



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Special Meeting
January 28, 2025 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

COUNCILMEMBERS

Penny Lilburn, Mayor
District 3

Larry McCallon, Councilmember
District 5

Gregory Hogan, Councilmember
District 1

John P. Timmer, Councilmember
District 4

Vacant, Councilmember
District 2

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 the meeting agenda and distributed by the City of Highland to all or a majority of the City Council 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 SPECIAL MEETING
JANUARY 28, 2025 - 6:00 p.m.**

NOTICE IS HEREBY GIVEN that a special meeting of the Highland City Council is hereby called to be held on January 28, 2025, at 6:00 p.m. in the City Council Chambers of City Hall located at 27215 Base Line, Highland, California. Said special meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT (LIMITED TO ITEMS ON THIS AGENDA ONLY)

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, please submit your comments by 5:00 p.m. on January 28, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the January 28, 2025 agenda, please identify the agenda item number in the subject line.

CITY COUNCIL BUSINESS

1. Filling the City Council District 2 Seat Vacated by Anaëli Solano
RECOMMENDATION: That the City Council consider whether to fill the vacancy in Council District 2 by appointment or by a special election to be held on November 4, 2025.
2. Appointment of Mayor Pro Tem for 2024/2025 Following Councilmember Resignation
RECOMMENDATION: That the City Council appoint a new Mayor Pro Tem following the resignation of Councilmember Anaëli Solano.

3. Review and Revise Current Membership on City Council Subcommittees, Ad Hoc Committees, and Agency Appointments Following Councilmember Resignation
RECOMMENDATION: That the City Council review and revise as appropriate the current membership on various City Council Subcommittees, Ad Hoc, and Agency Appointments.

CITY COUNCIL CONSENT CALENDAR

4. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
5. Minutes - December 10, 2024 Regular City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
6. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 773 for January 28, 2025, in the amount of \$6,634,976.62 and Payroll of \$384,513.77.
7. Treasurer's Report for November 2024
RECOMMENDATION: That the City Council receive and file Treasurer's Report for November 2024.
8. Treasurer's Report for December 2024
RECOMMENDATION: That the City Council receive and file Treasurer's Report for December 2024.
9. Claim Consideration - Zena McDonald
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
10. Claim Consideration - Abel Perez
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
11. Claim Consideration - Maria Guadalupe Guerrero
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
12. Records Destruction Authorization
RECOMMENDATION: That the City Council approve the destruction of certain records.
13. Resolution No. 2025-____, a Resolution of the City Council of the City of Highland, California Reaffirming and Extending Proclamation of a Local Emergency in the City of Highland as a Result of the Line Fire
RECOMMENDATION: That the City Council adopt Resolution No. 2025-____, continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

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14. Resolution No. 2025-_____ Establishing Employee Salaries
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council:
- 1) Reclassify the position of Administrative Services Manager to Information Technology Technician;
 - 2) Retain the position of Deputy City Clerk;
 - 3) Adopt Resolution No. 2025-_____ a Resolution of the City Council of the City of Highland, California, establishing employee salaries; and
 - 4) Direct the City Attorney to finalize the All Covered Managed Service Provider Information Technology (IT) contract and authorize the City Manager to execute the contract when final. Attached is the proposed contract, not final.
15. Contract Renewal - 2020-08, "Citywide Concrete Maintenance"
RECOMMENDATION: That the City Council:
- 1) Extend the Citywide Concrete Maintenance contract with Above All Names Construction Services, Inc. for one year; and
 - 2) Approve a 9.7% increase to the contract unit prices.
16. Contract Renewal - 2020-09, "Citywide Traffic Striping and Pavement Marking Maintenance"
RECOMMENDATION: That the City Council:
- 1) Extend the Citywide Traffic Striping and Pavement Marking Maintenance contract with Interstate Striping & Signs, Inc. for one year; and
 - 2) Approve a 5.2% increase to the contract unit prices.
17. Authorization and Purchase Agreements for Heating, Ventilation, and Air Conditioning (HVAC) System Repairs for YMCA Building
RECOMMENDATION: That the City Council:
- 1) Waive formal contract procedures per Municipal Code Section 2.40.100 for which the city's best interests are served;
 - 2) Approve the proposal from TRANE in the amount of \$319,000 to replace the chiller unit at the YMCA through the city's Omnia Partners cooperative purchasing program contract #RACINE-3341;
 - 3) Approve the proposal from Johnson Controls to replace the climate control system at the YMCA in the amount of \$60,887.45 through the city's Sourcwell cooperative purchasing program contract #070121-JHN; and
 - 4) Authorize the City Manager to sign purchase agreements with TRANE and Johnson Controls to replace the chiller unit and climate control system at the YMCA building.
18. Preparation of Annual Engineer's Reports for 2025/2026 Assessments
RECOMMENDATION: That the City Council:
- 1) Adopt Resolution No. 2025-_____ ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and
 - 2) Adopt Resolution No. 2025-_____ ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.
19. 29th Annual Highland Community Trails Day Event
RECOMMENDATION: The Community Trails Committee (CTC) recommends that the City Council approve Saturday, June 7, 2025, as the date for the 29th Annual Highland Community Trails Day Event.
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20. Construction and Construction Management Services Contract Award - Highland Regional Connector Project (Project No. str22002)

RECOMMENDATION: That the City Council:

- 1) Award the construction contract for Bid No. 2024-03, Highland Regional Connector Project to the responsible low bidder, Matich Corporation, in the amount of \$792,659.22;
- 2) Approve the proposal from Willdan Engineering to provide construction management and inspection services (CM Services) in the amount of \$88,500;
- 3) Authorize the City Manager to approve amendments to the Willdan Engineering task order up to 10% of the proposal amount; and
- 4) Approve a budget adjustment in the amount of \$80,275 from the Measure I Unreserved/Undesignated fund balance (017-2100) to be expended from Measure I Traffic Improvements (017-8350-6550).

CITY COUNCIL LEGISLATIVE

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

RECOMMENDATION: Discussion and possible action.

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

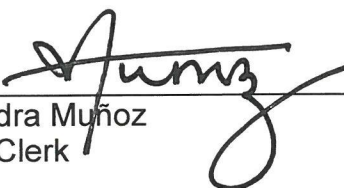
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS

ADJOURN

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before January 23, 2025, 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), and City Hall (27215 Base Line).

Date: January 23, 2025



Alondra Muñoz
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

REVIEWED: Maricela Marroquin, City Attorney

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Appointment of Mayor Pro Tem for 2024/2025 Following Councilmember Resignation

RECOMMENDATION: That the City Council appoint a new Mayor Pro Tem following the resignation of Councilmember Anaëli Solano.

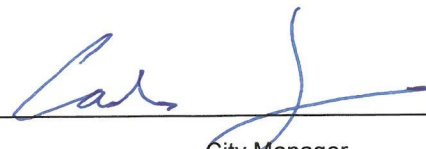
FISCAL IMPACT: None.

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: Effective December 20, 2024, Councilmember Solano submitted her resignation, creating a vacancy on the City Council. This resignation also left the position of Mayor Pro Tem vacant, as Councilmember Solano held that role.

The Mayor Pro Tem serves as the acting Mayor in the absence or incapacity of the Mayor. Per Resolution No. 2001-012, after the occurrence of a vacancy created by a resignation, the City Council must appoint a new Mayor Pro Tem to fill the position until the next meeting scheduled for selection of Mayor and Mayor Pro Tem, traditionally on the second Tuesday of the month during December of each year.

The nomination and selection process shall conform with the procedures laid forth per Resolution No. 2001-012 Section 3.1(d). Nominations for the office of Mayor Pro Tem may be made by any member of the Council and need not be seconded in order to be effective. The selection shall be by three or more affirmative votes.

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



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Review and Revise Current Membership on Council Subcommittees, Ad Hoc Committees, and Agency Appointments Following Councilmember Resignation

RECOMMENDATION: Review and revise as appropriate the current membership on various Council Subcommittees, Ad Hocs and Agency Appointments

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: Traditionally, the Council has reviewed the appointments to the Subcommittees, Ad Hocs and Agencies annually in December. The recent resignation of Councilmember Anaëli Solano effective December 20, 2024 has resulted in vacancies across various Council Subcommittees, Ad Hoc Committees, and external Agency Appointments.

This provides an opportunity to review and revise the current membership assignments to ensure proper representation and continuity of operations. City Council will need to revisit and update assignments once a replacement is appointed to fill the vacant council seat.

The Subcommittee and Agency appointments are done with the approval of a majority of the Council, however, only the Mayor may establish or delete an Ad Hoc Committee.

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

CITY OF HIGHLAND
AD HOC APPOINTMENTS

An ad hoc committee is composed solely of less than a quorum of the legislative body and is exempted from the Brown Act. Ad Hoc Committees are created by the Mayor to serve a limited or single purpose, are not perpetual, and are to be dissolved once their specific task is completed. The City Clerk shall be notified of the creation of an Ad Hoc Committee and the members appointed.

AD HOC

MEMBERS

ESTABLISHED

There are no Ad Hoc Committees.

CITY OF HIGHLAND CITY COUNCIL ASSIGNMENTS

SUBCOMMITTEES

Community Day of Service
Finance/Personnel
Legislative
Public Facilities
Public Safety
Public Works

MEMBERS

Hogan, Solano
McCallon, Timmer
Lilburn, Solano
Solano, Timmer
Hogan, Lilburn
McCallon, Timmer

ESTABLISHED

12/08/15
12/18/87
08/23/88
12/14/99
05/10/88
05/10/88

AGENCY APPOINTMENTS

Omnitrans
SANBAG
SBIAA
SCAG
Santa Ana River Wash Area
Coordinated Planning
Activities Committee

Lilburn, Alt-McCallon
McCallon, Alt-Lilburn
Lilburn, Alt-McCallon
Lilburn, Alt-Solano
Hogan, Alt-Timmer

Solid Waste Task Force

Lilburn, Alt-Morgan

STAFF AGENCY APPOINTMENTS

Gangs & Drugs Task Force
California Intergovernmental Risk Authority
(CIRA)

Chief of Police
Nava-Cruz, Alt-Zamano



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Maricela Marroquin, City Attorney

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Filling the City Council District 2 Seat Vacated by Anaëli Solano

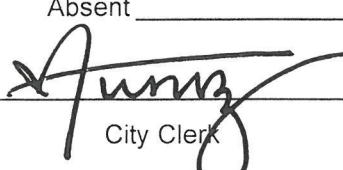
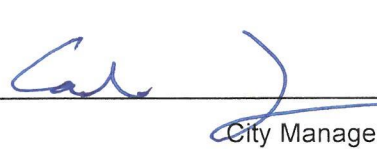
RECOMMENDATION: That the City Council consider whether to fill the vacancy in Council District 2 by appointment or by a special election to be held on November 4, 2025.

FISCAL IMPACT: Appointment of a successor to fill the unexpired City Council term will only cost the city staff time and advertising costs. Holding a special election would incur election costs to consolidate with the County of San Bernardino Registrar of Voter's Office. Staff has reached out to the Clerk-Recorder Office to get an updated estimate cost for a single district election. At the time of this writing, that information is not available.

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 & DISCUSSION: Former Councilmember Anaëli Solano provided her letter of resignation effective December 20, 2024, creating a vacancy on the Highland City Council for District 2. She was elected to the City Council in the November 2022 General Election to serve a four (4) year term.

To fill the vacancy, under state law, the City Council must either call a special election or fill the vacancy by appointment before **February 18, 2025**. Government Code Section 36512(b) states, "If a vacancy occurs in an elective office provided for in this chapter, the council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy."

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

The successor councilmember may serve until the expiration of Councilmember Solano's term, which is November 2026.

The person appointed or elected must be:

- A resident of District 2;
- A registered voter; and
- A United States citizen 18 years of age or older.

A. APPOINTMENT PROCESS

If the City Council chooses to fill the vacancy by appointment, State law does not specify a particular process for the selection of a qualified replacement councilmember. The process is a matter of City Council discretion. There are a variety of ways in which an appointee can be selected. This process typically involves accepting applications, conducting interviews, and voting to appoint the new member. The Council, however, does not need to follow this process and could simply appoint a person as well. If someone were appointed to fill the vacant District 2 seat, that person shall hold office for the balance of the remaining term through the November 3, 2026 election.

B. SPECIAL ELECTION

If the City Council does not appoint a replacement by the statutory deadline of February 18, 2025, they are required to call a special election. Government Code Section 36512(b)(1) states the City Council must adopt a resolution by February 18, 2024, calling for a special election at the next regularly established election date not less than 114 days from the call of the election. That date is November 4, 2025. The seat would remain vacant until the November 4, 2025 election is certified and the elected successor takes office. The person elected would then hold office for the remainder of the unexpired term until the November 3, 2026 election.

It is important to note that the City Council cannot leave this seat vacant for the remainder of the term. Staff is seeking direction from the City Council on the appropriate course of action to fill the vacancy. Given the legal obligation to act and the distinct timelines and costs associated with each option, City Council guidance is critical to determine the next steps in addressing this matter efficiently.



STAFF REPORT

TO THE CITY COUNCIL

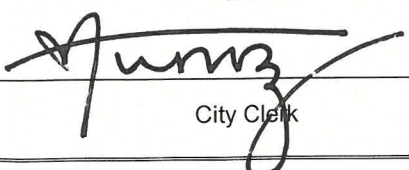
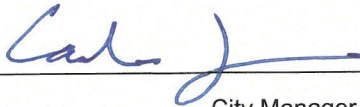
DATE: January 28, 2025

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>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

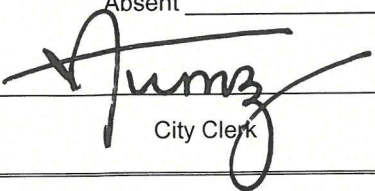
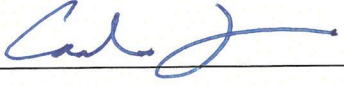
DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Minutes - December 10, 2024 Regular Meeting

RECOMMENDATION: Approve the Minutes as submitted.

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

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CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:01 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Councilmember Chavez-Cordova.

ROLL CALL

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

REPORT FROM CLOSED SESSION

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Janel Ruiz introduced herself as the new Public Affairs Manager at Southern California Gas Company covering San Bernardino County.

Junior Carrillo thanked the City Council for their service and dedication.

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

SWEARING IN OF NEWLY ELECTED COUNCILMEMBERS

City Clerk Muñoz swore in the newly elected Councilmembers Gregory Hogan (District 1), Penny Lilburn (District 3), and Larry McCallon (District 5).

CITY COUNCIL BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2024/2025

City Clerk Muñoz opened the floor for nominations for Mayor.

Councilmember McCallon nominated Councilmember Lilburn.

City Clerk Muñoz called for any other nominations. Hearing none, she closed the floor for nominations.

Councilmember Lilburn was appointed Mayor.

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

Mayor Lilburn nominated Councilmember Solano.

Councilmember Timmer nominated Councilmember McCallon.

City Clerk Muñoz called for the vote for Councilmember Solano.

Hearing three ayes, Councilmember Solano was appointed Mayor Pro Tem.

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

Councilmember Timmer proposed Councilmember Hogan retain the Subcommittees previously held by Councilmember Chavez-Cordova.

Mayor Lilburn requested she wanted to serve on the Legislative Subcommittee, previously held by Councilmember Chavez-Cordova.

Subcommittees

Community Day of Service
Finance/Personnel
Legislative
Public Facilities
Public Safety
Public Works

Members

Hogan, Solano
McCallon, Timmer
Lilburn, Solano
Solano, Timmer
Hogan, Lilburn
McCallon, Timmer

Agency Appointments

Omnitrans
SANBAG
SBIAA
SCAG
Santa Ana River Wash Area Coordinated Planning
Activities Committee

Members

Lilburn, Alt-McCallon
McCallon, Alt-Lilburn
Lilburn Alt-McCallon
Lilburn, Alt-Solano
Hogan, Alt-Timmer

Staff Agency Appointments

Gangs & Drugs Task Force
California Intergovernmental Risk Authority (CIRA)

Members

Chief of Police
Nava-Cruz, Alt-Zamano

A MOTION was made by Councilmember McCallon, seconded by Mayor Pro Tem Solano, to move forward with the recommendations on the various Subcommittees. Motion carried, 5-0.

CITY COUNCIL CONSENT CALENDAR

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

3. Waive the Reading of All Ordinances

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

4. Minutes - November 12, 2024 City Council Regular Meeting

Approved the Minutes as submitted.

5. Warrant Register

Approved Warrant Register No. 772 for December 10, 2024, in the amount of \$2,597,132.41 and Payroll of \$220,649.58.

6. Treasurer's Report for October 2024

Received and filed Treasurer's Report for October 2024.

7. Claim Consideration - Noel Montes

Rejected claim.

8. Claim Consideration - Maria Gudalupe Guerrero

Rejected claim.

9. Resolution No. 2024-055, a Resolution of the City Council of the City of Highland, California Reaffirming and Extending Proclamation of a Local Emergency in the City of Highland as a Result of the Line Fire

Adopted Resolution No. 2024-055, reaffirming and extending Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

RESOLUTION NO. 2024-055

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL
EMERGENCY AS A RESULT OF THE LINE FIRE

10. The Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) Letter. All Reports are for Fiscal Year Ended June 30, 2024

Received and filed the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2024.

11. AB1600 Development Impact Fee Annual Report for Fiscal Year 2023/2024 per Government Code Section 66006

Received and filed the AB1600 Development Impact Fee Annual Report for Fiscal Year 2023/2024.

12. Developer In-Lieu Fee Annual Report Fiscal Year 2023/2024

Received and filed the Developer In-Lieu Fee Annual Report for Fiscal Year 2023/2024.

13. Resolution No. 2024-056, Establishing Employee Salaries

- 1) Approved a 5% salary increase beginning January 1, 2025 for the Assistant Public Works Director; and
- 2) Adopted Resolution No. 2024-056, establishing employee salaries.

RESOLUTION NO. 2024-056

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING EMPLOYEE SALARIES14. Easements Acceptance - Erika and Ricardo Velarde Family Revocable Living Trust - New Single Family Residence Project (7415 Via Deldene)

- 1) Accepted Grants of Easement for sidewalk purposes and community trail purposes from Erika and Ricardo Velarde; and
- 2) Directed the City Clerk to record the Grants of Easements.

15. Second Reading of Ordinance No. 467 - City of Highland Community Facilities District No. 2024-001 (Highland Park) Authorizing the Levy of a Special Tax Therein

Conducted a second reading, read by title only, and waived further reading of Ordinance No. 467.

ORDINANCE NO. 467

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF CITY OF
HIGHLAND COMMUNITY FACILITIES DISTRICT NO. 24-001 (HIGHLAND PARK)
AUTHORIZING THE LEVY OF A SPECIAL TAX THEREIN16. Budget Adjustments for Emergency Preparedness and Response Efforts as a Result of the Line Fire for Fiscal Year 2024/2025

- 1) Approved a budget adjustment in the amount of \$200,001 from the General Fund reserves, Economic Uncertainty fund balance (001-2550), to be expended from 001.1450.4260 for immediate emergency preparedness and response efforts. This adjustment will bring the total budget emergency preparedness and response efforts to \$300,000 for Fiscal Year 2024/2025; and
- 2) Authorized the City Manager to approve contracts and purchase orders up to the total budgeted amount of \$300,000 for emergency preparedness and response efforts.

CITY COUNCIL PUBLIC HEARING17. Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2025/2026

Mayor Lilburn stated she would abstain from this item due to a conflict of interest; she is employed at the Highland Senior Center. She asked Mayor Pro Tem Solano to open the public hearing.

Mayor Pro Tem Solano opened the public hearing for the Community Development Block Grant Funds for Fiscal Year 2025/2026.

Assistant Community Development Director Stater stated each year, the City of Highland receives funding from the U.S. Department of Housing and Urban Development (HUD) through the County of San Bernardino. This year, the anticipated allocation is \$378,381, reflecting a decrease of approximately 5% from the previous year. The City of Highland has received seven applications, two of which pertain to construction projects, while the remaining five are for public service initiatives. The City Council cannot allocate more than 15% of the total funding to public service projects.

The construction projects under consideration include the Highland Code Enforcement initiative and the street improvements on 11th Street and Spark Street, with a total requested amount of \$350,000. However, the total available funding is \$321,624. If the City Council decides to fully fund all public service programs, the available amount of \$56,757 will be exhausted, despite the total requested amount for these programs being \$84,000.

Mayor Pro Tem Solano asked if there were any questions from staff? Seeing none, she referred to several speaker slips that were submitted.

Minky Balon spoke in support of the Highland Sam Racadio Library.

Molly Widdicombe spoke in support of the Girls on the Run program.

Jason Waitschies spoke in support of the Highland YMCA.

Evelia Zazueta spoke in support of the Highland YMCA.

Jackeline Moratoya spoke in support of the Highland YMCA.

Jeff Novak spoke in support of the Highland Senior Center.

Linda Sowell Spoke in support of the Highland Senior Center.

Mayor Pro Tem Solano confirmed there were no additional speaker slips and closed the public hearing and brought it back to City Council for deliberation.

Councilmember Timmer stated due to a reduction in available funds, it would be appropriate if construction projects were prioritized first. Specifically, recommend allocating \$120,000 to the City of Highland Code Enforcement and \$201,624 for the construction of street improvements, totaling the full \$321,624.

A MOTION was made by Councilmember Timmer, seconded by Councilmember McCallon, to fund the Community Development Block Grant Funds Fiscal Year 2025/2026 construction and community improvement project applications in the following allocation amounts: Application Number HIGH25CN-001 Enhanced Code Enforcement within the low-and moderate-income target areas \$120,000; Application Number HIGH25CN-002 street improvements in target areas including 11th Street and Sparks Street for a total \$321,624. Motion carried, 4-0, with Mayor Lilburn abstaining.

Mayor Pro Tem Solano moved forward with the second motion for the public service project programs.

Councilmember Timmer stated with limited funds, it is recommended we propose maintaining our support for the existing organizations and unfortunately, we do not have the funds to add a new organization. He suggested the following allocation amounts: Central Little League for \$14,000, Highland Senior Center for \$22,700, Highland Family YMCA for \$12,057, and San Bernardino County Library for \$8,000. This totals approximately \$56,757.

A MOTION was made by Councilmember Timmer, seconded by Councilmember McCallon, to fund the Community Development Block Grant Funds Fiscal Year 2025/2026 Application for public service project programs in the following amounts: Application Number HIGH25PS-012 Central Little League, scholarships for youth baseball and softball for \$14,000; Application Number HIGH25PS-013 Highland Senior Center Service, activities and services to improve quality of life for \$22,700; Application Number HIGH25PS-026 Highland Family YMCA, provide health and wellness activities for \$12,057; Application Number HIGH25PS-048 San Bernardino County Library, adult literacy programs for \$8,000. Motion carried, 4-0, with Mayor Lilburn abstaining.

CITY COUNCIL LEGISLATIVE

18. First Amendment to the Revised and Restated Solid Waste Franchise Agreement Between the City of Highland and Burrtec Waste Industries, Inc., to Incorporate Senate Bill 1383 Requirements

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

Mayor Lilburn referred to the speaker slip that was submitted for this item.

Phil Goodrich representing East Valley Water District spoke in support of incorporating the Senate Bill 1383 requirements.

A MOTION was made by Councilmember McCallon, seconded by Councilmember Timmer, to approve and authorize the Mayor to execute the First Amendment to the Revised and Restated Solid Waste Franchise Agreement between the City of Highland and Burrtec Waste Industries, Inc., to incorporate Senate Bill 1383 requirements. Motion carried, 5-0.

19. Tract 19915 - Assignment Agreement (Century Communities)

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

A MOTION was made by Councilmember McCallon, seconded by Mayor Pro Tem Solano to:

- 1) Adopt Resolution No. 2024-057, to accept the replacement subdivision bonds;
- 2) Authorize the Mayor to sign the "Assignment and Assumption Agreement" for Tract 19915; and
- 3) Approve the release of the improvement bonds for Tract 19915 posted by the original owner. Motion carried, 5-0.

RESOLUTION NO. 2024-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, APPROVING THE "ASSIGNMENT" AGREEMENT, AND ACCEPTING
THE SUBDIVISION REPLACEMENT BONDS FOR TRACT NO. 19915
(CENTURY COMMUNITIES)

20. Appoint Three (3) Members of the Public to the Historic and Cultural Preservation Board

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

She opened the floor to nominations.

Councilmember McCallon nominated all three (3) incumbents Patrick Sandford, Jeffrey Staggs, and Hugh A. Walker.

Hearing no other nominations, City Clerk Muñoz closed the floor for nominations.

City Clerk Muñoz called for the vote of Patrick Sandford, Jeffrey Staggs, and Hugh A. Walker.

City Council unanimously reappointed Patrick Sandford, Jeffery Staggs, and Hugh A. Walker.

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

Director of Administrative Services/City Treasurer Nava-Cruz stated the Highland Sheriff's Department for the period of November 11 through December 8 received a total 2,687 calls for service, made 263 reports, 100 arrests, issued 69 citations, conducted 235 traffic enforcement stops, responded to 38 traffic collisions, 22 transient calls, and towed 11 vehicles.

The Highland Fire Department for the month of November received 639 calls for service, some of which included: 474 medical aids, 31 traffic collisions, 6 structure fires, 13 vegetation fires, and 4 vehicle fires.

The Administrative Services/Finance Department for the month of November issued 98 business licenses, renewed 236 business licenses, issued 58 dog licenses, 63 yard sale permits, and 169 account payable checks.

The Highland Newsletter is available for residents to stay informed about the latest events in Highland, while providing helpful resources.

Human Resources is currently recruiting two (2) vacancies: Assistant Engineer/Associate Engineer/Senior Civil Engineer for the Public Works Department, and an Administrative Assistant III for the Code Enforcement/Building and Safety Department. Anyone interested can apply on our website.

On Thursday, December 12 from 10:00 a.m. to 12:00 p.m., the San Bernardino County Mobile Food Pantry will be held at the Highland Community Park.

Operation Santa Claus is scheduled to begin at Fire Station No. 3 on December 16, Highland Police Station on December 17, and at Fire Station No. 2 December 18. Each event will be held from 6:00 p.m. to 8:00 p.m.

On Thursday, December 19 at 6:00 p.m., a Storm Prep Community Meeting will be held at the Highland Police Station.

For the month of October, Burrtec completed 188 illegal dumping work orders.

The Director of Real Estate Development for Costco informed staff they are pleased with the substantial progress being made and both the warehouse and gas service will be operational by March 8, 2025.

The Lowes Shopping Center located off Greenspot Road is undergoing exterior remodeling.

A new Grocery Outlet Store has commenced its tenant improvements to open shop where the former Staples Office Supplies used to be and anticipates opening in the next couple of months.

In late November, Robertson's Ready Mix submitted a Design Review Application to the Planning Commission to construct a new 6000-square foot vehicle maintenance facility. This building will be located along the south side of 3rd Street, east of Palm Avenue. The project will feature a prefabricated metal structure and will include enhancements to the surrounding site and right-of-way.

Highland Village Plaza, situated at the northwest corner of Base Line and Boulder Avenue, has responded positively to Code Enforcement notices concerning inadequate landscaping, maintenance, and repairs associated with the building trellises. The new owners, along with their property management team have initiated the replacement and improvements are anticipated to be completed within the next few months.

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

Mayor Pro Tem Solano thanked City Council for appointing her to her new role.

Councilmember Hogan is looking forward to serving his community.

Mayor Lilburn is thankful and excited to serve the community as Mayor.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 7:14 p.m. in memory of Derek Bellefeuille Sr.

Submitted By:

Approved By:

Alondra Muñoz
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Warrant Register #773

RECOMMENDATION: City Council to approve Warrant Register #773; Warrants in the amount of \$6,634,976.62 and Payroll in the amount of \$384,513.77

FISCAL IMPACT: The total of Cash and Expenditures is \$7,019,490.39

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>6</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

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CITY OF HIGHLAND
WARRANT REGISTER #773

January 28, 2025

Warrants:

12/3/2024	Ck#90565-90609	356,867.18
12/10/2024	Ck#90610-90653	506,834.38
12/10/2024	Payroll Wire #978	11.26
12/13/2024	Payroll Wire #974-977 & Ck #90654	71,221.26
12/17/2024	Ck#90655-90686	276,535.86
12/24/2024	Ck#90687-90724	3,740,367.54
12/27/2024	Payroll Wire #979-982 & Ck #90725	71,484.84
12/31/2024	Ck#90726-90750	101,700.52
1/7/2025	Ck#90751-90782	153,109.38
1/10/2025	Payroll Wire #983-986 & Ck #90783	77,512.92
1/14/2025	Ck#90784-90826	1,279,331.48
Total Warrants		<u>\$6,634,976.62</u>

Payroll:

12/13/2024	Direct Deposits #14657-14697	113,970.86
12/13/2024	Ck #736	279.98
12/13/2024	Direct Deposits #14698	67.85
12/27/2024	Direct Deposits #14699-14739	119,250.10
12/27/2024	Ck #737	279.98
1/10/2025	Direct Deposits #14740-14779	149,409.74
1/10/2025	Ck #738	372.33
1/10/2025	Direct Deposit #14780	882.93
Total Payroll		<u>\$ 384,513.77</u>

Total Warrants & Payroll

\$7,019,490.39

APPROVED BY:

Larry McCallon
Finance Subcommittee



Carlos Zamano
City Manager

John Timmer
Finance Subcommittee



Leticia Nava-Cruz
Director of Administrative
Services/City Treasurer

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Voucher List
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Voucher	Date	Vendor	Description/Account	Amount
90565	12/3/2024	002209 AFFORDABLE AUTO SERVICE	VEH#129:SMOG INSP VEH#129:SMOG INSP 004.8310.4240	49.95
			VEH#121:SMOG INSP VEH#121:SMOG INSP 001.4600.4240	49.95
			VEH#126:SMOG INSP VEH#126:SMOG INSP 004.8310.4240	49.95
			VEH#128:SMOG INSP VEH#128:SMOG INSP 042.9510.4240	49.95
			VEH#127:SMOG INSP VEH#127:SMOG INSP 042.9510.4240	50.00
			VEH#116:SMOG INSP VEH#116:SMOG INSP 001.6010.4240	49.95
			Total :	299.75
90566	12/3/2024	005771 AMAZON CAPITAL SERVICES	FS#1: TONERS FS#1: TONERS 029.2100.4200	65.18
			FS#1: TONERS 028.2050.4200	65.17
			Total :	130.35
90567	12/3/2024	001072 AUTO ZONE	FS#2:VEH MAINT FS#2:VEH MAINT 028.2050.4240	19.01
			FS#2:VEH MAINT 029.2100.4240	19.01
			Total :	38.02
90568	12/3/2024	003599 BAB STEERING HYDRAULICS INC,	E542A:MAINT E542A:MAINT 028.2050.4240	1,204.70

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Voucher	Date	Vendor	Description/Account	Amount
90568	12/3/2024	003599 BAB STEERING HYDRAULICS INC,	(Continued) E542A:MAINT 029.2100.4240	1,204.70
Total :				2,409.40
90569	12/3/2024	005553 CLARK PEST CONTROL OF STOCKTON	FS#1:PEST CONTROL FS#1:PEST CONTROL 028.2050.4589 FS#1:PEST CONTROL 029.2100.4589	26.50
Total :				53.00
90570	12/3/2024	002106 CODE PUBLISHING, INC.	MUNI CODE CODIFICATION-DEC MUNI CODE CODIFICATION-DEC 001.1200.4625	141.00
Total :				141.00
90571	12/3/2024	000143 COMMUNITY WORKS DESIGN GROUP	GENERAL PLAN CHECK-OCT GENERAL PLAN CHECK-OCT 001.4100.4547 DRA21004 (CUP21006) PLAN CHECK-OCT DRA21004 (CUP21006) PLAN CHECK-OCT 001.4100.4547 DRA21007 PLAN CHECK-OCT DRA21007 PLAN CHECK-OCT 001.4100.4547 CUP23009 (DRA22012) PLAN CHECK-OCT CUP23009 (DRA22012) PLAN CHECK-OCT 001.4100.4547 DRA23001 PLAN CHECK-OCT DRA23001 PLAN CHECK-OCT 001.4100.4547 DRA23008 PLAN CHECK-OCT DRA23008 PLAN CHECK-OCT 001.4100.4547 CUP23001 (DRA24001) PLAN CHECK-OCT CUP23001 (DRA24001) PLAN CHECK-OCT 001.4100.4547	587.60 503.75 77.50 387.50 155.00 155.00 503.75

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Voucher	Date	Vendor	Description/Account	Amount
90571	12/3/2024	000143 COMMUNITY WORKS DESIGN GROUP	(Continued) DRA24006 PLAN CHECK-OCT DRA24006 PLAN CHECK-OCT 001.4100.4547 TTM24003 (DRA24009)PLAN CHECK-OCT TTM24003 (DRA24009)PLAN CHECK-OCT 001.4100.4547	476.55 542.50
Total :				3,389.15
90572	12/3/2024	000085 EAST VALLEY WATER DISTRICT	LMD 04-NOV LMD 04-NOV 012.8500.4030 POLICE STATION-NOV PD-NOV 001.2000.4030 LMD 29-NOV LMD 29-NOV 012.8500.4030 CITY HALL-NOV CITY HALL-NOV 042.9510.4030 LMD 15A-BOV LMD 15-A-NOV 012.8500.4030 LMD 07-NOV LMD 07-NOV 012.8500.4030 BASELINE MEDIAN-NOV BASELINE MEDIAN-NOV 004.8310.4030 FS#1-NOV FS#1-NOV 029.2100.4030 FS#1-NOV 028.2050.4030 LMD 21B-NOV LMD 21-B-NOV 012.8500.4030	71.34 1,792.53 205.34 249.42 348.80 114.88 228.96 125.50 125.49 296.24

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Voucher	Date	Vendor	Description/Account	Amount
90572	12/3/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			FS#2-NOV	
			FS#2-NOV	
			029.2100.4030	94.91
			FS#2-NOV	
			028.2050.4030	94.90
			AURANTIA PK-NOV	
			AURANTIA PARK-NOV	
			001.6000.4030	850.40
			LMD 44-NOV	
			LMD 44-NOV	
			012.8500.4030	1,391.74
			LMD 15B-NOV	
			LMD 15-B-NOV	
			012.8500.4030	717.46
			FS#3 FS-NOV	
			FS#3 FS-NOV	
			029.2100.4030	28.85
			FS#3 FS-NOV	
			028.2050.4030	28.85
			FS#2 FS-NOV	
			FS#2 FS-NOV	
			029.2100.4030	20.07
			FS#2 FS-NOV	
			028.2050.4030	20.07
			BASELINE MEDIAN-NOV	
			BASELINE MEDIAN-NOV	
			004.8310.4030	519.56
			LMD 73-NOV	
			LMD 73-NOV	
			012.8500.4030	66.20
			LMD 37-NOV	
			LMD 37-NOV	
			012.8500.4030	49.74
			FS#3 DOM-NOV	
			FS#3 DOM-NOV	
			029.2100.4030	311.54
			FS#3 DOM-NOV	

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Voucher	Date	Vendor	Description/Account	Amount
90572	12/3/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			028.2050.4030	311.53
			LMD 21A-NOV	
			LMD 21A-NOV	
			012.8500.4030	106.04
			FS#3 IRR-NOV	
			FS#3 IRR-NOV	
			029.2100.4030	34.32
			FS#3 IRR-NOV	
			028.2050.4030	34.32
			BOULDER MEDIAN-NOV	
			BOULDER MEDIAN-NOV	
			004.8310.4030	1,149.16
			CITY HALL FS-NOV	
			CITY HALL FS-NOV	
			042.9510.4030	40.14
			Total :	9,428.30
90573	12/3/2024	000266 FAIRVIEW FORD SALES INC	VEH#130:MAINT	
			VEH#130:MAINT	
			004.8310.4240	519.97
			Total :	519.97
90574	12/3/2024	002617 FERGUSON ENTERPRISES LLC	LMD00:IRRIGATION REPAIR PARTS	
			LMD00:IRRIGATION REPAIR PARTS	
			012.8500.4206	222.24
			PD:PLUMBING MAINT	
			PD:PLUMBING MAINT	
			001.2000.4070	205.36
			Total :	427.60
90575	12/3/2024	004956 FIDELITY SECURITY	VISION-DEC	
			VISION-DEC	
			001.1160	220.32
			VISION-DEC	
			004.1160	40.80
			VISION-DEC	
			010.1160	14.18

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Voucher	Date	Vendor	Description/Account	Amount
90575	12/3/2024	004956 FIDELITY SECURITY	(Continued)	
			VISION-DEC	
			012.1160	5.18
			VISION-DEC	
			016.1160	5.18
			VISION-DEC	
			023.1160	1.04
			VISION-DEC	
			024.1160	0.41
			VISION-DEC	
			041.1160	9.12
			VISION-DEC	
			042.1160	10.36
			VISION-DEC	
			070.1160	6.08
			Total :	312.67
90576	12/3/2024	005018 FLYERS ENERGY, LLC	FUEL-NOV	
			FUEL-NOV	
			001.2000.4220	3,769.64
			FUEL-NOV	
			001.4600.4220	170.01
			FUEL-NOV	
			001.6000.4220	138.66
			FUEL-NOV	
			001.6010.4220	95.31
			FUEL-NOV	
			004.8310.4220	519.96
			FUEL-NOV	
			028.2050.4220	877.83
			FUEL-NOV	
			029.2100.4220	877.83
			FUEL-NOV	
			042.9510.4220	148.00
			Total :	6,597.24
90577	12/3/2024	004939 GUARDIAN	DENTAL-DEC	
			DENTAL-DEC	

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Voucher	Date	Vendor	Description/Account	Amount
90577	12/3/2024	004939 GUARDIAN	(Continued)	
			001.1160	1,304.65
			DENTAL-DEC	
			004.1160	171.84
			DENTAL-DEC	
			010.1160	65.83
			DENTAL-DEC	
			012.1160	10.61
			DENTAL-DEC	
			016.1160	10.61
			DENTAL-DEC	
			024.1160	1.01
			DENTAL-DEC	
			041.1160	29.64
			DENTAL-DEC	
			070.1160	17.79
			Total :	1,611.98
90578	12/3/2024	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 IVDA CM-OCT	
			STR18001 IVDA CM-OCT	
			027.8490.6550	3,034.01
			STR18001 SMBMI CM-OCT	
			STR18001 SMBMI CM-OCT	
			027.8490.6550	3,034.01
			STR18001 RDA07 CM-OCT	
			STR18001 RDA07 CM-OCT	
			010.3830.6550	3,034.01
			SIG21001 CE HSIP (CYCLE10)-OCT	
			SIG21001 CE HSIP (CYCLE10)-OCT	
			030.8495.6550	2,821.75
			Total :	11,923.78
90579	12/3/2024	006193 HUFFMAN ROOF COMPANY	PD: ROOF MEMBRANE REPAIRS	
			PD: ROOF MEMBRANE REPAIRS	
			001.2000.4070	3,350.00
			Total :	3,350.00
90580	12/3/2024	006349 INTERMEDIA.NET INC.	VOIP-NOV	

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Voucher	Date	Vendor	Description/Account	Amount
90580	12/3/2024	006349 INTERMEDIA.NET INC.	(Continued) VOIP-NOV 042.9510.4533	2,308.73
Total :				2,308.73
90581	12/3/2024	000127 K & L HARDWARE	FS#2:MISC SUPPLIES FS#2:MISC SUPPLIES 028.2050.4206 FS#2:MISC SUPPLIES 029.2100.4206 CORP YARD:MISC SUPPLS/STRM DRAIN CORP YARD:MISC SUPPLS/STRM DRAIN 004.8310.4666 FS#1:MISC SUPPLIES FS#1:MISC SUPPLIES 028.2050.4206 FS#1:MISC SUPPLIES 029.2100.4206 FS#2:MISC SUPPLIES FS#2:MISC SUPPLIES 028.2050.4206 FS#2:MISC SUPPLIES 029.2100.4206 CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206	24.84 24.83 112.60 16.68 16.68 52.56 52.56 12.92
Total :				313.67
90582	12/3/2024	000207 KONICA MINOLTA	IT MONTHLY CONTRACT-AUG-DEC IT STAFF ARPA1-AUG-NOV 030.8495.4349 IT MONTHLY CONTRACT-DEC 042.9510.4627	5,120.00 5,024.00
Total :				10,144.00
90583	12/3/2024	000207 KONICA MINOLTA	COPIER LEASE-DEC COPIER LEASE-DEC 001.2000.4205	603.40

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Voucher	Date	Vendor	Description/Account	Amount
90583	12/3/2024	000207 KONICA MINOLTA	(Continued) COPIER LEASE-DEC 042.9510.4205	1,698.14
Total :				2,301.54
90584	12/3/2024	002159 LAW PLUMBING CO.	REFUND:OVERPAID PRORATED LICENSE REFUND:OVERPAID PRORATED LICENSE 001.1450.7450	81.00
Total :				81.00
90585	12/3/2024	004509 LAWRENCE DOORS	FS#1-3:ROLL UP DOOR MAINT FS#1-3:ROLL UP DOOR MAINT 028.2050.4224 FS#1-3:ROLL UP DOOR MAINT 029.2100.4224	490.00
Total :				490.00
90586	12/3/2024	002963 MATRIX AUDIOVISUAL DESIGNS INC	EOC ARPA1 UPDATE EOC ARPA1 UPDATE 030.8495.4349 EOC ARPA1 UPDATE EOC ARPA1 UPDATE 030.8495.4349	7,396.23
Total :				1,219.51
90587	12/3/2024	001679 MC CRAY'S ENTERPRISES	ME543:REPAIRS ME543:REPAIRS 028.2050.4240 ME543:REPAIRS 029.2100.4240	1,454.66
Total :				1,454.65
90588	12/3/2024	001114 PARKHOUSE TIRE, INC.	ME542:TIRES ME542:TIRES 028.2050.4240 ME542:TIRES 029.2100.4240	346.24
Total :				346.23
Total :				692.47

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Voucher	Date	Vendor	Description/Account	Amount
90589	12/3/2024	002408 PEOPLEREADY	STORM DRAIN INSP LABOR STORM DRAIN INSP LABOR 004.8310.4666	1,630.56
Total :				1,630.56
90590	12/3/2024	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-DEC PRINCIPAL-DEC 001.1200.3590 PRINCIPAL-DEC 001.1450.3590 PRINCIPAL-DEC 001.1600.3590 PRINCIPAL-DEC 001.1700.3590 PRINCIPAL-DEC 001.3200.3590 PRINCIPAL-DEC 001.4100.3590 PRINCIPAL-DEC 001.4200.3590 PRINCIPAL-DEC 001.4500.3590 PRINCIPAL-DEC 001.4600.3590 PRINCIPAL-DEC 001.6000.3590 PRINCIPAL-DEC 001.6010.3590 PRINCIPAL-DEC 001.6020.3590 PRINCIPAL-DEC 010.3830.3590 PRINCIPAL-DEC 012.8500.3590 PRINCIPAL-DEC 016.8540.3590 PRINCIPAL-DEC	30.03 68.38 6.94 104.84 38.11 152.04 55.32 61.04 92.25 21.63 24.72 12.75 40.26 10.66 10.66

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Voucher	Date	Vendor	Description/Account	Amount
90590	12/3/2024	000176	PRINCIPAL LIFE INSURANCE CO	
			(Continued)	
			023.3890.3590	5.59
			PRINCIPAL-DEC	
			024.8470.3590	1.17
			PRINCIPAL-DEC	
			041.9500.3590	13.86
			PRINCIPAL-DEC	
			042.9510.3590	25.20
			PRINCIPAL-DEC	
			070.7000.3590	33.56
			PRINCIPAL-DEC	
			004.8310.3590	148.01
			Total :	957.02
90591	12/3/2024	000004	PUBLIC EMPLOYEE RETIREMENT SYS	
			PERS HEALTH-DEC	
			PERS HEALTH-DEC	
			001.1150	14,634.65
			PERS HEALTH-DEC	
			004.1150	2,510.46
			PERS HEALTH-DEC	
			010.1150	1,476.93
			PERS HEALTH-DEC	
			012.1150	206.61
			PERS HEALTH-DEC	
			016.1150	206.61
			PERS HEALTH-DEC	
			023.1150	41.32
			PERS HEALTH-DEC	
			041.1150	371.31
			PERS HEALTH-DEC	
			070.1150	367.49
			PERS HEALTH-DEC	
			001.1450.3511	62.27
			PERS HEALTH-DEC	
			041.9500.3515	2,000.00
			Total :	21,877.65
90592	12/3/2024	001414	RICHARDS, WATSON & GERSHON	
			PERSONNEL & LABOR RELATIONS-SEP	

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Voucher	Date	Vendor	Description/Account	Amount
90592	12/3/2024	001414 RICHARDS, WATSON & GERSHON	(Continued)	
			PERSONNEL & LABOR RELATIONS-SEP	
			001.1450.4520	343.98
			CODE ENFORCEMENT CASE#9085-SEP	
			CODE ENFORCEMENT CASE#9085-SEP	
			001.4600.4520	129.00
			GENERAL ELECTION-SEP	
			GENERAL ELECTION-SEP	
			001.1200.4335	16,948.00
			GENERAL-SEP	
			GENERAL-SEP	
			001.1450.4520	8,834.84
			CFD24001-SEP	
			CFD24001-SEP	
			019.8430.4520	140.00
			WAKEFIELD-SEP	
			WAKEFIELD-SEP	
			070.7000.4520	400.00
			DRA24006-SEP	
			DRA24006-SEP	
			001.3200.4551	1,140.00
			CUP23010-SEP	
			CUP23010-SEP	
			001.3200.4551	1,180.00
			TSI24001-SEP	
			TSI24001-SEP	
			001.3200.4551	560.00
			SWK19001 RW MSRI-SEP	
			SWK19001 RW MSRI-SEP	
			017.8350.6545	7,931.81
			SWK19001 RW ART3-SEP	
			SWK19001 RW ART3-SEP	
			005.8320.6545	7,931.80
Total :				45,539.43
90593	12/3/2024	000424 SAN BERNARDINO FIRE PROTECTION	HAZARDOUS WASTE FEE 07/24-09/24	
			HAZARDOUS WASTE FEE 07/24-09/24	
			001.4200.4596	13,057.57

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Voucher	Date	Vendor	Description/Account	Amount
90593	12/3/2024	000424	000424 SAN BERNARDINO FIRE PROTECTI (Continued)	Total : 13,057.57
90594	12/3/2024	000424	SAN BERNARDINO FIRE PROTECTION 2025 CUPA PERMIT-CORP YARD	
			2025 CUPA PERMIT-CORP YARD	
			001.4200.4596	601.00
			2025 CUPA PERMIT-PD	
			2025 CUPA PERMIT-PD	
			001.4200.4596	919.00
			2025 CUPA PERMIT-FS#3	
			2025 CUPA PERMIT-FS#3	
			001.4200.4596	465.00
			Total :	1,985.00
90595	12/3/2024	001848	SB CO ASSESSORS OFFICE	
			PARCEL MAP REVISIONS-NOV	
			PARCEL MAP REVISIONS-NOV	
			001.4100.4310	2.00
			Total :	2.00
90596	12/3/2024	002149	SB CO DEPT OF PUBLIC HEALTH	
			ANIMAL CONTROL 7/1-9/30/24	
			ANIMAL CONTROL 7/1-9/30/24	
			001.2200.4565	86,414.00
			Total :	86,414.00
90597	12/3/2024	004662	SKYLINE SAFETY AND SUPPLY	
			PARKS:SUPPLIES	
			PARKS:SUPPLIES	
			001.6000.4206	33.08
			CORP YARD:SUPPLIES	
			CORP YARD:SUPPLIES	
			004.8310.4206	33.33
			Total :	66.41
90598	12/3/2024	000204	SOCALGAS	
			CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4020	83.47
			POLICE-NOV	
			POLICE-NOV	
			001.2000.4020	694.59
			FS#1-NOV	
			FS#1-NOV	

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Voucher	Date	Vendor	Description/Account	Amount
90598	12/3/2024	000204	SOCALGAS	
			(Continued)	
			028.2050.4020	32.18
			FS#1-NOV	
			029.2100.4020	32.18
			Total :	842.42
90599	12/3/2024	000204	SOCALGAS	
			FS#3-NOV	
			FS#3-NOV	
			028.2050.4020	71.96
			FS#3-NOV	
			029.2100.4020	71.94
			Total :	143.90
90600	12/3/2024	000204	SOCALGAS	
			FS#2-NOV	
			FS#2-NOV	
			028.2050.4020	34.08
			FS#2-NOV	
			029.2100.4020	34.07
			Total :	68.15
90601	12/3/2024	000203	SOUTHERN CALIFORNIA EDISON	
			PD-NOV	
			PD-NOV	
			001.2000.4010	5,563.94
			EVC STATIONS-NOV	
			EVC STATIONS-NOV	
			042.9510.4012	10,144.97
			CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4010	1,209.78
			COPR YARD-NOV	
			COPR YARD-NOV	
			004.8310.4010	1,030.37
			FS#1-3-NOV	
			FS#3-NOV	
			028.2050.4010	729.47
			FS#3-NOV	
			029.2100.4010	729.46
			FS#1-NOV	

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Voucher	Date	Vendor	Description/Account	Amount
90601	12/3/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			028.2050.4010	458.16
			FS#1-NOV	
			029.2100.4010	458.16
			FS#2-NOV	
			028.2050.4010	377.44
			FS#2-NOV	
			029.2100.4010	377.44
			LIBRARY/ELC-NOV	
			LIBRARY/ELC-NOV	
			001.6000.4010	6,013.61
			Total :	27,092.80
90602	12/3/2024	000203 SOUTHERN CALIFORNIA EDISON	LS3: VARIOUS-OCT	
			LS3: VARIOUS-OCT	
			013.8510.4011	1,545.52
			Total :	1,545.52
90603	12/3/2024	001993 STATE WATER RESOURCE CONTROL	PERMIT FEE 7/01/24-6/30/25	
			PERMIT FEE 7/01/24-6/30/25	
			001.4200.4665	27,293.00
			Total :	27,293.00
90604	12/3/2024	005823 THE ECOHERO SHOW LLC	CALR PERFORMANCES	
			CALR PERFORMANCES	
			027.8490.4349	1,250.00
			Total :	1,250.00
90605	12/3/2024	004920 TKE ENGINEERING	HOUSING AUTHORITY-SEP	
			HOUSING AUTHORITY-SEP	
			070.7000.4611	2,155.00
			Total :	2,155.00
90606	12/3/2024	000465 TOM DODSON & ASSOCIATES	STR17002 PE CCF 2017-OCT	
			STR17002 PE CCF 2017-OCT	
			027.8490.6550	1,162.50
			Total :	1,162.50
90607	12/3/2024	003689 TPX COMMUNICATIONS	POLICE DEPT-DEC	

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Voucher	Date	Vendor	Description/Account	Amount
90607	12/3/2024	003689 TPX COMMUNICATIONS	(Continued) POLICE DEPT-DEC 001.2000.4060	215.98
Total :				215.98
90608	12/3/2024	000086 TYLER TECHNOLOGIES, INC, EDEN SYS	2025 FINANCE SOFTWARE MAINT 2025 FINANCE SOFTWARE MAINT 042.9510.4255	53,816.96
Total :				53,816.96
90609	12/3/2024	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-DEC LONG TERM DISABILITY-DEC 001.1180 LONG TERM DISABILITY-DEC 004.1180 LONG TERM DISABILITY-DEC 010.1180 LONG TERM DISABILITY-DEC 023.1180 LONG TERM DISABILITY-DEC 041.1180 LONG TERM DISABILITY-DEC 070.1180	602.28 71.49 37.00 2.67 11.10 48.10
Total :				772.64
45 Vouchers for bank code : wfb				Bank total : 356,867.18
45 Vouchers in this report				Total vouchers : 356,867.18

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Voucher	Date	Vendor	Description/Account	Amount
90612	12/10/2024	005771 AMAZON CAPITAL SERVICES	(Continued)	
			001.4100.4200	80.20
			100% RECYCLED 2025 CALENDARS-B&S	
			001.4500.4200	106.69
			100% RCYCLD 2025 CALENDARS-CODE	
			001.4600.4200	88.08
			100% RECYCLED 2025 CALENDARS-PKS	
			001.6000.4200	16.61
			100% RECYCLED 2025 CALENDARS-GF	
			001.6010.4200	41.31
			100% RECYCLED 2025 CALENDARS-PW	
			004.8310.4200	105.10
			DESK FOR SCANNING	
			DESK FOR SCANNING	
			042.9510.4203	58.61
			Total :	2,164.77
90613	12/10/2024	006350 AVILA MORALES, JAVIER	REFUND:OVER YARD SALE LIMIT	
			REFUND:OVER YARD SALE LIMIT	
			001.1450.7700	10.00
			Total :	10.00
90614	12/10/2024	000043 BALLARD PLUMBING HEATING & AIR	PD:PLUMBING REPAIR CALL OUT	
			PD:PLUMBING REPAIR CALL OUT	
			001.2000.4070	49.00
			Total :	49.00
90615	12/10/2024	005516 BASE HILL, INC.	JANITORIAL SVC-NOV	
			CITY HALL-NOV	
			042.9510.4504	1,808.80
			CC-NOV	
			042.9510.4504	360.14
			AURANTIA PARK-NOV	
			001.6000.4504	1,683.73
			COMMUNITY PARK-NOV	
			001.6000.4504	2,258.10
			POLICE DEPT-NOV	
			001.2000.4504	1,250.64

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Voucher	Date	Vendor	Description/Account	Amount
90615	12/10/2024	005516 BASE HILL, INC.	(Continued) JANITORIAL WORK JANITORIAL WORK 001.2000.4504	300.00
Total :				7,661.41
90616	12/10/2024	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 11/7-11/25/24 SOLID WASTE PROG 11/7-11/25/24 051.1496	239,271.51
Total :				239,271.51
90617	12/10/2024	006099 CHARTER COMMUNICATIONS	CITY HALL: TELE/INT-DEC CITY HALL: TELE/INT-DEC 042.9510.4065	1,745.29
Total :				1,745.29
90618	12/10/2024	006099 CHARTER COMMUNICATIONS	PD: TELE/INT-DEC PD: TELE/INT-DEC 001.2000.4065	829.85
Total :				829.85
90619	12/10/2024	006099 CHARTER COMMUNICATIONS	CORP YARD: TELE/INT-DEC CORP YARD: TELE/INT-DEC 004.8310.4060	632.13
Total :				632.13
90620	12/10/2024	006099 CHARTER COMMUNICATIONS	FS#2: TELE/INT-OCT FS#2: TELE/INT-DEC 028.2050.4065 FS#2: TELE/INT-DEC 029.2100.4065	238.57
Total :				238.56
Total :				477.13
90621	12/10/2024	006099 CHARTER COMMUNICATIONS	FS#3: TELE/INT-DEC FS#3: TELE/INT-DEC 028.2050.4065 FS#3: TELE/INT-DEC 029.2100.4065	179.97
				179.97

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Voucher	Date	Vendor	Description/Account	Amount
90621	12/10/2024	006099	006099 CHARTER COMMUNICATIONS (Continued)	Total : 359.94
90622	12/10/2024	006099	CHARTER COMMUNICATIONS	
			FS#1: TELE/INT-DEC	
			FS#1: TELE/INT-DEC	
			028.2050.4065	155.42
			FS#1: TELE/INT-DEC	
			029.2100.4065	155.42
				Total : 310.84
90623	12/10/2024	003364	CMRTA	
			MEMBERSHIP RENEWAL 2025/FINANCE	
			MEMBERSHIP RENEWAL 2025/FINANCE	
			001.1700.4310	150.00
				Total : 150.00
90624	12/10/2024	000213	DAILY JOURNAL CORPORATION	
			CDBG:NEWSPAPER PUBLICATIONS	
			CDBG:NEWSPAPER PUBLICATIONS	
			001.1200.4300	160.02
				Total : 160.02
90625	12/10/2024	000324	DIB'S SAFE & LOCK SERVICE	
			PD:DOOR LOCKS/PUBLIC RESTROOMS	
			PD:DOOR LOCKS/PUBLIC RESTROOMS	
			001.2000.4070	2,498.65
				Total : 2,498.65
90626	12/10/2024	000085	EAST VALLEY WATER DISTRICT	
			BOULDER MEDIAN-NOV	
			BOULDER MEDIAN-NOV	
			004.8310.4030	319.54
			BOULDER MEDIAN-NOV	
			BOULDER MEDIAN-NOV	
			004.8310.4030	231.06
			BEATTIE-IRRIGATION-NOV	
			BEATTIE- IRRIGATION-NOV	
			001.6000.4030	280.61
			LMD 48B-NOV	
			LMD 48B-NOV	
			012.8500.4030	1,418.78
			LMD 02-E-NOV	
			LMD 02-E-NOV	
			012.8500.4030	1,001.00

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Voucher	Date	Vendor	Description/Account	Amount
90626	12/10/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 48C-NOV	
			LMD 48C-NOV	
			012.8500.4030	129.50
			LMD 48C-NOV	
			LMD 48C-NOV	
			012.8500.4030	1,334.52
			LMD 31-NOV	
			LMD 31-NOV	
			012.8500.4030	431.84
			LMD 00-BASELINE-NOV	
			LMD 00-BASELINE-NOV	
			012.8500.4030	703.36
			LMD 22-NOV	
			LMD 22-NOV	
			012.8500.4030	264.10
			LMD 03- YARNELL-NOV	
			LMD 03- YARNELL-NOV	
			012.8500.4030	73.04
			LMD 02- A-NOV	
			LMD 02- A-NOV	
			012.8500.4030	88.58
			LMD 03- BASELINE-NOV	
			LMD 03- BASELINE-NOV	
			012.8500.4030	116.80
			LMD 20- BASELINE-NOV	
			LMD 20- BASELINE-NOV	
			012.8500.4030	420.64
			LMD 01- A-NOV	
			LMD 01- A-NOV	
			012.8500.4030	87.54
			LMD 70-NOV	
			LMD 70-NOV	
			012.8500.4030	117.24
			LMD 35-NOV	
			LMD 35-NOV	
			012.8500.4030	208.06
			LMD 06-NOV	

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Voucher	Date	Vendor	Description/Account	Amount
90626	12/10/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 06-NOV	
			012.8500.4030	49.74
			LMD 01- B-NOV	
			LMD 01- B-NOV	
			012.8500.4030	98.34
			LMD 48-NOV	
			LMD 48-NOV	
			012.8500.4030	1,622.68
			LMD 30-NOV	
			LMD 30-NOV	
			012.8500.4030	882.88
			LMD 68/69-NOV	
			LMD 68/69-NOV	
			012.8500.4030	1,591.26
			LMD 39-NOV	
			LMD 39-NOV	
			012.8500.4030	935.50
			CANYON OAKS PARK-NOV	
			CANYON OAKS PK-NOV	
			016.8540.4030	941.28
			LMD 02- B-NOV	
			LMD 02- B-NOV	
			012.8500.4030	373.82
			LMD 13-NOV	
			LMD 13-NOV	
			012.8500.4030	309.12
			LMD 02- D-LMD	
			LMD 2-D-NOV	
			012.8500.4030	177.80
			LMD 02- C-NOV	
			LMD 02- C-NOV	
			012.8500.4030	403.60
			LMD 08-NOV	
			LMD 08-NOV	
			012.8500.4030	468.92
			LMD 20- STREATER-NOV	
			LMD 20- STREATER-NOV	

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Voucher	Date	Vendor	Description/Account	Amount
90626	12/10/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030	166.22
			LMD 70 IRRIGATION-NOV	
			LMD 70 IRRIGATION-NOV	
			012.8500.4030	600.14
			LMD 79-NOV	
			LMD 79-NOV	
			012.8500.4030	108.26
Total :				15,955.77
90627	12/10/2024	000085 EAST VALLEY WATER DISTRICT	LMD 36-NOV	
			LMD 36-NOV	
			012.8500.4030	342.00
Total :				342.00
90628	12/10/2024	005567 FIRE APPARATUS SOLUTIONS	ME542: ENGINE REPAIR	
			ME542: ENGINE REPAIR	
			029.2100.4240	1,419.14
			ME542: ENGINE REPAIR	
			028.2050.4240	1,419.13
Total :				2,838.27
90629	12/10/2024	005018 FLYERS ENERGY, LLC	FUEL-DEC	
			FUEL-DEC	
			001.2000.4220	3,441.99
			FUEL-DEC	
			001.4200.4220	53.07
			FUEL-DEC	
			001.4600.4220	129.59
			FUEL-DEC	
			001.6000.4220	98.69
			FUEL-DEC	
			001.6010.4220	103.24
			FUEL-DEC	
			004.8310.4220	370.12
			FUEL-DEC	
			028.2050.4220	795.80
			FUEL-DEC	

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Voucher	Date	Vendor	Description/Account	Amount
90629	12/10/2024	005018 FLYERS ENERGY, LLC	(Continued)	
			029.2100.4220	795.80
			FUEL-DEC	
			042.9510.4220	24.69
			Total :	5,812.99
90630	12/10/2024	002845 GRAINGER INC	CORP YARD:RAIN GEAR	
			CORP YARD:RAIN GEAR	
			004.8310.4206	209.36
			Total :	209.36
90631	12/10/2024	003947 HDR ENGINEERING, INC.	STR17002 PE CCF(2017)-OCT	
			STR17002 PE CCF(2017)-OCT	
			027.8490.6550	26,698.97
			Total :	26,698.97
90632	12/10/2024	000662 HI WAY SAFETY INC	STREET SIGNS TRAFFIC CONTROL	
			STREET SIGNS TRAFFIC CONTROL	
			004.8310.4206	466.82
			Total :	466.82
90633	12/10/2024	000108 HIGH TECH SECURITY	BURG SYST & MONIT-JAN	
			CORP YARD BURG SYST & MONIT-JAN	
			004.8310.4066	55.00
			CITY HALL BURG SYST & MONIT-JAN	
			042.9510.4066	100.00
			COMM PK SYST & MONIT-JAN	
			001.6000.4066	55.00
			Total :	210.00
90634	12/10/2024	000105 HIGHLAND CHAMBER OF COMMERCE	CHAMBER LUNCHEON:NAVA-CRUZ	
			CHAMBER LUNCHEON:NAVA-CRUZ	
			001.1700.4330	25.00
			CHAMBER LUNCHEON:ZAMANO	
			CHAMBER LUNCHEON:ZAMANO	
			001.1450.4330	25.00
			CHAMBER LUNCHEON:RAMOS	
			CHAMBER LUNCHEON:RAMOS	
			001.4200.4330	25.00

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Voucher	Date	Vendor	Description/Account	Amount
90634	12/10/2024	000105 HIGHLAND CHAMBER OF COMMERCE	(Continued) CHAMBER LUNCHEON:MORENO CHAMBER LUNCHEON:MORENO 001.6020.4330 CHAMBER LUNCHEON:WILSON CHAMBER LUNCHEON:WILSON 001.4200.4330 CHAMBER LUNCHEON:MORGAN CHAMBER LUNCHEON:MORGAN 001.4200.4330	25.00 25.00 25.00 Total : 150.00
90635	12/10/2024	003885 IWORQ	ADD'L WEBFORMS ADD'L WEBFORMS 042.9510.4533	 1,083.33 Total : 1,083.33
90636	12/10/2024	000127 K & L HARDWARE	CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206 CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206 CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206 CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206	 38.77 14.42 77.06 15.71 Total : 145.96
90637	12/10/2024	005993 MACS SPRING INC	COMM PK:WELDING/FBRCTN BENCHES COMM PK:WELDING/FBRCTN BENCHES 001.6000.4070 CORP YRD:WELDING/FABRICATION 004.8310.4666 YMCA/ELC:WELDING/DOOR 001.6000.4070	 1,215.00 125.00 150.00

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Voucher	Date	Vendor	Description/Account	Amount
90637	12/10/2024	005993	005993 MACS SPRING INC	(Continued)
				Total : 1,490.00
90638	12/10/2024	004555	NEXTECH SYSTEMS, INC.	SB1-#3:MK-10 SYSTEM CNTRL W/CLOUD
			SB1-#3:MK-10 SYSTEM CNTRL W/CLOUD	
			004.8310.4580	17,538.97
				Total : 17,538.97
90639	12/10/2024	001439	OFFICE SOLUTIONS	OFFICE SUPPLIES
			OFFICE SUPPLIES	
			001.1200.4200	137.65
				Total : 137.65
90640	12/10/2024	002408	PEOPLEREADY	STORM DRAIN INSP LABOR
			STORM DRAIN INSP LABOR	
			004.8310.4666	1,341.82
				Total : 1,341.82
90641	12/10/2024	005326	RP LANDSCAPE & IRRIGATION	LMD LANDSCAPING-NOV
			LMD 00 BASELINE LANDSCAPING MAINT-NOV	
			012.8500.4585	320.35
			LMD 00 YARNELL LANDSCAPING MAINT-NOV	
			012.8500.4585	195.84
			LMD 01 LANDSCAPING MAINT-NOV	
			012.8500.4585	167.54
			LMD 01B LANDSCAPING MAINT-NOV	
			012.8500.4585	167.54
			LMD 02 LANDSCAPING MAINT-NOV	
			012.8500.4585	773.16
			LMD 03A-NOV	
			012.8500.4585	150.55
			LMD 03B-NOV	
			012.8500.4585	150.55
			LMD 04-NOV	
			012.8500.4585	45.28
			LMD 05-NOV	
			012.8500.4585	94.32
			LMD 07-NOV	
			012.8500.4585	82.63

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Voucher	Date	Vendor	Description/Account	Amount
90641	12/10/2024	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 08-NOV	
			012.8500.4585	186.78
			LMD 09-NOV	
			012.8500.4585	1,137.66
			LMD 10-NOV	
			012.8500.4585	2,217.58
			LMD 11-NOV	
			012.8500.4585	530.90
			LMD 13-NOV	
			012.8500.4585	139.23
			LMD 15-NOV	
			012.8500.4585	512.79
			LMD 16-NOV	
			012.8500.4585	54.33
			LMD 17-NOV	
			012.8500.4585	689.38
			LMD 20 BASELINE-NOV	
			012.8500.4585	213.94
			LMD 20 STREATER-NOV	
			012.8500.4585	166.40
			LMD 21-NOV	
			012.8500.4585	164.40
			LMD 22-NOV	
			012.8500.4585	195.83
			LMD 24-NOV	
			012.8500.4585	73.58
			LMD 25-NOV	
			012.8500.4585	207.15
			LMD 29-NOV	
			012.8500.4585	207.15
			LMD 30-NOV	
			012.8500.4585	841.07
			LMD 31-NOV	
			012.8500.4585	558.07
			LMD 34-NOV	
			012.8500.4585	320.35

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90641	12/10/2024	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 35-NOV	
			012.8500.4585	232.06
			LMD 36-NOV	
			012.8500.4585	342.99
			LMD 37-NOV	
			012.8500.4585	422.23
			LMD 39-NOV	
			012.8500.4585	541.09
			LMD 43-NOV	
			012.8500.4585	195.83
			LMD 44-NOV	
			012.8500.4585	2,903.58
			LMD 47-NOV	
			012.8500.4585	225.26
			LMD 48-NOV	
			012.8500.4585	2,369.27
			LMD 54-NOV	
			012.8500.4585	605.62
			LMD 55-NOV	
			012.8500.4585	535.43
			LMD 59-NOV	
			012.8500.4585	66.78
			LMD 61-NOV	
			012.8500.4585	376.95
			LMD 63-NOV	
			012.8500.4585	139.23
			LMD 70-NOV	
			012.8500.4585	648.63
			LMD 76-NOV	
			012.8500.4585	195.83
			LMD 68-NOV	
			012.8500.4585	580.71
			LMD 69-NOV	
			012.8500.4585	133.57
			LMD 73-NOV	
			012.8500.4585	303.37

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90641	12/10/2024	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			PARKS LANDSCAPE MAINT-	
			POLICE STATION LANDSCAPE MAINT-NOV	
			001.2000.4585	579.00
			CITY HALL LANDSCAPING MAINT-NOV	
			042.9510.4585	579.00
			LIBRARY LANDSCAPING MAINT-NOV	
			001.6000.4585	694.80
			YMCA LANDSCAPING MAINT-NOV	
			001.6000.4585	694.80
			CORP YARD LANDSCAPING MAINT-NOV	
			004.8310.4585	463.20
			AURANTIA PARK LNDSCPNG MAINT-NOV	
			001.6000.4585	1,080.41
			COMMUNITY PK LNDSCPNG MAINT-NOV	
			001.6000.4585	4,274.18
			CANYON OAK PK LNDSCPNG MAINT-NOV	
			016.8540.4585	412.25
			CUNNINGHAM PK LNDSCPNG MAINT-NOV	
			016.8540.4585	524.57
			SEELEY PARK LANDSCAPING MAINT-NOV	
			016.8540.4585	346.24
			OAK CREEK PK LNDSCPNG MAINT-NOV	
			016.8540.4585	643.84
			MEMORIAL PK LNDSCPNG MAINT-NOV	
			001.6000.4585	463.20
			BOULDER MEDIAN LNDSCPNG MAINT-NOV	
			004.8310.4585	2,867.21
			Total :	35,005.48
90642	12/10/2024	000192 SAM'S CLUB/SYNCHRONY BANK	CAL CITIES LUNCH	
			CAL CITIES LUNCH	
			001.6020.4336	69.01
			Total :	69.01
90643	12/10/2024	003713 SATCOM GLOBAL LTD.	SATTELITE PHONES-NOV	
			SATTELITE PHONES-NOV	
			028.2050.4061	28.61

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90643	12/10/2024	003713 SATCOM GLOBAL LTD.	(Continued)	
			SATTELITE PHONES-NOV	
			029.2100.4061	28.60
			SATTELITE PHONES-NOV	
			001.2000.4061	57.21
			SATTELITE PHONES-NOV	
			042.9510.4061	57.21
			Total :	171.63
90644	12/10/2024	000487 SMART & FINAL	BREAKROOM SUPPLIES	
			BREAKROOM SUPPLIES	
			042.9510.4200	128.65
			BLOOD DRIVE SUPPLIES	
			BLOOD DRIVE SUPPLIES	
			001.6020.4336	36.24
			Total :	164.89
90645	12/10/2024	000203 SOUTHERN CALIFORNIA EDISON	CUNNINGHAM PARK-OCT	
			CUNNINGHAM PARK-OCT	
			016.8540.4010	-70.95
			CUNNINGHAM PARK-NOV	
			CUNNINGHAM PARK-NOV	
			016.8540.4010	17.17
			AURANTIA PARK-OCT	
			AURANTIA PARK-OCT	
			001.6000.4010	-50.55
			AURANTIA PARK-NOV	
			AURANTIA PARK-NOV	
			001.6000.4010	130.78
			CANYON OAK-NOV	
			CANYON OAK-NOV	
			016.8540.4010	31.62
			STREET LIGHT ACQUISITION-SALES PH 1-NOV	
			STREET LIGHT ACQUISITION-SALES PH 1-NOV	
			013.8510.4011	16,059.84
			CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4010	608.38

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Voucher	Date	Vendor	Description/Account	Amount
90645	12/10/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			SIGNALS VARIOUS-NOV	
			SIGNALS VARIOUS-NOV	
			004.8310.4580	3,631.46
			COMMUNITY PARK-NOV	
			COMMUNITY PARK-NOV	
			001.6000.4010	1,220.85
			LS3: VARIOUS-NOV	
			LS3: VARIOUS-NOV	
			013.8510.4011	606.89
			LS:1 VARIOUS-NOV	
			LS:1 VARIOUS-NOV	
			013.8510.4011	8,039.76
			BASELINE/BOULDER MEDIAN-OCT	
			BASELINE/BOULDER MEDIAN-OCT	
			004.8310.4580	-178.81
			BASELINE/BOULDER MEDIAN-NOV	
			BASELINE/BOULDER MEDIAN-NOV	
			004.8310.4010	557.33
			LS2: VARIOUS LOCATIONS-NOV	
			LS2: VARIOUS LOCATIONS-NOV	
			013.8510.4011	1,280.77
			SIGNALS: VARIOUS-OCT	
			SIGNALS: VARIOUS-OCT	
			004.8310.4580	-49.68
			SIGNALS: VARIOUS-NOV	
			SIGNALS: VARIOUS-NOV	
			004.8310.4580	450.18
			Total :	32,285.04
90646	12/10/2024	001527 STERICYCLE INC.	SHREDDING SVS-OCT	
			SHREDDING SVS-OCT	
			001.1200.4626	241.03
			Total :	241.03
90647	12/10/2024	003044 THOMSON REUTERS WEST	CODE BOOKS-DEC	
			CODE BOOKS-DEC	
			001.1200.4626	1,577.67

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90647	12/10/2024	003044 003044 THOMSON REUTERS WEST	(Continued)	Total : 1,577.67
90648	12/10/2024	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG FEE-NOV MONTHLY DIG FEE-NOV 004.8310.4553 REGULATORY FEE-NOV REGULATORY FEE-NOV 004.8310.4553	426.25 Total : 348.82 775.07
90649	12/10/2024	000231 VISTA PAINT CORP	GRAFFITI MAINT GRAFFITI MAINT 001.6010.4206	 Total : 285.82 285.82
90650	12/10/2024	003535 WEST COAST ARBORISTS, INC.	STORM DRAIN:TREE MAINT STORM DRAIN:TREE MAINT 004.8310.4666	 Total : 6,774.50 6,774.50
90651	12/10/2024	000237 WILLDAN ASSOCIATES	STR23003 DES GCF PMP-OCT STR23003 DES GCF PMP-OCT 023.3890.6550 STR23002 DES RD07-OCT STR23002 DES RD07-OCT 010.3830.6550	 Total : 14,147.50 14,455.50
90652	12/10/2024	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB-OCT MONTHLY REIMB-OCT 001.6000.4526 CDBG MONTHLY REIMB-OCT CDBG MONTHLY REIMB-OCT 006.8400.4348	 Total : 43,333.00 2,266.40 45,599.40
90653	12/10/2024	006001 YUNEX LLC	SBI #3 TS RESPONSE CALL OUTS-OCT SBI #3 TS RESPONSE CALL OUTS-OCT 004.8310.4580	 4,328.97

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90653	12/10/2024	006001 YUNEX LLC	(Continued)	
			STL RESPONSE CALL OUTS-OCT	
			STL RESPONSE CALL OUTS-OCT	
			013.8510.4664	2,455.24
			SBI #3 TS MAINT-OCT	
			SBI #3 TS MAINT-OCT	
			004.8310.4580	3,872.28
			STL MAINT-OCT	
			STL MAINT-OCT	
			013.8510.4664	2,528.50
			Total :	13,184.99
44	Vouchers for bank code : wfb			Bank total : 506,834.38
44	Vouchers in this report			Total vouchers : 506,834.38

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
978	12/10/2024	000119 INTERNAL REVENUE SERVICE	SOCIAL SECURITY: PAYMENT	
			SOCIAL SECURITY: Payment	
			001.1140	9.12
			MEDICARE: Payment	
			001.1140	2.14
			Total :	11.26
1 Vouchers for bank code : wfb				Bank total : 11.26
1 Vouchers in this report				Total vouchers : 11.26

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
974	12/13/2024	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			024.1170	12.00
			ICMA DEFERRED COMP 457: Payment	
			041.1170	190.85
			ICMA DEFERRED COMP 457: Payment	
			042.1170	202.48
			ICMA DEFERRED COMP 457: Payment	
			070.1170	216.89
			ICMA DEFERRED COMP 457: Payment	
			001.1170	9,899.13
			ICMA DEFERRED COMP 457: Payment	
			004.1170	2,228.75
			ICMA DEFERRED COMP 457: Payment	
			010.1170	1,012.49
			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
			Total :	13,808.84
975	12/13/2024	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			010.1140	193.52
			MEDICARE: Payment	
			012.1140	52.04
			MEDICARE: Payment	
			016.1140	52.00
			MEDICARE: Payment	
			023.1140	27.44
			MEDICARE: Payment	
			024.1140	3.80
			MEDICARE: Payment	
			041.1140	98.32

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
975	12/13/2024	000119 INTERNAL REVENUE SERVICE	(Continued)	
			MEDICARE: Payment	
			042.1140	117.66
			MEDICARE: Payment	
			070.1140	157.22
			FEDERAL TAXES: Payment	
			001.1120	14,344.75
			FEDERAL TAXES: Payment	
			004.1120	1,677.04
			FEDERAL TAXES: Payment	
			008.1120	0.65
			FEDERAL TAXES: Payment	
			010.1120	594.74
			FEDERAL TAXES: Payment	
			012.1120	117.48
			FEDERAL TAXES: Payment	
			016.1120	117.48
			FEDERAL TAXES: Payment	
			023.1120	79.43
			FEDERAL TAXES: Payment	
			024.1120	9.45
			FEDERAL TAXES: Payment	
			041.1120	474.87
			FEDERAL TAXES: Payment	
			042.1120	332.55
			FEDERAL TAXES: Payment	
			070.1120	864.29
			SOCIAL SECURITY: Payment	
			001.1140	698.34
			SOCIAL SECURITY: Payment	
			008.1140	153.76
			MEDICARE: Payment	
			001.1140	3,571.79
			MEDICARE: Payment	
			004.1140	554.26
			MEDICARE: Payment	
			008.1140	35.96

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
975	12/13/2024	000119	000119 INTERNAL REVENUE SERVICE (Continued)	Total : 24,328.84
976	12/13/2024	000004	PUBLIC EMPLOYEE RETIREMENT SYS EPMC: PAYMENT	
			PERS SURVIVOR: Payment	
			070.1145	0.72
			PERS: Payment	
			012.1145	247.69
			PERS: Payment	
			016.1145	247.67
			PERS: Payment	
			023.1145	146.96
			PERS: Payment	
			024.1145	18.92
			PERS: Payment	
			041.1145	467.86
			PERS: Payment	
			042.1145	557.87
			PERS: Payment	
			070.1145	943.88
			PERS SURVIVOR: Payment	
			001.1145	24.44
			PERS SURVIVOR: Payment	
			004.1145	3.63
			PERS SURVIVOR: Payment	
			010.1145	1.07
			PERS SURVIVOR: Payment	
			012.1145	0.58
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	
			023.1145	0.29
			PERS SURVIVOR: Payment	
			024.1145	0.02
			PERS SURVIVOR: Payment	
			041.1145	0.32
			PERS SURVIVOR: Payment	
			042.1145	0.92

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
976	12/13/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			001.1145	534.16
			EPMC: Payment	
			004.1145	96.51
			EPMC: Payment	
			012.1145	3.02
			EPMC: Payment	
			016.1145	3.02
			EPMC: Payment	
			023.1145	8.38
			EPMC: Payment	
			024.1145	0.72
			EPMC: Payment	
			041.1145	19.34
			EPMC: Payment	
			042.1145	14.49
			EPMC: Payment	
			070.1145	60.01
			PERS: Payment	
			001.1145	17,326.33
			PERS: Payment	
			004.1145	3,028.24
			PERS: Payment	
			010.1145	1,041.02
			Total :	24,798.64
977	12/13/2024	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	5,891.67
			STATE TAXES: Payment	
			004.1130	618.58
			STATE TAXES: Payment	
			010.1130	229.84
			STATE TAXES: Payment	
			012.1130	46.98
			STATE TAXES: Payment	

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
977	12/13/2024	000001 CALIF STATE EMPLOYMENT	(Continued)	
			016.1130	47.00
			STATE TAXES: Payment	
			023.1130	20.32
			STATE TAXES: Payment	
			024.1130	3.04
			STATE TAXES: Payment	
			041.1130	188.39
			STATE TAXES: Payment	
			042.1130	127.37
			STATE TAXES: Payment	
			070.1130	298.09
			Total :	7,471.28
90654	12/13/2024	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC HOSPITAL INSURANCE: Payment	
			070.1181	1.68
			AFLAC DENTAL: Payment	
			001.1181	19.56
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	12.38
			AFLAC SPECIFIED HEALTH INS: Payment	
			004.1181	2.97
			AFLAC SPECIFIED HEALTH INS: Payment	
			010.1181	2.97
			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	145.72

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90654	12/13/2024	003804 AFLAC WWHQ	(Continued)	
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	9.69
			AFLAC ACCIDENT INSURANCE: Payment	
			010.1181	7.15
			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	
			041.1181	4.19
			AFLAC ACCIDENT INSURANCE: Payment	
			070.1181	1.39
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	216.87
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	49.19
			AFLAC DISABILITY INSURANCE: Payment	
			010.1181	34.50
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			023.1181	2.44
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	203.34
			AFLAC HOSPITAL INSURANCE: Payment	
			004.1181	11.90
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	14.02

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90654	12/13/2024	003804 AFLAC WWHQ	(Continued) AFLAC HOSPITAL INSURANCE: Payment 041.1181	4.96
Total :				813.66
5 Vouchers for bank code : wfb				Bank total : 71,221.26
5 Vouchers in this report				Total vouchers : 71,221.26 /

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90655	12/17/2024	005771 AMAZON CAPITAL SERVICES	CITY HALL:SUPPLIES CITY HALL:SUPPLIES 042.9510.4203	66.41
Total :				66.41
90656	12/17/2024	000774 ARROWHEAD CREDIT UNION-DEPT 91	CANVA ANNUAL SUBSCRIPTIONS RENEWAL CANVA ANNUAL SUBSCRIPTIONS RENEWAL 001.6020.4310	149.90
			DRI CRASH PLAN-SEP DRI CRASH PLAN-SEP 042.9510.4533	19.98
			POSTING: PBLC SVC COORDINATOR POSTING: PBLC SVC COORDINATOR 001.1600.4300	199.00
			CREDIT CASQA CONF CREDIT CASQA CONF 001.4200.4320	-637.50
			CAL CITIES MEETING: MORGAN CAL CITIES MEETING: MORGAN 001.4200.4320	299.96
			CRASH PLAN-NOV CRASH PLAN-NOV 042.9510.4533	19.98
			CAL CITIES 2025 SOCAL MAYORS & COUNCIL A CALCITY 25 ACADEMY:HOGAN 001.1000.4320	675.00
Total :				726.32
90657	12/17/2024	000774 ARROWHEAD CREDIT UNION-DEPT 91	CAL CITIES IE DVSN LUNCH: ZAMANO CAL CITIES IE DVSN LUNCH: ZAMANO 001.1450.4330	25.00
			CAL CITY WEBINAR & MEETING: NAVA-CRUZ CAL CITY WEBINAR 12/02/24: NAVA-CRUZ 001.1450.4330	25.00
			CAL CITY WEBINAR & MEETING: NAVA-CRUZ CAL CITY MTNG 11/22/2024: NAVA-CRUZ 001.1450.4330	25.00

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Voucher	Date	Vendor	Description/Account	Amount
90657	12/17/2024	000774	ARROWHEAD CREDIT UNION-DEPT 91 (Continued)	
			STAFF HOLIDAY CONTEST	
			STAFF HOLIDAY CONTEST	
			001.1600.4337	94.20
			STAFF HOLIDAY PARTY	
			STAFF HOLIDAY PARTY	
			001.1600.4337	150.00
			STAFF HOLIDAY PARTY	
			STAFF HOLIDAY PARTY	
			001.1600.4337	87.00
			STAFF HOLIDAY PARTY	
			STAFF HOLIDAY PARTY	
			001.1600.4337	50.00
			STAFF HOLIDAY PARTY	
			STAFF HOLIDAY PARTY	
			001.1600.4337	300.00
			STAFF HOLIDAY PARTY	
			STAFF HOLIDAY PARTY	
			001.1600.4337	150.00
			STAFF HOLIDAY PARTY SUPPLIES	
			STAFF HOLIDAY PARTY SUPPLIES	
			001.1600.4337	54.38
			STAFF HOLIDAY PARTY SUPPLIES	
			STAFF HOLIDAY PARTY SUPPLIES	
			001.1600.4337	13.54
			STAFF HOLIDAY PARTY SUPPLIES	
			STAFF HOLIDAY PARTY SUPPLIES	
			001.1600.4337	21.75
			STAFF HOLIDAY PARTY SUPPLIES	
			STAFF HOLIDAY PARTY SUPPLIES	
			001.1600.4337	32.60
			STAFF HOLIDAY PARTY SUPPLIES	
			STAFF HOLIDAY PARTY SUPPLIES	
			001.1600.4337	50.25
			STAFF HOLIDAY PARTY SUPPLIES	
			STAFF HOLIDAY PARTY SUPPLIES	
			001.1600.4337	100.00

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Voucher	Date	Vendor	Description/Account	Amount
90657	12/17/2024	000774	000774 ARROWHEAD CREDIT UNION-DEPT (Continued)	Total : 1,178.72
90658	12/17/2024	000774	ARROWHEAD CREDIT UNION-DEPT 91 ZOOM MEETINGS-NOV ZOOM MEETINGS-NOV 042.9510.4533	110.00 Total : 110.00
90659	12/17/2024	002960	BURRTEC WASTE INDUSTRIES INC 24SB1383 COMPOST PROCUREMENT 24SB1383 COMPOST PROCUREMENT 027.8490.4349	12,995.22 Total : 12,995.22
90660	12/17/2024	005859	COUNTY OF SAN BERNARDINO DEPT RADIO ACCESS-APR RADIO ACCESS-APR 028.2050.4209 RADIO ACCESS-APR 029.2100.4209 RADIO ACCESS-JUN RADIO ACCESS-JUN 028.2050.4209 RADIO ACCESS-JUN 029.2100.4209	509.01 509.01 509.01 509.01 509.01 Total : 2,036.04
90661	12/17/2024	005394	DATA TICKET, INC. PARKING CITATIONS-NOV PARKING CITATIONS-NOV 001.1700.4516	74.91 Total : 74.91
90662	12/17/2024	006259	DEPENDABLE BREAK ROOM SOLUTION CITY HALL:COFFEE & COOLER RENTAL CITY HALL:COFFEE & COOLER RENTAL 042.9510.4200 COUNCIL:COOLER RENTAL COUNCIL:COOLER RENTAL 042.9510.4200	77.04 16.16 Total : 93.20
90663	12/17/2024	000085	EAST VALLEY WATER DISTRICT ATHLETIC CTR-NOV ATHLETIC CTR-NOV	

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Voucher	Date	Vendor	Description/Account	Amount
90663	12/17/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			001.6000.4030	285.54
			COMMUNITY PARK-NOV	
			COMMUNITY PARK-NOV	
			001.6000.4030	13,684.19
			LMD 30-NOV	
			LMD 30-NOV	
			012.8500.4030	243.01
			LMD 10-NOV	
			LMD 10-NOV	
			012.8500.4030	1,235.56
			OAK CREEK PARK-NOV	
			OAK CREEK PARK-NOV	
			016.8540.4030	2,368.04
			LMD 10-NOV	
			LMD 10-NOV	
			012.8500.4030	801.98
			LMD 34-NOV	
			LMD 34-NOV	
			012.8500.4030	152.94
			COMMUNITY PARK-NOV	
			COMMUNITY PARK-NOV	
			001.6000.4030	57.70
			COMM CTR-NOV	
			COMM CTR-NOV	
			001.6000.4030	57.70
			STR & STRM DRN #21-NOV	
			STR & STRM DRN #21-NOV	
			024.8470.4030	59.80
			CORP YARD-NOV	
			CORP YARD-NOV	
			004.8310.4030	1,301.82
			COMM CTR: IRRIGATION-NOV	
			COMM CTR: IRRIGATION-NOV	
			001.6000.4030	547.28
			LIBRARY/ELC-NOV	
			LIBRARY/ELC-NOV	
			001.6000.4030	452.62

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Voucher	Date	Vendor	Description/Account	Amount
90663	12/17/2024	000085 EAST VALLEY WATER DISTRICT	(Continued) YMCA COMMUNITY PARK-NOV YMCA COMMUNITY PARK-NOV 001.6000.4030 CORP YARD-NOV CORP YARD-NOV 004.8310.4030 LIBRARY/ELC-NOV LIBRARY/ELC-NOV 001.6000.4030 ATHLETIC CTR-NOV ATHLETIC CTR-NOV 001.6000.4030 CUNNINGHAM PARK-NOV CUNNINGHAM PARK-NOV 016.8540.4030 LIBRARY/ELC-NOV LIBRARY/ELC-NOV 001.6000.4030 CORP YARD-NOV CORP YARD-NOV 004.8310.4030	199.95 154.32 230.37 40.14 1,147.18 75.27 77.38 Total :
				23,172.79
90664	12/17/2024	002617 FERGUSON ENTERPRISES LLC	LIBRARY:RESTROOM PLUMBING LIBRARY:RESTROOM PLUMBING 001.6000.4070	202.32 Total :
				202.32
90665	12/17/2024	006146 FM THOMAS AIR CONDITIONING	YMCA:HVAC REPAIR YMCA:HVAC REPAIR 001.6000.4588	3,664.09 Total :
				3,664.09
90666	12/17/2024	001122 GALLS, LLC	EMERGENCY IDENTIFICATION SHIRTS EMERGENCY IDENTIFICATION SHIRTS 041.9500.4349	1,915.46 Total :
				1,915.46

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Voucher	Date	Vendor	Description/Account	Amount
90667	12/17/2024	000100 GOVERNMENT FINANCE OFFICERS, AS:	2025 GFAO DUES-NAVA-CRUZ 2025 GFAO DUES-NAVA-CRUZ 001.1700.4310 2025 GFAO DUES-GOMEZ 2025 GFAO DUES-GOMEZ 001.1700.4310 2025 GFOA DUES-LUDOLPH 2025 GFOA DUES-LUDOLPH 001.1700.4310	152.50 150.00 152.50 Total : 455.00
90668	12/17/2024	001320 HIGHLAND SENIOR CENTER	CDBG REIMB-NOV CDBG REIMB-NOV 006.8400.4348	 1,900.00 Total : 1,900.00
90669	12/17/2024	000541 IIMC	ANNUAL DUES:MUNOZ ANNUAL DUES:MUNOZ 001.1200.4310	 235.00 Total : 235.00
90670	12/17/2024	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SVC-NOV PROFESSIONAL SVC-NOV 023.3890.4554	 4,000.00 Total : 4,000.00
90671	12/17/2024	000207 KONICA MINOLTA	PRINTER CONTRACT-NOV PRINTER CONTRACT-NOV 042.9510.4631	 755.02 Total : 755.02
90672	12/17/2024	000207 KONICA MINOLTA	PD:PRINTER/COPIER/FAX-DEC PD:PRINTER/COPIER/FAX-DEC 001.2000.4203	 111.76 Total : 111.76
90673	12/17/2024	002266 LARRY JACINTO CONSTRUCTION INC	STORM CHANNEL C & F CLEAN OUT STORM CHANNEL C & F CLEAN OUT 024.8470.4666	 26,679.65

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Voucher	Date	Vendor	Description/Account	Amount
90680	12/17/2024	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING-NOV DOCUMENT RECORDING-NOV 001.1200.4506 DOCUMENT RECORDING-NOV DOCUMENT RECORDING-NOV 001.1200.4506	80.00 40.00 Total : 120.00
90681	12/17/2024	000030 SAN BERNARDINO COUNTY SHERIFFS	VEHICLE MAINT ARPA2 7/2024-9/2024 VEHICLE MAINT ARPA2 7/2024-9/2024 030.8495.4560 CELL PHONES ARPA2 7/2024-9/2024 CELL PHONES ARPA2 7/2024-9/2024 030.8495.4560 OFFICE EXPENDITURES ARPA2 7/2024-9/2024 OFFICE EXPENDITURES ARPA2 7/2024-9/2024 030.8495.4560 TRANSCRIPTIONS ARPA2 7/2024-9/2024 TRANSCRIPTIONS ARPA2 7/2024-9/2024 030.8495.4560 O/T & ON-CALL ARPA2 7/2024-9/2024 O/T & ON-CALL ARPA2 7/2024-9/2024 030.8495.4560 O/T ARPA2 7/2024-9/2024 O/T ARPA2 7/2024-9/2024 030.8495.4560 O/T ARPA2 SEP-IBC FIREWORK 7/2024-9/2024 O/T ARPA2 SEP-IBC FIREWORK 7/2024-9/2024 030.8495.4560 O/T ARPA2 SEP-ST.JOHN BOSCO 7/24-9/24 O/T ARPA2 SEP-ST.JOHN BOSCO 7/24-9/24 030.8495.4560 PERSONNEL CREDITS 7/2024-9/2024 PERSONNEL CREDITS 7/2024-9/2024 001.2000.4560	27,956.26 1,285.48 8,832.29 3,131.52 113,915.32 27,699.38 12,040.50 1,368.96 -124,404.00 Total : 71,825.71
90682	12/17/2024	000022 SB CO AUDITOR/CONTROLLER	PARKING CITATIONS-NOV	

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Voucher	Date	Vendor	Description/Account	Amount
90682	12/17/2024	000022 SB CO AUDITOR/CONTROLLER	(Continued) PARKING CITATIONS-NOV 051.1490	302.00
Total :				302.00
90683	12/17/2024	000203 SOUTHERN CALIFORNIA EDISON	LS3: VARIOUS-NOV LS3: VARIOUS-NOV 013.8510.4011 LS3 8017 1/2 DEL ROSA DR-NOV LS3 8017 1/2 DEL ROSA DR-NOV 013.8510.4011	1,574.91
Total :				86.57
90684	12/17/2024	004679 TK ELEVATOR CORPORATION	PD:ELEVATOR MAINT PD:ELEVATOR MAINT 001.2000.4587	739.60
Total :				739.60
90685	12/17/2024	000979 VERIZON WIRELESS	CELL PHONES/AIR CARDS-NOV CELL PHONES-NOV 001.2000.4061 AIR CARDS-NOV 001.2000.4062 CELL PHONES-NOV 001.6000.4061 CELL PHONES-NOV 001.6010.4061 CELL PHONES-NOV 004.8310.4061 AIR CARDS-NOV 004.8310.4062 CELL PHONES-NOV 028.2050.4061 AIR CARDS-NOV 028.2050.4062 AIR CARDS-NOV 042.9510.4062 CELL PHONES-NOV	169.86 1,104.32 59.94 34.67 154.18 38.01 145.30 304.08 80.02

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Voucher	Date	Vendor	Description/Account	Amount
90685	12/17/2024	000979	VERIZON WIRELESS	
			(Continued)	
			042.9510.4061	870.87
			AIR CARDS-NOV	
			042.9510.4062	194.05
			Total :	3,155.30
90686	12/17/2024	000237	WILLDAN ASSOCIATES	
			BLDG & SAFETY PLAN CHECK-NOV	
			BLDG & SAFETY PLAN CHECK-NOV	
			001.4500.4540	13,631.25
			BLDG & SAFETY INSP-NOV	
			BLDG & SAFETY INSP-NOV	
			001.4500.4540	28,125.00
			PERMIT TECH-NOV	
			PERMIT TECH-NOV	
			001.4500.4540	4,485.00
			Total :	46,241.25
32 Vouchers for bank code : wfb			Bank total :	276,535.86
32 Vouchers in this report			Total vouchers :	276,535.86

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Voucher	Date	Vendor	Description/Account	Amount
90687	12/24/2024	005737 AGA ENGINEERS, INC.	TS MONITORING-OCT TS MONITORING-OCT 020.8440.4550	2,370.00 Total : 2,370.00
90688	12/24/2024	002967 AGUILAR, ANGELA	TRAVEL REIMB-CA HOUSING CONF AGUILAR TRAVEL REIMB-CA HOUSING CONF AGUILAR 001.4100.4320	20.00 Total : 20.00
90689	12/24/2024	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SCV-11/24/12/7/24 CROSSING GUARD SCV-11/24/12/7/24 002.8200.4530	2,003.40 Total : 2,003.40
90690	12/24/2024	001271 ALLSTAR FIRE EQUIPMENT INC	ME542:EQUIP REPAIR ME542:EQUIP REPAIR 029.2100.4204	1,838.73 Total : 1,838.73
90691	12/24/2024	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES OFFICE SUPPLIES 001.4200.4200 COVID-19 TESTS COVID-19 TESTS 042.9510.4260 PRIVACY SCREEN RETURN PRIVACY SCREEN RETURN 001.1200.4200 FS#1: SOAP & HOLIDAY LIGHTS FS#1: SOAP & HOLIDAY LIGHTS 029.2100.4070 FS#1: SOAP & HOLIDAY LIGHTS 028.2050.4070 TAKE A NUMBER PRINTER RETURN TAKE A NUMBER PRINTER RETURN 042.9510.4203	67.99 277.60 -61.68 200.15 200.14 -122.82

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Voucher	Date	Vendor	Description/Account	Amount
90691	12/24/2024	005771	005771 AMAZON CAPITAL SERVICES (Continued)	Total : 561.38
90692	12/24/2024	001072	AUTO ZONE	
			VEH#130 - VEH MAINT	
			VEH#130 - VEH MAINT	
			004.8310.4240	12.01
			VEH#140 TRACTOR FUEL ADDITIVE	
			VEH#140 TRACTOR FUEL ADDITIVE	
			004.8310.4245	103.38
			VEH#116-VEH MAINT	
			VEH#116-VEH MAINT	
			001.6010.4240	45.02
			Total :	160.41
90693	12/24/2024	003445	BOOT BARN, INC.	
			UNIFORM BOOTS: BENNETT	
			UNIFORM BOOTS: BENNETT	
			004.8310.4249	175.00
			UNIFORM BOOTS: WIRZ	
			UNIFORM BOOTS: WIRZ	
			004.8310.4249	175.00
			UNIFORM BOOTS: WILSON	
			UNIFORM BOOTS: WILSON	
			001.4200.4249	125.05
			UNIFORM BOOTS: RAMOS	
			UNIFORM BOOTS: RAMOS	
			001.4200.4249	175.00
			UNIFORM BOOTS: LAYNE	
			UNIFORM BOOTS: LAYNE	
			004.8310.4249	92.42
			Total :	742.47
90694	12/24/2024	002960	BURRTEC WASTE INDUSTRIES INC	
			SOLID WASTE PROG-11/26-12/12/2024	
			SOLID WASTE PROG-11/26-12/12/2024	
			051.1496	2,205,915.49
			Total :	2,205,915.49
90695	12/24/2024	005324	CHARLES ABBOTT ASSOCIATES, INC	
			FIRE MARSHALL-NOV	
			FIRE MARSHALL-NOV	
			029.2100.4540	8,887.50

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Voucher	Date	Vendor	Description/Account	Amount
90695	12/24/2024	005324	005324 CHARLES ABBOTT ASSOCIATES, IN (Continued)	Total : 8,887.50
90696	12/24/2024	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	
			CORP YARD: PEST CONTROL	
			004.8310.4589	84.00
			Total :	535.00
90697	12/24/2024	005933	COMPASS CONSULTING ENTERPRISES	
			SDR06002 ENV ARPA2- JUL-NOV	
			SDR06002 ENV ARPA2- JUL-NOV	
			030.8495.6600	13,300.00
			Total :	13,300.00
90698	12/24/2024	005859	COUNTY OF SAN BERNARDINO DEPT	
			RADIO ACCESS-OCT	
			RADIO ACCESS-OCT	

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Voucher	Date	Vendor	Description/Account	Amount
90698	12/24/2024	005859 COUNTY OF SAN BERNARDINO DEPT	(Continued) 029.2100.4209 RADIO ACCESS-OCT 028.2050.4209	529.72 529.72
Total :				1,059.44
90699	12/24/2024	000213 DAILY JOURNAL CORPORATION	STR22002 BID NOTICE:NEWSPAPER PUB STR22002 BID NOTICE:NEWSPAPER PUB 001.1200.4300	 890.82
Total :				890.82
90700	12/24/2024	001230 DEPARTMENT OF FORESTRY	FIRE SERVICES 7/1-9/30/24 ACTUAL FIRE SERVICES 7/1-9/30/24 ACTUAL 030.8495.4569 MEDIC SERVICES 7/1-9/30/24 ACTUAL MEDIC SERVICES 7/1-9/30/24 ACTUAL 030.8495.4567	 950,813.35
Total :				465,896.78 1,416,710.13
90701	12/24/2024	001035 DEPARTMENT OF JUSTICE	FNGR PRNTNG APPS:ALGHARBI/DEL ANGEL FNGR PRNTNG APPS:ALGHARBI/DEL ANGEL 001.1700.4236	 64.00
Total :				64.00
90702	12/24/2024	000324 DIB'S SAFE & LOCK SERVICE	CITY HALL- KEYS CITY HALL- KEYS 042.9510.4070	 73.88
Total :				73.88
90703	12/24/2024	000085 EAST VALLEY WATER DISTRICT	LMD 17B-DEC LMD 17B-DEC 012.8500.4030 LMD 17D-DEC LMD 17D-DEC 012.8500.4030 LMD 25-DEC LMD 25-DEC 012.8500.4030 LMD 17C-DEC	 320.14 130.12 301.08

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90703	12/24/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 17C-DEC	
			012.8500.4030	142.14
			LMD 76-DEC	
			LMD 76-DEC	
			012.8500.4030	336.68
			LMD 17A-DEC	
			LMD 17A-DEC	
			012.8500.4030	114.40
			LMD 43-DEC	
			LMD 43-DEC	
			012.8500.4030	234.36
			LMD 55-DEC	
			LMD 55-DEC	
			012.8500.4030	794.26
			LMD 47-DEC	
			LMD 47-DEC	
			012.8500.4030	191.34
			SEELEY PK-DEC	
			SEELEY PK-DEC	
			016.8540.4030	154.16
			LMD 16-DEC	
			LMD 16-DEC	
			012.8500.4030	107.52
			Total :	2,826.20
90704	12/24/2024	000085 EAST VALLEY WATER DISTRICT	POLICE STATION-NOV	
			PD-NOV	
			001.2000.4030	199.95
			POLICE STATION-NOV	
			PD-NOV	
			001.2000.4030	57.70
			POLICE STATION-NOV	
			PD-NOV	
			001.2000.4030	57.70
			Total :	315.35
90705	12/24/2024	002617 FERGUSON ENTERPRISES LLC	PD: PLUMBING REPAIR	

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Voucher	Date	Vendor	Description/Account	Amount
90705	12/24/2024	002617 FERGUSON ENTERPRISES LLC	(Continued) PD: PLUMBING REPAIR 001.2000.4070	168.62
Total :				168.62
90706	12/24/2024	005763 GOMEZ, MICHELLE	MILEAGE REIMB:GOMEZ NOV/DEC 24 MILEAGE REIMB:GOMEZ NOV/DEC 24 001.1700.4332	79.33
Total :				79.33
90707	12/24/2024	003947 HDR ENGINEERING, INC.	STR17002 PE CCF(2017)-NOV STR17002 PE CCF(2017)-NOV 027.8490.6550	12,056.50
Total :				12,056.50
90708	12/24/2024	000108 HIGH TECH SECURITY	ANNUAL FIRE INSPECTION-CORP YARD ANNUAL FIRE INSPECTION-CORP YARD 004.8310.4066 ANNUAL FIRE INSPECTION-LIBRARY ANNUAL FIRE INSPECTION-LIBRARY 001.6000.4587	180.00
Total :				180.00
Total :				360.00
90709	12/24/2024	000127 K & L HARDWARE	FS#2:MISC SUPPLIES FS#2:MISC SUPPLIES 029.2100.4206 FS#2:MISC SUPPLIES 028.2050.4206 FS#3:MISC SUPPLIES FS#3:MISC SUPPLIES 029.2100.4206 FS#3:MISC SUPPLIES 028.2050.4206 FS#2:MISC SUPPLIES FS#2:MISC SUPPLIES 029.2100.4206 FS#2:MISC SUPPLIES 028.2050.4206	64.49
				64.48
				58.91
				58.91
				49.52
				49.51

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90709	12/24/2024	000127 K & L HARDWARE	(Continued) CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206 CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206	35.86 Total : 46.48 428.16
90710	12/24/2024	005310 KOA CORPORATION	HSIP GRANT APPL ARPA2 HSIP GRANT APPL ARPA2 030.8495.4349	15,860.20 Total : 15,860.20
90711	12/24/2024	001193 LIFE ASSIST, INC.	FS#1:GLOVES FS#1:GLOVES 028.2050.4207 FS#1-3:PARAMEDIC SUPPLIES FS#1-3:PARAMEDIC SUPPLIES 028.2050.4207 FS#1:GLOVES FS#1:GLOVES 028.2050.4207	298.68 Total : 298.68 802.36
90712	12/24/2024	000168 MICHELLE GOMEZ, PETTY CASH	PETTY CASH-DEC PETTY CASH-DEC 001.0020	147.39 Total : 147.39
90713	12/24/2024	002439 MORGAN, MELISSA	MILEAGE REIMB-DEC MILEAGE REIMB-DEC 001.4200.4332	25.13 Total : 25.13
90714	12/24/2024	001787 MOTOROLA SOLUTIONS INC.	BP542: 800 MHZ RADIO & ACCESSORIES BP542: 800 MHZ RADIO & ACCESSORIES 029.2100.6060	6,490.13

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90714	12/24/2024	001787	001787 MOTOROLA SOLUTIONS INC. (Continued)	Total : 6,490.13
90715	12/24/2024	001414	RICHARDS, WATSON & GERSHON	
			GENERAL-OCT	
			GENERAL-OCT	
			001.1450.4520	10,799.83
			DRA24005-OCT	
			DRA24005-OCT	
			001.3200.4551	500.00
			CUP23003-OCT	
			CUP23003-OCT	
			001.3200.4551	1,960.00
			DRA23009-OCT	
			DRA23009-OCT	
			001.3200.4551	280.00
			CODE ENFORCEMENT CASE-OCT	
			CODE ENFORCEMENT CASE-OCT	
			001.4600.4520	80.00
			CODE ENFORCEMENT GEN-OCT	
			CODE ENFORCEMENT GEN-OCT	
			001.4600.4520	1,017.00
			PERSONNEL & LABOR RELATIONS-OCT	
			PERSONNEL & LABOR RELATIONS-OCT	
			001.1450.4520	632.50
			SWK19001 RW MSRI-OCT	
			SWK19001 RW MSRI-OCT	
			017.8350.6545	9,569.20
			SWK19001 RW ART3-OCT	
			SWK19001 RW ART3-OCT	
			005.8320.6545	9,569.20
			CODE ENFORCEMENT CASE #9085-OCT	
			CODE ENFORCEMENT CASE #9085-OCT	
			001.4600.4520	64.50
			Total :	34,472.23
90716	12/24/2024	001070	SAFETY-KLEEN SYSTEMS, INC.	
			PD:PARTS WASHING SVC	
			PD:PARTS WASHING SVC	
			001.2000.4245	305.28

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90716	12/24/2024	001070	001070 SAFETY-KLEEN SYSTEMS, INC. (Continued)	Total : 305.28
90717	12/24/2024	004329	SAN BERNARDINO SUN SUBSCRIPTION RENEWAL 2025 SUBSCRIPTION RENEWAL 2025 001.1450.4310	1,207.79 Total : 1,207.79
90718	12/24/2024	000203	SOUTHERN CALIFORNIA EDISON LS3-CONN FEE-NOV LS3-CONN FEE-NOV 013.8510.4011	32.74 Total : 32.74
90719	12/24/2024	006127	STAPLES BUSINESS CREDIT FS#2: OFFICE SUPPLIES FS#2: OFFICE SUPPLIES 028.2050.4200 FS#2: OFFICE SUPPLIES 029.2100.4200 FS#2: OFFICE SUPPLIES FS#2: 30% RECYCLED POP-UP NOTES 028.2050.4200 FS#2: 30% RECYCLED POP-UP NOTES 029.2100.4200 FS#2: EXEMPT CATALOG ENVELOPES 028.2050.4200 FS#2: EXEMPT CATALOG ENVELOPES 029.2100.4200 FS#2: OFFICE SUPPLIES 028.2050.4200 FS#2: OFFICE SUPPLIES 029.2100.4200	12.46 12.45 10.52 10.51 8.92 8.91 153.84 153.85 Total : 371.46
90720	12/24/2024	004920	TKE ENGINEERING GENERAL ENG SVC-SEP GENERAL ENG SVC-SEP 023.3890.4550 STR22002 NP MSRI-SEP STR22002 NP MSRI-SEP 017.8350.6530	465.50 447.50

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90720	12/24/2024	004920 TKE ENGINEERING	(Continued)	
			STR17002 PE CCF2017-SEP	
			STR17002 PE CCF2017-SEP	
			027.8490.6550	1,357.50
			SDR17001 NP DIF LOCAL-SEP	
			SDR17001 NP DIF LOCAL-SEP	
			007.8330.6600	460.00
			STR07004A NP ARPA2-SEP	
			STR07004A NP ARPA2-SEP	
			030.8495.6600	690.00
			TRA20001 NP GCF-SEP	
			TRA20001 NP GCF-SEP	
			023.3890.6816	332.50
			OLA23002 NP MSRI-SEP	
			OLA23002 NP MSRI-SEP	
			017.8350.6550	230.00
			OLA24001 NP MSRI-SEP	
			OLA24001 NP MSRI-SEP	
			017.8350.6550	115.00
			STR23001 NP MSRI-SEP	
			STR23001 NP MSRI-SEP	
			017.8350.6550	230.00
			Total :	4,328.00
90721	12/24/2024	006352 TREJO, TRAVIS	TRAVEL REIMB-CA HOUSING COMF TREJO	
			TRAVEL REIMB-CA HOUSING COMF TREJO	
			001.4100.4320	20.00
			Total :	20.00
90722	12/24/2024	000979 VERIZON WIRELESS	AIR CARDS-OCT-NOV	
			AIR CARDS-OCT-NOV	
			001.2000.4062	40.04
			Total :	40.04
90723	12/24/2024	000233 WAXIE SANITARY SUPPLY	FS#1:MISC SUPPLIES	
			FS#1:MISC SUPPLIES	
			029.2100.4055	78.77
			FS#1:MISC SUPPLIES	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90723	12/24/2024	000233 WAXIE SANITARY SUPPLY	(Continued) 028.2050.4055	78.76
Total :				157.53
90724	12/24/2024	004298 ZOLL MEDICAL CORPORATION	ME541: AUTO PULSE REPAIR ME541: AUTO PULSE REPAIR 028.2050.4207	4,740.45
Total :				4,740.45
38 Vouchers for bank code : wfb				Bank total : 3,740,367.54
38 Vouchers in this report				Total vouchers : 3,740,367.54

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
979	12/27/2024	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	9,864.13
			ICMA DEFERRED COMP 457: Payment	
			004.1170	1,640.74
			ICMA DEFERRED COMP 457: Payment	
			010.1170	1,012.49
			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	5.00
			ICMA DEFERRED COMP 457: Payment	
			041.1170	190.85
			ICMA DEFERRED COMP 457: Payment	
			042.1170	132.50
			ICMA DEFERRED COMP 457: Payment	
			070.1170	216.88
			Total :	13,108.84
980	12/27/2024	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	14,274.76
			FEDERAL TAXES: Payment	
			004.1120	1,785.82
			FEDERAL TAXES: Payment	
			008.1120	12.65
			FEDERAL TAXES: Payment	
			010.1120	624.57
			FEDERAL TAXES: Payment	
			012.1120	131.57
			FEDERAL TAXES: Payment	
			016.1120	131.53

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
980	12/27/2024	000119	INTERNAL REVENUE SERVICE	
			(Continued)	
			FEDERAL TAXES: Payment	
			023.1120	80.86
			FEDERAL TAXES: Payment	
			024.1120	6.00
			FEDERAL TAXES: Payment	
			041.1120	506.45
			FEDERAL TAXES: Payment	
			042.1120	215.59
			FEDERAL TAXES: Payment	
			070.1120	929.40
			SOCIAL SECURITY: Payment	
			001.1140	698.34
			SOCIAL SECURITY: Payment	
			008.1140	175.60
			MEDICARE: Payment	
			001.1140	3,795.81
			MEDICARE: Payment	
			004.1140	578.43
			MEDICARE: Payment	
			008.1140	41.08
			MEDICARE: Payment	
			010.1140	197.54
			MEDICARE: Payment	
			012.1140	55.48
			MEDICARE: Payment	
			016.1140	55.44
			MEDICARE: Payment	
			023.1140	27.78
			MEDICARE: Payment	
			024.1140	4.18
			MEDICARE: Payment	
			041.1140	102.56
			MEDICARE: Payment	
			042.1140	125.26
			MEDICARE: Payment	
			070.1140	165.72

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
980	12/27/2024	000119	000119 INTERNAL REVENUE SERVICE (Continued)	Total : 24,722.42
981	12/27/2024	000004	PUBLIC EMPLOYEE RETIREMENT SYS EPMC: PAYMENT	
			EPMC: Payment	
			001.1145	534.16
			EPMC: Payment	
			004.1145	96.49
			EPMC: Payment	
			012.1145	3.01
			EPMC: Payment	
			016.1145	3.01
			EPMC: Payment	
			023.1145	8.38
			EPMC: Payment	
			024.1145	0.72
			EPMC: Payment	
			041.1145	19.35
			PERS: Payment	
			016.1145	247.67
			PERS: Payment	
			023.1145	146.97
			PERS: Payment	
			024.1145	18.92
			PERS: Payment	
			041.1145	467.88
			PERS: Payment	
			042.1145	557.93
			PERS: Payment	
			070.1145	943.93
			PERS SURVIVOR: Payment	
			001.1145	24.50
			PERS SURVIVOR: Payment	
			004.1145	3.65
			PERS SURVIVOR: Payment	
			010.1145	1.07
			PERS SURVIVOR: Payment	
			012.1145	0.57

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
981	12/27/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			016.1145	0.55
			PERS SURVIVOR: Payment	
			023.1145	0.28
			PERS SURVIVOR: Payment	
			024.1145	0.02
			PERS SURVIVOR: Payment	
			041.1145	0.30
			PERS SURVIVOR: Payment	
			042.1145	0.91
			PERS SURVIVOR: Payment	
			070.1145	0.70
			EPMC: Payment	
			042.1145	14.53
			EPMC: Payment	
			070.1145	60.00
			PERS: Payment	
			001.1145	17,326.25
			PERS: Payment	
			004.1145	3,028.22
			PERS: Payment	
			010.1145	1,041.01
			PERS: Payment	
			012.1145	247.66
			Total :	24,798.64
982	12/27/2024	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	6,338.57
			STATE TAXES: Payment	
			004.1130	682.90
			STATE TAXES: Payment	
			008.1130	11.93
			STATE TAXES: Payment	
			010.1130	229.87
			STATE TAXES: Payment	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
982	12/27/2024	000001 CALIF STATE EMPLOYMENT	(Continued)	
			012.1130	52.21
			STATE TAXES: Payment	
			016.1130	52.21
			STATE TAXES: Payment	
			023.1130	20.31
			STATE TAXES: Payment	
			024.1130	4.17
			STATE TAXES: Payment	
			041.1130	196.34
			STATE TAXES: Payment	
			042.1130	146.70
			STATE TAXES: Payment	
			070.1130	306.07
			Total :	8,041.28
90725	12/27/2024	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC HOSPITAL INSURANCE: Payment	
			070.1181	1.65
			AFLAC DENTAL: Payment	
			001.1181	19.56
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	12.38
			AFLAC SPECIFIED HEALTH INS: Payment	
			004.1181	2.97
			AFLAC SPECIFIED HEALTH INS: Payment	
			010.1181	2.97
			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

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90725	12/27/2024	003804 AFLAC WWHQ	(Continued)	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	145.75
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	9.68
			AFLAC ACCIDENT INSURANCE: Payment	
			010.1181	7.15
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80
			AFLAC ACCIDENT INSURANCE: Payment	
			041.1181	4.19
			AFLAC ACCIDENT INSURANCE: Payment	
			070.1181	1.38
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	216.86
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	49.19
			AFLAC DISABILITY INSURANCE: Payment	
			010.1181	34.50
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			023.1181	2.45
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	203.36
			AFLAC HOSPITAL INSURANCE: Payment	
			004.1181	11.91
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.71
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.69

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90725	12/27/2024	003804 AFLAC WWHQ	(Continued)	
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	14.01
			AFLAC HOSPITAL INSURANCE: Payment	
			041.1181	4.97
			Total :	813.66

5 Vouchers for bank code : wfb

Bank total : 71,484.84

5 Vouchers in this report

Total vouchers : 71,484.84

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90726	12/31/2024	004206 #1 SON PLUMBING INC	LMD#10 BACKFLOW	
			LMD#10 BACKFLOW	
			012.8500.4030	60.00
			OAK CREEK PARK BACKFLOW	
			016.8540.4030	60.00
			LMD#1 BACKFLOW	
			012.8500.4030	60.00
			LMD#2 BACKFLOW	
			012.8500.4030	120.00
			LMD#02 BACKFLOW	
			012.8500.4030	60.00
			LMD#2 BACKFLOW	
			012.8500.4030	60.00
			CANYON OAK PARKS BACKFLOW	
			016.8540.4030	60.00
			LMD#15 BACKFLOW	
			012.8500.4030	60.00
			LMD#1 BACKFLOW	
			012.8500.4030	60.00
			LMD#2 BACKFLOW	
			012.8500.4030	60.00
			LMD#13 BACKFLOW	
			012.8500.4030	60.00
			LMD#15 BACKFLOW	
			012.8500.4030	60.00
			LMD#17 BACKFLOW	
			012.8500.4030	120.00
			LMD#44 BACKFLOW	
			012.8500.4030	60.00
			LMD#35 BACKFLOW	
			012.8500.4030	60.00
			LMD#10 BACKFLOW	
			012.8500.4030	60.00
			LMD#22 BACKFLOW	
			012.8500.4030	60.00
			LMD#35 BACKFLOW	

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90726	12/31/2024	004206 #1 SON PLUMBING INC	(Continued)	
			012.8500.4030	60.00
			BACKFLOW TESTING	
			FS#2 BACKFLOW	
			028.2050.4030	30.00
			FS#2 BACKFLOW	
			029.2100.4030	30.00
			CORP YARD BACKFLOW	
			004.8310.4030	60.00
			LMD#48 BACKFLOW	
			012.8500.4030	60.00
			FS#3 BACKFLOW	
			028.2050.4030	30.00
			FS#3 BACKFLOW	
			029.2100.4030	30.00
			CORP YARD BACKFLOW	
			004.8310.4030	60.00
			LIBRARY BACKFLOW	
			001.6000.4030	60.00
			LMD#36 BACKFLOW	
			012.8500.4030	60.00
			FS#3 BACKFLOW	
			028.2050.4030	30.00
			FS#3 BACKFLOW	
			029.2100.4030	30.00
			SEELEY PARK BACKFLOW	
			016.8540.4030	60.00
			LMD#47 BACKFLOW	
			012.8500.4030	60.00
			YMCA BACKFLOW	
			001.6000.4030	60.00
			PD BACKFLOW	
			001.2000.4030	60.00
			PALM & BASELINE BACKFLOW	
			004.8310.4030	60.00
			PALM & BASELINE W/CHURCH BACKFLOW	
			004.8310.4030	60.00

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90726	12/31/2024	004206 #1 SON PLUMBING INC	(Continued)	
			CITY HALL BACKFLOW	
			042.9510.4030	60.00
			AURANTIA PARK BACKFLOW	
			001.6000.4030	60.00
			YMCA PLUMBING REPAIR	
			YMCA PLUMBING REPAIR	
			001.6000.4070	485.51
			LMD BACKFLOW	
			LMD#4 BACKFLOW	
			012.8500.4030	60.00
			LMD#11 BACKFLOW	
			012.8500.4030	60.00
			LMD#21 BACKFLOW	
			012.8500.4030	60.00
			LMD#37 BACKFLOW	
			012.8500.4030	60.00
			Total :	2,885.51
90727	12/31/2024	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.6020.4200	331.11
			100% RECYCLED PAPER PLATES & BOWLS	
			100% RECYCLED PAPER PLATES & BOWLS	
			001.2000.4250	63.56
			FS#3: TOOLS & KITCHEN APPLIANCE	
			FS#3: TOOLS & KITCHEN APPLIANCE	
			029.2100.4200	400.36
			FS#3: TOOLS & KITCHEN APPLIANCE	
			028.2050.4200	400.34
			100% RECYCLED PAPER PLATES & BOWLS	
			100% RECYCLED PAPER PLATES & BOWLS	
			001.2000.4250	129.28
			PEN REFILLS	
			PEN REFILLS	
			042.9510.4200	25.80
			TAKE A NUMBER PRINTER TICKET	
			TAKE A NUMBER PRINTER TICKET	

Bank code : wfb

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90729	12/31/2024	000143 COMMUNITY WORKS DESIGN GROUP	(Continued)	
			DRA23-011 (CUP22-013) PLAN CHECK-NOV	
			001.4100.4547	332.00
			DRA24-001 (CUP23-001)-NOV	
			001.4100.4547	155.00
			HIGHLAND VILLAGE PLAZA PLAN CHECK-NOV	
			001.4100.4547	387.50
			Total :	2,315.15
90730	12/31/2024	003360 DIRECTV	PD:SATTELITE CABLE-DEC	
			PD:SATTELITE CABLE-DEC	
			001.2000.4065	118.99
			Total :	118.99
90732	12/31/2024	000085 EAST VALLEY WATER DISTRICT	LMD#04-DEC	
			LMD#04-DEC	
			012.8500.4030	63.24
			BOULDER MEDIA-DEC	
			BOULDER MEDIA-DEC	
			004.8310.4030	149.46
			BOULDER MEDIA-DEC	
			BOULDER MEDIA-DEC	
			004.8310.4030	135.96
			BEATTIE IRRIGATION-DEC	
			BEATTIE IRRIGATION-DEC	
			001.6000.4030	275.21
			LMD#48B-DEC	
			LMD#48B-DEC	
			012.8500.4030	1,033.78
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	194.88
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	1,200.87
			LMD 02-E-DEC	
			LMD 02-E-DEC	
			012.8500.4030	914.52

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Voucher	Date	Vendor	Description/Account	Amount
90732	12/31/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 48C-DEC	
			LMD 48C-DEC	
			012.8500.4030	129.50
			LMD 48C-DEC	
			LMD 48C-DEC	
			012.8500.4030	791.64
			LMD 29-DEC	
			LMD 29-DEC	
			012.8500.4030	210.74
			CITY HALL - DEC	
			CITY HALL - DEC	
			042.9510.4030	242.15
			LMD 31-DEC	
			LMD 31-DEC	
			012.8500.4030	443.50
			LMD 00 BASELINE - DEC	
			LMD 00 BASELINE - DEC	
			012.8500.4030	472.06
			LMD 22 - DEC	
			LMD 22 - DEC	
			012.8500.4030	244.94
			LMD 03 - YARNELL - DEC	
			LMD 03 - YARNELL - DEC	
			012.8500.4030	85.32
			LMD 02-A - DEC	
			LMD 02-A - DEC	
			012.8500.4030	76.04
			LMD 03 - BASELINE - DEC	
			LMD 03 - BASELINE - DEC	
			012.8500.4030	120.02
			LMD 20 - BASELINE - DEC	
			LMD 20 - BASELINE - DEC	
			012.8500.4030	400.78
			LMD 01-A - DEC	
			LMD 01-A - DEC	
			012.8500.4030	82.14
			LMD 15-A - DEC	

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Voucher	Date	Vendor	Description/Account	Amount
90732	12/31/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 15-A - DEC	
			012.8500.4030	323.80
			LMD 07 - DEC	
			LMD 07 - DEC	
			012.8500.4030	92.76
			LMD 70 - DEC	
			LMD 70 - DEC	
			012.8500.4030	113.58
			BASELINE MEDIAN - DEC	
			BASELINE MEDIAN - DEC	
			004.8310.4030	173.40
			FS#1 - DEC	
			FS#1 - DEC	
			028.2050.4030	125.03
			FS#1 - DEC	
			029.2100.4030	125.03
			LMD 35 - DEC	
			LMD 35 - DEC	
			012.8500.4030	190.12
			LMD 06 - DEC	
			LMD 06 - DEC	
			012.8500.4030	49.74
			LMD 01 - B - DEC	
			LMD 01 - B - DEC	
			012.8500.4030	107.22
			LMD 21 - B- DEC	
			LMD 21 - B- DEC	
			012.8500.4030	326.54
			FS#2 - DEC	
			FS#2 - DEC	
			028.2050.4030	89.84
			FS#2 - DEC	
			029.2100.4030	89.83
			LMD 48 - DEC	
			LMD 48 - DEC	
			012.8500.4030	1,093.82
			AURANTIA PARK - DEC	

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Voucher	Date	Vendor	Description/Account	Amount
90732	12/31/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			AURANTIA PARK - DEC	
			001.6000.4030	1,320.20
			LMD 30 - DEC	
			LMD 30 - DEC	
			012.8500.4030	826.18
			LMD 68/69 - DEC	
			LMD 68/69 - DEC	
			012.8500.4030	1,456.08
			LMD 44 - DEC	
			LMD 44 - DEC	
			012.8500.4030	1,477.58
			LMD 39 - DEC	
			LMD 39 - DEC	
			012.8500.4030	499.56
			CANYON OAKS PARK - DEC	
			CANYON OAKS PARK - DEC	
			016.8540.4030	701.70
			LMD 15-B - DEC	
			LMD 15-B - DEC	
			012.8500.4030	642.56
			LMD 02 - B - DEC	
			LMD 02 - B - DEC	
			012.8500.4030	336.98
			LMD 13 - DEC	
			LMD 13 - DEC	
			012.8500.4030	214.02
			LMD 02 - D - DEC	
			LMD 02 - D - DEC	
			012.8500.4030	189.64
			LMD 02 - C - DEC	
			LMD 02 - C - DEC	
			012.8500.4030	326.18
			LMD 08 - DEC	
			LMD 08 - DEC	
			012.8500.4030	268.10
			FS#3 FS - DEC	
			FS#3 FS - DEC	

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Voucher	Date	Vendor	Description/Account	Amount
90732	12/31/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			028.2050.4030	28.85
			FS#3 FS - DEC	
			029.2100.4030	28.85
			FS#2 FS-DEC	
			FS#2 FS-DEC	
			029.2100.4030	21.13
			FS#2 FS-DEC	
			028.2050.4030	21.12
			BASELINE MEDIAN - DEC	
			BASELINE MEDIAN - DEC	
			004.8310.4030	377.96
			LMD 73 - DEC	
			LMD 73 - DEC	
			012.8500.4030	67.68
			LMD 37 - DEC	
			LMD 37 - DEC	
			012.8500.4030	49.74
			FS#3 DOM - DEC	
			FS#3 DOM - DEC	
			028.2050.4030	320.94
			FS#3 DOM - DEC	
			029.2100.4030	320.93
			LMD 21 - A - DEC	
			LMD 21 - A - DEC	
			012.8500.4030	82.44
			POLICE SATION - DEC	
			POLICE SATION - DEC	
			001.2000.4030	57.70
			FS#3 IRR - DEC	
			FS#3 IRR - DEC	
			028.2050.4030	35.67
			FS#3 IRR - DEC	
			029.2100.4030	35.67
			BOULDER MEDIAN - DEC	
			BOULDER MEDIAN - DEC	
			004.8310.4030	449.86
			LMD 20 - STREATER - DEC	

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Voucher	Date	Vendor	Description/Account	Amount
90732	12/31/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 20 - STREATER - DEC	
			012.8500.4030	170.92
			LMD 70 IRRIGATION - DEC	
			LMD 70 IRRIGATION - DEC	
			012.8500.4030	516.54
			POLICE STATION - DEC	
			POLICE STATION - DEC	
			001.2000.4030	57.70
			LMD 79 - DEC	
			LMD 79 - DEC	
			012.8500.4030	112.44
			CITY HALL FS - DEC	
			CITY HALL FS - DEC	
			042.9510.4030	40.14
			Total :	21,222.52
90733	12/31/2024	005018 FLYERS ENERGY, LLC	FUEL-DEC	
			FUEL-DEC	
			001.2000.4220	3,630.10
			FUEL-DEC	
			001.4200.4220	83.77
			FUEL-DEC	
			001.4600.4220	185.95
			FUEL-DEC	
			001.6000.4220	125.11
			FUEL-DEC	
			001.6010.4220	104.91
			FUEL-DEC	
			004.8310.4220	469.17
			FUEL-DEC	
			028.2050.4220	825.21
			FUEL-DEC	
			029.2100.4220	825.21
			FUEL-DEC	
			042.9510.4220	31.28
			Total :	6,280.71

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Voucher	Date	Vendor	Description/Account	Amount
90734	12/31/2024	006146 FM THOMAS AIR CONDITIONING	LIBRARY:QUARTERLY HVAC MAINT DEC LIBRARY:QUARTERLY HVAC MAINT DEC 001.6000.4588 LIBRARY: HVAC REPAIR LIBRARY: HVAC REPAIR 001.6000.4588	2,292.00 1,555.00 Total : 3,847.00
90735	12/31/2024	001122 GALLS, LLC	UNIFORMS-WILSON UNIFORMS-WILSON 001.4200.4249	 34.92 Total : 34.92
90736	12/31/2024	000100 GOVERNMENT FINANCE OFFICERS, AS:	GFOA ACFR AWARD FY23/24 GFOA ACFR AWARD FY23/24 001.1700.4310	 610.00 Total : 610.00
90737	12/31/2024	000662 HI WAY SAFETY INC	8020 PALM & 5TH TRAFFIC CONTROL 8020 PALM & 5TH TRAFFIC CONTROL 004.8310.4206	 906.33 Total : 906.33
90738	12/31/2024	001996 HINDERLITER DE LLAMAS & ASSOC	SALES TAX AUDIT - OCT/DEC SALES TAX AUDIT - OCT/DEC 001.1450.4505	 450.00 Total : 450.00
90739	12/31/2024	000824 J & M TROPHIES	PLAQUE NAME PLATES PLAQUE NAME PLATES 001.1000.4200	 363.27 Total : 363.27
90740	12/31/2024	001404 LOWE'S	TARPS TO COVER SAND BAGS @ CORP YARD TARPS TO COVER SAND BAGS @ CORP YARD 004.8310.4206 GRAFFITI SUPPLY GRAFFITI SUPPLY 001.6010.4206	 71.61 76.16

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Voucher	Date	Vendor	Description/Account	Amount
90740	12/31/2024	001404 · 001404 LOWE'S	(Continued)	Total : 147.77
90741	12/31/2024	001439 OFFICE SOLUTIONS	EXEMPT CARDSTOCK: SUNBURST YELLOW EXEMPT CARDSTOCK: SUNBURST YELLOW 001.4500.4200	285.81 Total : 285.81
90742	12/31/2024	000598 PR PRINTING	003# REGISTRATION RECEIPT 003# REGISTRATION RECEIPT 001.2000.4250	203.04 Total : 203.04
90743	12/31/2024	005144 SESAC	MUSIC PERFORMANCE LICENSE 2025 MUSIC PERFORMANCE LICENSE 2025 001.1450.4310	1,982.00 Total : 1,982.00
90744	12/31/2024	004662 SKYLINE SAFETY AND SUPPLY	PARKS:SUPPLIES PARKS:SUPPLIES 001.6000.4206 CORP YARD:SUPPLIES CORP YARD:SUPPLIES 004.8310.4206 GRAFFITI REMOVAL:SUPPLIES GRAFFITI REMOVAL:SUPPLIES 001.6010.4206	219.42 219.42 136.71 Total : 575.55
90745	12/31/2024	000204 SOCALGAS	FS#2-DEC FS#2-DEC 028.2050.4020 FS#2-DEC 029.2100.4020 FS#3 - DEC FS#3 - DEC 028.2050.4020 FS#3 - DEC 029.2100.4020	30.94 30.93 110.75 110.74

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Voucher	Date	Vendor	Description/Account	Amount
90745	12/31/2024	000204	000204 SOCALGAS (Continued)	Total : 283.36
90746	12/31/2024	001993	STATE WATER RESOURCE CONTROL SDR17001 ENV DIF LOCAL 7/24-6/25 SDR17001 ENV DIF LOCAL 7/24-6/25 007.8330.6600	3,540.00 Total : 3,540.00
90747	12/31/2024	004920	TKE ENGINEERING HOUSING AUTHORITY-OCT HOUSING AUTHORITY-OCT 070.7000.4611	2,270.00 Total : 2,270.00
90748	12/31/2024	000233	WAXIE SANITARY SUPPLY PD: JANITORIAL SUPPLIES 40% RECYCLED BIGFOLD WHITE TOWELS 001.2000.4055 PD: JANITORIAL SUPPLIES PD: JANITORIAL SUPPLIES 001.2000.4055 PD: JANITORIAL SUPPLIES 40% RECYCLED BIGFOLD TOWELS 001.2000.4055 50% RECYCLED TOILET TISSUE 001.2000.4055 HAND SOAP 001.2000.4055	418.61 262.76 140.23 167.44 36.87 Total : 1,025.91
90749	12/31/2024	003535	WEST COAST ARBORISTS, INC. LIBRARY:TREE TRIMMING LIBRARY:TREE TRIMMING 001.6000.4680 COMM PK:TREE TRIMMING 001.6000.4680 PD: TREE TRIMMING PD: TREE TRIMMING 001.2000.4680 LMD TREE TRIMMING LMD#55 TREE TRIMMING 012.8500.4585	1,377.85 5,430.35 2,188.35 213.05

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Voucher	Date	Vendor	Description/Account	Amount
90749	12/31/2024	003535 WEST COAST ARBORISTS, INC.	(Continued) LMD#31 TREE TRIMMING 012.8500.4585 CITY WIDE:TREE TRIMMING CITY WIDE:TREE TRIMMING 004.8310.4680	781.25 17,484.85 Total : 27,475.70
90750	12/31/2024	006001 YUNEX LLC	TS RESPONSE CALL OUTS-NOV TS RESPONSE CALL OUTS-NOV 004.8310.4580 STL RESPONSE CALL OUTS-NOV STL RESPONSE CALL OUTS-NOV 013.8510.4664 TRAFFIC SIGNAL MAINT. NOV TRAFFIC SIGNAL MAINT. NOV 004.8310.4580 STL MAINT. NOV STL MAINT. NOV 013.8510.4664	10,095.94 5,202.63 3,872.28 2,528.50 Total : 21,699.35
24 Vouchers for bank code : wfb				Bank total : 101,700.52
24 Vouchers in this report				Total vouchers : 101,700.52

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Voucher	Date	Vendor	Description/Account	Amount
90751	1/7/2025	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC-12/8/24-12/21/24 CROSSING GUARD SVC-12/8/24-12/21/24 002.8200.4530	3,706.29
Total :				3,706.29
90752	1/7/2025	005771 AMAZON CAPITAL SERVICES	PD: CLP CLEANING OIL PD: CLP CLEANING OIL 001.2000.4250	31.36
Total :				31.36
90753	1/7/2025	006259 DEPENDABLE BREAK ROOM SOLUTION	CITY HALL: COOLER RENTAL & COFFEE CITY HALL: COOLER RENTAL & COFFEE 042.9510.4200	77.04
Total :				77.04
90754	1/7/2025	000085 EAST VALLEY WATER DISTRICT	STATE OF THE CITY: ROOM RENTAL STATE OF THE CITY: ROOM RENTAL 001.6020.4336	480.00
Total :				480.00
90755	1/7/2025	000085 EAST VALLEY WATER DISTRICT	LMD 36-DEC LMD 36-DEC 012.8500.4030	295.32
Total :				295.32
90756	1/7/2025	000090 FEDEX	OVERNIGHT MAIL-DEC OVERNIGHT MAIL-DEC 001.4600.4210 OVERNIGHT MAIL-DEC 001.1200.4210	15.20
Total :				32.63
Total :				47.83
90757	1/7/2025	004956 FIDELITY SECURITY	VISION-JAN VISION-JAN 001.1160 VISION-JAN 004.1160 VISION-JAN	209.41
				40.80

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Voucher	Date	Vendor	Description/Account	Amount
90757	1/7/2025	004956 FIDELITY SECURITY	(Continued)	
			010.1160	14.18
			VISION-JAN	
			012.1160	5.18
			VISION-JAN	
			016.1160	5.18
			VISION-JAN	
			023.1160	1.04
			VISION-JAN	
			024.1160	0.41
			VISION-JAN	
			041.1160	9.12
			VISION-JAN	
			042.1160	10.36
			VISION-JAN	
			070.1160	6.08
			Total :	301.76
90758	1/7/2025	001122 GALLS, LLC	EMERGENCY IDENTIFICATION SHIRTS	
			EMERGENCY IDENTIFICATION SHIRTS	
			041.9500.4349	44.35
			EMERGENCY IDENTIFICATION SHIRTS	
			EMERGENCY IDENTIFICATION SHIRTS	
			041.9500.4349	44.35
			EMERGENCY IDENTIFICATION SHIRTS	
			EMERGENCY IDENTIFICATION SHIRTS	
			041.9500.4349	52.31
			Total :	141.01
90759	1/7/2025	004939 GUARDIAN	DENTAL-JAN	
			DENTAL-JAN	
			001.1160	1,083.16
			DENTAL-JAN	
			004.1160	171.84
			DENTAL-JAN	
			010.1160	65.83
			DENTAL-JAN	
			012.1160	10.61

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Voucher	Date	Vendor	Description/Account	Amount
90759	1/7/2025	004939 GUARDIAN	(Continued)	
			DENTAL-JAN	
			016.1160	10.61
			DENTAL-JAN	
			024.1160	1.01
			DENTAL-JAN	
			041.1160	29.64
			DENTAL-JAN	
			070.1160	17.79
			Total :	1,390.49
90760	1/7/2025	001320 HIGHLAND SENIOR CENTER	CDBG CV COVID19-NOV	
			CDBG CV COVID19-NOV	
			006.8400.4353	3,520.00
			Total :	3,520.00
90761	1/7/2025	006343 INTERMEDIA.NET INC.	VOIP-JAN	
			VOIP-JAN	
			042.9510.4533	2,308.53
			Total :	2,308.53
90762	1/7/2025	000207 KONICA MINOLTA	IT MONTHLY CONTRACT- JAN	
			IT MONTHLY CONTRACT- JAN	
			042.9510.4627	5,182.00
			IT STAFFING - DEC	
			042.9510.4627	5,019.20
			Total :	10,201.20
90763	1/7/2025	000207 KONICA MINOLTA	COPIER LEASE-JAN	
			COPIER LEASE-JAN	
			001.2000.4205	603.40
			COPIER LEASE-JAN	
			042.9510.4205	1,698.14
			Total :	2,301.54
90764	1/7/2025	006300 NAME BADGES INC	NAME BADGE:LILBURN:MAYOR	
			NAME BADGE:LILBURN:MAYOR	
			042.9510.4200	28.66

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Voucher	Date	Vendor	Description/Account	Amount
90764	1/7/2025	006300 006300 NAME BADGES INC	(Continued)	Total : 28.66
90765	1/7/2025	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-JAN	
			PRINCIPAL-JAN	
			001.1200.3590	30.03
			PRINCIPAL-JAN	
			001.1450.3590	68.38
			PRINCIPAL-JAN	
			001.1600.3590	6.94
			PRINCIPAL-JAN	
			001.1700.3590	104.84
			PRINCIPAL-JAN	
			001.3200.3590	38.11
			PRINCIPAL-JAN	
			001.4100.3590	152.04
			PRINCIPAL-JAN	
			001.4200.3590	55.32
			PRINCIPAL-JAN	
			001.4500.3590	61.04
			PRINCIPAL-JAN	
			001.4600.3590	75.25
			PRINCIPAL-JAN	
			001.6000.3590	21.63
			PRINCIPAL-JAN	
			001.6010.3590	24.72
			PRINCIPAL-JAN	
			001.6020.3590	12.75
			PRINCIPAL-JAN	
			004.8310.3590	148.01
			PRINCIPAL-JAN	
			010.3830.3590	40.26
			PRINCIPAL-JAN	
			012.8500.3590	10.66
			PRINCIPAL-JAN	
			016.8540.3590	10.66
			PRINCIPAL-JAN	
			023.3890.3590	5.59

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Voucher	Date	Vendor	Description/Account	Amount
90765	1/7/2025	000176	PRINCIPAL LIFE INSURANCE CO	
			(Continued)	
			PRINCIPAL-JAN	
			024.8470.3590	1.17
			PRINCIPAL-JAN	
			041.9500.3590	13.86
			PRINCIPAL-JAN	
			042.9510.3590	25.20
			PRINCIPAL-JAN	
			070.7000.3590	33.56
			Total :	940.02
90766	1/7/2025	000004	PUBLIC EMPLOYEE RETIREMENT SYS	
			PERS HEALTH-JAN	
			PERS HEALTH-JAN	
			001.1150	14,785.74
			PERS HEALTH-JAN	
			004.1150	2,683.74
			PERS HEALTH-JAN	
			010.1150	1,593.71
			PERS HEALTH-JAN	
			012.1150	216.60
			PERS HEALTH-JAN	
			016.1150	216.60
			PERS HEALTH-JAN	
			023.1150	43.32
			PERS HEALTH-JAN	
			041.1150	403.91
			PERS HEALTH-JAN	
			070.1150	390.78
			PERS HEALTH-JAN	
			001.1450.3511	62.95
			PERS HEALTH-JAN	
			041.9500.3515	1,800.00
			Total :	22,197.35
90767	1/7/2025	002511	RECORDER-CLERK CO OF SB	
			DOCUMENT RECORDING-DEC	
			DOCUMENT RECORDING-DEC	
			001.1200.4506	40.00
			DOCUMENT RECORDING-DEC	

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Voucher	Date	Vendor	Description/Account	Amount
90767	1/7/2025	002511 RECORDER-CLERK CO OF SB	(Continued)	
			DOCUMENT RECORDING-DEC	
			001.1200.4506	20.00
			DOCUMENT RECORDING-DEC	
			DOCUMENT RECORDING-DEC	
			001.1200.4506	20.00
			Total :	80.00
90768	1/7/2025	005301 RUTH VILLALOBOS & ASSOCIATES	CULTURAL RESOURCE REPORT REVIEW	
			CULTURAL RESOURCE REPORT REVIEW	
			001.4100.4554	3,000.00
			Total :	3,000.00
90769	1/7/2025	000424 SAN BERNARDINO FIRE PROTECTION	HAZARDOUS WASTE FEE 1/25-3/25	
			HAZARDOUS WASTE FEE 1/25-3/25	
			001.4200.4596	13,057.57
			Total :	13,057.57
90770	1/7/2025	003713 SATCOM GLOBAL LTD.	SATTELITE PHONES-DEC	
			SATTELITE PHONES-DEC	
			028.2050.4061	28.61
			SATTELITE PHONES-DEC	
			029.2100.4061	28.60
			SATTELITE PHONES-DEC	
			001.2000.4061	57.21
			SATTELITE PHONES-DEC	
			042.9510.4061	57.21
			Total :	171.63
90771	1/7/2025	000204 SOCALGAS	CITY HALL-DEC	
			CITY HALL-DEC	
			042.9510.4020	208.23
			POLICE-DEC	
			POLICE-DEC	
			001.2000.4020	1,150.29
			FS#1-DEC	
			FS#1-DEC	
			028.2050.4020	42.23

Voucher	Date	Vendor	Description/Account	Amount
90771	1/7/2025	000204 SOCALGAS	(Continued) FS#1-DEC 029.2100.4020	42.23
			Total :	1,442.98
90772	1/7/2025	000203 SOUTHERN CALIFORNIA EDISON	LS3-DEC LS3-DEC 013.8510.4011 CUNNINGHAM PK-DEC CUNNINGHAM PK-DEC 016.8540.4010 CANYON OAK-DEC CANYON OAK-DEC 016.8540.4010 STREET LIGHT ACQUISITION-SALES PH1-DEC STREET LIGHT ACQUISITION-SALES PH1-DEC 013.8510.4011 LMD 48-DEC LMD 48-DEC 012.8500.4010 UPLIGHTING-DEC 013.8510.4011 LMD 48-NOV 012.8500.4010 UPLIGHTING-NOV 013.8510.4011 LMD 48-OCT 012.8500.4010 UPLIGHTING-OCT 013.8510.4011 CITY HALL-DEC CITY HALL-DEC 042.9510.4010 LS3-DEC LS3-DEC 013.8510.4011 COMM PARK-DEC COMM PARK-DEC	15.63 124.86 30.13 16,059.84 2.86 29.05 2.86 31.46 -1.60 -54.69 532.95 11.61

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90772	1/7/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			001.6000.4010	904.55
			LS1:VARIOUS-DEC	
			LS1:VARIOUS-DEC	
			013.8510.4011	9,305.71
			LS2:VARIOUS LOCATIONS-DEC	
			LS2:VARIOUS LOCATIONS-DEC	
			013.8510.4011	1,280.77
			Total :	28,275.99
90773	1/7/2025	000203 SOUTHERN CALIFORNIA EDISON	PD-DEC	
			PD-DEC	
			001.2000.4010	6,028.47
			EVC STATIONS-DEC	
			EVC STATIONS-DEC	
			042.9510.4012	10,313.09
			CITY HALL-DEC	
			CITY HALL-DEC	
			042.9510.4010	1,415.40
			COPR YARD-DEC	
			COPR YARD-DEC	
			004.8310.4010	1,130.58
			FS#1-3-DEC	
			FS#3-DEC	
			028.2050.4010	749.33
			FS#3-DEC	
			029.2100.4010	749.32
			FS#1-DEC	
			028.2050.4010	407.36
			FS#1-DEC	
			029.2100.4010	407.35
			FS#2-DEC	
			028.2050.4010	284.90
			FS#2-DEC	
			029.2100.4010	284.89
			LIBRARY/ELC-DEC	
			LIBRARY/ELC-DEC	
			001.6000.4010	5,548.23

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90773	1/7/2025	000203	000203 SOUTHERN CALIFORNIA EDISON (Continued)	Total : 27,318.92
90774	1/7/2025	001527	STERICYCLE INC. SHREDDING SVC-NOV SHREDDING SVC-NOV 001.1200.4626	140.07 Total : 140.07
90775	1/7/2025	005949	TEAMVIEWER GMBH TEAMVIEWER ANNL SUBSCRIPTION 24/25 TEAMVIEWER ANNL SUBSCRIPTION 24/25 042.9510.4533	2,758.80 Total : 2,758.80
90776	1/7/2025	003044	THOMSON REUTERS WEST CODE BOOKS-JAN CODE BOOKS-JAN 001.1200.4626	1,719.66 Total : 1,719.66
90777	1/7/2025	003689	TPX COMMUNICATIONS POLICE DEPT-JAN POLICE DEPT-JAN 001.2000.4060	215.98 Total : 215.98
90778	1/7/2025	005839	TRUSTED TECH TEAM MICROSOFT 365-DEC MICROSOFT 365-DEC 042.9510.4533 MICROSOFT 365-JAN MICROSOFT 365-JAN 042.9510.4533	1,484.45 1,484.45 Total : 2,968.90
90779	1/7/2025	000226	UNUM LIFE INSURANCE LONG TERM DISABILITY-JAN LONG TERM DISABILITY-JAN 001.1180 LONG TERM DISABILITY-JAN 004.1180 LONG TERM DISABILITY-JAN 023.1180 LONG TERM DISABILITY-JAN 041.1180	602.28 71.49 2.67 11.10

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Voucher	Date	Vendor	Description/Account	Amount
90779	1/7/2025	000226 UNUM LIFE INSURANCE	(Continued) LONG TERM DISABILITY-JAN 070.1180 LONG TERM DISABILITY-JAN 010.1180	48.10 37.00 Total : 772.64
90780	1/7/2025	005337 VAN LANT & FANKHANEL, LLP	CITY AUDIT 23/24 CITY AUDIT 23/24 001.1700.4510	 21,300.00 Total : 21,300.00
90781	1/7/2025	000233 WAXIE SANITARY SUPPLY	65% RECYCLE WHITE TOWEL 65% RECYCLE WHITE TOWEL 001.2000.4055	 166.04 Total : 166.04
90782	1/7/2025	001677 YMCA OF THE EAST VALLEY	CDBG MONTHLY REIMB-NOV CDBG MONTHLY REIMB-NOV 006.8400.4348	 1,751.80 Total : 1,751.80
32 Vouchers for bank code : wfb				Bank total : 153,109.38
32 Vouchers in this report				Total vouchers : 153,109.38

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
983	1/10/2025	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			004.1170	2,410.65
			ICMA DEFERRED COMP 457: Payment	
			010.1170	1,169.99
			ICMA DEFERRED COMP 457: Payment	
			012.1170	12.51
			ICMA DEFERRED COMP 457: Payment	
			016.1170	12.51
			ICMA DEFERRED COMP 457: Payment	
			023.1170	21.26
			ICMA DEFERRED COMP 457: Payment	
			024.1170	12.03
			ICMA DEFERRED COMP 457: Payment	
			041.1170	185.34
			ICMA DEFERRED COMP 457: Payment	
			042.1170	202.47
			ICMA DEFERRED COMP 457: Payment	
			070.1170	215.06
			ICMA DEFERRED COMP 457: Payment	
			001.1170	10,393.76
			Total :	14,635.58
984	1/10/2025	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			004.1140	663.36
			MEDICARE: Payment	
			008.1140	26.14
			MEDICARE: Payment	
			010.1140	259.04
			MEDICARE: Payment	
			012.1140	70.66
			MEDICARE: Payment	
			016.1140	70.60
			MEDICARE: Payment	
			023.1140	28.30

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
984	1/10/2025	000119 INTERNAL REVENUE SERVICE	(Continued)	
			FEDERAL TAXES: Payment	
			001.1120	16,735.70
			FEDERAL TAXES: Payment	
			004.1120	1,826.53
			FEDERAL TAXES: Payment	
			010.1120	1,054.00
			FEDERAL TAXES: Payment	
			023.1120	81.75
			FEDERAL TAXES: Payment	
			024.1120	3.85
			FEDERAL TAXES: Payment	
			041.1120	575.85
			FEDERAL TAXES: Payment	
			042.1120	152.13
			FEDERAL TAXES: Payment	
			070.1120	1,318.16
			SOCIAL SECURITY: Payment	
			001.1140	609.42
			SOCIAL SECURITY: Payment	
			008.1140	111.76
			MEDICARE: Payment	
			001.1140	4,325.86
			MEDICARE: Payment	
			024.1140	4.76
			MEDICARE: Payment	
			041.1140	144.14
			MEDICARE: Payment	
			042.1140	127.64
			MEDICARE: Payment	
			070.1140	227.56
			Total :	28,417.21
985	1/10/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment	
			001.1145	531.17
			EPMC: Payment	

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
985	1/10/2025	000004	PUBLIC EMPLOYEE RETIREMENT SYS (Continued)	
			004.1145	83.02
			EPMC: Payment	
			023.1145	8.37
			EPMC: Payment	
			024.1145	0.72
			EPMC: Payment	
			041.1145	19.34
			EPMC: Payment	
			042.1145	7.07
			EPMC: Payment	
			070.1145	59.99
			PERS: Payment	
			001.1145	17,338.11
			PERS: Payment	
			004.1145	2,853.14
			PERS: Payment	
			010.1145	1,056.12
			PERS: Payment	
			012.1145	204.86
			PERS: Payment	
			016.1145	204.84
			PERS: Payment	
			023.1145	146.98
			PERS: Payment	
			024.1145	18.90
			PERS: Payment	
			041.1145	467.85
			PERS: Payment	
			042.1145	457.44
			PERS: Payment	
			070.1145	943.90
			PERS SURVIVOR: Payment	
			001.1145	24.34
			PERS SURVIVOR: Payment	
			004.1145	3.23
			PERS SURVIVOR: Payment	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
985	1/10/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			010.1145	1.07
			PERS SURVIVOR: Payment	
			012.1145	0.48
			PERS SURVIVOR: Payment	
			016.1145	0.46
			PERS SURVIVOR: Payment	
			023.1145	0.28
			PERS SURVIVOR: Payment	
			024.1145	0.01
			PERS SURVIVOR: Payment	
			041.1145	0.34
			PERS SURVIVOR: Payment	
			042.1145	0.70
			PERS SURVIVOR: Payment	
			070.1145	0.71
			Total :	24,433.44
986	1/10/2025	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	6,987.41
			STATE TAXES: Payment	
			004.1130	778.93
			STATE TAXES: Payment	
			010.1130	430.01
			STATE TAXES: Payment	
			012.1130	88.76
			STATE TAXES: Payment	
			016.1130	88.76
			STATE TAXES: Payment	
			023.1130	20.84
			STATE TAXES: Payment	
			024.1130	5.24
			STATE TAXES: Payment	
			041.1130	203.83
			STATE TAXES: Payment	
			042.1130	156.00

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
986	1/10/2025	000001 CALIF STATE EMPLOYMENT	(Continued) STATE TAXES: Payment 070.1130	491.53
Total :				9,251.31
90783	1/10/2025	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT AFLAC ACCIDENT INSURANCE: Payment 001.1181	132.67
			AFLAC ACCIDENT INSURANCE: Payment 004.1181	9.73
			AFLAC ACCIDENT INSURANCE: Payment 010.1181	7.13
			AFLAC ACCIDENT INSURANCE: Payment 012.1181	3.58
			AFLAC ACCIDENT INSURANCE: Payment 016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment 023.1181	5.79
			AFLAC ACCIDENT INSURANCE: Payment 041.1181	4.20
			AFLAC ACCIDENT INSURANCE: Payment 070.1181	1.34
			AFLAC DISABILITY INSURANCE: Payment 001.1181	191.64
			AFLAC DISABILITY INSURANCE: Payment 004.1181	49.19
			AFLAC DISABILITY INSURANCE: Payment 010.1181	34.50
			AFLAC DISABILITY INSURANCE: Payment 012.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment 016.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment 023.1181	2.45
			AFLAC HOSPITAL INSURANCE: Payment 001.1181	203.34
			AFLAC HOSPITAL INSURANCE: Payment	

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90783	1/10/2025	003804 AFLAC WWHQ	(Continued)	
			004.1181	11.90
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.69
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.72
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	14.03
			AFLAC HOSPITAL INSURANCE: Payment	
			041.1181	4.97
			AFLAC HOSPITAL INSURANCE: Payment	
			070.1181	1.65
			AFLAC DENTAL: Payment	
			001.1181	19.56
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	12.38
			AFLAC SPECIFIED HEALTH INS: Payment	
			004.1181	2.98
			AFLAC SPECIFIED HEALTH INS: Payment	
			010.1181	2.96
			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
			Total :	775.38
5 Vouchers for bank code :	wfb		Bank total :	77,512.92
5 Vouchers in this report			Total vouchers :	77,512.92

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Bank code : wfb

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90784	1/14/2025	005737 AGA ENGINEERS, INC.	TRAFFIC SIGNAL MAINT-OCT TRAFFIC SIGNAL MAINT-OCT 020.8440.4550	3,200.00
Total :				3,200.00
90785	1/14/2025	001271 ALLSTAR FIRE EQUIPMENT INC	ME542:EQUIP REPAIR ME542:EQUIP REPAIR 029.2100.4204	1,977.56
Total :				1,977.56
90786	1/14/2025	004431 ALTERNATIVE HOSE INC.	EQUIPMENT:SMALL TOOLS EQUIPMENT:SMALL TOOLS 004.8310.4203	713.17
			EQUIPMENT:SMALL TOOLS EQUIPMENT:SMALL TOOLS 004.8310.4203	294.27
			EQUIPMENT:SMALL TOOLS EQUIPMENT:SMALL TOOLS 004.8310.4203	24.55
			EQUIPMENT:SMALL TOOLS EQUIPMENT:SMALL TOOLS 004.8310.4203	107.34
Total :				1,139.33
90787	1/14/2025	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES OFFICE SUPPLIES 001.1200.4200	35.47
			FS#2:OFFICE SUPPLIES FS#2:OFFICE SUPPLIES 029.2100.4203	59.38
			FS#2:OFFICE SUPPLIES 028.2050.4203	59.38
			OFFICE SUPPLIES OFFICE SUPPLIES 042.9510.4200	10.76
			FS#1: TOOLS FS#1: TOOLS	

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90787	1/14/2025	005771 AMAZON CAPITAL SERVICES	(Continued)	
			028.2050.4245	3.76
			FS#1: TOOLS	
			029.2100.4245	3.76
			FS#2:OFFICE SUPPLIES RETURN	
			FS#2:OFFICE SUPPLIES RETURN	
			028.2050.4203	-4.31
			FS#2:OFFICE SUPPLIES RETURN	
			029.2100.4203	-4.30
			FS#1: WADERS & SMALL EQUIP	
			FS#1: WADERS & SMALL EQUIP	
			029.2100.4204	555.54
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			042.9510.4200	161.47
			FS#2: OFFICE SUPPLIES	
			FS#2: OFFICE SUPPLIES	
			029.2100.4203	354.65
			FS#2: OFFICE SUPPLIES	
			028.2050.4203	354.64
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			042.9510.4200	40.08
			OFFICE SUPPLIES RETURN	
			OFFICE SUPPLIES RETURN	
			001.4200.4200	-14.93
			Total :	1,615.35
90788	1/14/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	STAFF HOLIDAY PARTY: FOOD	
			STAFF HOLIDAY PARTY: FOOD	
			001.1600.4337	245.67
			DRI CRASH PLAN-DEC	
			DRI CRASH PLAN-DEC	
			042.9510.4533	19.98
			CANVA ANNUAL SUBSCRPTNS RENEWAL	
			CANVA ANNUAL SUBSCRPTNS RENEWAL	
			042.9510.4533	120.00
			NPDES QSP TRAINING: RAMOS	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90788	1/14/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued) NPDES QSP TRAINING: RAMOS 001.4200.4330 CALREC24 CRRA CONF HOTEL: RAMOS CALREC24 CRRA CONF HOTEL: RAMOS 027.8490.4349 CALREC24 CRRA CONF HTL: MORGAN CALREC24 CRRA CONF HTL: MORGAN 027.8490.4349	414.50 1,316.40 1,316.40 Total : 3,432.95
90789	1/14/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	ZOOM MEETINGS-DEC ZOOM MEETINGS-DEC 042.9510.4533	 110.00 Total : 110.00
90790	1/14/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	MAINTENANCE WORK I-II: INTERVIEW PANEL L MAINT WORK I-II: INTERVIEW PANEL LUNCH 001.1600.4330 LOCC CONF PER DIEM - M. GOMEZ & D.LUDOLPH LOCC CONF PER DIEM:GOMEZ/LUDOLPH 001.1700.4320	 83.52 64.80 Total : 148.32
90791	1/14/2025	001072 AUTO ZONE	VEH#126:BATTERY REPLACEMENT VEH#126:BATTERY REPLACEMENT 004.8310.4240	 163.61 Total : 163.61
90792	1/14/2025	005516 BASE HILL, INC.	JANITORIAL SVC-DEC CITY HALL-DEC 042.9510.4504 CC-DEC 042.9510.4504 AURANTIA PARK-DEC 001.6000.4504 COMMUNITY PARK-DEC 001.6000.4504	 1,808.80 360.14 1,683.73 2,258.10

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90792	1/14/2025	005516 BASE HILL, INC.	(Continued) POLICE DEPT-DEC 001.2000.4504 EXTRA JANITORIAL WORK EXTRA JANITORIAL WORK 001.2000.4504	1,250.64 600.00 Total : 7,961.41
90793	1/14/2025	004923 BRIAN'S LIVE BEE REMOVAL SVC	7379 STREATER BEE REMOVAL 7379 STREATER BEE REMOVAL 004.8310.4570	 350.00 Total : 350.00
90794	1/14/2025	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG-12/13/24-01/03/25 SOLID WASTE PROG-12/13/24-01/03/25 051.1496	 49,250.06 Total : 49,250.06
90795	1/14/2025	002912 CHAMPION ELECTRIC, INC.	LIBRARY:PARKING LOT LIGHTS LIBRARY:PARKING LOT LIGHTS 001.6000.4070	 1,219.72 Total : 1,219.72
90796	1/14/2025	005548 CHARGEPOINT, INC.	CHARGEPOINT PLAN COVERAGE 01/03/25.01/03 EV ANNL WARRANTY 25/26 042.9510.4012 EV OP PROG MGMT 25/26 042.9510.4012	 11,190.00 2,600.00 Total : 13,790.00
90797	1/14/2025	005859 COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS-NOV RADIO ACCESS-NOV 028.2050.4209 RADIO ACCESS-NOV 029.2100.4209	 529.72 529.72 Total : 1,059.44
90798	1/14/2025	000744 D&T AUTO REPAIR	VEH#123:REPAIRS VEH#123:REPAIRS	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90798	1/14/2025	000744 D&T AUTO REPAIR	(Continued) 001.4200.4240	618.76
Total :				618.76
90799	1/14/2025	000213 DAILY JOURNAL CORPORATION	NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300	14.80
			ORD 466:NEWSPAPER PUBLICATIONS ORD 466:NEWSPAPER PUBLICATIONS 001.1200.4300	1,356.36
			ORD 467:NEWSPAPER PUBLICATIONS ORD 467:NEWSPAPER PUBLICATIONS 001.1200.4300	967.02
			BID#2025-01 NEWSPAPER PUBLICATION BID#2025-01 NEWSPAPER PUBLICATION 001.1200.4300	530.14
Total :				2,868.32
90800	1/14/2025	006259 DEPENDABLE BREAK ROOM SOLUTION	COUNCIL:COOLER RENTAL COUNCIL:COOLER RENTAL 042.9510.4200	16.16
Total :				16.16
90801	1/14/2025	000324 DIB'S SAFE & LOCK SERVICE	CITY HALL:KEYS CITY HALL:KEYS 042.9510.4200	482.02
Total :				482.02
90802	1/14/2025	005018 FLYERS ENERGY, LLC	FUEL-DEC FUEL-DEC 001.2000.4220	3,433.43
			FUEL-DEC 001.4200.4220	42.35
			FUEL-DEC 001.4600.4220	64.84
			FUEL-DEC 001.6000.4220	56.89
			FUEL-DEC	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90802	1/14/2025	005018 FLYERS ENERGY, LLC	(Continued)	
			001.6010.4220	116.18
			FUEL-DEC	
			004.8310.4220	213.33
			FUEL-DEC	
			028.2050.4220	945.96
			FUEL-DEC	
			029.2100.4220	945.96
			FUEL-DEC	
			042.9510.4220	14.24
			Total :	5,833.18
90803	1/14/2025	001122 GALLS, LLC	EMERGENCY IDENTIFICATION SHIRTS	
			EMERGENCY IDENTIFICATION SHIRTS	
			041.9500.4349	150.31
			Total :	150.31
90804	1/14/2025	005763 GOMEZ, MICHELLE	CONF REIMB:GOMEZ & LUDOPH DEC 2024	
			CONF REIMB:GOMEZ/LUDOLPH DEC 2024	
			001.1700.4320	1,313.63
			Total :	1,313.63
90805	1/14/2025	005671 HOME DEPOT CREDIT SERVICES	CORP YARD:TOOLS	
			CORP YARD:TOOLS	
			004.8310.4203	433.91
			Total :	433.91
90806	1/14/2025	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SVC-DEC	
			PROFESSIONAL SVC-DEC	
			023.3890.4554	4,000.00
			Total :	4,000.00
90807	1/14/2025	000127 K & L HARDWARE	FS1:MISC SUPPLIES	
			FS1:MISC SUPPLIES	
			029.2100.4206	15.07
			FS1:MISC SUPPLIES	
			028.2050.4206	15.06
			FS#3:MISC SUPPLIES	
			FS#3:MISC SUPPLIES	

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90807	1/14/2025	000127 K & L HARDWARE	(Continued)	
			029.2100.4206	2.15
			FS#3:MISC SUPPLIES	
			028.2050.4206	2.15
			CITY HALL PUB SERVICES RR REPAIR	
			CITY HALL PUB SERVICES RR REPAIR	
			042.9510.4070	23.68
			FS#1:MISC SUPPLIES	
			FS#1:MISC SUPPLIES	
			029.2100.4206	5.46
			FS#1:MISC SUPPLIES	
			028.2050.4206	5.46
			FS#3:MISC SUPPLIES	
			FS#3:MISC SUPPLIES	
			029.2100.4206	12.39
			FS#3:MISC SUPPLIES	
			028.2050.4206	12.38
			FS#1:MISC SUPPLIES	
			FS#1:MISC SUPPLIES	
			029.2100.4206	12.56
			FS#1:MISC SUPPLIES	
			028.2050.4206	12.55
			Total :	118.91
90808	1/14/2025	000207 KONICA MINOLTA	PD:PRINTER/COPIER/FAX-JAN	
			PD:PRINTER/COPIER/FAX-JAN	
			001.2000.4203	111.76
			Total :	111.76
90809	1/14/2025	001193 LIFE ASSIST, INC.	FS#1:GLOVES	
			FS#1:GLOVES	
			028.2050.4207	149.34
			Total :	149.34
90810	1/14/2025	001679 MC CRAY'S ENTERPRISES	ME543A:BRAKE REPLACEMENT	
			ME543A:BRAKE REPLACEMENT	
			029.2100.4240	104.79
			ME543A:BRAKE REPLACEMENT	

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90810	1/14/2025	001679 MC CRAY'S ENTERPRISES	(Continued) 028.2050.4240	104.78
Total :				209.57
90811	1/14/2025	000598 PR PRINTING	COUNCIL: LETTERHEAD 30% RECYCLE LETTERHEAD 001.1000.4200	306.72
Total :				306.72
90812	1/14/2025	005326 RP LANDSCAPE & IRRIGATION	LMD LANDSCAPING-DEC LMD 00 BASELINE LANDSCAPING MAINT-DEC 012.8500.4585 LMD 00 YARNELL LNDSCPNG MAINT-DEC 012.8500.4585 LMD 01 LANDSCAPING MAINT-DEC 012.8500.4585 LMD 01B LANDSCAPING MAINT-DEC 012.8500.4585 LMD 02 LANDSCAPING MAINT-DEC 012.8500.4585 LMD 03A-DEC 012.8500.4585 LMD 03B-DEC 012.8500.4585 LMD 04-DEC 012.8500.4585 LMD 05-DEC 012.8500.4585 LMD 07-DEC 012.8500.4585 LMD 08-DEC 012.8500.4585 LMD 09-DEC 012.8500.4585 LMD 10-DEC 012.8500.4585 LMD 11-DEC 012.8500.4585	320.35 195.84 167.54 167.54 773.16 150.55 150.55 45.28 94.32 82.63 186.78 1,137.66 2,217.58 530.90

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90812	1/14/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 13-DEC	
			012.8500.4585	139.23
			LMD 15-DEC	
			012.8500.4585	512.79
			LMD 16-DEC	
			012.8500.4585	54.33
			LMD 17-DEC	
			012.8500.4585	689.38
			LMD 20 BASELINE-DEC	
			012.8500.4585	213.94
			LMD 20 STREATER-DEC	
			012.8500.4585	166.40
			LMD 21-DEC	
			012.8500.4585	164.40
			LMD 22-DEC	
			012.8500.4585	195.83
			LMD 24-DEC	
			012.8500.4585	73.58
			LMD 25-DEC	
			012.8500.4585	207.15
			LMD 29-DEC	
			012.8500.4585	207.15
			LMD 30-DEC	
			012.8500.4585	841.07
			LMD 31-DEC	
			012.8500.4585	558.07
			LMD 34-DEC	
			012.8500.4585	320.35
			LMD 35-DEC	
			012.8500.4585	232.06
			LMD 36-DEC	
			012.8500.4585	342.99
			LMD 37-DEC	
			012.8500.4585	422.23
			LMD 39-DEC	
			012.8500.4585	541.09

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90812	1/14/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 43-DEC	
			012.8500.4585	195.83
			LMD 44-DEC	
			012.8500.4585	2,903.58
			LMD 47-DEC	
			012.8500.4585	225.26
			LMD 48-DEC	
			012.8500.4585	2,369.27
			LMD 54-DEC	
			012.8500.4585	605.62
			LMD 55-DEC	
			012.8500.4585	535.43
			LMD 59-DEC	
			012.8500.4585	66.78
			LMD 61-DEC	
			012.8500.4585	376.95
			LMD 63-DEC	
			012.8500.4585	139.23
			LMD 70-DEC	
			012.8500.4585	648.63
			LMD 76-DEC	
			012.8500.4585	195.83
			LMD 68-DEC	
			012.8500.4585	580.71
			LMD 69-DEC	
			012.8500.4585	133.57
			LMD 73-DEC	
			012.8500.4585	303.37
			PARKS LANDSCAPE MAINT-DEC	
			POLICE STATION LNDSCP MAINT-DEC	
			001.2000.4585	579.00
			CITY HALL LANDSCAPING MAINT-DEC	
			042.9510.4585	579.00
			LIBRARY LANDSCAPING MAINT-DEC	
			001.6000.4585	694.80
			YMCA LANDSCAPING MAINT-DEC	

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90812	1/14/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			001.6000.4585	694.80
			CORP YARD LANDSCAPING MAINT-DEC	
			004.8310.4585	463.20
			AURANTIA PARK LNDSCPNG MAINT-DEC	
			001.6000.4585	1,080.41
			COMMUNITY PARK LNDSCPNG MAINT-DEC	
			001.6000.4585	4,274.18
			CANYON OAK PK LNDSCPNG MAINT-DEC	
			016.8540.4585	412.25
			CUNNINGHAM PK LNDSCPNG MAINT-DEC	
			016.8540.4585	524.57
			SEELEY PK LANDSCAPING MAINT-DEC	
			016.8540.4585	346.24
			OAK CREEK PK LNDSCPNG MAINT-DEC	
			016.8540.4585	643.84
			MEMORIAL PK LNDSCPNG MAINT-DEC	
			001.6000.4585	463.20
			BOULDER MEDIAN LNDSCPNG MAINT-DEC	
			004.8310.4585	2,867.21
			Total :	35,005.48
90813	1/14/2025	000192 SAM'S CLUB/SYNCHRONY BANK	HOLIDAY PARTY:FOOD	
			HOLIDAY PARTY:FOOD	
			001.1600.4337	37.94
			OPERATION SANTA CLAUS	
			OPERATION SANTA CLAUS	
			001.6020.4336	131.74
			HOLIDAY PARTY:FOOD	
			HOLIDAY PARTY:FOOD	
			001.1600.4337	21.96
			OPERATION SANTA CLAUS	
			OPERATION SANTA CLAUS	
			001.6020.4336	82.78
			Total :	274.42
90814	1/14/2025	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SVC-DEC	
			POLICE SVC-DEC	

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90814	1/14/2025	000030 SAN BERNARDINO COUNTY SHERIFFS	(Continued) 001.2000.4560	1,086,688.00
Total :				1,086,688.00
90815	1/14/2025	006273 SBC DEPARTMENT OF PUBLIC WORKS	DEV DEPOSIT REFUND DEV DEPOSIT REFUND 001.1320	442.45
Total :				442.45
90816	1/14/2025	000203 SOUTHERN CALIFORNIA EDISON	LS3: VARIOUS-DEC LS3: VARIOUS-DEC 013.8510.4011 SIGNALS: VARIOUS-DEC SIGNALS: VARIOUS-DEC 004.8310.4580 LS3-DEC LS3-DEC 013.8510.4011 LS3: VARIOUS-DEC LS3: VARIOUS-DEC 013.8510.4011 BASELINE MEDIAN-DEC BASELINE MEDIAN-DEC 004.8310.4010 SIGNALS: VARIOUS-DEC SIGNALS: VARIOUS-DEC 004.8310.4580	1,971.13 4,182.49 84.22 784.44 654.11 527.14
Total :				8,203.53
90817	1/14/2025	006150 SPECTRUM GAS PRODUCTS	FS#3:OXYGEN REFILL FS#3:OXYGEN REFILL 028.2050.4207 FS#3:OXYGEN REFILL FS#3:OXYGEN REFILL 028.2050.4207	39.00 315.05
Total :				354.05
90818	1/14/2025	006127 STAPLES BUSINESS CREDIT	FS#2: OFFICE SUPPLIES FS#2: OFFICE SUPPLIES	

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90818	1/14/2025	006127 STAPLES BUSINESS CREDIT	(Continued)	
			029.2100.4200	12.51
			FS#2: OFFICE SUPPLIES	
			028.2050.4200	12.50
			FS#2: OFFICE SUPPLIES	
			FS#2: OFFICE SUPPLIES	
			029.2100.4200	40.03
			FS#2: OFFICE SUPPLIES	
			028.2050.4200	40.03
			Total :	105.07
90819	1/14/2025	004920 TKE ENGINEERING	SWK19001 NP MSR-1 6/24-10/31/24	
			SWK19001 NP MSR-1 6/24-10/31/24	
			017.8350.6545	1,210.00
			CNTRL & 10TH DE ALL WAYSTOP-JUN-OCT	
			CNTRL & 10TH DE ALL WAYSTOP-JUN-OCT	
			023.3890.4550	357.00
			Total :	1,567.00
90820	1/14/2025	000414 TOM BELL CHEVROLET	VEH#127:BOLT REPAIR	
			VEH#127:BOLT REPAIR	
			001.4200.4240	110.00
			Total :	110.00
90821	1/14/2025	006072 TRENCH SHORING COMPANY	PERMA PATCH	
			PERMA PATCH	
			004.8310.4206	2,170.31
			Total :	2,170.31
90822	1/14/2025	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG FEE-DEC	
			MONTHLY DIG FEE-DEC	
			004.8310.4553	574.25
			REGULATORY FEE-DEC	
			REGULATORY FEE-DEC	
			004.8310.4553	348.82
			Total :	923.07
90823	1/14/2025	004709 VORTEX INDUSTRIES, INC.	PD:GATE REPAIR	
			PD:GATE REPAIR	

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90823	1/14/2025	004709 VORTEX INDUSTRIES, INC.	(Continued)	
			001.2000.4224	1,100.00
			PD:GATE TROUBLE SHOOTING	
			PD:GATE TROUBLE SHOOTING	
			001.2000.4224	687.50
			Total :	1,787.50
90824	1/14/2025	006173 WEST COAST FIRE SALES	FS#3: DEF HEAD ME541	
			FS#3: DEF HEAD ME541	
			028.2050.4240	1,440.76
			FS#3: DEF HEAD ME541	
			029.2100.4240	1,440.76
			Total :	2,881.52
90825	1/14/2025	006001 YUNEX LLC	27500 BASELINE:DECO RPL	
			27500 BASELINE:DECO RPL	
			013.8510.4664	13,012.60
			BASELINE & CENTRAL:RPL TC	
			BASELINE & CENTRAL:RPL TC	
			004.8310.4580	15,762.40
			BASELINE & SEINE:RPL TC	
			BASELINE & SEINE:RPL TC	
			004.8310.4580	4,113.00
			Total :	32,888.00
90826	1/14/2025	004298 ZOLL MEDICAL CORPORATION	FS#3:PARAMEDIC SUPPLIES	
			FS#3:PARAMEDIC SUPPLIES	
			028.2050.4207	1,708.42
			FS#3:PARAMEDIC SUPPLIES	
			FS#3:PARAMEDIC SUPPLIES	
			028.2050.4207	2,192.32
			Total :	3,900.74
43 Vouchers for bank code : wfb				Bank total : 1,279,331.48
43 Vouchers in this report				Total vouchers : 1,279,331.48

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
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STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Tish Nava-Cruz, Director of Administrative Services/City Treasurer *INC*

SUBJECT: Treasurer's Report for November 2024

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

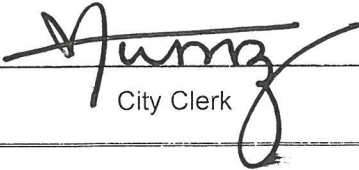
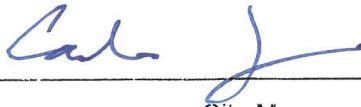
FISCAL IMPACT:

Cash and Investments:	
General Fund	\$12,855,027.39
Special Revenue Funds	\$39,351,964.60
Internal Service Funds	\$ 5,481,094.80
Capital Projects Funds	\$30,394,191.77
Agency Funds	\$ 1,650,046.02
Housing Authority Fund	\$ 3,741,067.25
SARDA Funds	\$ 3,073,883.29

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>7</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

CITY OF HIGHLAND
Treasurer's Report
as of November 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)	5,366,092.09

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	4.477%		
General Fund			12,141,120.55	
Special Revenue Funds			27,477,158.00	
Internal Service Funds			5,937,843.00	
Capital Projects Funds			26,991,361.00	
Total City LAIF Funds				72,547,482.55
Housing Authority Fund			3,845,027.94	
Total Housing Authority LAIF Funds				3,845,027.94
Total LAIF Funds				76,392,510.49

- 1) Maximum limits on accounts are \$75M City and \$75M Housing Authority.
2) Market Value is based on the September 30, 2024 applicable percentage of 1.002061084
3) Market Value is \$80,008,245.98 (\$78,392,510.49 x 1.002061084).

<u>California Asset Management Program (CAMP)</u>	n/a	4.870%		
General Fund			3,414,323.20	
Special Revenue Funds			1,914,312.00	
Capital Projects Funds			6,411,740.00	
Total CAMP Funds				11,740,375.20

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	4.28%	108,243.29	108,243.29
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #60934N872	n/a	4.28%	50,694.86	50,694.86
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #60934N872	n/a	4.28%	18,750.45	18,750.45
Community Facilities District (CFD) 2001-1				
Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #60934N872	n/a	4.28%	34,213.89	34,213.89
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	4.28%	11,127.95	11,127.95
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #60934N872	n/a	4.26%	30,667.48	30,667.48
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #60934N872	n/a	4.28%	7,124.83	7,124.83
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #60934N872	n/a	4.26%	2,006.44	2,006.44
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #60934N872	n/a	4.28%	741.99	741.99
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				263,571.18

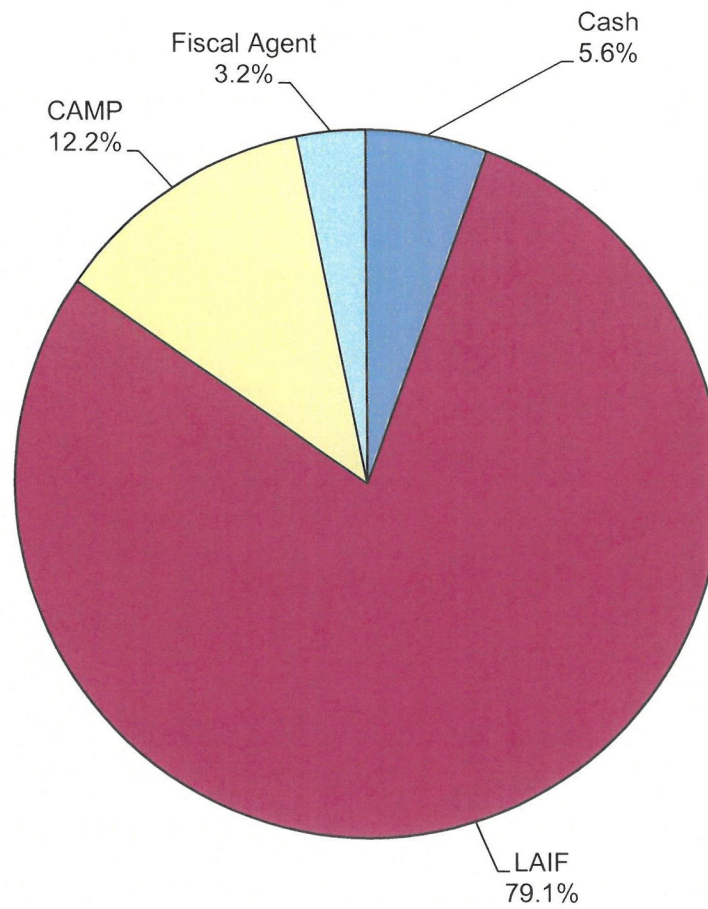
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
<u>US Bank Corporate Trust Services (SARDA)</u>				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.28%	278,415.59	278,415.59
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.28%	4,353.16	4,353.16
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.28%	173,205.96	173,205.96
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.28%	647,532.73	647,532.73
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.28%	654.77	654.77
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.28%	986,990.76	986,990.76
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.28%	14,933.59	14,933.59
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.28%	676,260.09	676,260.09
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.28%	125.56	125.56
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.28%	1,103.95	1,103.95
Reserve Fund 259928004				
Assured Guaranty Municipal Bond Insurance	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				2,783,576.16
TOTAL CASH AND INVESTMENTS				96,547,275.12

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.

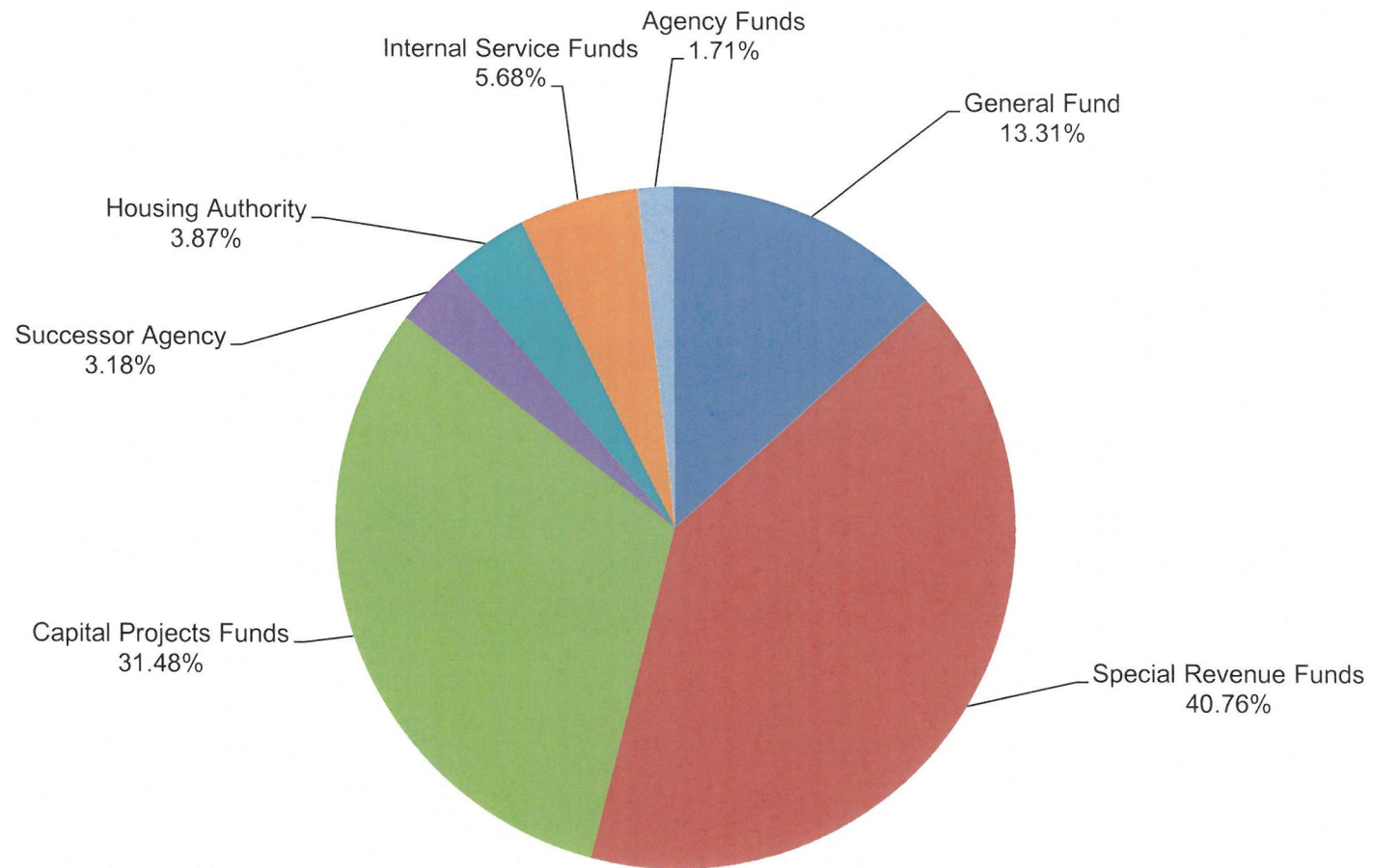
SIGNED: 
Carlos Zamano
CITY MANAGER

SIGNED: 
Leticia Nava-Cruz
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

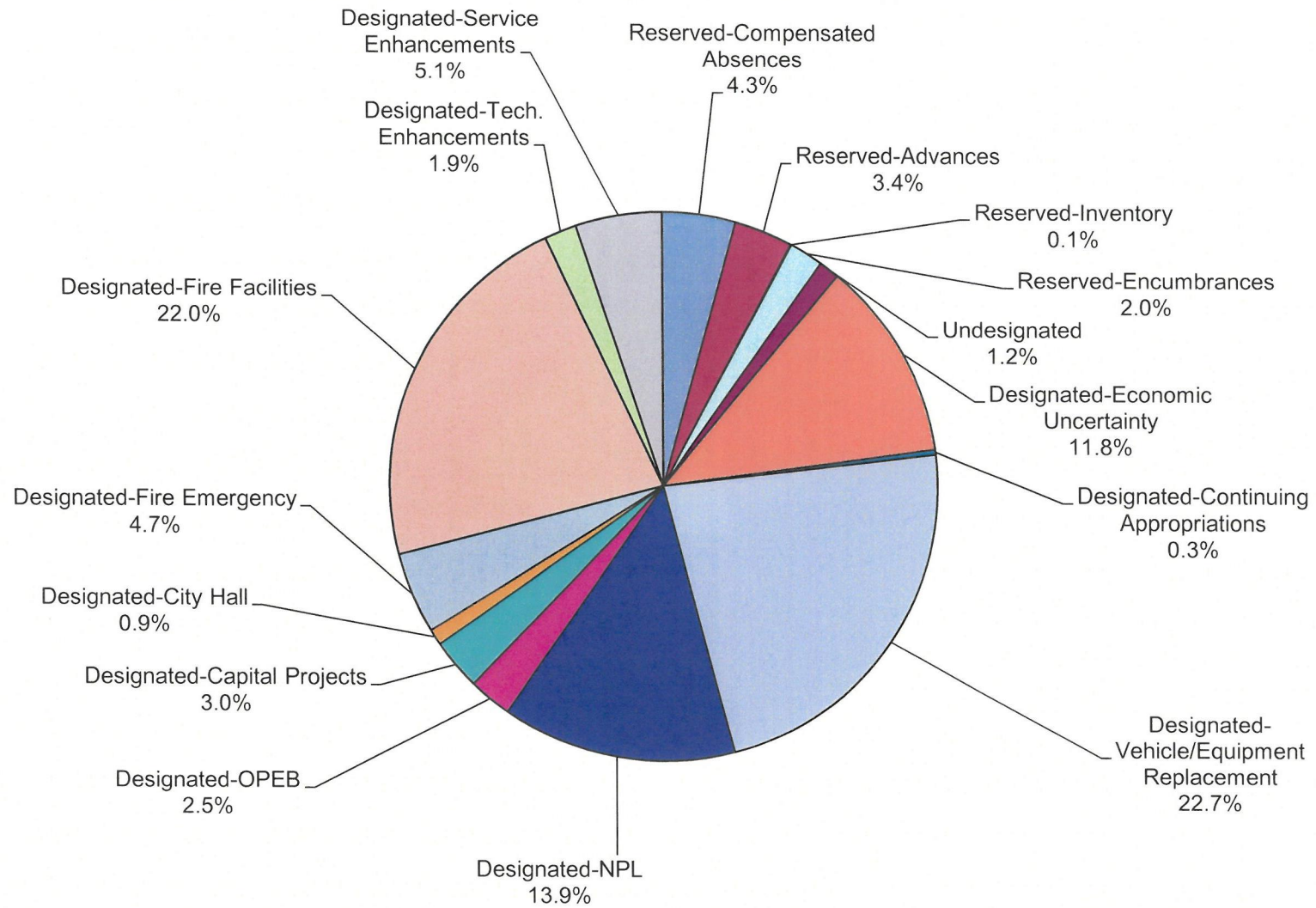
Treasurer's Report



Cash & Investments



General Fund Reserves





STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Tish Nava-Cruz, Director of Administrative Services/City Treasurer *WNC*

SUBJECT: Treasurer's Report for December 2024

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

FISCAL IMPACT:

Cash and Investments:	
General Fund	\$15,869,876.84
Special Revenue Funds	\$40,297,617.71
Internal Service Funds	\$ 5,680,691.04
Capital Projects Funds	\$30,356,797.73
Agency Funds	\$ 2,165,501.20
Housing Authority Fund	\$ 3,798,265.84
SARDA Funds	\$ 3,831,999.53

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>8</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

1

CITY OF HIGHLAND
Treasurer's Report
as of December 31, 2024

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking Account (reconciled book balance)	11,179,814.11

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	4.434%		
General Fund			12,141,120.55	
Special Revenue Funds			27,477,158.00	
Internal Service Funds			5,937,843.00	
Capital Projects Funds			26,991,361.00	
Total City LAIF Funds				72,547,482.55
Housing Authority Fund			3,845,027.94	
Total Housing Authority LAIF Funds				3,845,027.94
Total LAIF Funds				76,392,510.49

- 1) Maximum limits on accounts are \$75M City and \$75M Housing Authority.
2) Market Value is based on the December 31, 2024 applicable percentage of 0.999621985
3) Market Value is \$76,363,632.98 (\$78,392,510.49 x 0.999621985).

<u>California Asset Management Program (CAMP)</u>	n/a	4.730%		
General Fund			3,427,993.03	
Special Revenue Funds			1,921,965.00	
Capital Projects Funds			6,437,422.00	
Total CAMP Funds				11,787,380.03

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	4.09%	115,212.98	115,212.98
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #60934N872	n/a	4.09%	286,127.73	286,127.73
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #60934N872	n/a	4.09%	105,828.37	105,828.37

Community Facilities District (CFD) 2001-1

Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #60934N872	n/a	4.09%	191,174.96	191,174.96
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	4.09%	20,473.96	20,473.96
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #60934N872	n/a	4.09%	30,776.50	30,776.50

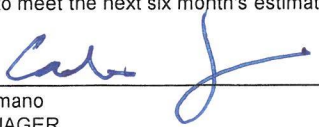
Community Facilities District (CFD) 2007-1

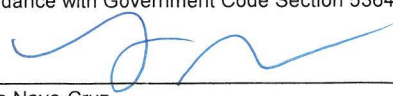
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #60934N872	n/a	4.09%	9,866.63	9,866.63
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #60934N872	n/a	4.09%	14,077.21	14,077.21
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #60934N872	n/a	4.09%	5,206.52	5,206.52

TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				778,744.86
---	--	--	--	------------

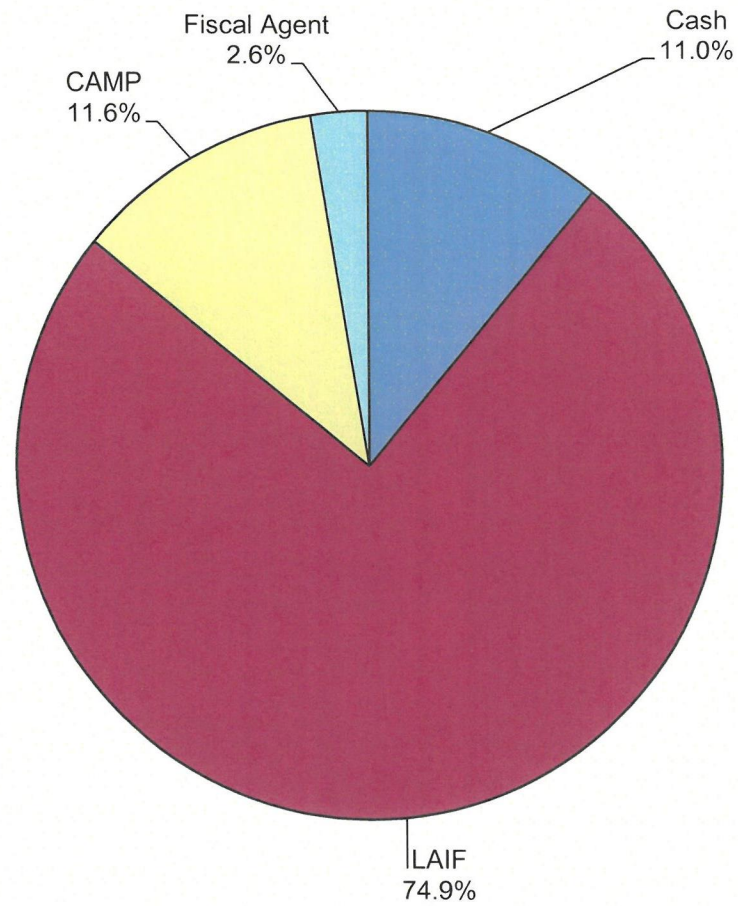
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
<u>US Bank Corporate Trust Services (SARDA)</u>				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.09%	631.45	631.45
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.09%	556.91	556.91
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.09%	173,205.96	173,205.96
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.09%	714.89	714.89
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.09%	657.10	657.10
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.09%	990,499.41	990,499.41
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.09%	14,986.68	14,986.68
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.09%	678,664.12	678,664.12
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.09%	126.01	126.01
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.09%	1,107.87	1,107.87
Reserve Fund 259928004				
Assured Guaranty Municipal Bond Insurance	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,861,150.40
TOTAL CASH AND INVESTMENTS				<u><u>102,000,749.89</u></u>

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.

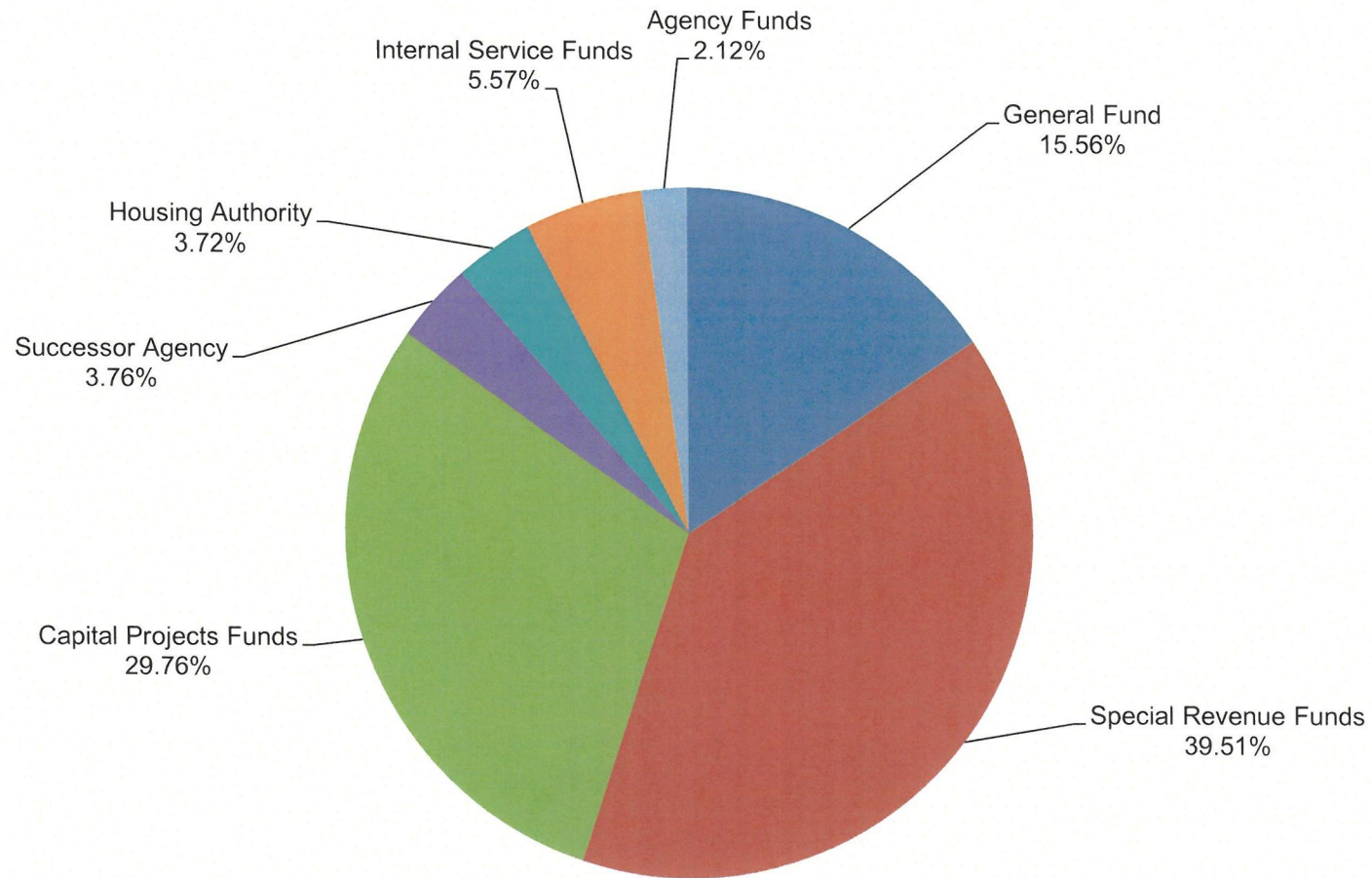
SIGNED: 
Carlos Zamano
CITY MANAGER

SIGNED: 
Leticia Nava-Cruz
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

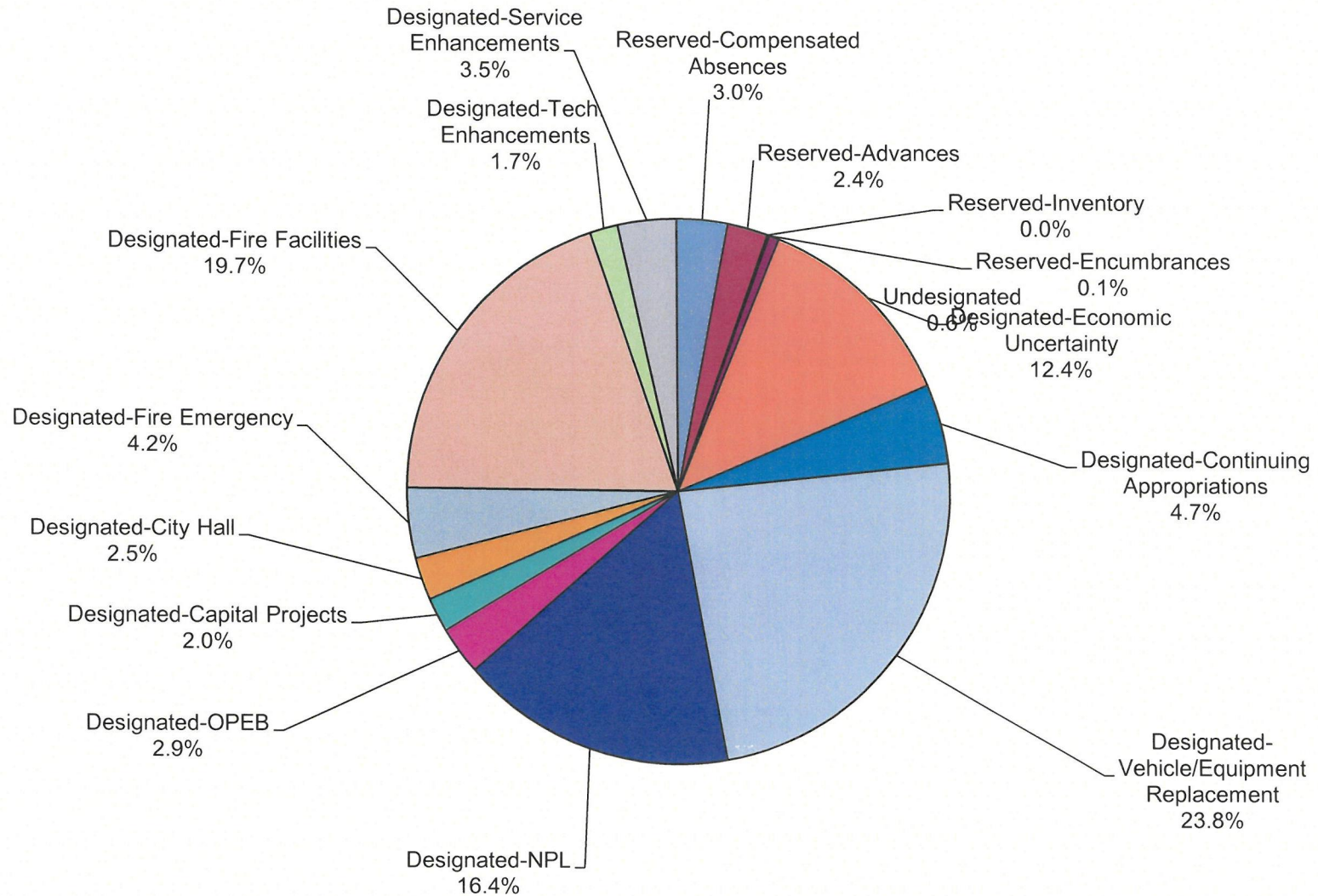
Treasurer's Report



Cash & Investments



General Fund Reserves





STAFF REPORT TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

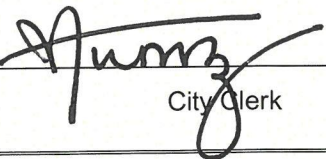
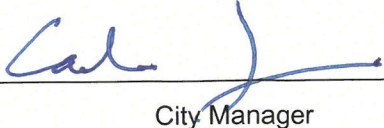
PREPARED BY: Alondra Muñoz, City Clerk

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

SUBJECT: Claim Consideration - Zena McDonald

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

BACKGROUND: The Claim was received in the City Clerk's Office on November 6, 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>9</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

December 11, 2024

Alondra Munoz
City of Highland

RE: Client: City of Highland
 Claim Number: GHC0077966
 Date of Loss: 10/14/2024
 Claimant: McDonald, Zena

Dear Ms. Munos:

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



November 6, 2024

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

Re: Claimant(s): Zena A. McDonald
Incident Date: October 14, 2024

Dear Patti:

Enclosed is a copy of a Claim received in person at the Office of the City Clerk on November 6, 2024, by the above referenced claimant(s). Note: Attached is a vicinity map of the location described, it is within the City of Highland at our Community Park.

This item will be tentatively scheduled for the City Council regular meeting of Tuesday, December 10, 2024, pending your recommendation. All correspondence will be required from George Hills no later than November 25, 2024. 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,

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
Anaeli Solano

City Council
John P. Timmer

City Manager
Carlos Zamano

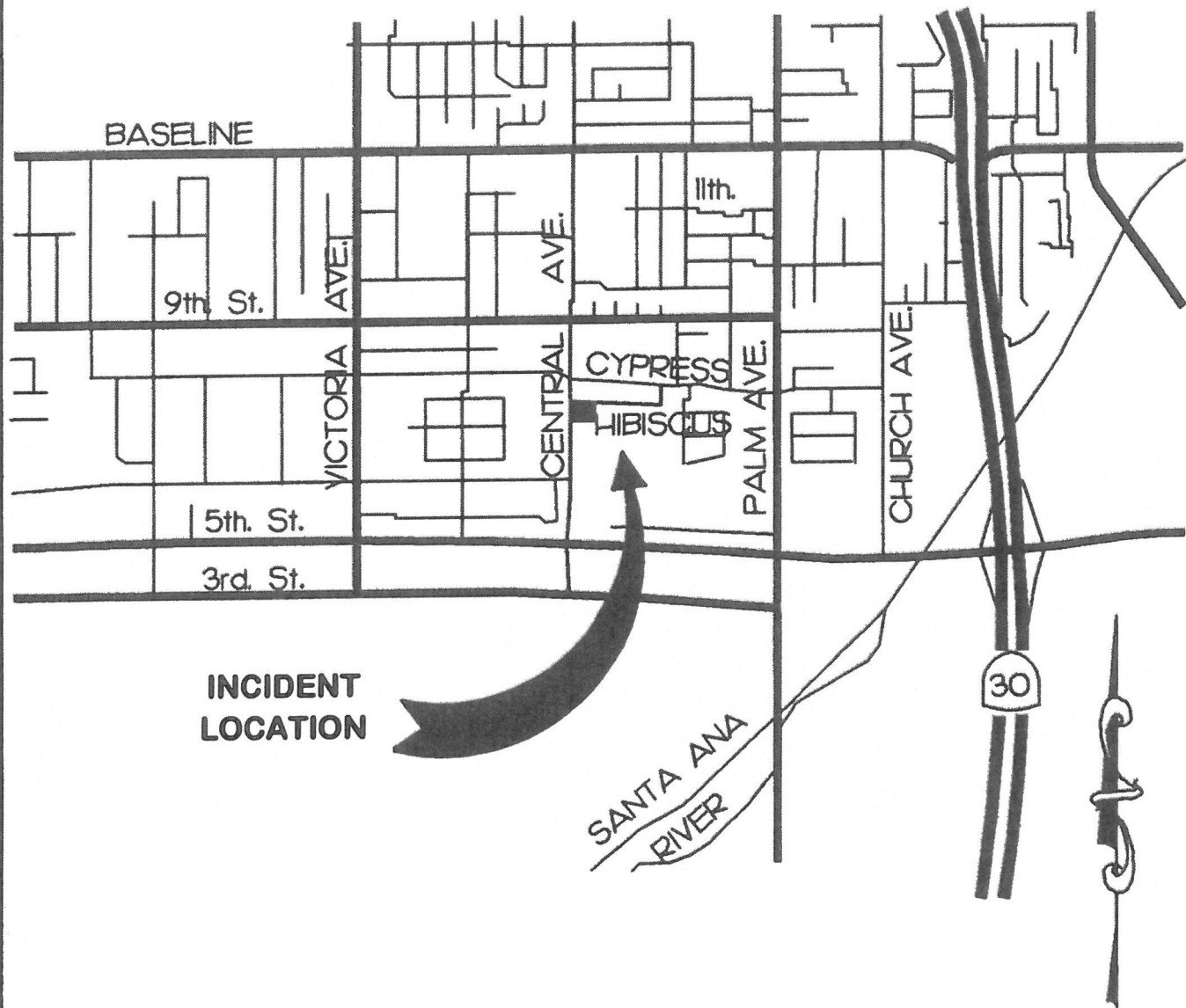
27215 Base Line • Highland, CA 92346

Tel: 909.864.6861 • Fax: 909.862.3180 • www.cityofhighland.org



LOCATION MAP

N.T.S.





RECEIVED
NOV 06 2024
CITY OF HIGHLAND

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

Received: 11/6/2024

By: Eileen Prado

☐ 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 ZENA A. McDonald
 - a. Complete Address of Claimant, including City, State and Zip Code:
7367 CENTRAL AVE #245
Highland ca 92346
 - b. Phone Number _____
 - c. Date of Birth _____

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

Issued by which State: CA

 Driver's License

 ✓ Identification Card

Expiration Date:

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

7367 CENTRAL AVE #245

HIGHLAND CA 92346

3. Occurrence or event from which the claim arises:

a. Date of occurrence 10-14-24

b. Time of occurrence 1:00 or 2:00

c. Place of occurrence (Exact and specific location)

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).

SETTING ON THE PARK BENCH IT

FELL ON THE BACK OF MY FOOT I WAS STICK
UNDER THE BENCH.

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

MY ANKLE POP OUT OF PLACE.

IT IS VERY SWOLLEN. MY MEDIAL
MALLEOLUS AND POSTERIOR MALLEOLUS
IS MESS UP. HAVE PHOTO,

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".

my ankle pop out it was up my
medial malleolus on posterior
malleolus.

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

Park bench rust out of the bench

6. Name and address of any other person injured:

ZENA McDonald
7367 CENTRAL AVE #245 highland ca 92346

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

N / A

8. Damages Claimed:

a. Amount claimed as of this date: \$ 3,000.00

b. Estimate amount of future costs: \$ 3,000

c. Total amount claimed: \$ _____

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

my In home worker BEEN treating
ME with therapy.

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

a. Nellie Johnson P.O. Box 20033 "CARE PROVIDER"

b. _____

c. _____

d. _____

e. _____

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

they do have video cam up,
were it occurs

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: Zena M. DeM... Highland ca
City and State

Date: 11/6/24

Zena M. DeM...
Signature of Claimant

ZENA M. DeM...
Printed name of person signing above







STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

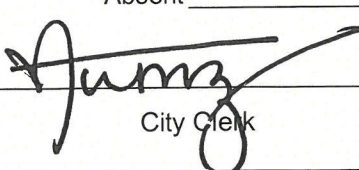
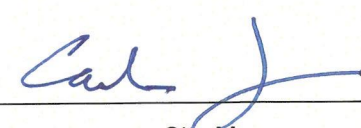
PREPARED BY: Alondra Muñoz, City Clerk

REVIEWED BY: Jennifer Arellano, George Hills Company, Claims Adjuster

SUBJECT: Claim Consideration - Abel Perez

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

BACKGROUND: The Claim was received in the City Clerk's Office on January 7, 2025. 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>10</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

January 9, 2025

Abel Perez
1545 Olive Tree Lane
Highland, CA 92346-3024

RE: Our Client: City of Highland
 GHC Claim: GHC0079782
 Master Claim: HL 218
 Date of Loss: November 11, 2024

George Hills is the claims administrator for the City of Highland, and we are handling the above-referenced claim on their behalf.

Upon review of the City of Highland's legal, geographical, and jurisdictional boundaries, we have confirmed that the incident location falls outside of those boundaries. The incident location is not owned, leased, controlled, or maintained by the City of Highland. The City of Highland has not designed, constructed, built, improved, or approved any plans related to the location where the incident is alleged to have occurred and therefore has no responsibility or legal liability related or connected to this location, and therefore, the claim you presented to the City of Highland on January 7, 2025, is misdirected.

You should have already received a Notice of Rejection from the City of Highland which outlined your statutory rights under the Government Code to pursue this claim. Please also be advised that pursuant to Sections 128.7 and 1038 of the California Code of Civil Procedure, the City of Highland will seek to recover all costs of defense, including attorney's fees, in the event an action is filed in this matter, and it is determined that the action was not brought in good faith and with reasonable cause.

Please note that this letter in no way changes or modifies the information contained in the Notice of Rejection sent to you by the City of Highland.

If you have any questions, please contact the undersigned.

Sincerely,
George Hills Company,



Jennifer Arellano
Claims Adjuster
(916) 352-7793
jennifer.arellano@georgehills.com



January 7, 2025

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

Re: Claimant(s): Abel Perez
Incident Date: November 11, 2024

Dear Patti:

Enclosed is a copy of a Claim received in person at the Office of the City Clerk on January 7, 2025, by the above referenced claimant(s). Note: Attached is a location map for reference. The location stated in the attachment indicates the incident occurred within the City of San Bernardino.

This item will be tentatively scheduled for the City Council special meeting on Tuesday, January 28, 2025, pending your recommendation. All correspondence will be required from George Hills no later than January 16, 2025. 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,

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
Anaëli Solano

City Council
Gregory Hogan

City Council
Larry McCallon

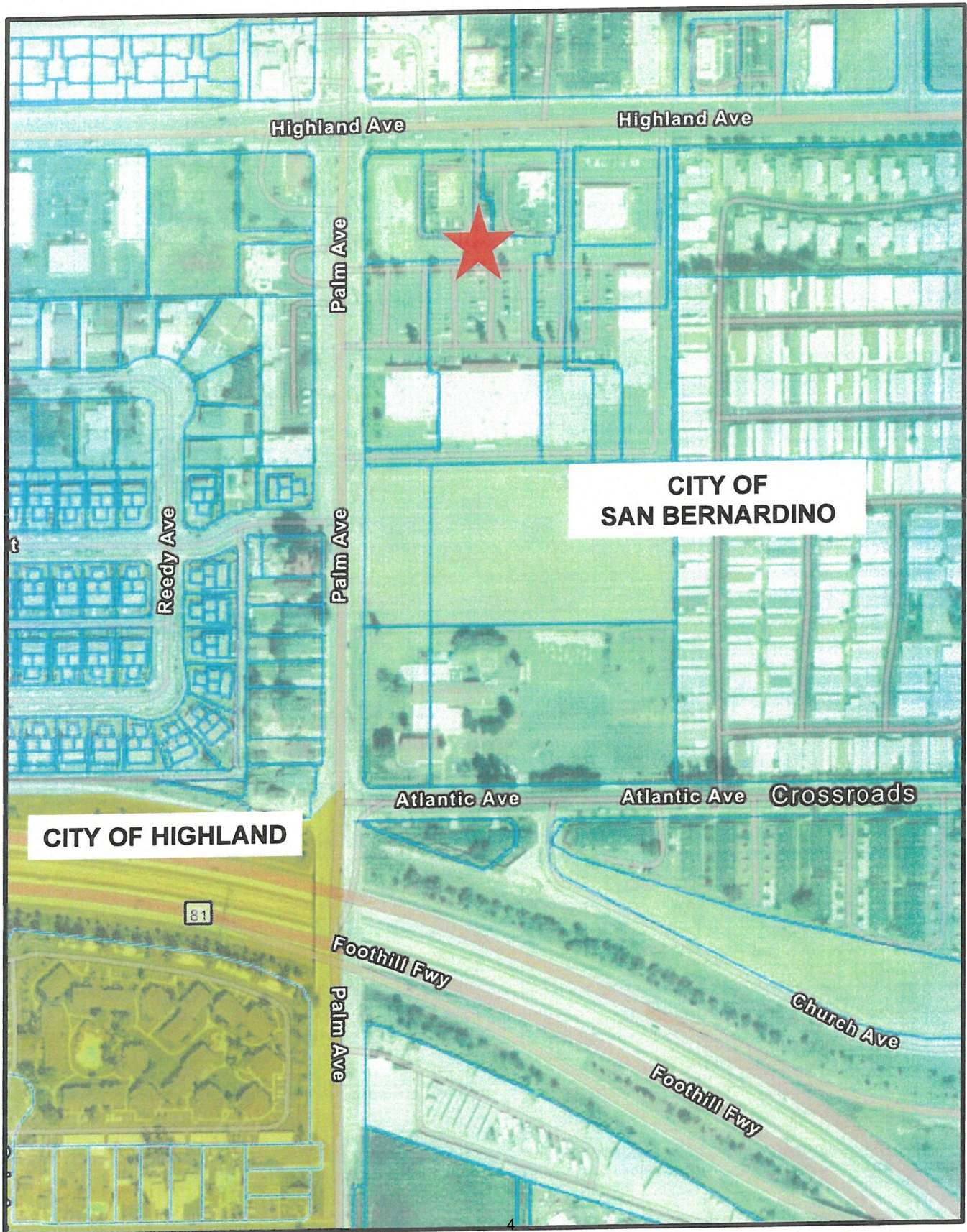
City Council
John P. Timmer

City Manager
Carlos Zamano



VICINITY MAP

The green shading is in the City of Highland and the blue region is San Bernardino.





RECEIVED

JAN 07 2025

CITY OF HIGHLAND

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

Received: 1/7/2025

By: EILEEN PRADO
☐ 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 Abel Perez
- a. Complete Address of Claimant, including City, State and Zip Code:
92 Kansas St Apt H23 Redlands CA 92373
- b. Phone Number ()
- c. Date of Birth

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

Issued by which State: California

✓ Driver's License Identification Card

Expiration Date: _____

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

Abel Perez
1545 Olive Tree Ln Highland CA 92346

3. Occurrence or event from which the claim arises:

a. Date of occurrence 11/14/2024

b. Time of occurrence 5:50 pm

c. Place of occurrence (Exact and specific location)

Before parkinglot entrance of Stater Bros.
on E Highland Ave and N Palm Ave

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).

Hitting a pot hole caused a tear
in tire which could not be patched.

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

Potholes not being filled

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".

No injuries

Due to the size of the pothole, it caused
tires to rip resulting in instant flat. New
tires were needed.

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

6. Name and address of any other person injured:

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

Abel Perez 92 Kansas St Apt H23 Redlands CA
92373

8. Damages Claimed:

a. Amount claimed as of this date: \$ 323.25

b. Estimate amount of future costs: \$ _____

c. Total amount claimed: \$ 323.25

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. Hannah Valadez ~~12345~~ 92 Kansas St Apt H23 Redlands CA
92373

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: Highland California
City and State

Date: 01/07/2025

Abel Perez
Signature of Claimant

Abel Perez
Printed name of person signing above

ZAPATA TIRES & RIMS

26383 BASELINE ST
HIGHLAND, CA 92346
9094255135

Cashier: Maryjane
14-Nov-2024 6:43:36P

Transaction **300013**

1 2 NEW TIRE \$300.00

Subtotal \$300.00
Taxes 7.75% \$23.25

Total \$323.25

DEBIT CARD SALE \$323.25
VISA 0940

Retain this copy for statement
validation

14-Nov-2024 6:43:39P
\$323.25 Method: CONTACTLESS
US DEBIT XXXXXXXXXXXX0940
VISA CARDHOLDER
Reference ID: 432000826897
Auth ID: 001725
MID: *****2883
AID: A0000000980840
AthNtwkNm: INTERLINK
RtInd: DEBIT
PIN VERIFIED

Online: <https://clover.com/p/Q6T9FVG2AEDH0>

Clover ID: J1M87D46CHXSP
Payment Q6T9FVG2AEDH0

Clover Privacy Policy
<https://clover.com/privacy>



STAFF REPORT TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

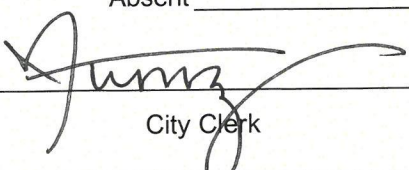
PREPARED BY: Alondra Muñoz, City Clerk

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

SUBJECT: Claim Consideration - Maria Guadalupe Guerrero

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

BACKGROUND: The Claim was received in the City Clerk's Office on December 26, 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>11</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

January 21, 2025

Alondra Munoz
City of Highland

RE: Client: City of Highland
 Claim Number: GHC0078205
 Date of Loss: 10/09/2024
 Claimant: Allstate a/s/o Maria Guerrero

Dear Ms. Munoz:

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

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

N/a

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:

Allstate Insurance Company

PO Box 660636, Dallas, TX 75266

3. Occurrence or event from which the claim arises:

a. Date of occurrence 10/9/2024

b. Time of occurrence 9:20 PM

c. Place of occurrence (Exact and specific location)

27120 Base Line St

Highland, CA

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).

Intersection accident

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

The police officer looked down at his computer for a call and did not make a

complete stop at the stop sign and passed the limit line and collided with IV who had ROW.

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".

No injuries

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

VICTOR RODRIGUEZ

6. Name and address of any other person injured:

N/a

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

FATIMA GUERRERO and 27010 VILLA AVE HIGHLAND, CA 92346-3157

8. Damages Claimed:

a. Amount claimed as of this date: \$ 17,092.30

b. Estimate amount of future costs: \$ 0.00

c. Total amount claimed: \$ 17,092.30

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

See estimate, tow and Copart invoices attached

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

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

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

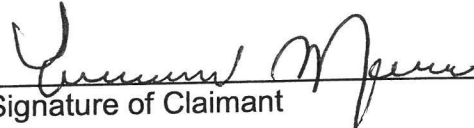
Victor Rodriguez drove a 2017 Ford, plate #1516302

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

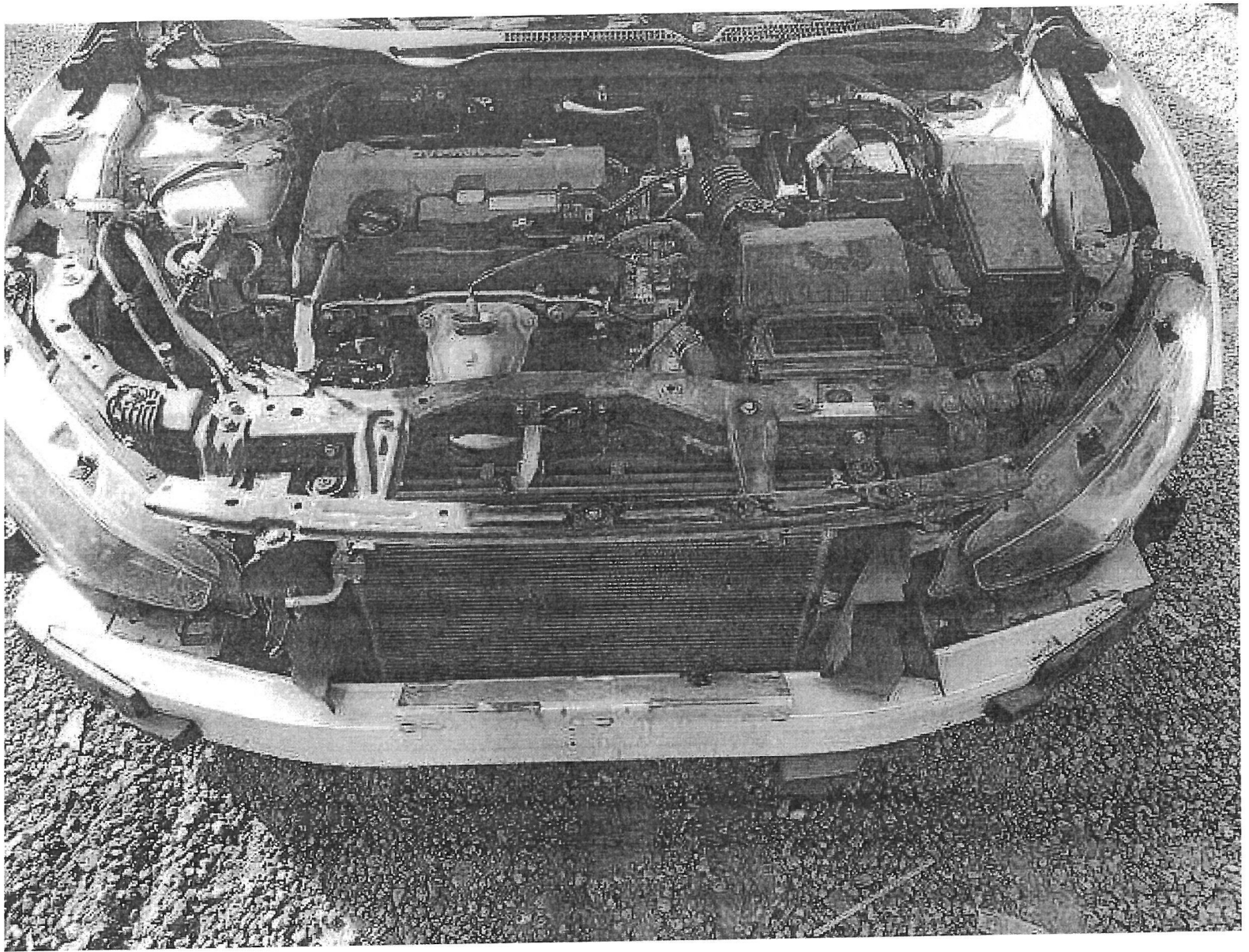
I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

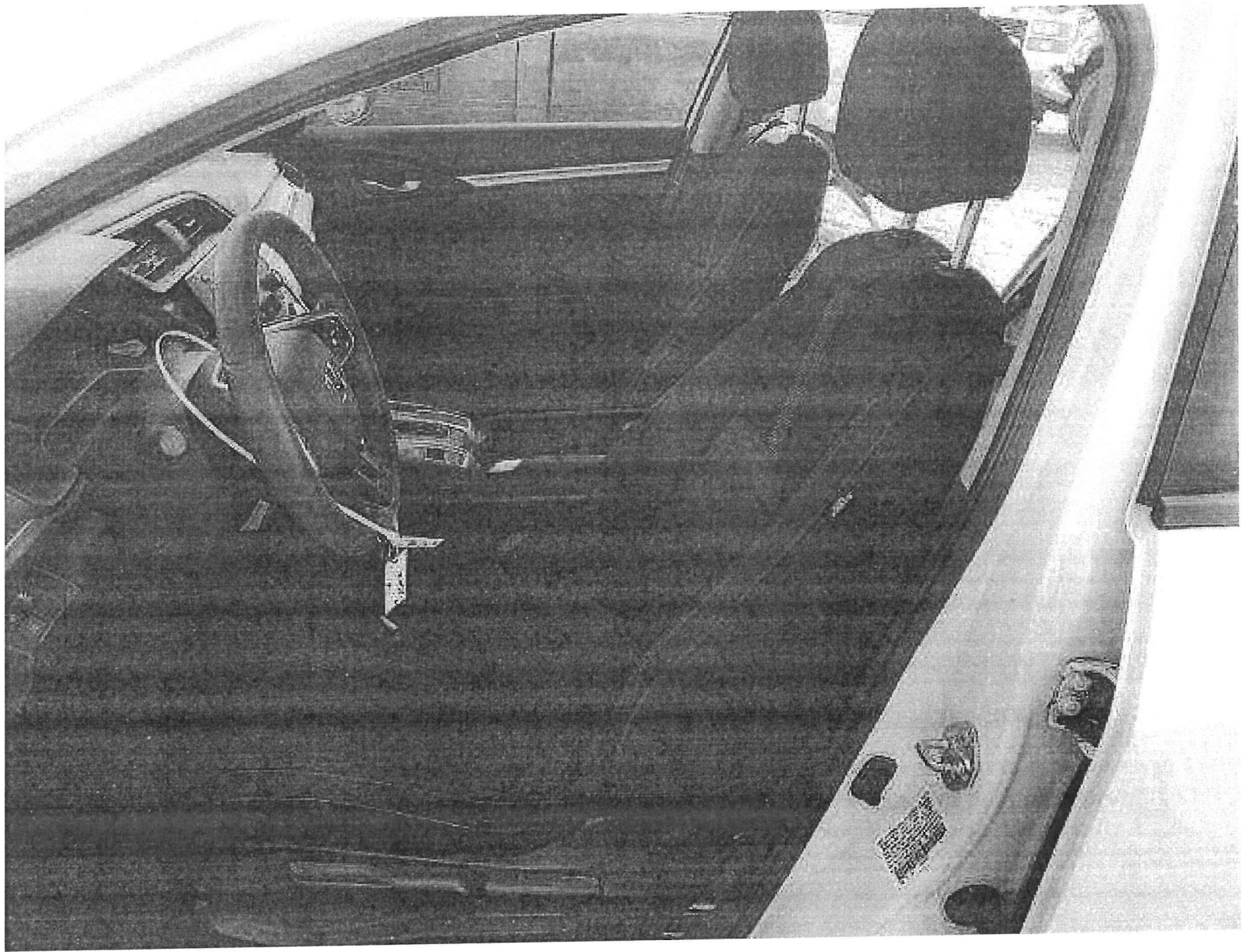
Signed at: Irving, Texas
City and State

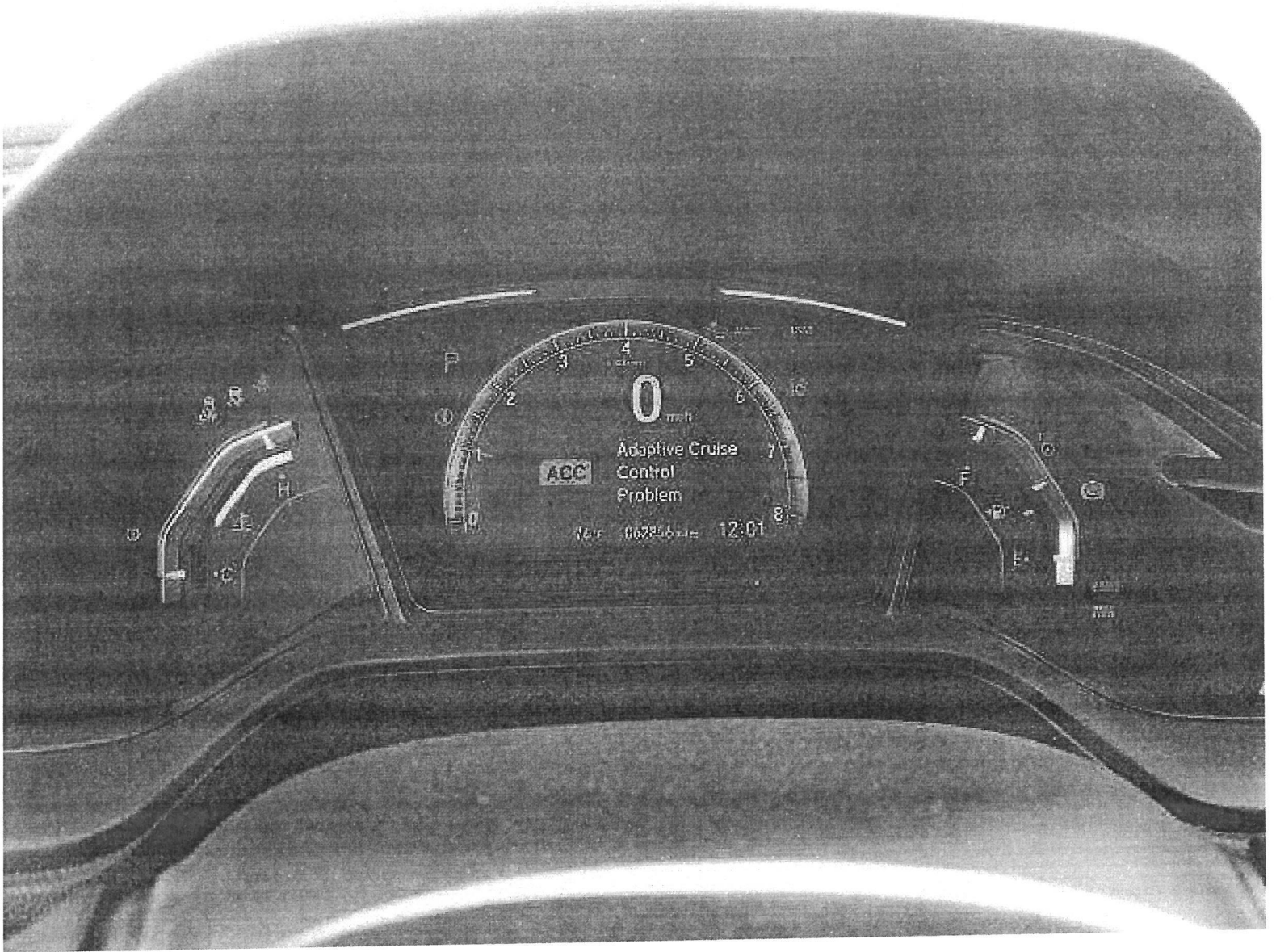
Date: 12/18/2024

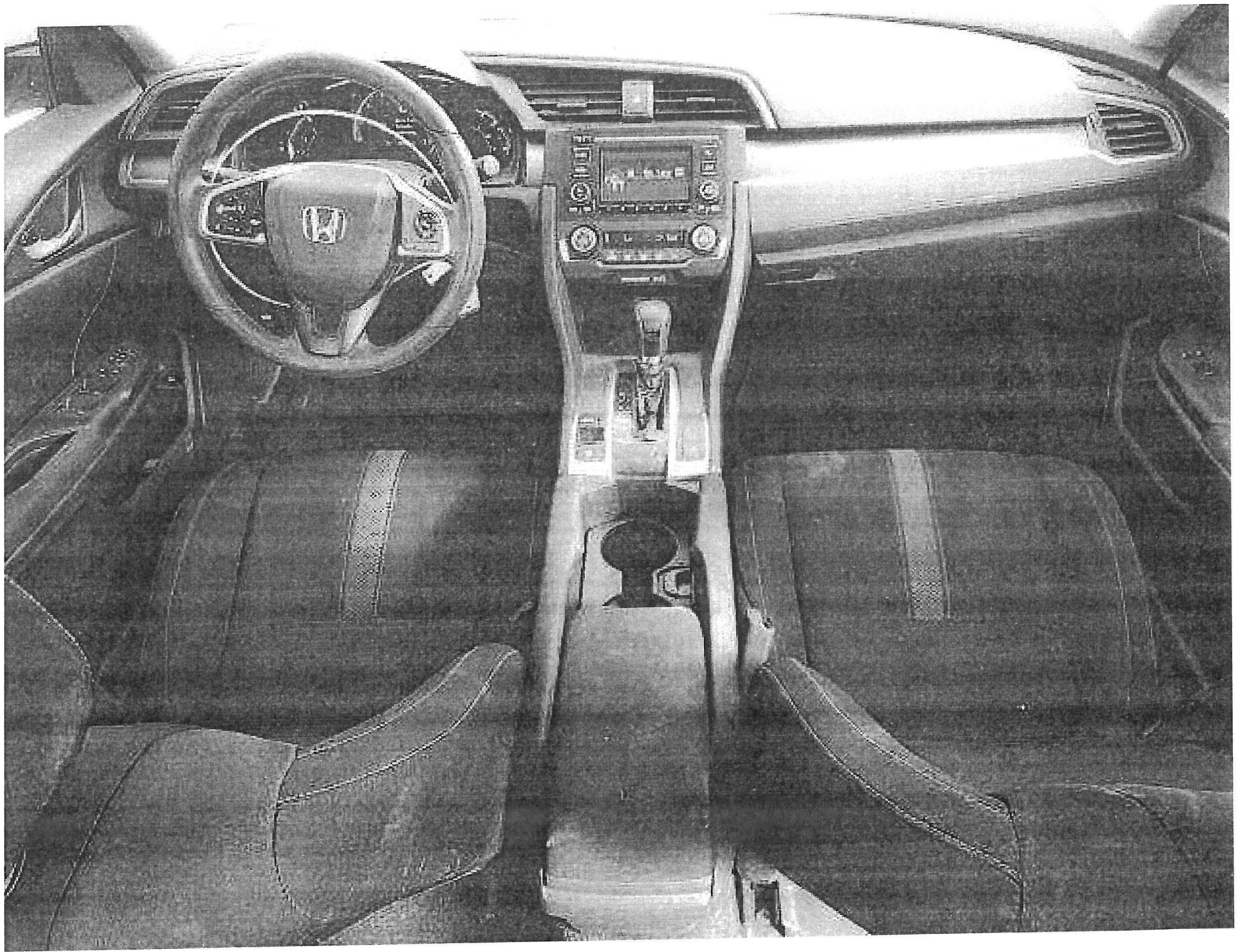

Signature of Claimant

Esmeralda Moreno
Printed name of person signing above

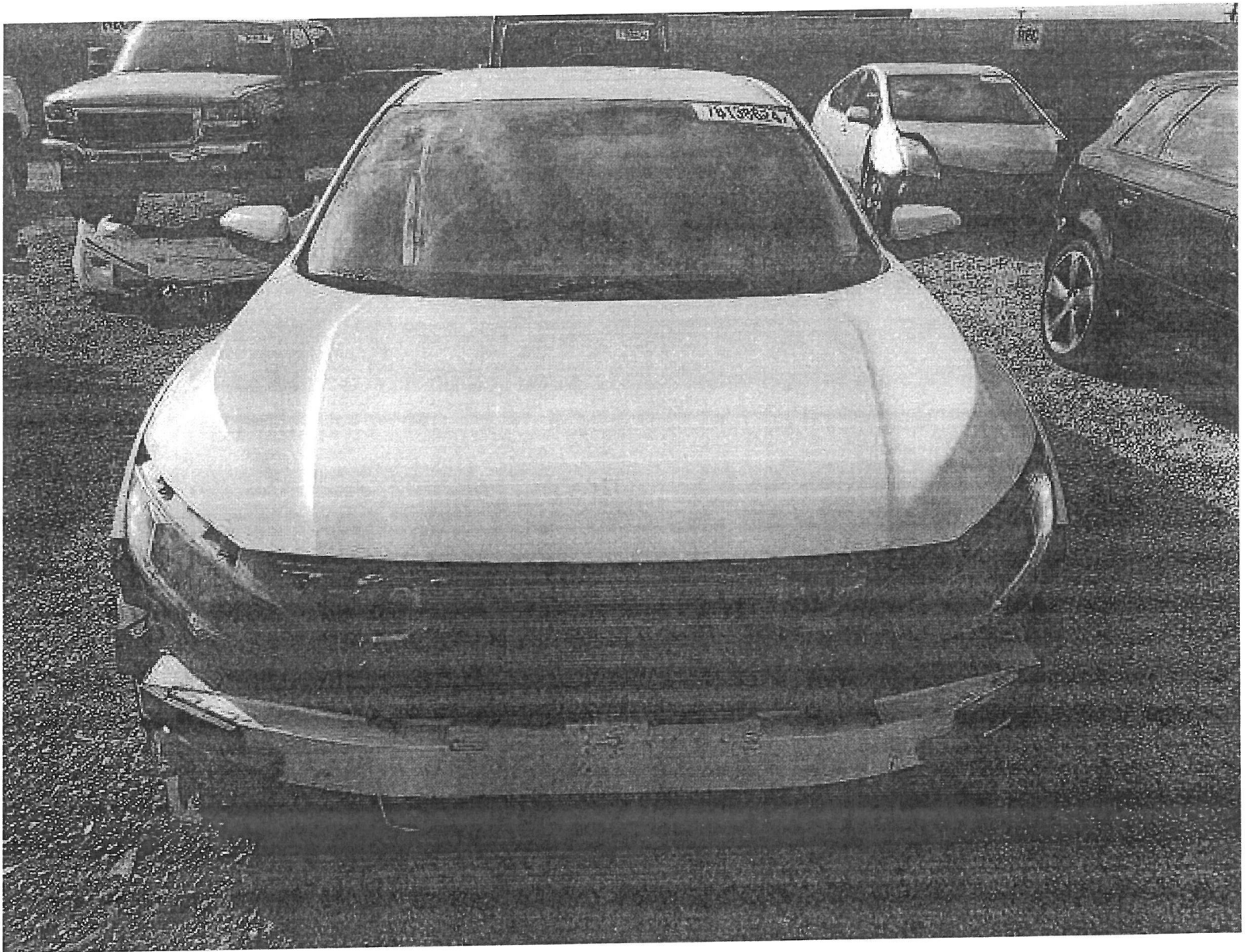


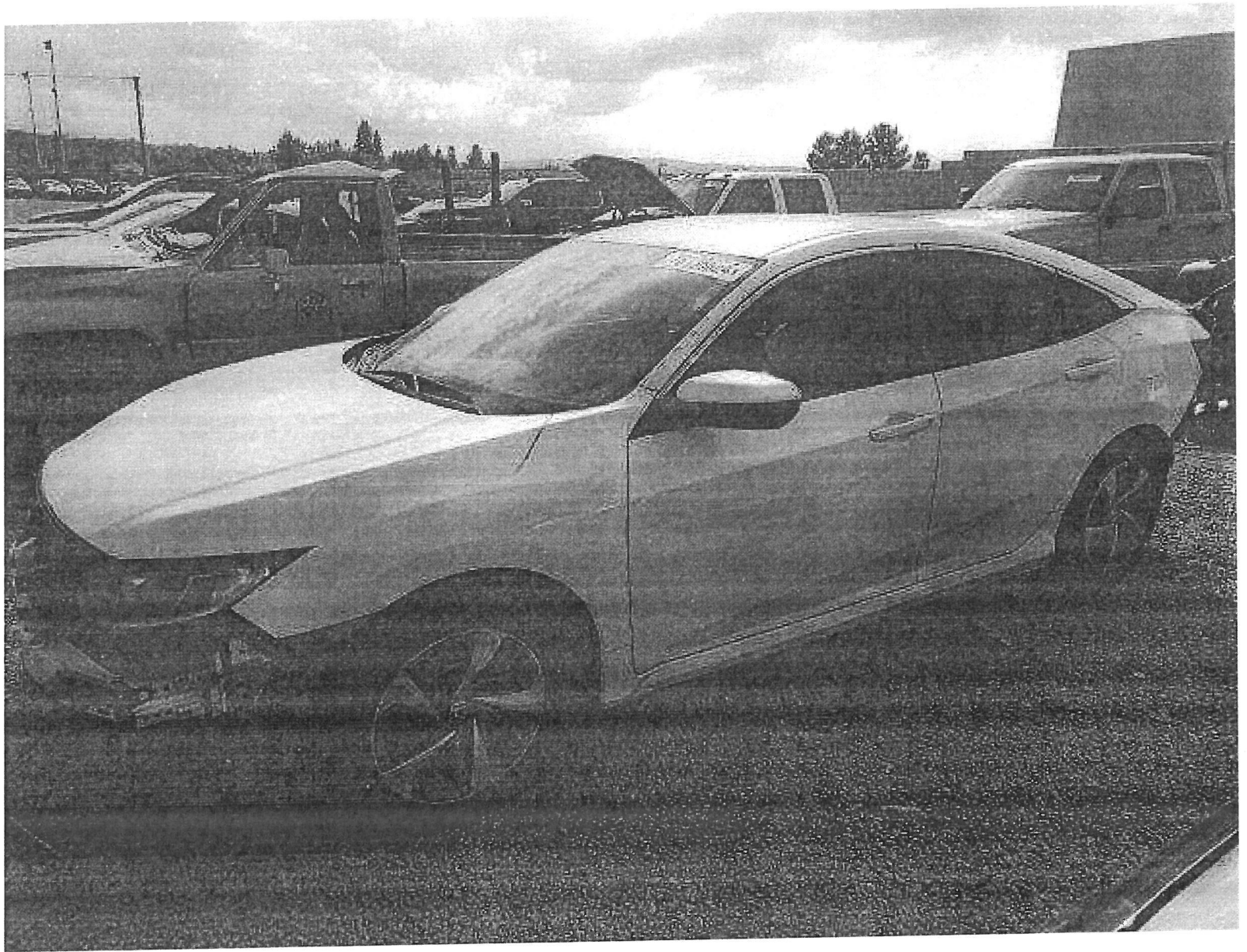




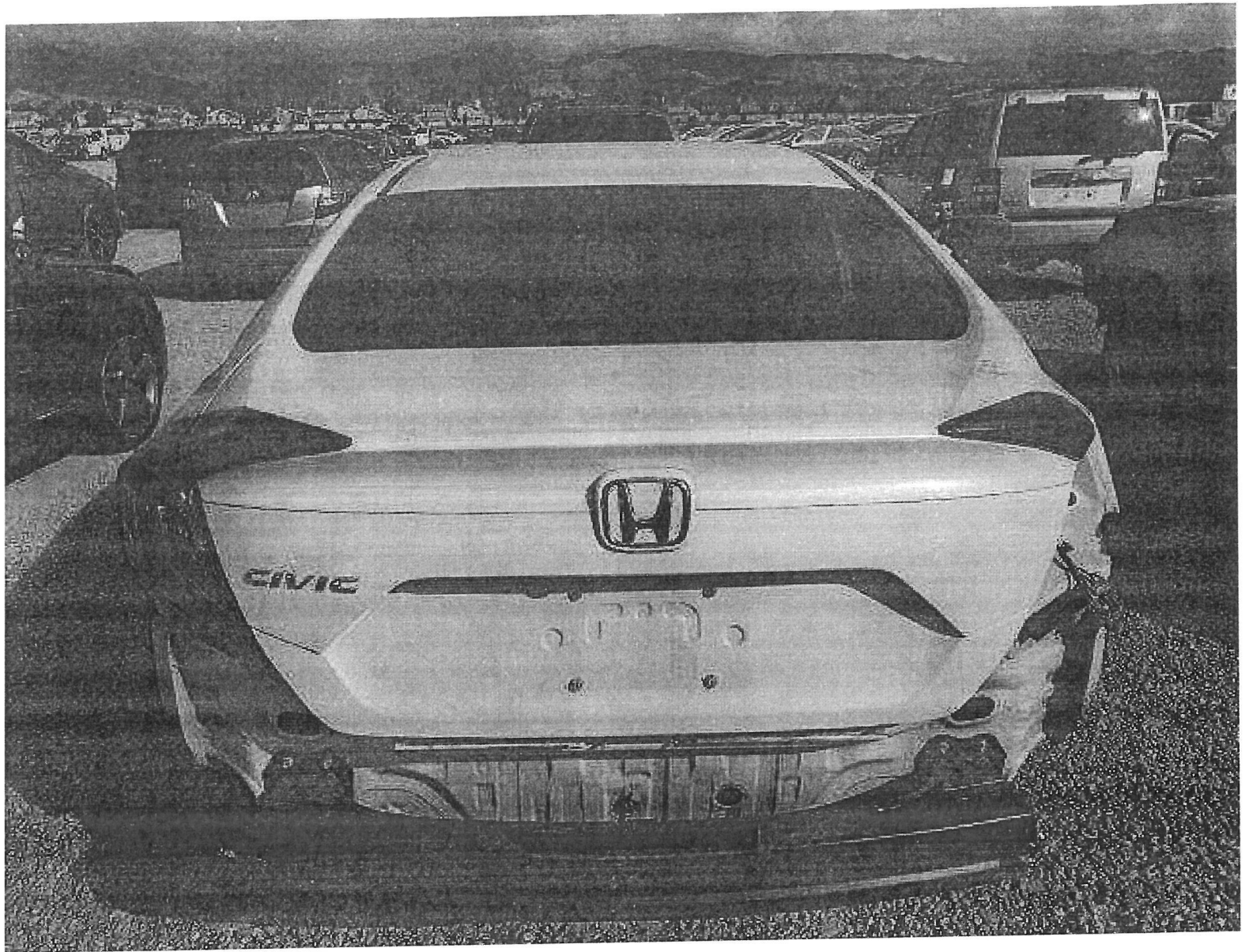


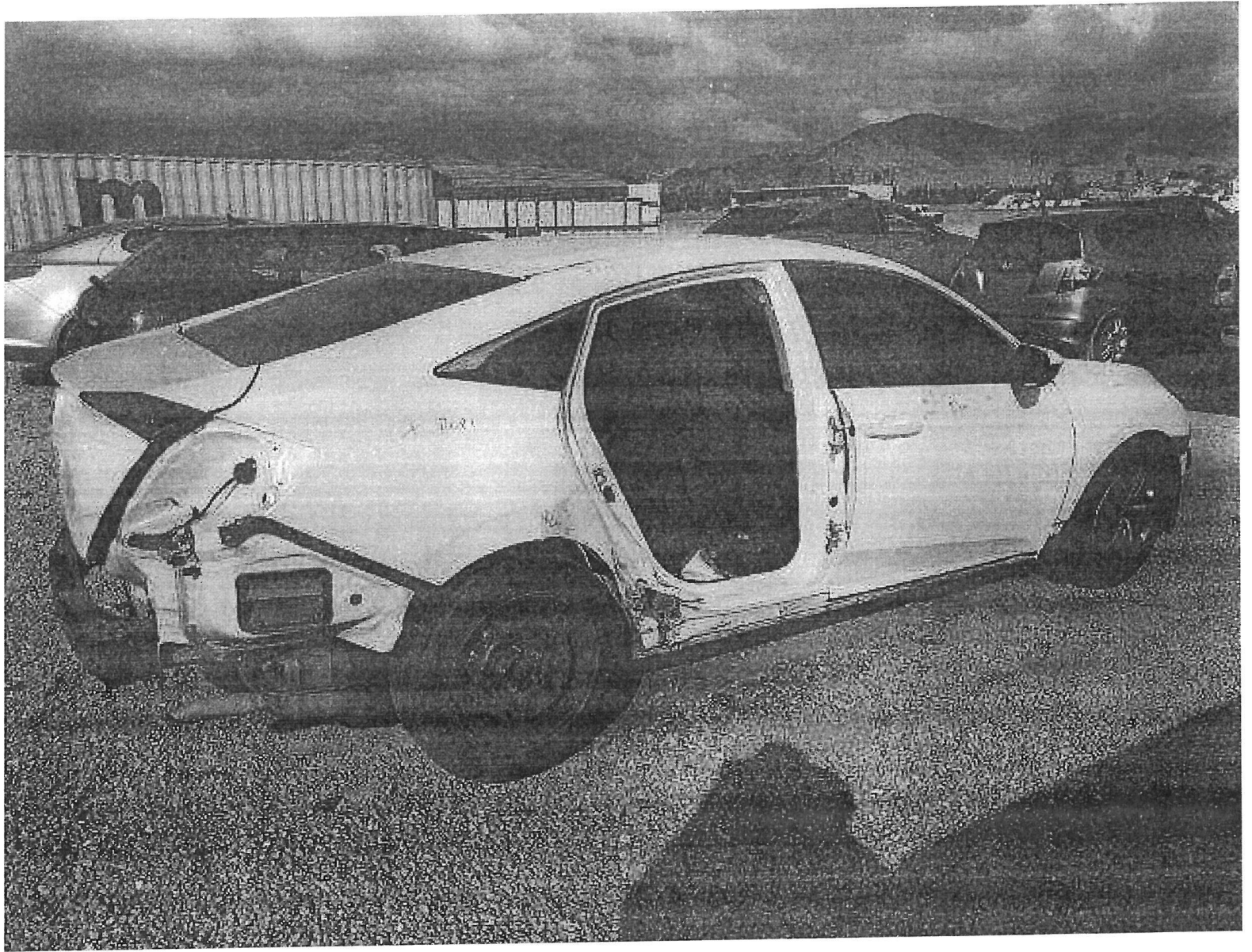


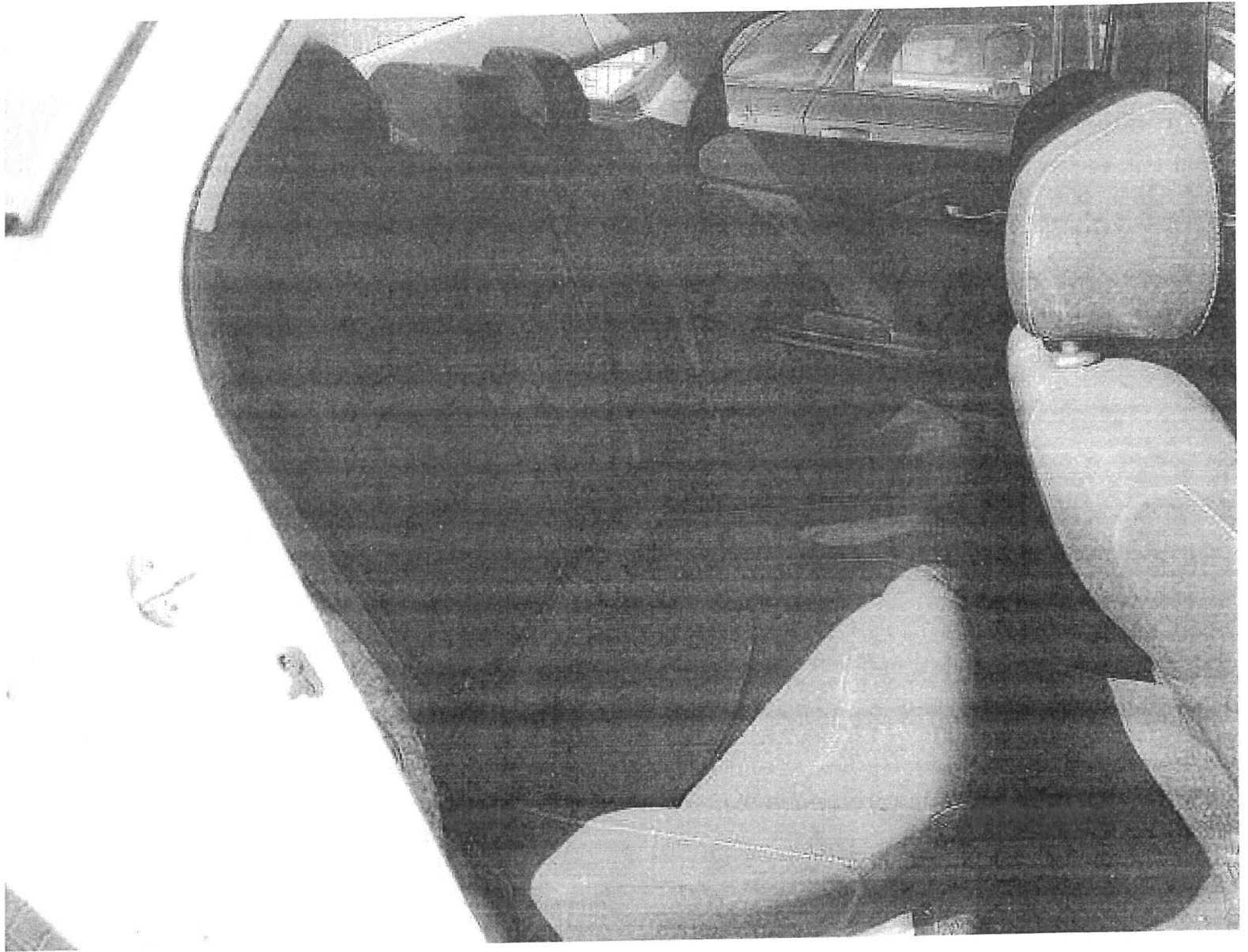
















STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Records Destruction Authorization

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

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

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

BACKGROUND: In compliance with the city-wide records retention schedule adopted by the City Council on February 25, 2020, under Resolution No. 2020-008, the City Clerk requests approval to destroy records.

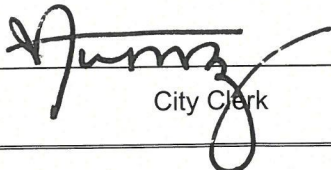
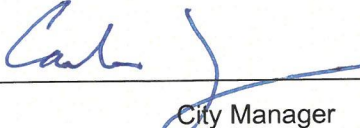
An update was made to the Records Retention Schedule to clarify the definition to the category of "Code Books". Minor updates to the Records Retention Schedule do not require formal City Council action if the update is an improvement in descriptions, changes in comments, deleting records series that are no longer applicable, and/or what is scanned.

Code Books have been defined as California Model Codes that include building standards that are adopted by the state from national model codes and exclude any other state code books from this classification. Under this refined definition, staff requests approval to dispose of the records listed below:

- California State Code Books - These records are excluded from the California Model Codes (building standards) classification.

The list has been reviewed and approved by the City Attorney.

Attachments: 1) Records Destruction Form
2) Memorandum

Approved _____	Motion _____	Second _____	Agenda Item No. <u>12</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	
1			



CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION City Clerk	Total # of Boxes: 15
--	---------------------------------------

DEPARTMENT HEAD APPROVAL: I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit.  Department Head Signature 1/10/2025 Date	DESTRUCTION METHOD: The scheduled records listed below are to be disposed of in the manner checked below: ☐ Shredding (outside vendor) ☒ Discard
--	---

A. Description of Record(s)	B. Inclusive Dates of Documents
California State Code Books (Excluding California Model Code Books)	N/A

APPROVALS:

City Attorney

Date

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

City Clerk

Date



MEMORANDUM

TO: Maricela Marroquin, City Attorney
FROM: Alondra Muñoz, City Clerk
DATE: December 19, 2024
SUBJECT: Amendment to Records Retention Schedule and Disposal of State Code Books

BACKGROUND

The existing Records Retention Schedule includes a category for "Code Books" and further describes them as "California Model Codes" but does not explicitly describe the books. — There have been some questions as to whether certain State Code books, currently stored at City Hall, fall under this category.

To address this ambiguity, staff proposes an amendment to the Records Retention Schedule to clearly define "California Model Codes" and to exclude any State Code books from this designation that do not meet the new definition. Under Resolution No. 2020-008, minor updates to the Records Retention Schedule do not require formal City Council action if the update is an improvement in descriptions, changes in comments, deleting records series that are no longer applicable, and/ or what is scanned.

Therefore, this memo serves as notification of staff's intent to amend the Records Retention Schedule to clarify the definition of "California Model Codes."

Once the amendment has been made and the definition is clarified, the state code books on file will be eligible for destruction in compliance with Government Code Section 34090, which permits the disposal of records no longer required, following proper authorization.

ACTION TO BE TAKEN

- 1) Amend the Records Retention Schedule to define "California Model Codes" to include building standards that are adopted by the state from national model codes and exclude any other state code books from this classification. The following books fall under the definition of "California Model Codes":
 - a) California Building Code (CBC)
 - b) California Residential Code (CRC)
 - c) California Electrical Code (CEC)
 - d) California Mechanical Code (CMC)
 - e) California Plumbing Code (CPC)
 - f) California Energy Code (CEC)
 - g) California Fire Code (CFC)
 - h) California Green Building Standards Code (CALGreen)
 - i) California Existing Building Code (CEBC)
 - j) California Historical Building Code (CHBC)
 - k) California Referenced Standards Code
 - l) California Administrative Code
 - m) California Code for Abatement of Dangerous Buildings

- 2) Following the amendment, authorize the destruction of the any state code books currently on file that do not meet this new definition, in accordance with Government Code Section 34090 and Resolution No. 2020-008. A Records Destruction Form will be drafted and presented to City Council for approval.

FISCAL IMPACT

The destruction of the state code books will free up storage and save the city approximately \$18,000 per year in subscription services associated with these materials. This action is in line with the city's ongoing efforts to streamline operations and optimize resource use.



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Maricela Marroquin, City Attorney

PREPARED BY: Carlos Zamano, City Manager
Maricela Marroquin, City Attorney

SUBJECT: Resolution No. 2025-XX, a Resolution of the City Council of the City of Highland, California Reaffirming and Extending Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire

RECOMMENDATION: That the City Council adopt Resolution No. 2025-XX, continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

FISCAL IMPACT: There is no immediate financial impact or budget action necessary as a result of the recommended action. The issuance of a local emergency proclamation allows the City to pursue State and Federal grant assistance to recover the City's portion of the costs associated with battling and recovering from the Line Fire.

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 & DISCUSSION: Chapter 2.44 of Title 2 of the Highland Municipal Code ("HMC") contains the City's laws relating to emergency procedures. HMC Section 2.44.060 designates the City Manager as the Director of Emergency Services ("Director"), and HMC Section 2.44.060(A) empowers the Director to issue a proclamation of a local emergency if the City Council is not in session.

On the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire created conditions of extreme peril to the safety of people and property within the City of Highland and resulted in evacuation warnings for parts of the City.

On September 11, 2024, the City Manager, as the Director of Emergency Services, issued a proclamation entitled "Proclamation of a Local Emergency by the Director of Emergency Services of the City of Highland," as the City Council was not in session. (Attachment 1)

Approved _____	Motion _____	Second _____	Agenda Item No. 13
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

This action authorized the City Manager to take certain necessary actions to address the emergency.

The Director of Emergency Services' Proclamation of a Local Emergency permits the Director of Emergency Services and the City Council to adopt regulations and issue orders necessary for the protection of lives and property. It also assists the City in recovering costs of responding to the disaster. Furthermore, it allows the City to enjoy certain immunities from liability as a result of taking actions to abate the emergency.

Pursuant to California Government Code Section 8630 and HMC Section 2.44.060(A), the Director of Emergency Services' Proclamation expires within seven days unless ratified by the City Council. On September 12, 2024, the City Council adopted a resolution ratifying the Director of Emergency Services' Proclamation of a local emergency (Attachment 2). On October 8, 2024, the City Council adopted a resolution to extend the emergency proclamation of the Line Fire (Attachment 3). On November 12, 2024, the City Council adopted a 2nd extension resolution of the emergency proclamation of the Line Fire (Attachment 3). On December 10, 2024, the City Council adopted a 3rd extension resolution of the emergency proclamation of the Line Fire (Attachment 3).

Pursuant to Government Code Section 8630 (California Emergency Services Act), the City Council is required to review the local emergency within sixty (60) days of ratification to determine whether the conditions surrounding the local emergency still exist. The San Bernardino County Director of Emergency Management has informed city staff that the County Department of Public Works will continue the local emergency through June of 2025 for the Line Fire. Staff is requesting that the Council adopt a proposed resolution, Resolution No. 2025-XX to continue to extend the local emergency (Attachment 4).

The Line Fire burned 43,978 acres in San Bernardino County. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow. The health, safety, and well-being of people within the territorial limits of the City of Highland is of the highest priority. It is important to keep the existing proclamation and the powers that flow from it in place until the emergency conditions are fully abated, which includes the recovery stage as well.

The local emergency will remain in effect until its termination is proclaimed by the City Council.

ATTACHMENTS:

- 1) Director of Emergency Services' Proclamation of Local Emergency
- 2) Resolution Ratifying Director of Emergency Services' Proclamation of Local Emergency
- 3) Resolutions Extending Proclamation of Local Emergency on October 8, 2024, November 12, 2024, and December 10, 2024, respectively
- 4) Proposed 4th Resolution Extending Proclamation of Local Emergency

ATTACHMENT 1



**PROCLAMATION OF A LOCAL EMERGENCY
BY THE
DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF HIGHLAND**

WHEREAS, Section 8630 of the Government Code authorizes the designation of a City official to proclaim a local emergency; and

WHEREAS, Highland Municipal Code Section 2.44.060 designates the Director of Emergency Services to proclaim the existence of a local emergency if the City Council is not in session; and

WHEREAS, the Line Fire is currently causing conditions of extreme peril to the safety of persons and property within the City of Highland; and

WHEREAS, the City Council is not in session and cannot immediately be called into session.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Highland.

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this Proclamation shall be forwarded to the Director of the Governor's Office of Emergency Services requesting that:

1. This Proclamation be found acceptable in accordance with state law; and
2. The Governor waive regulations that may hinder response and recovery efforts; and
3. Recovery assistance be made available under the California Disaster Assistance Act; and
4. The State of California expedite access to state and federal resources and any other appropriate federal disaster relief programs.

IT IS FURTHER PROCLAIMED AND ORDERED that, during the existence of this local emergency the powers, functions, and duties of the emergency organization of the City of Highland shall be those prescribed by applicable statutes, ordinances, and resolutions, and by the City's Emergency Operations Plan. This Proclamation shall have no further force or effect seven days from the date of its adoption unless the City Council shall take action to ratify this Proclamation.

DATED this 11th day of September, 2024

Carlos Zamano
Director of Emergency Services/City Manager
City of Highland

ATTACHMENT 2

RESOLUTION NO. 2024-044

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,
RATIFYING A PROCLAMATION OF A LOCAL EMERGENCY IN THE CITY OF HIGHLAND
ISSUED BY THE CITY'S DIRECTOR OF EMERGENCY SERVICES ON SEPTEMBER 11,
2024, AS A RESULT OF THE LINE FIRE**

WHEREAS, Section 2.44.060 of the Highland Municipal Code ("HMC") authorizes the City Council to proclaim the existence of a "Local Emergency" and delegates such authority to the City's Director of Emergency Services if the City Council is not in session; and

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. Over the weekend, the fire intensified and is currently over 34,600 acres in size and is only 14% contained; and

WHEREAS, the Line Fire is currently causing conditions of extreme peril to the safety of persons and property within the City of Highland and has resulted in the evacuation warnings for parts of the City; and

WHEREAS, on September 7, 2024, the County of San Bernardino proclaimed a local emergency as a result of the Line Fire; and

WHEREAS, on September 7, 2024, Governor Newsom proclaimed a State of Emergency in San Bernardino County as a result of the Line Fire and announced that California has secured a Fire Management Assistance Grant from the Federal Emergency Management Agency (FEMA) to help ensure the availability of vital resources to suppress the fire; and

WHEREAS, HMC Section 2.44.060 designates the City Manager, as Director of Emergency Services, to proclaim the existence or threatened existence of a local emergency when the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, September 11, 2024, the City Manager, in his capacity as Director of Emergency Services, duly and reasonably proclaimed the existence of a local emergency in the City of Highland on that date due to the Line Fire; and

WHEREAS, CMC Section 2.44.060(A) states that the City Council shall take action to ratify the proclamation of the Director of Emergency Services within seven (7) days thereafter or the proclamation shall have no further force and effect.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AS FOLLOWS:

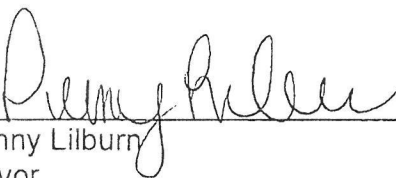
Section 1. The City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency by the Director of Emergency Services on September 11, 2024, due to the Line Fire.

Section 2. The local emergency shall be in effect from and including September 11, 2024, until such time that the City Council determines that the emergency conditions have been abated.

Section 3. The City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

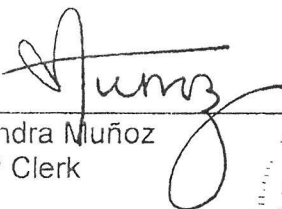
Section 4. During the existence of this local emergency the powers, functions, and duties of the emergency organization of the City of Highland shall be those prescribed by applicable statutes, ordinances, and resolutions, and by the City's Emergency Operations Plan.

PASSED, APPROVED AND ADOPTED on the 12th day of September 2024.

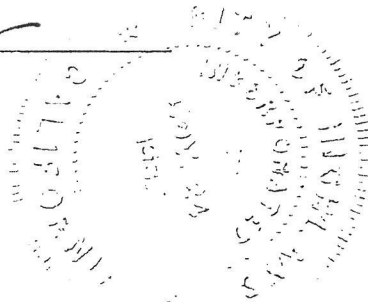


Penny Lilburn
Mayor

ATTEST:



Alondra Muñoz
City Clerk



STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF HIGHLAND)

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2024-044 was duly and regularly adopted by the City Council of the City of Highland, California, at a special meeting thereof held on the 12th day of September, 2024, by the following vote:

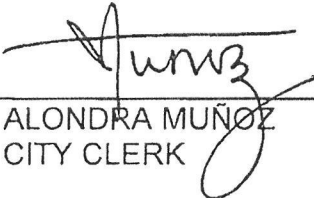
AYES: Chavez-Cordova, Lilburn, McCallon, Solano, Timmer

NOES: None

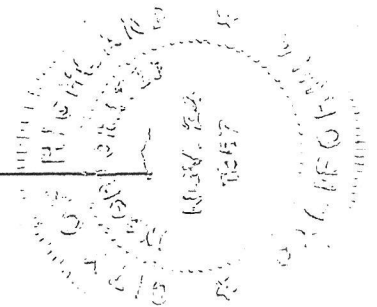
ABSTAIN: None

ABSENT: None

Dated this 12th day of September, 2024.



ALONDRA MUÑOZ
CITY CLERK



ATTACHMENT 3

RESOLUTION NO. 2024-051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE LINE FIRE

WHEREAS, Section 2.44.060 of the Highland Municipal Code ("HMC") authorizes the City Council to proclaim the existence of a "Local Emergency" and delegates such authority to the City's Director of Emergency Services if the City Council is not in session; and

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuation warnings for parts of the City; and

WHEREAS, on September 11, 2024, the City Manager, in his capacity as Director of Emergency Services, duly and reasonably proclaimed the existence of a local emergency in the City of Highland on that date due to the Line Fire; and

WHEREAS, HMC Section 2.44.060(A) states that the City Council shall take action to ratify the proclamation of the Director of Emergency Services within seven days thereafter or the proclamation shall have no further force and effect.

WHEREAS, on September 12, 2024, the City Council adopted Resolution 2024-44 ratifying the Director of Emergency Service's proclamation of a local emergency.

WHEREAS, on October 8, 2024, the City Council adopted Resolution 2024-45 to extend the proclamation of a local emergency.

WHEREAS, the Line Fire has burned 43,978 acres in San Bernardino County and is approximately 98% contained. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow and possible landslides.

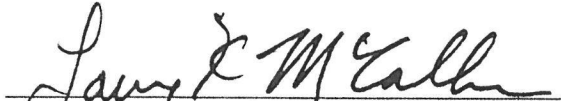
WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and recover from the damage is ongoing and the City continues to pursue reimbursement from emergency state and federal funds for its costs of responding to these emergencies.

NOW, THEREFORE BE IT PROCLAIMED AND ORDERED, by the City Council that state of Local Emergency, as previously declared by the Director of Emergency Services and ratified by the City Council, is hereby further reviewed and confirmed.

IT IS FURTHER PROCLAIMED AND ORDERED that the City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

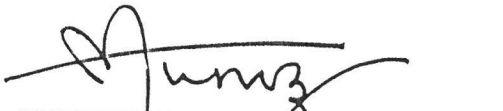
IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

PASSED, APPROVED AND ADOPTED on the 12th day of November 2024.



Larry McCallon
Mayor Pro Tem

ATTEST:



Alondra Muñoz
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2024-051 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 12th day of November, 2024, by the following vote:

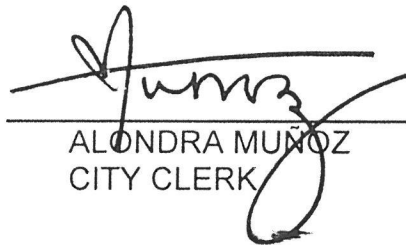
AYES: Chavez-Cordova, McCallon, Solano, Timmer

NOES: None

ABSTAIN: None

ABSENT: Lilburn

Dated this 13th day of November, 2024.



ALONDRA MUÑOZ
CITY CLERK



ATTACHMENT 4

RESOLUTION NO. 2025-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE LINE FIRE

WHEREAS, Section 2.44.060 of the Highland Municipal Code (“HMC”) authorizes the City Council to proclaim the existence of a “Local Emergency” and delegates such authority to the City’s Director of Emergency Services if the City Council is not in session; and

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuation warnings for parts of the City; and

WHEREAS, on September 11, 2024, the City Manager, in his capacity as Director of Emergency Services, duly and reasonably proclaimed the existence of a local emergency in the City of Highland on that date due to the Line Fire; and

WHEREAS, HMC Section 2.44.060(A) states that the City Council shall take action to ratify the proclamation of the Director of Emergency Services within seven days thereafter or the proclamation shall have no further force and effect.

WHEREAS, on September 12, 2024, the City Council adopted Resolution 2024-44 ratifying the Director of Emergency Service’s proclamation of a local emergency.

WHEREAS, on October 8, 2024, the City Council adopted Resolution 2024-45 to extend the proclamation of a local emergency.

WHEREAS, on November 12, 2024, the City Council adopted Resolution 2024-51 to further extend the proclamation of a local emergency.

WHEREAS, on December 10, 2024, the City Council adopted Resolution 2024-55 to further extend the proclamation of a local emergency.

WHEREAS, the Line Fire burned 43,978 acres in San Bernardino County. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow and possible landslides.

WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and recover from the damage is ongoing and the City continues to pursue reimbursement from emergency state and federal funds for its costs of responding to these emergencies.

NOW, THEREFORE BE IT PROCLAIMED AND ORDERED, by the City Council that state of Local Emergency, as previously declared by the Director of Emergency Services and ratified by the City Council, is hereby further reviewed and confirmed.

IT IS FURTHER PROCLAIMED AND ORDERED that the City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

PASSED, APPROVED AND ADOPTED on the 28th day of January 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Resolution No. 2025- ____ establishing employee salaries.

RECOMMENDATION: That the City Council approve:

1. Reclassifying the position of Administrative Services Manager to Information Technology Technician;
2. Retaining the position of Deputy City Clerk;
3. Resolution No 2025- ____ a Resolution of the City Council of the City of Highland, California, establishing employee salaries; and
4. The City Attorney finalizing the All Covered Managed Service Provider Information Technology (IT) contract and authorizing the City Manager to execute the contract when final. Attached is the proposed contract-not final.

FISCAL IMPACT: The total fiscal impact of this request is a savings of \$1,709 annually.

PUBLIC NOTICE: The agenda for this item was posted at the three required locations per Resolution 2011-047 and on the City's website.

BACKGROUND: Prior to 2020, the City's Information Technology (IT) position was classified as an Administrative Analyst. Following the resignation of the staff member in that role, the position was reclassified as Administrative Services Manager through Resolution 2020-053. In August 2022, the employee in this position requested to go part-time for personal reasons. At that time the City entered into a contract with All Covered, a managed service IT provider for backup support. In August 2024 the Administrative Services Manager resigned. A comprehensive review of IT services and the Building Services department revealed it would be more advantageous to rely on All Covered for all critical IT functions. These include backup management, cybersecurity and network management, procurement and renewals, Office 365 management, help desk support, project support, and a VPN project implementation.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>14</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

The new proposed contract cost with All Covered is \$99,264 annually, an increase of \$37,464 from the current budgeted amount of \$61,800. Additionally, staff are proposing reclassification of the part-time position of Administrative Services Manager to a full-time Information Technology Technician to better align with the current responsibilities and needs of the City. This position would handle specific tasks, such as managing internet and phone issues, hardware requests, and liaising with All Covered.

Regarding the Deputy City Clerk position established in August 2022 through Resolution 2022-050, it was initially intended to be temporary and revert back to an Administrative Assistant III role once the City

Clerk position was filled. However, staff recommends retaining the Deputy City Clerk position at its current salary range due to the ongoing need for backup support to the City Clerk.

Staff recommends continuing with All Covered for IT services at the revised annual cost of \$99,264, authorizing reclassification of the Administrative Services Manager position to Information Technology Technician, and retaining the Deputy City Clerk position to ensure operational continuity.

This item was presented to the Finance/Personnel Subcommittee on January 7, 2025 and the subcommittee recommends approval.

Attachments:

1. Summary of reorganization
2. Information Technology Technician Job Description
3. Proposed Resolution No. 2025-_____
4. All Covered (draft) contract

Attachment 1: Summary of Reorganization

Attachment 1 Summary of Reorganization

Building Services Department

Summary

Administrative Services Manager (Part Time):		Administrative Services Manager (part-time)	(82,954)
Salary	64,900	Information Technology Technician (full-time)	106,856
Benefits	18,054	IT Contract with All Covered (regular)	(61,800)
	<u>82,954</u>	IT Contract with All Covered (enhanced)	99,264
		Storage & Firewall Savings (now provided by All Covered)	(34,275)
Information Technology Technician (Full Time):		AT&T (savings realized during comprehensive review)	(28,800)
Salary	73,080	Net Increase (Decrease)	<u>(1,709)</u>
Benefits	33,776		
	<u>106,856</u>		

The recommendation above changes the position of part time Administrative Services Manager to full time Information Technology Technician. This also makes upgrades to the All Covered IT contract and eliminates some services that are no longer needed as a result of the enhanced IT contract.

City Clerk Department

Summary

Deputy City Clerk:		Administrative Assistant III	(150,544)
Salary	109,296	Deputy City Clerk	150,544
Benefits	41,248	Net Increase (Decrease)	<u>-</u>
	<u>150,544</u>		
Deputy City Clerk:			
Salary	109,296		
Benefits	41,248		
	<u>150,544</u>		

The recommendation retains the Deputy City Clerk-no change since we budgeted for this.

Total Net Increase (Decrease)	<u>(1,709)</u>
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Attachment 2:
Information Technology Technician
Job Description

CITY OF HIGHLAND

Information Technology Technician

JOB SUMMARY

The Information Technology Technician configures, installs, maintains, and repairs the hardware, operating system, software and associated peripheral equipment associated with workstations, mobile devices, printers and VoIP telephone equipment; works on projects supporting technology implementations; assesses user training needs and trains users in effective use of applications as appropriate; makes recommendations regarding hardware and software acquisitions; provides audio/visual support for meetings and special events; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Administrative Services.

TYPICAL DUTIES - Typical duties may include, but are not limited to, the following:

- Oversees all aspects of the City's information systems including; all city computer workstations, the city's phone system & voicemail, city cell phones, city satellite phones, and city tablets & laptop computers.
- Responds to, evaluates, and resolves requests for support from end users experiencing issues with hardware, software, networking, VoIP or other computer related technologies.
- Perform helpdesk functions, including answering phone calls, creating tickets, onsite and remote desktop support, and follow-up on outstanding requests.
- Act as the city's liaison with managed service provider for network server, email server, data server, backups etc.
- Diagnose and documents issues, perform remedial actions to correct, recommend solutions, and/or contact appropriate resource for additional assistance.
- Install and configure end user workstations including operating system, applications, hardware, and peripheral components such as monitors, keyboards, printers and VoIP phones.
- Installs, maintains, and troubleshoots issues with printers, copiers, and scanners, addressing both hardware and software issues and communicates with managed service provider for repairs.
- Maintains and documents hardware and software inventory.
- Answers questions on the use of hardware and software applications; trains users on security, software and hardware usages and basic computer navigation via instruction and documentation.

- Participates in testing and evaluating hardware and software products; researches vendors; prepares and tracks paperwork related to the purchase of hardware and software.
- Oversee the equipment and maintenance of the equipment for the Emergency Operations Center (EOC).
- Under general supervision, assist with development of operations procedures.
- Organize and maintain various IT files, hardware, and software inventories.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of Information Systems as it relates to a municipality.
- Windows operating systems in a technical support environment.
- Working knowledge of the Microsoft Office Suite / Office 365.
- Working knowledge of mobile devices.
- Familiarity with basic IT concepts.
- Principles of information systems configurations especially related to workstations and networks.
- Principles and practices used in the operations and maintenance of workstation hardware and related software systems.
- Techniques and methods of computer hardware and software evaluation, implementation, and documentation.
- Troubleshooting, configuration, and installation techniques.
- General principles of office automation.
- Business letter writing and record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively interacting with the public, vendors, and City staff.

Ability to:

- Communicate clearly and easily with users of varying levels of technical expertise; ask questions and get information in order to diagnose computer problems and discern the level of support needed when a problem is presented.
- Read, interpret, and apply a variety of technical information (e.g. technical manual documentation).
- Install, configure, and troubleshoot software and business application systems.
- Train staff in software applications and hardware usage.
- Work with and maintain confidential and sensitive information.
- Prepare clear and concise reports, correspondence, and other written materials.
- Interpret, explain, and ensure compliance with City policies and procedures.

- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Understand and carry out oral and written instructions.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two (2) years of responsible experience performing technical support on personal computers and peripheral equipment, including software administration in a multi-user environment.
- Knowledge of network protocols a plus

License or Certificate:

May require valid California driver's license depending on assigned duties

Attachment 3:
Proposed Resolution No. 2025_____

RESOLUTION NO. 2025-

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

WHEREAS, the City Council of the City of Highland has determined it is necessary for the efficient operation and management of the City that salary ranges be established for employees; and

WHEREAS, the City Council recognizes that it competes in a market place to obtain qualified personnel to perform and provide municipal service, and that compensation and conditions of employment must be sufficiently attractive to recruit and retain qualified employees.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Highland does hereby resolve to:

1. Add the salary range for the following position effective February 1, 2025.

<u>Position Title</u>	<u>Minimum Monthly</u>	<u>Maximum Monthly</u>
Information Technology Technician	\$5,010	\$6,090
Deputy City Clerk	\$7,495	\$9,108

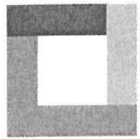
PASSED, APPROVED AND ADOPTED this 28th day of January 2025.

Penny Lilburn, Mayor

Attest:

Alondra Muñoz, City Clerk

Attachment 4:
All Covered (draft) Contract



**ALL
COVERED**
A Konica Minolta Division



All Covered Managed IT Services & Support Proposal

PROPOSAL FOR:
City of Highland

PRESENTED BY:
Ed Mikulski
Customer Success Manager
emikulski@allcovered.com

12/03/2024

PROPOSAL REF: SF00022075

Konica Minolta Business Solutions U.S.A., Inc.

*Proposal and terms subject to credit approval. Pricing valid for 15 days from the date of Proposal.
Confidential - not to be distributed to third parties.*

(v.07.2024)

Executive Summary

All Covered, a division of Konica Minolta Business Solutions U.S.A., Inc., is a Managed IT Service provider delivering world-class IT services to organizations of all sizes, ensuring digital ecosystems, and the workforce that relies on them, are always on, always available, and can be accessed from anywhere.

Our Approach

About Us

Founded in 1997, All Covered's expansive portfolio of services and solutions, along with technical expertise, delivers the right Managed IT Service Plan to optimize businesses productivity. Whether your IT infrastructure is on-premises, hybrid or cloud-based, our approach is holistic. Our customers work with our technical experts and customer success managers to define, deploy and manage an optimized digital IT ecosystem that meets your business needs. For a full list of offerings, visit www.allcovered.com/it-services.

We are consistently ranked nationally among Top IT Managed Service Providers (www.allcovered.com/about/awards) and maintain partnerships with many vendors such as Microsoft, Apple, ServiceNow, HPE, Dell, Cisco, Fortinet, and many others.

All Covered Engagement Plan

Experience has shown that systematic and automated management of digital infrastructure substantially reduces the frequency and severity of common problems that jeopardize the stability, security, and performance of an organization's IT ecosystem.

All Covered delivers a suite of services for proactive maintenance, early-detection, prevention of the most common business outages. Additionally, the All Covered portfolio has a variety of supplemental and advanced services to enhance your foundational care, that can include but is not limited to:

Proactive Management and Support

Our proven methodology for proactive management, which includes services like security endpoint detection and response, patch management, data retention and recovery, and IT governance, will ensure the IT ecosystem runs smoothly, and often prevents many problems before they occur or affect computer or network performance.

Monitoring and Remediation

24/7 proactive monitoring on-premises or cloud environments are critical to high up-time and reduces lost productivity hours. Applicable services are delivered by our Network Operations Center ("NOC") and Security Operations Center ("SOC").

End-user Support (Supported Users)

All Covered's Service Desk addresses day-to-day end-user challenges and requests. Secure remote engagement tools are leveraged to troubleshoot issues and reduce friction for users while receiving support more easily. "Supported User(s)" are the end users authorized by and identified by Client to access and use the All Covered Services included in the Schedule of Services below.

Onboarding Process

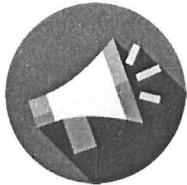
The transition to All Covered services will be coordinated during an introductory kick-off meeting where a detailed plan will be developed with Client based on the services included in your agreement.

Ongoing Support

The All Covered Customer Success Team will manage your account and associated services. This team will be introduced during the transition process and ensure from the beginning of the partnership and throughout that there is clear communication and exceptional delivery of your services.

Service Definitions

All Covered administers services according to our Statements of Services. Detailed descriptions of each service can be found in the link below:



Statements of Services

<https://services.allcovered.com>

The definitions and details contained within these Statements of Services represent a portion of All Covered's Service Catalog. The information contained in each Statement of Service is comprehensive and contains details about all Service Elements within our Managed IT Services. Not all Service Element information in each Statement of Service applies to every client environment. Statements of Services may change over time, as processes and technologies evolve, and the links to each will be updated as that occurs. Clients will be notified if a change is planned to a Service Element that is part of their contracted services.



Customer & System Requirements

https://services.allcovered.com/ACC_Requirements

Services Not Included

Services not defined in this agreement are Out of Scope, such as, but not limited to, the following:

- New computer or peripheral setup or installation¹
- Hardware repair¹
- Hardware and software installation or upgrades², not performed as part of troubleshooting
- Replacement or remediation of network cabling or onsite environmental issues
- Account administration beyond Microsoft Active Directory (AD) or Entra ID
- Programming and Line of Business application support
- Home or private network troubleshooting
- Audio/visual device support
- Custom reporting

These services may be available as separately billed projects or via remote billable services.

¹Unless Device Lifecycle Services is included in Schedule of Services. Out of warranty hardware repair is billable for both parts and labor. ²Unless Managed Mac is included in Schedule of Services, which includes patch management.

Schedule of Services

Effective Date: January 15, 2025

Support and Management for the following:

- Locations: 6

27215 Baseline Street Highland, CA 92346, City of Highland Corp Yard – 7935 Central Avenue Highland, CA 92346
City of Highland Police Station- 26985 Base Line Highland, CA 92346
City of Highland Fire Station #1- 26974 Base Line Highland, CA 92346
City of Highland Fire Station #2-29507 Base Line Highland, CA 92346
City of Highland Fire Station #3-7649 Sterling Avenue Highland, CA 92346

- Supported Users: 53

Supported Users must be identified by phone number and email during onboarding ("Contact Data"). After onboarding, Client is responsible for providing updates to contact data, including any deletions or retractions of use rights of a Supported User, or replacement of a Supported User with another Supported User. Contact Data must be maintained to properly route and identify Supported Users to help desk agents.

Unified Management for the following environment:

Computers: 62, including:

- Asset Discovery
- Cisco Umbrella Off-Net
Statement of Service: services.allcovered.com/umbrella
- Patching for Workstations
Statement of Service: services.allcovered.com/patchingforworkstations
- Third-Party Patching for Workstations
Statement of Service: services.allcovered.com/3rdpartypatchingforworkstations

Users: 53, including:

- Managed Security Awareness Training
- Email Defense users: 61
Statement of Service: services.allcovered.com/emailprotection

Server Management

Statement of Service: services.allcovered.com/servermgmt

Client Owned Servers:

- Physical, hosting virtual servers: 4
- Virtual Servers: 3

- Database, add-on service: 2

Network Device Management

Statement of Service: services.allcovered.com/networkdevicemgmt

Client Owned Network Devices:

- Advanced: 2

See Appendix A for a list of all entitled servers, network devices, and storage devices

Clients are responsible for maintaining active support agreements with third-party vendors on all managed devices. If at any point it is identified that a device is not covered under an active support agreement, whether due to lapsed coverage or the device is designated End of Support (EOS) by the vendor, any support by All Covered will be provided on a best effort basis and subject to time and materials charges.

Remote Support (Help Desk), for End Users

Statement of Service: services.allcovered.com/remotesupport

53 Users

- Included in Monthly Fee during Standard Hours
- \$230 per hour outside Standard Hours
 - Standard Hours for Remote Support are Monday through Friday, 7:00 a.m. to 7:00 p.m. Central Time Zone, excluding public holidays.
 - See www.allcovered.com/holidays for a list of public holidays observed by All Covered.
 - Billed in 15 minute increments

See Statement of Service for list of basic incident/request support categories included with Remote Support.

A Supported User is entitled to contact the help desk. A Supported User is not entitled to contact the help desk on behalf of a non-supported user.

Dispatch Services

If onsite resources are available in geographic region requested the rates are as follows:

- \$175 per hour during Standard Hours
- \$230 per hour outside Standard Hours
 - Standard Hours for Dispatch Services are Monday through Friday, 8:00 a.m. to 5:00 p.m. local time zone, excluding public holidays.
 - Billed in 15 minute increments, 2-hour minimum, plus round trip travel time apply.
 - Labor rates for project work may differ from these rates based on the nature of the work.

All Covered Managed Endpoint Detection & Response (MEDR)

Statement of Service: <https://services.allcovered.com/medr>

- MEDR coverage: 71 workstations or servers ("Endpoints").

- All Endpoints must have general IT support coverage, including management of security updates ("Endpoint Support Coverage"). Endpoint Support Coverage may be provided either by Client internal staff, All Covered, or another Managed Service Provider.
- Client is responsible for submitting a service request to All Covered to update MEDR coverage whenever Client identifies unprotected Endpoints.
- MEDR is provided in accordance with and subject to the following service-specific on-line terms:
 - SentinelOne End User Agreement (see www.allcovered.com/terms).

All Covered Security

- Managed Vulnerability Scan Service for up to 20 External or Internal IP addresses
Statement of Service: services.allcovered.com/MVS

Third-Party Licenses

Microsoft Seat-based Licensing

- Microsoft 365 E3 (no Teams) - Users: 60
- All Covered will provision and maintain Microsoft subscription based on client requests.

Unless otherwise stated, licensing is based on a 1 year subscription.

Licensor Pass-Through Provision: By signing this Schedule of Services, Client hereby agrees that the Microsoft licenses provided hereunder shall be subject to the Microsoft Customer Agreement, a copy of which is posted for review at www.allcovered.com/terms for Microsoft Customer Agreement. Any such Microsoft licenses shall be between Client and the licensor of such Microsoft license. All Covered and/or Konica Minolta Business Solutions U.S.A., Inc are not a party, third party, or third-party beneficiary to any Microsoft license between Client and such licensor.

All Covered Backup

Statement of Service: services.allcovered.com/m365mbu

- All Covered M365 Managed Backup - Exchange Only with Infinite Retention - Users: 60
- M365 Managed Backup is provided in accordance with and subject to the following service-specific on-line terms:
 - Unless otherwise stated, licensing is based on a 1 year subscription
 - M365 Managed Back Up Terms & Conditions (see www.allcovered.com/terms).

Statement of Service: services.allcovered.com/backupforservers

The following Backup solution is based on the assumption that the client has at least 100mb of bandwidth

- All Covered Backup for Servers - Hybrid: 5, with all cloud storage included

- Purchase of 18TB Axcient Device (2U Rack) with 14 concurrent recovery spin ups: 1
- Additional fees will apply for Business Continuity beyond 30 days.
- Client is responsible for all shipping fees for Backup devices.
- Additional fees may apply for major data restores.

See www.allcovered.com/terms for additional terms of use for All Covered Server Backup.

If contract is terminated all data is removed from storage

Included Services

- Customer Success Team
- Secure Client Portal
- Procurement Services
- Assistance with hardware & software purchasing
- Leasing and Finance Programs available

All Covered Managed IT Services does not include security incident response management or digital forensics services. Except where expressly included in an applicable All Covered security service offering, work effort in support of security incident response will be handled on a best effort basis and may be subject to additional charges. Note that such charges may be reimbursable under Client's third-party cyber insurance policy.

Total Estimated Monthly Fee of: \$10,330*

* Fixed Fee of: \$8,302

* Estimated Fee for Microsoft Seat-Based Licensing of: \$2,028

The Total Monthly Fee listed above is based on the information provided by Client at time of signature. Devices that are missing, unidentified, or misidentified may result in a change to the Monthly Fee.

Total One-Time Setup Fee of: \$2,687

Total One-Time MEDR Security Project Fee of: \$1,708

Purchase of All Covered Backup for Servers devices: 1, for a total one-time fee of \$10,950

- All prices are exclusive of any applicable sales or use taxes, and shipping costs.
- Fee assumes that Client equipment is under manufacturer warranty or maintenance contract.

• Additional charges may apply for the recovery of devices from virus infections if Client fails to follow All Covered's reasonable security recommendations.

Additional Fee Details:

- Monthly support fee for each additional user: \$56
- Monthly support fee for each additional Windows Computer: \$8

- Monthly support fee for each additional Email Defense user: \$2.68
 - Monthly support fee to increase Managed Vulnerability Scan to up to 50 IP addresses: \$107
 - Monthly support fee for each additional Managed Security Awareness Training user: \$4.00
 - Monthly support fee for each additional Managed Endpoint Detection & Response endpoint: \$16.00
 - Monthly support fee for each additional M365 Managed Backup - Exchange Only user: \$5.50
 - Monthly support fee for additional servers to be protected with Server Backup - Hybrid: \$96
- Infrastructure overage rates will be billed on the appropriate variation based on device manufacturer and model within the following ranges:

- The support fee for additions may change if the supported environment changes significantly.
- Remote work beyond scope of this Schedule: \$175 per hour between 8 a.m. and 5 p.m., local time, Mon-Fri; \$230 outside of these hours & on public holidays.

Onboarding Fee of: \$352

The All Covered onboarding process includes setting up the services listed in the Schedule of Services above and are subject to the Terms and Conditions of Service set forth below. The requirements and expectations of Customer for the onboarding process are located in the Statement of Services for each service.

TERMS AND CONDITIONS OF SERVICE



1. Term and Termination: (a) The initial term of this Schedule of Services ("Schedule") shall commence on the Effective Date and terminate after one (1) year ("Initial Term"). This Schedule shall automatically renew for successive terms of one (1) year (each a "Renewal Term") unless either party gives notice of its intent not to renew at least thirty (30) days prior to the expiration of the then-current term. (b) If the Schedule is terminated prior to the end of the Initial Term, or any Renewal Term, due to Client's non-payment of fees or cancellation of services for any reason other than for cause, Client agrees to pay a lump sum termination fee equal to the monthly fee multiplied by the number of months remaining for the term. (c) Either party may terminate this Schedule for cause if the other party fails to cure a material breach of any obligation set forth herein within thirty (30) days of written notice of such breach. Termination is not an exclusive remedy and the exercise by either party of such remedy shall be without prejudice to any other available legal or equitable remedies. Sections 3(b) (Warranty Disclaimer), 4 (Liquidated Damages), 5 (Limitation of Liability), 6 (Confidential and Proprietary Information) and 7-13 (general terms) shall survive any expiration or termination of this Schedule.

2. Fees and Payment: (a) Client agrees to pay all fees specified in this Schedule. Payment terms are net 30 days from date of invoice. All Covered may invoice in advance for any recurring service. Client shall be responsible for all applicable sales taxes, however designated, arising from the services. (b) If Client believes that an invoice contains an erroneous charge, Client shall (i) pay the undisputed portion of the charge when due and (ii) notify All Covered in writing of the disputed charge no later than ten (10) days after the invoice date. Any amounts not timely disputed in accordance with the preceding sentence shall be deemed to be undisputed and payable when due. With respect to any charges that are disputed in a timely manner, the parties will use commercially reasonable efforts to resolve the dispute within ten (10) days of All Covered's receipt of notice. If the charge remains disputed in good faith after such ten (10) day period, either party may file for arbitration as provided in Section 10. (c) All Covered may suspend services if Client has failed to pay any undisputed invoice within fifteen (15) days of the due date. Undisputed invoices not paid by the due date may be subject to a monthly service charge which is the lesser of one and one-half percent (1½%) per month or the highest rate allowed by law. (d) All Covered reserves the right to (i) equitably adjust the fees if the supported environment materially changes, such as changes to the number of end users, workstations, servers, supported network elements, warranty or hardware maintenance coverage, or if the level of support required by Client changes; and (ii) increase its fees upon expiration of the Initial Term or any Renewal Term. All Covered shall provide at least thirty (30) days prior notice of any fee increases or changes to terms. All Covered may also charge Client for the time utilized in the development of quotes for hardware or software not ultimately purchased through All Covered at the then-current hourly rate for contracted clients.

3. Limited Warranty: (a) All Covered warrants for a period of thirty (30) days following delivery (the "Warranty Period") that all services shall be performed in a professional manner in accordance with generally applicable industry standards. All Covered's sole liability (and Client's exclusive remedy) for any warranty claim shall be for All Covered to re-perform any deficient services or, if All Covered is unable to remedy such deficiency within thirty (30) days, to void the invoice for the deficient services. All Covered shall have no obligation with respect to a warranty claim (i) if notified of such claim after the Warranty Period or (ii) if the claim is the result of third-party hardware or software failures, or the actions of Client or a third party. (b) THIS SECTION 3 IS A LIMITED WARRANTY, AND SETS FORTH THE ONLY WARRANTIES MADE BY ALL COVERED. ALL COVERED MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT. ALL SOFTWARE AND HARDWARE PROVIDED OR INSTALLED BY ALL COVERED HEREUNDER ARE SUBJECT EXCLUSIVELY TO THE RESPECTIVE MANUFACTURER'S WARRANTY.

4. COMPENSATION FOR HIRING OTHER PARTY'S EMPLOYEES: During the term of this Schedule and for twelve (12) months thereafter, if either party hires (whether as an employee, independent contractor or otherwise) any employee of the other party (or ex-employee within six (6) months of such employee's termination of employment) who was directly involved in the provision of Services hereunder, the hiring party shall pay to the other party as reasonable compensation for the loss of the employee the sum of Fifty Thousand Dollars (\$50,000).

5. LIMITATION OF LIABILITY: (A) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR INTERRUPTION OF SERVICES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF DATA, OR LOSS OR INCREASED EXPENSE OF USE), WHETHER IN AN ACTION IN CONTRACT, WARRANTY, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR STRICT LIABILITY, EVEN IF THE PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LIABILITIES. (B) ALL COVERED SHALL NOT BE RESPONSIBLE FOR (I) PROBLEMS THAT OCCUR AS A RESULT OF THE USE OF ANY THIRD-PARTY SOFTWARE OR HARDWARE; OR (II) NETWORK OUTAGES, MALWARE ATTACKS, OR UNAUTHORIZED ACCESS TO NETWORK OR DATA RESULTING FROM CLIENT'S FAILURE TO FOLLOW ALL COVERED'S REASONABLE WRITTEN RECOMMENDATIONS. (C) EXCEPT FOR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, ALL COVERED'S TOTAL AGGREGATE LIABILITY TO CLIENT ARISING OUT OF THIS SCHEDULE, REGARDLESS OF THE LEGAL THEORY UPON WHICH SUCH LIABILITY MAY BE BASED, SHALL NOT EXCEED THE TOTAL PAYMENTS MADE BY CLIENT TO ALL COVERED FOR THE SERVICES IN QUESTION IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE FIRST OCCURRENCE OF THE EVENT GIVING RISE TO SUCH LIABILITY.

6. Confidential and Proprietary Information: (a) Each party agrees that all know-how, business, technical and financial information it obtains (as a "Receiving Party") from the disclosing party (as a "Disclosing Party") constitute the confidential property of the Disclosing Party ("Confidential Information"), provided that it is identified as confidential at the time of disclosure or should be reasonably known by the Receiving Party to be Confidential Information due to the nature of the information disclosed and the circumstances surrounding the disclosure. Except as may be necessary to perform its obligations under this Schedule, the Receiving Party will hold in confidence and not use or disclose any of the Disclosing Party's Confidential Information. The Receiving Party's nondisclosure obligation shall not apply to information that: (i) was known to it prior to receipt of the Confidential Information; (ii) is publicly available; (iii) is rightfully obtained by the Receiving Party from a third party; (iv) is independently developed by employees of the Receiving Party; or (v) is required to be disclosed pursuant to a regulation, law or court order. (b) Any templates, schematics, processes or technical documentation provided by All Covered shall be deemed Confidential Information and proprietary information of All Covered without any marking or further designation. Client may use such information solely for its own internal business purposes. All Covered shall retain all rights to the aforementioned, which shall be returned to All Covered upon termination of the applicable Schedule. (c) All Covered shall maintain the confidentiality of protected health information in its possession or under its control in accordance with the Health Insurance Portability and Accountability Act of 1996, as amended by the Health Information Technology for Economic and Clinical Health Act.

7. Third-Party Pass-Through Provisions: (i) All Covered may pass through to Client any fee increases or other terms mandated by third-party licensors whose products or services are directly licensed to Client by All Covered. Such increases or terms may be effective immediately. (ii) If Client terminates a third-party software license subscription or moves to a different service provider before the end of the license term, Client shall still be obligated to pay all license fees to All Covered through the end of the license term. (iii) Where service fees are based in part on Client's usage of a product or service, the usage is measured by the third-party licensor and used by All Covered to generate Client's monthly invoice. The invoice amount may therefore change from month to month based on Client's usage. Microsoft Azure costs are incurred as soon as Azure resources are allocated and will be billed to Client at that time, including Azure resources in place during project to migrate Client to or implement the Azure solution. (iv) All applicable service level agreements ("SLA") provided by the third-party licensor will be passed-through to Client. In some cases there may be a delay between the time when an SLA credit is earned and when the credit is fully processed. (v) Microsoft may release new services or products directly to Client or advertise the availability of such services or products prior to making them available to All Covered for resale to Client. All Covered shall not be responsible for any disruption to Client's business operations arising out of any delays in the release of such services or products.

8. Independent Contractor: All Covered and Client shall at all times be independent contractors. There is no relationship of partnership, joint venture, employment, franchise or agency created hereby between the parties. Neither party shall have the power to bind the other or incur obligations on the other party's behalf without the other party's prior written consent.

9. Assignment: This Schedule may not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed; provided, however, that All Covered may retain qualified third-party subcontractors to provide some of the services set forth in the Schedule without Client's prior consent. No consent shall be required where an assignment is made (i) pursuant to a merger or change of control or (ii) to an assignee of all or substantially all of the party's assets. Any purported assignment in violation of this section shall be void.

10. Disputes; Governing Law; Arbitration; Attorney's Fees: New Jersey law, without regard to its conflict of laws principles, shall govern and enforce this Schedule. Any legal action between the parties arising out of or related to this Schedule shall be adjudicated by binding arbitration by JAMS, Inc. in Bergen County, New Jersey in accordance with its Expedited Arbitration Procedures. The parties agree that any failure of either party to fund or participate in such arbitration shall constitute a default of that party, and a default judgment may be entered by the arbitrator for the relief sought and later reduced to a judgment entered on the docket of a court of competent jurisdiction for execution and collection. The prevailing party in any such action shall be entitled to an award of reasonable attorney's fees and costs in addition to any other award or recovery to which such party may be entitled. Except for enforcement of payment obligations hereunder, no legal action, regardless of form, may be brought by either party against the other more than one (1) year after the cause of action has arisen.

11. Complete Understanding; Modification: This Schedule, as well as any applicable terms of service posted at www.allcovered.com/terms, shall constitute the full and complete understanding and agreement between Client and All Covered and supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral, between the parties regarding the subject matter contained herein. Any waiver, modification or amendment of any provision of this Schedule shall be effective only if in writing and signed by both parties.

12. Waiver and Severability: Waiver or failure by either party to exercise in any respect any right or obligation provided for in this Schedule shall not be deemed a waiver of any further right or obligation hereunder. If any provision of this Schedule is found by a court of competent jurisdiction to be unenforceable for any reason, the remainder of the Schedule shall continue in full force and effect.

13. Force Majeure: Neither party shall be liable to the other for any delay or failure to perform any obligation under this Schedule, except for a failure to pay fees, if the delay or failure is due to unforeseen events which are beyond the reasonable control of such party, such as strikes, blockade, war, terrorism, riots, natural disasters, power outages, and/or refusal of license by the government, insofar as such an event prevents or delays the affected party from fulfilling its obligations and such party is not able to prevent or remove the force majeure at reasonable cost.

14. Notices: Any notice or communication required or permitted to be given under this Schedule shall be in writing and addressed to All Covered, Attn. Legal Counsel, 1051 E. Hillsdale Blvd., Suite 510, Foster City, CA 94404 and shall be deemed given: (i) upon receipt if by personal delivery; (ii) by electronic mail to primary point of contact; or (iii) upon receipt if sent by certified U.S. mail (return receipt requested); or (iv) one day after it is sent if by next day delivery by a major commercial delivery service.

15. Counterparts: This Schedule may be executed in any number of counterparts and each fully executed counterpart shall be deemed an original. The parties agree (a) that facsimile or electronic signature shall be accepted as original signatures; and (b) that the Schedule, or any document created pursuant to the Schedule, may be maintained in an electronic document storage and retrieval system, a copy of which shall be considered an original. In any legal proceeding relating to the Schedule, the parties waive their right to raise any defense based on the execution of the Schedule in counterparts or the delivery of such executed counterparts by copy, facsimile, or electronic delivery.

By executing this Schedule of Services, Client agrees to purchase the services designated above subject to the preceding Terms and Conditions of Service.

Client: City of Highland

Signature:

Name:

Title:

Date:

All Covered, a division of Konica Minolta Business Solutions U.S.A., Inc.

Signature:

Name:

Title:

Date:

Appendix A

The list of all entitled device for Remote Monitoring and Management are as follows:

Server Management Service:

- DC01 - Virtual Servers - Windows Server 2019 (All Versions) * Database Management not included
- DC02 - Virtual Servers - Windows Server 2019 (All Versions) * Database Management not included
- DM01 - Physical, not hosting virtual servers - Windows Server 2019 (All Versions) * Database Management for Microsoft SQL
- FS01 - Virtual Servers - Windows Server 2019 (All Versions) * Database Management not included
- HV03 - Physical, hosting virtual servers - Windows Server 2019 (All Versions) * Database Management not included
- HV1 - Physical, hosting virtual servers - Windows Server 2019 (All Versions) * Database Management not included
- HV2 - Physical, hosting virtual servers - Windows Server 2019 (All Versions) * Database Management not included
- HV3 - Physical, hosting virtual servers - Windows Server 2019 (All Versions) * Database Management not included

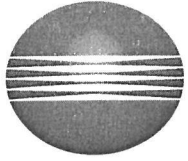
- APP01 - Virtual Servers - Windows Server 2019 (All Versions) * Database Management for Microsoft SQL

Network Device Management Service:

- FW01-1 - Firewall - Watchguard - WatchGuard Firewalls (All Models)
- FW01-2 - Firewall - Watchguard - WatchGuard Firewalls (All Models)

(v.07.2024)

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KONICA MINOLTA

MANAGED ENDPOINT DETECTION & RESPONSE

RETHINK CYBERSECURITY SOLUTIONS



PROTECT ENDPOINTS AGAINST MODERN ATTACKS AND EXPLOITATION

With the frequency of cybercrime and ransomware attacks continuing to rise, IT security for businesses of all sizes has never been more important. Modern cybersecurity threats are rendering traditional endpoint antivirus solutions ineffective, easily circumventing them by concealing themselves from detection. This risk increases as more and more employees work off-site as part of hybrid work structures, causing many of the on-premises focused solutions to fall short.

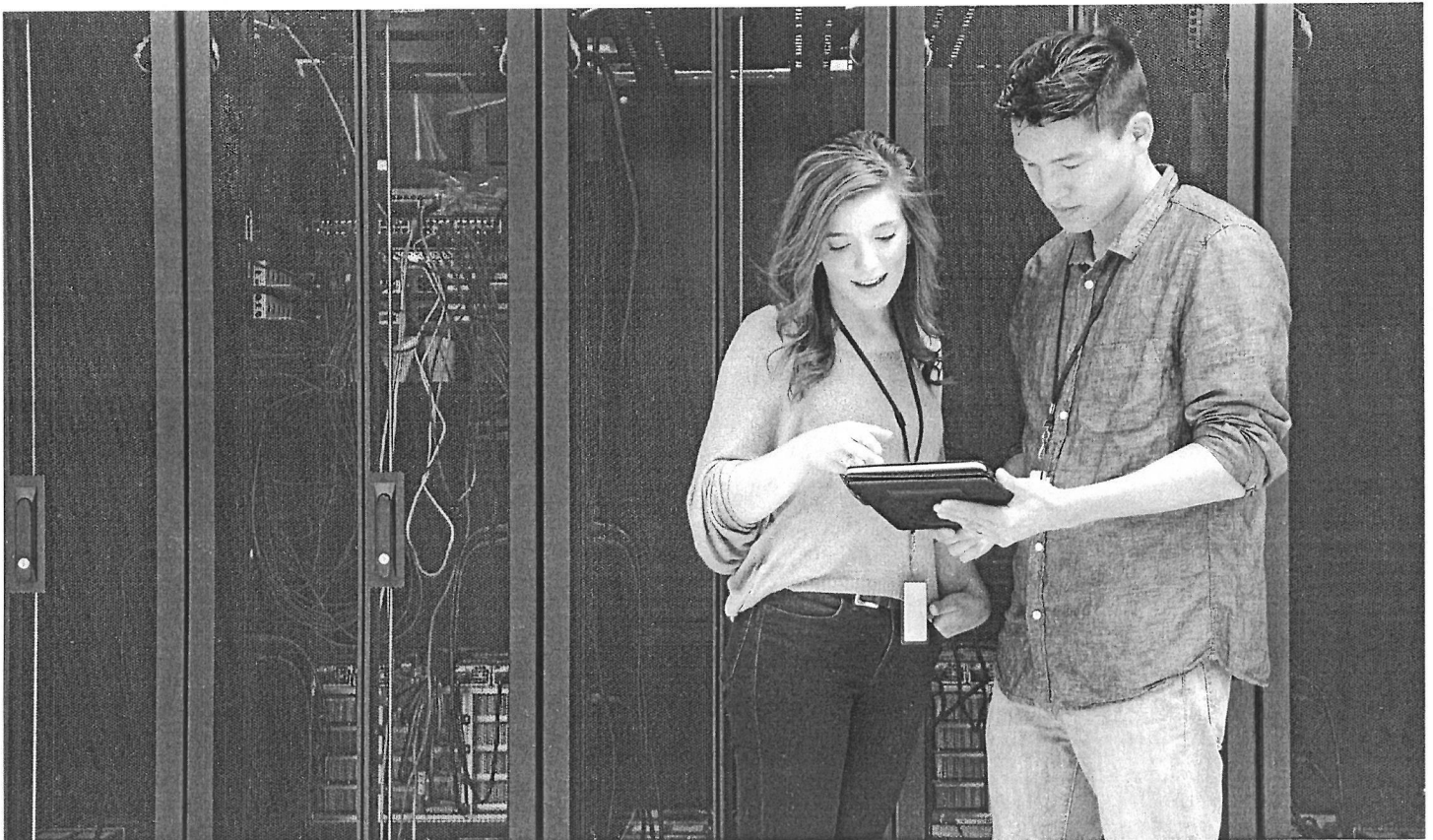
Konica Minolta's Managed Endpoint Detection & Response (MEDR) service, powered by SentinelOne, is designed to protect supported endpoints, and respond to neutralize possible threats before they can compromise your operations. Doing much more than your standard behavior-based antiviruses and unmanaged endpoint detection services, MEDR is a fully managed security service that gives you the most effective protection against modern threats.

NEXT GENERATION CYBERSECURITY PROTECTION

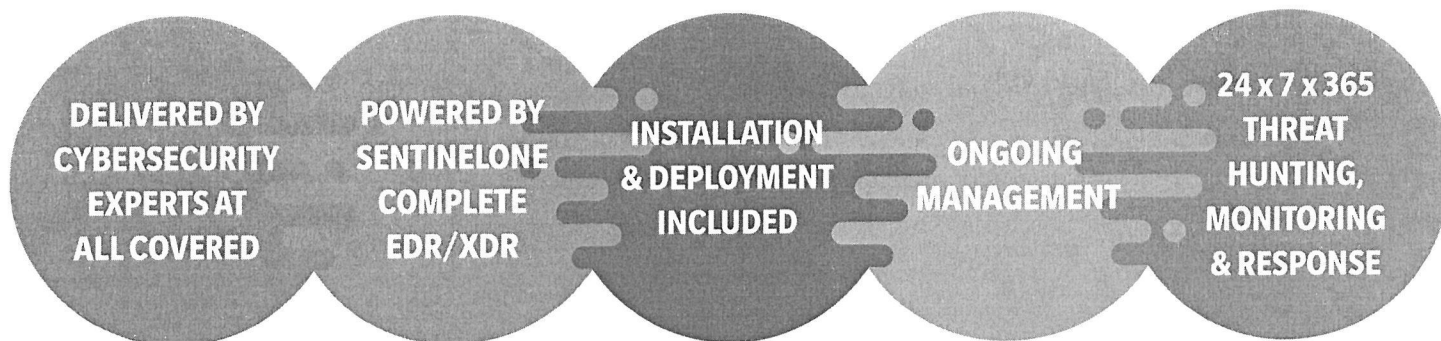
Through the implementation, management and monitoring of next-generation endpoint protection, the cloud-based MEDR service will protect your organizations' endpoints regardless of where your workforce is, even when not connected to a network.

This service is delivered by a team of dedicated Cybersecurity experts that manage every aspect of the service including:

- EDR Solution Deployment
- Deployment Gap Visibility
- Policy Configuration, Tuning, and Exceptions
- Proactive Threat Hunting
- 24x7x365 Monitoring and Response
- Reporting
- Incident Response Assistance



COMPONENTS OF THE MEDR SERVICE



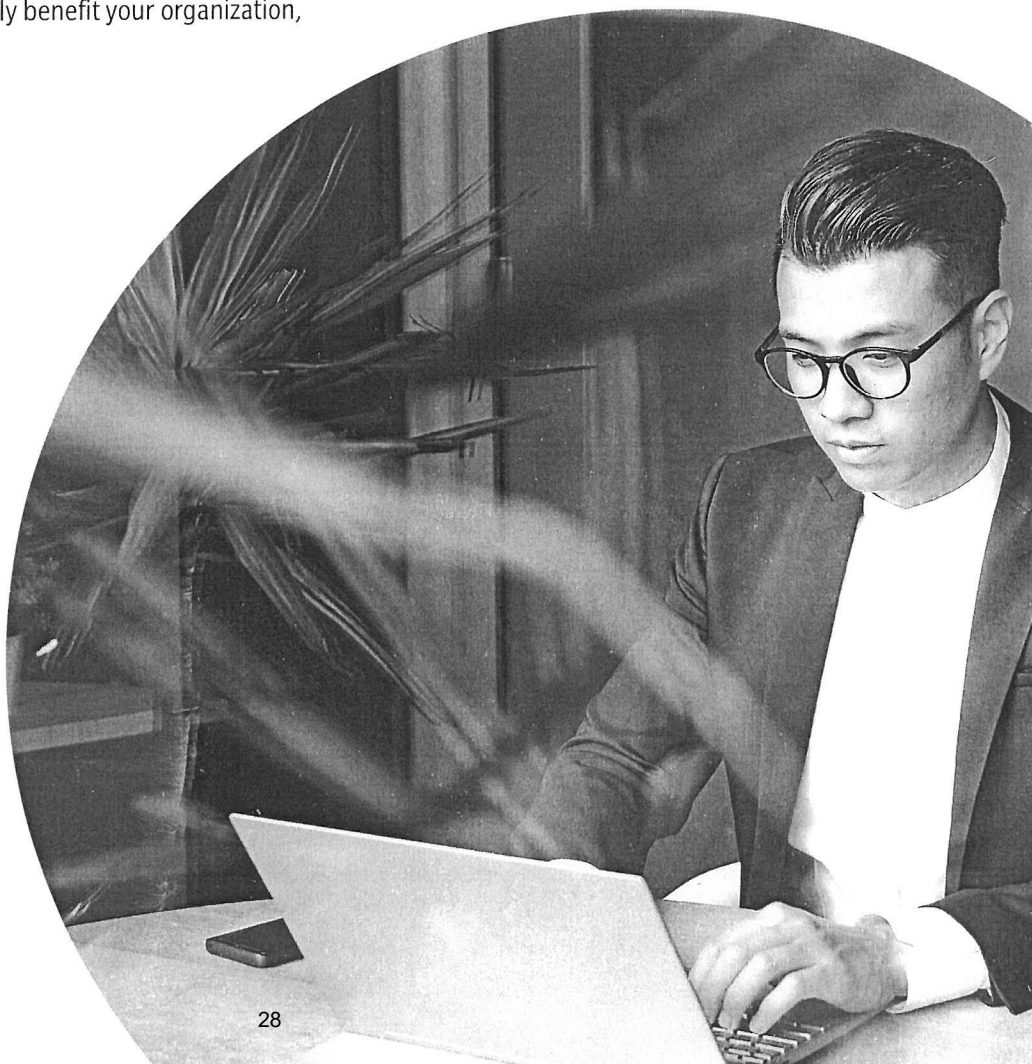
A FOUNDATION FOR YOUR CYBERSECURITY TECHNOLOGY STACK

The MEDR service is fully managed, giving your business the backing of a team of security experts that use real world experience to continuously improve our platform and procedures.

We understand that the closer a control is to the threat target, the more effective that control can be, and manage our MEDR platform and Security Operations Center accordingly. You'll benefit from higher visibility, an enhanced peace of mind, and be able to measure behavioral anomalies, threats found, and time to quarantine/remove malicious behavior.

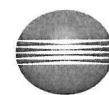
START YOUR TRANSFORMATION

To find out how the MEDR service can directly benefit your organization, contact sales@allcovered.com today.



For complete information on Konica Minolta products and solutions,
please visit: **CountOnKonicaMinolta.com**

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KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive, Ramsey, New Jersey 07446

CountOnKonicaMinolta.com



07/22-P



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Octavio Duran, Public Works Director/City Engineer *OD*

PREPARED BY: Jim Richardson, Public Works Manager

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

(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

RECOMMENDATION: It is recommended that the City Council:

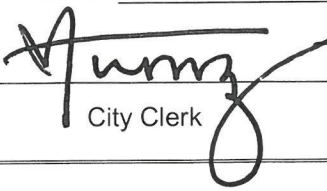
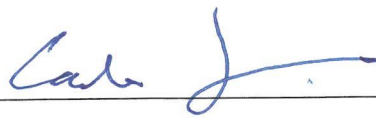
1. Extend the City-Wide Concrete Maintenance Contract with Above All Names Construction Services, Inc. for one-year,
2. Approve a 9.7% increase to the contract unit prices.

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

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 City currently has a contract with Above All Names Construction, Inc. This is an on-call concrete maintenance contract based on pre-established tasks in the bid documents and unit prices from the contractor's bid proposal. The actual amount of the annual contract will vary based on available budgets and the City's concrete maintenance needs. The contract documents establish guidelines for a contract increase at the time of the contract renewal based on the construction cost index published in the March issue of Engineering News Record. This year the publication average shows a 9.7% increase from last year. The services provided by the contractor have been satisfactory. The contract documents provide the City the option of five one-year contract extensions, and this will be the fifth and final one-year contract extension.

Attachments: Engineering News Record Cost Index

Approved _____	Motion _____	Second _____	Agenda Item No. <u>15</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

CONSTRUCTION ECONOMICS

ENR's 20-city average cost indexes, wages and materials prices.
Historical data for ENR's 20 cities can be found at [ENR.com/economics](https://enr.com/economics)

Construction Cost Index

+2.7%

ANNUAL INFLATION RATE

MARCH 2024

1913=100	INDEX VALUE	MONTH	YEAR
CONSTRUCTION COST	13532.01	+0.1%	+2.7%
COMMON LABOR	25413.55	0.0%	+2.0%
WAGE \$/HR.	48.30	0.0%	+2.0%

The Construction Cost Index's annual escalation rose 2.7%, while the monthly component increased 0.1%.

Building Cost Index

+3.8%

ANNUAL INFLATION RATE

MARCH 2024

1913=100	INDEX VALUE	MONTH	YEAR
BUILDING COST	8288.93	+0.2%	+3.8%
SKILLED LABOR	11674.53	0.0%	+3.0%
WAGE \$/HR.	64.79	0.0%	+3.0%

The Building Cost Index was up 3.8% on an annual basis, while the monthly component rose 0.2%.

Materials Cost Index

+0.4%

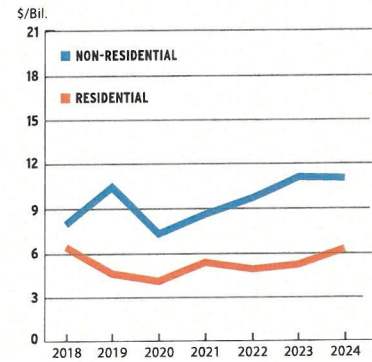
MONTHLY INFLATION RATE

MARCH 2024

1913=100	INDEX VALUE	MONTH	YEAR
MATERIALS COST	6249.77	+0.4%	+6.2%
CEMENT \$/TON	237.75	+4.5%	+27.5%
STEEL \$/CWT	105.00	+2.2%	+9.5%
LUMBER \$/MBF	1026.59	-0.2%	+4.5%

The Materials Cost Index rose 0.4% this month, while the annual escalation rate increased 6.2%.

Construction starts in the Boston metro area are expected to rise 6.1% in 2024, to \$17.5 billion, according to Dodge Construction Network. Dodge predicts a 0.7% decrease in non-residential starts, while residential is expected to rise 20.5%. Office and single-family starts are expected to increase, while health care work is predicted to drop.



SOURCE: DODGE CONSTRUCTION NETWORK

ENR's Cost Indexes by City

1913=100
1967=100
R=REVISED

	CONSTRUCTION COST		BUILDING COST		COMMON LABOR		SKILLED LABOR		MATERIALS	
	MAR '24: 1913	% CHG. YEAR	MAR '24: 1913	% CHG. YEAR	MAR '24: 1967	% CHG. YEAR	MAR '24: 1967	% CHG. YEAR	MAR '24: 1967	% CHG. YEAR
ATLANTA	8216.00	-1.2	6271.38	-1.5	825.83	0.0	770.13	0.0	1379.67	-2.5
BALTIMORE	10360.41	-2.4	7013.11	-2.8	1214.52	0.0	980.21	+1.3	1238.05	-6.5
BIRMINGHAM	8673.91	-0.9	6038.33	-1.3	978.68	0.0	868.43	0.0	1158.50	-2.2
BOSTON	17643.40	-1.1	10100.77	-0.3	1756.25	0.0	1609.60	+2.6	1287.47	-4.7
CHICAGO	20127.98	+9.7	10197.62	+5.2	1859.31	+10.0	1536.02	+3.2	1179.24	+8.6
CINCINNATI	12464.07	+5.2	7469.77	+9.5	1077.82	0.0	953.18	+1.0	1384.66	+17.9
CLEVELAND	14467.07	+6.1	8120.00	+11.5	1095.01	0.0	972.70	0.0	1374.17	+25.2
DALLAS	7872.18	+2.5	6482.39	+3.1	742.23	0.0	738.52	0.0	1358.02	+4.9
DENVER	9169.81	+5.8	7184.92	+9.4	818.18	0.0	972.24	+3.5	1271.39	+15.4
DETROIT	14014.22	+1.5	8571.52	+6.1	1078.49	0.0	1104.00	+6.5	1224.22	+5.7
KANSAS CITY	13812.49	+1.7	8124.00	-0.8	1390.03	+3.7	1300.95	+1.6	1206.01	-3.5
LOS ANGELES	15219.84	+9.7	8545.89	+4.6	1287.67	+15.8	1203.70	+14.2	1261.39	-5.6
MINNEAPOLIS	14612.61	+1.7	8572.99	+3.0	1339.26	0.0	1371.67	0.0	1207.19	+7.1
NEW ORLEANS	7849.80	-0.5	6457.51	-0.6	749.82	0.0	848.69	0.0	1310.33	-1.0
NEW YORK CITY	22373.57	+0.8	11717.89	+2.2	1663.39	0.0	1547.48	+0.8	1330.29	+5.2
PHILADELPHIA	15913.64	+2.4	9269.82	+4.9	1637.07	0.0	1421.38	+0.9	1316.69	+11.7
PITTSBURGH	12941.24	+3.9	8251.30	+7.8	1178.28	0.0	1114.12	+2.7	1156.15	+14.6
ST. LOUIS	13971.45	+2.1	7997.19	+3.7	1112.34	0.0	1082.07	0.0	1301.61	+8.4
SAN FRANCISCO	15458.96	+0.6	10774.99	+7.0	1076.13	+2.8	1292.25	+18.4	1685.48	-3.7
SEATTLE	15477.56	+2.5	8894.46	+4.4	1314.48	0.0	1302.87	0.0	1561.11	+10.1



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Octavio Duran, Public Works Director/City Engineer *OD*

PREPARED BY: Jim Richardson, Public Works Manager

SUBJECT: Contract Renewal - 2020-09 "City-Wide Traffic Striping and Pavement Marking Maintenance Contract"

(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

RECOMMENDATION: It is recommended that the City Council:

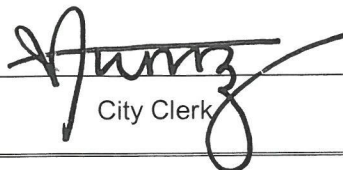
1. Extend the City-Wide Traffic Striping and Pavement Marking Maintenance Contract with Interstate Striping & Signs, Inc. for one-year
2. Approve a 5.25% increase to the contract unit prices.

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

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 City currently has a contract with Interstate Striping & Signs, Inc. This is an on-call striping & pavement marking maintenance contract based on pre-established tasks in the bid documents and unit prices from the contractor's bid proposal. The actual amount of the annual contract will vary based on available budgets and the City's striping & signage maintenance needs. The contract documents establish guidelines for a contract increase at the time of the contract renewal based on the average of Skilled Labor and Materials cost indexes published in the November issue of Engineering News Record. This year the publication average shows a 5.25% increase from last year. The services provided by the contractor have been satisfactory. The contract documents provide the City the option of five one-year contract extensions, and this will be the fifth and final one-year contract extension.

Attachments: Engineering News Record Cost Index

Approved _____	Motion _____	Second _____	Agenda Item No. <u>16</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

CONSTRUCTION ECONOMICS

ENR's 20-city average cost indexes, wages and materials prices.
Historical data for ENR's 20 cities can be found at [ENR.com/economics](https://enr.com/economics)

Construction Cost Index

+0.9%
ANNUAL INFLATION RATE
NOV. 2024

1913=100	INDEX VALUE	MONTH	YEAR
CONSTRUCTION COST	13632.39	0.0%	+0.9%
COMMON LABOR	25538.95	0.0%	+0.5%
WAGE \$/HR.	48.52	0.0%	+0.5%

The Construction Cost Index's annual escalation rose 0.9%, while the monthly component stayed flat.

Building Cost Index

+1.7%
ANNUAL INFLATION RATE
NOV. 2024

1913=100	INDEX VALUE	MONTH	YEAR
BUILDING COST	8405.03	0.0%	+1.7%
SKILLED LABOR	11805.47	0.0%	+1.4%
WAGE \$/HR.	65.52	0.0%	+1.4%

The Building Cost Index was up 1.7% on an annual basis, while the monthly component showed no change.

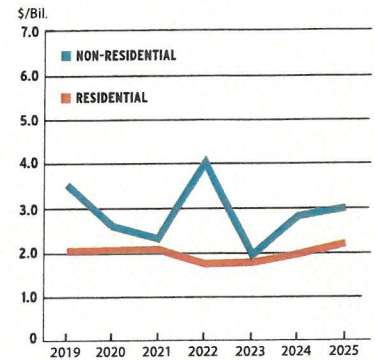
Materials Cost Index

0.0%
MONTHLY INFLATION RATE
NOV. 2024

1913=100	INDEX VALUE	MONTH	YEAR
MATERIALS COST	6334.82	0.0%	+3.1%
CEMENT \$/TON	291.70	-4.9%	+40.6%
STEEL \$/CWT	109.09	-0.2%	+9.3%
LUMBER \$/MBF	882.51	-1.3%	-17.8%

The Materials Cost Index held steady this month, while the annual escalation rate increased 31%.

Construction starts in the Detroit metro area are expected to rise 8.9% in 2025, to \$5.2 billion, according to Dodge Construction Network. Dodge predicts a 6.6% increase in non-residential starts, while residential is expected to rise 12.2%. Office and retail starts are expected to increase, while education work is predicted to drop.



SOURCE: DODGE CONSTRUCTION NETWORK

ENR's Cost Indexes by City

1913=100
1967=100
R=REVISED

	CONSTRUCTION COST		BUILDING COST		COMMON LABOR		SKILLED LABOR		MATERIALS	
	NOV '24: 1913	% CHG. YEAR	NOV '24: 1913	% CHG. YEAR	NOV '24: 1967	% CHG. YEAR	NOV '24: 1967	% CHG. YEAR	NOV '24: 1967	% CHG. YEAR
ATLANTA	8728.41	+6.3	6783.14	+8.2	825.83	0.0	770.13	0.0	1568.69	+13.7
BALTIMORE	10632.02	+1.4	7283.51	+2.0	1236.74	+1.8	1015.30	+3.6	1289.05	+0.5
BIRMINGHAM	8903.58	+2.9	6267.26	+4.2	978.68	0.0	868.43	0.0	1237.92	+7.6
BOSTON	17777.48	+0.2	10287.66	+0.9	1756.25	0.0	1623.44	+0.9	1332.03	+1.1
CHICAGO	20426.01	+2.2	10495.51	+4.5	1859.31	0.0	1536.02	0.0	1268.17	+11.8
CINCINNATI	12833.44	+1.6	7435.39	-2.6	1141.92	+5.9	979.90	+2.8	1340.08	-7.0
CLEVELAND	14311.44	-1.2	8035.33	-1.2	1095.01	0.0	989.95	+1.8	1322.67	-4.1
DALLAS	7478.42	-3.0	6088.40	-3.7	742.23	0.0	738.52	0.0	1229.05	-5.8
DENVER	9295.37	+0.1	7560.51	+5.1	818.18	0.0	1043.58	+10.6	1313.74	+0.3
DETROIT	13813.09	+1.5	8206.71	+0.4	1096.02	+1.6	1104.00	0.0	1112.33	+1.0
KANSAS CITY	13736.85	-1.2	7920.71	-3.6	1413.02	+1.7	1312.41	+0.9	1128.84	-8.6
LOS ANGELES	15579.98	+1.8	9015.19	+5.0	1287.67	0.0	1231.11	+3.2	1383.06	+7.3
MINNEAPOLIS	14802.69	+3.0	8768.31	+5.3	1339.26	0.0	1373.10	+0.1	1268.14	+12.4
NEW ORLEANS	8272.46	+7.1	6879.76	+8.6	749.82	0.0	848.69	0.0	1458.98	+15.2
NEW YORK CITY	22332.83	-0.9	11817.50	-0.5	1663.39	0.0	1574.71	+1.8	1315.81	-5.0
PHILADELPHIA	15716.67	-1.6	9179.94	-1.6	1637.07	0.0	1448.39	+1.9	1245.35	-6.9
PITTSBURGH	12991.41	+0.5	8301.45	+1.5	1178.28	0.0	1114.12	+1.3	1171.52	+1.8
ST. LOUIS	13877.28	+0.2	7903.02	+0.4	1112.34	0.0	1082.07	0.0	1268.42	+0.9
SAN FRANCISCO	15400.54	-0.8	10716.59	-0.6	1076.13	0.0	1292.25	+1.1	1665.78	-2.5
SEATTLE	15737.84	+2.6	9154.74	+4.6	1314.48	0.0	1302.87	0.0	1661.65	+10.3

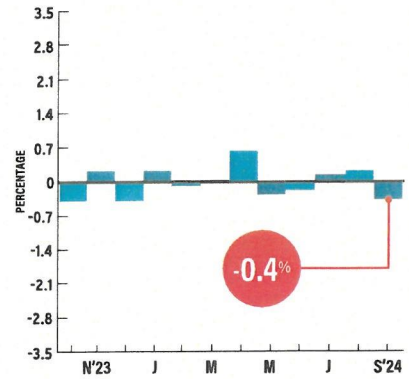
CONSTRUCTION ECONOMICS

Prices for PVC pipe products decreased 0.4% in September, after rising 0.2% in August, according to the Bureau of Labor Statistics' producer price index for plastic construction products, which consists largely of PVC pipe. The annual escalation fell to -0.3%. ENR's 20-city average price for both types of copper water tubing experienced monthly and yearly increases in November. Monthly prices for 6-in. ductile-iron pipe rose 1.1%, while yearly prices are up 3%.

PRODUCER PRICE INDEX

PVC PIPE

Monthly Percent Change



SOURCE: BUREAU OF LABOR STATISTICS

ENR's Materials Prices For November 2024

CORRUGATED-STEEL PIPE

+4.5%

MONTHLY CORRUGATED-STEEL PIPE PRICES INCREASED 4.5% IN NOVEMBER.



1992=100

DUCTILE-IRON PIPE

+1.4%

MONTHLY PRICES ROSE 1.4%, WHILE YEARLY PRICES INCREASED 4.8%.



1992=100

PVC WATER PIPE

-0.4%

PRICES DECREASED 0.4%, AND ARE DOWN 4% SINCE NOVEMBER 2023.



1992=100

REINFORCED-CONCRETE PIPE

+1.0%

PRICES FOR REINFORCED-CONCRETE PIPE ROSE 1% SINCE LAST MONTH.



1992=100

20-CITY AVERAGE

ITEM UNIT \$PRICE %MONTH %YEAR

REINFORCED-CONCRETE PIPE (RCP)

12"	FT	33.17	+1.7	+3.0
24"	FT	62.36	+1.0	+2.6
36"	FT	129.80	+0.6	+4.0
48"	FT	201.79	+0.6	+8.9

CORRUGATED-STEEL PIPE (CSP)

12"	FT	24.13	-0.1	+7.6
36"	FT	75.00	+4.5	+45.3
60"	FT	174.36	+5.4	+68.5

POLYETHYLENE PIPE (PE): UNDERDRAIN

4"	FT	1.29	+1.3	+11.6
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POLYVINYL-CHLORIDE PIPE (PVC)

Sewer, 46"	FT	3.39	-0.9	-0.6
8"	FT	14.06	+1.0	+16.3
Water, 6"	FT	11.88	-2.5	-5.9
8"	FT	19.06	-0.4	-4.0
12"	FT	29.59	-0.6	-2.5

DUCTILE-IRON PIPE (DIP)

6"	FT	32.84	+1.1	+3.0
8"	FT	45.12	+1.4	+4.8
12"	FT	67.04	+0.7	+3.2

COPPER WATER TUBING: TYPE L

1/2"	FT	3.50	+1.7	+12.5
1 1/2"	FT	13.70	+1.9	+13.7

SOURCE: ENR

CONSTRUCTION ECONOMICS

Sewer, Water and Drain Pipe For November 2024

City prices reflect quotes from single sources and can be volatile. They are not meant to be the prevailing price for a city. Data are a mix of list and transaction prices and may include ENR estimates. Do not compare prices between locations. Use city information to analyze national trends.

ITEM	UNIT	ATLANTA	BALTIMORE	BIRMINGHAM	BOSTON	CHICAGO	CINCINNATI	CLEVELAND	DALLAS	DENVER	DETROIT
REINFORCED-CONCRETE PIPE (RCP)											
12"	FT	23.34	26.61	42.37	12.94	31.6	32.44	32.44	+57	38	14.35
24"	FT	44.89	48.5	58.25	31.28	83.9	85.16	85.16	+85	49.44	33.33
36"	FT	90.56	135.65	131.58	67.47	212.3	168.16	168.16	+149	122	72.96
48"	FT	137.81	220.05	231.96	112.92	168.84	305.86	305.86	+270	210	118.53
CORRUGATED-STEEL PIPE (CSP)											
12"	FT	17.02	+35.4	31.67	12.55	-19.44	30.17	30.17	+29	28	18.4
36"	FT	62.64	+127.4	114	44.51	-72	71.29	71.29	+93	85	61.9
60"	FT	136.08	+260	256.5	101.62	-160.44	156.85	156.85	+275	200	136.9
POLYETHYLENE PIPE (PE): UNDERDRAIN											
4"	FT	1.54	+1.49	0.9	1.1	1.16	0.68	0.68	-1.29	0.98	0.8
POLYVINYL-CHLORIDE PIPE (PVC)											
SEWER, 4"	FT	-4.49	+2.59	2.6	3.9	+4.17	3.24	3.24	+4.35	2.56	2.72
8"	FT	-18.66	20.08	21.08	12.15	+16.49	9.53	9.53	+17.12	8.92	16.22
WATER, 6"	FT	-10.34	11.89	6.05	6.5	-15.04	6.11	6.11	4.34	23	25.49
8"	FT	-18.66	+24	21.08	12.15	-25.8	9.53	9.53	6.75	37	8.74
12"	FT	-42.01	+28.52	24.73	25	21.81	17.78	17.78	12.62	22.15	15.5
DUCTILE-IRON PIPE (DIP)											
6"	FT	27.34	27.90	34.29	35.9	-39.95	38.24	38.24	+41.8	30	28
8"	FT	36	38.40	46.05	49.65	-54.06	50.36	50.36	+59.65	40	40.05
12"	FT	55.17	63.20	70.56	82	79.9	77.18	77.18	+86.2	60	65.3
COPPER WATER TUBING: TYPE L											
1/2"	FT	+3.13	2.64	+3.92	+4.2	4.73	+3.14	+3.14	+3.49	4.15	3.3
1 1/2"	FT	+13.45	9.23	+16.84	+18.06	17.32	+13.53	+13.53	+14.76	14	12.52
ITEM	UNIT	KANSAS CITY	LOS ANGELES	MINNEAPOLIS	NEW ORLEANS	NEW YORK	PHILADELPHIA	PITTSBURGH	ST. LOUIS	SAN FRANCISCO	SEATTLE
REINFORCED-CONCRETE PIPE (RCP)											
12"	FT	17.57	33	31.6	24.8	49.46	46.46	26.1	+33	53.33	37.54
24"	FT	47.57	45	59	43.25	97.46	99.78	48.5	+50	76.66	75.08
36"	FT	86.69	92	134.9	89	199.1	199.58	135.65	+78	112.50	150.16
48"	FT	149.91	149	251.4	128	311.33	176.97	220.05	+118	176.25	273.14
CORRUGATED-STEEL PIPE (CSP)											
12"	FT	17.25	19.94	-18.52	26.2	30.64	22.09	32.22	+20	17.06	25.42
36"	FT	63.35	70.89	-68.57	74	98.6	76.59	61.8	+68	73.99	42.26
60"	FT	149	175.03	-152.8	92.10	300.85	164.3	182.15	+160	184.15	86.64
POLYETHYLENE PIPE (PE): UNDERDRAIN											
4"	FT	+1.65	1.75	0.76	+1.65	1.13	1.3	1.49	-1.5	2.59	1.44
POLYVINYL-CHLORIDE PIPE (PVC)											
SEWER, 4"	FT	1.33	4.55	+3.98	+3.51	3.86	3.22	2.59	+6	3.43	3.38
8"	FT	+8.01	10.95	+15.71	+12.95	15.5	9	14.68	+17	14.43	14.86
WATER, 6"	FT	5.07	10.25	-14.33	+7	13.11	9.55	11.89	+13	20.7	11.18
8"	FT	+12.01	15.94	-24.58	+23.15	20.45	23.18	18.54	+17	25.43	28.28
12"	FT	36.73	28.57	-51.49	+44	19.88	32.5	28.52	+36	32.32	57.18
DUCTILE-IRON PIPE (DIP)											
6"	FT	25.94	28.04	+38.05	46.75	25.12	30	33.25	25.88	30.75	31.38
8"	FT	34.15	36.93	+51.9	70	37.95	45	45.12	34.08	40.51	42.2
12"	FT	52.25	55.63	65.48	84.5	55.76	53.25	74.23	52.25	61.00	69.6
COPPER WATER TUBING: TYPE L											
1/2"	FT	2.86	2.75	-4	+3.4	2.06	2.64	2.64	5.26	4.48	3.94
1 1/2"	FT	11.39	11.55	-15	+13.05	14.48	14.5	9.23	11.87	-14.56	15.12

+ OR - DENOTES PRICE HAS RISEN OR FALLEN SINCE PREVIOUS REPORT; QUOTES ARE DELIVERED PRICES. SOME PRICES MAY INCLUDE TAXES OR DISCOUNTS. PRODUCT SPECIFICATION MAY VARY, DEPENDING ON WHAT IS MOST COMMONLY USED OR MOST ACCESSIBLE IN A CITY. QUANTITIES ARE GENERALLY TRUCKLOADS. RCP PIPE IS ASTM C76; 12 IN. AND 24 IN. ARE RUBBER-GASKET JOINTED, OTHERS ARE NON-CORRUGATED. CORRUGATED STEEL PIPE IS PLAIN GALVANIZED; 12 IN. IS 16 GAUGE, 36 IN. IS 14 GAUGE, 60 IN. IS 12 GAUGE. PE PIPE IS M252, PERFORATED AND CORRUGATED. PVC SEWER PIPE IS ASTM D-3034, SDR-35. PVC WATER PIPE IS C900, CL 150. DIP PIPE IS CL 150 WITH A PUSH-ON JOINT. COPPER WATER TUBING PIPE IS HARD AND INTERIOR DIAMETER, TYPE L.



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Octavio Duran, Public Works Director / City Engineer *OD*

PREPARED BY: Jim Richardson, Public Works Manager

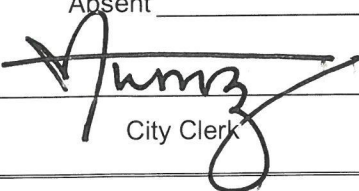
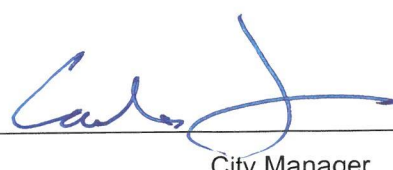
SUBJECT: Authorization and Purchase Agreements for Heating, Ventilation, and Air Conditioning (HVAC) System Repairs for YMCA Building

(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

RECOMMENDATION: It is recommended that the City Council:

1. Waive formal contract procedures per Municipal Code Section 2.40.100 for which the City's best interests are served
2. Approve the proposal from TRANE in the amount of \$319,000 to replace the chiller unit at the YMCA through the City's Omnia Partners cooperative purchasing program contract # RACINE - 3341
3. Approve the proposal from Johnson Controls to replace the climate control system at the YMCA in the amount of \$60,887.45 through the City's Sourcewell cooperative purchasing program contract #070121-JHN.
4. Authorize the City Manager to sign purchase agreements with TRANE and Johnson Controls to replace the chiller unit and climate control system at the YMCA building

FISCAL IMPACT: The HVAC system purchases are included in the current approved FY 2024/2025 budget and are being funded from the City's General Fund. The total purchase amount is \$379,887.45 including \$319,000 for a new chiller unit and \$60,887.45 for the required control system upgrade.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>17</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

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

BACKGROUND: The YMCA Athletic Center was constructed in 2007 and the Central HVAC Chiller Unit has been in a state of decline for the past several years, requiring routine repairs and call outs for unexpected shutdowns. The City included \$500,000 in the FY 2024/2025 budget for the replacement of the unit and is seeking to complete the work before summer to ensure appropriate cooling is provided.

The existing chiller is manufactured by TRANE and staff determined that replacing the unit in kind allows for a faster and more cost-effective solution. TRANE has a current direct replacement model unit which allows for a turnkey replacement and avoids the need for additional engineering and design costs to evaluate other manufacturers' equipment and compatibility with the existing HVAC system. Switching to a different manufacturer could also require the added costs for electrical, plumbing, and concrete pad retrofits.

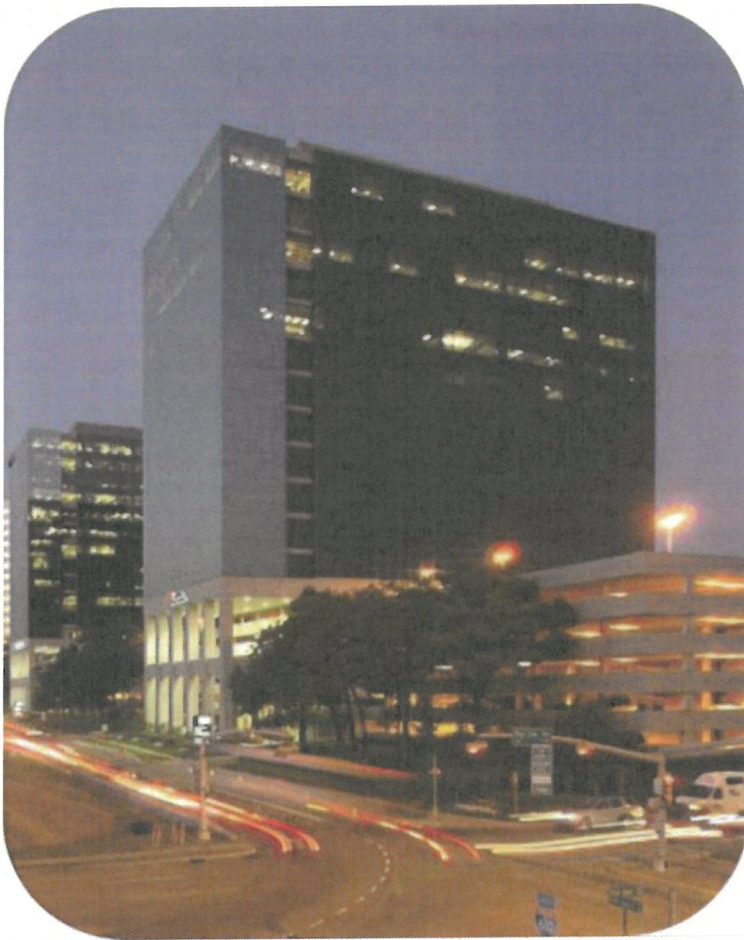
In addition to the new chiller, the existing HVAC climate control system needs to be replaced to meet new wiring standards. Previous equipment operated with two wires and all new equipment is being manufactured with a three-wire interface. The current control system is Metasys, manufactured by Johnson Controls, and utilizes two wires that connect to various sensors and other equipment at each HVAC air handling unit, as well as the existing central chiller. Johnson Controls offers a new control system which is compatible with the new chiller. By utilizing the new control system made by Johnson Controls the City will avoid additional cost of changing out all of the Metasys sensors, contactors, and other components at each HVAC unit. The new control system is compatible with each of these existing components.

Staff is recommending replacing the chiller unit and control system in-kind to reduce costs and provide a turn-key solution in a timely manner. To facilitate the purchases, staff is proposing to use existing national contracts through cooperative purchasing programs as allowed by the City's Municipal Code. TRANE has a current contract with Omnia Partners that was competitively bid and meets our local and state purchasing guidelines. Similarly, Johnson Controls has a contract with Sourcwell, another cooperative purchasing program organization. The City has used both Omnia Partners and Sourcwell in the past. Both manufacturers' proposals include the purchase and installation of the equipment, along with a warranty.

Attachments:
Chiller Unit Proposal
Control System Proposal



Trane Turnkey Proposal

**Turnkey Proposal For:**

Jim Richardson
City Of Highland
27215 Baseline
Highland, CA 92346-9234

Local Trane Office:

Trane U.S. Inc.
3253 E Imperial Highway
Brea, CA 92821

Local Trane Representative:

Ian Brown
E-mail: ian.brown@trane.com
Cell: (804) 441-1513
Office Phone: (714) 983-0505

Proposal ID: 7850204

COOP Quote Number: W2-jW3AAI-24-001

COOP or Federal Contract ID: OMNIA
Racine #3341

Date: January 7, 2025

Prepared For:
Jim Richardson

Date:
January 7, 2025

Job Name:
City of Highland YMCA Chiller Replacement

Proposal ID:
7850204

Delivery Terms:
Freight Allowed and Prepaid – F.O.B. Factory

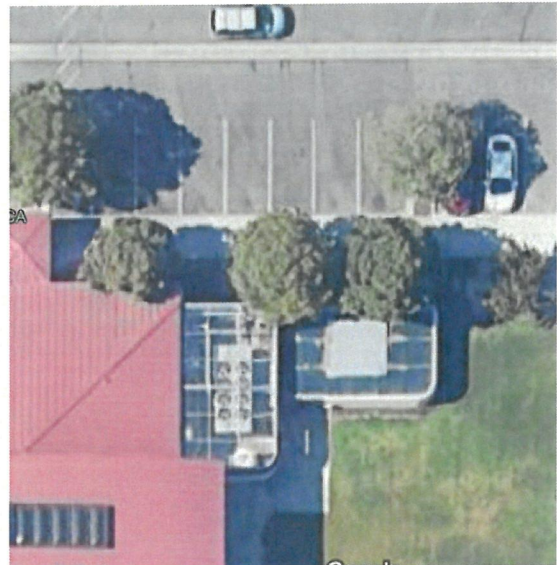
Payment Terms:
Net 30

State Contractor License Number:
1066318

Proposal Expiration Date:
30 Days

Scope of Work

Project Overview



The chiller at the YMCA in Highland is in need the following equipment replacements:

- (1) 80-ton Air-Cooled Chiller

Scope and pricing is based on like for like replacements of the equipment & site visit on August 6, 2024.

Scope of Work – Base Scope: Chiller Replacement

Installation

- Provide all new equipment for project for a turnkey installation. The new equipment installed shall consist of the following:
- Replace one (1) Air-Cooled Chiller (CH)
 - Air-Cooled Chiller
 - (1) 80-ton Chiller

YMCA - Gym

- Receive, store, and deliver the following Trane furnished equipment:
 - (1) 80-Ton Trane CGAM Air-Cooled chiller.
 - New Chiller to be ordered with factory disconnect.
- Generate shop drawings for owner's approval prior to start of project.
- Furnish labor, drawings and expertise as needed to secure mechanical permit from the City of Highland for Chiller replacement.
 - We will provide Title-24 Documentation
 - Permit fees are excluded and will be forwarded on for reimbursement as a change order after permit has been obtained.
- Disconnect existing chilled water piping, electrical, and control connections from existing Chiller.
- Remove and properly dispose of the existing Chiller (salvage rights reserved).
- Furnish crane and rigging to set new Chiller at same location as removed Chiller.
 - Temporarily remove wire enclosure screen to allow access to rig.
 - Re-install wire enclosure screen after rigging and installation.
- Furnish and install (1) new 80-ton CGAM air-cooled chiller.
 - Furnish and install neoprene vibration isolation pads underneath new Chiller and anchor new Chiller to existing concrete housekeeping pad.
 - Furnish and install new Sch. 40 Steel piping to connect new Chiller to existing piping.
 - As needed to make final connections.
- Insulate new chilled water piping with insulation to match existing piping.
 - Label new chilled water piping with outdoor rated stickers identifying water type and flow direction.
- Furnish materials and labor to connect new Chiller to existing electrical power.
 - Upgrading, repairing, or replacing of existing electrical distribution is not included.
 - Verification of adequate electrical capacity of existing distribution is not included.
 - Reconnect existing control conduits and wiring as applicable.
 - Termination and integration of existing controls is not included.
 - Upgrade, repair, replacement of existing controls and control panel is not included.
- Furnish all labor, material and equipment to electrically isolate and disconnect (1) Chiller.
- Furnish all labor, material and equipment to electrically re-connect (1) Chiller.
- Energize, test, and confirm phasing of all new feeders prior to unit start-up.
- Startup and verify operation of new systems.

(2) New Chilled Water Pumps

- Demolish (2) existing CHW pumps & associated appurtenances.
- Furnish and install (2) new 190 GPM CHW pumps.
 - Connect new CHWPs to existing CHW piping.
- Demolish (2) existing CHWPs VFDs.
- Furnish and install (2) new CHWPs VFDs
 - Reconnect electrical wiring.

Ancillary Hydronic Equipment

- Furnish and install (1) new air separator.

- Demolish (1) existing air separator.
 - Connect new air separator to existing piping.
- Furnish and install (1) new expansion tank.
 - Demolish (1) existing expansion tank.
 - Connect new expansion tank to existing piping.
- Furnish and install (1) new chemical pot feeder.
 - Demolish (1) existing chemical pot feeder.
 - Connect new chemical pot feeder existing piping.

New Chilled Water Loop Sensors

- Demolish existing CHW supply & return piping sensors.
- Furnish and install new CHW supply & return piping sensors.

General Project Inclusions

- Project management included for a turnkey installation by Trane.
- Startup and commissioning of all new equipment (no third-party commissioning included).
- 1st year parts and labor warranty included on entire project.
- Prevailing wage rates included.
- Project equipment installation to be performed over regular time/weekdays.

Project Assumptions / Exclusions

- Temporary cooling or heating equipment not included.
- Structural and seismic curbs are existing to remain and be reused.
- Any structural upgrades or modification are excluded.
- Electrical service upgrades are excluded.
- All work dealing with fire life safety systems, fire sprinkler systems, and smoke evacuation systems is excluded.
- Construction fencing, temporary offices, security is excluded.
- Third Party review, testing, special inspection fees, deputy inspector fees, or third-party commissioning of new systems is not included.
- Breaker coordination studies are excluded.
- Asbestos or Hazardous Material Abatement excluded.
- Replacement or upgrade of any existing non-code compliant systems is excluded.
- ADA requirements excluded.
- Customer to coordinate all shutdowns and lifts with Trane's schedule.
- Building permit fees & Plan check fees are excluded.
- Builders Risk (including flood and seismic insurance and Deductible) is excluded.
- Any items not specifically listed as scope of work is not included.
- We assume there will be no other work going on that will affect the timing or sequence of our installation.
- Liquidated or Consequential Damages not included.
- Demurrage or Storage Charges not included.
- Trane to retain salvage rights of all removed equipment and materials, if applicable.
- Temporary power or Trane provided utilities are excluded. We assume use of customer electrical, gas, and water for construction.
- Equipment view screens are excluded.
- Architectural drawings and line of sight drawings are excluded.

Equipment Summary Details

Pricing based on the following equipment. Trane will send submittal to Customer for approval prior to release of equipment into production.

YMCA – Gym - Highland

Qty. 1 Trane, Air-Cooled Chiller: Model Number CGAM, 80 Nominal Ton Unit

Nominal 80 Ton Cooling Air Cooled Chiller

- 460V/60Hz/3Ph
- Unit Start-Up by Trane
- InvisiSound Standard
- R513A
- Variable Frequency Drive
- 20A -115V Convenience Outlet
- BACnet MS/TP Interface
- 1 year labor & parts warranty

Pricing and Acceptance

Jim Richardson
City Of Highland
27215 Baseline
Highland, CA 92346-9234

Price

Total Net Price.....\$319,000.00 USD

Financial items not included

- Bid Bond
- Payment and Performance Bond
- Guarantee of any energy, operational, or other savings

Respectfully submitted,

Ian Brown
Trane U.S. Inc.
E-mail: ian.brown@trane.com
Office Phone: (714) 983-0505



ACCEPTANCE

This proposal is subject to Customer's acceptance of the attached Trane Terms and Conditions (Installation).

We value the confidence you have placed in Trane and look forward to working with you.

Retention withheld 5% on installation, 0% on Equipment; rate reduced per the contract documents and released no later than the date of Trane substantial completion.

Submitted By: Ian Brown	Cell: (804) 441-1513 Office: (714) 983-0505 Proposal Date: January 7, 2024
CUSTOMER ACCEPTANCE City Of Highland	TRANE ACCEPTANCE Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date License Number: 1066318

TERMS AND CONDITIONS – COMMERCIAL INSTALLATION

"Company" shall mean Trane U.S. Inc. for Work performed in the United States or Trane Canada ULC for Work performed in Canada.

1. Acceptance; Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the commercial goods and/or services described (the "Work"). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Work rendered by Company to the date of cancellation.

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer's tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Within thirty (30) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Work are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of goods. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If such release is not received within 6 months after date of order receipt, Company reserves the right to cancel any order. If shipment is delayed due to Customer's actions, Company may also charge Customer storage fees. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased.

5. Exclusions from Work. Company's obligation is limited to the Work as defined and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company.

6. Performance. Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.

7. Payment. Customer shall pay Company's invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point and shall not assign or transfer any interest in the equipment until all payments due Company have been made.

8. Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

9. Access. Company and its subcontractors shall be provided access to the Work site during regular business hours, or such other hours as may be requested by Company and acceptable to the Work site' owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Company's access to correct any emergency condition shall not be restricted. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer's request.

10. Completion. Notwithstanding any other term or condition herein, when Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company's representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer's failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.

11. Permits and Governmental Fees. Company shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses and inspections are not included in the Proposal, Company will invoice Customer for such costs.

12. Utilities During Construction. Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.

13. Concealed or Unknown Conditions. In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

14. Pre-Existing Conditions. Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

15. Asbestos and Hazardous Materials. Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Work furnished to date and all damages sustained by Company (including lost profit and overhead).

18. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

19. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, OR PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

20. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANT LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

21. Patent Indemnity. Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

22. Limited Warranty. Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up.** Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

23. Insurance. Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive its right of subrogation.

24. Commencement of Statutory Limitation Period. Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

25. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Work is performed, without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Work is performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the Work site is owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

26. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

27. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

28. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

29. Building Automation Systems and Network Security. Customer and Trane acknowledge that Building Automation System (BAS) and connected networks security requires Customer and Trane to maintain certain cybersecurity obligations. Customer acknowledges that upon completion of installation and configuration of the BAS, the Customer maintains ownership of the BAS and the connected network equipment. Except for any applicable warranty obligations, Customer is solely responsible for the maintenance and security of the BAS and related networks and systems. In the event there is a service agreement between Trane and Customer, Trane will provide the services as set forth in the service agreement.

In order to maintain a minimum level of security for the BAS, associated networks, network equipment and systems, Customer's cybersecurity responsibilities include without limitation:

1. Ensure that the BAS, networks, and network equipment are physically secure and not accessible to unauthorized personnel.
2. Ensure the BAS remains behind a secure firewall and properly segmented from all other customer networks and systems, especially those with sensitive information.
3. Keep all Inbound ports closed to any IP Addresses in the BAS.
4. Remove all forwarded inbound ports and IP Addresses to the BAS.
5. Maintain user login credentials and unique passwords, including the use of strong passwords and the removal of access for users who no longer require access.
6. Where remote access is desired, utilize a secure method such as Trane Connect Secure Remote Access or your own VPN.
7. For any Trane services requiring remote data transfer and/or remote user access, configure the BAS and related firewall(s) per instructions provided by Trane. This typically includes configuring Port 443 and associated firewall(s) for Outbound only.
8. Perform regular system maintenance to ensure that your BAS is properly secured, including regular software updates to your BAS and related network equipment (i.e., firewalls).

Any and all claims, actions, losses, expenses, costs, damages, or liabilities of any nature due to Customer's failure to maintain BAS security responsibilities and/or industry standards for cybersecurity are the sole responsibility of the Customer.

1-26.251-10(0123)
Supersedes 1-26.251-10(1221)

SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"**Customer Data**" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"**Equipment**" shall have the meaning set forth in the Agreement.

"**HVAC Machine Data**" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"**Security Incident**" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"**Services**" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. **Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. **Customer Data; Confidentiality.** Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of

providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) data backups; and
 - (ii) formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or

undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

November 2023



City of Highland YMCA Metasys/Controls upgrade
Quote Prepared by Brian Skinner
01/14/2025



PROPOSAL

Account Information

Bill To: CITY OF HIGHLAND
27215 BASELINE ST
HIGHLAND CA
USA 92346-3125

Quote Reference Number: 1-1PMVHO3N

Project Name: City of Highland YMCA Metasys/Controls upgrade

Site: CITY OF HIGHLAND YMCA
7793 CENTRAL AVE
HIGHLAND CA 92346-4106

Branch Info: JOHNSON CONTROLS LOS ANGELES CA CB - 0N0G

Attn: Jim Richardson

Customer Information

Name: Jim Richardson

This proposal is hereby accepted and Johnson Controls is authorized to proceed with the work, subject to credit approval By Johnson Controls, Inc. Milwaukee, WI.
We propose to furnish the materials and/or perform the work below

Labor Cost:	\$20,639.59
Material Cost:	\$39,515.12
Other Cost:	\$732.76

For the net price of \$60,887.45 (plus applicable taxes) Customer agrees to pay Johnson Controls in full upon completion \$60,887.45 plus applicable taxes according to standard payment terms from date of Invoice.

This proposal is valid through: 02/13/2025

CITY OF HIGHLAND

Signature: _____
Name: _____
Title: _____
Date: _____
PO: _____

Johnson Controls Inc.

Signature: _____
Name: _____
Title: _____
Date: _____

Proposal Overview

Benefits/Scope of Work:

Johnson Controls to perform the following:

1. Provide new Supervisory controller
2. Provide time to Build software database to match field equipment and provide Metasys user interface with spaces and equipment binding and MUI graphics. (Customer to provide mechanical drawings, asbuilts, etc).
3. Provide 14 FEC2621 and 2 IOM4711 controllers to Replace 16 existing legacy LON controllers.
4. Provide time to program and commission new FEC controllers to accommodate existing mechanical equipment (Chillers, Boilers, AHU's and VAV's).
5. Provide time for electrician to install new communication wire (22 gauge 3 conductor twisted/shielded/plenum rated BACnet compatible comm wire) to each new replaced controller.
6. Provide time to verify operation in Supervisory Controller.
7. Provide time for 4 hrs of limited end user training.
8. Reuse all existing conduit, wire, panels, and end devices. Assumes all existing equipment is in working condition.
9. Work is to be completed during regular business hrs.

Quote prepared by: Brian Skinner (951)833-8929

Quote is provided using Sourcewell 070121-JHN buying group.

Exclusions:

- 1.Labor or material not specifically described above is excluded from this proposal.
- 2.Unless otherwise stated, any and all overtime labor is excluded from this proposal.
- 3.Applicable taxes or special freight charges are excluded from this proposal

CUSTOMER ACCEPTANCE:

In accepting this Agreement, Customer agrees to the terms and conditions contained herein including those on the following page(s) of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes requested by Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS CONTAINED IN THIS AGREEMENT.**

Total sell price is contingent upon the following billing and payment terms: For most Agreements where the proposal amount exceeds \$5,000 (USD or CAD as applicable), Customer agrees to pay Johnson Controls an upfront deposit of 30% or more due NET 30 from date of invoice. Alternatively, for Agreements where the proposal price exceeds \$5,000 Customer may pay Johnson Controls in full NET 10 from date of invoice in exchange for an immediate 2% discount on the total sale price. Johnson Controls is not required to commence work until any agreed to advance payments are received. If Customer is unwilling to agree to either option above for proposals exceeding \$5,000 (if presented), please advise your Johnson Controls representative immediately and a new, repriced proposal will need to be issued to Customer. All invoices will be delivered via email and paid via ACH/EFT bank transfer, with payment due NET 30 (unless Customer has made full payment NET 10 in exchange for a 2% discount). Johnson Controls' ACH/EFT bank transfer details will be forth coming upon contractual agreement.

This offer shall be void if not accepted in writing within thirty (30) days from the date first set forth above.

To ensure that Seller is compliant with your company's billing requirements, please provide the following information:

PO is required to facilitate billing: ☐ NO: This signed contract satisfies requirement

☐ YES: Please reference this PO Number: _____

AR Invoices are accepted via e-mail: ☐ YES: E-mail address to be used: _____

☐ NO: Please submit invoices via mail

☐ NO: Please submit via _____

(IMPORTANT): "JCI" or "Johnson Controls" shall mean Johnson Controls, Inc. for work performed in the U.S.A. and Johnson Controls Canada LP for work performed in Canada. These terms and conditions are an integral part of JCI's offer and form the basis of any agreement (the "Agreement") resulting from JCI's proposal for the goods and/or services described. All work is to be performed Monday through Friday during normal JCI business hours unless otherwise noted, and JCI is authorized to proceed with the work; subject, however, to credit approval by JCI.

Terms And Conditions

By accepting this proposal, Customer agrees to be bound by the following terms and conditions:

1. SCOPE OF WORK. This proposal is based upon the use of straight time labor only. Plastering, patching, and painting are excluded. Disinfecting of chiller condenser and cooling tower water systems and components for biohazards, such as but not limited to Legionella, are excluded unless otherwise specifically stated in this Agreement. In-line duct and piping devices, including, but not limited to valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by JCI, shall be distributed and installed by others under JCI's supervision but at no additional cost to JCI. Customer agrees to provide JCI with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. JCI agrees to keep the job site clean of debris arising out of its own operations. Customer shall not back charge JCI for any costs or expenses without JCI's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by JCI under this Agreement, JCI's obligations under this Agreement expressly exclude any language or provision of the Agreement elsewhere contained which may authorize or empower the Customer to change, modify, or alter the scope of work or services to be performed by JCI and shall not operate to compel JCI to perform any work relating to Hazards or Biohazards, such as but not limited to Legionella, without JCI's express written consent.

2. INVOICE AND PAYMENTS. JCI may invoice Customer monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. As set forth in JCI's proposal, Customer shall pay JCI an advance payment which shall be credited against the final payment (but not any progress payment) due hereunder. Unless otherwise agreed to by the parties in writing, payments are due within (30) days of invoice. Such payment is a condition precedent to JCI's obligation to perform any work under this Agreement. Invoices shall be paid by Customer via electronic delivery via EFT/ACH. If JCI consents to payment by credit card in lieu of EFT/ACH, JCI may charge additional fees. Invoicing disputes must be identified by Customer in writing within 21 days of the date of the invoice. Payment of any disputed amounts are due and payable upon resolution of such dispute. Customer acknowledges and agrees that timely payments of the full amounts listed on invoices is an essential term of this Agreement and Customer's failure to make payment in full when due is a material breach of this Agreement. Customer further acknowledges that if there is any amount outstanding on an invoice; it is material to JCI and will give JCI, without prejudice to any other right or remedy, the right to, without notice: (i) suspend, discontinue or terminate performing any services and/or withhold further deliveries of equipment and other materials, terminate or suspend any unpaid software licenses, and/or suspend JCI's obligations under or terminate this Agreement; and (ii) charge Customer interest on the amounts unpaid at a rate equal to the lesser of one and one half (1.5) percent per month or the maximum rate permitted under applicable law, until payment is made in full. JCI's election to continue providing future services does not, in any way diminish JCI's right to terminate or suspend services or exercise any or all rights or remedies under this Agreement. JCI shall not be liable for any damages, claims, expenses, or liabilities arising from or relating to suspension of services for non-payment. In the event that there are exigent circumstances requiring services or the JCI otherwise performs services at the premises following suspension, those services shall be governed by the terms of this Agreement unless a separate contract is executed. If Customer disputes any late payment notice or JCI's efforts to collect payment. Customer shall immediately notify JCI in writing and explain the basis of the dispute. Customer will pay all of JCI's reasonable collection costs (including legal fees and expenses). In the event of Customer's default, the balance of any outstanding amounts will be

immediately due and payable. Lien waivers will be furnished upon request, as the work progresses, to the extent payments are received.

3. MATERIALS. If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of JCI, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, JCI shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefore.

4. EQUIPMENT WARRANTY. JCI warrants that equipment manufactured or labeled by JCI shall be free from defects in material and workmanship arising from normal usage for a period of one year. No warranty is provided for third-party products and equipment installed or furnished by JCI. Such products and equipment are provided with the third party manufacturer's warranty to the extent available, and JCI will transfer the benefits, together with all limitations, of that manufacturer's warranty to Customer. All transportation charges incurred in connection with the warranty for equipment and/or materials not installed by JCI shall be borne by Customer. These warranties shall not extend to any equipment that has been abused, altered, misused or repaired by Customer or third parties without the supervision of and prior written approval of JCI, or if JCI serial numbers or warranty date decals have been removed or altered. Customer must promptly report any failure of the equipment to JCI in writing. Unless agreed to in writing by the parties, any technical support, assistance, or advice ("Technical Support") provided by JCI, such as suggestions as to design use and suitability of the equipment and products for the Customer's application, is provided in good faith, but Customer acknowledges and agrees that JCI is not the designer, engineer, or installer of record. Any Technical Support is provided for informational purposes only and shall not be construed as a representation or warranty, express or implied, concerning the proper selection, use, and/or application of the equipment and products. Customer assumes exclusive responsibility for determining if the equipment and products supplied by JCI are suitable for its intended application and all risk and liability, whether based in contract, tort or otherwise, in connection with its application and use of the equipment and products.

5. LIMITED WARRANTY. JCI warrants its workmanship or that of its agents (Technicians) in relation to installation of equipment for a period of ninety (90) days from date of installation. Customer shall bear all labor costs associated with replacement of failed equipment still under JCI's equipment warranty or the original manufacturer's warranty, but outside the terms of this express labor warranty. All warranty labor shall be executed on normal business days during JCI normal business hours. These warranties do not extend to any equipment which has been repaired by others, abused, altered, or misused in any way, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE. UNDER NO CIRCUMSTANCES SHALL JCI BE LIABLE FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING FROM OR RELATING TO ANY DEFECT IN MATERIAL OR WORKMANSHIP OF

EQUIPMENT OR THE PERFORMANCE OF SERVICES. JCI makes no and specifically disclaims all representations or warranties that the services, products, software or third party product or software will be secure from cyber threats, hacking or other similar malicious activity, or will detect the presence of, or eliminate, treat, or mitigate the spread, transmission, or outbreak of any pathogen, disease, virus or other contagion, including but not limited to COVID 19.

6. LIABILITY. To the maximum extent permitted by law, in no event shall JCI and its affiliates and their respective personnel, suppliers and vendors ("JCI Parties") be liable to you or any third party under any cause of action or theory of liability even if advised of the possibility of such damages, for any: (a) special, incidental, consequential, punitive, or indirect damages; (b) lost profits, revenues, data, customer opportunities, business, anticipated savings, or goodwill; (c) business interruption; or (d) data loss or other losses arising from viruses, ransomware, cyber-attacks or failures or interruptions to network systems. In any case, the entire aggregate liability of the JCI Parties under this proposal for all damages, losses, and causes of action (whether in contract, tort (including negligence), or otherwise) shall be limited to the amounts payable to JCI hereunder.

7. FAR. JCI supplies "commercial items" within the meaning of the Federal Acquisition Regulations (FAR), 48 CFR Parts 1-53. As to any customer order for a U.S. Government contract, JCI will comply only with those mandatory flow-downs for commercial item and commercial services subcontracts listed either at FAR 52.244-6, or 52.212-5(e)(1), as applicable.

8. TAXES. The price of this proposal does not include duties, sales, use, excise, or other taxes, unless required by federal, state, or local law. Customer shall pay, in addition to the stated price, all taxes not legally required to be paid by JCI or, alternatively, shall provide JCI with acceptable tax exemption certificates. JCI shall provide Customer with any tax payment certificate upon request and after completion and acceptance of the work.

9. DELAYS. JCI shall not be liable for any delay in the performance of the work resulting from or attributed to acts of circumstance beyond JCI's control, including but not limited to; acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Customer, Owner, or other Contractors or delays caused by suppliers or subcontractors of JCI, etc.

10. COMPLIANCE WITH LAWS. JCI shall comply with all applicable federal, state, and local laws and regulations, and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits a permanent nature shall be procured and paid for by the Customer.

11. PRICING. JCI may increase prices upon notice to the Customer to reflect increases in material and labor costs. Prices for products covered by this Agreement may be adjusted by JCI, upon notice to Customer at any time prior to shipment and regardless of Customer's acceptance of JCI's proposal or quotation, to reflect any increase in JCI's cost of raw materials (e.g., steel, aluminum) inability to secure Products, changes or increases in law, labor, taxes, duties, tariffs or quotas, acts of government, any similar charges, or to cover any extra, unforeseen and unusual cost elements. This Agreement is entered into with the understanding that the services to be provided by JCI are not subject to any local, state, or federal prevailing wage statute. If it is later determined that local, state, or federal prevailing wage rates apply to the services to be provided by JCI, JCI reserves the right to issue a modification or change order to adjust the wage rates to the required prevailing wage rate. Customer agrees to pay for the applicable prevailing wage rates.

12. DISPUTES. JCI shall have the sole and exclusive right to determine whether any dispute, controversy or claim arising out of or relating to the Agreement, or the breach thereof, shall be submitted to a court of law or arbitrated. For Customers located in the United States, the laws of Delaware shall govern the validity, enforceability, and interpretation of this Agreement, without regard to conflicts of law principles thereof, and the exclusive venue for any such litigation or arbitration shall be in Milwaukee, Wisconsin. For Customers located in Canada, the laws of Ontario shall govern the validity, enforceability, and interpretation of this Agreement, without regard to conflicts of law principles thereof, and the exclusive venue for any such litigation or arbitration shall be in Ontario, Canada. The parties waive any objection to the exclusive jurisdiction of the specified forums, including any objection based on forum non conveniens. In the event the matter is submitted to a court, JCI and Customer hereby agree to waive their right to trial by jury. In the event the matter is submitted to arbitration by JCI, the costs of arbitration shall be borne equally by the parties, and the arbitrator's award may be confirmed and reduced to judgment in any court of competent jurisdiction. If JCI prevails in any collection action. Buyer will pay all of JCI's reasonable collection costs (including legal fees and expenses). Except as provided below, no claim or cause of action, whether known or unknown, shall be brought by either party against the other more than one year after the claim first arose. Claims not subject to the one-year limitation include claims for unpaid: (1) contract amounts, (2) change order amounts (approved or requested) and (3) delays and/or work inefficiencies.

13. INSURANCE. Insurance coverage in excess of JCI's standard limits will be furnished when requested and required. No credit will be given or premium paid by JCI for insurance afforded by others.

14. INDEMNITY. The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorney's fees

which may arise in connection with the execution of the work herein specified and which are caused, by the negligent act or omission of the indemnifying Party.

15. CUSTOMER RESPONSIBILITIES. Customer is solely responsible for the establishment, operation, maintenance, access, security and other aspects of its computer network ("Network") and shall supply JCI secure Network access for providing its services. Products networked, connected to the internet, or otherwise connected to computers or other devices must be appropriately protected by Customer and/or end user against unauthorized access. Customer is responsible to take appropriate measures, including performing back-ups, to protect information, including without limit data, software, or files (collectively "Data") prior to receiving the service or products.

16. FORCE MAJEURE: JCI shall not be liable, nor in breach or default of its obligations under this Agreement, for delays, interruption, failure to render services, or any other failure by JCI to perform an obligation under this Agreement, where such delay, interruption or failure is caused, in whole or in part, directly or indirectly, by a Force Majeure Event. A "Force Majeure Event" is a condition or event that is beyond the reasonable control of JCI, whether foreseeable or unforeseeable, including, without limitation, acts of God, severe weather (including but not limited to hurricanes, tornados, severe snowstorms or severe rainstorms), wildfires, floods, earthquakes, seismic disturbances, or other natural disasters, acts or omissions of any governmental authority (including change of any applicable law or regulation), epidemics, pandemics, disease, viruses, quarantines, or other public health risks and/or responses thereto, condemnation, strikes, lock-outs, labor disputes, an increase of 5% or more in tariffs or other excise taxes for materials to be used on the project, fires, explosions or other casualties, thefts, vandalism, civil disturbances, insurrection, mob violence, riots, war or other armed conflict (or the serious threat of same), acts of terrorism, electrical power outages, interruptions or degradations in telecommunications, computer, network, or electronic communications systems, data breach, cyber-attacks, ransomware, unavailability or shortage of parts, materials, supplies, or transportation, or any other cause or casualty beyond the reasonable control of JCI. If JCI's performance of the work is delayed, impacted, or prevented by a Force Majeure Event or its continued effects, JCI shall be excused from performance under the Agreement. Without limiting the generality of the foregoing, if JCI is delayed in achieving one or more of the scheduled milestones set forth in the Agreement due to a Force Majeure Event, JCI will be entitled to extend the relevant completion date by the amount of time that JCI was delayed as a result of the Force Majeure Event, plus such additional time as may be reasonably necessary to overcome the effect of the delay. To the extent that the Force Majeure Event directly or indirectly increases JCI's cost to perform the services, Customer is obligated to reimburse JCI for such increased costs, including, without limitation, costs incurred by JCI for additional labor, inventory storage, expedited shipping fees, trailer and equipment rental fees, subcontractor fees, compliance with vaccination requirements or other costs and expenses incurred by JCI in connection with the Force Majeure Event.

17. SAFETY, HEALTH AND HAZARDOUS MATERIALS. The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of the, Occupational Safety and Health Act or similar Canadian laws relating in any way to the project or project site. ACM /Hazardous Materials: Customer shall supply JCI with any information in its possession relating to the presence of asbestos-containing materials ("ACM") or hazardous materials at any of its facilities where JCI's undertakes any Work or Services that may result in the disturbance of ACM or hazardous materials. JCI shall not be responsible for abatement and/or removal and disposal of hazardous materials or ACM. If either Customer or JCI becomes aware of or suspects the presence of ACM or hazardous materials that may be disturbed by JCI's Work or Services, JCI shall immediately stop all work until such ACM or hazardous or unsafe condition is rectified by Owner and Owner so notifies JCI in writing that work can safely be resumed, based on test conducted by a licensed testing organization. Timetables for delivery of JCI's products or services and the contract price shall be adjusted appropriately for any associated delay.

18. ONE-YEAR CLAIMS LIMITATION. No claim or cause of action, whether known or unknown, shall be brought against JCI more than one year after the claim first arose. Except as provided for herein, JCI's claims must also be brought within one year. Claims for unpaid contract amounts are not subject to the one-year limitation.

19. DIGITAL ENABLED SERVICES.; DATA. If JCI provides Digital Enabled Services under this Agreement, these Digital Enabled Services require the collection, transfer and ingestion of building, equipment, system time series, and other data to JCI's cloud-hosted software applications. Customer consents to and grants JCI right to collect, ingest and use such data to enable JCI and its affiliates and agents to provide, maintain, protect, develop and improve the Digital Enabled Services and JCI products and services. Customer acknowledges that, while Digital Enabled Services generally improve equipment performance and services, Digital Enabled Services do not prevent all potential malfunction, insure against all loss, or guarantee a certain level of performance. Customer shall be solely responsible for the establishment, operation, maintenance, access, security and other aspects of its computer network ("Network"), shall appropriately protect hardware and products connected to the Network and will supply JCI secure Network access for providing its Digital Enabled Services. As used herein, "Digital Enabled Services" mean services provided hereunder that employ JCI software and related equipment installed at Customer facilities and JCI cloud-hosted software offerings and tools to improve, develop, and enable such services. Digital Enabled Service may include, but are not limited to, (a) remote servicing and inspection, (b) advanced equipment fault detection and diagnostics, and (c) data dashboarding and health reporting. If Customer accesses and uses Software that is used to provide the Digital Enabled Services, the Software Terms (defined below) will govern such access and use.

20. JCI DIGITAL SOLUTIONS. Use, implementation, and deployment of the software and hosted software products ("Software") offered under these terms shall be subject to, and governed by, JCI's standard terms for such Software and Software related professional services in effect from time to time at www.johnsoncontrols.com/techterms (collectively, the "Software Terms"). Specifically, the JCI General EULA set forth at www.johnsoncontrols.com/buildings/legal/digital/generalaleula governs access to and use of software installed on Customer's premises or systems and the JCI Terms of Service set forth at www.johnsoncontrols.com/buildings/legal/digital/generalatits govern access to and use of hosted software products. The applicable Software Terms are incorporated herein by this reference. Other than the right to use the Software as set forth in the Software Terms, JCI and its licensors reserve all right, title, and interest (including all intellectual property rights) in and to the Software and improvements to the Software. The Software that is licensed hereunder is licensed subject to the Software Terms and not sold. If there is a conflict between the other terms herein and the Software Terms, the Software Terms shall take precedence and govern with respect to rights and responsibilities relating to the Software, its implementation and deployment and any improvements thereto. Notwithstanding any other provisions of this Agreement, unless otherwise agreed, the following terms apply to Software that is provided to Customer on a subscription basis (i.e., a time limited license or use right), (each a "Software Subscription"): Each Software Subscription provided hereunder will commence on the date the initial credentials for the Software are made available (the "Subscription Start Date") and will continue in effect until the expiration of the subscription term noted in the applicable statement of work, order or other applicable ordering document. At the expiration of the Software Subscription, such Software Subscription will automatically renew for consecutive one (1) year terms (each a "Renewal Subscription Term"), unless either party provides the other party with a notice of non-renewal at least ninety (90) days prior to the expiration of the then-current term. To the extent permitted by applicable law, Software Subscriptions purchases are non-cancelable, and the sums paid nonrefundable. Fees for Software Subscriptions shall be paid annually in advance, invoiced on the Subscription Start Date and each subsequent anniversary thereof. Customer shall pay all invoiced amounts within thirty calendar days after the date of invoice. Payments not made within such time period shall be subject to late charges as set forth in the Software Terms. Unless otherwise agreed by the parties in writing, the subscription fee for each Renewal Subscription Term will be priced at JCI's then-applicable list price for that Software offering. Any use of Software that exceeds the scope, metrics or volume set forth in this Agreement and applicable SOW will be subject to additional fees based on the date such excess use began.

21. Privacy. JCI as Processor: Where JCI factually acts as Processor of Personal Data on behalf of Customer (as such terms are defined in the DPA) the terms at www.johnsoncontrols.com/dpa ("DPA") shall apply. **JCI as Controller:** JCI will collect, process and transfer certain personal data of Customer and its personnel related to the business relationship between it and Customer (for example names, email addresses, telephone numbers) as controller and in accordance with JCI's Privacy Notice at <https://www.johnsoncontrols.com/privacy>. Customer acknowledges JCI's Privacy Notice and strictly to the extent consent is mandatorily required under applicable law, Customer consents to such collection, processing and transfer. To the extent consent to such collection, processing

and transfer by JCI is mandatorily required from Customer's personnel under applicable law, Customer warrants and represents that it has obtained such consent.

22. ASSIGNMENT. This Agreement is not assignable by the Customer except upon written consent of JCI first being obtained. JCI shall have the right to assign this Agreement, in whole or in part, or to subcontract any of its obligations under this Agreement without notice to Customer.

23. TERMINATION. If JCI's performance of its obligations becomes impracticable due to obsolescence or unavailability of systems, equipment, or products (including component parts and/or materials) or because the JCI or its supplier(s) has discontinued the manufacture or the sale of the equipment and/or products or is no longer in the business of providing the services, JCI may terminate this Agreement, or the affected portions, at its sole discretion upon notice to Customer. JCI may terminate this Agreement, or the affected portions, at its sole discretion upon notice to the Customer if JCI's performance of its obligations are prohibited because of changes in applicable laws, regulations or codes.

24. ENTIRE AGREEMENT. This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings. Customer acknowledges and agrees that any purchase order issued by Customer in connection with this Agreement is intended only to establish payment authority for Customer's internal accounting purposes and shall not be considered to be a counteroffer, amendment, modification, or other revision to the terms of this Agreement. No term or condition included or referenced in Customer's purchase order will have any force or effect and these terms and conditions shall control. Customer's acceptance of any Services shall constitute an acceptance of these terms and conditions. Any proposal for additional or different terms, whether in Customer's purchase order or any other document, unless expressly accepted in writing by JCI, is hereby objected to and rejected.

25. CHANGES. No change or modification of any of the terms and conditions stated herein shall be binding upon JCI unless accepted by JCI in writing.



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Octavio Duran, Public Works Director/City Engineer *OD*

PREPARED BY: Melissa Morgan, Public Services Manager *[Signature]*

SUBJECT: Preparation of Annual Engineer's Reports for 2025/2026 Assessments

(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

RECOMMENDATION: Staff recommends the City Council:

(1) Adopt Resolution No. 2025-__ ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and

(2) Adopt Resolution No. 2025-__ ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.

FISCAL IMPACT: The fee quoted by Harris & Associates for the preparation of an annual report and an assessment roll for both districts is \$15,200.00. In addition, each new zone added is charged \$500 for the annexation process. The amount includes an approximate 4% increase from last year's proposal. The City will be reimbursed through assessments of the benefitting properties within the district.

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

Approved _____	Motion _____	Second _____	Agenda Item No. <u>18</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>[Signature]</i> City Clerk		<i>[Signature]</i> City Manager	

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BACKGROUND: The Landscaping and Lighting Act of 1972 requires that an Engineer's Report be prepared if the City intends to levy assessment within a district, regardless whether the proposed amount of assessment is different from that of the current assessment. The Act requires that the report include items such as a description of the properties proposed to be assessed, the types of maintenance or construction activities that are anticipated, an estimate of the costs to be incurred on behalf of the district, and the method for assessing the benefitting properties.

Furthermore, Proposition 218 approved by voters on November 5, 1996, specifically requires that the annual report be prepared by a registered civil engineer, that public agency parcels cannot be exempted from assessment, and that the report must distinguish between general benefit and special benefit, and only assess for special benefit.

The fee will be allocated to the various districts, based on the assessment amount, as follows:

Consolidated Landscape and Lighting District 96-1

Street Lighting	\$7,350
Landscaping	4,000
Trail	725
Park	<u>725</u>
Sub-Total:	\$12,800

<u>Street and Drainage Maintenance District 96-1</u>	<u>\$2,400</u>
Total:	\$15,200

Attachment: Resolutions

RESOLUTION NO. 2025-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
COUNTY OF SAN BERNARDINO, CALIFORNIA
ORDERING THE PREPARATION OF ENGINEER'S REPORT
FOR CONSOLIDATED LANDSCAPE & LIGHTING DISTRICT NO. 96-1
FOR FISCAL YEAR 2025/2026

WHEREAS, the City Council of the City of Highland, County of San Bernardino, California, has heretofore determined that the public interest, convenience and necessity required the installation, operation and maintenance of public street lights, landscape and irrigation facilities, community trails and public parks as set forth in Section 22525 of the Streets and Highways Code, State of California, and

WHEREAS, Section 22625 requires that an Engineer's Report be prepared for the assessment district and filed annually, outlining the assessments to be levied against the benefitting properties within the assessment district; and

WHEREAS, the City Council desires to appoint Harris & Associates as the "Engineer of Work" for the Consolidated Landscaping & Lighting District No. 96-1; and

NOW, THEREFORE, be it resolved by the City Council of the City of Highland that the Engineer of Work is ordered to prepare the annual report for fiscal year 2025/2026 in accordance with Article 4, Division 15, of the Streets and Highways Code, "Landscaping and Lighting Act of 1972" of the State of California.

APPROVED AND ADOPTED this 28th day of January 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Munoz
City Clerk

RESOLUTION NO. 2025-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
COUNTY OF SAN BERNARDINO, CALIFORNIA
ORDERING THE PREPARATION OF AN ENGINEER'S REPORT FOR
STREET AND DRAINAGE MAINTENANCE DISTRICT 96-1
FOR FISCAL YEAR 2025/2026**

WHEREAS, the City Council of the City of Highland, County of San Bernardino, California, has heretofore determined that the public interest, convenience and necessity required the operation and maintenance of certain streets as set forth in Section 54703 et seq of the government code, State of California known as the "Benefit Assessment Act of 1982" (the "Act"); and

WHEREAS, Section 54716 of the Act requires that a report be prepared and filed, outlining the assessments to be levied against the benefitting properties within the assessment district; and

WHEREAS, the City Council desires to appoint Harris & Associates as the "Engineer of Work" for the Street and Drainage Maintenance District 96-1; and

NOW, THEREFORE, be it resolved by the City Council of the City of Highland that the Engineer of Work is ordered to prepare the annual report for fiscal year 2025/2026 for the proposed assessment district in accordance with Section 54716 of the Act.

APPROVED AND ADOPTED this 28th day of January 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Munoz
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director *Lamy*

PREPARED BY: Travis Trejo, Assistant Planner *HT*

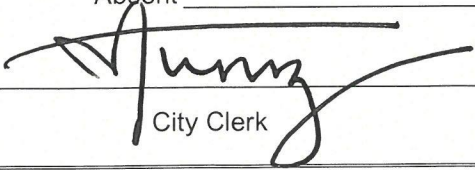
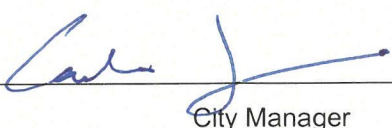
SUBJECT: 29th Annual Highland Community Trails Day Event

RECOMMENDATION: The Community Trails Committee (CTC) recommends the City Council approve Saturday, June 7th, 2025, as the date for the 29th Annual Highland Community Trails Day Event.

FISCAL IMPACT: The Community Trails Committee has an approved Budget of \$1,200.00 to sponsor this year's Event. The funds come from the City's 2024/2025 Fiscal Year Planning Division Budget for Community Events.

PUBLIC NOTICE: As required by City Council Resolution, notice of the Agenda was posted at the City's designated posting locations and the Agenda was also posted on the City's website. No further notice is required.

BACKGROUND/ANALYSIS: The Trails Day Event is used annually to promote the establishment and use of Highland's growing trail system. The CTC recommends the date June 7th, 2025, to coincide with National Trails Day and to give staff sufficient time to prepare for the event, send out letters to sponsors, and get the word out to the community and local schools. The location for the event has not yet been determined.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>19</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		 _____ City Manager	



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Octavio Duran Jr., Public Works Director/City Engineer *OD*

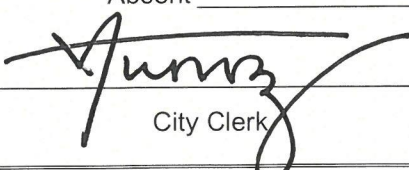
PREPARED BY: Sonja Flynn, Engineering Technician II

SUBJECT: Construction and Construction Management Services Contract Award – Highland Regional Connector Project (Project No. str22002)

RECOMMENDATION: It is recommended that the City Council:

1. Award the construction contract for Bid No. 2024-03, Highland Regional Connector Project to the responsible low bidder, Matich Corporation, in the amount of \$792,659.22;
2. Approve the proposal from Willdan Engineering to provide construction management and inspection services (CM Services) in the amount of \$88,500.00;
3. Authorize the City Manager to approve amendments to the Willdan Engineering task order up to 10% of the proposal amount; and
4. Approve a budget adjustment in the amount of \$80,275 from the Measure I Unreserved/Undesignated fund balance (017-2100) to be expended from Measure I Traffic Improvements (017-8350-6550)

FISCAL IMPACT: This project is included in the City's adopted Capital Improvement Program (CIP) FY 2022/2023-2026/2027 and has an approved budget of \$958,000, including \$256,000 in Measure I and \$702,000 in Federal Carbon Reduction Program grant funds. The total fee for construction management and the construction contract, including a 10% contingency is \$969,275. There is insufficient funding in the approved budget to cover construction costs and staff is recommending using up to \$80,275 in unallocated Measure I funds to complete the project.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>20</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	
1			

Project costs are as follows:

Design:	\$69,000
Construction Management:	\$88,500
Construction Contract:	\$792,659
Contingencies (10%):	<u>\$88,116</u>
Total:	\$1,038,275

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 Project will rehabilitate pavement on various streets, upgrade curb ramps, install bicycle markings and signage to provide pedestrian and bicycle connectivity to Arroyo Verde Elementary School, Highland Grove Elementary School, and Beattie Middle School. Street Segments include:

- Orange Street from Greenspot Road to Tonner Drive
- Tonner Drive from Orange Street to Glenheather Drive
- Streater Drive/Glenheather Drive/Love Street from Base Line to Church Street
- Love Street from Church Street to east end of cul-de-sac

The City received a Federal Carbon Reduction Program Grant in the amount of \$702,000 which covers 88% of construction and construction engineering costs for the Project. The local match and remaining project costs will be covered using Measure I Funds.

The Project was originally part of a joint project between the Cities of Highland and Redlands known as the "Highland/Redlands Regional Connector Project." Due to environmental constraints, it was split up into three separate projects. Highland is delivering the northerly phase, Redlands is delivering a southern phase and both agencies have partnered with the San Bernardino County Transportation Authority to deliver the middle gap segment. The City of Redlands construction contract is scheduled for award by their City Council on February 4th, 2025.

The project design was completed by KOA Corporation under a professional services agreement. Upon completion and approval of project plans and specifications, staff advertised the project following formal bidding procedures on December 10, 2024.

The Project includes a base bid schedule incorporating key project elements and two bid alternates which were expected to be costly items. Bid alternates provide flexibility by avoiding committing to a scope before understanding the cost. Bid alternate "Schedule A" includes the substitution of painted striping for thermoplastic striping, which is brighter and lasts longer. Bid alternate "Schedule B" includes the replacement of the existing in-road crosswalk lights at the intersection of Streater Drive and Canyon Oak Drive.

Construction Contract

Five (5) bids were received and opened on January 7, 2025 with the following results adjusted for math errors:

<u>COMPANY NAME</u>	<u>BASE BID</u>	<u>SCHEDULE</u> <u>A</u>	<u>SCHEDULE</u> <u>B</u>	<u>TOTAL BID</u>
1. Matich Corporation	\$762,707.71	\$29,951.51	\$34,600.00	\$827,291.00
2. Hardy & Harper, Inc.	\$845,930.25	\$29,069.75	\$13,000.00	\$888,000.00
3. All American Asphalt	\$853,726.85	\$30,682.70	\$14,000.00	\$898,409.55
4. Onyx Paving Company, Inc.	\$882,000.00	\$29,000.00	\$52,000.00	\$963,000.00
5. The R.J. Noble Company	\$918,933.25	\$29,069.75	\$33,000.00	\$981,003.00

All bids were reviewed for accuracy and staff corrected a math error on schedule A of Matich Corporation's bid. After review, the lowest responsible bid was received from Matich Corporation, of San Bernardino in the amount of \$762,707.71. The engineer's estimate for this project is \$800,000. A recent reference check has also confirmed that this contractor possesses the qualifications and experience necessary to perform the contract scope of work.

Due to the bids received being higher than the engineer's estimate, staff is recommending the City Council award the project to the lowest bidder, Matich Corporation and include Schedule "A" for a total contract amount of \$792,659.22. Schedule "B" is not recommended to be included in the contract because the City's on-call traffic signal maintenance contractor will be able to repair/replace the crosswalk lighting at a lower cost.

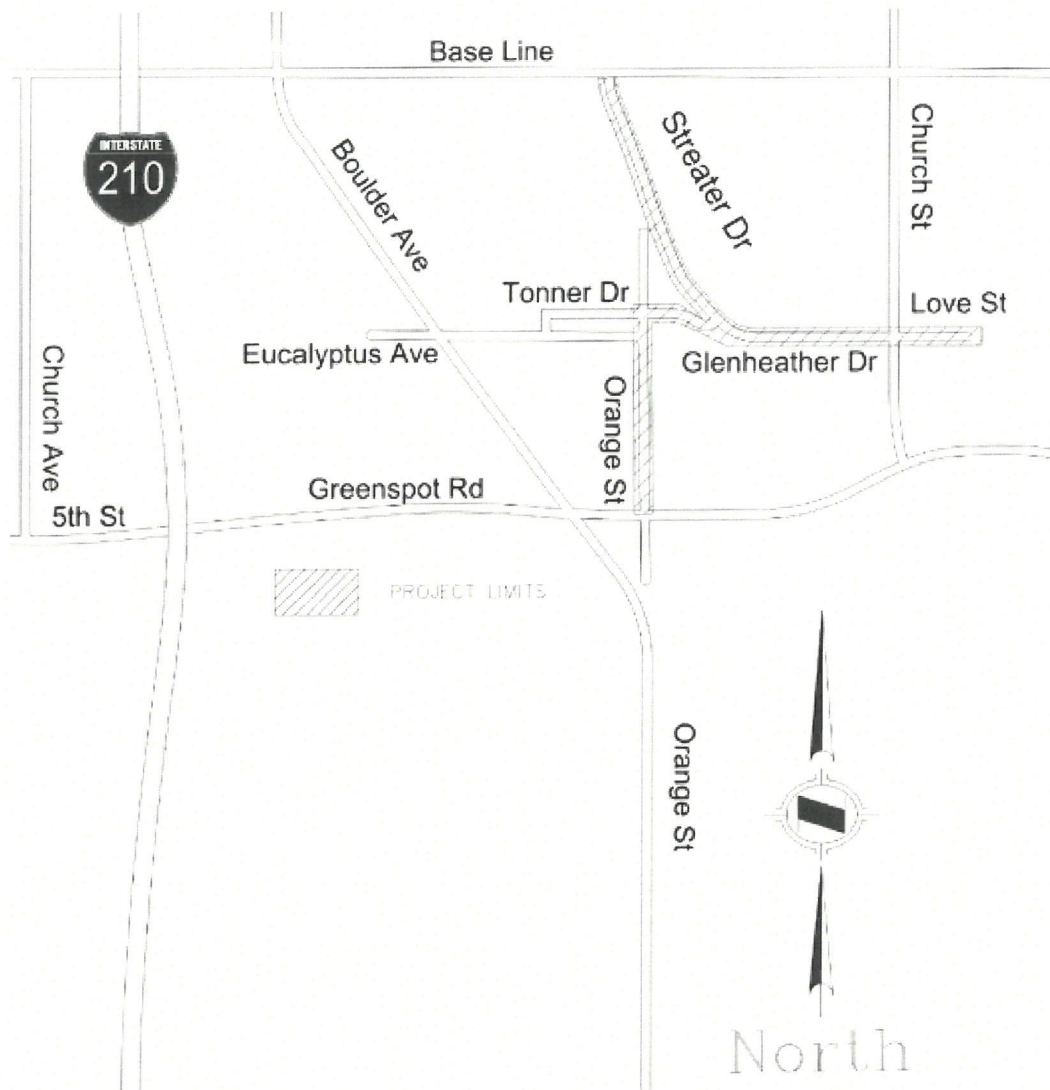
Construction Management Services Contract

With this project proceeding to the construction phase, staff requested a proposal from Willdan Engineering to provide construction management and inspection services. The proposals were reviewed by City staff. Willdan has an ongoing contract with the City and has provided these same services for numerous projects using an experienced team that is familiar with federally funded projects. Staff reviewed and negotiated the proposed fee of \$88,500.00, which is about 11% of the construction contract. This fee is reasonable for this type and size of the project. Staff recommends City Council's approval of Willdan proposal to provide construction management and inspection services.

The project was evaluated in accordance with the California Environmental Quality Act (CEQA) and is categorically exempt under section 15301.

Attachments: Project Location Map
 Willdan Engineering Construction Management Services Proposal

Project Location Map



Cover Letter

January 16, 2025

Octavio Duran Jr., PE Public Works Director/ City Engineer
City of Highland
27215 Base Line, Highland, CA 92346

Subject: Proposal for Construction Management, Inspection, Material Testing and Labor Compliance Services for the Highland Regional Connector Project, City Project No. STR22002, Federal Project No. CRPL-5449 (042)

Dear Mr. Duran:

Willdan Engineering (Willdan) is especially qualified to provide construction management, construction inspection, material testing and labor compliance services for the City's Highland regional Connector Project. Our firm has 60 years of experience providing similar services to client cities and districts throughout California.

Our staff is exceptionally qualified and experienced in providing professional construction management, construction inspection, material testing and labor compliance services for large public works infrastructure improvement projects. Our construction management staff will be assisted by our seasoned inspectors, labor compliance manager and material testing technician staff members. We are well suited to partner with the City of Highland to achieve a fast-track approach for the City's capital improvement projects. The following are just a few advantages Willdan brings to the City:



Highly Skilled Construction Manager. Our proposed Public Works construction manager, Joseph Putrino, has 35 years of experience in Public Works, with strong leadership qualities and the ability to manage projects successfully. He possesses exceptional decision-making capabilities and is meticulous in ensuring project specifications are compliant with contracts and requirements. Mr. Putrino will be assisted in the monitoring of the project by our proposed public works inspector, Mr. Justin Parent. Mr. Parent has over 10 years of inspection experience and will provide the services listed in the public works inspection scope of work included in our proposal.

Mr. Joe Putrino has provided construction management for several recent ADA and street improvement projects.



Staffing Resources. Our in-house staffing resource bench of licensed and technical experts includes specialists in **construction management and construction inspection of asphalt overlays, ADA improvements**, street beautifications, public outreach, labor compliance, drainage and flood control, utility coordination, geotechnical engineering and material testing/inspection, and construction staff augmentation. We have assembled a team of professionals who are committed to providing the City with top-quality service.

Willdan can provide all the requested services for the City of Highland in-house without the need for subconsultants.



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

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

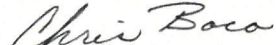
Mr. Chris Baca, RCI, CESSWI, our proposed Project Manager, is authorized to bind the firm to this proposal, any further proposed agreements, and will be the City's main point of contact. He can be contacted at the following:

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

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

Respectfully submitted,

WILLDAN ENGINEERING



Chris Baca, RCI, CESSWI

Director of Construction Management and Inspection Services

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Willdan Qualifications

Project Team

Although overall firm credentials and experience are important, the key to success on any assignment is the caliber and depth of experience and the overall professionalism of the individuals assigned to the project team.

A successful partnership requires technical expertise and effective coordination with City staff to ensure the services provided meet the expectations of the City.

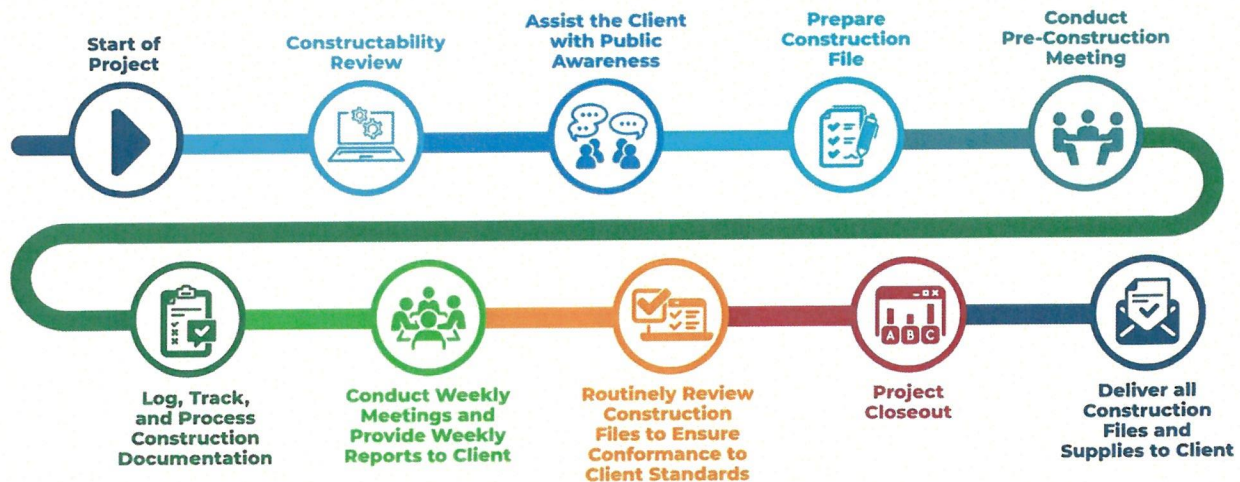
Joe Putrino will provide Construction Management services to the City of Highland. We have included a copy of his resume at the end of this proposal.

Willdan understands that key personnel assigned on projects shall not be reassigned without prior written approval from the City.

Construction Management and Inspection Approach and Scope of Work

Willdan provides expertise in all areas of construction management, inspection, labor compliance, material testing, and community relations with residents and businesses affected by construction. Our experienced team members serve as construction managers, resident engineers, and inspectors and provide significant insight for identifying and correcting discrepancies, ambiguities, omissions, or conflicts in contract documents that could generate misinterpretation and/or disagreements between the City and the contractor.

Willdan has experience in managing projects that span arterial street improvements, pavement rehabilitation, ADA improvements, tenant improvements, traffic signal modifications, drainage, sewer, water, landscaping and other appurtenant work. Willdan's construction services personnel have experience in best practices to avoid potential conflicts and avoid or mitigate any hazards during construction. Our goal is to anticipate or diminish potential problems before they arise through continual review of project plans, specifications, contractor's schedule, and other contract documents. Below is a basic overview of the Construction Management and Inspection process for a typical construction project.



Willdan Team Advantages

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

Methodology

Project Understanding

Willdan understands the City of Highland requires the services of a qualified construction engineering consultant to provide construction management, construction inspection, material testing and labor compliance services for an anticipated 60 working day construction duration. The scope of work includes Class II and Class III bicycle lanes, removal of asphalt concrete pavement, signage, striping, PCC curbs, gutters, slurry seal, ADA accessible curb ramps and asphalt concrete pavement.

Project Approach

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

Our team is adept at:

- Anticipating job site problems and dealing with issues in a professional, straightforward fashion
- Review Project plans and provide independent review of the proposed quantities and immediately bring discrepancies to the City's attention.
- Calling job site problems to the project manager's and/or contractor's attention
- Offering constructive recommendations and achieving cooperation from the contractor
- Addressing concerns of the public

Our approach to issue resolution is to:

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

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

Goals

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

- Ensuring the success of our clients
- Enhancing their communities

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

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

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

Basic Principles to Project Approach



Regulatory Agency Compliance

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

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

Federal/State/Local Funded Understanding

Willdan has assisted local agencies with navigating the processes for state and federally funded projects, including project conception, permitting through appropriate oversight agencies, completing, and processing required grant forms, and closeout in conformance with the Caltrans Local Assistance Procedures Manual. Willdan is thoroughly familiar with regulations pertaining to project delivery requiring expenditures of federal, state, county, and local funds including:

	Federal	State	Local
 Construction Engineering	▪ Standard Specifications for Public Works Construction (Greenbook), BNi ▪ Standard Plans for Public Works Construction, BNi	▪ State of California (Caltrans) Design Manuals, Standard Plans, and Standard Specifications ▪ State of California (Caltrans) Manual of Uniform Traffic Control Devices (MUTCD) ▪ State of California (Caltrans) Local Assistance Procedures Manual (LAPM) ▪ Caltrans Local Assistance Program Guidelines (LAPG) ▪ Cal/OSHA Guidelines	▪ City of Highland Standard Plans
 Labor Compliance	▪ Congestion Mitigation and Air Quality (CMAQ) ▪ Community Development Block Grant (CDBG) ▪ U.S. Department of Housing (HUD) ▪ Federal Highway Administration (FHWA) ▪ Highway Bridge Replacement and Rehabilitation (HBRR) ▪ Federal Transit Administration (FTA) ▪ Department of Homeland Security (DHS) ▪ Federal Emergency Management Agency (FEMA) ▪ United States Environmental Protection Agency (EPA) ▪ Department of Energy (DOE)	▪ State Compliance ▪ California State Water Board (SWRCB) ▪ Caltrans Compliance ▪ Department of Industrial Relations (DIR) ▪ Measure R ▪ Proposition 84 ▪ Disadvantaged Business Enterprise (DBE)	▪ City Compliance ▪ County Compliance ▪ Local Hire Compliance ▪ Living Wage Compliance

Professional Staffing and Project Organization

Willdan has carefully selected our team to offer the City of Highland a complete package of services. Our team has a broad variety of talent and expertise in project management, technical, quality assurance, and construction inspection services. Willdan acknowledges that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the City. Willdan's team stands ready to partner with the City on their as-needed services contract.

- | | |
|---|--|
| ✓ Project Manager Mr. Chris Baca | ✓ Construction Inspector Mr. Justin Parent |
| ✓ Construction Manager Mr. Joe Putrino | ✓ Alternate Construction Inspector Mr. Paul Merrill |
| ✓ Resident Engineer Mr. Mike Bustos | ✓ Labor Compliance Ms. Jane Freij |

Scope of Services

Construction Management

1. Assist City with public awareness and information program to keep residents and local stakeholders advised of project status along with impacts to traffic flow circulation, including answering public's questions about project.
2. Prepare construction file. A copy of Willdan's file checklist can be provided upon request.
3. Ensure contractor distributes public construction notices and places construction and information signs.
4. Prepare special concerns to be presented at preconstruction conference.
5. Conduct preconstruction meeting, prepare meeting minutes, and distribute to attendees.
6. Review contractor's safety program in consultation with City staff.
7. Through Willdan's system of project control, monitor activities related to project such that project is constructed in timely fashion pursuant to contract documents.
8. Log, track, and process submittals, RFIs, releases for construction (RFCs), contract change orders (CCOs), field directives, notices of proposed change (NOPCs), non-conformance reports (NCRs), construction schedule, and detailed traffic control plan.
9. Closely review schedule and advise contractor to take action on schedule slippage.
10. Document contractor's 20-day notices, mechanic's liens, and stop notices.
11. Assume responsibility for coordination with inspection staff and City staff.
12. Monitor and coordinate activities of design engineering support, surveying, testing, and work by utilities or other agencies.
13. Coordinate contractor's field work with utility companies and other agencies.
14. Prepare weekly statement of working days and submit to contractor and City.
15. Establish and conduct weekly construction progress meetings to:
 - a. Resolve all old business issues to maximum extent possible
 - b. Address all items of new business as presented by any party
 - c. Review project schedule and address any deviations
 - d. Review submittal log in terms of items needed and resubmittals required and review RFI, RFC, CCO, NCR, and NOPC logs

- e. List status of construction items recently undertaken or ongoing
- f. List planned construction items for next two weeks (two-week look ahead schedule)
- g. Review SWPPP issues
- h. Review contractor's safety program
16. Prepare minutes for weekly construction progress meeting.
17. Provide claims mitigation monitoring, including proactively applying foresight to discover unforeseen conflicts prior to contractor encounter.
18. Evaluate and respond to contractor's requests for clarification of plans and specifications.
19. Ensure that all questions, conflicts, and issues are immediately brought to City's attention and addressed with appropriate directives to contractor.
20. Conduct special site meetings, when necessary, with contractor and City staff to review job progress, scheduling, and coordination.
21. Perform quantity, time, and cost analyses required for negotiation of contract changes.
22. Negotiate and prepare change orders, including memorandum of explanation and cost estimates, to substantiate change order and send to City for review.
23. Monitor and perform immediate and thorough analysis of validity of all potential claims that arise.
24. Maintain all data for change orders and record information with regard to time of dispute, time of notification by contractor, and action taken by inspector.
25. Monitor materials documentation and testing results and enforce corrections.
26. Review for approval contractor's progress payment requests; negotiate differences over amount with contractor; and process payments through City's Project Manager.
27. Monitor preparation of punch list at substantial completion and follow up.
28. Routinely review construction files to ensure conformance to City standards and good construction management practices.
29. Ensure City receives as-built set of drawings at completion.
30. Assist City with stop notices and release of retention.
31. Provide memorandum of clearance to issue notice of completion.
32. Finalize and deliver all construction files and supplies to City for their records.

Construction Inspection

1. Review plans, specifications, and all other contract- and construction-related documents.

2. Conduct a field investigation of the project area to become familiar with the existing facilities and the project environment.
3. Become familiar with traffic control plans, construction schedule, construction sequence, and permit requirements from other agencies.
4. Verify that the contractor conforms to the design survey line and grades.
5. Attend weekly progress meetings with the construction manager, contractor, and subcontractors.
6. Provide part-time and as-needed construction inspection, of the work to monitor materials and methods for compliance with plans, specifications, and contract documents; address and document non-conforming items as they are discovered.
7. Monitor compliance with Cal OSHA requirements and compliance with all local, state, and federal regulations. Although Willdan will monitor the activities, it is the contractor's sole responsibility to provide workers with a safe working environment.
8. Monitor compliance with the Clean Air Act and the Clean Water Act (National Pollutant Discharge Elimination System – NPDES best management practices). Also, monitor the contractor's compliance with approved SWPPP.
9. Meet with the contractor at the beginning of each day and review the proposed work plan, including specific details that may affect progress.
10. Conduct daily measurements of quantities of work with the contractor.
11. Review actual contractor performance throughout the day and discuss discrepancies with the contractor as they occur.
12. Assist in coordination of engineering support, surveying, specialty inspections, and fieldwork by utility companies.
13. Ensure compliance of Underground Service Alert notification/delineation.
14. Evaluate the contractor's operation and production with respect to quality and progress and report to the City's Project Manager and Construction Manager.
15. Photograph continuous property frontages along the street alignment once prior to construction and once immediately following construction. Maintain a photographic record of key elements of each major operation of work each day, with increased detail in situations of potential changes or claims.
16. Closely monitor testing results and require the contractor to provide corrective measures to achieve compliance.
17. Maintain copies of all permits needed to construct the project and enforce special requirements of each.
18. Prepare and maintain detailed daily diary inspector reports on construction progress.
19. Prepare clear and concise letters and memoranda, as needed. Establish a solid paper trail.
20. Maintain field file bound workbooks and Willdan electronic file during construction, including a cumulative record of quantities constructed, daily and weekly reports, working day reports, change order documentation, photographs, and other documentation.
21. Analyze delays and review claims on a timely basis and make recommendations to the construction manager.
22. Assist with the review and evaluation of up to (3) change orders.
23. Provide complete measurements and calculations documented to administer progress payments.
24. Maintain and submit a clean set of plans marked in red for as-built corrections on record drawings to be filed with the City. (City's design consultant will transfer the contractor's record drawings to original Mylar drawings).
25. Prepare a punch list at substantial completion and follow up with the contractor regarding progress of corrections.
26. Schedule a final inspection with the City and applicable agencies; prepare, distribute, and inspect corrections to the final punch list for completion; and recommend final acceptance.
27. Prepare documentation for final payment to the contractor.
28. Upon project completion, provide the finished set of project workbooks to the City.

Labor Compliance

1. If applicable, attend pre-bid conference to present general requirements of bid preparation for project.
2. Verify applicable wage determination 10 days prior to bid opening and document verification as required. If wage determination has changed from what appears in project specifications, provide addendum and proof of receipt by bidders.
3. Verify eligibility of selected contractor and its subcontractors to receive contract awards by confirming current, active license status with State of California Contractors License Board and non-appearance on Federal List of Parties Excluded debarment list.

4. Attend preconstruction conference to present federal labor compliance requirements to contractor and subcontractors and prepare minutes and attendance record.
5. Verify and document jobsite posting of wage rate information and labor compliance posters.
6. Receive and review labor compliance documentation from public works observers or inspectors and compare with contractor-submitted documents. Monitor weekly payroll documentation on continuous basis, including certified payroll reports, fringe benefit statements, apprenticeship documentation, and payroll deduction authorizations.
7. Follow up with contractor by telephone and/or certified mail regarding required document submittals and payroll discrepancies.
8. Coordinate withholding of progress and/or retention payments with County staff if contractor fails to abide by labor compliance requirements.
9. Receive, pursue, and document labor complaints and recommend special action to be taken if contractor continuously fails to comply with requests and requirements.
10. Maintain content and format of federal labor compliance file in conformance with applicable government requirements.
11. Coordinate project file reviews by authorized county, state, and federal agencies.
12. Submit complete federal labor compliance file to County to be retained for period of not less than three years per requirements.

Material Testing

1. Attend meetings, as needed, with project team.
2. Review existing geotechnical reports and project plans and specifications.
3. Observe and test during clearing and grubbing, grading, shoring installation, foundation excavation, site utility trench backfilling, and subgrade preparation.
4. Perform laboratory testing.
5. Provide continuous soils engineering support during construction.
6. Provide asphalt field and plant inspection as required by the City's approved QAP.
7. Verify compliance with approved project plans, specifications, and applicable code requirements.
8. Sample and test concrete for slump, temperature, compressive strength, and sampling rebar for testing, if required.

9. Provide engineering support, inspector/technician coordination, dispatch, material engineering review, test reporting, QA/QC, and administrative support services.
10. Submit reports/updates of ongoing tests; i.e., seven-day and off-schedule breaks.
11. .
12. Submit – for City review – daily field-testing and inspection reports indicating information pertinent to inspections performed and compliance/non-compliance with project documents and applicable codes.

Project Closeout

1. Coordinate a final walk-through with all affected stakeholders, prepare punch list, certify completion of the project, and recommend acceptance.
2. Transmit Contractor's approved Record Drawings (As-Builts) to the City of Pico Rivera.
3. Finalize record drawings, contract bid items, claims, and change orders and punch list items.
4. Prepare all final reports, including report of completion for acceptance of the Project.
5. Finalize and deliver all construction files to the city for archives.
6. Provide electronic version of all drawings.
7. Provide paper and electronic files of all construction documents in the City's approved format.
8. Address any unresolved issues including, but not limited to, change orders, claims, etc.

Progress Invoicing (Optional)

1. Prepare progress invoices at least every 6 months.
2. Monitor the Inactive Obligations List on the Caltrans Local Assistance website and notify City staff of any pending deadlines to submit invoices.
3. Prepare LAPM Exhibit 5-A Local Agency Invoice based on the following items provided by the City: contractor progress payments, cancelled checks, and a copy of 15-L Local Agency Contract Award Checklist (first construction invoice only).
4. Submit package to the Caltrans DLAE.

Final Invoice & Final Report of Expenditures

1. Prepare a request for post-award finance letter adjustment, if needed, based on the final construction costs prior to submitting the Final Invoice package to close out the project and submit to the Caltrans DLAE LAPM Exhibits 3-A Project Authorization/Adjustment Request, 15-M Detail Estimate and Summary, and 17-E Change Order Summary.

2. Prepare LAPM Exhibits 17-A Federal Report of Expenditures Letter and the Report of Expenditures Checklist, 17-C Local Agency Final Inspection Form, 17-G Materials Certificate, 5-A Local Agency Invoice, 15-M Final Detail Estimate and Summary, and 17-E Change Order Summary along with the following items to be provided by the City: LAPM Exhibits 17-F Final Report - Utilization of DBE, First Tier Subcontractors and 17-O DBE Certification Status Change, contractor progress payments, final retention payment, and copies of cancelled checks.
3. Submit package to the Caltrans DLAE.

5. Proposed Fee

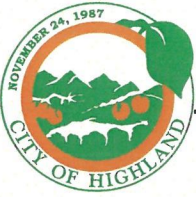
City of Highland
FEE PROPOSAL
FOR
Construction Management, Public Works Inspection, Material Testing and Labor Compliance
Highland Regional Connector Project
Project Numbers: City Project No. STR22002 & Federal Aid Project No. CRPL-5449 (042)

TASK / CLASSIFICATION	Resident Engineer II	Construction Manager	Construction Inspector (Prevailing Wage)	Labor Compliance Manager Specialist	Material Testing/ Geotechnical Eng	Admin Assistant II	TOTAL LABOR	OPTIONAL LABOR	MISC. EXPENSE	TOTAL COST
HOURLY RATE:	\$216	\$185	\$159	\$146	NTE	\$114				
PRECONSTRUCTION SERVICES	4	16	4	4		0	\$5,044.00	\$0.00	\$0.00	\$5,044.00
CONSTRUCTION SERVICES	10	84	280	32	\$7,500	4	\$67,348.00	\$0.00	\$7,500.00	\$74,848.00
POST CONSTRUCTION SERVICES	8	24	8	8		0	\$8,608.00	\$0.00	\$0.00	\$3,608.00
TOTALS ESTIMATED FEE	22	124	292	44	\$7,500.00	4	\$81,000.00	\$0.00	\$7,500.00	\$88,500.00

¹ Willdan's revised fee is based on City's request to base our fee on 35 working day contract. Additional services needed beyond this duration will be provided on a time-and-material basis at Willdan's standard hourly rates.

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

³ Overtime inspection services are not included, but will be billed at 1.5 times normal hourly rate if required and may require adjustment to the approved budget. Work performed by support staff with titles not explicitly listed herein will be charged in accordance with Willdan's current 2024-2025 standard hourly rates.



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 28, 2025

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. 21

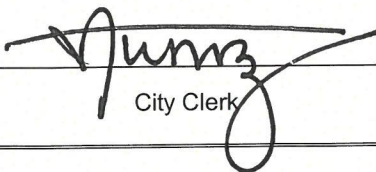
Denied _____ Ayes _____

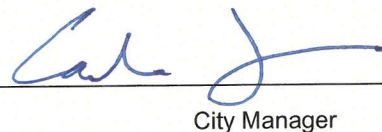
Continued _____ Noes _____

File No. _____

Tabled _____ Abstain _____

Absent _____


City Clerk


City Manager



STAFF REPORT

TO THE CITY COUNCIL

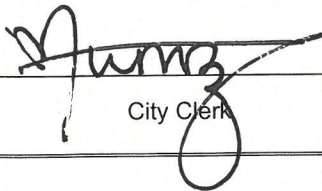
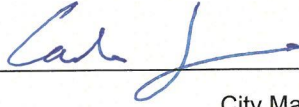
DATE: January 28, 2025

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>22</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	