012.8500.4585	6,168.30
			LMD 44-TREE MAINT	
			012.8500.4585	3,826.70
			Total :	9,995.00
89793	7/16/2024	000237 WILLDAN ASSOCIATES	BLDG & SAFETY INSP & PERMIT SVS-JUN	
			BLDG & SAFETY INSP-JUN	
			001.4500.4540	17,935.00
			PERMIT TECH SERV-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
89793	7/16/2024	000237 WILLDAN ASSOCIATES	(Continued)	
			001.4500.4540	7,150.00
			GREENSPOT @ BLOSSOM LEFT TURN STDY-JUN	
			GREENSPOT @ BLOSSOM LEFT TURN STDY-JUN	
			023.3890.4550	4,565.55
			STR18001 NP APRA-JUN	
			STR18001 NP APRA-JUN	
			030.8495.6550	366.00
			Total :	30,016.55
89794	7/16/2024	006001 YUNEX LLC	TS RESPONSE CALL OUT-MAY	
			TS RESPONSE CALL OUT-MAY	
			004.8310.4580	6,902.97
			BASELINE & REEDY KD STL20199H	
			BASELINE & REEDY KD STL20199H	
			013.8510.4664	1,029.20
			7465 TENAYA KD STL#70669H	
			7465 TENAYA KD STL#70669H	
			013.8510.4664	1,720.90
			SIGNAL MAINT-MAY	
			SIGNAL MAINT-MAY	
			004.8310.4580	3,872.28
			Total :	13,525.35
89795	7/16/2024	004298 ZOLL MEDICAL CORPORATION	FS#3: PARAMEDIC SUPPLIES	
			FS#3: PARAMEDIC SUPPLIES	
			028.2050.4207	2,435.24
			CARDIAC MONITORS: WORRY FREE SERVICE PLA	
			CARDIAC MONITORS: WORRY FREE SERVICE	
			028.2050.4211	7,139.20
			Total :	9,574.44
60 Vouchers for bank code : wfb				Bank total : 1,448,772.98
60 Vouchers in this report				Total vouchers : 1,448,772.98

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Voucher	Date	Vendor	Description/Account	Amount
89796	7/23/2024	000774 ARROWHEAD CREDIT UNION-DEPT 91	24/25 CITYOFHIGHLAND DOMAIN NAME 24/25 CITYOFHIGHLAND DOMAIN NAME 042.9510.4533 4TH OF JULY PARADE: BATHROOM RENTAL 4th OF JULY PARADE: BATHROOM RENTAL 001.6020.4336 ZOOM-JUN ZOOM-JUN 042.9510.4533	316.54 110.00 Total : 638.47
89797	7/23/2024	000774 ARROWHEAD CREDIT UNION-DEPT 91	24/25 WEB HOSTING RENEWAL 24/25 WEB HOSTING RENEWAL 042.9510.4533 DRI CRASH PLAN-JUN DRI CRASH PLAN-JUN 042.9510.4533 DRI CRASH PLAN JUL23-MAY24 (8 MONTHS) 042.9510.4208 DRI CRASH PLAN JUL23-MAY24 (8 MONTHS) 042.9510.4533	167.88 159.84 Total : 187.86
89798	7/23/2024	005926 CALIFORNIA INTERGOVERNMENTAL	24/25 INSURANCE PREMIUMS 24/25 PROPERTY PREMIUMS 041.9500.4360 24/25 W/C PREMIUMS 041.9500.4360 24/25 LIABILITY PREMIUMS 041.9500.4360	200,694.31 269,391.00 Total : 591,274.31
89799	7/23/2024	005926 CALIFORNIA INTERGOVERNMENTAL	LUNA CLAIM APR-JUN LUNA CLAIM APR-JUN 041.9500.4390	 4,340.50 Total : 4,340.50

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Voucher	Date	Vendor	Description/Account	Amount
89800	7/23/2024	006099 CHARTER COMMUNICATIONS	FS#3: TELE/INT-JUL FS#3: TELE/INT-JUL 028.2050.4065 FS#3: TELE/INT-JUL 029.2100.4065	222.89 222.89 Total : 445.78
89801	7/23/2024	006099 CHARTER COMMUNICATIONS	FS#1: TELE/INT-JUL FS#1: TELE/INT-JUL 028.2050.4065 FS#1: TELE/INT-JUL 029.2100.4065	183.25 183.25 Total : 366.50
89802	7/23/2024	006099 CHARTER COMMUNICATIONS	FS#2: TELE/INT-JUL FS#2: TELE/INT-JUL 028.2050.4065 FS#2: TELE/INT-JUL 029.2100.4065	106.72 106.72 Total : 213.44
89803	7/23/2024	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS FINGERPRINT APPS-MONTOYA 001.1700.4236 FINGERPRINT APPS-SCOTT 001.1700.4236 FINGERPRINT APPS-SHAWAKHA 001.1700.4236	32.00 32.00 32.00 Total : 96.00
89804	7/23/2024	006259 DEPENDABLE BREAK ROOM SOLUTION	CITY HALL: COFFEE/ WATER CITY HALL: COFFEE/ WATER 042.9510.4200	235.97 Total : 235.97
89805	7/23/2024	003360 DIRECTV	PD: SATTELITE CABLE-JUL PD: SATTELITE CABLE-JUL 001.2000.4065	 90.99

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Voucher	Date	Vendor	Description/Account	Amount
89805	7/23/2024	003360	003360 DIRECTV (Continued)	Total : 90.99
89806	7/23/2024	000085	EAST VALLEY WATER DISTRICT	
			LMD 17-B-JUL	
			LMD 17-B-JUL	
			012.8500.4030	372.32
			LMD 11-JUL	
			LMD 11-JUL	
			012.8500.4030	434.56
			LMD 55-JUL	
			LMD 55-JUL	
			012.8500.4030	737.34
			LMD 17-D-JUL	
			LMD 17-D-JUL	
			012.8500.4030	173.58
			LMD 25-JUL	
			LMD 25-JUL	
			012.8500.4030	184.74
			LMD 17-C-JUL	
			LMD 17-C-JUL	
			012.8500.4030	160.44
			LMD 76-JUL	
			LMD 76-JUL	
			012.8500.4030	190.12
			LMD 17-A-JUL	
			LMD 17-A-JUL	
			012.8500.4030	97.16
			SEELEY PARK-JUL	
			SEELEY PARK-JUL	
			016.8540.4030	279.58
			LMD 43-JUL	
			LMD 43-JUL	
			012.8500.4030	222.70
			LMD 47-JUL	
			LMD 47-JUL	
			012.8500.4030	195.44
			LMD 16-JUL	
			LMD 16-JUL	
			012.8500.4030	54.14

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Voucher	Date	Vendor	Description/Account	Amount
89806	7/23/2024	000085	000085 EAST VALLEY WATER DISTRICT (Continued)	Total : 3,102.12
89807	7/23/2024	004453	HARRIS & ASSOCIATES	
			CFD MEDITERRA-MAY	
			CFD MEDITERRA-MAY	
			028.2050.4550	-1,119.50
			CFD SP TAX A & B ADMIN-MAY	
			019.8430.4550	1,119.50
			CFD SP TAX A & B ADMIN-JUN	
			CFD SP TAX A & B ADMIN-JUN	
			019.8430.4550	3,062.57
			Total :	3,062.57
89808	7/23/2024	000108	HIGH TECH SECURITY	
			BURG SYST & MONIT-AUG	
			CORP YARD BURG SYST & MONIT-AUG	
			004.8310.4066	55.00
			CITY HALL BURG SYST & MONIT-AUG	
			042.9510.4066	100.00
			COMM PARK SYST & MONIT-AUG	
			001.6000.4066	55.00
			FIRE SYST & MONIT-AUG	
			CORP YARD FIRE SYST & MONIT-AUG	
			004.8310.4066	85.00
			LIBRARY/YMCA FIRE SYST & MONIT-AUG	
			001.6000.4066	135.00
			CITY HALL FIRE SYST & MONIT-AUG	
			042.9510.4066	50.00
			FS#3 FIRE SYST & MONIT-AUG	
			029.2100.4066	42.50
			FS#3 FIRE SYST & MONIT-AUG	
			028.2050.4066	42.50
			PD FIRE SYST & MONIT-AUG	
			001.2000.4066	85.00
			CCTV SYST & MONIT-AUG	
			AURANTIA & COMM PARK CCTV SYST &	
			001.6000.4066	75.00
			CANYON OAK CCTV SYST & MONIT-AUG	
			016.8540.4066	25.00
			CITY HALL CCTV SYST & MONIT-AUG	

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Voucher	Date	Vendor	Description/Account	Amount
89808	7/23/2024	000108 HIGH TECH SECURITY	(Continued)	
			042.9510.4066	25.00
			CORP YARD CCTV SYST & MONIT-AUG	
			004.8310.4066	25.00
			Total :	800.00
89809	7/23/2024	001320 HIGHLAND SENIOR CENTER	CDBG REIMB-JUN	
			CDBG REIMB-JUN	
			006.8400.4348	2,006.00
			CDBG CV COVID19-MAY	
			CDBG CV COVID19-MAY	
			006.8400.4353	1,966.72
			CDBG CV COVID19-MAY	
			CDBG CV COVID19-MAY	
			006.8400.4353	4,500.00
			Total :	8,472.72
89810	7/23/2024	000824 J & M TROPHIES	NAME PLATES: DURAN	
			NAME PLATES: DURAN	
			001.1000.4200	21.68
			SERVICE AWARDS	
			10 YEAR SERVICE AWARD-FLOREZ	
			001.1000.4336	54.95
			5 YEAR SERVICE AWARD-WILSON	
			001.1000.4336	26.59
			Total :	103.22
89811	7/23/2024	000127 K & L HARDWARE	PD: MISC SUPPLIES	
			PD: MISC SUPPLIES	
			001.2000.4070	25.40
			Total :	25.40
89812	7/23/2024	000204 SOCALGAS	FS#3-JUL	
			FS#3-JUL	
			028.2050.4020	25.14
			FS#3-JUL	
			029.2100.4020	25.13
			Total :	50.27

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Voucher	Date	Vendor	Description/Account	Amount
89813	7/23/2024	006312 STATE TREASURER'S OFFICE	CONDEMNATION DEP. CIVSB2421514 CONDEMNATION DEP. CIVSB2421514 017.8350.6545 CONDEMNATION DEP. CIVSB2421514 005.8320.6545	2,175.00 2,175.00
Total :				4,350.00
89814	7/23/2024	004920 TKE ENGINEERING	35323139 SCE PERMITS/INSP 35323139 SCE PERMITS/INSP 001.3200.4551 35323175 SCE PERMITS/INSP 35323175 SCE PERMITS/INSP 001.3200.4551 35323176 SCE PERMITS/INSP 35323176 SCE PERMITS/INSP 001.3200.4551 FIXED FEE SCE PERMITS/INSP FIXED FEE SCE PERMITS/INSP 001.3200.4551	530.00 530.00 318.00 1,431.00
Total :				2,809.00
89815	7/23/2024	000233 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES 100% RECYCLED 2 PLY TISSUE 042.9510.4055 100% RECYCLED TOWEL 042.9510.4055 JANITORIAL SUPPLIES 042.9510.4055	113.57 273.40 220.59
Total :				607.56
89816	7/23/2024	000237 WILLDAN ASSOCIATES	BLDG AND SAFETY-PLAN CHECK-JUN BLDG AND SAFETY-PLAN CHECK-JUN 001.4500.4540	11,887.50
Total :				11,887.50
21 Vouchers for bank code : wfb				Bank total : 633,160.18
21 Vouchers in this report				Total vouchers : 633,160.18

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Voucher	Date	Vendor	Description/Account	Amount
925	7/26/2024	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	21.25
			ICMA DEFERRED COMP 457: Payment	
			024.1170	12.00
			ICMA DEFERRED COMP 457: Payment	
			041.1170	185.85
			ICMA DEFERRED COMP 457: Payment	
			042.1170	164.99
			ICMA DEFERRED COMP 457: Payment	
			070.1170	211.92
			ICMA DEFERRED COMP 457: Payment	
			001.1170	10,076.43
			ICMA DEFERRED COMP 457: Payment	
			004.1170	1,524.98
			ICMA DEFERRED COMP 457: Payment	
			010.1170	344.99
			Total :	12,567.41
926	7/26/2024	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			004.1140	583.28
			MEDICARE: Payment	
			008.1140	31.54
			MEDICARE: Payment	
			010.1140	118.70
			MEDICARE: Payment	
			012.1140	53.10
			MEDICARE: Payment	
			016.1140	53.10
			MEDICARE: Payment	
			023.1140	27.46

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Voucher	Date	Vendor	Description/Account	Amount
926	7/26/2024	000119 INTERNAL REVENUE SERVICE	(Continued)	
			FEDERAL TAXES: Payment	
			001.1120	13,330.92
			FEDERAL TAXES: Payment	
			004.1120	1,910.20
			FEDERAL TAXES: Payment	
			010.1120	314.51
			FEDERAL TAXES: Payment	
			012.1120	121.80
			FEDERAL TAXES: Payment	
			016.1120	121.81
			FEDERAL TAXES: Payment	
			023.1120	79.55
			FEDERAL TAXES: Payment	
			024.1120	18.49
			FEDERAL TAXES: Payment	
			041.1120	438.95
			FEDERAL TAXES: Payment	
			042.1120	1,853.34
			FEDERAL TAXES: Payment	
			070.1120	852.82
			SOCIAL SECURITY: Payment	
			001.1140	640.86
			SOCIAL SECURITY: Payment	
			008.1140	134.90
			MEDICARE: Payment	
			001.1140	3,376.70
			MEDICARE: Payment	
			024.1140	5.98
			MEDICARE: Payment	
			041.1140	79.78
			MEDICARE: Payment	
			042.1140	215.36
			MEDICARE: Payment	
			070.1140	151.04
			Total :	24,514.19

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Voucher	Date	Vendor	Description/Account	Amount
927	7/26/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment	
			001.1145	531.70
			EPMC: Payment	
			004.1145	96.34
			EPMC: Payment	
			012.1145	3.00
			EPMC: Payment	
			016.1145	3.00
			EPMC: Payment	
			023.1145	8.38
			EPMC: Payment	
			024.1145	0.72
			EPMC: Payment	
			041.1145	19.35
			EPMC: Payment	
			042.1145	14.58
			EPMC: Payment	
			070.1145	60.00
			PERS: Payment	
			001.1145	17,053.88
			PERS: Payment	
			004.1145	3,102.84
			PERS: Payment	
			010.1145	719.18
			PERS: Payment	
			012.1145	247.66
			PERS: Payment	
			016.1145	247.65
			PERS: Payment	
			023.1145	146.97
			PERS: Payment	
			024.1145	26.54
			PERS: Payment	
			041.1145	458.76
			PERS: Payment	
			042.1145	1,068.04

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
927	7/26/2024	000004	PUBLIC EMPLOYEE RETIREMENT SYS (Continued)	
			PERS: Payment	
			070.1145	939.78
			PERS SURVIVOR: Payment	
			001.1145	25.40
			PERS SURVIVOR: Payment	
			004.1145	4.64
			PERS SURVIVOR: Payment	
			010.1145	1.05
			PERS SURVIVOR: Payment	
			012.1145	0.54
			PERS SURVIVOR: Payment	
			016.1145	0.54
			PERS SURVIVOR: Payment	
			023.1145	0.28
			PERS SURVIVOR: Payment	
			024.1145	0.04
			PERS SURVIVOR: Payment	
			041.1145	0.34
			PERS SURVIVOR: Payment	
			042.1145	1.83
			PERS SURVIVOR: Payment	
			070.1145	0.68
			Total :	24,783.71
928	7/26/2024	000001	CALIF STATE EMPLOYMENT	
			STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	5,477.21
			STATE TAXES: Payment	
			004.1130	692.34
			STATE TAXES: Payment	
			010.1130	97.71
			STATE TAXES: Payment	
			012.1130	50.36
			STATE TAXES: Payment	
			016.1130	50.37
			STATE TAXES: Payment	

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
928	7/26/2024	000001 CALIF STATE EMPLOYMENT	(Continued)	
			023.1130	20.37
			STATE TAXES: Payment	
			024.1130	7.16
			STATE TAXES: Payment	
			041.1130	172.48
			STATE TAXES: Payment	
			042.1130	209.00
			STATE TAXES: Payment	
			070.1130	293.04
			Total :	7,070.04
89817	7/26/2024	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	132.64
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	15.37
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.27
			AFLAC ACCIDENT INSURANCE: Payment	
			041.1181	4.19
			AFLAC ACCIDENT INSURANCE: Payment	
			070.1181	1.39
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	191.64
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	39.37
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.31

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89817	7/26/2024	003804 AFLAC WWHQ	(Continued)	
			AFLAC DISABILITY INSURANCE: Payment	
			023.1181	2.45
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.52
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	203.33
			AFLAC HOSPITAL INSURANCE: Payment	
			004.1181	11.90
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.71
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	14.02
			AFLAC HOSPITAL INSURANCE: Payment	
			041.1181	4.96
			AFLAC HOSPITAL INSURANCE: Payment	
			070.1181	1.68
			AFLAC DENTAL: Payment	
			001.1181	19.56
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	12.40
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.48
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.48
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			001.1181	13.40
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			012.1181	6.71
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			016.1181	6.71
			Total :	724.44

5 Vouchers for bank code : wfb

Bank total : 69,659.79

5 Vouchers in this report

Total vouchers : 69,659.79

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89818	7/25/2024	001320 HIGHLAND SENIOR CENTER	CDBG CV COVID19 GROCERY-JUN CDBG CV COVID19 GROCERY-JUN 006.8400.4353	756.14
			CDBG CV COVID19 MEALS-JUN CDBG CV COVID19 MEALS-JUN 006.8400.4353	4,320.00
			Total :	5,076.14
89819	7/25/2024	001677 YMCA OF THE EAST VALLEY	CDBG MONTHLY REIMB-MAR CDBG MONTHLY REIMB-MAR 006.8400.4348	678.40
			CDBG MONTHLY REIMB-APR CDBG MONTHLY REIMB-APR 006.8400.4348	1,216.50
			CDBG MONTHLY REIMB-MAY CDBG MONTHLY REIMB-MAY 006.8400.4348	813.40
			Total :	2,708.30
2 Vouchers for bank code : wfb			Bank total :	7,784.44
2 Vouchers in this report			Total vouchers :	7,784.44

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89820	7/30/2024	004206 #1 SON PLUMBING INC	YMCA PLUMBING REPAIR YMCA PLUMBING REPAIR 001.6000.4070 LMD 30: BACKFLOW TESTING LMD 30: BACKFLOW TESTING 012.8500.4030	1,471.35 225.51 Total : 1,696.86
89821	7/30/2024	005737 AGA ENGINEERS, INC.	ON CALL TRAFFIC ENG SVC-FEB ON CALL TRAFFIC ENG SVC-FEB 020.8440.4550 TSI22001 ENG SVC-FEB TSI22001 ENG SVC-FEB 001.3200.4551 STR18001 NP ARPA-FEB STR18001 NP ARPA-FEB 030.8495.6550	2,640.00 825.00 2,550.00 Total : 6,015.00
89822	7/30/2024	005771 AMAZON CAPITAL SERVICES	CITY HALL: SERVER HDD 12TB CITY HALL: SERVER HDD 12TB 042.9510.4203 OFFICE SUPPLIES OFFICE SUPPLIES 001.1700.4200 CITY HALL: WEBCAMS CITY HALL: WEBCAMS 042.9510.4203 COMM PK: BENCH REPAIRS COMM PK: BENCH REPAIRS 001.6000.4206 HANGING FILE TABS HANGING FILE TABS 001.1700.4200	289.32 20.25 1,163.20 259.93 26.68 Total : 1,759.38
89823	7/30/2024	000165 AT&T	POLICE DEPT-AUG	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89823	7/30/2024	000165 AT&T	(Continued) POLICE DEPT-AUG 001.2000.4060	3,233.86
Total :				3,233.86
89824	7/30/2024	001072 AUTO ZONE	VEH MAINT #135 VEH MAINT #135 004.8310.4240 EQUIP MAINT #102 EQUIP MAINT #102 004.8310.4245	13.30
Total :				109.74
89825	7/30/2024	004923 BRIAN'S LIVE BEE REMOVAL SVC	BEE REMOVAL:CHURCH AND 5TH BEE REMOVAL: CHURCH AND 5TH 004.8310.4680	350.00
Total :				350.00
89826	7/30/2024	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 5/7-6/30/24 SOLID WASTE PROG 5/7-6/30/24 051.1496	58,496.76
Total :				58,496.76
89827	7/30/2024	005345 CALIFORNIA ASSOCIATION OF CODE	WEBINAR OSINT-CHAMBERS WEBINAR OSINT-CHAMBERS 001.4600.4330 WEBINAR HOARDING-CHAMBERS WEBINAR HOARDING-CHAMBERS 001.4600.4330 WEBINAR HIIIH-CHAMBERS WEBINAR HIIIH-CHAMBERS 001.4600.4330	36.00
Total :				54.00
Total :				40.00
89828	7/30/2024	003836 CALIFORNIA BUILDING	BSAR 04/24-06/24 BSAR 04/24-06/24 051.1480 BSAR 04/24-06/24 001.4500.4543	-124.10
Total :				1,241.00

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89828	7/30/2024	003836	003836 CALIFORNIA BUILDING	(Continued)
Total :				1,116.90
89829	7/30/2024	002480	CASC ENGINEERING & CONSULTING	WQP23004-JUN
			WQP23004-JUN	
			001.3200.4551	420.00
			FWQ23002-JUN	
			FWQ23002-JUN	
			001.3200.4551	166.25
			FWQ22001-JUN	
			FWQ22001-JUN	
			001.3200.4551	3,080.00
			FWQ19001-JUN	
			FWQ19001-JUN	
			001.3200.4551	280.00
			FWQ21006 -JUN	
			FWQ21006 -JUN	
			001.3200.4551	280.00
			FWQ22001-JUN	
			FWQ22001-JUN	
			001.3200.4551	280.00
			FWQ20002-JUN	
			FWQ20002-JUN	
			001.3200.4551	140.00
Total :				4,646.25
89830	7/30/2024	005553	CLARK PEST CONTROL OF STOCKTON	FS#2 PEST CONTROL
			FS#2 PEST CONTROL	
			028.2050.4589	26.50
			FS#2 PEST CONTROL	
			029.2100.4589	26.50
Total :				53.00
89831	7/30/2024	005859	COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS-APR
			RADIO ACCESS-APR	
			028.2050.4209	509.01
			RADIO ACCESS-APR	
			029.2100.4209	509.01
			RADIO ACCESS-JUN	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89831	7/30/2024	005859 COUNTY OF SAN BERNARDINO DEPT	(Continued)	
			RADIO ACCESS-JUN	
			028.2050.4209	509.01
			RADIO ACCESS-JUN	
			029.2100.4209	509.01
			Total :	2,036.04
89832	7/30/2024	004860 CRIME SCENE STERI-CLEAN, LLC	BIO HAZARD CLEAN UP BASELINE X PALM	
			BIO HAZARD CLEAN UP BASELINE X PALM	
			001.2000.4240	900.00
			Total :	900.00
89833	7/30/2024	000056 DEPARTMENT OF CONSERVATION	SMIP 04/2024-06/2024	
			SMIP 04/2024-06/2024	
			051.1479	-166.11
			SMIP 04/2024-06/2024	
			001.4500.4542	3,322.10
			Total :	3,155.99
89834	7/30/2024	004879 DIV OF THE STATE ARCHITECT	AB1379 04/2024-06/2024	
			AB1379 04/2024-06/2024	
			051.1493	399.50
			Total :	399.50
89835	7/30/2024	000085 EAST VALLEY WATER DISTRICT	LMD 04-JUL	
			LMD 04-JUL	
			012.8500.4030	57.84
			POLICE STATION-JUL	
			POLICE STATION-JUL	
			001.2000.4030	189.81
			POLICE STATION-JUL	
			POLICE STATION-JUL	
			001.2000.4030	2,453.43
			LMD 29-JUL	
			LMD 29-JUL	
			012.8500.4030	178.34
			CITY HALL-JUL	
			CITY HALL-JUL	

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Voucher	Date	Vendor	Description/Account	Amount
89835	7/30/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			042.9510.4030	207.09
			LMD 15A-JUL	
			LMD 15A-JUL	
			012.8500.4030	276.54
			LMD 07-JUL	
			LMD 07-JUL	
			012.8500.4030	96.16
			BASELINE MEDIAN-JUL	
			BASELINE MEDIAN-JUL	
			004.8310.4030	232.10
			FS#1-JUL	
			FS#1-JUL	
			028.2050.4030	82.91
			FS#1-JUL	
			029.2100.4030	82.91
			LMD 21B-JUL	
			LMD 21B-JUL	
			012.8500.4030	89.24
			FS#2-JUL	
			FS#2-JUL	
			028.2050.4030	145.61
			FS#2-JUL	
			029.2100.4030	145.60
			AURANTIA PK-JUL	
			AURANTIA PK-JUL	
			001.6000.4030	2,105.90
			LMD 44-JUL	
			LMD 44-JUL	
			012.8500.4030	1,063.70
			LMD 15B-JUL	
			LMD 15B-JUL	
			012.8500.4030	566.06
			FS#3 FS-JUL	
			FS#3 FS-JUL	
			028.2050.4030	28.85
			FS#3 FS-JUL	
			029.2100.4030	28.85

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89835	7/30/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			FS#2 FS-JUL	
			FS#2 FS-JUL	
			028.2050.4030	21.13
			FS#2 FS-JUL	
			029.2100.4030	21.12
			BASELINE MEDIAN-JUL	
			BASELINE MEDIAN-JUL	
			004.8310.4030	476.90
			LMD 73-JUL	
			LMD 73-JUL	
			012.8500.4030	57.84
			LMD 37-JUL	
			LMD 37-JUL	
			012.8500.4030	306.56
			FS#3 DOM-JUL	
			FS#3 DOM-JUL	
			028.2050.4030	282.68
			FS#3 DOM-JUL	
			029.2100.4030	282.68
			LMD 21A-JUL	
			LMD 21A-JUL	
			012.8500.4030	101.34
			POLICE STATION-JUL	
			POLICE STATION-JUL	
			001.2000.4030	57.70
			FS#3 IRR-JUL	
			FS#3 IRR-JUL	
			028.2050.4030	37.02
			FS#3 IRR-JUL	
			029.2100.4030	37.02
			BOULDER MEDIAN-JUL	
			BOULDER MEDIAN-JUL	
			004.8310.4030	507.20
			POLICE STATION-JUL	
			POLICE STATION-JUL	
			001.2000.4030	57.70
			CITY HALL FS-JUL	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89835	7/30/2024	000085 EAST VALLEY WATER DISTRICT	(Continued) CITY HALL FS-JUL 042.9510.4030	40.14
Total :				10,317.97
89836	7/30/2024	002617 FERGUSON ENTERPRISES LLC	PD: PLUMBING MAINT PD: PLUMBING MAINT 001.2000.4070	143.91
Total :				143.91
89837	7/30/2024	005018 FLYERS ENERGY, LLC	FUEL-JUL FUEL-JUL 001.2000.4220 FUEL-JUL 001.4200.4220 FUEL-JUL 001.4600.4220 FUEL-JUL 001.6000.4220 FUEL-JUL 001.6010.4220 FUEL-JUL 004.8310.4220 FUEL-JUL 028.2050.4220 FUEL-JUL 029.2100.4220 FUEL-JUL 042.9510.4220	4,602.18 39.11 181.47 155.57 85.85 583.37 765.00 765.00 38.89
Total :				7,216.44
89838	7/30/2024	001122 GALLS, LLC	UNIFORMS: OWENS & RAMIREZ UNIFORMS: OWENS & RAMIREZ 001.4600.4249 UNIFORMS: OWENS & RAMIREZ UNIFORMS: OWENS & RAMIREZ 001.4600.4249	54.52 88.36

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89838	7/30/2024	001122 001122 GALLS, LLC	(Continued)	Total : 142.88
89839	7/30/2024	002664 INLAND LIGHTING SUPPLIES, INC.	PD: LIGHTING SUPPLIES PD: LIGHTING SUPPLIES 001.2000.4070	234.90 Total : 234.90
89840	7/30/2024	000127 K & L HARDWARE	CORP YARD MISC SUPPLIES CORP YARD MISC SUPPLIES 004.8310.4206 CITY HALL KEYS CITY HALL KEYS 042.9510.4070 CITY HALL BLDG SUPPLIES CITY HALL BLDG SUPPLIES 042.9510.4070 CITY HALL MAINTENANCE CITY HALL MAINTENANCE 042.9510.4070 CORP YARD MISC SUPPLIES CORP YARD MISC SUPPLIES 004.8310.4206 COMMUNITY PARK PICNIC BENCHES COMMUNITY PARK PICNIC BENCHES 001.6000.4206 GRAFFITI MISC SUPPLIES GRAFFITI MISC SUPPLIES 001.6010.4206	11.84 93.61 9.47 37.70 6.02 96.20 102.76 Total : 357.60
89841	7/30/2024	005377 LIEBERT CASSIDY WHITMORE	LCW LIBRARY SUBSCRIPTION 24/25 LCW LIBRARY SUBSCRIPTION 24/25 041.9500.4330	900.00 Total : 900.00
89842	7/30/2024	001193 LIFE ASSIST, INC.	FS#1: PARAMEDIC SUPPLIES FS#1: PARAMEDIC SUPPLIES 028.2050.4207 FS#1: PARAMEDIC SUPPLIES	253.88

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89842	7/30/2024	001193 LIFE ASSIST, INC.	(Continued)	
			FS#1: PARAMEDIC SUPPLIES	
			028.2050.4207	448.02
			FS#1-3: PARAMEDIC SUPPLIES	
			FS#1-3: PARAMEDIC SUPPLIES	
			028.2050.4207	559.80
			Total :	1,261.70
89843	7/30/2024	001404 LOWE'S	HIT & COMMUNITY EVENT SUPPLIES	
			HIT & COMMUNITY EVENT SUPPLIES	
			001.6020.4206	404.12
			COMPOST EVENT SUPPLIES	
			COMPOST EVENT SUPPLIES	
			001.4200.4665	662.99
			MOUNTAIN & STRATFORD BARRIER REPAIR	
			MOUNTAIN & STRATFORD BARRIER REPAIR	
			004.8310.4206	18.77
			Total :	1,085.88
89844	7/30/2024	005993 MACS SPRING INC	VEH #135-REPAIR	
			VEH #135-REPAIR	
			004.8310.4240	569.00
			Total :	569.00
89845	7/30/2024	000168 MICHELLE GOMEZ, PETTY CASH	PETTY CASH-JUL	
			PETTY CASH-JUL	
			001.0020	203.01
			Total :	203.01
89846	7/30/2024	004767 MOBILE AIR	ME543: A/C REPAIRS	
			ME543: A/C REPAIRS	
			028.2050.4240	467.56
			ME543: A/C REPAIRS	
			029.2100.4240	467.55
			ME543: A/C SERVICE ANNUAL	
			ME543: A/C SERVICE ANNUAL	
			028.2050.4240	226.65
			ME543: A/C SERVICE ANNUAL	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89846	7/30/2024	004767 MOBILE AIR	(Continued)	
			029.2100.4240	226.65
			ME543: A/C REPAIRS	
			ME543: A/C REPAIRS	
			028.2050.4240	291.66
			ME543: A/C REPAIRS	
			029.2100.4240	291.65
			Total :	1,971.72
89847	7/30/2024	004110 MONTGOMERY HARDWARE CO.	PD: ELECTRONIC DOORS	
			PD: ELECTRONIC DOORS	
			001.2000.4070	182.09
			Total :	182.09
89848	7/30/2024	006313 NISAMEX LLC	REFUND OVERPAYMENT OF NPDES INSP FEES	
			REFUND OVERPAYMENT OF NPDES INSP FEES	
			001.1450.9524	175.00
			Total :	175.00
89849	7/30/2024	003144 REVENUE & COST SPECIALISTS,	CITY FEE STUDY UPDATE 24/25	
			CITY FEE STUDY UPDATE 24/25	
			001.1700.4621	5,024.00
			Total :	5,024.00
89850	7/30/2024	000424 SAN BERNARDINO COUNTY FIRE	HAZARDOUS WASTE FEE 07/24-09/24	
			HAZARDOUS WASTE FEE 07/24-09/24	
			001.4200.4596	13,057.57
			Total :	13,057.57
89851	7/30/2024	005731 SITEONE LANDSCAPE SUPPLY, LLC	AURANTIA PARK IRRIGATION REPAIR	
			AURANTIA PARK IRRIGATION REPAIR	
			001.6000.4206	39.24
			AURANTIA PARK IRRIGATION REPAIR	
			AURANTIA PARK IRRIGATION REPAIR	
			001.6000.4206	155.61
			Total :	194.85
89852	7/30/2024	000204 SOCALGAS	FS#2-JUL	
			FS#2-JUL	

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Voucher	Date	Vendor	Description/Account	Amount
89852	7/30/2024	000204 SOCALGAS	(Continued)	
			028.2050.4020	24.39
			FS#2-JUL	
			029.2100.4020	24.38
			POLICE-JUL	
			POLICE-JUL	
			001.2000.4020	964.09
			FS#1-JUL	
			FS#1-JUL	
			028.2050.4020	25.94
			FS#1-JUL	
			029.2100.4020	25.94
			Total :	1,064.74
89853	7/30/2024	001527 STERICYCLE INC.	SHREDDING SERVICE-JUN	
			SHREDDING SERVICE-JUN	
			001.1200.4626	290.35
			Total :	290.35
89854	7/30/2024	003044 THOMSON REUTERS WEST	CODE BOOKS-JUL	
			CODE BOOKS-JUL	
			001.1200.4626	1,577.67
			Total :	1,577.67
89855	7/30/2024	004920 TKE ENGINEERING	HOUSING AUTHORITY-MAY	
			HOUSING AUTHORITY-MAY	
			070.7000.4611	652.50
			HOUSING AUTHORITY-JUN	
			HOUSING AUTHORITY-JUN	
			070.7000.4611	2,597.50
			Total :	3,250.00
89856	7/30/2024	000233 WAXIE SANITARY SUPPLY	FS#3: JANITORIAL SUPPLIES	
			FS#3: JANITORIAL SUPPLIES	
			028.2050.4055	238.88
			FS#3: JANITORIAL SUPPLIES	
			029.2100.4055	238.88
			Total :	477.76

Voucher	Date	Vendor	Description/Account	Amount
89857	7/30/2024	003535 WEST COAST ARBORISTS, INC.	CITY WIDE TREE MAINT-JUN CITY WIDE TREE MAINT-JUN 004.8310.4680	4,001.00
			Total :	4,001.00
89858	7/30/2024	006001 YUNEX LLC	STL RESPONSE CALL OUTS-JUN STL RESPONSE CALL OUTS-JUN 013.8510.4664 TS RESPONSE CALL OUTS-JUN TS RESPONSE CALL OUTS-JUN 004.8310.4580 27366 5TH ST: INST POLE#30297H 27366 5TH ST: INST POLE#30297H 013.8510.4664 BASELINE & CLOVERHILL: INST STL BASELINE & CLOVERHILL: INST STL 013.8510.4664 27400 5TH ST: INST STL POLE#30273H 27400 5TH ST: INST STL POLE#30273H 013.8510.4664 CENTRAL SO 5TH: INST 2 POLES NO # CENTRAL SO 5TH: INST 2 POLES NO # 013.8510.4664 VICTORIA & 3RD: INST STL NO # VICTORIA & 3RD: INST STL NO # 013.8510.4664 BASELINE & STREATER: TS BATTERY RPLMT BASELINE & STREATER: TS BATTERY RPLMT 004.8310.4580 7035 SHAY CT: INST STL POLE#60350H 7035 SHAY CT: INST STL POLE#60350H 013.8510.4664 VICTORIA & 3RD: KD DECO POLE VICTORIA & 3RD: KD DECO POLE 013.8510.4664 TS MAINT-JUN TS MAINT-JUN 004.8310.4580	100.28 5,533.41 4,600.00 4,600.00 4,600.00 2,104.16 4,600.00 671.41 4,600.00 1,203.36 3,872.28

07/30/2024 9:49:40AM

Voucher List
CITY OF HIGHLAND

Page: 13

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
89858	7/30/2024	006001 YUNEX LLC	(Continued)	
			STL MAINT-JUN	
			STL MAINT-JUN	
			013.8510.4664	2,528.50
			STL MAINT-APR	
			STL MAINT-APR	
			013.8510.4664	2,528.50
			STL MAINT-MAY	
			STL MAINT-MAY	
			013.8510.4664	2,528.50

Total : 44,070.40

39 Vouchers for bank code : wfb

Bank total : 181,883.02

39 Vouchers in this report

Total vouchers : 181,883.02



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer *LNK*

SUBJECT: Treasurer's Report for June 2024

RECOMMENDATION: City Council to receive and file the Treasurer's Report for June 2024

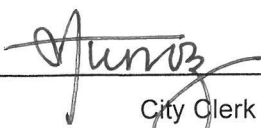
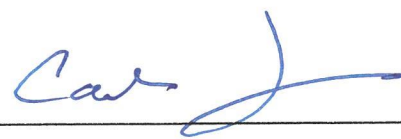
FISCAL IMPACT:

Cash and Investments:	
General Fund	\$13,773,531.90
Special Revenue Funds	\$41,967,273.54
Internal Service Funds	\$ 5,696,130.20
Capital Projects Funds	\$28,290,082.34
Agency Funds	\$ 2,478,632.46
Housing Authority Fund	\$ 3,715,868.48
SARDA Funds	\$ 3,496,684.93

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: 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.

Attachments: Treasurers Report, Treasurer's Report Graph, Cash and Investments Graph and General Fund Reserves Graph

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

CITY OF HIGHLAND
Treasurer's Report
as of June 30, 2024

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking Account (reconciled book balance)	8,594,843.08

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
<u>California Treasurer's Local Agency Investment Fund (LAIF)</u>	n/a	4.480%		
General Fund			13,823,465.24	
Special Revenue Funds			26,859,904.00	
Internal Service Funds			5,804,427.00	
Capital Projects Funds			26,385,016.00	
Total City LAIF Funds				72,872,812.24
Housing Authority Fund			3,757,567.86	
Total Housing Authority LAIF Funds				3,757,567.86
Total LAIF Funds				76,630,380.10

- 1) Maximum limits on accounts are \$75M City and \$75M Housing Authority.
2) Market Value is based on the June 30, 2024 applicable percentage of 0.996316042
3) Market Value is \$76,348,077 (\$76,630,380.10 x 0.996316042).

<u>California Asset Management Program (CAMP)</u>	n/a	5.430%		
General Fund			3,340,238.72	
Special Revenue Funds			1,873,921.00	
Capital Projects Funds			6,273,844.00	
Total CAMP Funds				11,488,003.72

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	4.95%	113,904.96	113,904.96
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #60934N872	n/a	4.95%	519,869.24	519,869.24
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #60934N872	n/a	4.95%	192,280.36	192,280.36

Community Facilities District (CFD) 2001-1

Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #60934N872	n/a	4.95%	343,698.10	343,698.10
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	4.95%	26,875.65	26,875.65
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #60934N872	n/a	4.95%	30,057.01	30,057.01

Community Facilities District (CFD) 2007-1

Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #60934N872	n/a	4.95%	11,065.23	11,065.23
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #60934N872	n/a	4.95%	26,542.83	26,542.83
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #60934N872	n/a	4.95%	9,817.19	9,817.19

TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				1,274,110.57
---	--	--	--	--------------

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
<u>US Bank Corporate Trust Services (SARDA)</u>				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.95%	1,482.80	1,482.80
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.95%	173,205.96	173,205.96
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.95%	491.49	491.49
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.95%	99.23	99.23
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.95%	967,343.59	967,343.59
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.95%	14,636.32	14,636.32
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.95%	985.04	985.04
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.95%	389.97	389.97
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.95%	1,081.98	1,081.98
Reserve Fund 259928004				
Assured Guaranty Municipal Bond Insurance	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,159,716.38
TOTAL CASH AND INVESTMENTS				99,148,203.85

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.

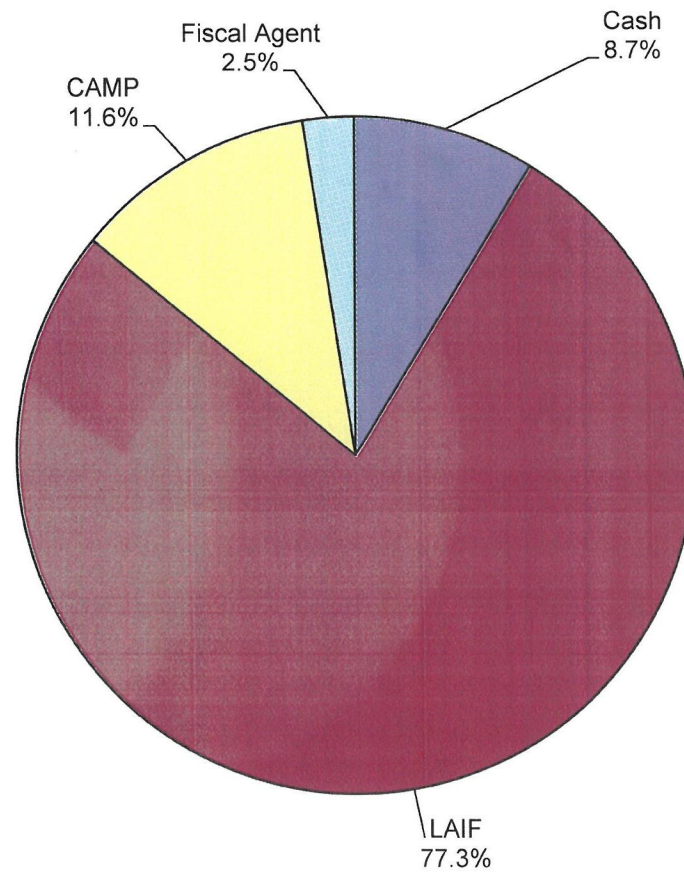
SIGNED:

Carlos Zamano
CITY MANAGER

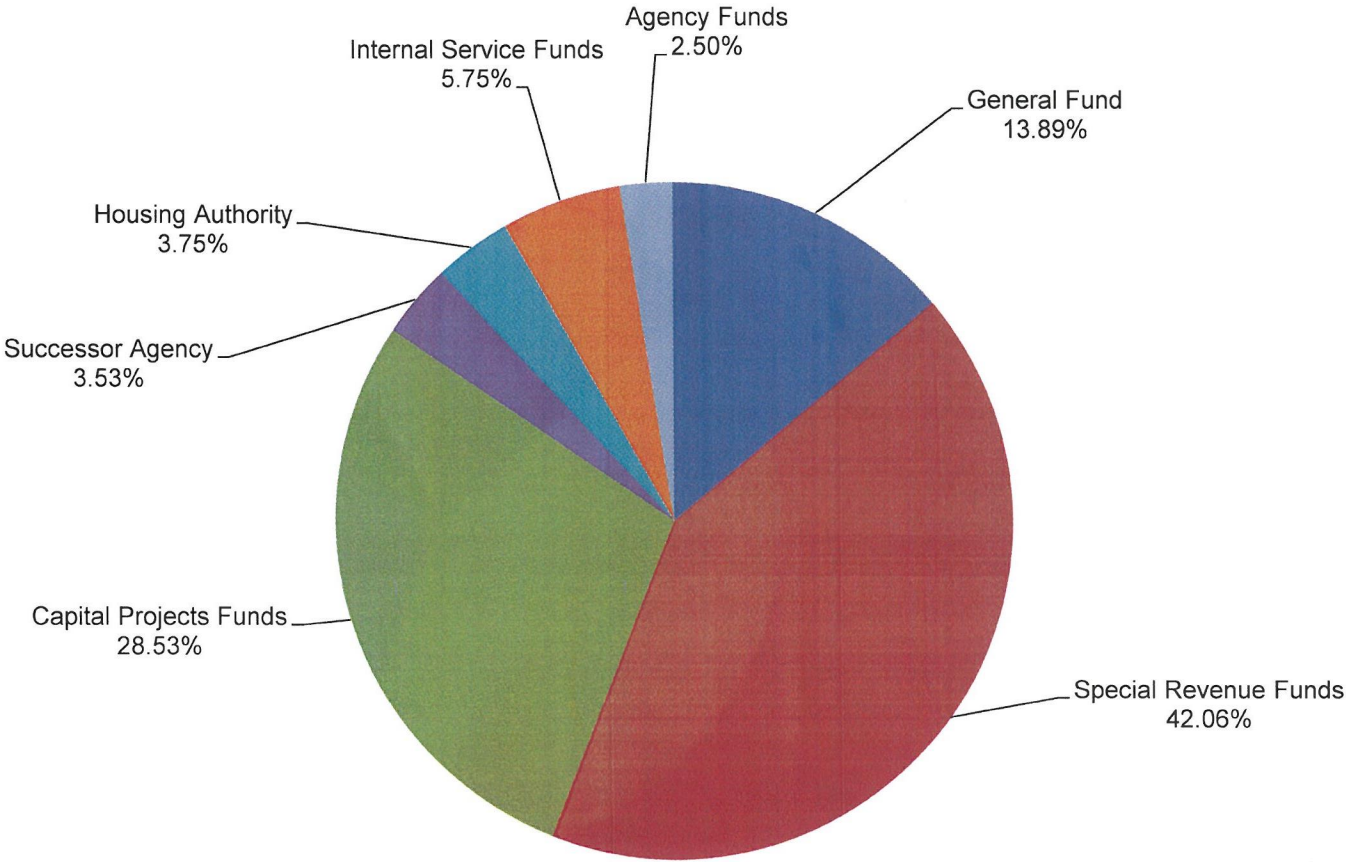
SIGNED:

Leticia Nava-Cruz
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

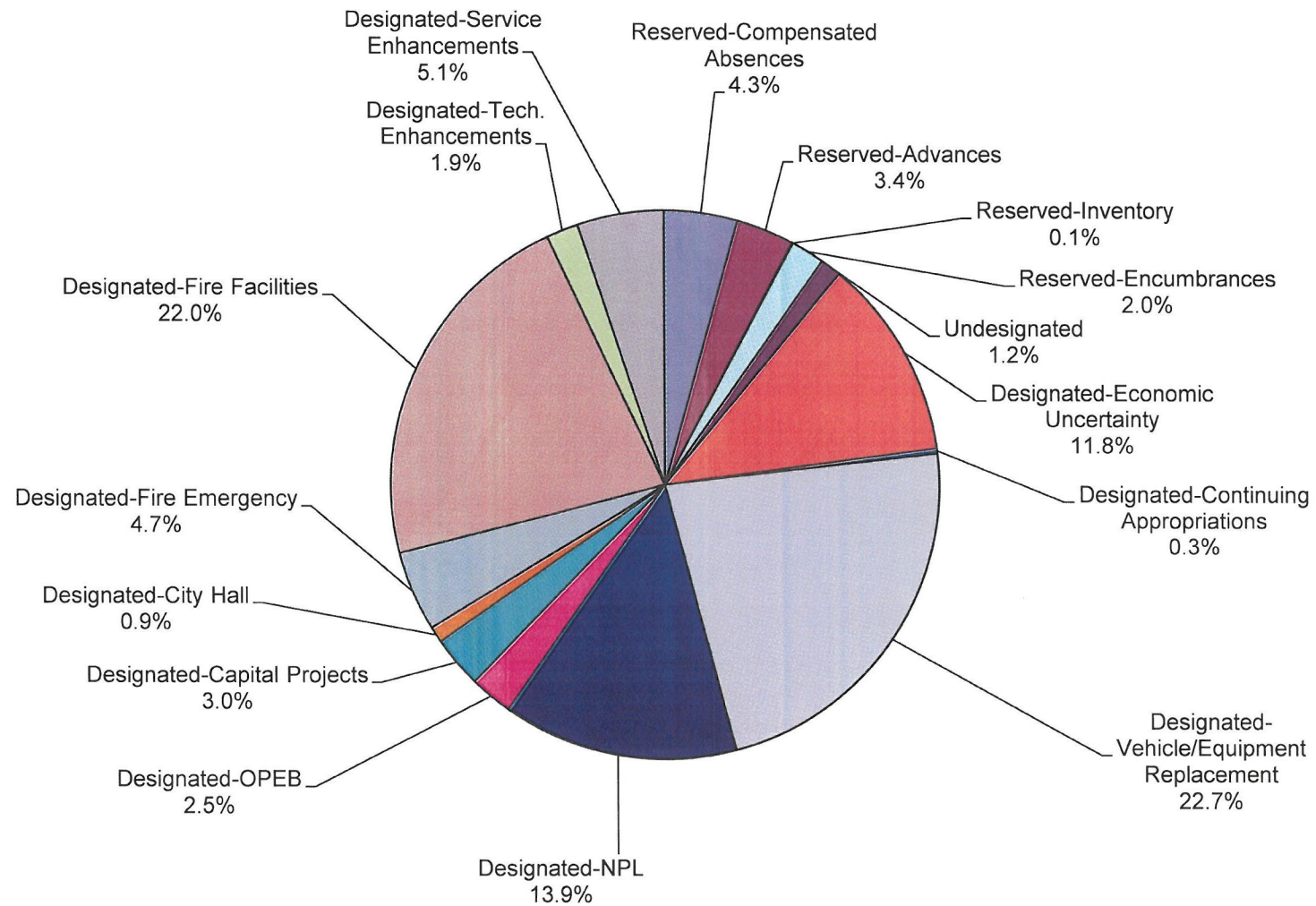
Treasurer's Report



Cash & Investments



General Fund Reserves





STAFF REPORT TO THE CITY COUNCIL

DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

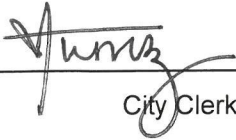
PREPARED BY: Alondra Muñoz, City Clerk

REVIEWED BY: Dana Calkins, George Hills Company, Claims Adjuster

SUBJECT: Claim Consideration - Maria Vargas

RECOMMENDATION: George Hills Company recommends the City Council reject the claim.

BACKGROUND: The Claim was received in the City Clerk's Office on July 1, 2024. It was then sent to the City's claim adjuster, George Hills Company, who is recommending the claim be rejected.

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

July 19, 2024

Alondra Muñoz
City Clerk
City of Highland

RE: Client: City of Highland
 Claim Number: GHC0073908
 Date of Loss: 06/13/2024
 Claimant: Vargas, Maria

Dear Ms. Muñoz:

We have reviewed the above captioned claims and request that you take the action indicated below:

- **Please issue a standard rejection to commence the statute of limitations.**

Please provide us with a copy of the notices sent.

Should you have any questions, please feel free to contact the undersigned.

Kindest Regards,
George Hills Company, Inc.

Dana Calkins

Dana Calkins
Sr. Claims Adjuster
Direct Dial: (916) 333-0575
Email: dana.calkins@georgehills.com



July 1, 2024

Patti Schneiders
Claims Processor
Rancho Cordova Office
PO Box 278
Rancho Cordova, CA 95741

Re: Claimant(s): Maria Vargas
Incident Date: June 13, 2024

Dear Patti:

Enclosed is a copy of a Claim received via mail at the Office of the City Clerk on July 1, 2024, by the above referenced claimant(s).

This item will be tentatively scheduled for the City Council regular meeting of Tuesday, August 13, 2024, pending your recommendation. All correspondence will be required from George Hills no later than Friday, August 2. Please review and advise this office on the appropriate action to be taken.

If you have any questions, please contact Leticia Nava-Cruz at (909) 864-6861, ext. 208 or myself at ext. 226.

Sincerely,

A handwritten signature in black ink, appearing to read "Alondra Muñoz".

Alondra Muñoz
City Clerk

cc: Carlos Zamano, City Manager
Leticia Nava-Cruz, Director of Administrative Services
Maricela Marroquin, City Attorney

Mayor
Penny Lilburn

Mayor Pro Tem
Larry McCallon

City Council
Jesse Chavez-Cordova

City Council
Anaëli Solano

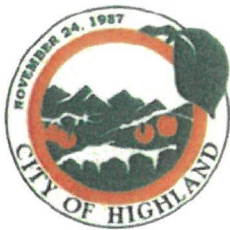
City Council
John P. Timmer

City Manager
Carlos Zamano

27215 Base Line • Highland, CA 92346

Tel: 909.864.6861 • Fax: 909.863.3180 • www.cityofhighland.org





RECEIVED

JUL 01 2024

CITY OF HIGHLAND
CITY CLERK

Do not write in this space.
For office use only:

Received: 07/01/2024

By: Alondra M.
☐ E-Mail ☒ Mail ☐ In person

CLAIM AGAINST THE CITY OF HIGHLAND

(For damages to persons or personal property)

A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to:

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

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

NOTICE: PER GOVERNMENT CODE SECTION 910.4, THIS FORM MUST BE USED IN ORDER TO COMPLY WITH SECTIONS 910 AND 910.2 OF THE GOVERNMENT CODE.

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF HIGHLAND:

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

1. Name of Claimant Maria Vargas
 - a. Complete Address of Claimant, including City, State and Zip Code:
26664 Bruce St, Highland, CA 92346

 - b. Phone Number _____
 - c. Date of Birth _____

d. Driver's License/State Identification Card Number:

Issued by which State: _____

_____ Driver's License _____ Identification Card

Expiration Date: _____

2. Name, telephone and address to which claimant desires notices to be sent, if other than above:

Bauman Law 24003A Ventura Blvd, 2nd Floor
Calabasas, CA 91302
818-285-0222

3. Occurrence or event from which the claim arises:

a. Date of occurrence 06/13/2024

b. Time of occurrence 09:30 AM

c. Place of occurrence (Exact and specific location)

Highland Community Park 7793 Central Ave,
Highland, CA 92346

- d. How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary).

Mrs. Vargas was sitting on a bench table with other people when the bench broke away
from the table causing her fall and hurt her ankle.

- e. What particular action by the City, or its employees, caused the alleged damage or injury?

The city is responsible for maintaining public areas in a safe manner and failed to do so
leading to the failure of the bench.

4. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. If there were no injuries, state "no injuries".

Mrs. Vargas is hurt her ankle and is still treating

5. Give the name(s) of the City employee(s) causing the damage or injury:

TBD

6. Name and address of any other person injured:

TBD

7. Name and address of the owner of any damaged property:

TBD

8. Damages Claimed:

- a. Amount claimed as of this date: \$ TBD
- b. Estimate amount of future costs: \$ 1,000,000.00
- c. Total amount claimed: \$ 1,000,000.00
- d. Basis for computation of amounts claimed. **Include copies of all bills, invoices, estimates, etc.:**

TBD as Mrs. Vargas is still treating for injuries

9. Names and addresses of all witnesses, hospitals, doctors, etc.

- a. TBD as Mrs. Vargas is still treating for injuries
- b. _____
- c. _____
- d. _____
- e. _____

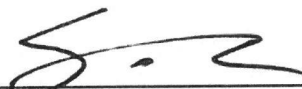
10. Any additional information which might be helpful in considering this claim:

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signed at: Calabasas, CA 91302
City and State

Date: 06/26/2024



Signature of Claimant

Shaun Bauman
Printed name of person signing above



BAUMAN LAW, APLC
24003A VENTURA BLVD, 2ND FLOOR, CALABASAS CA 91302
TEL: (818) 285-0222 ♦ FAX: (818) 285-0224 ♦ INFO@BAUMAN.LAW

June 26, 2024

SENT VIA FACSIMILE:

City Of Highland
27215 Base Line
Highland, CA 92346

RE: LETTER OF REPRESENTATION & PRESERVATION OF EVIDENCE

Our Client: Maria Vargas
Your Insured: Highland Community Park
7793 Central Ave, Highland, CA 92346
Claim Number:
Our File #: 12071725
Date of Loss: 6/13/2024

To Whom It May Concern,

This law office has been retained by the above-named individual in a claim for personal damages arising from injuries sustained **6/13/2024**. Our investigation, thus far, concludes that our client's injuries are a direct and approximate result of negligence on the part of **Highland Community Park**

- Failing to maintain safe & proper conditions on said property and premises.
- Through creating a dangerous condition.
- Failing to warn of the unreasonably dangerous condition.
- In having actual notice of the dangerous condition by virtue of creating it.
- In having actual or constructive notice of the dangerous condition.

We would appreciate your cooperation in having a representative of your insurance company contact our office. All further communications and inquiries regarding this matter should be directed to this office rather than to our client.

We ask that you provide your insurance information at your earliest convenience.

PLEASE TAKE NOTICE that this office possesses a lien for Attorneys' fees and costs advanced in this matter. Therefore, you are requested to include **Bauman Law APLC** as payee, upon any draft or other negotiable instrument given or tendered in payment of any claim, verdict, judgment, award, or settlement arising out of the above-mentioned matter.

You Have 14 Days to respond or we will pursue with litigation.



BAUMAN LAW, APLC

24003A VENTURA BLVD, 2ND FLOOR, CALABASAS CA 91302
TEL: (818) 285-0222 ♦ FAX: (818) 285-0224 ♦ INFO@BAUMAN.LAW

Pursuant to Boicourt V. Amex Assurance Company, (78 Cal. App 4th 1390; 93 Cal. Rptr. 2d 763 2000 Cal. App. Lexis 186), we hereby respectfully request that you provide our offices with your insureds policy limits and a copy of the declarations page evidencing said limits. Please provide our office with a written liability decision in this matter as soon as possible and lastly, we request for you to ask permission of your insured to disclose a current address to our office.

An authorization pursuant to section 2695.2(c) of the California Code of regulations, Title 10 Chapter 5, is enclosed herewith.

A second purpose of this letter is to advise you of the requirement of Penal Code Section 135 which reads as follows:

“Destroying evidence: Every person who, knowing that any book, paper, record, instrument in writing, or other matter or thing, is about to be produced in evidence upon any trial, inquiry or investigation whatever, authorized by law, willfully destroys or conceals same with intent thereby to prevent it from being produced, is guilty of a misdemeanor.”

You are also advised that a tort action for intentional spoliation of evidence could subject your company to liability for intentionally destroying evidence.

Please make sure to save all video footage that captures the incident and video footage of the surrounding areas for a minimum of two hours prior to the slip in fall. Preserve all sweep sheets, cleaning reports, witness statements, and any other documents that would be discoverable when suit is filed.

Thank you very much for your anticipated cooperation in this matter.

Very Truly Yours,
BAUMAN LAW APLC

Robs
Legal Assistant



Highland Community Park



Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 100 ft



Highland Community Park

4.3 ★★★★★ (561)

Park • 🚶

Overview

Reviews

About



Directions



Save



Nearby



Send to
phone



Share



BAUMAN LAW, APLC

24003A VENTURA BLVD, 2ND FLOOR, CALABASAS, CA 91302
TEL: (818) 285-0222 ♦ FAX: (818) 285-0224 ♦ INFO@BAUMAN.LAW

DESIGNATION OF ATTORNEY

TO: City of Highland

Pursuant to Section 2695.2(c) of the California Code of Regulations, Title 10, chapter 5 Subchapter 7.5, I authorize Bauman Law APLC, to handle my bodily injury and property damage claim regarding my accident on 06/13/2024.

Date: 06 / 25 / 2024

Signature (Firma del Cliente)

Maria Vargas
Name (Nombre)



STAFF REPORT TO THE CITY COUNCIL

DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

REVIEWED BY: Dana Calkins, George Hills Company, Claims Adjuster

SUBJECT: Claim Consideration - Anita Padilla

RECOMMENDATION: George Hills Company recommends the City Council reject the claim.

BACKGROUND: The Claim was received in the City Clerk's Office on July 9, 2024. It was then sent to the City's claim adjuster, George Hills Company, who is recommending the claim be rejected.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>6</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

July 22, 2024

Alondra Muñoz
City Clerk
City of Highland

RE:	Client:	City of Highland
	Claim Number:	GHC0074137
	Date of Loss:	03/20/2024
	Claimant:	Anita Padilla

Dear Ms. Muñoz:

We have reviewed the above captioned claims and request that you take the action indicated below:

- **Please issue a standard rejection to commence the statute of limitations.**

Please provide us with a copy of the notices sent.

Should you have any questions, please feel free to contact the undersigned.

Kindest Regards,
George Hills Company, Inc.

Dana Calkins

Dana Calkins
Sr. Claims Adjuster
Direct Dial: (916) 333-0575
Email: dana.calkins@georgehills.com

City of
HIGHLAND
Inc. 1987



July 9, 2024

Patti Schneiders
Claims Processor
Rancho Cordova Office
PO Box 278
Rancho Cordova, CA 95741

Re: Claimant(s): Anita Padilla
Incident Date: March 20, 2024

Dear Patti:

Enclosed is a copy of a Claim received via mail at the Office of the City Clerk on July 9, 2024, by the above referenced claimant(s). Note: The location stated in the attachment indicates the incident occurred in the City of Highland but in the premises of 25318 5th Street, San Bernardino, CA 92410 referred to as the Sterling Natural Resource Center owned and operated by East Valley Water District.

This item will be tentatively scheduled for the City Council regular meeting of Tuesday, August 13, 2024, pending your recommendation. All correspondence will be required from George Hills no later than Friday, August 2. Please review and advise this office on the appropriate action to be taken.

If you have any questions, please contact Leticia Nava-Cruz at (909) 864-6861, ext. 208 or myself at ext. 226.

Sincerely,

A handwritten signature in black ink, appearing to read "Alondra Muñoz".

Alondra Muñoz
City Clerk

cc: Carlos Zamano, City Manager
Leticia Nava-Cruz, Director of Administrative Services
Maricela Marroquin, City Attorney





Do not write in this space.

For office use only:

Received: _____

By: Alondra Muñoz

☐ E-Mail

☒ Mail

☐ In person

CLAIM AGAINST THE CITY OF HIGHLAND
(For damages to persons or personal property)

A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to:

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

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

NOTICE: PER GOVERNMENT CODE SECTION 910.4, THIS FORM MUST BE USED IN ORDER TO COMPLY WITH SECTIONS 910 AND 910.2 OF THE GOVERNMENT CODE.

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF HIGHLAND:

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

1. Name of Claimant Anita Padilla
 - a. Complete Address of Claimant, including City, State and Zip Code:
6531 Merito Pl San Bernardino, CA 92404
 - b. Phone Number () _____
 - c. Date of Birth _____

d. Driver's License/State Identification Card Number:

Issued by which State: California

X Driver's License _____ Identification Card

Expiration Date: _____

2. Name, telephone and address to which claimant desires notices to be sent, if other than above:

Stephan Filip PC P: 323-303-3533 E: _____

100 W Broadway Suite 1040 Glendale, CA 91210 Ph: 323 303 3533

3. Occurrence or event from which the claim arises:

a. Date of occurrence 03/20/2024

b. Time of occurrence approximately 11:30 am

c. Place of occurrence (Exact and specific location)

Sterling Natural Resource Center

25318 5th Street San Bernardino CA 92410

d. How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary).

Ms. Padilla fell and injured herself when a chair, on the premises of Sterling Natural Resource Center was not properly secured, attached and/or improperly placed on the premises rolled away.

e. What particular action by the City, or its employees, caused the alleged damage or injury?

The City of Highland failed to provide safe premises to their invitees.

4. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. If there were no injuries, state "no injuries".

The full extent of the injuries will be provided upon receipt of medical records.

5. Give the name(s) of the City employee(s) causing the damage or injury:

Unknown

6. Name and address of any other person injured:

n/a

7. Name and address of the owner of any damaged property:
-
-

8. Damages Claimed:

a. Amount claimed as of this date: \$ _____

b. Estimate amount of future costs: \$ _____

c. Total amount claimed: \$To be determined at trial.

d. Basis for computation of amounts claimed. **Include copies of all bills, invoices, estimates, etc.:**

9. Names and addresses of all witnesses, hospitals, doctors, etc.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

10. Any additional information which might be helpful in considering this claim:

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signed at: Glendale, California
City and State

Date: 7-8-24



Signature of Claimant

Stephan Airapetian, Esq.

Printed name of person signing above



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Conflict of Interest Code Update

RECOMMENDATION: That the City Council:

- 1) Receive and file the 2024 Local Agency Biennial Notice; and
- 2) Adopt Resolution No. 2024-____, amending the City's Conflict of Interest Code and rescinding Resolution No. 2022-046.

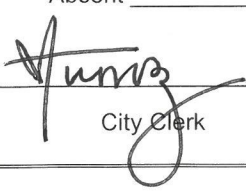
FISCAL IMPACT: None

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

BACKGROUND: The Political Report Act ("Act") requires that public agencies adopt a Conflict of Interest Code (code). A code designates positions required to file Statements of Economic Interests (Form 700) and assigns disclosure categories specifying the types of interests to be reported. It is required that cities amend their code during even numbered years to reflect the creation of new positions, deletion of positions, changes in any titles, as well as any changes made to the Act. Additionally, the city is required to complete and execute the 2024 Local Agency Biennial Notice review form and maintain the form on file with the City Clerk's Office indicating that this review has been conducted for the city.

Pursuant to the Act, a designated employee is an officer, employee, member, or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decisions that may foreseeably have a material effect on his or her financial interest. Elected City Council Members, appointed Planning Commissioners, City Manager, City Attorney and Director of Administrative Services are not included on the List of Designated Positions as these individuals are governed under Government Code Section 87200 and have full disclosure requirements.

Staff has reviewed the code and has determined the following change has occurred in the city's reporting schedules:

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

Add the following Reporting Categories:

- Assistant Administrative Services Manager
- Assistant Engineer
- Associate Engineer
- Senior Civil Engineer

Attachments: Resolution No. 2024-____

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ADOPTING THE CITY'S CONFLICT OF INTEREST CODE AND
RESCINDING RESOLUTION NO. 2022-046**

WHEREAS, the City of Highland City Council previously adopted Resolution No. 2022-046 adopting the model Conflict of Interest Code set forth in Section 18730 of the California Code of Regulations; and

WHEREAS, by this resolution, the City is adopting a new updated Conflict of Interest Code; and

WHEREAS, the City Council desires to designate persons holding positions listed in Appendix A as bodies that are subject to this Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Highland does hereby find, determine and declares follows:

1. Resolution No. 2022-046 is hereby rescinded.
2. The Political Reform Act, Government Code Section 81000 et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730. It can be incorporated by reference in an agency's code and may be amended by the Fair Political Practices Commission after public notice and hearing to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference, and along with the attached Appendices A, B and C, which identify the members, employees and consultants that are designated and the disclosure categories, constitute the Conflict of Interest Code for the City of Highland, which is considered the "agency" within the purview of this Code.
3. Designated employees shall file statement of economic interests with the City Clerk of the City of Highland. Statements for all designated employees will be retained by the City and will be available for inspection and reproduction pursuant to Government Code Section 81008.

APPENDIX A DESIGNATED EMPLOYEE FILERS

<u>DESIGNATED EMPLOYEE FILERS</u>	<u>DISCLOSURE CATEGORIES</u>
Administrative Analyst	3, 4, 5
Administrative Services Manager	3, 4, 5
Assistant Administrative Services Manager	3, 4, 5
Assistant City Manager	1
Assistant Community Development Director	1
Assistant Engineer	3, 4, 5
Assistant Public Works Director	1
Associate Engineer	3, 4, 5
Building Official	1
City Clerk	3, 4, 5
City Planner	1
Code Compliance Officer	2, 3, 4, 5
Committee/Board Members	1
Community Development Director	1
Consultants	See Appendix C
Deputy City Clerk	3, 4, 5
Economic Development Specialist	2, 3, 4, 5
Maintenance Superintendent	3, 4, 5
Public Services Manager	3, 4, 5
Public Works Manager	3, 4, 5
Public Works Director/City Engineer	1
Senior Code Compliance Officer	2, 3, 4, 5
Senior Civil Engineer	1

The Members of City Council and Planning Commission, City Manager, City Attorney, Director of Administrative Services/City Treasurer and all other City Officials who manage public investments as defined by 2 Cal. Code of Regs. §18701 (b) are not subject to the City's Code but are subject to the disclosure requirements of the Act. (Government Code Section 87200 et. seq.). [Regs. §18730(b)(3)].

APPENDIX B DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property, which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

- Category 1. Full Disclosure – Interests in real property located within the City or within two miles of the boundaries of the City or within two miles of any land owned or used by the City, as well as investments, business positions and sources of income, including gifts, loans and travel payments.
- Category 2. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B)
- Category 3. Reportable income and business positions. (Form 700, Schedule C)
- Category 4. Reportable investments. (Form 700, Schedules A-1 and A-2)
- Category 5. Reportable gifts and travel gifts. (Form 700, Schedules D and E)

APPENDIX C CONSULTANT FILERS¹

DESIGNATED CONSULTANTS

DISCLOSURE CATEGORIES

Consultants who make (not just recommend) governmental decisions, such as whether to approve a rate, rule, or regulation, whether to issue, deny, suspend, or revoke any permit, license, application, certificate or similar authorization, adopt or grant City approval to a plan, design, report, study, or adopt or grant City approval of policies, standards, or guidelines for the City or any subdivision thereof.	1
Consultants who serve in a staff capacity with the City, and in that capacity participate in making a governmental decision by providing information, an opinion, or a recommendation for the purpose of affecting the decision without significant intervening substantive review.	Disclosure required at the same level as a comparable designated position in the same or similar City Department identified elsewhere in this Code.
Consultants who perform the same or substantially all the same duties for the City that would otherwise be performed by an individual holding a designated position in the City's Conflict of Interest Code.	Disclosure required at the same level as the comparable designated position identified elsewhere in this Code.

Category 1

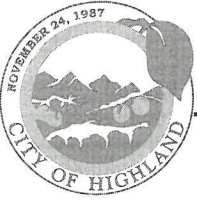
Designated consultants assigned to this category shall disclose:

- (a) All business entities or non-profit corporations in which they are a director, officer, partner, trustee, employee or hold a position of management; interests in real property, investments; and income, including gifts, loans and travel payments.²
- (b) When the consultant is a corporation or partnership, only individuals from the firm that fit into one of the three categories of designated consultants must file disclosure statements.

¹ Only consultants who make a governmental decision or act in a staff capacity as defined in 2 Cal. Code Regs. Section 18701, as amended from time to time, shall be subject to economic disclosure requirements.

² Consultants who make governmental decisions shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The City Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in the section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

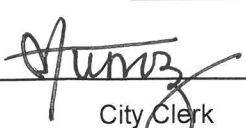
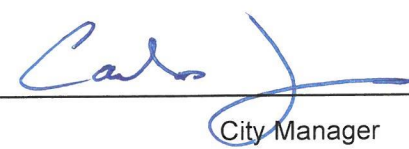
PREPARED BY: Melissa Morgan, Public Services Manager

SUBJECT: Renewal of the Joint Use of Facilities Agreement with the Redlands Unified School District to utilize the playing fields of Highland Grove Elementary and Beattie Middle School, located at the southwest corner of Webster Street and Eucalyptus Avenue, as a public park.

RECOMMENDATION: The Finance/Personnel Subcommittee recommends approval of the renewal of the Joint Use of Facilities Agreement with the Redlands Unified School District, ("District"), to use the playing fields of Highland Grove Elementary and Beattie Middle School as a public park.

FISCAL IMPACT: The current and proposed agreement, attached hereto, provides that in exchange for the school site to be utilized as a public park the City pays for all water usage for the park area as shown in Exhibit A to the current and proposed agreement. At the time of the initial adoption of the agreement it was estimated by the District that the annual water usage for the play fields would cost approximately \$30,000 annually. The following table represents the last four years of water usage annual costs:

FISCAL YEAR	AMOUNT
20/21	\$65,771.10
21/22	\$36,284.73
22/23	\$56,002.82
23/24	\$26,920.96

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

1

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: At its meeting of October 28, 2003, the City Council agreed in concept to enter into an agreement with the District designating the play fields of the then two new schools at Webster and Eucalyptus Streets as a public park. Such an agreement between a school district and a city is not unusual given the limited space for parks and schools. In addition, the cost of maintenance of a school or park as a single use site is expensive and therefore, combining facilities (dual use) is good fiscal management. At its meeting of September 14, 2004, the City Council approved the current agreement with a term of twenty (20) years. The current agreement will expire on October 1, 2024.

The current agreement terms provided not only for the use of the playing area as a park but that the City would also provide financial assistance for upgrading the perimeter fencing material to tubular steel fencing instead of the intended chain link fencing.

The terms of the proposed agreement are identical with the exception of the obligation of the financial assistance during the construction of the fencing. That section has been removed. The agreement has been reviewed by the City Attorney and is acceptable. A summary of the terms are as follows:

1. Term of twenty (20) years.
2. The use of the facilities for the mutual benefit by the District, City and their community members.
3. City may install equipment or facilities on District grounds with approval by the District.
4. District is responsible for maintaining District grounds, including but not limited to mowing the fields and removal of garbage and debris.
5. City shall supply and bear the cost of water necessary to maintain District grounds limited to the area shown on Exhibit A of the proposed agreement.
6. Both District and City are entitled to use of the athletic, playfields and adjacent parking lot for instructional and recreational programs. The District reserves the right of priority during school hours of operation for school and school related activities.
7. City is responsible for the coordination of the use of the playfields by outside organizations.
8. District shall not charge any additional fees to City for use of District grounds or facilities.
9. Either City or District may terminate the agreement, with or without cause, upon sixty (60) days written notice to the other party.

Redlands Unified School District Board of Education will consider the proposed Agreement at their Board meeting on August 20, 2024.

The continued use of the school facility as a public park enhances the community's public places and provides a more pleasing aesthetic environment for those that take advantage of the joint facility. Finally, the additional park area would continue to add open space as outlined in the City's General Plan.

Attachments:

1. Current Agreement for Joint Use of Facilities
2. Proposed Agreement for Joint Use of Facilities

CURRENT AGREEMENT

AGREEMENT FOR JOINT USE OF FACILITIES

Between the

City of Highland

and the

Redlands Unified School District

THIS AGREEMENT is made and entered into this 1st day of October, 2004, by and between the CITY OF HIGHLAND, a Municipal Corporation, (hereinafter referred to as "City"), and the REDLANDS UNIFIED SCHOOL DISTRICT, a School District organized and existing under the laws of the State of California (hereinafter referred to as "District").

RECITALS

WHEREAS, the District owns certain property on Orange and Eucalyptus Streets in Highland, which is being developed as a School Site, to include School Buildings, School Grounds, and Playfield Areas for students K-8 (hereinafter the "School Site"); and

WHEREAS, the City and District have determined that it will be in the best public interest, both economically and practically, for the City and District to cooperate with each other in the use and operation of Joint Recreation and Community Facilities on the School Site; and

WHEREAS, City and District desire to enter into an Agreement for Joint Use of certain parking and athletic field facilities for public school use and for public park and recreational use on the School Site under Education Code Section 10900, et. seq., and

NOW, THEREFORE, in consideration for the covenants, conditions and provisions set forth herein, the City of Highland and the Redlands Unified School District agree as follows:

AGREEMENT

1. GENERAL PURPOSE

The purposes and intent of this Agreement are to provide for the shared development, use, and maintenance of the Athletic Fields, Parking Facilities and Community Facilities on the School Site, for the mutual benefit and use of the District and City and their community;

2. CONSTRUCTION

The City hereby agrees to reimburse and/or provide assistance to the District for perimeter 6'-high steel tube fence, as per bid specifications contained in RUSD Bid No. 9-03, dated September, 2003, in the amount of \$110,157

3. CITY EQUIPMENT / FACILITIES

City may install equipment or facilities on District grounds, upon approval by the District and in compliance with applicable Federal or State requirements. Any City equipment or facilities installed or constructed on District grounds shall remain property of the City. City shall be solely responsible for maintaining City equipment on District grounds. District shall use City equipment and facilities as provided herein. City shall be entitled to remove any City equipment and facilities on District grounds. The City shall repair any damage resulting from said equipment removal.

4. FIELD MAINTENANCE

The District shall be responsible for maintaining District grounds and facilities, including, but not limited to mowing fields, removal of garbage and debris, and landscape maintenance needed to operate District outdoor activities. City shall be responsible for maintenance of City facilities, preparation of facilities and grounds needed for City activities, and removal of garbage and debris resulting from City activities.

5. WATER

During the term of this Agreement, City shall supply and bear cost of water necessary to maintain District grounds, as shown on the attached Exhibit "A". District shall incur cost of installation of the water meter and related construction costs necessary to comply with this provision. District shall be responsible for prompt repair and maintenance of irrigation lines and related equipment.

6. SCHEDULING AND PRIORITY USE

During the term of this Agreement, both the District and City shall be entitled to use the athletic and playfields and parking facilities for instructional and recreational programs. It is the intent of the parties to secure the maximum use of the recreational and park facilities to benefit the students and citizens of the community.

- A. The District shall reserve the right of priority over school facilities and grounds during school hours of operation and for school and school-related activities. The District facilities and grounds shall be available at all other times to the City, during established hours of operation, as agreed to by the City and District. District and City Representatives shall communicate, as needed to coordinate

scheduling of facilities and grounds.

- B. City may schedule evening and weekend use for District Grounds, as mutually agreed to by the District and City. For use of District buildings, City shall file a "Use of District Facilities Application," in accordance with District's established procedures.
- C. Documents required by the City from outside organizations for use of School facilities and grounds for City-sponsored or City-scheduled activities shall include a waiver signed by the Applicant, indemnifying the District from any loss, liability or claim.

7 FEES

District shall not charge City any fees for use of District grounds and facilities. However, City shall pay to District all District-incurred direct personnel costs resulting from City's use of District grounds and facilities. District shall notify City in advance of any direct personnel costs associated with scheduled activities.

8. SAFETY

The facilities and grounds shall be maintained and operated in accordance with established safety standards. City and District Representatives shall report any and all possible safety hazards that come to the attention of such Representatives of the appropriate Agency.

9. INSURANCE

City and District shall at all times maintain liability insurance for property damage and bodily injury arising out of their respective activities under this Agreement. Such liability and property damage insurance shall be maintained in full force and effect during the entire term of this Agreement, in the amount of not less than one million dollars (\$1,000,000) combined single limit. District and City may alternatively satisfy the insurance requirements herein through a formal, self-insured program to which both parties agree as acceptable. District and City shall name each other as additional insured on any such policies and provide each other with Certificates of Insurance evidencing the same concurrent with the execution of this Agreement and each year thereafter.

10. HOLD HARMLESS

- A. City shall defend, indemnify and hold District harmless from any and all damage, loss, liability, claim, suit or judgment resulting from work done by or on behalf of, or omitted by the City, in connection with this Agreement. Additionally, City shall defend, indemnify and hold District harmless from any loss, liability, claim,

suit or judgment arising out of public use of District Grounds and Facilities by members of the public when School is not in session, and such Grounds and Facilities are in use for City-sponsored events and activities.

B. District shall defend, indemnify and hold City harmless from any and all damage, loss, liability, claim, suit or judgment resulting from work or acts done by or on behalf of, or omitted by the District, in connections with this Agreement. Additionally, District shall defend, indemnify and hold City harmless from any loss, liability, claim, suit or judgment arising out of use of the District Grounds and Facilities when School is in session or during District-sponsored events and activities.

C. These provisions are included, in accordance with Government Code Section 895.4 and are applicable to all parties hereto to the extent authorized by law.

11. CIVIC CENTER ACT, DISTRICT POLICY AND REGULATIONS

Except as specifically set forth in this Agreement, the provisions of the Civic Center Act, Education Code 38130 et. seq. (or any successor), and District Board Policy and Administrative Regulations 1330 pertaining to Use of Facilities, shall apply to the City's use of School Grounds and Facilities.

12. NON-ASSIGNABLE

The City and District agree not to assign any right or privilege connected with this Agreement. Any and all contractees of the City are subject to any and all Sections of this Agreement pertaining to the City

13. TERM OF AGREEMENT

Unless otherwise terminated pursuant to Section 14, or by mutual agreement of the parties, this Agreement shall be in full force and effect for a period of twenty (20) years from the date of approval by the last party to execute this Agreement. Upon expiration of the Initial Term, the Agreement may be extended upon approval by both parties. If the Agreement is not extended beyond the Initial Term, it shall continue in full force and effect upon the same terms and conditions from year to year.

14. TERMINATION

Either the City or District may terminate this Agreement, with or without cause, upon sixty (60) days prior written notice of such termination to the other party. Upon termination by either party, the parties shall negotiate in good faith consideration of any separation of utility meters, connections, City-owned property on-site, or related matters.

15. NOTICES

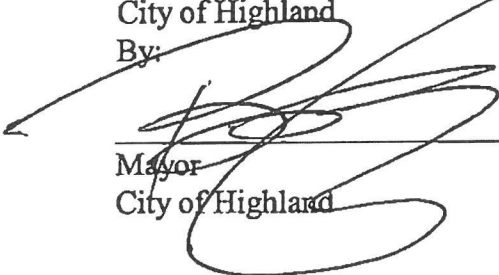
All notices to be given under this Agreement shall be in writing and delivered in person, or sent by First Class Mail, addressed as follows:

City of Highland
Community Development Department
27215 Base Line
Highland, CA 92346

Redlands Unified School District
Facility & Community Services Office
P. O. Box 3008
Redlands, CA 92373

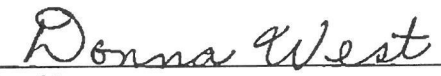
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the following dates:

City of Highland
By:



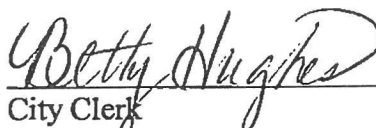
Mayor
City of Highland

Redlands Unified School District
By:



President
Board of Education

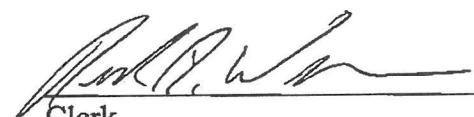
Witness:



City Clerk
City of Highland

Nov. 17, 2004
Date:

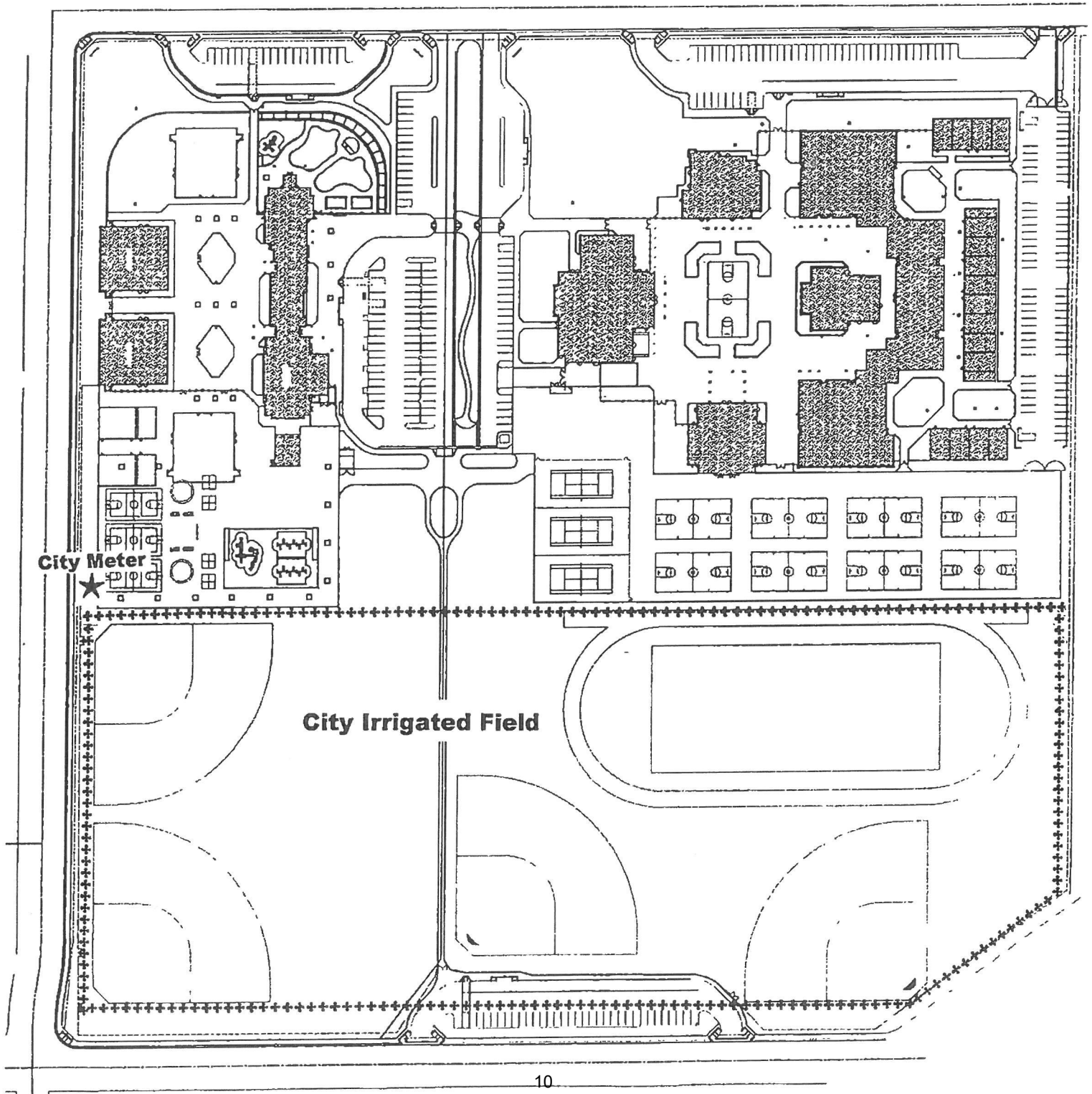
Witness:



Clerk
Board of Education

September 28, 2004
Date:

Exhibit A



PROPOSED RENEWAL AGREEMENT

AGREEMENT FOR JOINT USE OF FACILITIES

Between the City of Highland and the Redlands Unified School District

This AGREEMENT is made and entered into this 1st day of October, 2024, by and between the CITY OF HIGHLAND, a Municipal Corporation, (hereinafter referred to as "City"), and the REDLANDS UNIFIED SCHOOL DISTRICT, a School District organized and existing under the laws of the State of California (hereinafter referred to as "District").

RECITALS

WHEREAS, the City and District have determined that it will be in the best public interest, both economically and practically, for the City and District to cooperate with each other in the use and operation of Joint Recreation and Community Facilities on the School Site; and

WHEREAS, City and District desire to enter into an Agreement for Joint Use of certain parking and athletic field facilities for public school use and for public park and recreational use on the School Site under Education Code Section 10900, et seq.; and

NOW, THEREFORE, in consideration for the covenants, conditions, and provisions set forth herein, the City of Highland and the Redlands Unified School District agree as follows:

AGREEMENT

1. GENERAL PURPOSE

The purposes and intent of this Agreement are to provide for the shared development, use, and maintenance of the Athletic Fields, Parking Facilities, and Community Facilities on the School Site, for the mutual benefit and use of the District and City and their community.

2. CITY EQUIPMENT/FACILITIES

City may install equipment or facilities on District grounds, upon approval by the District and in compliance with applicable Federal or State requirements. Any City equipment or facilities installed or constructed on District grounds shall remain property of the City. City shall be solely responsible for maintaining City equipment on District grounds. District shall use City equipment and facilities as provided herein. City shall be entitled to remove any City equipment and facilities on District grounds. The City shall repair any damage resulting from said equipment removal.

3. FIELD MAINTENANCE

The District shall be responsible for maintaining District grounds and facilities, including, but not limited to mowing fields, removal of garbage and debris, and landscape maintenance needed to operate District outdoor activities. City shall be responsible for maintenance of City facilities, preparation of facilities and grounds needed for City activities, and removal of garbage and debris resulting from City activities.

4. WATER

During the term of this Agreement, City shall supply and bear the cost of water necessary to maintain District grounds, as shown on the attached Exhibit "A". District shall be responsible for prompt repair and maintenance of irrigation lines and related equipment.

5. SCHEDULING AND PRIORITY USE

During the term of this Agreement, both the District and City shall be entitled to use the athletic and playfields and parking facilities for instructional and recreational programs. It is the intent of the parties to secure the maximum use of the recreational and park facilities to benefit the students and citizens of the community.

- A. The District shall reserve the right of priority over school facilities and grounds during school hours of operation and for school and school-related activities. The District facilities and grounds shall be available at all other times to the City, during established hours of operation, as agreed to by the City and District. District and City Representatives shall communicate, as needed, to coordinate scheduling of facilities and grounds.
- B. City may schedule evening and weekend use for District Grounds, as mutually agreed to by the District and City. For use of District buildings, City shall file a "Use of District Facilities Application," in accordance with District's established procedures.
- C. Documents required by the City from outside organizations for use of School facilities and grounds for City-sponsored or City-scheduled activities shall include a waiver signed by the Applicant, indemnifying the District from any loss, liability, or claim.

6. FEES

District shall not charge City any fees for use of District grounds and facilities. However, City shall pay to District all District-incurred direct personnel costs resulting from City's use of District grounds and facilities. District shall notify City in advance of any direct personnel costs associated with scheduled activities.

7. SAFETY

City and District Representatives shall report any and all possible safety hazards that come to the attention of such Representatives of the appropriate Agency.

8. INSURANCE

City and District shall at all times maintain liability insurance for property damage and bodily injury arising out of their respective activities under this Agreement. Such liability and property damage insurance shall be maintained in full force and effect during the entire term of this Agreement, in the amount of not less than one million dollars (\$1,000,000) combined single limit. District and City may alternatively satisfy the insurance requirements herein through a formal, self-insured program to which both parties agree as acceptable. District and City shall name each other as additional insured on any such policies and provide each other with Certificates of Insurance evidencing the same concurrent with the execution of this Agreement and each year thereafter.

9. HOLD HARMLESS

- A. City shall defend, indemnify and hold District harmless from any and all damage, loss, liability, claim, suit or judgment resulting from work done by or on behalf of, or omitted by the City, in connection with this Agreement. Additionally, City shall defend, indemnify and hold District harmless from any loss, liability, claim, suit or judgment arising out of public use of District Grounds and Facilities by members of the public when School is not in session, and such Grounds and Facilities are in use for City-sponsored events and activities.
- B. District shall defend, indemnify and hold City harmless from any and all damage, loss, liability, claim, suit or judgment resulting from work or acts done by or on behalf of, or omitted by the District, in connections with this Agreement. Additionally, District shall defend, indemnify and hold City harmless from any loss, liability, claim, suit or judgment arising out of use of the District Grounds and Facilities when School is in session or during District-sponsored events and activities.
- C. These provisions are included in accordance with Government Code Section 895.4 and are applicable to all parties hereto to the extent authorized by law.

10. CIVIC CENTER ACT, DISTRICT POLICY AND REGULATIONS

Except as specifically set forth in this Agreement, the provisions of the Civic Center Act, Education Code 38130 et seq. (or any successor), and District Board Policy and Administrative Regulations 1330 pertaining to Use of Facilities, shall apply to the City's use of School Grounds and Facilities.

11. NON-ASSIGNABLE

The City and District agree not to assign any right or privilege connected with this Agreement. Any and all contractees of the City are subject to any and all Sections of this Agreement pertaining to the City.

12. TERM OF AGREEMENT

Unless otherwise terminated pursuant to Section 13, or by mutual agreement of the parties, this Agreement shall be in full force and effect for a period of twenty (20) years from the date of approval by the last party to execute this Agreement. Upon expiration of the Initial Term, the Agreement may be extended upon approval by both parties. If the Agreement is not extended beyond the Initial Term, it shall continue in full force and effect upon the same terms and conditions from year to year.

13. TERMINATION

Either the City or District may terminate this Agreement, with or without cause, upon sixty (60) days prior written notice of such termination to the other party. Upon termination by either party, the parties shall negotiate in good faith consideration of any separation of utility meters, connections, City-owned property on-site, or related matters.

14. NOTICES

All notices to be given under this Agreement shall be in writing and delivered in person, or sent by First Class Mail, addressed as follows:

City of Highland
Community Development Department
27215 Base Line
Highland, CA 92346

Redlands Unified School District
Facilities Planning
P. O. Box 3008
Redlands, CA 92373

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the following dates:

City of Highland
By:

Mayor
City of Highland

Witness:

City Clerk
City of Highland

Date:

Redlands Unified School District
By:

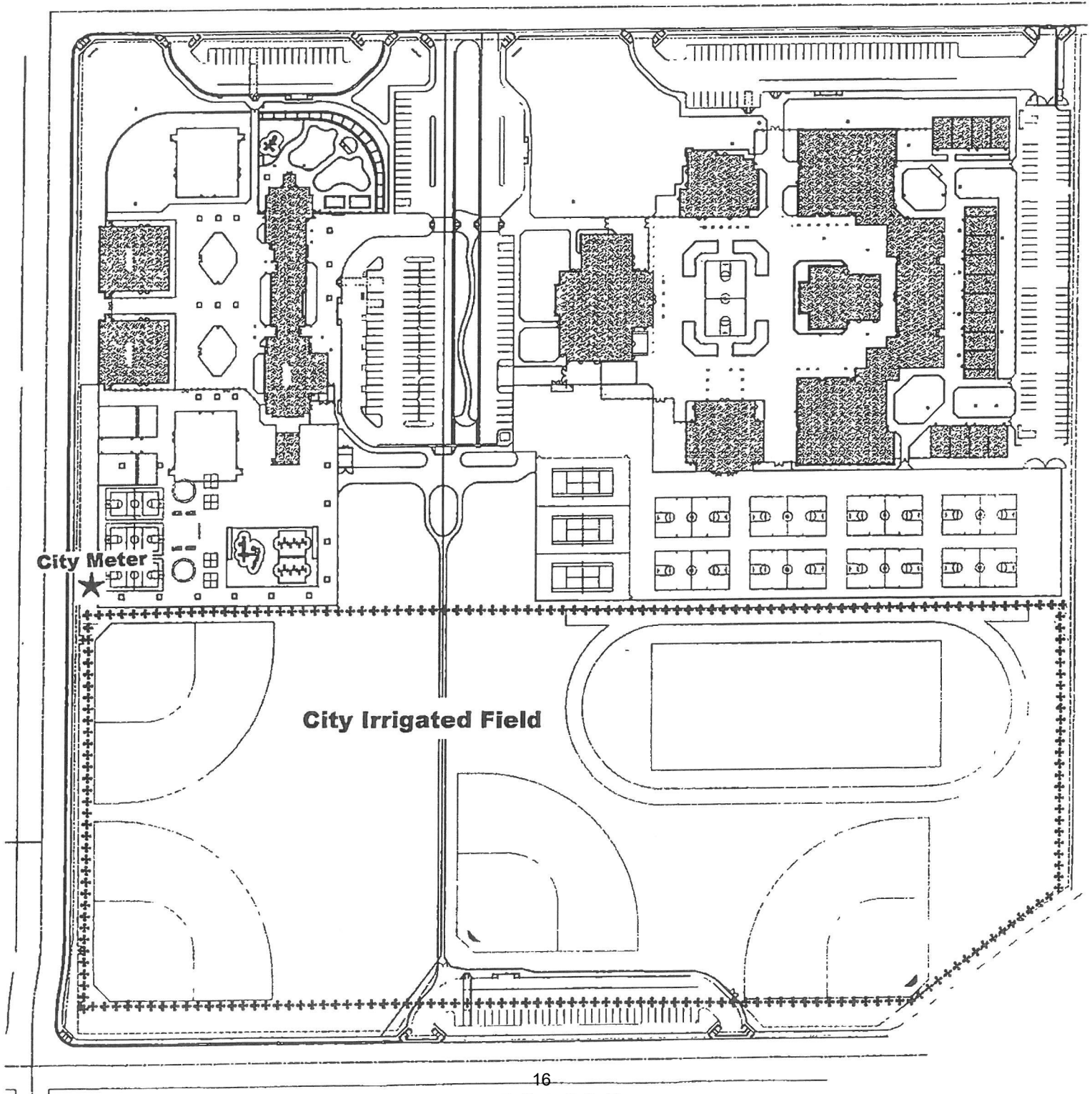
President
Board of Education

Witness:

Clerk
Board of Education

Date:

Exhibit A





STAFF REPORT

TO THE CITY COUNCIL

DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer *WC*

SUBJECT: Upgrading the City's current Financial Management Software (Work Program HP+).

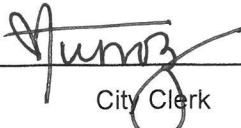
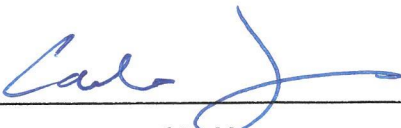
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council approve the Financial Management Software contract with Tyler Technologies.

FISCAL IMPACT: None this fiscal year. In the Budget cycle 2025-2027 there will be a one-time implementation cost of \$245,363 and an ongoing recurring fee of \$84,525. There are General Fund Technology reserves to cover implementation costs as we knew this was coming. The recurring fee will replace the current financial management software cost in our General Services Fund Budget.

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

BACKGROUND: This item was presented to the Council as a 2023-2024 Work Program item and received an HP+ rating. Our current Financial Management Software, Tyler Technologies Eden Inforum Gold will become obsolete on March 1, 2027. Tyler Technologies has extended the offer to migrate to another Tyler Technologies product named Enterprise (Munis) at no relicensing cost to the City. As a member of Sourcewell, the City can also take advantage of competitive pricing. Staff have attended multiple demonstration sessions and surveyed surrounding cities' utilization of this product and determined that Enterprise (Munis) is a good fit for the City. Since 1995, the City has had a long-standing relationship with Tyler Technologies and their products are very user friendly. This item is essential because the current product will become obsolete on March 1, 2027. Conversion and implementation will take approximately 1.5 to 2 years.

In order to lock in the implementation and conversion date of July 1, 2025, the City is required to submit

Approved _____	Motion _____	Second _____	Agenda Item No. <u>9</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

a signed contract to Tyler Technologies. If approved by Council, Staff will begin working with Tyler Technologies on July 1, 2025, with an anticipated go live date of July 1, 2027. The City Attorney, our Risk Management JPA CIRA and Staff have reviewed the contract. The Finance/Personnel Subcommittee reviewed this item on August 13, 2024 and recommend approval.

Attachments:

1. Proposed Tyler Technologies Contract

Attachment 1
Proposed Tyler Technologies Contract



SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement ("Agreement") is made between Tyler Technologies, Inc. ("Tyler") and the City of Highland ("City" or "Client").

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

WHEREAS, Client is a member of Sourcewell (formerly known as National Joint Powers Alliance) ("Sourcewell") under member number 97402.

WHEREAS, Tyler participated in the competitive bid process in response to Sourcewell RFP #090320 by submitting a proposal, on which Sourcewell awarded Tyler a Sourcewell contract, numbered 090320-TTI (hereinafter, the "Sourcewell Contract");

WHEREAS, documentation of the Sourcewell competitive bid process, as well as Tyler's contract with and pricing information for Sourcewell is available at <https://sourcewell-mn.gov/cooperative-purchasing/>; and

WHEREAS, Client desires to purchase off the Sourcewell Contract to procure Enterprise Resource Planning software functionality from Tyler, which Tyler agrees to deliver pursuant to the Sourcewell Contract and under the terms and conditions set forth below;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **"Client"** means City of Highland, California.
- **"Data"** means your data necessary to utilize the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation. For a period of three (3) years from the Effective Date, if a new release of the Tyler Software included within scope as of the Effective Date removes functionality that was provided to you as part of the original implementation, we will



provide alternative means for performing the same function, at no additional cost to you beyond payment of the annual SaaS Fees.

- **“Defined Users”** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **“Developer”** means a third party who owns the intellectual property rights to Third Party Software.
- **“Documentation”** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **“Effective Date”** means the date by which both your and our authorized representatives have signed the Agreement.
- **“Force Majeure”** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **“Investment Summary”** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **“Order Form”** means an ordering document that includes a quote or investment summary and specifying the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party SaaS Services”** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **“Third Party Services”** means the third party services, if any, identified in the Investment Summary.

- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Products or other parties’ products or services, as applicable, and attached or indicated at Exhibit D.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”, “your”** and similar terms mean Client.

SECTION B –SaaS SERVICES

1. Rights Granted.

1.1 We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). The foregoing notwithstanding, to the extent we have sold you perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.

2. SaaS Fees. You agree to pay us the SaaS Fees. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees, per the terms set forth in this Agreement, commensurate with the overage(s).

3. Ownership.

3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.

3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services. In the event Client gives Tyler written notice of a “litigation hold” or request under the California Public Records

Act, then as to all Data identified in such notice or request, Tyler shall, at no additional cost to Client, isolate and preserve all such Data pending receipt of further direction from the Client. Upon reasonable advance notice, Tyler shall promptly make all Data available to you in the format of the database or other such format as may be mutually agreed upon, provided through Tyler's FTP server or such other secure method reasonably selected by Tyler. Such Data will be provided at no additional cost.

4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.
6. SaaS Services.
 - 6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. The scope of audit coverage varies for some Tyler Software solutions. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information. If our SaaS Services are provided using a 3rd party data center, we will provide available compliance reports for that data center.
 - 6.2 You will be hosted on shared hardware in a Tyler data center or in a third-party data center within the United States.. In either event, databases containing your Data shall be dedicated to you and inaccessible to our other customers.
 - 6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored.

- 6.4 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.
- 6.5 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.
- 6.6 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.
- 6.7 We provide secure Data transmission paths between each of your workstations and our servers.
- 6.8 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.

Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements. In the event of any confirmed unauthorized access to or breach of your Data, Tyler will follow the California Data Breach Notification law, and any other applicable state or federal law and make commercially reasonable efforts to cooperate with you and assist in your compliance with any applicable state or federal law.

7. License Rights Terminate Upon Migration. When Tyler makes Tyler Software identified in the Investment Summary (the “Evergreen Modules”) and licensed pursuant to this Agreement available to the Client for use in live production, the license to the Tyler software listed in Exhibit A, Schedule 1 (hereafter, “Migration Modules”) terminates, as do Tyler’s maintenance, support, and/or update obligations for such software.

SECTION C –PROFESSIONAL SERVICES



1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.
3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (b) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us.
7. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.
8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).
9. Maintenance and Support. For so long as you timely pay your SaaS Fees according to the Invoicing

and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:

- 9.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
- 9.2 provide support during our established support hours;
- 9.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
- 9.4 make available to you all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and
- 9.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with reasonably necessary access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.

- 10. Support of Migration Modules. Beginning on the commencement of the initial term as set forth in Section F (1) of this Agreement, and contingent upon Client's timely payment of annual SaaS Fees for Tyler Evergreen Modules, Client is entitled to receive, at no additional charge, maintenance and support for the Migration Modules until Tyler makes the Tyler Evergreen Modules available for use in live production.
- 11. Tyler Personnel. After the Effective Date, and in coordination with the project kick-off activities



identified in the Statement of Work, we will make our project staffing assignments. Upon request, we will provide you with project resumes, demonstrating relevant past project experience, for project team members that are allocated for onsite services on the project. You agree that those resumes are for your information and planning purposes only.

Once our project team is assembled and your counterparts have been identified, both parties agree that, except for reasons outside of their control, they will not remove staff and personnel from their assigned project roles without reasonable advance notice and good cause, and that they will work together to mitigate project impacts after any such removal. The parties will also work together to manage the project impact resulting from the temporary unavailability of project staff from either party. We agree to use commercially reasonable efforts to maintain consistency of project personnel and commit to replacement resources having sufficient project knowledge, without additional cost to you, in order to render services in accordance with contractual requirements.

In the event our personnel is/are not providing services consistent with our services warranty or are otherwise negatively impacting the project, you will notify us of that deficiency and give us a reasonable opportunity to correct it. If the deficiency persists, we will replace that project member, upon written request and demonstration of good cause. Replacement staff will be assigned following the same processes set forth above and shall have reasonably sufficient experience and project knowledge to fulfill applicable obligations under the Agreement. The foregoing notwithstanding, if the replacement personnel is providing services onsite, you shall remain liable for travel expenses incurred by such personnel, to be invoiced in accordance with the Business Travel Policy.

SECTION D – THIRD PARTY PRODUCTS

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.
3. Third Party Products Warranties.
 - 3.1 We are authorized by each Developer to grant access to the Third Party Software.
 - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.
 - 3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.
4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in

accordance with our Invoicing and Payment Policy.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.
3. Records. Tyler shall maintain accurate records of all fees billable to, and payments made by, Client in a format that will permit audit by Client for a period of no less than three (3) years from when a fee was incurred or a payment was made. The foregoing obligation of Tyler shall survive the termination of this Agreement.

SECTION F – TERM AND TERMINATION

1. Term. The initial term of this Agreement equal to the number of years indicated for SaaS Services in Exhibit A, commencing on July 1, 2025, unless earlier terminated as set forth below. If no duration is indicated in Exhibit A, the initial term is one (1) year. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.
2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).

2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.



2.2 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).

2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.

2.4 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

2.5 Disentanglement Services. In connection with the termination of this Agreement for any reason, and only upon the execution of a mutually agreed change order or addendum, Tyler shall use commercially reasonable efforts to accomplish an adequate and timely transition from Tyler to the Client, or to any replacement providers designated by the Client (a "Disentanglement"). The parties shall reasonably cooperate during Disentanglement. Client shall reimburse Tyler for Disentanglement services provided by Tyler at Tyler's then-current rates, plus reasonable costs, and expenses, as set forth in the parties' executed change order or addendum. Notwithstanding the above, Client shall not be charged an additional fee for any services that are included in the SaaS Services, including, but not limited to, return of Client Data.

SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY, INSURANCE AND REPRESENTATIONS

1. Intellectual Property Infringement Indemnification.

1.1 We will defend Client and its elected officials, officers, directors, agents, attorneys and employees (each, an "Indemnitee") against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.

1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software



immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.

1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

2.1 We will indemnify, defend and hold harmless Indemnitees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by the negligence or willful misconduct of Tyler, its officers, directors, agents, employees, or subcontractors ("Tyler Parties"); or (b) our violation of PCI-DSS requirements or a law applicable to Tyler Parties' performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

3. **DISCLAIMER.** EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.

4. **LIMITATION OF LIABILITY.** EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH IN SECTION F(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).

5. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

6. **Insurance.** During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$2,000,000 (with a



Cyber Protection sublimit of \$1,000,000); (d) Workers Compensation complying with applicable statutory requirements and Employers' Liability of at least \$1,000,000; (e) Excess/Umbrella Liability of at least \$5,000,000. Tyler will add the Client, its officers, officials, employees, and volunteers, as an additional insured to Tyler's Commercial General Liability and Automobile Liability policies, which will automatically add Client as an additional insured to Tyler's Excess/Umbrella Liability policy as well. Commercial General Liability coverage can be provided in the form of a blanket endorsement to Tyler's insurance at least as broad as one of the following ISO ongoing operations Forms or its substantial equivalent: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38. Tyler's insurance is primary for claims under Tyler's Commercial General Liability or Automobile Liability policies and non-contributory to any insurance or self-insurance program maintained by the Client. Tyler waives subrogation on claims under its Commercial General Liability, Automobile Liability, and Workers' Compensation policies that arise out of or relate to this Agreement, except to the extent the damage or injury is caused by you. Client shall be given no less than thirty (30) calendar days prior written notice of any cancellation or reduction in Tyler's insurance coverages below the minimum requirements set forth in this Agreement. Upon Client's written request, Tyler shall provide Client with certificates of insurance and blanket endorsements, evidencing all of the above coverage, including all special requirements specifically noted above, and shall provide Client with certificates of insurance evidencing renewal or substitution of such insurance within thirty (30) calendar days of the effective date of such renewal or substitution.

7. Compliance with Law. Tyler shall keep itself informed of all applicable federal and state laws, ordinances, codes, regulations and requirements which may, in any manner, affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. Tyler shall, at all times, observe and comply with all such laws and regulations, including, but not limited to the Americans with Disabilities Act, the Stored Communications Act, 18 U.S.C. Section 2701, et seq., California Civil Code Sections 1798.80 through 1798.84, and the California Consumer Privacy Act, Civil Code Section 1798.100, et seq. Client, and its officers and employees, shall not be liable at law or in equity by reason of the failure of Tyler to comply with this paragraph.
8. Representations and Warranties. Tyler represents and warrants that: (a) it has all requisite corporate power, financial capacity, and authority to execute, deliver, and perform its obligations under this Agreement; (b) the execution, delivery, and performance of this Agreement has been duly authorized by it and this Agreement constitutes the legal, valid, and binding agreement of it and is enforceable against it in accordance with its terms, except as the enforceability thereof may be limited by bankruptcy, insolvency, reorganizations, moratoriums, and similar laws affecting creditors' rights generally and by general equitable principles; (c) it shall obtain all applicable permits and licenses required of it in connection with its obligations under this Agreement; (d) there is no outstanding litigation, arbitrated matter or other dispute to which it is a party which, if decided unfavorably to it, would reasonably be expected to have a potential or actual material adverse effect on its ability to fulfill its obligations under this Agreement; (e) it is the lawful licensee or owner of the SaaS Services (excluding any Client Data therein) and has all the necessary rights in the SaaS Services to grant the use of the SaaS Services to Client; and (f) the Tyler Software and Documentation shall not infringe upon any United States or foreign copyright, patent, trade secret, or other proprietary right, or misappropriate any trade secret, of any third-party, and that it has neither assigned nor otherwise entered into an agreement by which it purports to assign or transfer any right, title, or interest to any technology or intellectual property right that would conflict with its obligations under this Agreement. In the event of a breach of the warranty set forth in Section G(8)(f), Tyler's intellectual property infringement obligations, set forth in Section G(1), shall apply.



SECTION H – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.
3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld, but may be conditioned.

8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. Where a Defined User is required to “click through” or otherwise accept or made subject to any online terms and conditions in accessing or using the SaaS Services, such terms and conditions are not binding and shall have no force or effect as to the SaaS Services or this Agreement. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement. Tyler represents and warrants that it is an independent contractor with no authority to contract for Client or in any way to bind or to commit Client to any agreement of any kind or to assume any liabilities of any nature in the name of or on behalf of Client. Under no circumstances shall Tyler, or any of its staff, if any, hold itself out as or be considered an agent employee, joint venture, or partner of Client. In recognition of Tyler’s status as an independent contractor, Client shall carry no Workers’ Compensation insurance or any health or accident insurance to cover Tyler or Tyler’s agents or staff, if any. Client shall not pay any contributions to Social Security, unemployment insurance, federal or state withholding taxes, any other applicable taxes whether federal, state, or local, nor provide any other contributions or benefits which might be expected in an employer-

employee relationship. Neither Tyler nor its staff, if any, shall be eligible for, participate in, or accrue any direct or indirect benefit under any other compensation, benefit, or pension plan of Client.

15. Conflict Of Interest. Tyler warrants that it, its officers, employees, associates and subcontractors, presently have no interest, and will not acquire any interest, direct or indirect, financial or otherwise, that would conflict in any way with the performance of this Agreement, and that it, its officers, employees, associates and subcontractors, will not employ any person having such an interest. Tyler and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Tyler's services under this Agreement, including the Political Reform Act (Gov. Code § 81000, et seq.) and Government Code Section 1090.
16. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
17. Client Lists. Tyler shall not refer to Client directly or indirectly in any advertisement, news release, or publication, or use any Client logo, seal or mark, without prior written approval from Client, except that you agree that we may identify you by name in client lists.
18. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (e.g., social security numbers) and trade secrets, each as defined by applicable state law. For purposes of this Agreement, in all cases and for all matters, Client Data shall be deemed to be confidential Information. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
 - (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
 - (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
 - (c) a party receives from a third party who has a right to disclose it to the receiving party; or
 - (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the

event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law. It is understood that Client is subject to the California Public Records Act . If a request under the California Public Records Act is made to view Tyler's confidential information, Client shall notify Tyler of the request and the date that such records will be released to the requester unless Tyler obtains a court order enjoining that disclosure. If Tyler fails to obtain a court order enjoining that disclosure, Client will release the requested information on the date specified.

19. Quarantining of Client Data. Some services provided by Tyler require us to be in possession of your Data. In the event we detect malware or other conditions associated with your Data that are reasonably suspected of putting Tyler resources or other Tyler clients' data at risk, we reserve the absolute right to move your Data from its location within a multi-tenancy Tyler hosted environment to an isolated "quarantined" environment without advance notice. Your Data will remain in such quarantine for a period of at least six (6) months during which time we will review the Data, and all traffic associated with the Data, for signs of malware or other similar issues. If no issues are detected through such reviews during the six (6) month period of quarantine, we will coordinate with you the restoration of your Data to a non-quarantined environment. In the event your Data must remain in quarantine beyond this six (6) month period through no fault of Tyler's, we will notify you and reserve the right to require payment of additional fees for the extended duration of quarantine beyond that six (6) month period. We will provide an estimate of what those costs will be upon your request.
20. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
21. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law, with venue in San Bernardino County.
22. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
23. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.
24. Client's Rights to Employ Other Consultants. Client reserves the right to employ other consultants in connection with the subject matter of the SaaS Services.
25. Inserted Provisions. Each provision and clause required by law to be inserted into the Agreement shall be deemed to be enacted herein, and the Agreement shall be read and enforced as though

each were included herein. If through mistake or otherwise, any such provision is not inserted or is not correctly inserted, the Agreement shall be amended to make such insertion on application by either party.

26. Captions and Terms. The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement.
27. Contract Documents. This Agreement includes the following exhibits, which are attached hereto and incorporated herein by this reference as though set forth in full in the Agreement. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

Exhibit A	Investment Summary
	Schedule 1: Migration Modules
Exhibit B	Invoicing and Payment Policy
	Schedule 1: Business Travel Policy
Exhibit C	Service Level Agreement
	Schedule 1: Support Call Process
Exhibit D	Third Party Terms
Exhibit E	Statement of Work

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

City of Highland, California

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Address for Notices:

City of Highland
27215 Base Line Street
Highland, CA 92346-3113
Attention: _____





Exhibit A

Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date.

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Quoted By: Jason Cloutier
 Quote Expiration: 12/31/24
 Quote Name: City of Highland-ERP-EERP
 Quote Description: ERP Updated 7.15.24
 SaaS Term: 1.00

Sales Quotation For:

Shipping Address:

City of Highland
 27215 Baseline St
 Highland CA 92346-3113

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting	1	152	\$ 14,780.00
Accounts Payable	1	32	\$ 4,427.00
Budgeting	1	48	\$ 4,427.00
Capital Assets	1	40	\$ 3,744.00
Cash Management	1	24	\$ 2,500.00
Contract Management	1	24	\$ 1,648.00
eProcurement (Vendor Access and Punch-Out)	1	24	\$ 2,900.00
Project & Grant Accounting	1	32	\$ 2,954.00
Purchasing	1	80	\$ 6,346.00
Human Resources Management			
Human Resources & Talent Management	1	152	\$ 3,764.00
Payroll with Employee Access	1	168	\$ 5,344.00
Recruiting	1	16	\$ 744.00
Revenue Management			
Accounts Receivable	1	82	\$ 3,257.00

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Cashiering	1	40	\$ 5,493.00
General Billing	1	32	\$ 2,209.00
Content Management			
Content Manager Core includes Onboarding	1	32	\$ 10,284.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	1	80	\$ 11,840.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	1	0	\$ 5,440.00
Sub-Total:			\$ 92,101.00
<i>Less Discount:</i>			<i>\$ 7,576.00</i>
TOTAL		1058	\$ 84,525.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Capital Assets Import Hours	12	\$ 175.00	\$ 0.00	\$ 2,100.00	\$ 0.00
COA Import Hours	12	\$ 175.00	\$ 0.00	\$ 2,100.00	\$ 0.00
Executive Insights Implementation	1	\$ 4,800.00	\$ 0.00	\$ 4,800.00	\$ 0.00
Payroll Accruals Import Hours	8	\$ 175.00	\$ 0.00	\$ 1,400.00	\$ 0.00
Payroll Deductions Import Hours	12	\$ 175.00	\$ 0.00	\$ 2,100.00	\$ 0.00
Payroll Employee Master Import Hours	12	\$ 175.00	\$ 0.00	\$ 2,100.00	\$ 0.00
Position Control Import Hours	8	\$ 175.00	\$ 0.00	\$ 1,400.00	\$ 0.00
State Retirement Tables Import Hours	8	\$ 175.00	\$ 0.00	\$ 1,400.00	\$ 0.00
Conversions – See Detailed Breakdown Below				\$ 6,900.00	\$ 0.00
Project Management	160	\$ 175.00	\$ 0.00	\$ 28,000.00	\$ 0.00
Onsite Implementation	240	\$ 200.00	\$ 0.00	\$ 48,000.00	\$ 0.00
Remote Implementation	818	\$ 175.00	\$ 0.00	\$ 143,150.00	\$ 0.00
TOTAL				\$ 243,450.00	\$ 0.00

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS
Cash Drawer	1	\$ 260.00	\$ 0.00	\$ 260.00	\$ 0.00	\$ 0.00	\$ 0.00
Hand Held Scanner Stand	1	\$ 30.00	\$ 0.00	\$ 30.00	\$ 0.00	\$ 0.00	\$ 0.00
Printer (TM-S9000II)	1	\$ 1,623.00	\$ 0.00	\$ 1,623.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL				\$ 1,913.00			\$ 0.00

Summary

	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 84,525.00
Total Tyler Services	\$ 243,450.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 1,913.00	\$ 0.00
Summary Total	\$ 245,363.00	\$ 84,525.00
Contract Total	\$ 329,888.00	
Estimated Travel Expenses excl in Contract		
Total	\$ 13,700.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Financials				

Accounting	1	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
Accounts Payable	1	\$ 6,200.00	\$ 3,100.00	\$ 3,100.00
Purchase Orders	1	\$ 3,600.00	\$ 1,800.00	\$ 1,800.00
TOTAL				\$ 6,900.00

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Financial Management			
Accounting	\$ 14,780.00	\$ 2,513.00	\$ 12,267.00
Accounts Payable	\$ 4,427.00	\$ 753.00	\$ 3,674.00
Budgeting	\$ 4,427.00	\$ 753.00	\$ 3,674.00
Capital Assets	\$ 3,744.00	\$ 636.00	\$ 3,108.00
Cash Management	\$ 2,500.00	\$ 0.00	\$ 2,500.00
Contract Management	\$ 1,648.00	\$ 0.00	\$ 1,648.00
eProcurement (Vendor Access and Punch-Out)	\$ 2,900.00	\$ 0.00	\$ 2,900.00
Project & Grant Accounting	\$ 2,954.00	\$ 0.00	\$ 2,954.00
Purchasing	\$ 6,346.00	\$ 1,079.00	\$ 5,267.00
Human Resources Management			
Human Resources & Talent Management	\$ 3,764.00	\$ 0.00	\$ 3,764.00
Payroll with Employee Access	\$ 5,344.00	\$ 908.00	\$ 4,436.00
Recruiting	\$ 744.00	\$ 0.00	\$ 744.00
Revenue Management			
Accounts Receivable	\$ 3,257.00	\$ 0.00	\$ 3,257.00
Cashiering	\$ 5,493.00	\$ 934.00	\$ 4,559.00
General Billing	\$ 2,209.00	\$ 0.00	\$ 2,209.00
Content Management			

Content Manager Core includes Onboarding	\$ 10,284.00	\$ 0.00	\$ 10,284.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	\$ 11,840.00	\$ 0.00	\$ 11,840.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	\$ 5,440.00	\$ 0.00	\$ 5,440.00
TOTAL	\$ 92,101.00	\$ 7,576.00	\$ 84,525.00

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

As a new Tyler client, you are entitled to a 14-day or a 30-day trial of the Managed Detection and Response cybersecurity service. Please reference <https://www.tylertech.com/services/tyler-detect> for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

Tyler currently supports the following identity providers (IdP's) for use with Tyler back-office solutions: Microsoft Active Directory through Azure AD, ADFS or Okta AD agent, Google Cloud Identity, Okta, and Identity Automation Rapid Identity. Any requirement by you to use an IdP not supported by Tyler will require additional costs, available upon request.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5,000 per TB.

The SaaS fees for product that are not named users are based on 32 concurrent users. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at <https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service>. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

Accounting conversion includes: Actuals (total balances only) up to 5 years, Budgets (total balances only) up to 5 years

Accounts Payable conversion includes: Standard - Vendors, Remit Addresses, 1099 Amounts, Check History(Header, Detail) - up to 5 years, Invoices (Header, Detail) - up to 5 years

Purchase Orders conversion includes: Standard - Open POs, Closed POs - up to 5 years

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must

purchase or upgrade to Content Manager Enterprise Edition.



Exhibit A
Schedule 1
Migration Modules

Data Dictionaries
Cash Register Interface
GL/AP
Menu
Purchasing
Payroll
Fixed Assets
Requisitions
Project Accounting
Position Budgeting
Budget Preparation





Exhibit B Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. **SaaS Fees.** SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section F (1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates. Beginning on the commencement of the initial term, Client shall no longer be required to pay annual support fees for the Migration Modules.
2. **Other Tyler Software and Services.**
 - 2.1 *VPN Device:* The fee for the VPN device will be invoiced upon installation of the VPN.
 - 2.2 *Implementation and Other Professional Services (including training):* Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.
 - 2.3 *Consulting Services:* If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of the best practice recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.
 - 2.4 *Conversions:* Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
 - 2.5 *Requested Modifications to the Tyler Software:* Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.



2.6 *Other Fixed Price Services*: Other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document.

2.7 *Annual Services*: Unless otherwise indicated in this Exhibit B, fees for annual services are due annually, in advance, commencing on the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

3. Third Party Products and Hardware.

3.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

3.2 *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when we make it available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.

3.3 *Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.

3.4 *Hardware Maintenance*: The first year maintenance fee for Hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.

3.5 *Third Party Services*: Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary. For the avoidance of doubt, Finite Matters will invoice Client directly for any services fees for Pattern Stream.

3.6 *Third Party SaaS*: Third Party SaaS Services fees, if any, are invoiced annually, in advance, commencing with availability of the respective Third Party SaaS Services. Pricing for the first year of Third Party SaaS Services is indicated in the Investment Summary. Pricing for subsequent years will be at the respective third party’s then-current rates.

4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a quarterly basis. Fees are indicated in Exhibit A and may be increased by Tyler upon notice of no less than thirty (30) days.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B as Schedule 1. Copies of receipts will be provided upon request. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

6. Credit for Prepaid Maintenance and Support Fees for Migration Modules. Client will receive a credit for the maintenance and support fees prepaid for the Migration Modules for the time period commencing on the first day of the initial term, as set forth in Section F (1) of this Agreement. Migration Modules are listed at Exhibit A, Schedule 1.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.



**Exhibit B
Schedule 1
Business Travel Policy**

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.



2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



Exhibit C

SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third Party SaaS Services. All other support services are documented in the Support Call Process.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: $(\text{Service Availability} - \text{Downtime}) \div \text{Service Availability}$.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the live production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities



When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen days (15) of the end of the applicable month. We will respond to your relief request within thirty (30) day(s) of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	Client Relief
99.99% - 98.00%	Remedial action will be taken
97.99% - 95.00%	4%
Below 95.00%	5%

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.



Exhibit C Schedule 1 Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support for authorized users*:

- (1) On-line submission (portal) – for less urgent and functionality-based questions, users may create support incidents through the Tyler Customer Portal available at the Tyler Technologies website. A built-in Answer Panel provides users with resolutions to most “how-to” and configuration-based questions through a simplified search interface with machine learning, potentially eliminating the need to submit the support case.
- (2) Email – for less urgent situations, users may submit emails directly to the software support group.
- (3) Telephone – for urgent or complex questions, users receive toll-free, telephone software support.

** Channel availability may be limited for certain applications.*

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – www.tylertech.com – for accessing client tools, documentation, and other information including support contact information.
- (2) Tyler Search – a knowledge based search engine that lets you search multiple sources simultaneously to find the answers you need, 24x7.
- (3) Tyler Community – provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (4) Tyler University – online training courses on Tyler products.

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

For support teams that provide after-hours service, we will provide you with procedures for contacting support staff after normal business hours for reporting Priority Level 1 Defects only. Upon receipt of



such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets set forth below.

We will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

Incident Handling

Incident Tracking

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique case number. This system tracks the history of each incident. The case number is used to track and reference open issues when clients contact support. Clients may track incidents, using the case number, through Tyler's Customer Portal or by calling software support directly.

Incident Priority

Each incident is assigned a priority level, which corresponds to the Client's needs. Tyler and the Client will reasonably set the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain "characteristics" may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the Client towards clearly understanding and communicating the importance of the issue and to describe generally expected response and resolution targets in the production environment only.

References to a "confirmed support incident" mean that Tyler and the Client have successfully validated the reported Defect/support incident.

Priority Level	Characteristics of Support Incident	Resolution Targets*
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client's remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets*
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the Client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

**Response and Resolution Targets may differ by product or business need*

Incident Escalation

If Tyler is unable to resolve any priority level 1 or 2 defect as listed above or the priority of an issue has elevated since initiation, you may escalate the incident to the appropriate resource, as outlined by each product support team. The corresponding resource will meet with you and any Tyler staff to establish a mutually agreeable plan for addressing the defect.

Remote Support Tool

Some support calls may require further analysis of the Client's database, processes or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Tyler's support team must have the ability to quickly connect to the Client's system and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.





Exhibit D Third Party Terms

DocOrigin Terms. Your use of Tyler Forms software and forms is subject to the DocOrigin End User License Agreement available for download here: <https://eclipsecorp.us/eula/>. By signing a Tyler Agreement or Order Form including Tyler forms software or forms, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

ThinPrint Terms. Your use of Tyler Forms software and forms is subject to the End User License Agreement terms for ThinPrint Engine, ThinPrint License Server, and Connected Gateway found here: <https://www.thinprint.com/en/legal-notes/eula/>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.



Exhibit E
Statement of Work

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Highland CA

SOW from Tyler Technologies, Inc.

7/16/2024

Presented to:

City of Highland
27215 Baseline St, Highland, CA 92346

Contact:

Rich Boven

Email: richard.boven@tylertech.com

1 Tyler Drive, Yarmouth, ME 04096

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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies (“Tyler”) is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler’s end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler’s solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work (“SOW”) documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the City (collectively the “Project”).

The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals

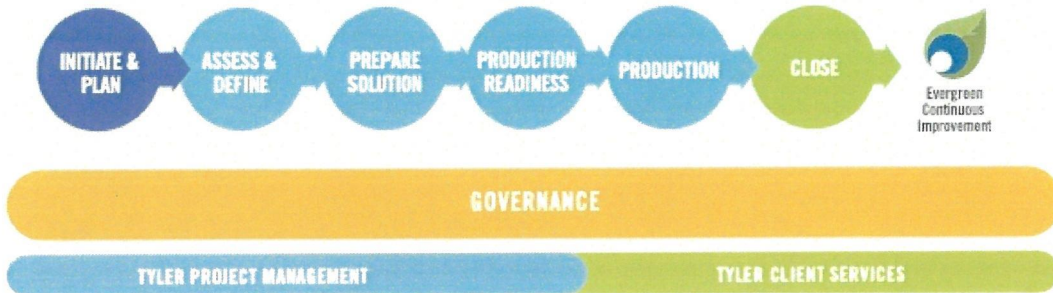
1.3 Methodology

This is accomplished by the City and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler’s six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler’s public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the City’s complexity and organizational needs.



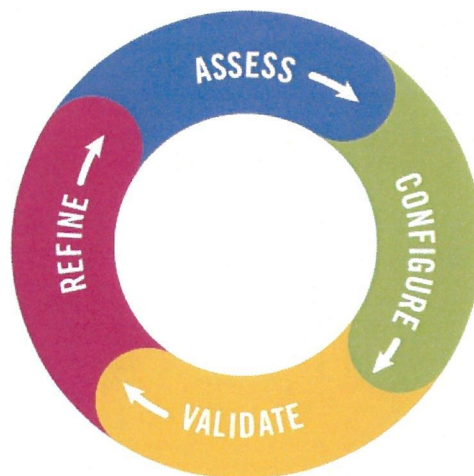
Tyler's Six Stage Project Methodology



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the City and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the City and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the City's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

Iterative Project Model



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.



Part 2: Project Foundation

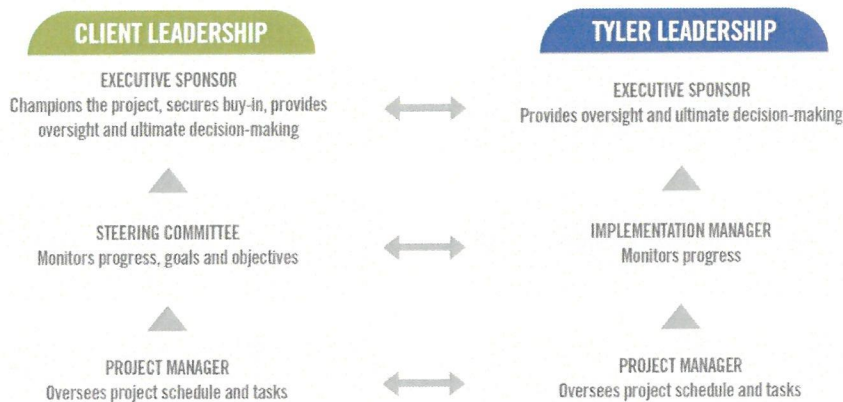
2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the City collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City Steering Committee become the escalation points to triage responses prior to escalation to the City and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City and Tyler executive sponsors serve as the final escalation point.

Project Governance Relationships



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the “triple constraints” or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

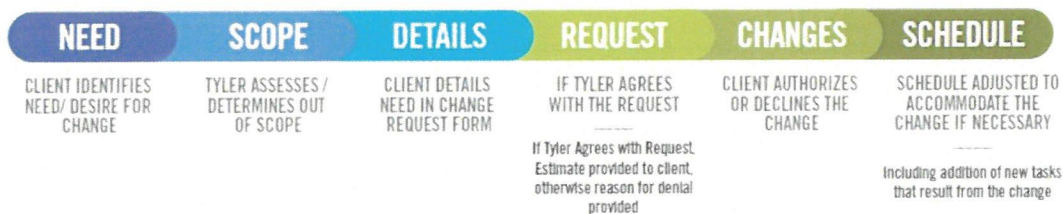
Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the City; for example, the City may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:



- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the City, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The City will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the City). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.

Change Request Process



4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each City office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the City will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining City feedback and approval on Project deliverables will be critical to the success of the Project. The City project manager will strive to gain deliverable and decision approvals from all authorized City representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each City department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The City shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the City does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the City does not agree the Deliverable or Control Point meets requirements, the City shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The City shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the City does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the City and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the City, but are roles defined within the Project. It is common for individual resources on both the Tyler and City project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.



5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the City's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the City's executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with City management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the City, the Tyler Project Manager provides regular updates to the City Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the City project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.
- Collaborates with the City project manager(s) to plan and schedule Project timelines to achieve on-time implementation.



5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the City any items that may impact the outcomes of the Project.
- Collaborates with the City 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the City 's project manager(s) to set a routine communication plan that will aide all Project team members, of both the City and Tyler, in understanding the goals, objectives, status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the City through software validation process following configuration.
- Assists during Go-Live process and provides support until the City transitions to Client Services.
- Facilitates training sessions and discussions with the City and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.



5.2 City Roles & Responsibilities

City resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 City Executive Sponsor

The City executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the City steering committee, project manager(s), and functional leads to make critical business decisions for the City.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 City Steering Committee

The City steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the City project manager and Project through participation in regular internal meetings. The City steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The City steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - City Policies
 - Needs of other client projects

5.2.3 City Project Manager

The City shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The City Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the City project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a



timely fashion to avoid Project delays. The City project manager(s) are responsible for reporting to the City steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the City project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the City staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all City resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to City technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.



- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 City Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the City project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Meeting
 - Project Management Plan development
 - Schedule development
 - Maintenance and monitoring of risk register
 - Escalation of issues
 - Communication with Tyler project team
 - Coordination of City resources
 - Attendance at scheduled sessions
 - Change management activities
 - Modification specification, demonstrations, testing and approval assistance
 - Data analysis assistance
 - Decentralized end user training
 - Process testing
 - Solution Validation

5.2.5 City Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on the City business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the City staff during and after implementation.



- Participate in conversion review and validation.

5.2.6 City End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 City Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for City third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the City's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 City Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the City's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with City and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 City Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.



Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by the City.

Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 GIS Planning*	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Infrastructure Planning	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 Stakeholder Meeting	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as “This work package is not applicable” in Section 6 of the Statement of Work.*



6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the City with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the City gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the City's team. During this step, Tyler will work with the City to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify City project team.

STAGE 1	Initial Coordination																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
City project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the City		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						



Inputs	Contract documents
	Statement of Work

Outputs/Deliverables	Working initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the City to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all City Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the City's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the City Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the City with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning																
	Tyler							City									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
		A	R						I		C	C	I				
	Schedule and conduct planning session(s)																



Develop Project Management Plan		A	R					I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I	I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	City provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- City has reviewed and completed the Guide to Starting Your Project document.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. The City is responsible for the installation, setup, and maintenance of all peripheral devices.

Objectives:

- Ensure the City's infrastructure meets Tyler's application requirements.
- Ensure the City's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning																
	Tyler							City									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Initial Infrastructure Communication		A	R		C		C				C						C
Schedule Environment Availability		A	R				C				I						



Inputs	Initial Infrastructure Requirements	
Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements

6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the City Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the City team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:



- None

6.1.5 This work package is not applicable.

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the City
- Stakeholder meeting complete

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City business processes. This information will be used to identify and define business processes utilized with Tyler software. The City collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on City team knowledge transfer such as: eLearning, documentation, or walkthroughs. The City team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the City for current and future state analysis.

STAGE 2	Solution Orientation	
	Tyler	City



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The City and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The City will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the City's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis	
	Tyler	City



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	City current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

Work package assumptions:

- City attendees possess sufficient knowledge and authority to make future state decisions.
- The City is responsible for any documentation of current state business processes.
- The City can effectively communicate current state processes.

6.2.3 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- If source data is a Tyler legacy system, Tyler performs the data mappings. If source data is from a third-party, client is responsible for mapping the data from the source to the Tyler system.
- Document the data conversion/loading approach.



STAGE 2	Data Conversion Assessment																
	Tyler							City									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	City Source data
	City Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	City Acceptance of Data Conversion Plan, if Applicable

Work package assumptions:

- If the source data is a Tyler system Tyler's Conversion Engineers extract and map the data into the standard Enterprise ERP conversion format. If the source data is from a third-party the client will provide Tyler with the data in a mutually agreed upon format.
- Tyler will work with the City representatives to identify business rules before writing the conversion.
- City subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.4 This work package is not applicable.

6.2.5 This work package is not applicable.

6.2.6 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:



- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the City against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- The City can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*																
	Tyler							City									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software for Included Environments			A				R				I						C
Install Licensed Software on City Devices (if applicable)			I				C				A						R



Tyler System Administration Training (if applicable)			A				R				I						C
--	--	--	---	--	--	--	---	--	--	--	---	--	--	--	--	--	---

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Licensed Software is Installed on the Server(s)	Software is accessible
	Licensed Software is Installed on City Devices (if applicable)	Software is accessible
	Installation Checklist/System Document	

Work package assumptions:

- The most current available version of the Tyler Licensed Software will be installed.
- The City will provide network access for Tyler modules, printers, and Internet access to all applicable City and Tyler Project staff.
- The City has technical infrastructure in place that meets Tyler requirements to ensure sufficient speed and operability of Tyler Licensed Software. Tyler will not support the user of Licensed Software if the City does not meet the minimum standards of Tylers's published specifications.

6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with the City to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The City collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate the City Power User how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
			A	R							I	C		C			
	Conduct configuration training																



Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete City configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.
--------	--

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The City is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate the City users on how to execute processes in the system to prepare them for the validation of the software. The City collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that the City understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads



Conduct process training			A	R							I	C	I	C			
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (City Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update City-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	
	Completed City-specific process documentation (completed by City)	

Work package assumptions:

- None

6.3.4 Conversion Delivery

The purpose of this task is to transition the City's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the City will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the City to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.





Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			
Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R		I				I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C



Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	
	Conversion Iterations / Reviews Complete	Conversion complete, verified, and ready for final pass

Work package assumptions:

- The City will provide a single file layout per source system as identified in the investment summary.
- The City subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The City project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 This work package is not applicable.

6.3.6 This work package is not applicable.

6.3.7 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare the City team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the City to review the status of the project and the organizations readiness for go-live.



6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the City verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the City organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler							City									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	City updates report with testing results

Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and the City will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the City has considered its ability to successfully Go-Live. Issues and



concerns will be discussed, and mitigation options documented. Tyler and the City will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to the City

Work package assumptions:

- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.



Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. City users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop City specific business process documentation. City-led training labs using City specific business process documentation if created by the City can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The City is prepared for on-going training and support of the application.

STAGE 4	End User Training																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (City-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	City signoff that training was delivered

Work package assumptions:

- The City project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the City as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of City departments.
- The City will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).



6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the City will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the City to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the City and Tyler will complete work assigned to prepare for Go-Live.

The City provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the City manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the City during Go-Live activities. The City transitions to Tyler software for day-to-day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.
- City data available in Production environment.

STAGE 5	Go-Live	
	Tyler	City



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	City confirms data is available in production environment

Work package assumptions:

- The City will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The City business processes required for Go-Live are fully documented and tested.
- The City Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The City Project Team and Power User's provide business process context to the end users during Go-Live.

6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the City onto the Tyler Client Services team, who provides the City with assistance following Go-Live, officially transitioning the City to operations and maintenance.

Objectives:



- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the City teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer City to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List
--------	-----------------------

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities	
	Tyler	City



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities
--------	---------------------------------

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The City transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).



6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the City for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the City teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler							City									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	City
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	



Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the City may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the City teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to City and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Post Project Report	City acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.



- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and the City will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The City Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the City project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the City is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring the City to make process changes.
- The City is responsible for defining, documenting, and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, City is responsible for managing Organizational Change. Impacted City resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted City resources understand the value of the change, and why they are being asked to change.



7.3 Resources and Scheduling

- City resources will participate in scheduled activities as assigned in the Project Schedule.
- The City team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the City will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The City will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The City makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The City will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The City will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The City is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the City representatives to identify business rules before writing the conversion. The City must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The City will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The City Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- The City is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)



7.5 Facilities

- The City will provide dedicated space for Tyler staff to work with City resources for both on-site and remote sessions. If Phases overlap, City will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The City will provide staff with a location to practice what they have learned without distraction.



8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]



Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.



Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.



Part 4: Appendices

9. Conversion

9.1 Enterprise ERP Conversion Summary

9.1.1 Accounting

9.1.1.1 Accounting - Actuals

- Summary account balances
- Up to 5 years

9.1.1.2 Accounting - Budgets

- Original budget, budget adjustments, revised budget summaries for accounts
- Up to 5 years

9.1.2 Accounts Payable

9.1.2.1 Vendors

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

9.1.2.2 Accounts Payable - Checks

- Check header data including vendor, warrant, check number, check date, overall check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check
- Up to 5 years

9.1.2.3 Accounts Payable - Invoices

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice
- Up to 5 years

9.1.3 Purchase Orders

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line-item descriptions, quantities, amounts, etc.
- Closed purchase orders detail data, up to 5 years, including line-item descriptions, quantities, amounts, etc.



9.1.4 General Billing

9.1.4.1 Customer Master Files

- Customer information

9.1.4.2 General Billing – Recurring Invoices

- General Billing Invoices that are sent on a regular basis
- Header records with general information about the invoice
- Detail records with line-specific information

9.1.4.3 General Billing – Bills

- 5 years of open and closed invoices
- General Ledger information so open invoices can be processed in Enterprise ERP

9.1.5 Human Resources Management

9.1.5.1 HRM Employee Master Information

- Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information

9.1.5.2 Accumulators

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live
- May not be needed if converting earnings/deductions history
- Up to 5 years
- Accumulators are converted with check history and earning/deduction history as a default. No accumulator files are necessary to submit when converting history.

9.1.5.3 Check History

- Up to 5 years, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date.

9.1.5.4 Earning/Deduction Hist.

- Up to 5 years, additional years must be quoted. Earning and deduction history broken down by individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

9.1.5.5 Personnel Action History

- A variety of Personnel actions, such as job or salary changes and dates these events occurred.
- Up to 5 years



9.1.5.6 Certifications

- Certification area and certification type codes, certification number and effective date, expiration date, and required-by date, codes for certification level and subjects

9.1.5.7 Education

- Codes, for institution, type of degree, and area(s) of study



10. Additional Appendices

10.1 This work package is not applicable.



11. Project Timeline

11.1 ERP Project Timeline

The Project Timeline establishes a target duration for each phase of the project. The timeline needs to account for resource availability, business goals, size and complexity of the project, and task duration requirements. These will be reviewed and adjusted, if needed, during the Initiate and Plan Stage. Refer to the Project Stages section of this SOW for information on work packages associated with each stage of the implementation. Durations may be revised when the Agreement is signed and further refined during the project.

Eden to Enterprise ERP project start dates are dependent on wave availability. Waves are a common implementation start month for a group of Eden clients. Each wave has a designated number of slots available for clients to sign up – once those slots are full you must choose an alternate wave with availability. A signed agreement is required to reserve your spot in a specific wave.

Phase	Functional Area(s)	Modules	Duration
1	Financials	- Accounting - Accounts Payable - Budgeting - Capital Assets - Cash Management - Contract Management - eProcurement - Project & Grant Accounting - Purchasing - Accounts Receivable - General Billing	12 Months or as defined in the Project Plan and mutually agreed upon Average Days/Month: 6
	System Wide	- Analytics & Reporting w Executive Insights - Enterprise Forms - Content Manager Core includes Onboarding	
2	Human Resources Management	- Payroll with Employee Access - Human Resources & Talent Management - Time & Attendance w Mobile Access	12 Months or as defined in the Project Plan and mutually agreed upon Average Days/Month: 3

11.2 This work package is not applicable.





STAFF REPORT

TO THE CITY COUNCIL

DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Octavio Duran Jr., Public Works Director/City Engineer *ob*

SUBJECT: Contract Maintenance Agreements with San Bernardino County (Public Works-Transportation) and San Bernardino County Flood Control District

RECOMMENDATION: It is recommended that the City Council (1) Approve the Contract Maintenance Agreements for a term up to five years with San Bernardino County (Public Works-Transportation) and San Bernardino County Flood Control District, (2) Authorize the Public Works Director/City Engineer to approve contract work projects up to \$60,000 per roadway project and \$45,000 per drainage project, subject to the overall annual maximum amount of \$100,000 and (3) Authorize the Mayor to execute both agreements.

FISCAL IMPACT: The agreements have a not-to-exceed amount of \$100,000 per year for Transportation and Flood Control related work, to be expended on an as-needed basis. Funding is available in the current City budget for Public Works "Contract Maintenance".

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 January 22, 2019, the City Council approved contract maintenance agreements with San Bernardino County (Public Works-Transportation) and San Bernardino County Flood Control District. These agreements expired on June 30, 2024.

On March 12, 2024, and May 14, 2024, City Council approved amendments to the mutual aid agreements with San Bernardino County Flood Control District and San Bernardino County (Public Works-Transportation), respectively. The intent was to extend the term of the original agreements for an additional five years prior to June 30, 2024.

However, San Bernardino County staff was not able to obtain approval of the amendments from the County Board prior to June 30, 2024. It is therefore necessary to process new agreements.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>10</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

The two agreements recommended for approval will formalize this cooperative arrangement between both agencies through September 30, 2029. Work authorized under the agreements will not exceed \$100,000 per year, or \$60,000 per roadway projects and \$45,000 per drainage projects. Work will be performed on an as-needed basis. The agreements also provide for reciprocal arrangement for the City to perform maintenance on County facilities as requested and reimbursed by the County or the County Flood Control District. Both agreements have been reviewed by the City Attorney. The County Board of Supervisors will be presented these agreements at either the September 10th or 24th Board meeting for approval.

Attachments:

Mutual Aid Contract Maintenance Agreement with San Bernardino County

Mutual Aid Contract Maintenance Agreement with San Bernardino County Flood Control District

M:\Agreements\SB County\Cooperative Agreements\Mutual Aid Agreements Stf Rpt 08.13.24.doc



Contract Number

SAP Number

Public Works

Department Contract Representative	Johnny D. Gayman, P.E.
Telephone Number	Engineering Manager
	(909) 387-7997
Contractor	City of Highland
Contractor Representative	Octavio Duran Jr., P.E.
Telephone Number	(909) 864-6861
Contract Term	Approximately 5 years ending September 30, 2029
Original Contract Amount	Not to exceed \$60,000 per project and \$100,000 for each party per fiscal year
Amendment Amount	
Total Contract Amount	\$100,000 annually
Cost Center	6650002000
Grant Number (if applicable)	

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, City of Highland (**CITY**) has observed that many of its street facilities and related appurtenances within its jurisdictional area need occasional maintenance and repair; and

WHEREAS, Streets and Highways Code sections 1685 and 1803 authorize **CITY** to contract with San Bernardino County (**COUNTY**) for the maintenance, construction or repair of **CITY** streets, if the legislative body of **CITY** determines that it is necessary for the more efficient maintenance, construction, or repair of said streets; and

WHEREAS, **COUNTY** and **CITY** are sometimes individually referred to in this Agreement as **PARTY** and collectively referred to as **PARTIES**; and

WHEREAS, the legislative body of **CITY** determines that it is necessary for the more efficient maintenance and repair of its street facilities and related appurtenances within **CITY** to contract with **COUNTY** for **COUNTY** to sometimes perform said work, including emergency work, on **CITY** street facilities and related appurtenances located within the incorporated area of **CITY** (hereinafter referred to as "**CONTRACT WORK**"); and

WHEREAS, **CONTRACT WORK** will be performed by **COUNTY** staff and/or **COUNTY** contractors; and

WHEREAS, **CONTRACT WORK** will not exceed sixty thousand dollars (\$60,000) per project and **CITY** will reimburse **COUNTY** for all costs incurred by **COUNTY** in performing such **CONTRACT WORK** requested by **CITY** and completed by **COUNTY**; and

WHEREAS, Streets and Highways Code section 1710 authorizes **COUNTY** to contract with **CITY** for the **CITY's** maintenance, construction or repair of **COUNTY** highways; and

WHEREAS, **COUNTY** has determined that it is necessary for the more efficient maintenance and repair of its highway facilities and related appurtenances to contract with **CITY** for **CITY** to sometimes perform **CONTRACT WORK**, which includes emergency work, on **COUNTY** highway facilities and related appurtenances located within **CITY's** sphere of influence as defined by the San Bernardino County Local Agency Formation Commission; and

WHEREAS, **CONTRACT WORK** will be performed by **CITY** staff and/or **CITY** contractors; and

WHEREAS, **CONTRACT WORK** will not exceed sixty thousand dollars (\$60,000) per project and **COUNTY** will reimburse **CITY** for all costs incurred by **CITY** in carrying-out **CONTRACT WORK** requested by **COUNTY** and completed by **CITY**; and

WHEREAS, **COUNTY** and **CITY** desire to set forth the responsibilities and obligations of each as they pertain to the work described in this Agreement.

NOW, THEREFORE, IT IS MUTUALLY AGREED as follows:

SECTION I

1.0 For CONTRACT WORK provided to CITY:

COUNTY AGREES TO:

- 1.1 Schedule requested work upon receipt of a written "Notice to Proceed" from **CITY** and to provide to **CITY** a schedule of work days anticipated for the work for **CITY** concurrence. **COUNTY**, through its authorized representative identified in Paragraph 4.5 and in its sole discretion, shall decide whether to approve or disapprove an individual "Notice to Proceed" and provide specific services to **CITY**.
- 1.2 Utilize **COUNTY's** Department of Public Works labor force and/or contractors in providing services under this Agreement.
- 1.3 Obtain a no-cost permit from **CITY** for any **CONTRACT WORK** to be performed within **CITY's** right-of-way. **COUNTY's** Director of Public Works, or the Director's designee, shall have the authority to obtain a permit from **CITY** for **CONTRACT WORK**.
- 1.4 Upon completion of each individual work assignment, submit to **CITY** an itemized accounting of actual **CONTRACT WORK** costs incurred by **COUNTY** and an invoice for such costs.
- 1.5 **COUNTY** shall require all contractors and vendors providing **CONTRACT WORK** to have appropriate and adequate insurance coverage for the mutual protection and benefit of the **PARTIES**.
- 1.6 Enforce **COUNTY's** contractors to comply with all applicable laws and regulations, including Labor Code sections 1720 et seq. and 1770 et seq. that concern the payment of prevailing wages. When applicable, **COUNTY** shall fill out and submit to the California Department of Industrial Relations a PWC-100 form.

CITY AGREES TO:

- 1.7 Provide **COUNTY** a written "Notice to Proceed" for any authorized work requested by **CITY**.
- 1.8 Provide a no-cost permit to **COUNTY** for its work within **CITY's** right-of-way.

- 1.9 After **COUNTY** completes each individual **CONTRACT WORK** assignment and submits an itemized accounting of actual **CONTRACT WORK** costs incurred by **COUNTY** along with an invoice, to reimburse **COUNTY** for **CONTRACT WORK** costs within sixty (60) calendar days after receipt of invoice.
- 1.10 Provide a qualified representative who shall have the authority to discuss and attempt to resolve any issues or disputes which may arise concerning the **CONTRACT WORK** with the **COUNTY**.
- 1.11 Comply with any applicable California Environmental Quality Act (CEQA) requirements as well as completing the required CEQA documents.
- 1.12 When applicable, fill out and submit to the California Department of Industrial Relations a PWC-100 form.

SECTION II

2.0 For CONTRACT WORK provided to COUNTY:

CITY AGREES TO:

- 2.1 Schedule the **COUNTY** requested **CONTRACT WORK** upon receipt of a written "Notice to Proceed" from the **COUNTY** and provide to **COUNTY** a schedule of work days anticipated for the **CONTRACT WORK** for **COUNTY's** concurrence. **CITY**, through its authorized representative identified in Paragraph 4.5 and in its sole discretion, shall decide whether to approve or disapprove an individual "Notice to Proceed" and provide specific services to **COUNTY**.
- 2.2 Utilize **CITY's** labor force and/or contractors in providing services under this Agreement.
- 2.3 Obtain a no-cost permit from **COUNTY** for work within **COUNTY's** right-of-way.
- 2.4 Upon completion of each **CONTRACT WORK** assignment, submit to **COUNTY** an itemized accounting of **CONTRACT WORK** costs incurred by **CITY** and an invoice for such costs.
- 2.5 Enforce **CITY's** contractors to comply with all applicable laws and regulations, including Labor Code sections 1720 et seq. and 1770 et seq. that concern the payment of prevailing wages.
- 2.6 Accept all payments from **COUNTY** via electronic funds transfer (EFT) directly deposited into the **CITY's** designated checking or other bank account. **CITY** shall promptly comply with directions and accurately complete forms provided by **COUNTY** required to process EFT payments.
- 2.7 When applicable, **CITY** shall fill out and submit to the California Department of Industrial Relations a PWC-100 form.

COUNTY AGREES TO:

- 2.8 Provide **CITY** a written "Notice to Proceed" for any authorized work requested by **COUNTY**.
- 2.9 Provide a no-cost permit to **CITY** for its work within **COUNTY's** right-of-way.
- 2.10 After **CITY** completes each individual **CONTRACT WORK** assignment and submits an itemized accounting of actual **CONTRACT WORK** costs incurred by **CITY** along with an invoice, to reimburse **CITY** for **CONTRACT WORK** costs within sixty (60) calendar days after receipt of invoice.
- 2.11 Provide a qualified representative who shall have the authority to discuss and attempt to resolve any issues or disputes which may arise concerning the **CONTRACT WORK** with the **CITY**.
- 2.12 Comply with any applicable CEQA requirements as well as completing the required CEQA documents.
- 2.13 When applicable, fill out and submit to the California Department of Industrial Relations a PWC-100 form.

SECTION III

3.0 IT IS MUTUALLY AGREED:

- 3.1 The types of **CONTRACT WORK** shall include, but not be limited to: maintenance or emergency repair of streets/highways, appurtenant fencing, culvert or drainage facilities, grading and application of soil stabilization product on dirt roads, as well as providing heavy equipment for storm debris cleanup, striping, chip sealing, maintenance or emergency paving.
- 3.2 **COUNTY** and **CITY** will accept payment from each other for **CONTRACT WORK** requested by **CITY** or **COUNTY** for up to sixty thousand dollars (\$60,000) per project.

- 3.3 The cost for each project shall not exceed sixty thousand dollars (\$60,000).
- 3.4 The total cost for all work performed pursuant to Section 1.0 shall not exceed one hundred thousand dollars (\$100,000) per fiscal year, absent a prior written amendment to this Agreement. The total cost for all work performed pursuant to Section 2.0 shall not exceed one hundred thousand dollars (\$100,000) per fiscal year, absent a prior written amendment to this Agreement.
- 3.5 **CITY** or **COUNTY** is only responsible to provide the **CONTRACT WORK** of facilities identified in the "Notice to Proceed" from the requesting party (**CITY** or **COUNTY**) and agreed to by the non-requesting party (**CITY** or **COUNTY**). After completion of **CONTRACT WORK** on any particular facility, the requesting party (**CITY** or **COUNTY**) shall be responsible for all future maintenance and repair work associated with the **CONTRACT WORK**, unless the non-requesting party (**CITY** or **COUNTY**) receives a future request to provide additional **CONTRACT WORK** under this Agreement, followed by an approval of a written "Notice to Proceed."
- 3.6 The **PARTIES** shall comply with all applicable laws and regulations, including, but not limited to, all applicable Public Contract Code (e.g. bidding requirements), Labor Code (e.g. prevailing wage requirements), Business and Professions Code (e.g. licensing requirements), and Civil Code requirements (e.g. payment bond requirements).

SECTION IV

4.0 IT IS FURTHER UNDERSTOOD AND AGREED:

- 4.1 The requesting party (**CITY** or **COUNTY**) shall prepare and submit to the non-requesting party (**CITY** or **COUNTY**) a "Notice to Proceed" that outlines the work requested within the scope and budget limitations of this Agreement. The Notice to Proceed shall include the location (street(s) or highway(s)) the work shall take place on, the scope of the work, the requested schedule, the level of service required (if necessary), and other pertinent terms and details for the project within the scope of this Agreement. The **COUNTY** Director of Public Works and the **CITY** Director of Public Works/City Engineer shall have the authority to prepare and submit a "Notice to Proceed," as well as provide estimates and approve **CONTRACT WORK** projects up to \$60,000 each. The non-requesting party shall develop cost estimates and project schedules for review by the requesting party using **COUNTY/CITY**-approved labor and equipment rates that include fringe and overhead for actual employee classifications, equipment rates that will recover the depreciation expenses and the maintenance and repair cost of the equipment used for the proposed work assignment and estimated material costs. If requested, the estimate of cost will be provided to the requesting party prior to the commencement of work. The non-requesting party is under no obligation to perform work tasks and the non-requesting party's representative identified in Paragraph 4.5 may decline to perform the requested work for any reason or for no reason.
- 4.2 The Effective Date of this Agreement shall be the date on which all of the following has occurred: (1) the **CITY's** Council and **COUNTY's** Board have approved the Agreement; and (2) the authorized representative of each has signed the Agreement.
- 4.3 Insurance and Indemnification

COUNTY and **CITY** are authorized self-insured or partially self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Worker's Compensation and warrant that through their respective programs of self-insurance and insurance, they have adequate coverage or resources to protect against liabilities arising out of performance of the terms, conditions or obligations of this Agreement.

Neither **CITY** nor any officer, employee, agent, or volunteer of **CITY** shall be responsible for any damage or liability arising out of, pertaining to, or relating to any acts or omissions on the part of **COUNTY** or its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by **COUNTY** or its contractors under this Agreement. It is also understood and agreed that, pursuant to Government Code section 895.4, **COUNTY** shall fully indemnify, defend (with counsel approved by **CITY**) and hold **CITY** and its officers, employees, agents, and volunteers harmless from any liability imposed for injury (as defined by Government Code section 810.8) arising out of, pertaining to, or relating to any acts or omissions on the part of **COUNTY** or

its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by **COUNTY** or its contractors under this Agreement.

Neither **COUNTY** nor any officer, employee, agent or volunteer of **COUNTY** shall be responsible for any damage or liability arising out of, pertaining to, or relating to any acts or omissions on the part of **CITY** or its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by **CITY** or its contractors under this Agreement. It is also understood and agreed that, pursuant to Government Code section 895.4, **CITY** shall fully indemnify, defend (with counsel approved by **COUNTY**) and hold **COUNTY** and its officers, employees, agents, and volunteers harmless from any liability imposed for injury (as defined by Government Code section 810.8) arising out of, pertaining to, or relating to any acts or omissions on the part of **CITY** or its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by **CITY** or its contractors under this Agreement.

In the event **COUNTY** and/or **CITY** is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, **COUNTY** and/or **CITY** shall indemnify the other to the extent of its comparative fault.

CITY and **COUNTY** agree to waive all rights of subrogation against each other.

- 4.4 No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by **CITY** and **COUNTY**.
- 4.5 All notices, approvals, consents or other documents required or permitted under this Agreement shall be in writing and, except as otherwise provided herein, shall be effective upon personal delivery or three calendar days after deposit in the United States mail, certified, with first class postage, fully prepaid, addressed as follows:

City of Highland	San Bernardino County
27215 Base Line	825 East Third Street
Highland, CA 92346	San Bernardino, CA 92415
Authorized Representative:	Authorized Representative:
Public Works Director/City	Director of Public Works
Engineer	

- 4.6 No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a **PARTY** shall give the other **PARTY** any contractual rights by custom, estoppel, or otherwise.
- 4.7 This Agreement shall be governed by the laws of the State of California. If a court of competent jurisdiction declares any portion of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions shall continue in full force and effect, unless the purpose of this Agreement is frustrated. Any dispute or action to enforce any obligation under this Agreement shall be filed and resolved in the appropriate Superior Court in San Bernardino County, California. In the event of litigation arising from this Agreement, each **PARTY** to the Agreement shall bear its own costs, including attorney's fees. This provision concerning costs shall not apply to costs or attorney's fees relative to paragraphs 4.3.
- 4.8 This Agreement contains the entire Agreement of the **PARTIES** with respect to subject matter hereof, and supersedes all other prior negotiations, understandings or contracts. This Agreement may only be modified in writing, signed by authorized representatives of both **CITY** and **COUNTY**.
- 4.9 This Agreement may be terminated, with or without cause, by either **CITY** or **COUNTY** upon thirty (30) calendar days advance written notice by the party wishing to terminate, provided however, that any such cancellation shall not be effective as to any existing obligations pursuant to any **CONTRACT WORK** authorized prior to notice of cancellation. In the event of cancellation as

provided herein, all **CONTRACT WORK** costs required to be paid by the **PARTIES** prior to the effective date of cancellation shall be paid by the **PARTIES** as provided in this Agreement.

- 4.10 Except with respect to the indemnification obligations contained herein which shall survive the termination of this Agreement, this Agreement shall commence on the date it is approved by both **PARTIES**, and shall terminate on September 30, 2029, unless it is terminated early as provided in Paragraph 4.9.
- 4.11 This Agreement may be signed electronically and in counterparts, each of which shall constitute an original.
- 4.12 The Recitals preceding the terms of this Agreement are incorporated into the terms hereof by this reference and constitute constructive terms of this Agreement.
- 4.13 Since the **PARTIES** or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for any or against any party.

IN WITNESS WHEREOF, **COUNTY** and **CITY** have each caused this Agreement to be subscribed by its respective duly authorized officers on its behalf.

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

Dated: _____

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

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

City of Highland

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

By ►

(Authorized signature - sign in blue ink)

Name Penny Lilburn

(Print or type name of person signing contract)

Title Mayor

(Print or Type)

Dated: _____

Address 27215 Base Line

Highland, CA 92346

FOR COUNTY USE ONLY

Approved as to Legal Form

►

Aaron Gest, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

►

Andy Silao, P.E.

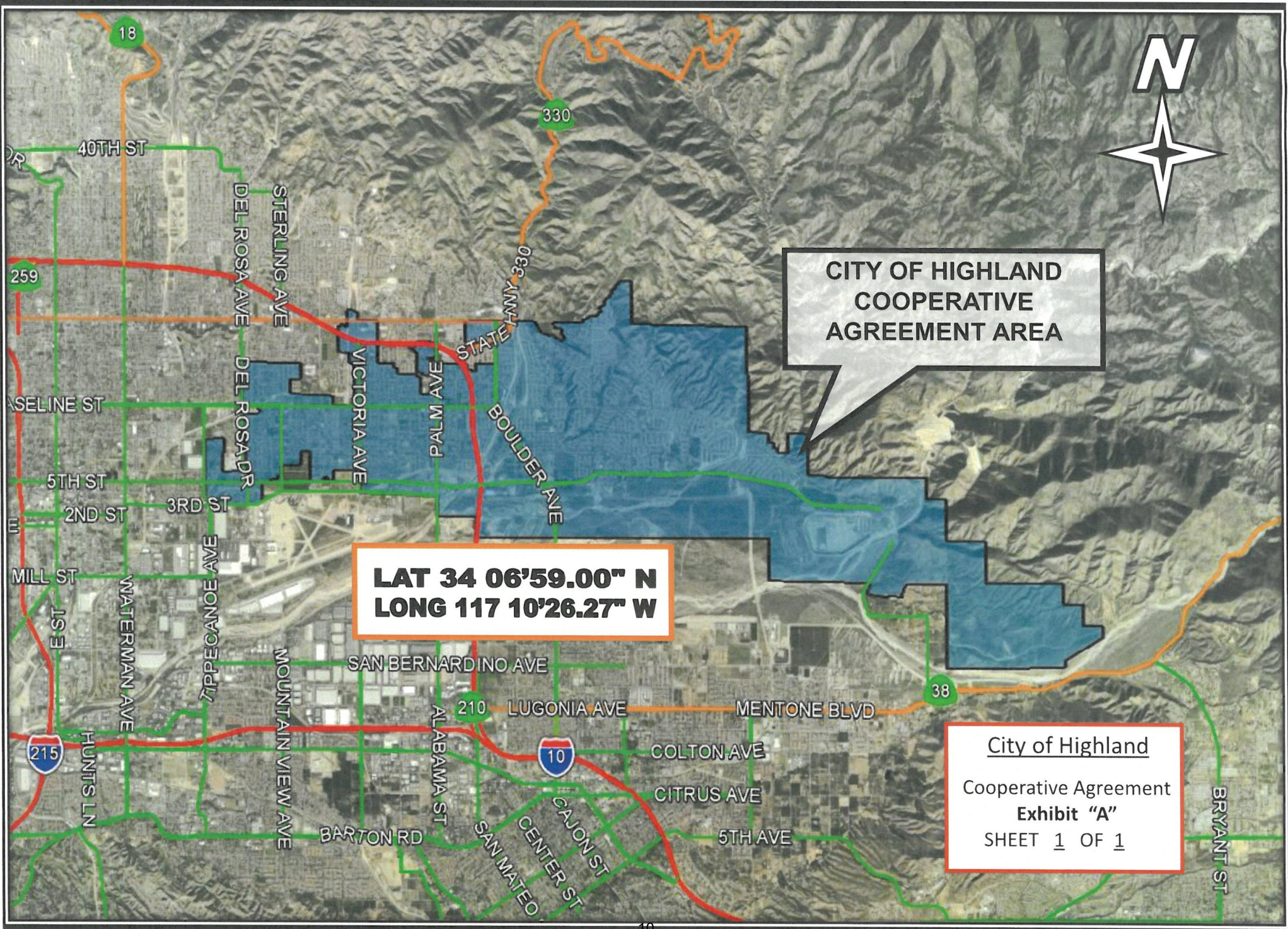
Date _____

Reviewed/Approved by Department

►

Noel Castillo, Director

Date _____



CITY OF HIGHLAND
COOPERATIVE
AGREEMENT AREA

**LAT 34 06'59.00" N
LONG 117 10'26.27" W**

City of Highland
Cooperative Agreement
Exhibit "A"
SHEET 1 OF 1



Contract Number

SAP Number

San Bernardino County Flood Control District

Department Contract Representative	Johnny D. Gayman, P.E.
Telephone Number	Engineering Manager
	(909) 387-7997
Contractor	City of Highland
Contractor Representative	Octavio Duran Jr., P.E.
	Public Works Director/ City
	Engineer
Telephone Number	(909) 864-6861
Contract Term	Approximately 5 years ending
	September 30, 2029
Original Contract Amount	\$45,000 per project not to exceed
	\$100,000 for each party per fiscal
	year
Amendment Amount	
Total Contract Amount	\$100,000 annually
Cost Center	1920002522
	1930002526
Grant Number (if applicable)	

IT IS HEREBY AGREED AS FOLLOWS:

WITNESSETH

WHEREAS, flood control facilities, access roads, and related appurtenances within the jurisdiction of the City of Highland (**CITY**) need occasional maintenance and repair; and

WHEREAS, Section 54981 of the California Government Code authorizes the legislative body of any local agency to contract with any other local agency for the performance by the latter of municipal services or functions within the territory of the former; and

WHEREAS, the San Bernardino County Flood Control District Act authorizes the San Bernardino County Flood Control District (**DISTRICT**) to contract with **CITY** for the maintenance, construction, or repair of **CITY** flood control facilities, access roads, and related appurtenances within **CITY's** jurisdiction if the **CITY's** legislative body

determines that it is necessary for the more efficient maintenance and repair of said facilities, access roads, and appurtenances; and

WHEREAS, the **CITY's** legislative body finds it necessary for the more efficient maintenance and repair of its flood control facilities, access roads, and related appurtenances to contract with **DISTRICT** for **DISTRICT** to sometimes perform said work, including but not limited to **EMERGENCY WORK** (as defined in the Agreement below), on **CITY's** flood control facilities, access roads, and related appurtenances (**DISTRICT CONTRACT WORK**); and

WHEREAS, **CONTRACT WORK** will be performed by **DISTRICT** staff and/or **DISTRICT** contractors; and

WHEREAS, **DISTRICT CONTRACT WORK** will not exceed \$45,000 per project and **CITY** will reimburse **DISTRICT** for all costs incurred by **DISTRICT** in performing such **DISTRICT CONTRACT WORK** requested by **CITY** and completed by **DISTRICT**; and

WHEREAS, the San Bernardino County Flood Control District Act also authorizes **DISTRICT** to contract with **CITY** for **CITY** to perform maintenance, construction, or repair of **DISTRICT** flood control facilities, access road, and related appurtenances within **CITY's** sphere of influence as defined by the San Bernardino County Local Agency Formation Commission (**CITY's SPHERE**); and

WHEREAS, **DISTRICT** finds it necessary for the more efficient maintenance and repair of its flood control facilities, access roads, and related appurtenances to contract with **CITY** for **CITY** to sometimes perform said work, including but not limited to **EMERGENCY WORK** (as defined in the Agreement below), on **DISTRICT's** flood control facilities, access roads, and related appurtenances located within **CITY's SPHERE** (**CITY CONTRACT WORK**); and

WHEREAS, **CONTRACT WORK** will be performed by **CITY** staff and/or **CITY** contractors; and

WHEREAS, **CITY CONTRACT WORK** will not exceed \$45,000 per project and **DISTRICT** will reimburse **CITY** for all costs incurred by **CITY** in performing **CITY CONTRACT WORK** as requested by **DISTRICT** and completed by **CITY**; and

WHEREAS, **DISTRICT** and **CITY** desire to set forth their respective responsibilities and obligations as they pertain to the work described in this Agreement.

NOW, THEREFORE, **DISTRICT** AND **CITY** MUTUALLY AGREED AS FOLLOWS:

SECTION I

1.0 For **DISTRICT CONTRACT WORK** provided to **CITY**:

DISTRICT AGREES TO:

- 1.1 Schedule requested **DISTRICT CONTRACT WORK** upon receipt of a written "Notice to Proceed" from **CITY** and to provide to **CITY** a schedule of work days anticipated for the **DISTRICT CONTRACT WORK** for **CITY's** concurrence. **DISTRICT**, through its designated, authorized representative identified in Paragraph 3.5.2 and in its sole discretion, shall decide whether to approve or disapprove an individual Notice to Proceed and provide specific services to **CITY**.
- 1.2 Utilize **DISTRICT's** Department of Public Works labor force or contractors in providing services under this Agreement.
- 1.3 Obtain a no-cost permit from **CITY** for any **DISTRICT CONTRACT WORK** to be performed within **CITY's** right-of-way.

- 1.4 Upon completion of each individual **DISTRICT CONTRACT WORK** assignment, submit to **CITY** an itemized accounting of actual **DISTRICT CONTRACT WORK** costs incurred by **DISTRICT** and an invoice for any related costs.
- 1.5 **DISTRICT** shall require all contractors and vendors providing **CONTRACT WORK** to have appropriate and adequate insurance coverage for the mutual protection and benefit of the **PARTIES**. Except for Workers' Compensation, Errors and Omissions and Professional Liability policies, **DISTRICT** shall require and ensure that all **DISTRICT** contractors performing **CONTRACT WORK** shall have insurance policies that contain endorsements naming the **CITY** and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the **CITY** to vicarious liability but shall allow coverage for the **CITY** to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85
- 1.6 Enforce **DISTRICT's** contractors to comply with all applicable laws and regulations, including Labor Code sections 1720 et seq. and 1770 et seq. that concern the payment of prevailing wages

CITY AGREES TO:

- 1.7 Provide **DISTRICT** a written Notice to Proceed for any authorized work requested by **CITY**.
- 1.8 Provide a no-cost permit to **DISTRICT** for its work within **CITY's** right-of-way.
- 1.9 After **DISTRICT** completes each individual **DISTRICT CONTRACT WORK** assignment and submits an itemized accounting of actual **DISTRICT CONTRACT WORK** costs incurred by **DISTRICT** along with an invoice, to reimburse **DISTRICT** for **DISTRICT CONTRACT WORK** costs within sixty (60) days after receipt of invoice.
- 1.10 Provide a qualified representative who shall have the authority to discuss and attempt to resolve any issues or disputes which may arise concerning the **DISTRICT CONTRACT WORK** with the **DISTRICT**.
- 1.11 Comply with any applicable California Environmental Quality Act (**CEQA**) requirements as well as completing any required **CEQA** documents.

SECTION II

2.0 FOR CITY CONTRACT WORK PROVIDED TO DISTRICT:

CITY AGREES TO:

- 2.1 Schedule the requested **CITY CONTRACT WORK** upon receipt of a written "Notice to Proceed" from the **DISTRICT** and provide to **DISTRICT** a schedule of work days anticipated for the **CITY CONTRACT WORK** for **DISTRICT's** concurrence. **CITY**, through its designated, authorized representative identified in Paragraph 3.5.2 and in its sole discretion, shall decide whether to approve or disapprove an individual Notice to Proceed and provide specific services to **DISTRICT**.
- 2.2 Utilize **CITY's** labor force or contractors in providing services under this Agreement.
- 2.3 Obtain a no-cost permit from **DISTRICT** for any **CITY CONTRACT WORK** within **DISTRICT's** right-of-way.

- 2.4 Upon completion of each **CITY CONTRACT WORK** assignment, submit to **DISTRICT** an itemized accounting of **CITY CONTRACT WORK** costs incurred by **CITY** and an invoice for any related costs.
- 2.5 **CITY** shall require all contractors and vendors providing **CONTRACT WORK** to have appropriate and adequate insurance coverage for the mutual protection and benefit of the **PARTIES**. Except for Workers' Compensation, Errors and Omissions and Professional Liability policies, **CITY** shall require and ensure that all **CITY** contractors performing **CONTRACT WORK** shall have insurance policies that contain endorsements naming the **COUNTY** and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the **COUNTY** to vicarious liability but shall allow coverage for the **COUNTY** to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.
- 2.6 Enforce **CITY's** contractors to comply with all applicable laws and regulations, including Labor Code sections 1720 et seq. and 1770 et seq. that concern the payment of prevailing wages.

DISTRICT AGREES TO:

- 2.7 Provide **CITY** a written Notice to Proceed for any authorized work requested by **DISTRICT**.
- 2.8 Provide a no-cost permit to **CITY** for its work within **DISTRICT's** right-of-way.
- 2.9 After **CITY** completes each individual **CITY CONTRACT WORK** assignment and submits an itemized accounting of actual **CITY CONTRACT WORK** costs incurred by **CITY**, along with an invoice, to reimburse **CITY** for **CITY CONTRACT WORK** costs within sixty (60) days after receipt of invoice.
- 2.10 Provide a qualified representative who shall have the authority to discuss and attempt to resolve any issues or disputes which may arise concerning the **CITY CONTRACT WORK** with the **CITY**.
- 2.11 Comply with any applicable **CEQA** requirements as well as completing any required **CEQA** documents.

SECTION III

3.0 **IT IS MUTUALLY AGREED:**

- 3.1 **DISTRICT CONTRACT WORK** and **CITY CONTRACT WORK** may include, but shall not be limited to: maintenance or emergency repair of flood control facilities, access road, and related appurtenances, as well as providing heavy equipment for storm debris cleanup, repair of fencing, minor basin excavation and facility repair, culvert repair, and miscellaneous drainage repairs.
- 3.2 The cost any individual project performed as **DISTRICT CONTRACT WORK** or **CITY CONTRACT WORK** shall not exceed forty-five thousand dollars (\$45,000).
- 3.3 The total cost for all work performed pursuant to Section 1.0 shall not exceed one hundred thousand dollars (\$100,000) per fiscal year, absent a prior written amendment to this Agreement. The total cost for all work performed pursuant to Section 2.0 shall not exceed one hundred thousand dollars (\$100,000) per fiscal year, absent a prior written amendment to this Agreement.
- 3.4 **CITY** or **DISTRICT** is only responsible to provide the **CONTRACT WORK** of facilities identified in the Notice to Proceed from the requesting party (**CITY** or **DISTRICT**) and agreed to by the party performing the work (**CITY** or **DISTRICT**). After completion of **CONTRACT WORK** on any particular facility, the requesting party (**CITY** or **DISTRICT**) shall be responsible for all future maintenance and repair work, unless the party performing the work (**CITY** or **DISTRICT**) receives

a future request to provide additional **CONTRACT WORK** under this Agreement, followed by an approval of a written Notice to Proceed.

- 3.5 The requesting party (**CITY** or **DISTRICT**) shall prepare and submit to the party performing the work (**CITY** or **DISTRICT**) a Notice to Proceed that outlines the work requested within the scope and budget limitations of this Agreement.

3.5.1 The Notice to Proceed shall include the location of such work (i.e., the flood control facility or facilities and/or or access road(s)), the scope of the work, the requested schedule, the level of service required (if necessary), and other pertinent terms and details for the project within the scope of this Agreement.

3.5.2 The **DISTRICT** Chief Flood Control Engineer and the **CITY** Director of Public Works/City Engineer shall each have the authority to provide estimates and approve **CONTRACT WORK** projects up to \$45,000 per project, subject to the overall annual maximum amount of \$100,000 per party specified in Section 3.3, above.

3.5.3 The party requested to perform the work shall provide cost estimates and project schedules for review by the requesting party using Board of Supervisors (**BOARD**)/ City Council (**COUNCIL**) approved labor and equipment rates that include fringe and overhead for actual employee classifications, California Department of Transportation equipment rates that will recover the depreciation expenses and the maintenance and repair cost of the equipment used for the proposed work assignment and estimated material costs. If requested, the estimate of cost will be provided to the requesting party prior to the commencement of work.

3.5.4 Neither party is required to perform work tasks under this Agreement and each party's representative identified in Paragraph 3.5.2 may decline to perform the requested work in his or her sole discretion.

4.0 IT IS FURTHER UNDERSTOOD AND AGREED:

- 4.1 The Effective Date of this Agreement shall be the date on which all of the following has occurred: (1) the **CITY's** Council and **DISTRICT's** governing board (the San Bernardino County Board of Supervisors) have approved the Agreement; (2) the authorized representative of each has signed the Agreement.

- 4.2 This Agreement shall terminate on September 30, 2029, except with respect to the indemnification obligations contained herein, which shall survive termination of this Agreement.

4.3 Insurance and Indemnification

4.3.1 **DISTRICT** and **CITY** are authorized self-insured or partially self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Worker's Compensation and warrant that through their respective programs of self-insurance and insurance, they have adequate coverage or resources to protect against liabilities arising out of performance of the terms, conditions or obligations of this Agreement.

4.3.2 Neither **CITY** nor any officer or employee of **CITY** shall be responsible for any damage or liability occurring by reason of any acts or omissions on the part of **DISTRICT** or its contractors under or in connection with any work, authority, or jurisdiction delegated to or determined to be the responsibility of **DISTRICT** under this Agreement. It is also understood and agreed that, pursuant to Government Code, Section 895.4, **DISTRICT** shall fully indemnify, defend and hold **CITY** harmless from any liability imposed for injury (as defined by Government Code section 810.8) occurring by reason of any acts or

omissions on the part of **DISTRICT** or its contractors under or in connection with any work, authority or jurisdiction delegated to or determined to be the responsibility of **DISTRICT** under this Agreement.

4.3.3 Neither **DISTRICT** nor any officer or employee of **DISTRICT** shall be responsible for any damage or liability occurring by reason of any acts or omissions on the part of **CITY** or its contractors under or in connection with any work, authority or jurisdiction delegated to or determined to be the responsibility of **CITY** under this Agreement. It is also understood and agreed that, pursuant to Government Code, Section 895.4, **CITY** shall fully indemnify, defend and hold **DISTRICT** harmless from any liability imposed for injury (as defined by Government Code section 810.8) occurring by reason of any acts or omissions on the part of **CITY** or its contractors under or in connection with any work, authority or jurisdiction delegated to or determined to be the responsibility of **CITY** under this Agreement.

4.3.4 In the event **DISTRICT** and/or **CITY** is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, **DISTRICT** and/or **CITY** shall indemnify the other to the extent of its comparative fault.

4.3.5 **CITY** and **DISTRICT** agree to waive all rights of subrogation against each other.

4.4 All notices, approvals, consents or other documents required or permitted under this Agreement shall be in writing and, except as otherwise provided herein, shall be effective upon personal delivery or three days after deposit in the United States mail, certified, with first class postage, fully prepaid, addressed as follows:

City of Highland
27215 Base Line
Highland, CA 92346
Attn: Public Works Director/City Engineer

San Bernardino County Flood Control District
825 E. 3rd Street
San Bernardino, CA 92415-0835
Attn: Chief Flood Control Engineer

4.5 No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

4.6 This Agreement shall be governed by the laws of the State of California. If a court of competent jurisdiction declares any portion of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions shall continue in full force and effect, unless the purposes of this Agreement are frustrated. Any dispute or action to enforce any obligation under this Agreement shall be filed and resolved in the appropriate Superior Court in San Bernardino County, California. In the event of litigation arising from this Agreement, each party to the Agreement shall bear its own costs, including attorney's fees. This provision concerning costs shall not apply to costs or attorney's fees relative to paragraphs 4.3.

4.7 This Agreement contains the entire Agreement of the **Parties** with respect to subject matter hereof, and supersedes all other prior negotiations, understandings or contracts. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by **CITY** and **DISTRICT**.

4.8 This Agreement may be terminated, with or without cause, by either **CITY** or **DISTRICT** upon thirty (30) days advance written notice by the party wishing to terminate, provided however, that any such cancellation shall not be effective as to any existing obligations pursuant to any **CONTRACT WORK** authorized prior to notice of cancellation. In the event of cancellation as provided herein, all **CONTRACT WORK** costs incurred and required to be paid by either of the **Parties** prior to the

effective date of cancellation shall be paid by the **Parties** in the same proportion to their contribution for the **CONTRACT WORK**.

- 4.9 This Agreement may be signed in counterparts, each of which shall constitute an original
- 4.10 This Agreement shall inure to the benefit of and to be binding upon the successors and assigns both **Parties**.

WITNESS WHEREOF, this Agreement, has been fully executed on behalf of **DISTRICT** and **CITY** by their duly authorized representatives.

SAN BERNARDINO COUNTY FLOOD CONTROL
DISTRICT

►

Dawn Rowe, Chair, Board of Supervisors

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

Lynna Monell
Clerk of the Board of Supervisors

By _____
Deputy

City of Highland

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

By ►

(Authorized signature - sign in blue ink)

Name Penny Lilburn

(Print or type name of person signing contract)

Title Mayor

(Print or Type)

Dated: _____

Address 27215 Base Line

Highland, CA 92346

FOR COUNTY USE ONLY

Approved as to Legal Form

►

Sophie A. Curtis, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

►

Andy Silao, P.E.

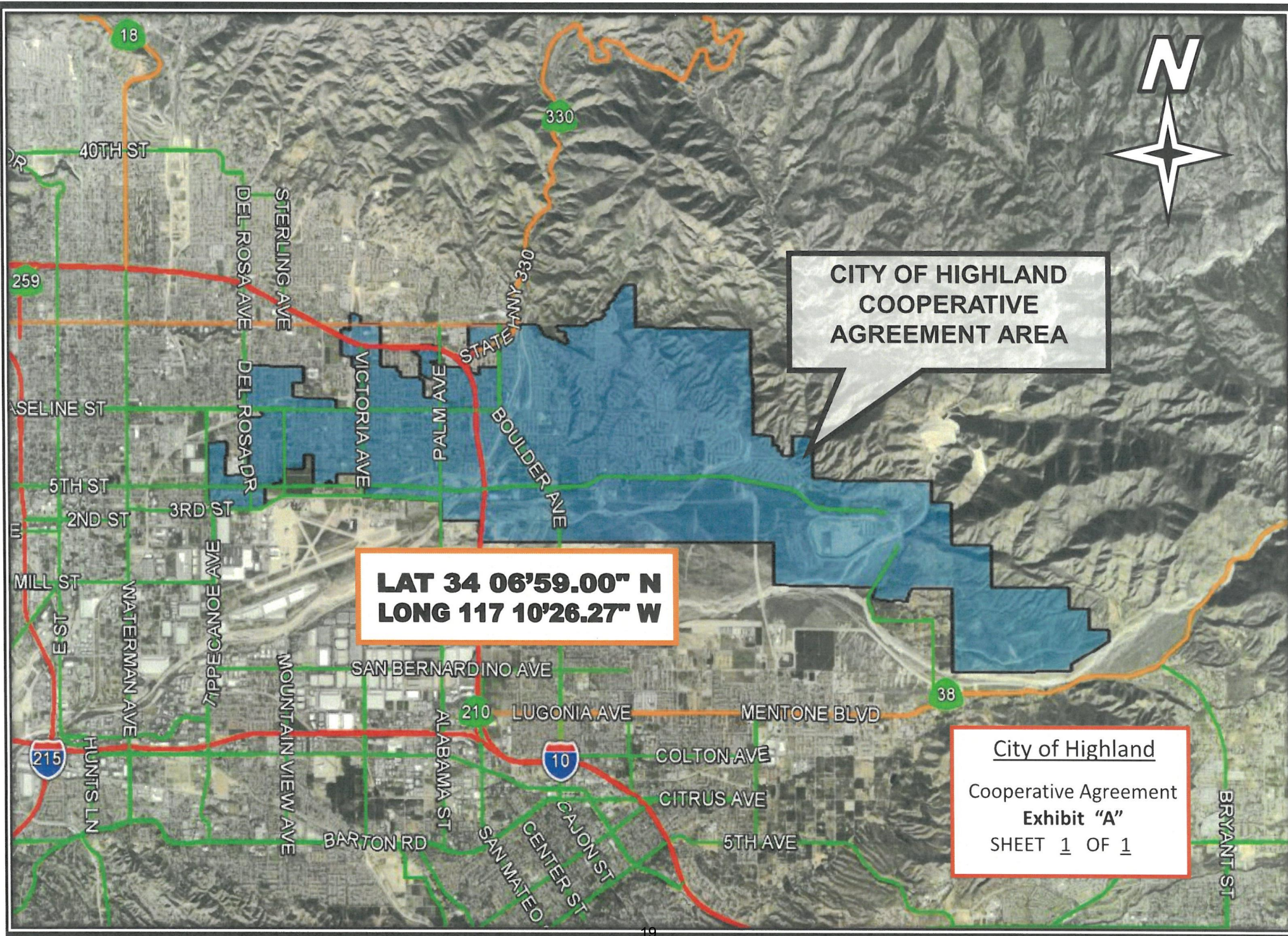
Date _____

Reviewed/Approved by District

►

Noel Castillo, Chief Flood Control Engineer

Date _____





STAFF REPORT

TO THE CITY COUNCIL

DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

REVIEWED BY: Octavo Duran, Public Works Director/City Engineer *OD*

PREPARED BY: Matt Bennett, Assistant Public Works Director *MB*

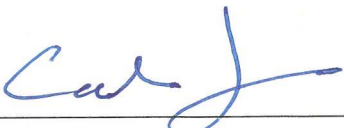
SUBJECT: Tract 18893-1; Grant Deed to transfer Ownership of Lot "C"; WQMP Basin, from City of Highland to D.R. Horton (Developer)

RECOMMENDATION: That the City Council (1) accept Grant Deed to D.R. Horton, and (2) direct the City Clerk to record the Grant Deed.

FISCAL IMPACT: Upon recordation of this Grant Deed, D.R. Horton will have fee ownership of Lot "C" and will be responsible for maintenance of the Water Quality Treatment Basin for storm water runoff associated with residential Tract 18893, therefore, the costs to maintain these facilities will be borne by D.R. Horton and ultimately the Home Owner's Association for this residential community.

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

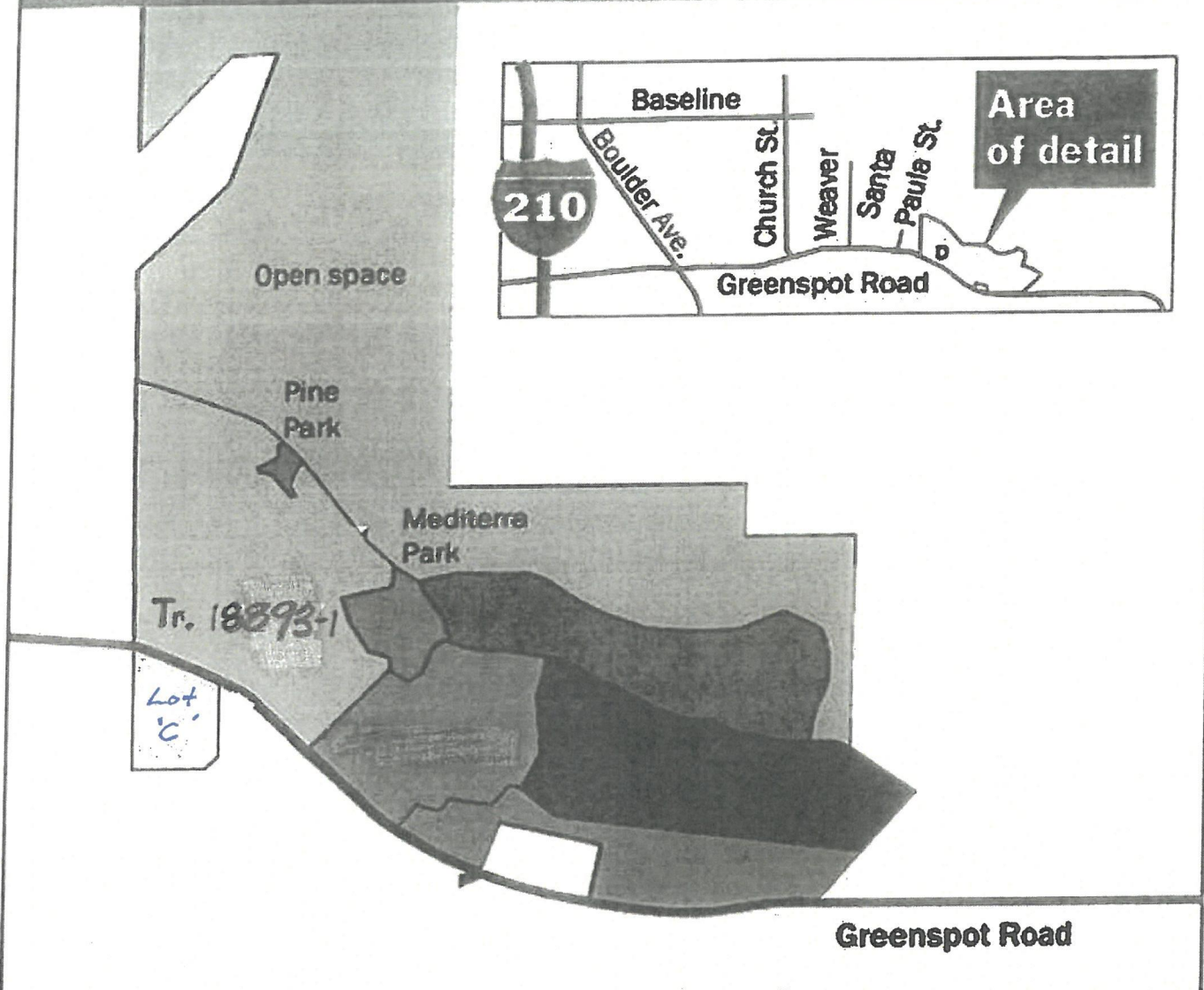
BACKGROUND: The water quality treatment basin, located on Lot "C", of Tract 18893-1, was originally offered as dedication in fee simple to the City of Highland, for maintenance of this basin and landscaping via Final Tract map 18893-1, a 98 Lot, single family residential subdivision, which recorded on August 31, 2021. The developer is now requesting this ownership be transferred back to D.R. Horton to allow the WQMP maintenance responsibilities to be performed by the Homeowners Association (HOA) as established by the Tract 18893/ Mediterra Engineering Conditions of Approval approved by City Council on December 8, 2020. The City reserves, via this Grant Deed, a permanent easement upon, under, over and across said Lot "C" for future access and maintenance purposes.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>11</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	
		1	

Attachments:

- (1) Vicinity Map
- (2) Copy of Tract Map
- (3) Grant Deed

MEDITERRA HOUSING PROJECT



VICINITY MAP

GROSS ACREAGE = 30.51 AC
NET ACREAGE = 17.83 AC
NO. OF RESIDENTIAL LOTS = 98
NO. OF LETTERED LOTS = 7

SHEET 6 OF 10 SHEETS

IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA

TRACT MAP NO. 18893-1

BEING A SUBDIVISION OF A PORTION OF THE SECTIONS 5, 6, 7 AND 8, TOWNSHIP 1 SOUTH, RANGE 2 WEST, SAN BERNARDINO BASE & MERIDIAN, IN THE CITY OF HIGHLAND IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA.

DENNIS C. FARNSWORTH R.C.E. 31653 DECEMBER 2019

AGUILAR CONSULTING INC.
PHASE BOUNDARY ESTABLISHMENT

CURVE/LINE DATA TABLE

	DELTA/BEARING	RADIUS	LEN./DIST.	TANGENT
(A)	N49°28'23"W	-	10.85'	-
(B)	N57°16'09"W	-	10.00'	-
(C)	S53°32'E	50.00'	13.81'	6.85'
(D)	N41°40'37"W	-	8.01'	-
(E)	S30°55'W	50.00'	11.43'	5.74'
(F)	N28°34'38"W	-	34.28'	-
(G)	N17°33'18"W	-	26.15'	-
(H)	N28°34'38"W	-	10.00'	-
(I)	N13°21'1"	43.50'	8.76'	4.38'
(J)	N40°06'49"W	-	90.25'	-
(K)	S30°06'W	46.50'	7.71'	3.86'
(L)	N30°36'44"W	-	5.93'	-
(M)	S18°49'00"W	43.50'	15.05'	7.60'
(N)	N50°25'44"W	-	13.15'	-
(O)	S10°59'05"W	43.50'	8.34'	4.18'
(P)	N61°24'49"W	-	14.63'	-
(Q)	N48°18'23"E	-	46.48'	-
(R)	N49°59'25"W	-	40.00'	-
(S)	N61°24'49"W	-	2.51'	-
(T)	S18°07'14"E	46.50'	14.71'	7.42'
(U)	N43°17'35"W	-	7.04'	-
(V)	S28°07'06"W	43.50'	21.35'	10.88'
(W)	N71°24'41"W	-	64.78'	-
(X)	S10°01'43"E	88.50'	15.49'	7.77'
(Y)	N86°36'19"W	-	9.82'	-
(Z)	N89°35'08"W	-	35.68'	-
(AA)	N87°32'54"W	-	56.74'	-
(AB)	N64°50'13"W	-	4.54'	-
(AC)	N84°02'26"W	-	27.85'	-
(AD)	N28°31'16"W	-	24.48'	-
(AE)	N61°28'44"E	-	35.84'	-
(AF)	N32°58'30"E	-	55.14'	-
(AG)	N73°21'02"E	-	14.00'	-
(AH)	S54°43'31"E	51.00'	48.60'	26.96'
(AI)	N38°04'32"E	-	14.08'	-
(AJ)	N22°14'46"W	-	17.00'	-
(AK)	N67°45'14"E	-	44.87'	-
(AL)	S35°55'55"E	34.00'	21.12'	10.92'
(AM)	N32°09'19"E	-	67.38'	-
(AN)	S72°01'W	250.00'	28.14'	14.08'
(AO)	N25°57'18"E	-	17.16'	-
(AP)	N20°28'41"W	-	55.18'	-
(AQ)	N89°01'28"W	-	11.41'	-
(AR)	S70°53'38"E	2152.00'	80.52'	40.26'
(AS)	N35°22'42"E	-	104.13'	-
(AT)	S36°26'W	2048.00'	70.55'	35.28'

SEE ENGINEER'S AND MONUMENT NOTES ON SHEET 3.
SEE EASEMENT NOTES ON SHEET 4.



SEE SHEET 4

16-200

RECORDING REQUESTED BY:

WHEN RECORDED MAIL
DOCUMENT TO:

DR HORTON LOS ANGELES
2280 Wardlow Circle, Suite 100
Corona CA 92878

SPACE ABOVE FOR RECORDER'S USE

GRANT DEED

The undersigned grantor declares:

Documentary transfer tax is \$ NONE -- no consideration.

- () computed on full value of property conveyed.
- () computed on full value less value of liens and encumbrances remaining at time of sale.

CITY OF HIGHLAND, a municipal corporation ("Grantor"),

HEREBY GRANTS TO D.R. Horton Los Angeles Holding Company, Inc. ("Grantee"), the following described property located in the City of Highland, County of San Bernardino, State of California:

Lot "C" of Tract Map No. 18893-1, in the City of Highland, County of San Bernardino, State of California, as per Map filed in Book 360, Pages 56 through 65 of Maps, in the Office of the County Recorder of San Bernardino County.

SUBJECT TO the document entitled "*Water Quality Management Plan and Stormwater BMP Transfer, Access and Maintenance Agreement*", APNs 297-021-32, 36, 40 and 41 ("WQMP"), all provisions of which are incorporated herein by reference thereto with the same force and effect as though fully set forth herein at length, and Grantee, by acceptance of this Deed, approves, adopts, ratifies and agrees to be bound by said WQMP recorded July 21, 2022 as Instrument No. 2022-0253215, Official Records.

In addition, the City of Highland hereby reserves a permanent easement upon, under, over and across said Lot "C" for future access and storm drain maintenance purposes.

CITY OF HIGHLAND, a municipal corporation "Grantor"

X _____
by: Penny Lilburn
Mayor, City of Highland

[Notary Acknowledgement is on the following page]

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

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss.

On _____, 202____, before me, _____, Notary
Public, personally appeared:

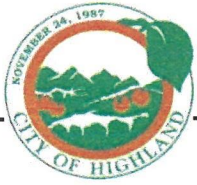
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s)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

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(SEAL)

Notary Public



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer *LNK*

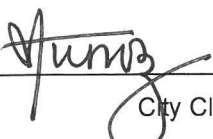
SUBJECT: Introduction and first reading of an Ordinance to amend Title 5, Chapter 5.04, sections 5.04.160 and 5.04.240 of the City of Highland Municipal Code (Business License).

RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council:

1. Introduce and conduct the first reading of Ordinance No. _____ amending sections 5.04.160 (License Fee-Payment Due Dates) and 5.04.240 (Penalty for Delinquency-Action to Collect) of Title 5 (Business Licenses and Regulations) of the Highland Municipal Code establishing a single annual business license fee renewal date and amending penalties and procedures for collecting penalties for delinquent business license fees and;
2. Make a finding of exemption under the California Environmental Quality Act (CEQA) and instruct staff to file a Notice of Exemption with the County Clerk of the Board.

FISCAL IMPACT: None.

ENVIRONMENTAL REVIEW: Staff has determined that the Ordinance is not subject to the California Environmental Quality Act ("CEQA") because it is not a project within the meaning of the CEQA Guidelines Section 15378(b)(5) and 15061(b)(3) as it has no potential for physical effects on the environment because it is an organizational or administrative activity of the City that involves amending the renewal date for and penalties for delinquent payment of business license fees. Pursuant to CEQA Guidelines Section 15378(b)(5), organizational or administrative activities of governments that will not result in any physical changes in the environment, is not defined as a "project" under CEQA.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>12</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

Therefore, approval of the fees and/or charges is not a “project” for purposes of CEQA, pursuant to CEQA Guidelines Section 15378(b)(5); and, even if considered a “project” under CEQA, is exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that approval of the fees and/or charges may have a significant effect on the environment.

PUBLIC NOTICE: The agenda for this item was posted at the three required locations per Resolution No. 2011-047 and on the City’s website. In addition, the summary of the Ordinance was published in the San Bernardino County Sun newspaper on August 1, 2024.

BACKGROUND: This item was reviewed by the Finance/Personnel Subcommittee on July 2nd. The attached Ordinance amends sections 5.04.160 and 5.04.240 of Title 5 (Business Licenses and Regulations) of the Highland Municipal Code. The purpose of the Ordinance is to streamline the business license term to run from January 1 through December 31 for each business license holder in order to establish a single, consistent time frame for all businesses, reduce confusion for residents and streamline staff processing of business licenses.

The Ordinance provides that annual business license fees shall be payable to the City on January 1 of each year. To transition existing and new businesses to the new business license term, the Ordinance prorates business license fees for businesses established after the adoption of the Ordinance and businesses whose license renewal fees are due in the calendar year following the adoption of the Ordinance. Prorated fees are based on the calendar quarter of the year the business is established or the renewal fee is due. After the first year of prorated fees, all annual fees will be due and payable on January 1 of each year.

The Ordinance also amends the penalties and procedures for delinquency to assess a late fee for every 30 days a license fee remains unpaid, up to 90 days, with no more than 2 late fees assessed. After 90 days of nonpayment, the license will be considered expired, and the City may pursue code enforcement and other remedies available under the Municipal Code.

The Ordinance further provides that the City may issue a courtesy notice to businesses prior to the date license fees are due and prior to the imposition of any late fees or penalties; however, failure to provide a courtesy notice does not relinquish a business from the penalties imposed for delinquent payments, nor the requirement to renew a business license.

Attachments:

1. Proposed Ordinance No. _____

Attachment 1
Proposed Ordinance No. _____

ORDINANCE NO.

AN ORDINANCE OF CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTIONS 5.04.160 (LICENSE FEE - PAYMENT DUE DATES) AND 5.04.240 (PENALTY FOR DELINQUENCY - ACTION TO COLLECT) OF TITLE 5 (BUSINESS LICENSES AND REGULATIONS) OF THE HIGHLAND MUNICIPAL CODE ESTABLISHING A SINGLE, ANNUAL BUSINESS LICENSE FEE RENEWAL DATE AND AMENDING PENALTIES AND PROCEDURES FOR COLLECTING PENALTIES FOR DELINQUENT BUSINESS LICENSE FEES AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the City of Highland ("City") requires all persons who conduct any business in the City to obtain a business license and pay the appropriate license fee; and

WHEREAS, business licenses must be renewed, and appropriate license fees must be paid, annually, and licenses fees other than annual fees must be paid monthly, weekly, or daily, as applicable; and

WHEREAS, pursuant to Section 5.04.160 of the City's Municipal Code, businesses established prior to when Chapter 5.04 (Business Licenses Generally) was enacted must pay their annual fees each year on the date the ordinance was enacted, while businesses established after the adoption of the ordinance enacting Chapter 5.04 must pay their annual fees on the first day of the month following the anniversary date on which their license was originally payable; and

WHEREAS, failure to pay annual fees by their renewal date results in late fees and penalties for delinquency pursuant to Section 5.04.240; and

WHEREAS, the City provides business license holders a courtesy invoice thirty (30) days prior to the license renewal date to remind license holders of the need to renew their license;

WHEREAS, if the annual fee remains unpaid thirty (30) days after its renewal date, the license holder must pay a \$25 late fee. After sixty (60) days of nonpayment, the license holder must pay an additional \$25 late fee. After ninety (90) days of nonpayment the business license expires; and

WHEREAS, the City provides business license holders a courtesy invoice when a late fee has been added to the license; and

WHEREAS, the City processes approximately 200 to 300 license renewals each month; and

WHEREAS, tracking permit renewals with varying due dates requires considerable staff time; and

WHEREAS, Section 5.04.170 authorizes the City to establish alternative license periods for business on a fiscal year, calendar year or other basis if necessary for administrative purposes; and

WHEREAS, streamlining the business license term to run from January 1 through December 31, with all licenses expiring and payments due on December 31 of each calendar year, establishes consistent time frames for all businesses, reduces confusion for residents, and significantly reduces staff processing times; and

WHEREAS, to aid in the transition to a single business license term, businesses established prior to the effective date of this Ordinance shall pay a prorated license fee and thereafter shall conform to the new term; and

WHEREAS, the City desires to codify its courtesy invoicing practice.

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

Section 1. Recitals. The City Council hereby finds that all of the facts set forth in the Recitals above are true and correct.

Section 2. The City Council hereby amends subsection A of section 5.04.160 (License fee- Payment due dates) of Title 5 (Business Licenses and Regulations) of the Highland Municipal Code in its entirety to read as follows:

"5.04.160 License fee - Payment due dates.

A. Annual Fees. Annual business license fees set forth in this Chapter shall be due and payable to the city on January 1 of each year. All licenses, unless otherwise provided in this chapter, shall be issued for an annual period.

1. Annual Fees for New Businesses. For businesses established after the adoption of the ordinance enacting this section, annual business license fees shall be due and payable on the date the business is established and shall be prorated as follows for payment of the first annual license fee. Thereafter, fees shall be due and payable on January 1 of each year:

- a. Businesses established in the first calendar quarter of the year (January 1 through March 31) will pay the full fee.
- b. Businesses established in the second calendar quarter of the year (April 1 through June 30) will pay three-fourths of the full fee.
- c. Businesses established in the third calendar quarter of the year (July 1 through September 30) will pay one-half of the full fee.
- d. Businesses established in the fourth calendar quarter of the year (October 1 through December 31) will pay one-fourth of the full fee.

2. Annual Fees for Existing Businesses. For businesses established prior to the adoption of the ordinance enacting this section, renewal of annual business license fees shall be due and payable as follows in the calendar year during which the ordinance was enacted. Thereafter, fees shall be due and payable on January 1 of each year.

- a. Renewals expiring in the first calendar quarter of the year (January 1 through March 31) will pay the full fee.
- b. Renewals expiring in the second calendar quarter of the year (April 1 through June 30) will pay three-fourths of the full fee.
- c. Renewals expiring in the third calendar quarter of the year (July 1 through September 30) will pay one-half of the full fee.
- d. Renewals expiring in the fourth calendar quarter of the year (October 1 through December 31) will pay one-fourth of the full fee."

Section 3. The City Council hereby amends section 5.04.240 (Penalties for delinquency - Action to collect) of Title 5 (Business Licenses and Regulations) of the Highland Municipal Code in its entirety to read as follows:

"5.04.240 Penalties for delinquency - Action to collect.

A. Penalties for Delinquency. Any person engaging in business in the city who fails to pay the appropriate business license fee shall be subject to the following penalties:

1. For failure to pay or renew a license fee when due, the collector shall add a late fee penalty, in an amount set by resolution of the City Council, on the day following the last day of each consecutive 30-day interval following the due date while the license fee remains unpaid.

2. The city shall only assess two late fees in total, each on a consecutive 30-day interval following the date the license fee was originally due. The city shall consider the license expired if the fee remains unpaid on the day following the ninetieth day after the due date.

3. For failure to secure a license to engage in business, the license fee due and payable shall be that amount due and payable from the first date the person engaged in business, together with applicable penalties provided in subsections (A)(1) of this section;

4. For failure to pay the amount which was actually due, it shall be deemed that to the extent of the deficiency, there was a failure to pay a license fee when due. Nothing in this subsection shall be construed to apply to any person when the deficiency is the result of an error by the collector in calculating the amount of the license fee due and when such error is not the result of misrepresented facts supplied to the collector by any such person.

B. Notice of Delinquency. The city will make every reasonable effort to provide a courtesy notice to businesses prior to the date of renewal and imposition of any late fees or additional penalties added pursuant to this section. Failure to provide a courtesy notice shall not relinquish any business from the requirement to apply for a business license renewal or from payment of any penalties for delinquency imposed by this section.

C. Action to Collect. Notwithstanding subsection (A)(1) of this section, should a court action be required to collect any license fee and/or penalties, an additional penalty shall be charged equal to the cost incurred by the city for the court action, including attorney fees. All penalties shall be added to the license fee and shall become due and payable along with the delinquent license fee."

Section 4. Environmental Review. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA"). The adoption of this ordinance is not a project within the meaning of the CEQA Guidelines Section 15378(b)(5) and 15061(b)(3) as it has no potential for physical effects on the environment because it is an organizational or administrative activity of the City that involves amending the renewal date for and penalties for delinquent payment of business license fees. Pursuant to CEQA Guidelines Section 15378(b)(5), organizational or administrative activities of governments that will not result in any physical changes in the environment, is not defined as a "project" under CEQA. Therefore, approval of the fees and/or charges is not a "project" for purposes of CEQA, pursuant to CEQA Guidelines Section 15378(b)(5); and, even if considered a "project" under CEQA, is exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that approval of the fees and/or charges may have a significant effect on the environment.

Section 5. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance be declared unconstitutional or invalid for any reason, such declaration shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrase or clauses be declared unconstitutional on their face or as applied.

Section 6. Effective Date. This Ordinance shall be effective thirty (30) days after its adoption by the City Council of the City of Highland.

Section 7. Publication. The City Clerk is hereby ordered and directed to certify the passage of this Ordinance by the City Council of the City of Highland, California and cause the same to be published in accordance with State law.

Section 8. Actions to effectuate. The City Manager is hereby authorized and directed to take other actions on behalf of City, which are not expressly and specifically reserved for the City Council, to implement and effectuate this ordinance.

The Ordinance was introduced at a regular meeting of the City Council on the _____ day of _____, 2024, and adopted at a regular meeting of the Council held on the _____ day of _____, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED AND ADOPTED this _____ day of _____, 2024.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

REVIEWED BY:  Octavio Duran Jr., Public Works Director/City Engineer

PREPARED BY: Sonja Flynn – Engineering Technician II

SUBJECT: Measure I 5-Year Capital Improvement Plan (2024/2025-2028/2029)

RECOMMENDATION: (1) Approve the Measure I Capital Improvement Plan Expenditure Strategy (2024/2025-2028/2029), and (2) Approve Resolution No. 2024- ____ adopting the Measure I 5-Year Capital Improvement Plan (2024/2025-2028/2029).

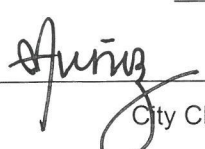
FISCAL IMPACT: Based on SBCTA's estimate, the City's annual Measure I Local Pass-Through revenue for the next 5 years ranges from \$1,461,388 to \$1,632,218 per year. The total amount of revenue for the 5-year period (2024/2025-2028/2029) is estimated at \$7,702,316. The proposed 5-year plan will serve as a planning guide for the City's expenditure of Measure I Local Pass-Through Funds. Since Measure I funds are restricted to roadway/traffic/transit type improvements, adoption of the 5-year plan will not affect other City services.

PUBLIC NOTICE: Notices of Council Meeting agenda were posted at the three locations required by resolution and on the City website.

BACKGROUND: The SBCTA Measure I Strategy Plan requires that each local jurisdiction receiving Local Pass-Through Funds annually adopt a 5-Year Capital Improvement Plan (CIP) to outline the specific projects upon which these funds will be expended. SBCTA also requires each jurisdiction to adopt an Expenditure Strategy to clarify its policy approach for expenditure of these funds.

Currently, the City \$3,982,006.66 of carryover Measure I Local Pass-Through Funds, along with the projected \$7,702,316 revenue for the next 5 years. A total of \$12,923,900 in Measure I funds are estimated for programming in the 5-year CIP.

In the 5-year CIP, Measure I funds are being programmed to provide the necessary local match for 6 competitive grant projects and 6 CDBG projects, and to provide funding of 8 committed pavement rehabilitation and street improvement projects, as listed below:

Approved _____	Motion _____	Second _____	Agenda Item No. <u>13</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	
1			

Bridges:

- Base Line Bridge over City Creek (HBP/ARPA grant)

Pavement Management Program:

- Union Street and Elmwood Court
- 5th Street, Greenspot Road, Orange Street
- CDBG FY23/24 – Cunningham Street from Base Line to 9th Street
- CDBG FY23/24 – McKinley Avenue from Base Line to 9th Street)
- CDBG FY 2024-25 - Cunningham St, Flemming St, 7th St and Colwyn Ave
- CDBG FY25/26 – North of 3rd Street, east of Church Ave, west of Tippecanoe Ave, south of Highland Ave
- CDBG FY26/27 – North of 3rd Street, east of Church Ave, west of Tippecanoe Ave, south of Highland Ave
- CDBG FY27/28 – North of 3rd Street, east of Church Ave, west of Tippecanoe Ave, south of Highland Ave
- Pacific Street - Del Rosa Drive to Sterling Avenue (Joint project with San Bernardino County)
- Sectors A&B Pavement Rehabilitation
- Sectors A-E Preventative Maintenance
- Sector C Pavement Rehabilitation
- Sector D Pavement Rehabilitation
- Sector E Pavement Rehabilitation

Storm Drains:

- Elder Gulch Storm Drain

Streets:

- Highland Regional Connector on Orange Street, Tonner Drive, Streater Drive, Glenheather Drive and Love Street (CRP grant)
- Upgrade Center and Edgeline Striping on 5th Street, Greenspot Rd and Orange Street (HSIP grant)

Sidewalks:

- 9th Street Eucalyptus Dr to Victoria Ave (Article 3 grant)
- Base Line, Boulder Ave, 9th Street and Olive Tree Lane (Article 3 grant)
- Messina Street and Seine Avenue (Article 3 grant)

In addition, \$250,000 of Measure I funds are being programmed for Miscellaneous City-wide Street Repairs. The total estimated programmed Measure I Local Pass-through is \$12,923,900.

Attachments: Measure I CIP Expenditure Strategy
Resolution - Measure I 5-Year Capital Improvement Plan

CITY OF HIGHLAND

MEASURE I CAPITAL IMPROVEMENT PLAN

EXPENDITURE STRATEGY

Fiscal Year 2024/2025 thru 2028/2029

The City of Highland intends to expend Measure I Local Street Program Pass-Through revenue primarily to (1) improve pavement conditions of the City's roadway network by constructing various pavement management projects including pavement rehabilitation, overlay, slurry seal and crack seal projects, and (2) provide local match to grant funding of roadway/bikeway improvement projects.

RESOLUTION NO. 2024-____

RESOLUTION OF THE CITY OF HIGHLAND, STATE OF CALIFORNIA,
ADOPTING THE MEASURE I FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FOR FY2024/2025 THROUGH FY2028/2029

WHEREAS, San Bernardino County voters approved passage of Measure I in November 2004, authorizing the San Bernardino County Transportation Authority to impose a one-half of one percent retail transactions and use tax applicable in the incorporated and unincorporated territory of the County of San Bernardino; and

WHEREAS, revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plans set forth in Ordinance No. 04-01 of the Authority; and

WHEREAS, the Strategic Plan requires each local jurisdiction applying for revenue from the Local Street Program to annually adopt and update a Five-Year Capital Improvement Plan; and

NOW, THEREFORE, BE IT RESOLVED by the City of Highland, State of California, that the Measure I Five-Year Capital Improvement Plan, attached to this resolution as Exhibit A, is hereby adopted.

PASSED AND ADOPTED at a meeting of the Council of the City of Highland held on August 13, 2024.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

Resolution Number:	2024-
Resolution Approval Date:	8/13/2024
Contact Person/Title:	Octavio Duran Jr., Public Works Director
Phone:	(909) 864-6861
Email:	oduran@cityofhighland.org

Measure I Local Pass-through Program
FIVE YEAR CAPITAL IMPROVEMENT PLAN
Fiscal Years 2024/2025 thru 2028/2029

Jurisdiction:

Highland

						6/30/24 Carryover Balance					\$3,982,006.66
Projects:	Is Project in City's Non-motorized Transportation Plan? (Yes/No)	Does Project have an ATP Component? (Yes/No)	Is the Project on the City's Nexus Study List? (Public/DIF Share %)		Estimated Total Project Cost	FY2024/25 Est. Revenue	FY2025/26 Est. Revenue	FY2026/27 Est. Revenue	FY2027/28 Est. Revenue	FY2028/29 Est. Revenue	Total Est. Rev.
						\$1,461,388	\$1,493,997	\$1,536,444	\$1,578,269	\$1,632,218	\$7,702,316
						Current Estimate	Current Estimate	Current Estimate	Current Estimate	Current Estimate	Total
brg07001 - Base Line Bridge over City Creek	No	No	100.0%	0.0%	\$43,357,000	\$0	\$0	\$205,000	\$0	\$0	\$205,000
ola23001 - Union St & Elmwood Ct	No	No	100.0%	0.0%	\$295,000	\$65,000	\$0	\$0	\$0	\$0	\$65,000
ola23002 - 5th Street/Greenspot Road/Orange Street	No	No	100.0%	0.0%	\$3,358,000	\$1,939,000	\$0	\$0	\$0	\$0	\$1,939,000
ola24001 - CDBG Streets FY 2024-25 - Cunningham St, Flemming St, 7th St and Colwyn Ave	No	No	100.0%	0.0%	\$295,000	\$295,000	\$0	\$0	\$0	\$0	\$295,000
ola25001 - CDBG Streets FY 2025-26 - North of 3rd Street, east of Church Ave, west of Tippecanoe Ave, south of Highland Ave	No	No	100.0%	0.0%	\$295,000	\$0	\$30,000	\$277,000	\$0	\$0	\$307,000
ola26001 - CDBG Streets FY 2026-27 - North of 3rd Street, east of Church Ave, west of Tippecanoe Ave, south of Highland Ave	No	No	100.0%	0.0%	\$295,000	\$0	\$0	\$30,000	\$277,000	\$0	\$307,000
ola27001 - CDBG Streets FY 2027-28 - North of 3rd Street, east of Church Ave, west of Tippecanoe Ave, south of Highland Ave	No	No	100.0%	0.0%	\$295,000	\$0	\$0	\$0	\$30,000	\$277,000	\$307,000
ola28001 - CDBG Streets FY 2028-29 - North of 3rd Street, east of Church Ave, west of Tippecanoe Ave, south of Highland Ave	No	No	100.0%	0.0%	\$295,000	\$0	\$0	\$0	\$0	\$30,000	\$30,000
sdr19001 - Elder Gulch Storm Drain	No	No	100.0%	0.0%	\$645,000	\$61,000	\$0	\$0	\$0	\$0	\$61,000
str22001 - Pacific Street - Del Rosa Drive to Sterling Avenue (Joint Project with San Bernardino County	No	No	100.0%	0.0%	\$1,742,000	\$402,400	\$0	\$0	\$0	\$0	\$402,400
str22002 - Highland regional Connector on Orange Street, Tonner Drive, Streater Drive, Glenheather Drive and Love Street	Yes	No	100.0%	0.0%	\$958,000	\$98,000	\$0	\$0	\$0	\$0	\$98,000
str23001 - 5th Street (Del Rosa Drive to Victoria Avenue), Greenspot Road (SR-210 to east City limits) and Orange Street (Boulder Avenue to south City limits)	No	No	100.0%	0.0%	\$155,000	\$15,500	\$0	\$0	\$0	\$0	\$15,500
str23003 - Sector A&B Pavement Rehab (Base Line to North City Limit, Lankershim Ave to West City Limit, Base Line to South City Limit)	No	No	100.0%	0.0%	\$6,406,000	\$1,798,000	\$1,689,000	\$0	\$0	\$0	\$3,487,000
str24001 - Sector A-E Preventative Maintenance (3rd St to Pacific St, Tippecanoe Ave to Aplin St, Greenspot Rd to North City Limit)	No	No	100.0%	0.0%	\$3,203,000	\$65,000	\$0	\$0	\$0	\$0	\$65,000
str25001 - Sector C Pavement Rehab (Base Line to South City Limit, Lankershim Ave to SR-210)	No	No	100.0%	0.0%	\$3,203,000	\$0	\$1,689,000	\$0	\$0	\$0	\$1,689,000
str26001 - Sector D Pavement Rehab (Base Line to North City Limit, La Prais St to Cloverhill Dr)	No	No	100.0%	0.0%	\$3,202,000	\$0	\$0	\$1,688,000	\$0	\$0	\$1,688,000
str27001 - Sector E Pavement Rehab (Greenspot Rd to Base Line, Plunge Creek Rd to Boulder Ave)	No	No	100.0%	0.0%	\$3,202,000	\$0	\$0	\$0	\$1,688,000	\$0	\$1,688,000
swk19001 - 9th St Transit Stops, Sidewalk and Bikeway Improvements Design & R/W Only (Eucalyptus Dr to Victoria Ave)	Yes	No	100.0%	0.0%	\$174,000	\$55,000	\$0	\$0	\$0	\$0	\$55,000
swk19002 - Transit Stop Access Improvements - Base Line, Boulder Ave., 9th St. and Olive Tree Ln.	Yes	No	100.0%	0.0%	\$96,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000
swk21001 - Messina Street/Seine Avenue Sidewalk Gap Closure	No	No	100.0%	0.0%	\$126,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000
swk23001 - City-wide Sidewalk Repairs	No	No	100.0%	0.0%	\$555,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Categorical Project - Miscellaneous City-Wide Street Repair	No	No	100.0%	0.0%	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$200,000
			0.0%	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			0.0%	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projects Total:						\$4,863,900	\$3,458,000	\$2,250,000	\$2,045,000	\$307,000	\$12,923,900
Total Programming is currently						111%	(Must not exceed 150% of Carryover Balance + Total Estimated Revenue)			Total Estimated Programming:	\$12,923,900



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 13, 2024

REVIEWED BY: Lawrence A. Mainez, Community Development Director 
Alondra Munoz, City Clerk

PREPARED BY: Camille Duarte, Administrative Assistant III 

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 May 14, 2024, 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 Saran resigned May 2024; 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. Six (6) applications have been submitted for consideration.

Attachment: Public Service Applications

Approved _____	Motion _____	Second _____	Agenda Item No. <u>14</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

PUBLIC SERVICE APPLICATION

Gerardo Castro



RECEIVED
JUN 20 2021
CITY OF HIGHLAND

For Office Use Only:

Expires: 07/2025

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: Gerardo Castro

Address: 7744 Merlin Way Highland CA 92346

How long have you resided in Highland? 2 years

Home phone: N/A Cell phone: 562-221-7386

Work phone: 626-677-2276

Email address: gcastro1492@yahoo.com

Occupation/Employer: Girl Scouts Greater Los Angeles

Employer address: 423 N La Brea Inglewood, CA

Position held: Director of Properties

Available for meetings: ☐ Daytime ☐ Evenings ☒ 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 my career in property management and construction. I have extensive experience dealing with zoning and land use issues.

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

I work for Girl Scouts. I am a member of Redlands Presbyterian Church and the National Park Foundation.

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 moved to Highland because it is a great place to live. I want to participate in my community and help it ~~grow into its best~~ become even better than it already is.

SIGNATURE: Gleno X. Cort

DATE: 6-20-24

☒ 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

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 utilities 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 par-

ticipating 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

Nicole McCance



RECEIVED

MAY 02 2024

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: May 2, 2025

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: Nicole McCance

Address: 7467 Via Deldene, Highland Ca 92346

How long have you resided in Highland? 25 years

Home phone: n/a Cell phone: 909-260-3915

Work phone: 909-633-0033

Email address: n.mccance@me.com

Occupation/Employer: San Manuel Band of Mission Indians – Intergovernmental Affairs

Employer address: 674 E. Brier dr. San Bernardino Ca 92346

Position held: EA – Chief Intergovernmental Affairs Officer

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

My areas of interest in city government revolve around sustainable development and urban planning. I would
like the city of Highland to grow in a way that preserves our environment, promotes community well-being
and fosters economic prosperity. I am interested in initiatives related to smart growth, affordable housing,
transportation infrastructure, and environmental conservation. I believe in the importance of long-term
planning that balances the needs of residents, businesses, and the environment to create a resilient city
for generations to come.

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

While I don't have a formal urban planning education, my extensive experience as a long-term resident of
Highland has provided me with a deep understanding of the community's needs and aspirations. As a
single mother that has raised my daughter in the city, I am familiar with the challenges and opportunities
that our residents face on a daily basis.

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

My role in Intergovernmental Affairs for the San Manuel Band of Mission Indians has provided me with
valuable experience in collaboration with diverse stakeholders, including local government entities. It has
given me insights into policy making, community engagement, and the importance of fostering positive
relationships between different levels of government. This has prepared me to contribute effectively to
the planning commission and advocate for initiatives and development that benefit our community.

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).

I have been a resident of Highland for 25 years and it was the first city where I became a homeowner and where I raised my daughter. I am in a position where I feel it's time to give back to the city that has given me so much and help lay the foundation for future generations to thrive. I am eager to leverage my skills, knowledge, and passion for responsible development to help shape a sustainable future for Highland and its residents. Thank you for considering my application.

SIGNATURE: _____

DATE: _____



05-01-24



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

Jenny Thai



RECEIVED
JUL 08 2024
CITY OF HIGHLAND

For Office Use Only:

Expires: 7 | 2025

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: Jenny Thai

Address: 7551 Cloverhill Dr

How long have you resided in Highland? since 1998 to present

Home phone: _____ Cell phone: 9095250339

Work phone: _____

Email address: jennythai0901@gmail.com

Occupation/Employer: Real Estate Agent

Employer address: 3606 E highland Ave# 104

Position held: Finance and Investment

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

i am interest the finance and investment in Highland city.

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

i am a new volunteer but i am to interest anytime

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

i am a volunteer work at church for many years .So i hope to be a volunteer at Highland city too.

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 like a volunteer work at highland city because i hope the Highland City will be growing city in the future.

SIGNATURE: Jenny Thai

DATE: 7/1/2024

☒ 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

Dakota Westlake



RECEIVED
JUL 15 2024
CITY OF HIGHLAND

For Office Use Only:

Expires: JULY 2025

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: Dakota Westlake

Address: 7027 Seine Ave. Highland, CA 92346

How long have you resided in Highland? 4 years

Home phone: _____ Cell phone: (909) 747-7456

Work phone: _____

Email address: dakotawestlake@gmail.com

Occupation/Employer: Therapist- Dakota Westlake Counseling

Employer address: 301 9th St Suite 300 Redlands, CA 92374

Position held: Owner/Lead Clinician

Available for meetings: ☐ Daytime ☒ Evenings ☒ Both

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

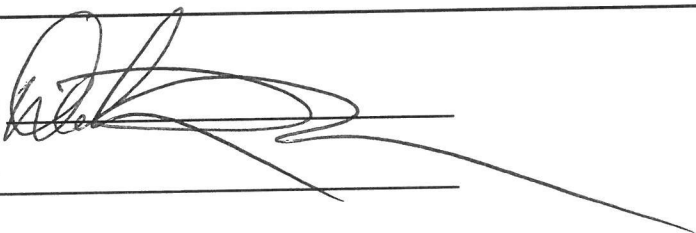
If so, please list the name and dates served:

NA

REMARKS:

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

I am also interested in the position on the cultural and historical preservation board as I have a passion for history and preserving culture for future generations to see and uphold. I would like to serve wherever the city see is the best fit given my skills. I am a passionate and want to be part of the prosperity of the city.

SIGNATURE: 

DATE: 7/14/24

☒ 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

Debora Wright



RECEIVED

JUN 18 2024

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: June, 2025

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: Debora Wright

Address: 29265 Jasmine Place

How long have you resided in Highland? Since 1994 (30 years)

Home phone: 909-425-1759 Cell phone: 909-997-6733

Work phone: 909-997-6733

Email address: deborawright2@yahoo.com

Occupation/Employer: THE CAN MAN COMPANY

Employer address: 29265 Jasmine Place Highland, CA 92346

Position held: CEO/President

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

My primary interest is in City Planning.

I would like to see the City of Highland grow into a thriving and prosperous city, like some of our sister cities. Highland has much potential for new growth, businesses, new homes, parks and recreational areas.

Safe and Clean neighborhoods promotes good functioning communities and stability.

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

My educational background is in Business.

I have owned and operated several small business over the past 40 years. Real Estate, Property Management, and Insurance were my career occupations during this period.

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

I am currently serving on the East Highlands Ranch HOA Finance Committee. I'am partnered with several Non-profit organizations in I.E., Riverside County, and I also work as the Executive Director of The Can Man Company.

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:

Finance Committee Member EHR: 2015-Present

NSBA-Subcommittee Member 2020-2022

REMARKS:

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

I am very dedicated to my city and public service has always been a strong interest to me. If provided the opportunity to serve on the City of Highland's Planning Commission, my goal word be to bring positive input, support the mission and values of the City Counsel and promote our City in the greatest light.

SIGNATURE: Debora Wright

DATE: 06-15-2024

☒ 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: August 13, 2024

REVIEWED BY: Lawrence A. Mainez, Community Development Director 
Alondra Munoz, City Clerk

PREPARED BY: Camille Duarte, Administrative Assistant III 

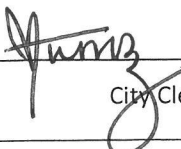
SUBJECT: Appoint One (1) Member of the Public to the Historic and Cultural Preservation Board.

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 April 2024, the City Council declared one (1) seat vacant due to the resignation of a Board Member Mauricio 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. One (1) application has been submitted for consideration.

Attachment: Public Service Application

Approved _____	Motion _____	Second _____	Agenda Item No. <u>15</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

PUBLIC SERVICE APPLICATION

Jeffery Staggs



RECEIVED
JUL 10 2024
CITY OF HIGHLAND

For Office Use Only:

Expires: July 2025

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: Jeffery F. Staggs

Address: 28386 Cambridge Ct

How long have you resided in Highland? 35 years

Home phone: 909-862-9360 Cell phone: 909-496-0870

Work phone: Retired

Email address: jeffstaggs@sbcglobal.net

Occupation/Employer: Retired

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?

I am interested in the historical aspects of the City of Highland and the surrounding areas.

I have lived in the San Bernardino Valley almost all of my life, over 70 years, and preserving local history and heritage is very important to me

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

I have a Bachelor of Arts Degree in Criminal Justice from California State College (now University) San Bernardino. I also worked as a Deputy Sheriff for 32 years with the San Bernardino County Sheriff's Dept.

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

I am a Board Member of the Highland Area Historical Society, a member of the San Bernardino Historical and Pioneer Society, a member of the Santa Fe Railway Historical Society, and a member of the Sheriff's Dept. Historical Society

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

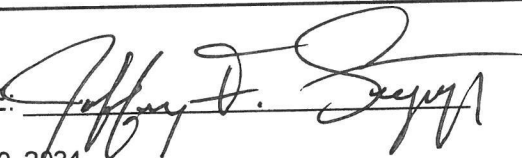
If so, please list the name and dates served:

REMARKS:

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

SIGNATURE: _____

DATE: July 10, 2024



☒ 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: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Designation of Voting Delegate and Alternate for the League of California Cities (Cal Cities) Annual Conference

RECOMMENDATION: Appoint a Voting Delegate and Alternate for the Annual Conference scheduled for October 16-18, 2024, in Long Beach.

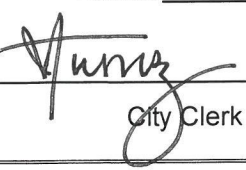
FISCAL IMPACT: None

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: Each year the League of California Cities (Cal Cities) conducts an annual conference to discuss key legislative, social, fiscal, and service issues affecting California municipalities. One important aspect of the conference is its annual business meeting at which the Cal Cities membership acts on conference resolutions.

To expedite the annual business meeting, participating cities have been asked to designate a primary voting delegate and an alternate voting delegate.

Attachment: 2024 Cal Cities Voting Delegate Information Packet

Approved _____	Motion _____	Second _____	Agenda Item No. <u>16</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



Council Action Advised by September 25, 2024

DATE: Wednesday, July 10, 2024

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 16-18, 2024
Long Beach Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 18, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 25. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.



For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 16, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 17, 7:30 a.m.-4:00 p.m. On Friday, Oct. 18, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 25. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly



General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.



Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.



During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.



Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²



General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).



STAFF REPORT

TO THE CITY COUNCIL

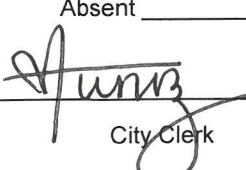
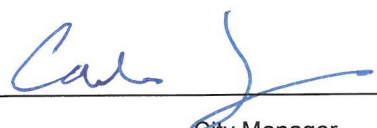
DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

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

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>17</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

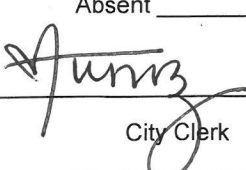
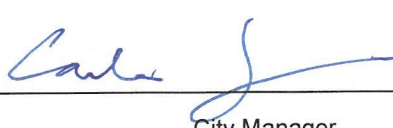
DATE: August 13, 2024

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

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

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>18</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	