



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
February 11, 2025 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

COUNCILMEMBERS

Penny Lilburn, Mayor
District 3

Larry McCallon, Mayor Pro Tem
District 5

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 a regular meeting agenda and distributed by the City of Highland to all or a majority of the City Council less than 72 hours prior to that meeting are available for public inspection at City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

**CITY COUNCIL REGULAR MEETING
FEBRUARY 11, 2025 - 6:00 p.m.
AGENDA**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

To address the City Council, please complete a speaker form located at the entrance and give it to the City Clerk prior to the beginning of the meeting. Your name will be called when it is your turn to speak. State Law prohibits the City Council from acting on any item not on the agenda. Individual speakers are limited to three (3) minutes each.

For those wishing to make public comments by email, please submit your comments by 5:00 p.m. on February 11, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 11, 2025 agenda, please identify the agenda item number in the subject line. Emailed comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

CITY COUNCIL CONSENT CALENDAR

1. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
2. Minutes - January 28, 2025 Special City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.

3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 774 for February 11, 2025, in the amount of \$492,286.99 and Payroll of \$113,969.18.
4. Claim Consideration - Juan R. Gutierrez
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
5. Resolution No. 2025-___ Establishing Employee Salaries
RECOMMENDATION: That the City Council:
 - 1) Adopt Resolution No. 2025-___ Establishing Employee Salaries;
 - 2) Approve the following budget adjustment: Transfer \$21,630 from 001-2516 (General Fund-Service Enhancement) to be expended from 001-1450-3010 (General Government-Salaries); and
 - 3) Approve the attached job description.
6. Easement Acceptance/Javier A. Gonzalez - "5th Street Tow Yard" Project (24989 5th Street)
RECOMMENDATION: That the City Council:
 - 1) Accept Grant of Easement for 5th Street right-of-way dedication from Javier A. Gonzalez; and
 - 2) Direct the City Clerk to record the Grant of Easement.
7. Bid Award - Bid No. 2025-01, "City of Highland Janitorial Maintenance Contract"
RECOMMENDATION: That the City Council award the bid for Bid No. 2025-01 "City of Highland Janitorial Maintenance Contract" (Base Bid and Additive Items) to the lowest responsive bidder, Base Hill, Inc. in the amount of \$95,109.42 per year.
8. Construction and Construction Management Services Contract Award - Bid No. 2025-02, "FY 23/24 & 24/25 CDBG Pavement Improvement Project" (Project No. ola24001)
RECOMMENDATION: That the City Council:
 - 1) Award the construction contract for Bid No. 2025-02, FY 23/24 & 24/25 CDBG Pavement Improvement Project to the responsible low bidder, Hardy & Harper, Inc., in the amount of \$578,000; and
 - 2) Approve the proposal from TKE Engineering, Inc. (TKE) to provide construction management and inspection services (CM Services) in the amount of \$78,300.

CITY COUNCIL LEGISLATIVE

9. Hardy & Harper, Inc. Contract Change Order - Greenspot Road Median and Parkway Improvements Project (Project No. str23002)
RECOMMENDATION: That the City Council:
 - 1) Authorize contract change orders up to 13.11% of the original construction contract with Hardy & Harper, Inc. for the Greenspot Road Median and Parkway Improvements Project; and
 - 2) Authorize the City Manager to sign a Letter Reimbursement Agreement with East Valley Water District (EVWD).
10. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.

11. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS**CLOSED SESSION****CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

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

ADJOURNRegular Meetings

Effective March 1, 2022, pursuant to Resolution No. 2022-001, the regular City Council meetings will be held once a month on the second Tuesday of each month. The next regular meetings of the City Council for 2025 are as follows: March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 12, December 9.

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before February 6, 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: February 6, 2025



Alondra Muñoz
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

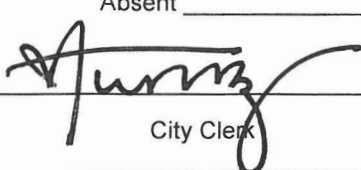
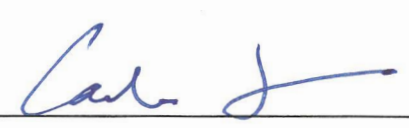
DATE: February 11, 2025

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>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

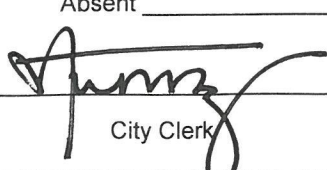
DATE: February 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Minutes - January 28, 2025 Special Meeting

RECOMMENDATION: Approve the Minutes as submitted.

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

CALL TO ORDER

The special 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 Tracy Johnson, Immanuel Baptist Church, and the Pledge of Allegiance was led by Councilmember Hogan.

ROLL CALL

Present: Hogan, Lilburn, McCallon,
Absent: Timmer
Vacancy: District 2 Councilmember

REPORT FROM CLOSED SESSION

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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

Brent Merideth spoke in support of agenda item no. 20, the Highland Regional Connector Project (Project No. str22002).

CITY COUNCIL BUSINESS**1. Filling the City Council District 2 Seat Vacated by Anaeli Solano**

City Manager Zamano stated City Council needs to fill the vacancy in District 2, which was created by the resignation of former Councilmember Anaeli Solano on December 20, 2024. With two years remaining in her term, state law mandates that the City Council must either appoint a successor by February 18, 2025, or call for a special election to fill the position.

To qualify for the position of City Councilmember, candidates must meet the following criteria: 1) a resident in District 2, 2) be a registered voter, and 3) be a United States citizen 18 years or older.

If the City Council decides to fill the vacant seat through appointment, the process remains at the City Council's discretion. Several methods can be employed for electing the appointee, including accepting applications, conducting interviews, and voting to appoint the new member. However, the City Council is not obligated to follow this structured approach and may choose to appoint an individual directly. Should someone be appointed to fill the District 2 seat, that individual will serve until the election on November 3, 2026.

In the event City Council fails to appoint a replacement by the deadline of February 18, 2025, City Council would be required to call for a Special Election. Consequently, the District 2 seat would remain vacant until the Special Election held on November 4, 2025. The individual elected during this election would serve the remainder of the term, concluding November 3, 2026.

The City Council seat cannot be vacant for the remainder of the term and staff is seeking guidance on how to fill the vacancy.

An estimate cost for having a Special Election would be in the range of \$181,500 through \$295,000.

Mayor Lilburn thanked City Manager Zamano for his report and opened the floor for discussion.

Councilmember McCallon inquired why there was a delay in taking action on this item by the City Council, given the resignation of former Councilmember Anaeli Solano happened in December 2024.

City Manager Zamano stated there were scheduling conflicts with City Council during the month of January.

Councilmember McCallon stated his concern with the limited timeframe of three weeks to identify and vet a candidate for appointment.

Mayor Lilburn asked, in the event City Council opted for an appointment but was unable to identify a suitable candidate, would City Council be able to proceed with the process of holding a Special Election?

City Manager Zamano indicated City Council has until February 18, 2025 to either appoint an individual or initiate a Special Election.

Mayor Lilburn suggested she would like to choose the option of appointing someone for the vacancy.

Councilmember McCallon asked how the notification for vacancy would be sent out to people who are interested and how long it will take?

City Attorney Marroquin stated the information can be posted on the city's website and through social media platforms. Alternatively, the City Council could select an individual without requiring an application process.

Mayor Lilburn stated her concern is the lack of candidates in the last few election cycles for District 2.

Councilmember Hogan asked what is the age restriction?

City Manager Zamano stated, a U.S citizen 18 years or older.

Mayor Lilburn stated she is open to trying the appointment process for the next three weeks.

Councilmember McCallon asked what kind of deadline will be put into place?

City Attorney Marroquin indicated the determination of the application and interview timeline is at the discretion of City Council. It is essential to note that a decision must be reached by February 18, 2025.

Mayor Lilburn stated City Council should know of any candidates by February 11, 2025.

Councilmember McCallon asked if the City Council would be able to conduct interviews on February 11, 2025?

City Attorney Marroquin stated yes. By February 11, 2025, City Council should know whether any applications have been submitted. The deadline for submitting applications is set for February 7, 2025. Therefore, City Council could convene a regular meeting February 11, 2025 followed by a special meeting right after where interviews can take place.

A MOTION was made by Mayor Lilburn, seconded by Mayor Pro Tem McCallon, to fill the vacancy in City Council District 2 by appointment with a deadline of February 7, 2025 for submission of applications. Motion carried on a roll call vote, 3-0, with Councilmember Timmer being absent and a Councilmember vacancy for District 2.

2. Appointment of Mayor Pro Tem for 2024/2025 Following Councilmember Resignation

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

Mayor Lilburn nominated Councilmember McCallon.

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

Councilmember McCallon was appointed Mayor Pro Tem for the period of 2024/2025.

3. Review and Revise Current Membership on City Council Subcommittees, Ad Hoc Committees, and Agency Appointments Following Councilmember Resignation

Mayor Lilburn proposed the following Subcommittees be held by the following Councilmembers:

Subcommittees

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

Members

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

Agency Appointments

Omnitrans

SBCTA

SBIAA

SCAG

Santa Ana River Wash Area Coordinated Planning

Activities Committee

Solid Waste Task Force

Members

Lilburn, Alt-McCallon

McCallon, Alt-Lilburn

Lilburn, Alt-McCallon

McCallon, No Alt

Hogan, Alt-Timmer

Lilburn, Alt-Morgan

Staff Agency Appointments

Gangs & Drugs Task Force

California Intergovernmental Risk Authority (CIRA)

Members

Chief of Police

Nava-Cruz, Alt-Zamano

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Mayor Lilburn, to approve the consent calendar as submitted. Motion carried on a roll call vote, 3-0, with Councilmember Timmer being absent and a Councilmember vacancy on District 2.

4. Waive the Reading of All Ordinances

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

5. Minutes - December 10, 2024 Regular City Council Meeting

Approved the Minutes as submitted.

6. Warrant Register

Approved 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

Received and filed Treasurer's Report for November 2024.

8. Treasurer's Report for December 2024

Received and filed Treasurer's Report for December 2024.

9. Claim Consideration - Zena McDonald

Rejected claim.

10. Claim Consideration - Abel Perez

Rejected claim.

11. Claim Consideration - Maria Guadalupe Guerrero

Rejected claim.

12. Records Destruction Authorization

Approved the destruction of certain records.

13. Resolution No. 2025-001, 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. 2025-001, continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

RESOLUTION NO. 2025-001

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

14. Resolution No. 2025-002, Establishing Employee Salaries

- 1) Reclassified the position of Administrative Services Manager to Information Technology Technician;
- 2) Retained the position of Deputy City Clerk;
- 3) Adopted Resolution No. 2025-002, a Resolution of the City Council of the City of Highland, California, establishing employee salaries; and
- 4) Directed 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.

RESOLUTION NO. 2025-002

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

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

- 1) Extended the Citywide Concrete Maintenance contract with Above All Names Construction Services, Inc. for one year; and
- 2) Approved a 9.7% increase to the contract unit prices.

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

- 1) Extended the Citywide Traffic Striping and Pavement Marking Maintenance contract with Interstate Striping & Signs, Inc. for one year; and
- 2) Approved 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

- 1) Waived formal contract procedures per Municipal Code Section 2.40.100 for which the city's best interests are served;
- 2) Approved 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) Approved 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; and
- 4) Authorized 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 Report for 2025/2026 Assessments

- 1) Adopted Resolution No. 2025-003 ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and
- 2) Adopted Resolution No. 2025-004 ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.

RESOLUTION NO. 2025-003

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

RESOLUTION NO. 2025-004

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

19. 29th Annual Highland Community Trails Day Event

Approved Saturday, June 7, 2025, as the date for the 29th Annual Highland Community Trails Day event.

20. Construction and Construction Management Services Contract Award - Highland Regional Connector Project (Project No. str22002)

- 1) Awarded 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) Approved the proposal from Willdan Engineering to provide construction management and inspection services (CM Services) in the amount of \$88,500;
- 3) Authorized the City Manager to approve amendments to the Willdan Engineering task order up to 10% of the proposal amount; and

- 4) Approved 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 PUBLIC HEARING

None

CITY COUNCIL LEGISLATIVE

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

City Manager Zamano stated the Highland Sheriff's Department for the period of December 30, 2024 through January 27, 2025 received a total 3,020 calls for service, made 299 reports, 131 arrests, issued 100 citations, conducted 230 traffic enforcement stops, responded to 51 traffic collisions, 24 transient calls, and towed 10 vehicles.

The Highland Fire Department for the month of December received 670 calls for service, some of which included: 519 medical aids, 23 traffic collisions, 8 structure fires, 8 vegetation fires, and 2 vehicle fires.

The Administrative Services/Finance Department for the month of December issued 57 business licenses, renewed 310 business licenses, issued 65 dog licenses, 29 yard sale permits, and 197 account payable checks.

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

The City Clerk Department for the 2024 calendar year received 345 public record requests with an average processing time of 3 days and processed 144 passport applications.

The Public Works Department is currently recruiting for an Assistant Public Works Director. Anyone interested can apply on our city website.

There are several ongoing developments on Greenspot Road, specifically between SR-210 and Boulder Avenue. Various construction projects are taking place on both sides of Greenspot Road, which many residents have likely observed. Additionally, utility work is in progress. The Greenspot Road Improvements Project aims to enhance the median by extending left-turn lanes and creating dedicated right-turn pockets. The city's contractor is making significant progress, and most of these improvements are expected to be completed within the next few weeks.

The CBDG Pavement Rehabilitation Project is out for bid, with the bid opening scheduled for Wednesday, February 5, 2025. The project encompasses pavement overlay for Cunningham Street, Fleming Street, 7th Street, Hibiscus Street, and Colwyn Avenue.

On Thursday, February 13, 2025 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.

The Highland Improvement Team (HIT) is looking for volunteers for the Compost Giveaway event that will be held on Saturday, February 22, 2025 from 8:00 a.m. to 12:00 p.m. at City Hall. Contact Volunteer Services for more information.

For the month of December, Burrtec completed 137 illegal dumping work orders and 2200 work orders for the 2024 year.

Recently, Breazer Homes completed a 54-unit development located north of Santa Ana Canyon Road. This project formalizes a segment of the city's multipurpose trail along the North Fork Canal, adjacent to Cram Elementary School.

D.R. Horton Mediterra Tract is currently progressing into its 13th phase, with a total of 122 units constructed to date. An additional 27 units are expected to be completed over the next year.

Century Homes is in the process of developing a 42-unit project located in Highland Park on Base Line, near Weaver Street.

Crestwood Communities is set to commence construction on 32 residential homes located north of Smart and Final on Base Line.

The 2025 county-wide Homeless Point in Time Count was conducted on the morning of Thursday, January 23, 2025. The city's count was led by Barrie Owens, Senior Code Enforcement Officer, with assistance from various city departments and the Highland Police Department. This year, the Highland team identified a total of 60 homeless individuals. In comparison, the total count was 100 in 2020 and 61 in 2023. The final numbers will adjust once individuals and shelters are incorporated into the overall totals. The City of Highland's estimated number of sheltered individuals is approximately 25, resulting in an overall estimated number of 85 for the 2025 Point in Time Count assessment.

Starbucks on Greenspot Road opened for business on Thursday, January 16, 2025.

Chipotle Mexican Grill on Greenspot Road opened for business on Friday, January 17, 2025.

A new Grocery Outlet Store will open shop by Lowe's and anticipates opening for business in the next few weeks.

Costco Warehouse is scheduled to open to the public on Saturday, March 8, 2025 with a gas service expected to open a week prior.

Additional retail openings are anticipated later this summer and in the fall.

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

Mayor Lilburn thanked the Highland Police Department, Burrtec Inc., and city staff for their hard work. She shared the San Bernardino International Airport (SBIAA) will host an emergency exercise on February 19. Those interested in participating or seeking further information are encouraged to contact the airport directly.

In addition, she thanked Phil Goodrich and Michael Moore from East Valley Water District for their invaluable assistance in establishing a team dedicated to the empowerment for young women at San Geronio and Indian Springs High Schools.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:50 p.m. in memory of Emma Novak, Mary Lou Navarro, and Mary Lou Brown.

Submitted By:

Approved By:

Alondra Muñoz
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 11, 2025

FROM: Carlos Zamano, City Manager

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

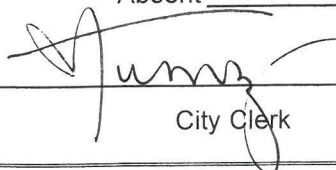
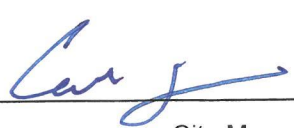
SUBJECT: Warrant Register #774

RECOMMENDATION: City Council to approve Warrant Register #774; Warrants in the amount of \$492,286.99 and Payroll in the amount of \$113,969.18

FISCAL IMPACT: The total of Cash and Expenditures is \$606,256.17

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

BACKGROUND: See Printouts Attached.

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

CITY OF HIGHLAND
WARRANT REGISTER #774

February 11, 2025

Warrants:

1/21/2025	Ck#90827-90863	236,884.72
1/23/2025	Payroll Wire #991-994	3,547.16
1/24/2025	Payroll Wire #987-990 & Ck #90864	69,672.51
1/28/2025	Ck#90865-90909	182,182.60
Total Warrants		<u>\$ 492,286.99</u>

Payroll:

1/23/2025	Direct Deposits #14821	2,300.48
1/24/2025	Direct Deposits #14781-14820	111,388.72
1/24/2025	Ck #739	279.98
Total Payroll		<u>\$ 113,969.18</u>

Total Warrants & Payroll	<u><u>\$ 606,256.17</u></u>
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APPROVED BY:


Larry McCallon
Finance Subcommittee


John Timmer
Finance Subcommittee


Carlos Zamano
City Manager


Leticia Nava-Cruz
Director of Administrative
Services/City Treasurer

01/21/2025 3:40:18PM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90827	1/21/2025	004174 BMI	MUSIC LICENSE 2025 MUSIC LICENSE 2025 001.1450.4310	889.00
Total :				889.00
90828	1/21/2025	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 1/4-1/10/25 SOLID WASTE PROG 1/4-1/10/25 051.1496	16,460.82
Total :				16,460.82
90829	1/21/2025	003836 CALIFORNIA BUILDING	BSAR 10/24-12/24 BSAR 10/24-12/24 001.4500.4543 BSAR 10/24-12/24 051.1480	1,724.00
Total :				-172.40
90831	1/21/2025	002480 CASC ENGINEERING & CONSULTING	FWQ22001-SEP FWQ22001-SEP 001.3200.4551 FWQ23002-SEP FWQ23002-SEP 001.3200.4551 FWQ24002-SEP FWQ24002-SEP 001.3200.4551 FWQ19001-SEP FWQ19001-SEP 001.3200.4551 FWQ21002-SEP FWQ21002-SEP 001.3200.4551 FWQ21006-SEP FWQ21006-SEP 001.3200.4551 FWQ22003-SEP FWQ22003-SEP	100.00 1,087.50 100.00 350.00 200.00 350.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90831	1/21/2025	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			001.3200.4551	200.00
			FWQ22001-SEP	
			FWQ22001-SEP	
			001.3200.4551	300.00
			FWQ23002-SEP	
			FWQ23002-SEP	
			001.3200.4551	280.00
			FWQ24002-SEP	
			FWQ24002-SEP	
			001.3200.4551	240.00
			WQP21001-SEP	
			WQP21001-SEP	
			001.3200.4551	315.00
			WQP22010-SEP	
			WQP22010-SEP	
			001.3200.4551	490.00
			FWQ24002-SEP	
			FWQ24002-SEP	
			001.3200.4551	385.00
			WQP24004-SEP	
			WQP24004-SEP	
			001.3200.4551	717.50
			FWQ23002-OCT	
			FWQ23002-OCT	
			001.3200.4551	3,200.00
			FWQ24001-OCT	
			FWQ24001-OCT	
			001.3200.4551	140.00
			FWQ19001-OCT	
			FWQ19001-OCT	
			001.3200.4551	150.00
			FWQ21002-OCT	
			FWQ21002-OCT	
			001.3200.4551	200.00
			FWQ21006-OCT	
			FWQ21006-OCT	
			001.3200.4551	1,040.00

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Voucher	Date	Vendor	Description/Account	Amount
90831	1/21/2025	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			FWQ22003-OCT	
			FWQ22003-OCT	
			001.3200.4551	200.00
			FWQ22001-OCT	
			FWQ22001-OCT	
			001.3200.4551	200.00
			FWQ23002-OCT	
			FWQ23002-OCT	
			001.3200.4551	130.00
			FWQ24002-OCT	
			FWQ24002-OCT	
			001.3200.4551	130.00
			FWQ24001-OCT	
			FWQ24001-OCT	
			001.3200.4551	600.00
			WQP22005-OCT	
			WQP22005-OCT	
			001.3200.4551	437.50
			WQP24001-OCT	
			WQP24001-OCT	
			001.3200.4551	560.00
			FWQ24003-OCT	
			FWQ24003-OCT	
			001.3200.4551	752.50
			FWQ24004-OCT	
			FWQ24004-OCT	
			001.3200.4551	840.00
			FWQ21004-NOV	
			FWQ21004-NOV	
			001.3200.4551	280.00
			WQP23005-NOV	
			WQP23005-NOV	
			001.3200.4551	787.50
			WQP24001-NOV	
			WQP24001-NOV	
			001.3200.4551	385.00
			FWQ24001-NOV	

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Voucher	Date	Vendor	Description/Account	Amount
90831	1/21/2025	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			FWQ24001-NOV	
			001.3200.4551	105.00
			FWQ19001-NOV	
			FWQ19001-NOV	
			001.3200.4551	290.00
			FWQ21002-NOV	
			FWQ21002-NOV	
			001.3200.4551	100.00
			FWQ21006-NOV	
			FWQ21006-NOV	
			001.3200.4551	500.00
			FWQ22003-NOV	
			FWQ22003-NOV	
			001.3200.4551	635.00
			FWQ22001-NOV	
			FWQ22001-NOV	
			001.3200.4551	830.00
			FWQ23002-NOV	
			FWQ23002-NOV	
			001.3200.4551	435.00
			FWQ24002-NOV	
			FWQ24002-NOV	
			001.3200.4551	685.00
			FWQ24001-NOV	
			FWQ24001-NOV	
			001.3200.4551	317.50
			FWQ21004-NOV	
			FWQ21004-NOV	
			001.3200.4551	1,120.00
			FWQ23002-NOV	
			FWQ23002-NOV	
			001.3200.4551	1,740.00
			FWQ24001-NOV	
			FWQ24001-NOV	
			001.3200.4551	490.00
			Total :	22,395.00

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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
90832	1/21/2025	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL-DEC FIRE MARSHALL-DEC 029.2100.4540	10,567.50
Total :				10,567.50
90833	1/21/2025	006099 CHARTER COMMUNICATIONS	CITY HALL: TELE/INT-JAN CITY HALL: TELE/INT-JAN 042.9510.4065	1,747.46
Total :				1,747.46
90834	1/21/2025	006099 CHARTER COMMUNICATIONS	FS#3: TELE/INT-JAN FS#3: TELE/INT-JAN 028.2050.4065 FS#3: TELE/INT-JAN 029.2100.4065	442.90
Total :				442.89
90835	1/21/2025	006099 CHARTER COMMUNICATIONS	PD: TELE/INT-JAN PD: TELE/INT-JAN 001.2000.4065	829.85
Total :				829.85
90836	1/21/2025	006099 CHARTER COMMUNICATIONS	FS#1: TELE/INT-JAN FS#1: TELE/INT-JAN 028.2050.4065 FS#1: TELE/INT-JAN 029.2100.4065	318.60
Total :				318.59
90837	1/21/2025	006099 CHARTER COMMUNICATIONS	CORP YARD: TELE/INT-JAN CORP YARD: TELE/INT-JAN 004.8310.4060	631.49
Total :				631.49
90838	1/21/2025	006099 CHARTER COMMUNICATIONS	FS#2: TELE/INT-JAN FS#2: TELE/INT-JAN 028.2050.4065 FS#2: TELE/INT-JAN 029.2100.4065	167.62
				167.62

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Voucher	Date	Vendor	Description/Account	Amount
90838	1/21/2025	006099	006099 CHARTER COMMUNICATIONS (Continued)	Total : 335.24
90839	1/21/2025	005394	DATA TICKET, INC. PARKING CITATIONS-DEC PARKING CITATIONS-DEC 001.1700.4516	86.70 Total : 86.70
90840	1/21/2025	000056	DEPARTMENT OF CONSERVATION SMIP 10/1/24-12/31/24 SMIP 10/1/24-12/31/24 051.1479 SMIP 10/1/24-12/31/24 001.4500.4542	-435.91 8,718.20 Total : 8,282.29
90841	1/21/2025	006354	DEPARTMENT OF RESOURCES, RECYC 22SB1383 RETURN UNUSED GRANT FNDS 22SB1383 RETURN UNUSED GRANT FNDS 027.1320	1,614.05 Total : 1,614.05
90842	1/21/2025	004879	DIV OF THE STATE ARCHITECT AB1379 10/1/24-12/31/24 AB1379 10/1/24-12/31/24 051.1493	394.80 Total : 394.80
90843	1/21/2025	000085	EAST VALLEY WATER DISTRICT ATHLETIC CTR-DEC ATHLETIC CTR-DEC 001.6000.4030 COMMUNITY PARK-DEC COMMUNITY PARK-DEC 001.6000.4030 COMMUNITY PARK-DEC COMMUNITY PARK-DEC 001.6000.4030 COMM CTR-DEC COMM CTR-DEC 001.6000.4030 CORP YARD-DEC CORP YARD-DEC 004.8310.4030	297.36 10,495.47 57.70 57.70 1,701.88

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Voucher	Date	Vendor	Description/Account	Amount
90843	1/21/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			COMM CTR: IRRIGATION-DEC	
			COMM CTR: IRRIGATION-DEC	
			001.6000.4030	798.70
			LIBRARY/ELC-DEC	
			LIBRARY/ELC-DEC	
			001.6000.4030	529.42
			YMCA COMMUNITY PARK-DEC	
			YMCA COMMUNITY PARK-DEC	
			001.6000.4030	234.85
			CORP YARD-DEC	
			CORP YARD-DEC	
			004.8310.4030	154.60
			LIBRARY/ELC-DEC	
			LIBRARY/ELC-DEC	
			001.6000.4030	250.90
			ATHLETIC CTR-DEC	
			ATHLETIC CTR-DEC	
			001.6000.4030	40.14
			LIBRARY/ELC-DEC	
			LIBRARY/ELC-DEC	
			001.6000.4030	75.27
			CORP YARD-DEC	
			CORP YARD-DEC	
			004.8310.4030	75.27
			Total :	14,769.26
90844	1/21/2025	000085 EAST VALLEY WATER DISTRICT	LMD 30-DEC	
			LMD 30-DEC	
			012.8500.4030	243.01
			LMD 10-DEC	
			LMD 10-DEC	
			012.8500.4030	1,835.30
			OAK CREEK PARK-DEC	
			OAK CREEK PARK-DEC	
			016.8540.4030	2,631.02
			LMD 10-DEC	
			LMD 10-DEC	

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Voucher	Date	Vendor	Description/Account	Amount
90844	1/21/2025	000085 EAST VALLEY WATER DISTRICT	(Continued) 012.8500.4030 LMD 34-DEC LMD 34-DEC 012.8500.4030 STR & STRM DRN #21-DEC STR & STRM DRN #21-DEC 024.8470.4030 CUNNINGHAM PARK-DEC CUNNINGHAM PARK-DEC 016.8540.4030	1,017.42 199.18 69.64 1,371.32
Total :				7,366.89
90845	1/21/2025	001122 GALLS, LLC	EMERGENCY IDENTIFICATION SHIRTS EMERGENCY IDENTIFICATION SHIRTS 041.9500.4349	52.31
Total :				52.31
90846	1/21/2025	004453 HARRIS & ASSOCIATES	CFD24001 HIGHLAND PK-SEP-OCT CFD24001 HIGHLAND PK-SEP-OCT 019.8430.4550	750.00
Total :				750.00
90847	1/21/2025	001320 HIGHLAND SENIOR CENTER	CDBG REIMB-DEC CDBG REIMB-DEC 006.8400.4348	1,900.00
Total :				1,900.00
90848	1/21/2025	000540 HRDIRECT	HR POSTERS 2025 HR POSTERS 2025 001.1600.4200	105.54
Total :				105.54
90849	1/21/2025	003814 KONE INC.	LIBRARY ELEVATOR STATE TESTING FOR CERTI LIBRARY:ELEVATOR ANNUAL INSP 001.6000.4587	4,495.00
Total :				4,495.00
90850	1/21/2025	000207 KONICA MINOLTA	PRINTER CONTRACT-DEC	

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Voucher	Date	Vendor	Description/Account	Amount
90850	1/21/2025	000207 KONICA MINOLTA	(Continued) PRINTER CONTRACT-DEC 042.9510.4631	755.02
Total :				755.02
90851	1/21/2025	000207 KONICA MINOLTA	DATA DRIVE ADDT SPACE DATA DRIVE ADDT SPACE 042.9510.4208	526.46
Total :				526.46
90852	1/21/2025	000426 LEAGUE OF CALIF CITIES	LOCC DUES 2025 LOCC DUES 2025 001.1000.4310	20,739.00
Total :				20,739.00
90853	1/21/2025	001439 OFFICE SOLUTIONS	30% RECYCLED COPY PAPER 30% RECYCLED COPY PAPER 042.9510.4200	634.29
Total :				634.29
90854	1/21/2025	001414 RICHARDS, WATSON & GERSHON	GENERAL-NOV GENERAL-NOV 001.1450.4520 DRA20006-NOV DRA20006-NOV 001.1450.4520 CODE ENFORCEMENT CASE #11382-NOV CODE ENFORCEMENT CASE #11382-NOV 001.4600.4520 CFD24001-NOV CFD24001-NOV 019.8430.4520 CODE ENFORCEMENT CASE #11382-NOV CODE ENFORCEMENT CASE #11382-NOV 001.4600.4520 PERSONNEL & LABOR RELATIONS-NOV PERSONNEL & LABOR RELATIONS-NOV 001.1450.4520 SWK19001 RW ART3-NOV	10,136.88 60.00 140.00 340.00 936.93 990.00

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Voucher	Date	Vendor	Description/Account	Amount
90854	1/21/2025	001414 RICHARDS, WATSON & GERSHON	(Continued)	
			SWK19001 RW ART3-NOV	
			005.8320.6545	1,943.91
			SWK19001 RW MSRI-NOV	
			SWK19001 RW MSRI-NOV	
			017.8350.6545	1,943.91
			CODE ENFORCEMENT CODE CASE#9085	
			CODE ENFORCEMENT CODE CASE#9085	
			001.4600.4520	666.50
			Total :	17,158.13
90855	1/21/2025	000022 SB CO AUDITOR/CONTROLLER	PARKING CITATIONS-DEC	
			PARKING CITATIONS-DEC	
			051.1490	313.50
			Total :	313.50
90857	1/21/2025	004920 TKE ENGINEERING	STI22008 MISC PERMITS/INSP-SEP	
			STI22008 MISC PERMITS/INSP-SEP	
			001.3200.4551	318.00
			WIN23002 MISC PERMITS/INSP-SEP	
			WIN23002 MISC PERMITS/INSP-SEP	
			001.3200.4551	159.00
			STI23005 MISC PERMITS/INSP-AUG-SEP	
			STI23005 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	530.00
			STI23006 MISC PERMITS/INSP-AUG-SEP	
			STI23006 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	2,332.00
			SLI24001 MISC PERMITS/INSP-AUG-SEP	
			SLI24001 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	424.00
			WTI23001 MISC PERMITS/INSP-AUG-SEP	
			WTI23001 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	689.00
			EXE24005 MISC PERMITS/INSP-AUG-SEP	
			EXE24005 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	848.00
			SLC22001 MISC PERMITS/INSP-AUG-SEP	

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Voucher	Date	Vendor	Description/Account	Amount
90857	1/21/2025	004920 TKE ENGINEERING	(Continued)	
			SLC22001 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	460.00
			WIN23004 MIS PERMITS/INSP-AUG-SEP	
			WIN23004 MIS PERMITS/INSP-AUG-SEP	
			001.3200.4551	689.00
			STI23001 MISC PERMITS/INSP-SEP	
			STI23001 MISC PERMITS/INSP-SEP	
			001.3200.4551	530.00
			SLI23001 MISC PERMITS/INSP-SEP	
			SLI23001 MISC PERMITS/INSP-SEP	
			001.3200.4551	265.00
			EXE24003 MISC PERMITS/INSP-SEP	
			EXE24003 MISC PERMITS/INSP-SEP	
			001.3200.4551	424.00
			SDI24001 MISC PERMITS/INSP-SEP	
			SDI24001 MISC PERMITS/INSP-SEP	
			001.3200.4551	1,537.00
			FIN24004 MISC PERMITS/INSP-SEP	
			FIN24004 MISC PERMITS/INSP-SEP	
			001.3200.4551	1,347.50
			RGI24003 MISC PERMITS/INSP-SEP	
			RGI24003 MISC PERMITS/INSP-SEP	
			001.3200.4551	371.00
			PGI24008 MISC PERMITS/INSP-SEP	
			PGI24008 MISC PERMITS/INSP-SEP	
			001.3200.4551	954.00
			FIN24003 MISC PERMITS/INSP-AUG-SEP	
			FIN24003 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	440.00
			HYD24002 MISC PERMITS/INSP-AUG-SEP	
			HYD24002 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	330.00
			PGC24002 MISC PERMITS/INSP-AUG-SEP	
			PGC24002 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	632.50
			HYD24007 MISC PERMITS/INSP-SEP	
			HYD24007 MISC PERMITS/INSP-SEP	

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Voucher	Date	Vendor	Description/Account	Amount
90857	1/21/2025	004920 TKE ENGINEERING	(Continued)	
			001.3200.4551	385.00
			PGC24003 MISC PERMITS/INSP-SEP	
			PGC24003 MISC PERMITS/INSP-SEP	
			001.3200.4551	330.00
			HYD24006 MISC PERMITS/INSP-SEP	
			HYD24006 MISC PERMITS/INSP-SEP	
			001.3200.4551	605.00
			PGI24006 MISC PERMITS/INSP-SEP	
			PGI24006 MISC PERMITS/INSP-SEP	
			001.3200.4551	907.50
			RGI24004 MISC PERMITS/INSP-SEP	
			RGI24004 MISC PERMITS/INSP-SEP	
			001.3200.4551	901.00
			HYD24008 MISC PERMITS/INSP-SEP	
			HYD24008 MISC PERMITS/INSP-SEP	
			001.3200.4551	495.00
			PGC24005 MISC PERMITS/INSP-SEP	
			PGC24005 MISC PERMITS/INSP-SEP	
			001.3200.4551	1,787.50
			34224001 EVWD PERMITS/INSP-SEP	
			34224001 EVWD PERMITS/INSP-SEP	
			001.3200.4551	212.00
			34224003 EVWD PERMITS/INSP-SEP	
			34224003 EVWD PERMITS/INSP-SEP	
			001.3200.4551	212.00
			FIN24005 MISC PERMITS/INSP-SEP	
			FIN24005 MISC PERMITS/INSP-SEP	
			001.3200.4551	27.50
			PGR24001 MISC PERMITS/INSP-SEP	
			PGR24001 MISC PERMITS/INSP-SEP	
			001.3200.4551	330.00
			PGI24001 MISC PERMITS/INSP-SEP	
			PGI24001 MISC PERMITS/INSP-SEP	
			001.3200.4551	318.00
			PGI23009 MISC PERMITS/INSP-SEP	
			PGI23009 MISC PERMITS/INSP-SEP	
			001.3200.4551	159.00

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Voucher	Date	Vendor	Description/Account	Amount
90857	1/21/2025	004920 TKE ENGINEERING	(Continued)	
			STI22008 MISC PERMITS/INSP-OCT	
			STI22008 MISC PERMITS/INSP-OCT	
			001.3200.4551	109.00
			PGI24004 MISC PERMITS/INSP-OCT	
			PGI24004 MISC PERMITS/INSP-OCT	
			001.3200.4551	109.00
			WIN22003 MISC PERMITS/INSP-OCT	
			WIN22003 MISC PERMITS/INSP-OCT	
			001.3200.4551	109.00
			WIN23002 MISC PERMITS/INSP-OCT	
			WIN23002 MISC PERMITS/INSP-OCT	
			001.3200.4551	109.00
			STI23005 MISC PERMITS/INSP-OCT	
			STI23005 MISC PERMITS/INSP-OCT	
			001.3200.4551	708.50
			PGC24008 MISC PERMITS/INSP-OCT	
			PGC24008 MISC PERMITS/INSP-OCT	
			001.3200.4551	690.00
			RGI22003 MISC PERMITS/INSP-OCT	
			RGI22003 MISC PERMITS/INSP-OCT	
			001.3200.4551	163.50
			WIN23004 MISC PERMITS/INSP-OCT	
			WIN23004 MISC PERMITS/INSP-OCT	
			001.3200.4551	817.50
			HYD24009 MISC PERMITS/INSP-OCT	
			HYD24009 MISC PERMITS/INSP-OCT	
			001.3200.4551	2,070.00
			PGC24007 MISC PERMITS/INSP-OCT	
			PGC24007 MISC PERMITS/INSP-OCT	
			001.3200.4551	920.00
			RGI24001 MISC PERMITS/INSP-OCT	
			RGI24001 MISC PERMITS/INSP-OCT	
			001.3200.4551	163.50
			PGI24005 MISC PERMITS/INSP-OCT	
			PGI24005 MISC PERMITS/INSP-OCT	
			001.3200.4551	2,234.50
			STI24006 MISC PERMITS/INSP-OCT	

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Voucher	Date	Vendor	Description/Account	Amount
90857	1/21/2025	004920 TKE ENGINEERING	(Continued)	
			STI24006 MISC PERMITS/INSP-OCT	
			001.3200.4551	272.50
			HYD23008 MISC PERMITS/INSP-OCT	
			HYD23008 MISC PERMITS/INSP-OCT	
			001.3200.4551	230.00
			PGI24008 MISC PERMITS/INSP-OCT	
			PGI24008 MISC PERMITS/INSP-OCT	
			001.3200.4551	4,796.00
			PGC24006 MISC PERMITS/INSP-OCT	
			PGC24006 MISC PERMITS/INSP-OCT	
			001.3200.4551	1,867.50
			RGI24004 MISC PERMITS/INSP-OCT	
			RGI24004 MISC PERMITS/INSP-OCT	
			001.3200.4551	218.00
			34224003 EVWD PERMITS/INSP-OCT	
			34224003 EVWD PERMITS/INSP-OCT	
			001.3200.4551	163.50
			34224004 EVWD PERMITS/INSP-OCT	
			34224004 EVWD PERMITS/INSP-OCT	
			001.3200.4551	436.00
			STI21002 MISC PERMITS/INSP-OCT	
			STI21002 MISC PERMITS/INSP-OCT	
			001.3200.4551	545.00
			FIN24005 MISC PERMITS/INSP-OCT	
			FIN24005 MISC PERMITS/INSP-OCT	
			001.3200.4551	1,320.00
			PGI24006 MISC PERMITS/INSP-OCT	
			PGI24006 MISC PERMITS/INSP-OCT	
			001.3200.4551	163.50
			Total :	38,165.00
90858	1/21/2025	004920 TKE ENGINEERING	SCG PERMITS/INSP FIXED FEE-SEP	
			SCG PERMITS/INSP FIXED FEE-SEP	
			001.3200.4551	318.00
			SCE PERMITS/INSP FIXED FEE-SEP	
			SCE PERMITS/INSP FIXED FEE-SEP	
			001.3200.4551	3,551.00

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Voucher	Date	Vendor	Description/Account	Amount
90858	1/21/2025	004920 TKE ENGINEERING	(Continued)	
			SPECTRUM PERMITS/INSP FIXED FEE-SEP	
			SPECTRUM PERMITS/INSP FIXED FEE-SEP	
			001.3200.4551	159.00
			AT&T PERMIT/INSP FIXED FEE-AUG-OCT	
			AT&T PERMIT/INSP FIXED FEE-AUG-OCT	
			001.3200.4551	109.00
			SCG PERMITS/INSP FIXED FEE-OCT	
			SCG PERMITS/INSP FIXED FEE-OCT	
			001.3200.4551	1,417.00
			FRONTIER PRMTS/INSP FF-JUL-OCT	
			FRONTIER PRMTS/INSP FF-JUL-OCT	
			001.3200.4551	163.50
			SCE PERMITS/INSP FIXED FEE-OCT	
			SCE PERMITS/INSP FIXED FEE-OCT	
			001.3200.4551	708.50
			SPECTRUM PERMIT/INSP FIXED FEE-OCT	
			SPECTRUM PERMIT/INSP FIXED FEE-OCT	
			001.3200.4551	218.00
			MISC PERMITS/INSP FIXED FEE-AUG-OCT	
			MISC PERMITS/INSP FIXED FEE-AUG-OCT	
			001.3200.4551	109.00
			EXE24007 MISC PERMIT/INSP-OCT	
			EXE24007 MISC PERMIT/INSP-OCT	
			001.3200.4551	436.00
			Total :	7,189.00
90859	1/21/2025	004920 TKE ENGINEERING	PGI123008 MISC PERMITS/INSP-SEP	
			PGI123008 MISC PERMITS/INSP-SEP	
			001.3200.4551	424.00
			PGI24005 MISC PERMITS/INSP-SEP	
			PGI24005 MISC PERMITS/INSP-SEP	
			001.3200.4551	3,445.00
			HYD23007 MISC PERMITS/INSP-AUG-SEP	
			HYD23007 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	195.00
			RGC24002 MISC PERMITS/INSP-JUL-SEP	
			RGC24002 MISC PERMITS/INSP-JUL-SEP	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90859	1/21/2025	004920 TKE ENGINEERING	(Continued)	
			001.3200.4551	1,347.50
			LDR24006 MISC PERMITS/INSP-SEP	
			LDR24006 MISC PERMITS/INSP-SEP	
			001.3200.4551	165.00
			STI23001 MISC PERMITS/INSP-OCT	
			STI23001 MISC PERMITS/INSP-OCT	
			001.3200.4551	1,362.50
			PGI24003 MISC PERMITS/INSP-OCT	
			PGI24003 MISC PERMITS/INSP-OCT	
			001.3200.4551	490.50
			FIN23001 MISC PERMITS/INSP-MAR-OCT	
			FIN23001 MISC PERMITS/INSP-MAR-OCT	
			001.3200.4551	55.00
			STC24003 MISC PERMITS/INSP-JUN-OCT	
			STC24003 MISC PERMITS/INSP-JUN-OCT	
			001.3200.4551	1,435.00
			RGI 24005 MISC/PERMITS/INSP-AUG-OCT	
			RGI 24005 MISC/PERMITS/INSP-AUG-OCT	
			001.3200.4551	763.00
			FIN24002 MISC PERMITS/INSP-OCT	
			FIN24002 MISC PERMITS/INSP-OCT	
			001.3200.4551	402.50
			Total :	10,085.00
90860	1/21/2025	000465 TOM DODSON & ASSOCIATES	STR17002 PE CCF (2017)-SEP	
			STR17002 PE CCF (2017)-SEP	
			027.8490.6550	1,305.00
			STR17002 PE CCF (2017)-NOV	
			STR17002 PE CCF (2017)-NOV	
			027.8490.6550	330.00
			Total :	1,635.00
90861	1/21/2025	000979 VERIZON WIRELESS	CELL PHONES/AIR CARDS-DEC	
			CELL PHONES-DEC	
			001.2000.4061	169.86
			AIR CARDS-DEC	
			001.2000.4062	1,104.30

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90861	1/21/2025	000979 VERIZON WIRELESS	(Continued)	
			CELL PHONES-DEC	
			001.6000.4061	63.74
			CELL PHONES-DEC	
			001.6010.4061	34.61
			CELL PHONES-DEC	
			004.8310.4061	146.96
			AIR CARDS-DEC	
			004.8310.4062	38.01
			CELL PHONES-DEC	
			028.2050.4061	145.38
			AIR CARDS-DEC	
			028.2050.4062	304.08
			AIR CARDS-DEC	
			042.9510.4062	80.02
			CELL PHONES-DEC	
			042.9510.4061	868.03
			AIR CARDS-DEC	
			042.9510.4062	194.05
			Total :	3,149.04
90862	1/21/2025	004709 VORTEX INDUSTRIES, INC.	PD GATE MAINT	
			PD GATE MAINT	
			001.2000.4224	972.50
			Total :	972.50
90863	1/21/2025	000237 WILLDAN ASSOCIATES	BLDG & SAFETY PLAN CHECK-DEC	
			BLDG & SAFETY PLAN CHECK-DEC	
			001.4500.4540	7,277.50
			BLDG & SAFETY INSP-DEC	
			BLDG & SAFETY INSP-DEC	
			001.4500.4540	26,695.00
			BLDG & SAFETY PERMIT TECH-DEC	
			BLDG & SAFETY PERMIT TECH-DEC	
			001.4500.4540	4,842.50
			Total :	38,815.00
35 Vouchers for bank code : wfb				Bank total : 236,884.72

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
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35 Vouchers in this report

Total vouchers : 236,884.72

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
991	1/23/2025	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	840.01
			ICMA DEFERRED COMP 457: Payment	
			004.1170	840.01
			ICMA DEFERRED COMP 457: Payment	
			010.1170	719.98
			Total :	2,400.00
992	1/23/2025	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	164.06
			FEDERAL TAXES: Payment	
			004.1120	164.06
			FEDERAL TAXES: Payment	
			010.1120	140.64
			MEDICARE: Payment	
			001.1140	56.12
			MEDICARE: Payment	
			004.1140	56.12
			MEDICARE: Payment	
			010.1140	48.12
			Total :	629.12
993	1/23/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS: PAYMENT	
			PERS: Payment	
			001.1145	166.47
			PERS: Payment	
			004.1145	166.47
			PERS: Payment	
			010.1145	142.68
			PERS SURVIVOR: Payment	
			001.1145	0.33
			PERS SURVIVOR: Payment	
			004.1145	0.33
			PERS SURVIVOR: Payment	
			010.1145	0.27

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
993	1/23/2025	000004	000004 PUBLIC EMPLOYEE RETIREMENT S (Continued)	Total : 476.55
994	1/23/2025	000001	CALIF STATE EMPLOYMENT	
			STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	14.52
			STATE TAXES: Payment	
			004.1130	14.52
			STATE TAXES: Payment	
			010.1130	12.45
			Total :	41.49
4 Vouchers for bank code : wfb				Bank total : 3,547.16
4 Vouchers in this report				Total vouchers : 3,547.16

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
987	1/24/2025	000119	INTERNAL REVENUE SERVICE	
			FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	13,350.60
			FEDERAL TAXES: Payment	
			004.1120	1,646.98
			FEDERAL TAXES: Payment	
			008.1120	41.31
			FEDERAL TAXES: Payment	
			010.1120	567.47
			FEDERAL TAXES: Payment	
			012.1120	174.14
			FEDERAL TAXES: Payment	
			016.1120	174.12
			FEDERAL TAXES: Payment	
			023.1120	78.16
			FEDERAL TAXES: Payment	
			024.1120	11.50
			FEDERAL TAXES: Payment	
			041.1120	609.92
			FEDERAL TAXES: Payment	
			042.1120	342.10
			FEDERAL TAXES: Payment	
			070.1120	898.43
			SOCIAL SECURITY: Payment	
			001.1140	559.82
			SOCIAL SECURITY: Payment	
			008.1140	196.42
			MEDICARE: Payment	
			001.1140	3,419.32
			MEDICARE: Payment	
			004.1140	523.40
			MEDICARE: Payment	
			008.1140	45.94
			MEDICARE: Payment	
			010.1140	196.18
			MEDICARE: Payment	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
987	1/24/2025	000119 INTERNAL REVENUE SERVICE	(Continued)	
			012.1140	52.28
			MEDICARE: Payment	
			016.1140	52.24
			MEDICARE: Payment	
			023.1140	27.44
			MEDICARE: Payment	
			024.1140	3.72
			MEDICARE: Payment	
			041.1140	84.38
			MEDICARE: Payment	
			042.1140	101.60
			MEDICARE: Payment	
			070.1140	152.56
			Total :	23,310.03
988	1/24/2025	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			023.1170	21.25
			ICMA DEFERRED COMP 457: Payment	
			024.1170	12.00
			ICMA DEFERRED COMP 457: Payment	
			041.1170	185.35
			ICMA DEFERRED COMP 457: Payment	
			042.1170	202.49
			ICMA DEFERRED COMP 457: Payment	
			070.1170	215.11
			ICMA DEFERRED COMP 457: Payment	
			001.1170	10,393.73
			ICMA DEFERRED COMP 457: Payment	
			004.1170	2,410.64
			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

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
988	1/24/2025	000003	000003 ICMA RETIREMENT TRUST-457 (Continued)	Total : 14,635.58
989	1/24/2025	000004	PUBLIC EMPLOYEE RETIREMENT SYS EPMC: PAYMENT	
			PERS: Payment	
			016.1145	204.83
			PERS: Payment	
			023.1145	146.98
			PERS: Payment	
			024.1145	18.89
			PERS: Payment	
			041.1145	467.87
			PERS: Payment	
			042.1145	457.45
			PERS: Payment	
			070.1145	943.92
			PERS SURVIVOR: Payment	
			001.1145	24.40
			PERS SURVIVOR: Payment	
			004.1145	3.24
			PERS SURVIVOR: Payment	
			010.1145	1.05
			PERS SURVIVOR: Payment	
			012.1145	0.46
			PERS SURVIVOR: Payment	
			016.1145	0.47
			PERS SURVIVOR: Payment	
			023.1145	0.28
			PERS SURVIVOR: Payment	
			024.1145	0.02
			PERS SURVIVOR: Payment	
			041.1145	0.32
			PERS SURVIVOR: Payment	
			042.1145	0.69
			PERS SURVIVOR: Payment	
			070.1145	0.69
			EPMC: Payment	
			001.1145	531.13

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
989	1/24/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			004.1145	83.00
			EPMC: Payment	
			023.1145	8.38
			EPMC: Payment	
			024.1145	0.72
			EPMC: Payment	
			041.1145	19.34
			EPMC: Payment	
			042.1145	7.09
			EPMC: Payment	
			070.1145	60.02
			PERS: Payment	
			001.1145	17,352.94
			PERS: Payment	
			004.1145	2,853.14
			PERS: Payment	
			010.1145	1,056.13
			PERS: Payment	
			012.1145	204.85
			Total :	24,448.30
990	1/24/2025	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			070.1130	271.41
			STATE TAXES: Payment	
			001.1130	5,162.17
			STATE TAXES: Payment	
			004.1130	510.85
			STATE TAXES: Payment	
			008.1130	12.54
			STATE TAXES: Payment	
			010.1130	215.01
			STATE TAXES: Payment	
			012.1130	45.42
			STATE TAXES: Payment	

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
990	1/24/2025	000001	CALIF STATE EMPLOYMENT	
			(Continued)	
			016.1130	45.43
			STATE TAXES: Payment	
			023.1130	19.51
			STATE TAXES: Payment	
			024.1130	2.71
			STATE TAXES: Payment	
			041.1130	126.99
			STATE TAXES: Payment	
			042.1130	91.18
			Total :	6,503.22
90864	1/24/2025	003804	AFLAC WWHQ	
			AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	132.66
			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	3.56
			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	191.63
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	49.20
			AFLAC DISABILITY INSURANCE: Payment	
			010.1181	34.50
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.31

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90864	1/24/2025	003804 AFLAC WWHQ	(Continued)	
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment	
			023.1181	2.45
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	203.33
			AFLAC HOSPITAL INSURANCE: Payment	
			004.1181	11.91
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.71
			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	2.97
			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

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90864	1/24/2025	003804	003804 AFLAC WWHQ (Continued)	Total : 775.38
5 Vouchers for bank code : wfb				Bank total : 69,672.51
5 Vouchers in this report				Total vouchers : 69,672.51

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90865	1/28/2025	004206 #1 SON PLUMBING INC	LMD36 BACKFLOW REPAIRS	
			LMD36 BACKFLOW REPAIRS	
			012.8500.4030	225.51
			LMD00 BACKFLOW REPAIRS	
			LMD00 BACKFLOW REPAIRS	
			012.8500.4030	485.51
			LMD08 BACKFLOW REPAIRS	
			LMD08 BACKFLOW REPAIRS	
			012.8500.4030	75.00
			LMD13 BACKFLOW REPAIRS	
			LMD13 BACKFLOW REPAIRS	
			012.8500.4030	385.12
			Total :	1,171.14
90866	1/28/2025	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			042.9510.4200	32.31
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			042.9510.4200	9.68
			FS#2:OFFICE SUPPLIES RETURN	
			FS#2:OFFICE SUPPLIES RETURN	
			029.2100.4203	-85.66
			FS#2:OFFICE SUPPLIES RETURN	
			028.2050.4203	-85.66
			OFFICE SUPPLIES	
			100% RECYCLED DIVIDERS	
			001.1600.4200	81.78
			VARIOUS 3 RING BINDERS	
			001.1600.4200	202.17
			OFFICE SUPPLY RETURN	
			OFFICE SUPPLY RETURN	
			001.6020.4200	-122.82
			FS#1: TOOLS	
			FS#1: TOOLS	
			028.2050.4245	52.80
			FS#1: TOOLS	

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Voucher List

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90866	1/28/2025	005771 AMAZON CAPITAL SERVICES	(Continued) 029.2100.4245	52.78
Total :				137.38
90867	1/28/2025	006319 BALCO UNIFORM CO	PD: STINGER SPIKE SYSTEM RATT II PD: STINGER SPIKE SYSTEM RATT II 001.2000.4250	854.26
Total :				854.26
90868	1/28/2025	004241 BLICHARSKI, TONY	UNIFORM REIMB:BLICHARSKI UNIFORM REIMB:BLICHARSKI 001.2000.4561	197.89
Total :				197.89
90869	1/28/2025	003445 BOOT BARN, INC.	UNIFORMS: PECK UNIFORMS: PECK 001.6000.4249	242.00
Total :				242.00
90870	1/28/2025	005926 CALIFORNIA INTERGOVERNMENTAL	AQUINO CLAIM 10/24-12/31/24 AQUINO CLAIM 10/24-12/31/24 041.9500.4390 LAZARO CLAIM 10/24-12/31/24 LAZARO CLAIM 10/24-12/31/24 041.9500.4390 HUERTA CLAIM 10/24-12/31/24 HUERTA CLAIM 10/24-12/31/24 041.9500.4390 W/C-AVON OCT-DEC 2024 W/C-AVON OCT-DEC 2024 041.9500.4370	990.00 2,298.50
Total :				1,921.76 5,840.26
90871	1/28/2025	005553 CLARK PEST CONTROL OF STOCKTON	FS#1:PEST CONTROL FS#1: PEST CONTROL 029.2100.4589 FS#1: PEST CONTROL 028.2050.4589 FS#3: PEST CONTROL	26.50 26.50

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90871	1/28/2025	005553 CLARK PEST CONTROL OF STOCKTON	(Continued)	
			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 :	482.00
90872	1/28/2025	004860 CRIME SCENE STERI-CLEAN, LLC	BIO HAZARD CLEAN UP PD UNIT	
			BIO HAZARD CLEAN UP PD UNIT	
			001.2000.4240	300.00
			Total :	300.00
90873	1/28/2025	001035 DEPARTMENT OF JUSTICE	FINGER PRINTING APPS:FAUST	
			FINGER PRINTING APPS:FAUST	
			001.1700.4236	32.00
			Total :	32.00
90874	1/28/2025	006259 DEPENDABLE BREAK ROOM SOLUTION	CITY HALL:FILTER CARTRIDGE RPLCMNT	
			CITY HALL:FILTER CARTRIDGE RPLCMNT	
			042.9510.4200	235.97
			Total :	235.97
90875	1/28/2025	003360 DIRECTV	PD: SATTELITE CABLE-JAN	
			PD:SATTELITE CABLE-JAN	
			001.2000.4065	1,385.12
			Total :	1,385.12

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90876	1/28/2025	005869 DOPP PROPERTY SERVICES	25646 BASELINE:SECURE PROP	
			25646 BASELINE:SECURE PROP	
			001.4600.4557	225.00
			25646 BASELINE:SECURE PROP	
			25646 BASELINE:SECURE PROP	
			001.4600.4557	875.00
			25646 BASELINE:SECURE PROP	
			25646 BASELINE:SECURE PROP	
			001.4600.4557	465.00
			Total :	1,565.00
90877	1/28/2025	005869 DOPP PROPERTY SERVICES	25646 BASELINE:SECURE PROP	
			25646 BASELINE:SECURE PROP	
			001.4600.4557	500.00
			Total :	500.00
90878	1/28/2025	000085 EAST VALLEY WATER DISTRICT	LMD 11-DEC	
			LMD 11-DEC	
			012.8500.4030	1,311.86
			Total :	1,311.86
90879	1/28/2025	000085 EAST VALLEY WATER DISTRICT	LMD 17B-JAN	
			LMD 17B-JAN	
			012.8500.4030	300.72
			LMD 17D-JAN	
			LMD 17D-JAN	
			012.8500.4030	151.02
			LMD 25-JAN	
			LMD 25-JAN	
			012.8500.4030	350.02
			LMD 17C-JAN	
			LMD 17C-JAN	
			012.8500.4030	171.40
			LMD 76-JAN	
			LMD 76-JAN	
			012.8500.4030	215.46
			LMD 17A-JAN	
			LMD 17A-JAN	

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Voucher	Date	Vendor	Description/Account	Amount
90879	1/28/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030	140.96
			LMD 43-JAN	
			LMD 43-JAN	
			012.8500.4030	297.06
			LMD 55-JAN	
			LMD 55-JAN	
			012.8500.4030	1,008.92
			LMD 47-JAN	
			LMD 47-JAN	
			012.8500.4030	233.14
			SEELEY PK-JAN	
			SEELEY PK-JAN	
			016.8540.4030	172.36
			LMD 16-JAN	
			LMD 16-JAN	
			012.8500.4030	78.26
			Total :	3,119.32
90880	1/28/2025	002643 ESRI	GIS SOFTWARE/MAINT 24/25	
			GIS SOFTWARE/MAINT 24/25	
			042.9510.4533	27,850.00
			Total :	27,850.00
90881	1/28/2025	002617 FERGUSON ENTERPRISES LLC	LMD16 SUPPLIES	
			LMD16 SUPPLIES	
			012.8500.4206	125.53
			Total :	125.53
90882	1/28/2025	006355 FIGUEROA, LIZETTE J	REFUND:VC 22505(B) DUP PMT	
			REFUND:VC 22505(B) DUP PMT	
			001.1450.8150	63.00
			REFUND:VC 22505(B) DUP PMT	
			051.1490	11.00
			Total :	74.00
90883	1/28/2025	006146 FM THOMAS AIR CONDITIONING	LIBRARY:QTRLY MAINT	
			LIBRARY:QTRLY MAINT	
			001.6000.4588	2,292.00

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Voucher List
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Voucher	Date	Vendor	Description/Account	Amount
90883	1/28/2025	006146 FM THOMAS AIR CONDITIONING	(Continued)	
			PD:QTRLY PM	
			PD:QTRLY PM	
			001.2000.4588	1,600.00
			PD:QTRLYPM	
			PD:QTRLYPM	
			001.2000.4588	1,600.00
			YMCA:QTRLY PM	
			YMCA:QTRLY PM	
			001.6000.4588	1,876.00
			YMCA:QTRLY PM	
			YMCA:QTRLY PM	
			001.6000.4588	1,876.00
			YMCA:HVAC MAINT	
			YMCA:HVAC MAINT	
			001.6000.4588	3,436.41
			YMCA:HVAC MAINT	
			YMCA:HVAC MAINT	
			001.6000.4588	6,664.85
			LIBRARY:HVAC MAINT	
			LIBRARY:HVAC MAINT	
			001.6000.4588	4,371.69
			Total :	23,716.95
90884	1/28/2025	006353 FOAMERICA	PD: 1720 PROTECTOR LONG CASE	
			PD: 1720 PROTECTOR LONG CASE	
			001.2000.4250	743.82
			Total :	743.82
90885	1/28/2025	001122 GALLS, LLC	EMERGENCY IDENTIFICATION SHIRTS	
			EMERGENCY IDENTIFICATION SHIRTS	
			041.9500.4349	45.73
			Total :	45.73
90886	1/28/2025	004453 HARRIS & ASSOCIATES	CFD24001 HIGHLAND PK-AUG-SEP	
			CFD24001 HIGHLAND PK-AUG-SEP	
			019.8430.4550	14,272.50
			CFD22001 SP TAX A&B-AUG-SEP	

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CITY OF HIGHLAND

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Voucher	Date	Vendor	Description/Account	Amount
90886	1/28/2025	004453 HARRIS & ASSOCIATES	(Continued)	
			CFD22001 SP TAX A&B-AUG-SEP	
			019.8430.4550	267.48
			CFD24001 HIGHLAND PK-OCT-NOV	
			CFD24001 HIGHLAND PK-OCT-NOV	
			019.8430.4550	2,500.00
			CFD22001 SP TAX A&B-OCT-NOV	
			CFD22001 SP TAX A&B-OCT-NOV	
			019.8430.4550	653.65
			Total :	17,693.63
90887	1/28/2025	002710 HERNANDEZ, KROONE & ASSOCIATES	BRG07001 NP RDA07-NOV	
			BRG07001 NP RDA07-NOV	
			010.3830.6813	6,336.00
			BRG12001 NP GCF-NOV	
			BRG12001 NP GCF-NOV	
			023.3890.6813	3,744.00
			ICH17006 PM SMBMI IGG-NOV	
			ICH17006 PM SMBMI IGG-NOV	
			027.8490.6813	1,632.00
			ICH17004 NP GCF-NOV	
			ICH17004 NP GCF-NOV	
			023.3890.6813	528.00
			STR17002 PE CCF (2017)-NOV	
			STR17002 PE CCF (2017)-NOV	
			027.8490.6550	1,488.00
			SIG21001 CE HSIP(CYCLE 10)-NOV	
			SIG21001 CE HSIP(CYCLE 10)-NOV	
			030.8495.6550	718.75
			Total :	14,446.75
90888	1/28/2025	000662 HI WAY SAFETY INC	STREET TRAFFIC CONTROL	
			STREET TRAFFIC CONTROL	
			004.8310.4206	612.45
			Total :	612.45
90889	1/28/2025	000108 HIGH TECH SECURITY	YMCA:BLDG ALARM MAINT	
			YMCA:BLDG ALARM MAINT	

Voucher List
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Voucher	Date	Vendor	Description/Account	Amount
90889	1/28/2025	000108 HIGH TECH SECURITY	(Continued)	
			001.6000.4066	479.63
			BURG SYST & MONIT -FEB	
			CORP YARD BURG SYST & MONIT-FEB	
			004.8310.4066	55.00
			CITY HALL BURG SYST & MONIT-FEB	
			042.9510.4066	100.00
			COMM PK SYST & MONIT-FEB	
			001.6000.4066	55.00
			FIRE SYST & MONIT-FEB	
			CORP YARD FIRE SYST & MONIT-FEB	
			004.8310.4066	85.00
			LIB/YMCA FIRE SYST & MONIT-FEB	
			001.6000.4066	135.00
			CITY HALL FIRE SYST & MONIT-FEB	
			042.9510.4066	50.00
			FS#3 FIRE SYST & MONIT-FEB	
			028.2050.4066	42.50
			FS#3 FIRE SYST & MONIT-FEB	
			029.2100.4066	42.50
			PD FIRE SYST & MONIT-FEB	
			001.2000.4066	85.00
			CCTV SYS & MAINT -FEB	
			AURANTIA & COMM PK SYST & MONIT-FEB	
			001.6000.4066	75.00
			CANYON OAK PK CCTV SYST & MONIT-FEB	
			016.8540.4066	50.00
			CORP YARD CCTV SYST & MONIT-FEB	
			004.8310.4066	25.00
			Total :	1,279.63
90890	1/28/2025	000105 HIGHLAND CHAMBER OF COMMERCE	CHAMBER DINNER:ZAMANO	
			CHAMBER DINNER:ZAMANO	
			001.1450.4330	62.50
			CHAMBER DINNER:NAVA-CRUZ	
			CHAMBER DINNER:NAVA-CRUZ	
			001.1700.4330	62.50
			CHAMBER DINNER:GOMEZ	

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Voucher	Date	Vendor	Description/Account	Amount
90890	1/28/2025	000105 HIGHLAND CHAMBER OF COMMERCE	(Continued)	
			CHAMBER DINNER:GOMEZ	
			001.1700.4330	62.50
			CHAMBER DINNER:MCCALLON	
			CHAMBER DINNER:MCCALLON	
			001.1000.4330	62.50
			CHAMBER DINNER:DURAN	
			CHAMBER DINNER:DURAN	
			001.3200.4330	62.50
			CHAMBER DINNER:LILBURN	
			CHAMBER DINNER:LILBURN	
			001.1000.4330	62.50
			CHAMBER DINNER:DEAN	
			CHAMBER DINNER:DEAN	
			001.2000.4250	62.50
			CHAMBER DINNER:DUPPER	
			CHAMBER DINNER:DUPPER	
			001.2000.4250	62.50
			CHAMBER DINNER:POPA	
			CHAMBER DINNER:POPA	
			001.2000.4250	65.00
			CHAMBER DINNER:BRANDT	
			CHAMBER DINNER:BRANDT	
			001.2000.4250	65.00
			Total :	630.00
90891	1/28/2025	000824 J & M TROPHIES	NAME PLATE:DURAN	
			NAME PLATE:DURAN	
			001.1000.4200	43.37
			Total :	43.37
90892	1/28/2025	006356 JIMENEZ MORALES, JESUS	REFUND:VC 22514 DUP PMT	
			REFUND:VC 22514 DUP PMT	
			001.1450.8150	53.00
			REFUND:VC 22514 DUP PMT	
			051.1490	11.00
			Total :	64.00

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Voucher	Date	Vendor	Description/Account	Amount
90893	1/28/2025	000127 K & L HARDWARE	CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206	121.64
			CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206	17.23
			CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206	40.92
			PD:MISC SUPPLIES PD:MISC SUPPLIES 001.2000.4206	39.85
			Total :	219.64
90894	1/28/2025	000207 KONICA MINOLTA	PD: FAX MACHINE STAND PD: FAX MACHINE STAND 001.2000.4203	482.61
			Total :	482.61
90895	1/28/2025	005285 LA VERNE POWER EQUIPMENT INC	PUBLIC WORKS:MISC SUPPLIES PUBLIC WORKS:MISC SUPPLIES 004.8310.4206	44.74
			Total :	44.74
90896	1/28/2025	000426 LEAGUE OF CALIF CITIES	2025 MEMBERSHIP RENEWAL 2025 MEMBERSHIP RENEWAL 001.1000.4310	700.00
			Total :	700.00
90897	1/28/2025	001404 LOWE'S	LINE FIRE:TRAILS LINE FIRE:TRAILS 004.8310.4206	213.70
			Total :	213.70
90898	1/28/2025	001104 MAINEZ, LARRY A.	INTERVIEW PANEL LUNCH INTERVIEW PANEL LUNCH 001.1600.4330	87.92
			Total :	87.92

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Voucher	Date	Vendor	Description/Account	Amount
90899	1/28/2025	001070 SAFETY-KLEEN SYSTEMS, INC.	PD:PARTS WASHING SVC PD:PARTS WASHING SVC 001.2000.4245	298.64
Total :				298.64
90900	1/28/2025	005731 SITEONE LANDSCAPE SUPPLY, LLC	LMD10 IRRIGATION REPAIRS LMD10 IRRIGATION REPAIRS 012.8500.4206	291.74
			BOULDER AVE:LANDSCAPING IRRIGATION BOULDER AVE:LANDSCAPING IRRIGATION 004.8310.4206	195.96
			LMD10 IRRIGATION REPAIRS LMD10 IRRIGATION REPAIRS 012.8500.4206	439.22
Total :				926.92
90901	1/28/2025	000636 STEVEN ENTERPRISES INC	PLOT PRINTER MAINT OCE-SEP-DEC 2024 PLOT PRINTER MAINT OCE-SEP-DEC 2024 001.3200.4245	35.85
Total :				35.85
90902	1/28/2025	006357 STOKES, OTIS J	REFUND:VC 4000(A) FIXIT TICKET REFUND:VC 4000(A) FIXIT TICKET 001.1450.8150	37.00
			REFUND:VC 4000(A) FIXIT TICKET 051.1490	37.00
Total :				74.00
90903	1/28/2025	004920 TKE ENGINEERING	TSI24001 MISC PERMITS/INSP-SEP-NOV TSI24001 MISC PERMITS/INSP-SEP-NOV 001.3200.4551	327.00
			STI22008 MISC PERMITS/INSP-NOV STI22008 MISC PERMITS/INSP-NOV 001.3200.4551	381.50
			STI22009 MISC PERMITS/INSP-NOV STI22009 MISC PERMITS/INSP-NOV 001.3200.4551	218.00
			WIN23002 MISC PERMITS/INSP-NOV	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90903	1/28/2025	004920 TKE ENGINEERING	(Continued)	
			WIN23002 MISC PERMITS/INSP-NOV	
			001.3200.4551	218.00
			PGI23008 MISC PERMITS/INSP-OCT-NOV	
			PGI23008 MISC PERMITS/INSP-OCT-NOV	
			001.3200.4551	218.00
			STI23005 MISC PERMITS/INSP-NOV	
			STI23005 MISC PERMITS/INSP-NOV	
			001.3200.4551	1,199.00
			PGC24008 MISC PERMITS/INSP-NOV	
			PGC24008 MISC PERMITS/INSP-NOV	
			001.3200.4551	345.00
			PGI24009 MISC PERMITS/INSP-NOV	
			PGI24009 MISC PERMITS/INSP-NOV	
			001.3200.4551	163.50
			WIN23004 MISC PERMITS/INSP-NOV	
			WIN23004 MISC PERMITS/INSP-NOV	
			001.3200.4551	545.00
			STI23001 MISC PERMITS/INSP-NOV	
			STI23001 MISC PERMITS/INSP-NOV	
			001.3200.4551	1,144.50
			PGI24005 MISC PERMITS/INSP-NOV	
			PGI24005 MISC PERMITS/INSP-NOV	
			001.3200.4551	1,090.00
			PGI24003 MISC PERMITS/INSP-NOV	
			PGI24003 MISC PERMITS/INSP-NOV	
			001.3200.4551	1,635.00
			SDI24001 MISC PERMITS/INSP-NOV	
			SDI24001 MISC PERMITS/INSP-NOV	
			001.3200.4551	327.00
			FIN24004 MISC PERMITS/INSP-NOV	
			FIN24004 MISC PERMITS/INSP-NOV	
			001.3200.4551	717.50
			PGI24008 MISC PERMITS/INSP-NOV	
			PGI24008 MISC PERMITS/INSP-NOV	
			001.3200.4551	1,907.50
			PGC24002 MISC PERMITS/INSP-OCT-NOV	
			PGC24002 MISC PERMITS/INSP-OCT-NOV	

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Voucher	Date	Vendor	Description/Account	Amount
90903	1/28/2025	004920 TKE ENGINEERING	(Continued)	
			001.3200.4551	172.50
			RG124005 MISC PERMITS/INSP-NOV	
			RG124005 MISC PERMITS/INSP-NOV	
			001.3200.4551	327.00
			HYD24007 MISC PERMITS/INSP-NOV	
			HYD24007 MISC PERMITS/INSP-NOV	
			001.3200.4551	172.50
			PGC24003 MISC PERMITS/INSP-NOV	
			PGC24003 MISC PERMITS/INSP-NOV	
			001.3200.4551	172.50
			LDR24006 MISC PERMITS/INSP-OCT-NOV	
			LDR24006 MISC PERMITS/INSP-OCT-NOV	
			001.3200.4551	115.00
			LDR24007 MISC PERMITS/INSP-OCT-NOV	
			LDR24007 MISC PERMITS/INSP-OCT-NOV	
			001.3200.4551	115.00
			RGC24003 MISC PERMITS/INSP-NOV	
			RGC24003 MISC PERMITS/INSP-NOV	
			001.3200.4551	975.00
			34224001EVWD PERMITS/INSP-NOV	
			34224001EVWD PERMITS/INSP-NOV	
			001.3200.4551	218.00
			34224004 EVWD PERMITS/INSP-NOV	
			34224004 EVWD PERMITS/INSP-NOV	
			001.3200.4551	1,962.00
			STI21002 MISC PERMITS/INSP-NOV	
			STI21002 MISC PERMITS/INSP-NOV	
			001.3200.4551	654.00
			PGR23001 MISC PERMITS/INSP-NOV	
			PGR23001 MISC PERMITS/INSP-NOV	
			001.3200.4551	200.00
			STI24007 MISC PERMITS/INSP-NOV	
			STI24007 MISC PERMITS/INSP-NOV	
			001.3200.4551	327.00
Total :				15,847.00
90904	1/28/2025	004920 TKE ENGINEERING	AT&T PERMIT/INSP FIXED FEE-NOV	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90904	1/28/2025	004920 TKE ENGINEERING	(Continued)	
			AT&T PERMIT/INSP FIXED FEE-NOV	
			001.3200.4551	436.00
			SCG PERMIT/INSP FIXED FEE-NOV	
			SCG PERMIT/INSP FIXED FEE-NOV	
			001.3200.4551	1,580.50
			SCE PERIMT/INSP FIXED FEE-NOV	
			SCE PERIMT/INSP FIXED FEE-NOV	
			001.3200.4551	1,362.50
			FRONTIER PRMT/INSP FXD FEE-NOV	
			FRONTIER PRMT/INSP FXD FEE-NOV	
			001.3200.4551	109.00
			Total :	3,488.00
90905	1/28/2025	004920 TKE ENGINEERING	GENERAL ENG SVC-OCT	
			GENERAL ENG SVC-OCT	
			023.3890.4550	824.00
			STR22002 NP MSRI-OCT	
			STR22002 NP MSRI-OCT	
			017.8350.6530	1,160.00
			STR17002 PE CCF2017-OCT	
			STR17002 PE CCF2017-OCT	
			027.8490.6550	935.00
			SWK19001 NP MSRI-OCT	
			SWK19001 NP MSRI-OCT	
			017.8350.6545	1,060.00
			SDR17001 NP DIF LOCAL-OCT	
			SDR17001 NP DIF LOCAL-OCT	
			007.8330.6600	57.50
			STR07004A NP GCF-OCT	
			STR07004A NP GCF-OCT	
			023.3890.6600	977.50
			STR23002 NP RDA-07-OCT	
			STR23002 NP RDA-07-OCT	
			010.3830.6550	115.00
			STR23003 NP MSRI-OCT	
			STR23003 NP MSRI-OCT	
			017.8350.6550	287.50

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Voucher	Date	Vendor	Description/Account	Amount
90905	1/28/2025	004920 TKE ENGINEERING	(Continued) OLA24001 NP MSRI-OCT OLA24001 NP MSRI-OCT 017.8350.6550 STR23001 NP MSRI-OCT STR23001 NP MSRI-OCT 017.8350.6550	172.50
Total :				115.00
Total :				5,704.00
90906	1/28/2025	000465 TOM DODSON & ASSOCIATES	STR17002 PE CCF(2017)-DEC STR17002 PE CCF(2017)-DEC 027.8490.6550	1,710.00
Total :				1,710.00
90907	1/28/2025	000979 VERIZON WIRELESS	AIR CARDS-DEC AIR CARDS-DEC 001.2000.4062	20.02
Total :				20.02
90908	1/28/2025	000237 WILLDAN ASSOCIATES	STR23002 DE RDA07-NOV STR23002 DE RDA07-NOV 010.3830.6550 2004B ARBITRAGE 9/19-12/24 2004B ARBITRAGE 9/19-12/24 089.8090.4554	2,296.50
Total :				2,000.00
Total :				4,296.50
90909	1/28/2025	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB-NOV MONTHLY REIMB-NOV 001.6000.4526	43,333.00
Total :				43,333.00
45 Vouchers for bank code : wfb				Bank total : 182,182.60
45 Vouchers in this report				Total vouchers : 182,182.60

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CITY OF HIGHLAND

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<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: February 11, 2025

FROM: Carlos Zamano, City Manager

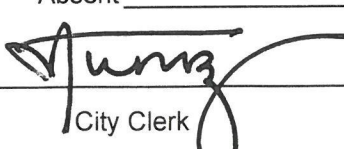
PREPARED BY: Alondra Muñoz, City Clerk

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

SUBJECT: Claim Consideration - Juan R. Gutierrez

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

BACKGROUND: The Claim was received in the City Clerk's Office on December 30, 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>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

1

February 4, 2025

Alondra Munoz
City of Highland

RE: Client: City of Highland
 Claim Number: GHC0079682
 Date of Loss: 09/18/2024
 Claimant: Heirs of Juan R. Gutierrez

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



December 30, 2024

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

Re: Claimant(s): Juan R. Gutierrez
Incident Date: September 18, 2024

Dear Patti:

Enclosed is a copy of a Claim received in person at the Office of the City Clerk on December 30, 2024, by the above referenced claimant(s). Note: Attached is a location map for reference.

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,

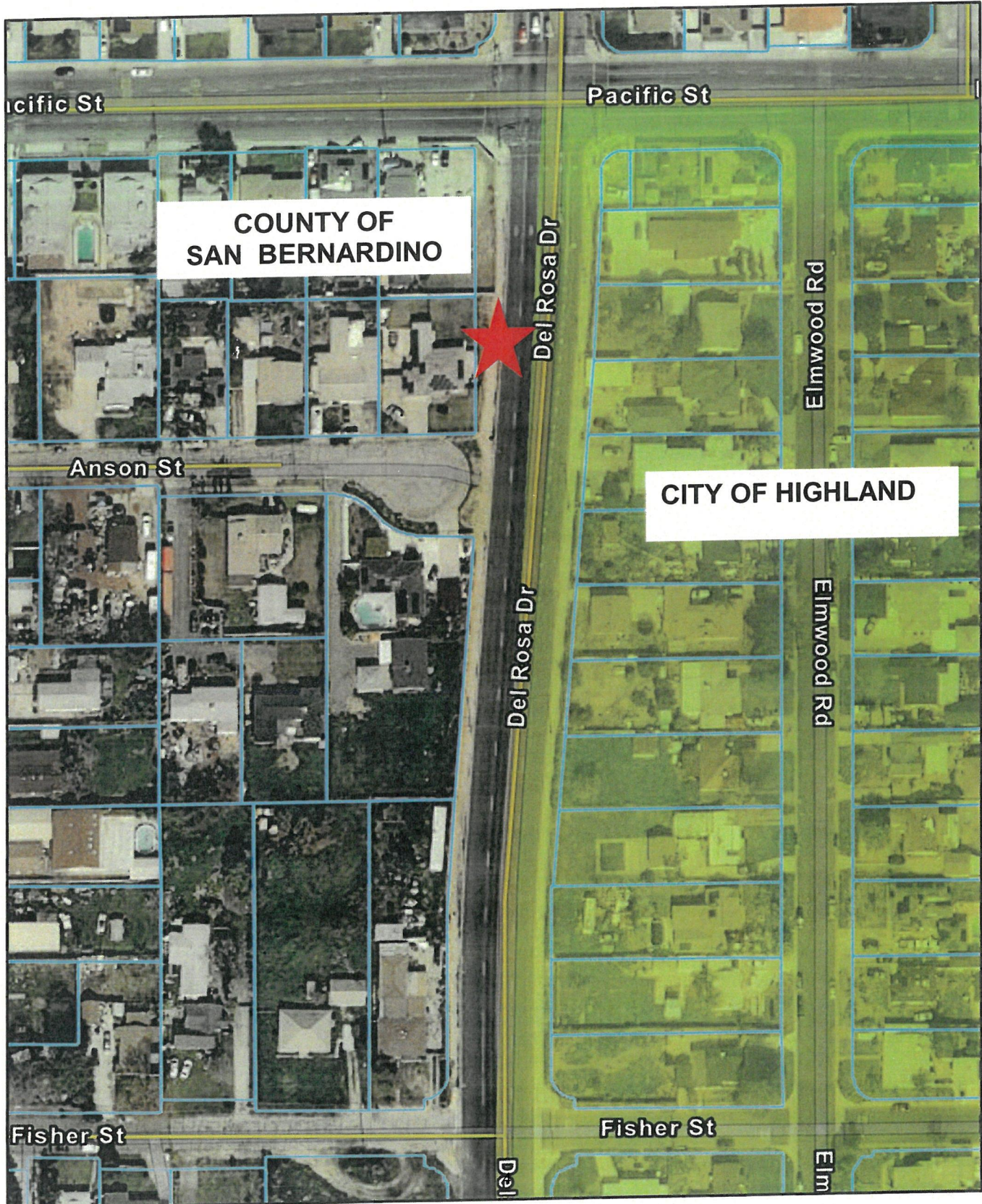
Alondra Muñoz
City Clerk

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



VICINITY MAP

The green shading is in the City of Highland and the unshaded region is County of San Bernardino maintained streets.





RECEIVED

DEC 30 2024

**CITY OF HIGHLAND
CITY CLERK**

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

Received: Jacqueline Avila

By: 12/30/2024

☐ 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 Juan R Gutierrez
 - a. Complete Address of Claimant, including City, State and Zip Code:
21900 Winding Road, Moreno Valley, CA 92557

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

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

Issued by which State: _____

_____ Driver's License _____ Identification Card

Expiration Date: _____

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

Megan koster, Esq., 3055 Wilshire Blvd, Los Angeles, CA 90010

3. Occurrence or event from which the claim arises:

a. Date of occurrence 9/18/2024

b. Time of occurrence Approximately 1:50 am

c. Place of occurrence (Exact and specific location)

Approximately at or near Del Rosa Dr and Anson St, Highland, Ca

92404. See Attachment A

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).

Decedent was struck by a vehicle. See Attachment A

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

Failure to maintain the area surrounding the subject location. Lack of

traffic control devices, lights, signs, etc. See Attachment A

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".

Decedent loss of life. See Attachment A

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

Unknown at this time.

6. Name and address of any other person injured:

N/a

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

Decedent

8. Damages Claimed:

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

b. Estimate amount of future costs: \$ 1,000,000+

c. Total amount claimed: \$ 1,000,000+

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

Costs related to Decedents loss of financial support, funeral costs, etc.

See Attachment A

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

- a. See Attachment A
- b. _____
- c. _____
- d. _____
- e. _____

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

See Attachment A

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: Los Angeles, CA
City and State

Date: 12/26/24


Signature of Claimant

Megan Kostel, Esq., Attorney for
Printed name of person signing above Claimants

ATTACHMENT A

Claimants Derek Gutierrez and Emir Gutierrez, Sons, as Heirs of the Estate of Juan R Gutierrez, Deceased, hereby present the following information in support of their claims against THE CITY OF HIGHLAND: (hereafter "City"), in satisfaction of the requirements under Government Code section 910, and as supplement to the City's claim form.

I. Background

On September 18, 2024, at approximately 1:51 am, a dangerous condition on public property caused fatal injury and damage to Decedent when he was a pedestrian traveling upon a public, City-maintained roadway approximately at or near Del Rosa Dr and Anson St, San Bernardino, Ca 92404. At the same time, David Rosales was traveling on Del Rosa Dr towards decedent. As Decedent used due care and walked upon the roadway upon, he encountered a dangerous condition in the roadway, which caused an oncoming vehicle to collide with his person, fatally injuring him.

If Claimants file a lawsuit related to this matter, they will file it as an unlimited civil case and allege monetary damages in an amount greater than the jurisdictional minimum.

II. Liability

This governmental entity is responsible for Decedent's fatal injuries because, based upon information and belief, said entity owned, leased, occupied, and/or controlled the property where the accident occurred on September 18, 2024, and was negligent in the use or maintenance of such property. The entity failed to use reasonable care to keep the property in a reasonably safe condition and/or failed to use reasonable care to discover any unsafe conditions and to repair, replace, or give adequate warning of anything that could be reasonably expected to harm others, including confusing and misleading lanes of traffic and/or changes in the direction of traffic that endangered the safe movement of traffic and which was not, and would not have been, reasonably apparent to or anticipated by a person using due care, including Plaintiff; inadequate signage, warnings, or other traffic safety devices on a roadway and/or intersection; creation of a concealed trap; and/or other defects that may be established through discovery.

1 Even if this entity did not own or lease the property, it controlled the property and was
2 therefore responsible for maintaining, in reasonably safe condition, all areas that it controlled,
3 including confusing and misleading lanes of traffic and/or changes in the direction of traffic
4 that endangered the safe movement of traffic and which was not , and would not have been,
5 reasonably apparent to or anticipated by a person using due care, including Decedent;
6 inadequate signage, warnings, or other traffic safety devices on a roadway and/or intersection;
7 creation of a concealed trap; and/or other defects that may be established through discovery.
8 The condition of the property created an unreasonable risk of harm that the entity knew, or
9 through the exercise of reasonable care, should have known about but failed to repair, protect
10 against, or give adequate warning of the condition to Decedent.

11 This entity had a duty to maintain, inspect, manage, design, repair, and/or control the
12 property where Decedent's fatal injury occurred at the time of the Incident and breached its
13 duty to Claimant by negligently maintaining, inspecting, managing, designing, repairing,
14 and/or controlling the property, including confusing and misleading lanes of traffic and/or
15 changes in the direction of traffic that endangered the safe movement of traffic and which was
16 not , and would not have been, reasonably apparent to or anticipated by a person using due
17 care, including Plaintiff; inadequate signage, warnings, lighting, or other traffic safety devices
18 on a roadway and/or intersection; creation of a concealed trap; and/or other defects that may be
19 established through discovery.

20 The negligent and/or wrongful conduct of the entity's employee(s) acting within the
21 scope of his/her/their employment created the unsafe condition on the property.

22 The entity had actual and/or constructive notice of the unsafe condition as described
23 herein prior to the date of the Incident yet did nothing to repair, remedy, correct, provide
24 safeguards against, or provide warning of the unsafe condition, which caused Decedent's
25 incident and fatal injuries. As a result of the negligent and/or wrongful conduct of the entity's
26 employee(s) acting within the scope of his/her/their employment including, but not limited to,
27 failure to provide any warning of the subject unsafe condition, Decedent was fatal injured.
28

1 The entity's negligence or wrongful conduct was a substantial factor in causing harm to
2 Decedent.

3 **III. Damages**

4 As a direct result of the SUBJECT INCIDENT, Claimant has incurred damages
5 including but not limited to the loss of the care comfort and society of Decedent, past medical
6 expenses, funeral expenses, past and future loss of earnings, past and future economic
7 damages, loss of property damages, and cost of suit, and Decedent's pre-mortem pain,
8 suffering, and disfigurement, pursuant to CCP 377.34 et seq., according to proof, which
9 combined are expected to be in excess of \$1,000,000.00. Expenses are still ongoing, and an
10 exact amount is still to be determined to this date.

11
12 By: 

13 Megan Koster, Esq.

14 Grecia Toscano, Esq.

15 Attorneys for Claimants Derek Gutierrez and Emir
16 Gutierrez , obo Juan R Gutierrez, Deceased
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STAFF REPORT

TO THE CITY COUNCIL

DATE: February 11, 2025

FROM: Carlos Zamano, City Manager

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

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

RECOMMENDATION: That the City Council:

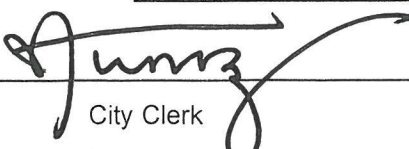
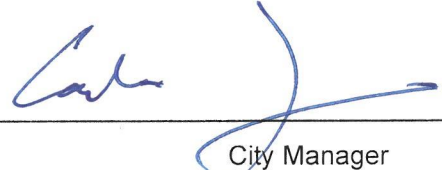
1. Approve Resolution No 2025- __ establishing employee salaries &
2. Approve the following budget adjustment: Transfer \$21,630 from 001-2516 (General Fund-Service Enhancement) to be expended from 001-1450-3010 (General Government-Salaries) &
3. Approve the attached job description.

FISCAL IMPACT: The fiscal impact for 2 temporary positions for the 5 remaining months of fiscal year 2024-2025 is \$21,630.

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: The City is in the process of implementing a new financial management software system, scheduled to start in July 2025. This upgrade, which includes the adoption of a new cashiering system, financial management system, project accounting management system and human resource management system, is an essential investment in modernizing our financial and administrative operations and our current system will no longer be supported. The implementation process requires extensive staff involvement, including testing, data migration, and duplication of efforts between the current and new systems for the duration of two years.

The 2025-2027 budget will already account for the funding of 2 temporary staff augmentation personnel to support this transition. However, after further evaluation, we believe it would be advantageous to bring on temporary staff now, ahead of the implementation's critical phases. Early onboarding would allow us to provide thorough training in key functional areas, such as accounts payable (AP), general ledger (GL), payroll, purchasing, cashiering, and project accounting.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	
1			

Without additional staff support, our current team will face significant challenges balancing day-to-day responsibilities while managing the complex tasks associated with the software implementation. The demands of testing, data migration, and ensuring accuracy in both systems during the transition period will leave minimal capacity for training new staff at that time.

This early preparation will ensure that the temporary staff are fully trained and capable of handling routine tasks during the peak implementation period. Having these additional resources in place will allow the existing team to focus on the critical elements of the upgrade while maintaining continuity in operations. Given the scale and importance of this system, which serves as the City's primary record-keeping platform, it is imperative that we execute the transition carefully and with adequate staffing.

This item was presented to the Finance/Personnel Subcommittee on February 4th, 2025, and the subcommittee recommends the approval of the Resolution, budget adjustment and job description.

Attachments:

1. Resolution 2025-_____
2. Temporary Accounting Assistant I Job Description

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 12, 2025.

<u>Position Title</u>	<u>Minimum Monthly</u>	<u>Maximum Monthly</u>
Temporary Accounting Assistant I	\$3,667	\$4,457

PASSED, APPROVED AND ADOPTED this 11th day of February 2025

Penny Lilburn, Mayor

Attest:

Alondra Muñoz, City Clerk



CITY OF HIGHLAND

TEMPORARY ACCOUNTING ASSISTANT I (Special Project)

JOB SUMMARY

The City of Highland is seeking a **Temporary Accounting Assistant I** to support a special project anticipated to last **two and a half years**. This position performs a variety of responsible technical and clerical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions. This is an excellent opportunity for candidates interested in gaining or expanding their experience in municipal accounting.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Assistant Director of Administrative Services and may receive additional technical guidance from other senior staff members.

TYPICAL JOB DUTIES: – The following are example tasks that may be performed. Incumbents may not perform all of these tasks or may perform similar related tasks not listed here.

- Preparing, maintaining, and processing accounting records, including accounts payable, receivable, and payroll functions.
- Providing technical support to supervisory personnel and assisting with research and documentation for audits or other special projects.
- Responding to inquiries from departments, vendors, and the public, and resolving issues related to financial transactions.
- Supporting the administration of business licenses, parking citations, and other revenue-generating activities.
- Performs other duties as assigned

QUALIFICATIONS

- **Knowledge of:** Basic accounting principles, modern office practices, and computer-based systems.
- **Ability to:** Perform accurate mathematical computations, use office and accounting software, and interact professionally with coworkers and the public.
- **Experience:** Prior accounting-related experience is desirable but not required.
- **Education:** High school diploma or equivalent.

ENVIRONMENTAL CONDITIONS

Work is generally performed in a temperature-controlled office environment subject to typical office noise.



CITY OF HIGHLAND

TEMPORARY ACCOUNTING ASSISTANT I (Special Project)

Salary Range: \$21.15 to \$25.71 per hour/\$3,667 to \$4,457 per month

Work Schedule: Date of Hire through June 30, 2025 20 hours per week
July 1, 2025 through June 30, 2027 40 hours per week

Sick Leave: 40 hours after 90 days of employment

Benefits: \$100 Annual Credit monitoring allowance

Retirement:

If an employee works over 1,000 hours in a year, they are entitled to Retirement benefits provided through the California Public Employees' Retirement System (CalPERS); 2% @ 55 for (classic) CalPERS members, with the City paying the member contribution; 2% @ 62 for (new) CalPERS members, with the employee paying the member contribution. The distinction between "classic" and "new" is pursuant to State pension reform legislation (PEPRA).

The passing of a pre-placement physical will be performed as a condition of employment. A DMV background check and fingerprinting will also be performed.

Required application can be obtained at the City of Highland, 27215 Base Line, Highland, CA, 92346, (909) 864-6861, or at www.cityofhighland.org.

Applications will be accepted until the position is filled.

AN EQUAL OPPORTUNITY EMPLOYER



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Jay Tuttle IV, Assistant Engineer *JT*

SUBJECT: Easement Acceptance/Javier A. Gonzalez—"5th Street Tow Yard" Project (24989 5th Street)

RECOMMENDATION: That the City Council (1) accept Grant of Easement for 5th Street Right-of-Way Dedication from Javier A. Gonzalez, and (2) direct the City Clerk to record the Grant of Easement.

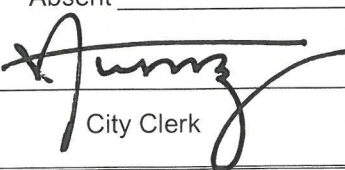
FISCAL IMPACT: None

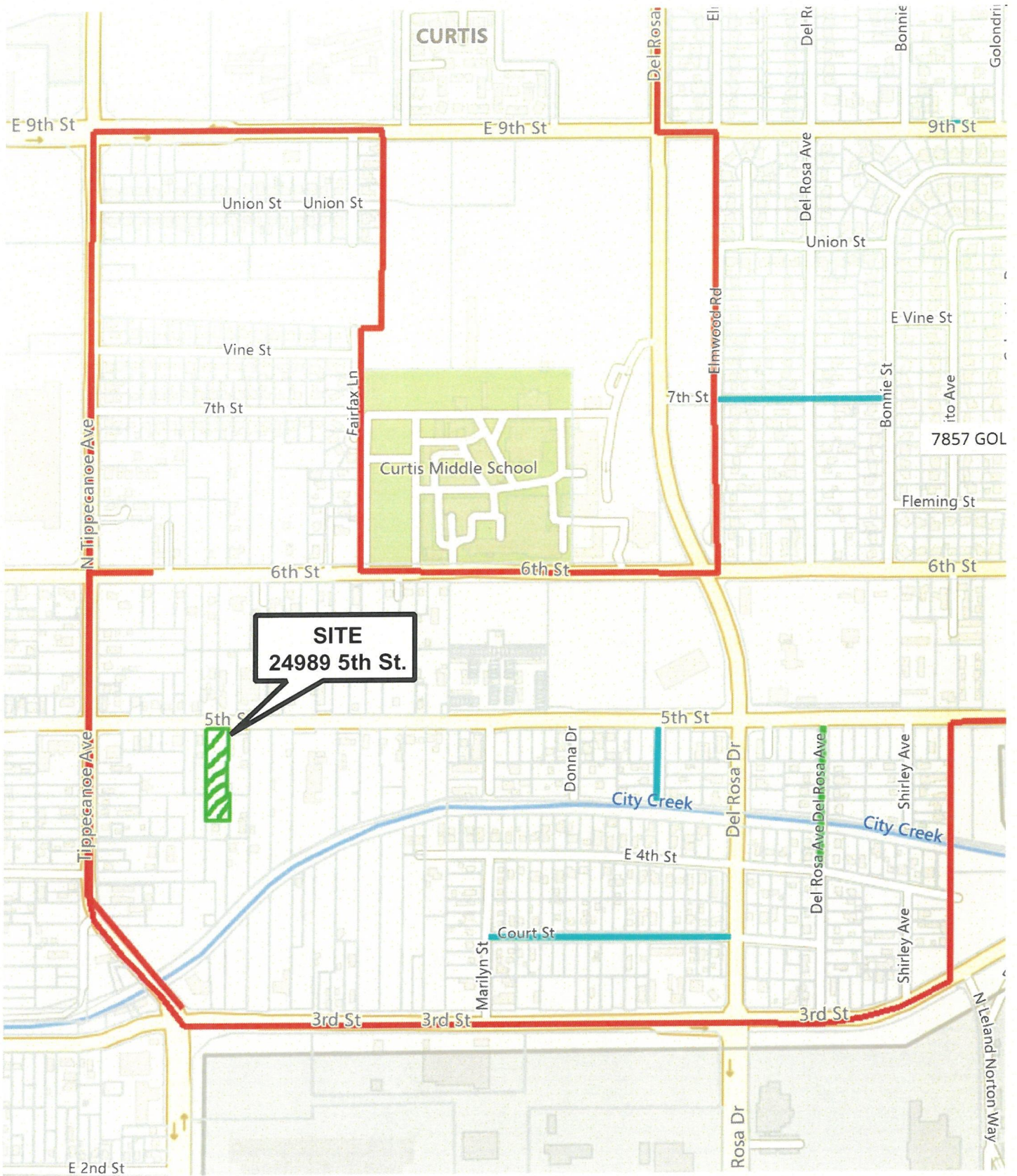
PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The Conditions of Approval for "5th Street Tow Yard", (DRA 023-001) a commercial project located at 24989 5th Street, requires a Road and Drainage easement for dedication of 22 feet of additional road right-of-way on the south side of 5th Street, to accommodate the required new street improvements along the project frontage. The Grant of Easement from the owner, Javier A. Gonzalez, is ready for City Council acceptance.

Attachments: (1) Vicinity Map
(2) Assessor's Parcel Map
(3) (Road and Drainage) Grant of Easement Deed
(4) Right-of-Way Dedication Legal Description & Plat

L:\Engineering_Backup\030173077 - DRA 23-001 - 24989 5th St - Tow Yard - Gonzalez\3077 11 5th St ROW Dedication Staff Report.doc

Approved _____	Motion _____	Second _____	Agenda Item No. <u>6</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	
1			



VICINITY MAP

THIS MAP IS FOR THE PURPOSE
OF AD VALOREM TAXATION ONLY

Ptn. Eastwood Farms, Tract No. 2439
M.B. 34/78

City of Highland
Tax Rate Area
18042,18070

0279-14



December 2004

Ptn. S.W.1/4, Sec. 1
T.1S., R.4W.

Assessor's Map
Book 0279 Page 14
San Bernardino County

REVISED
06/30/06 KC
06/30/06 KC

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346

No fee per GC 6103

Document Transfer Tax: \$0

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: 0279-141-06

**GRANT OF EASEMENT
(ROAD AND DRAINAGE)**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **Javier A. Gonzalez, a married man, as sole owner,**

Hereby GRANT(S) to the City of Highland, a Municipal Corporation, an easement for roads, drainage, and public utility purposes upon, under, over, and across the real property in the City of Highland, County of San Bernardino, State of California, described as:

SEE EXHIBITS "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF

DATED: 1-28-2025



Javier A. Gonzalez, Sole Owner

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

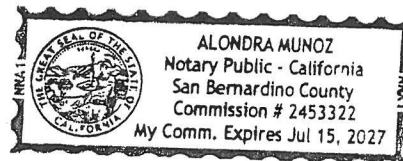
STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

On January 28, 2025, before me, Alondra Muñoz, Notary Public, personally appeared Javier Arnoldo Gonzalez, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Alondra Muñoz
Signature



(This Area for Official Notary Seal)

EXHIBIT "A"

THAT PORTION OF LOT 33 OF TRACT 2439, EASTWOOD FARMS, PER MAP RECORDED IN BOOK 34, PAGE 78 OF MAPS IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF SAN BERNARDINO, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 33;

THENCE NORTH 89°38'30" EAST ALONG THE NORTH LINE OF SAID LOT 33 A DISTANCE OF 100.00 FEET TO THE NORTHEAST CORNER THEREOF;

THENCE SOUTH 0°02'49" WEST ALONG THE EAST LINE OF SAID LOT 33 A DISTANCE OF 22.00 FEET TO A LINE THAT IS PARALLEL WITH AND 22.00 FEET SOUTHERLY OF SAID NORTH LINE;

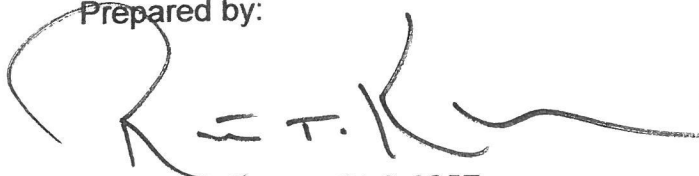
THENCE SOUTH 89°38'30" WEST, PARALLEL WITH SAID NORTH LINE A DISTANCE OF 100.00 FEET TO A POINT IN THE WEST LINE OF SAID LOT 33;

THENCE NORTH 0°02'49" EAST ALONG SAID WEST LINE A DISTANCE OF 22.00 FEET TO THE POINT OF BEGINNING.

Containing 2,200 square feet (0.05 ac.), more or less.

ALL AS SHOWN ON EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

Prepared by:



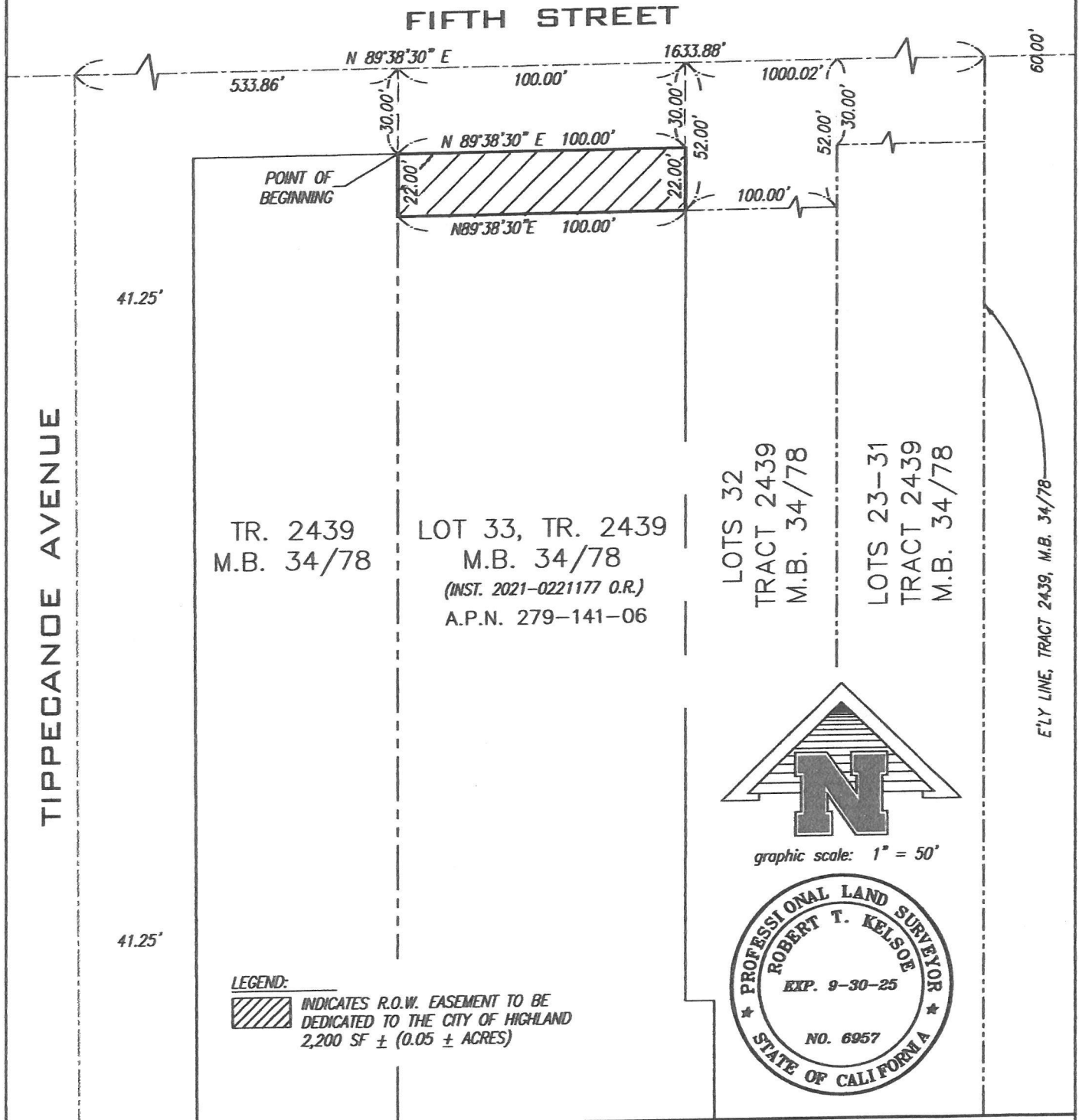
Robert T. Kelsoe, PLS 6957
Exp. Date 9-30-25



EXHIBIT "B"

SHEET 1 OF 1 SHEET

5th STREET RIGHT-OF-WAY DEDICATION



1835 1ST STREET, NORCO, CA 92860

(951)736-0755

FAX (951)736-8421

EXHIBIT "B" - PLAT

TO ACCOMPANY LEGAL DESCRIPTION BY ROBERT T. KELSE, PLS 6957

THIS PLAT IS SOLELY AN AID IN LOCATING THE PARCEL(S) DESCRIBED IN THE ATTACHED EXHIBIT "A." IT IS NOT A PART OF THE WRITTEN DESCRIPTION CONTAINED THEREIN.

DATE:

10-31-2024

DRAWN BY:

RTK

CHECKED BY:

NTK

J.N.

23-3145



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY:  Jim Richardson, Public Works Manager

SUBJECT: Bid Award – Bid No. 2025-01 “City of Highland Janitorial Maintenance Contract”

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

RECOMMENDATION: It is recommended that the City Council award the bid for Bid No. 2025-01 “City of Highland Janitorial Maintenance Contract” (Base Bid and Additive Items) to the lowest responsive bidder, Base Hill, Inc. in the amount of \$95,109.42 per year.

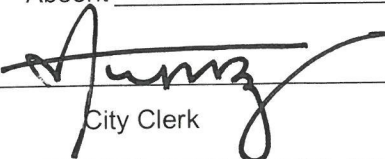
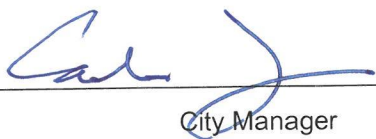
FISCAL IMPACT: Janitorial Service is paid for by the City’s General Fund. This work will be paid for from current and future budgets based on work performed.

The breakdown of the contract amount for the various City facilities are as follows:

City Hall	\$26,477.28
Police Station	15,307.68
Community Park	33,119.70
Aurantia Park	<u>20,204.76</u>
Total	\$95,109.42

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: Base Hill, Inc. has been the City’s janitorial contractor since it was initially awarded a contract in 2018. The City has renewed this contract each year since 2019 based on

Approved _____	Motion _____	Second _____	Agenda Item No. <u>7</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	
1			

satisfactory work performance up to the maximum number of terms their contract allowed. The contract amount for the final extension was \$88,337.00.

This is a unit price contract and each of the following items listed are to be performed as directed by the City and paid from current budgets. The Base Bid includes items 1 through 5 while 6 and 7 are additive items:

1. City Hall – cleaning 3 days per week. - \$1,808.80 per month
2. City Council Chambers – cleaning 1 day per week. - \$360.14 per month
3. Aurantia Park - locking and cleaning restrooms 7 days per week and unlocking restrooms 3 days per week plus all City recognized holidays. - \$1,683.73 per month
4. Community Park - locking and cleaning restrooms 7 days per week and unlocking restrooms 3 days per week plus all City recognized holidays. - \$2,258.10 per month
5. Police Station – cleaning restrooms and locker rooms 3 days per week and the balance of the facility two days per week. - \$1,250.64 per month
6. Close and Lock Community Park Perimeter gates and open them daily. - \$16.50 per day
7. Extra Cleaning Services Hourly upon request - \$30.00 per hour.

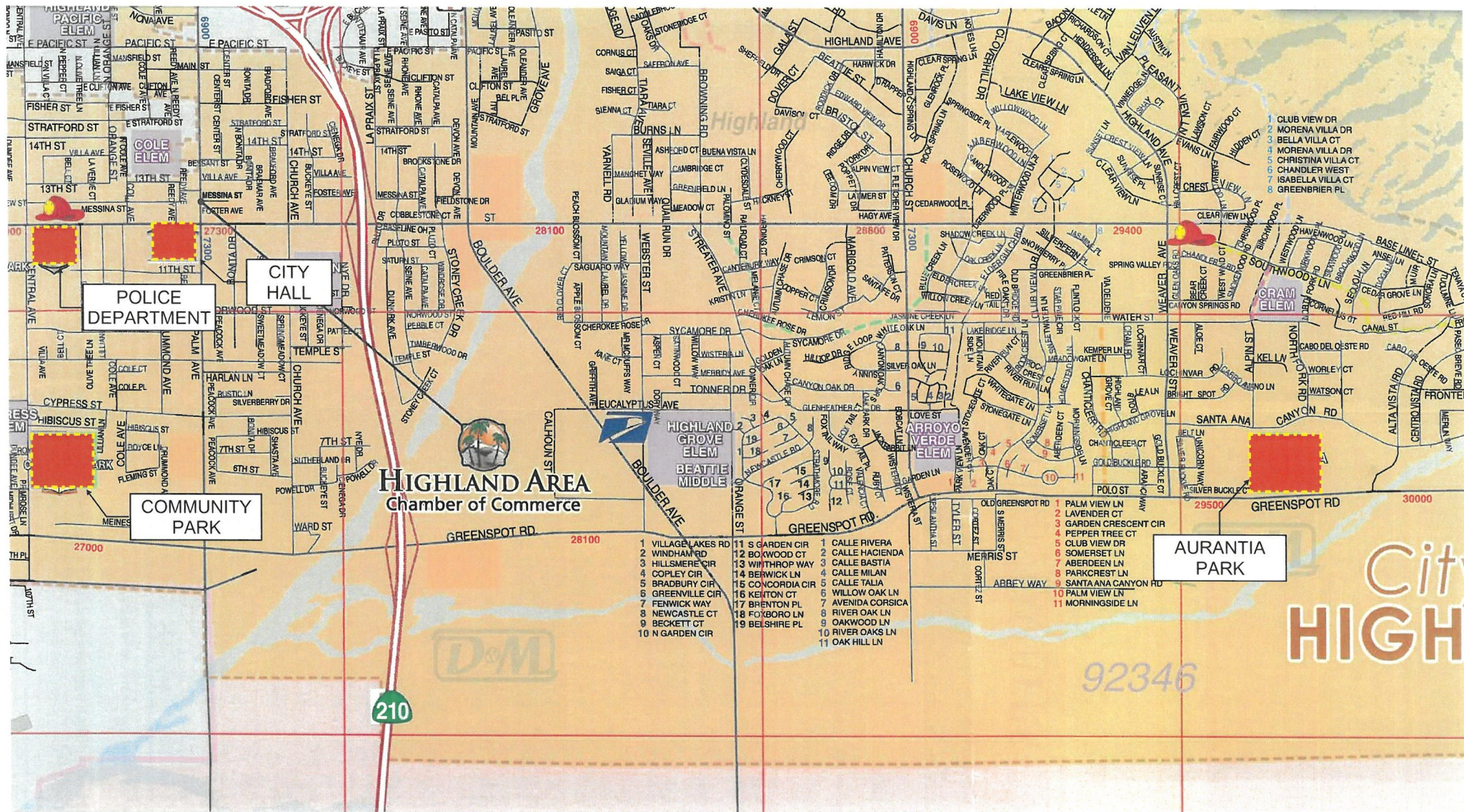
The current contract with a final one-year extension with Base Hill, Inc. expires on March 18, 2025. A public invitation for bids for the Janitorial Service was advertised on January 9, 2025, in two local papers as well as many local plan rooms that the City regularly posts bid opportunities.

Four contractors attended a mandatory pre-bid meeting where a job walk took place. Only two bids were received and opened on January 30, 2025. The following are the results of the bids:

Bidder	Base Bid	Additive Items	Total Bid
Base Hill, Inc.	\$88,336.92	\$6,772.50	\$95,109.42
Merchants Building Maintenance, Inc.	\$215,116.80	\$23,671.82	\$238,788.62

Staff recommends award of the Base Bid and Additive Items to the apparent lower bidder, Base Hill, Inc., for an amount of \$95,109.42 per year. The City has been satisfied with the performance and long work history provided by Base Hill, Inc., and is pleased to have them continue services with the City.

Attachment: Facilities Location Map



FACILITIES LOCATION MAP



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 11, 2025

FROM: Carlos Zamano, City Manager

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

PREPARED BY: Sonja Flynn, Engineering Technician II

SUBJECT: Construction and Construction Management Services Contract Award – FY 23/24 & 24/25 CDBG Pavement Improvement Project (Project No. ola24001)

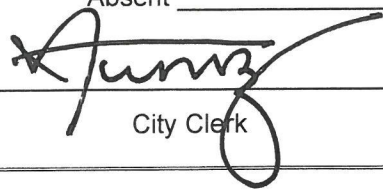
RECOMMENDATION: It is recommended that the City Council:

1. Award the construction contract for Bid No. 2025-02, FY 23/24 & 24/25 CDBG Pavement Improvement Project to the responsible low bidder, Hardy & Harper, Inc., in the amount of \$578,000; and
2. Approve the proposal from TKE Engineering, Inc. (TKE) to provide construction management and inspection services (CM Services) in the amount of \$78,300.

FISCAL IMPACT: This project is included in the City's adopted Capital Improvement Program (CIP) FY 2022/2023-2026/2027 and has sufficient funding budgeted to deliver the project. Funding available is \$774,100, including \$192,974 in Measure I and \$581,126 in Community Development Grant funds from FY23/24 and FY24/25. The total fee for construction management and the construction contract, including a 10% contingency is \$714,100.

Project costs are as follows:

Design:	\$60,000
Construction Management:	\$78,300
Construction Contract:	\$578,000
Contingency (10%):	<u>\$57,800</u>
Total:	\$774,100

Approved _____	Motion _____	Second _____	Agenda Item No. <u>8</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 Project will rehabilitate pavement on various streets Citywide. The scope includes milling, full-depth asphalt removal and replacement, utility cover adjustments, pavement striping and marking, and asphalt overlay. Street Segments include:

- Cunningham Street: 6th Street to Cypress Street
- Flemming Street: Cunningham Street to Colwyn Avenue
- 7th Street: Cunningham Street to Colwyn Avenue
- Hibiscus Street to Colwyn Avenue
- Union Street: Elmwood Court to De La Rosa Avenue
- Elmwood Court

The project design was completed by TKE Engineering, Inc. (TKE) under a professional services agreement. Upon completion and approval of project plans and specifications, staff advertised the project following formal bidding procedures on January 15, 2024.

The Project includes a base bid schedule incorporating key project elements and two bid alternates to rehabilitate pavement in additional areas in the City should bids come in lower than expected. Bid alternates provide flexibility by avoiding committing to a scope before understanding the cost. Bid alternate "Schedule A" includes paving of Flemming Street, 7th Street, and Hibiscus Street west of Cunningham Street to San Francisco Street. Bid alternate "Schedule B" includes paving of Cunningham Street from 6th Street to 5th Street.

Construction Contract

Five (5) bids were received and opened on February 5, 2025 with the following results:

	<u>COMPANY NAME</u>	<u>BASE BID</u>	<u>SCHEDULE A</u>	<u>SCHEDULE B</u>	<u>TOTAL BID</u>
1.	Hardy & Harper, Inc.	\$334,905.50	\$137,344.40	\$105,750.10	\$578,000.00
2.	Onyx Paving Company, Inc.	\$337,219.50	\$131,456.80	\$116,323.70	\$585,000.00
3.	Matich Corporation	\$386,007.60	\$114,782.40	\$114,841.00	\$615,631.00
4.	Copp Contracting, Inc.	\$341,667.01	\$146,505.24	\$130,991.30	\$619,163.55
5.	All American Asphalt	\$405,030.50	\$172,090.40	\$117,388.10	\$694,509.00

All bids were reviewed for accuracy and staff did not observe any irregularities impacting the total bid amounts. After review, the lowest responsible bid was received from Hardy & Harper in the amount of \$578,000. The engineer's estimate for the base bid project is \$375,000. A recent reference check has also confirmed that this contractor possesses the qualifications and experience necessary to perform the contract scope of work.

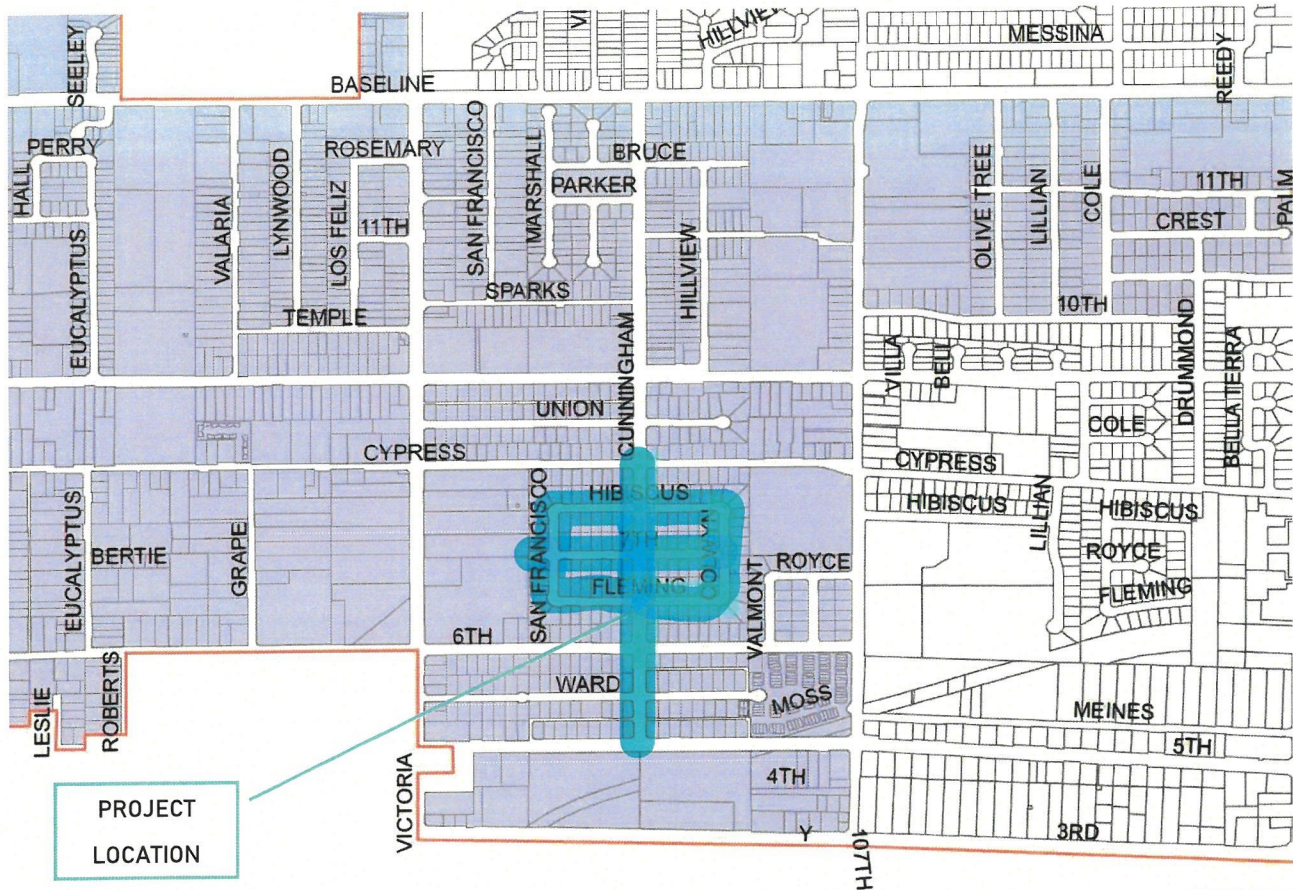
Due to the bids received being lower than expected and within the project budget, staff is recommending the City Council award the project to the lowest bidder, Hardy & Harper, Inc. and include both Schedule "A" and Schedule "B" for a total contract amount of \$578,000.

Construction Management Services Contract

With this project proceeding to the construction phase, staff requested a proposal from TKE to provide construction management and inspection services. TKE 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 \$78,300.00, which is about 13.5% of the construction contract. This fee is reasonable for this type and size of the project. Staff recommends City Council's approval of TKE's 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
 TKE Engineering Construction Management Services Proposal



BLOCK GROUP

FY2024/2025 Cunningham St, Fleming St, 7th St and Colwyn Ave Pavement Rehabilitation





T K E E N G I N E E R I N G , I N C .

February 3, 2025

Octavio Duran, P.E.
CITY OF HIGHLAND
27215 Base Line
Highland, California 92346

Subject: FY 2023-2024, 2024-2025 CDBG Pavement Rehabilitation Project –
Construction Management and Inspection Services

Dear Mr. Duran:

Thank you for the opportunity to provide professional construction management and inspection services for the FY 2023-2024, 2024-2025 CDBG Pavement Rehabilitation Project. As part of our comprehensive services, we will oversee and coordinate the construction process, monitor quality control, and ensure that all work is completed in compliance with project specifications, timelines, and budget.

The project will be awarded to a construction contractor for a contract time period of 45 working days.

SCOPE OF WORK

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

Task No. 1 - Preconstruction Meeting

Prior to the Preconstruction Meeting, TKE's Construction Manager and Inspector will review all project specifications to have a complete understanding of the project requirements. A preconstruction conference will be held for the projects. The conference will be attended by City staff, TKE's Construction Manager and Construction Inspector, the Contractor, and representatives of any other affected agencies. Prior to the conference, we will prepare a conference agenda. At the meeting, we will discuss communication protocol requirements, safety and health procedures, storm water controls, schedule requirements, procedures for contract submittals, contract administration, job-site access and delivery, and coordination with others. After the meeting, it will be documented with minutes.

Deliverables: Agenda, Minutes, and distribution to all entities

Task No. 2 – Material Submittal Review

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

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

TKE will perform verification of labor compliance for the project with each payment request submitted. Should deficiencies be noted, corrective action will be requested from the contractors prior to payment release.

Deliverables: Submittals, Transmittals, and Logs

Task No. 3 – Records Management

TKE utilizes an electronic records management system. Files include:

- Contract Documents, Addenda, and Reports
- All required local, other agencies and state records throughout the project duration and submit copies to the City's project manager, including labor compliance.
- Environmental Compliance Documents/ Agency Permits
- Material Submittals
- Contractor Correspondence (RFI's and RFC's)
- City Correspondence (Responses to RFI's and RFC's and other correspondence)
- Certified Payroll Records
- Change Orders
- Progress Payments
- Materials Testing Reports/Correspondence
- Monument Tie Records
- Inspection Field Reports/ Accident Reports
- Photo Logs

- Utility/Agency Correspondence
- Public Correspondence
- Operations and Maintenance Manuals
- Project Closeout Records

Deliverables: E-File of All of the Above

Task No. 4 – Construction Meetings

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

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

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

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

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

Deliverables: Agendas, Minutes, RFI and RFC Responses

Task No. 5 – Construction Management

TKE will review the project schedules and construction progress prior to each Contractor meeting to verify compliance with the Contract Documents. In addition, we will prepare weekly statement of working days to be provided to the contractor at each weekly meeting. If the Contractor is failing to meet approved schedule

contract obligations, TKE will request a remediation effort to return the project progress to comply with requirements. If the remediation plan requires adjustment to the completion date, TKE will advise the City and will not execute any approval of such change without City authorization.

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

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

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

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

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

Deliverables: Change Orders, Budget Reports, Staff Report

Task No. 6 – Pay Requests

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

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

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

Deliverables: Payment Requests and Budget Reports

TASK NO. 7 – Materials Testing

Over the course of project construction, we will schedule materials and compaction testing with Aragon Geotechnical Inc. They will identify the locations and specified depths for all tests on roadway subgrade, aggregate base, asphalt concrete and grading in accordance with the City's Quality Assurance Plan. They will provide for initial sampling and acceptance testing on materials proposed for the project and continue sampling as required throughout the project in accordance with ASTM D2922, D1556 or D1557. Extraction and gradation tests will be performed in accordance with ASTM D2172. A certification memorandum will be prepared and signed by a professional engineer identifying any non-complying materials used on the project.

Deliverables: Reports and Certification Memorandum

Task No. 8 – Construction Inspection

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

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

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

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

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

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

Task No. 9 – Record Drawings

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

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

Deliverables: Redlined Record Drawings

Task 10 - Project Close-Out

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

February 3, 2025

Page 7 of 7

Once the remedial work is completed, TKE will review and process the final project invoice for each separate project.

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

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

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

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

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

FEE

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

TKE's scope is based off part time inspection for a construction period of 45 working days and was developed based on conversations with City Staff and our review of the project pavement exhibits obtained from the City.

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

Sincerely,



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

City of Highland

FY 2023-2024, 2024-2025 CDBG Pavement Rehabilitation Project – Construction Management and Inspection Services Consulting Engineering Fee

Task No.	Task	Construction Manager		Project Engineer		Clerical		Inspector		Materials Testing	Total
		Hours	\$	Hours	\$	Hours	\$	Hours	\$		\$
Scope of Services											
Task 1 - Preconstruction Meeting		4	\$ 700	6	\$ 990	2	\$ 180	2	\$ 270		\$ 2,140
Task 2 - Material Submittal Review		2	\$ 350	16	\$ 2,640	2	\$ 180	2	\$ 270		\$ 3,440
Task 3 - Records Management			\$ -	2	\$ 330	4	\$ 360	8	\$ 1,080		\$ 1,770
Task 4 - Construction Meetings		12	\$ 2,100	16	\$ 2,640	2	\$ 180	8	\$ 1,080		\$ 6,000
Task 5 - Construction Management		16	\$ 2,800	24	\$ 3,960	8	\$ 720		\$ -		\$ 7,480
Task 6 - Pay Requests		2	\$ 350	4	\$ 660	2	\$ 180	4	\$ 540		\$ 1,730
Task 7 - Materials Testing			\$ -		\$ -		\$ -	2	\$ 270	\$ 15,000	\$ 15,270
Task 8 - Construction Inspection ^{2.)}		2	\$ 350	4	\$ 660		\$ -	270	\$ 36,450		\$ 37,460
Task 9 - Record Drawings		1	\$ 175	2	\$ 330		\$ -	2	\$ 270		\$ 775
Task 10 - Project Close-Out		2	\$ 350	4	\$ 660	2	\$ 180	2	\$ 270		\$ 1,460
Subtotal:		41	\$ 7,175	78	\$ 12,870	22	\$ 1,980	300	\$ 40,500		\$ 77,525
										Reimbursables (@1%)^{1.)}:	\$ 775
										Construction Management Total:	\$ 78,300

Rates:

Construction Manager	\$ 175 /HR
Project Engineer	\$ 165 /HR
Clerical	\$ 90 /HR
Inspector	\$ 135 /HR

Notes:

- 1.) Reimbursables Include Cost for Prints, Copies, Mileage, Etc.
- 2.) Assumes Construction Period of 45 Working Days

TKE Engineering, Inc.



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Sonja Flynn, Engineering Technician II

SUBJECT: Hardy & Harper, Inc. Contract Change Order – Greenspot Road Median and Parkway Improvements Project (Project No. str23002)

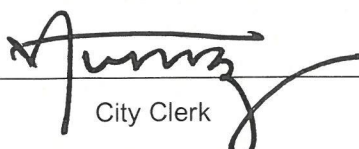
RECOMMENDATION: It is recommended that the City Council 1) authorize contract change orders up to 13.11% of the original construction contract with Hardy & Harper, Inc. for the Greenspot Road Median and Parkway Improvements Project, and 2) authorize the City Manager to sign a Letter Reimbursement Agreement with East Valley Water District (EVWD).

FISCAL IMPACT: The original contract amount with Hardy & Harper, Inc. is \$951,000. Construction of the project is funded with RDA-07 funds. The final estimated contract amount is \$1,075,687.22 with a \$124,687.22 or 13.11% increase. EVWD and RDA-07 funds will be used to cover the increase in the construction contract.

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

BACKGROUND: On November 12, 2024, the City awarded a contract to Hardy & Harper, Inc. in the amount of \$951,000 for City Project No. str23002. The Project will complete various improvements along Greenspot Road between SR-210 and Boulder Avenue to facilitate traffic operations and access to the future developments in the Greenspot Specific Plan. Improvements are summarized below.

1. Restripe a right turn pocket for westbound SR-210 on ramp to allow for two dual right turn pockets and install traffic loop detection.
2. Modify existing traffic signal at Access "A" intersection to accommodate dual eastbound left turn pockets and future southbound traffic from development to the north.
3. Modify existing raised landscape median to construct 300' dual eastbound left turn pockets at Access "A" intersection.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>9</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 1 City Manager	

4. Construct westbound 200' dedicated right turn pocket for Access "B" and relocate an existing storm drain lateral and catch basin.
5. Re-stripe the eastbound center stripe to lengthen the eastbound left turn to 330' at the Lowe's intersection.

EVWD staff recently asked for assistance from the City to complete median restoration improvements on Greenspot Road at Webster Street due to the construction of their 30-inch Recycled Water Pipeline associated with their SNRC project. Since the City's contract with Hardy & Harper, Inc. is completing similar work, City staff requested a contract change order to do the median restoration work on Greenspot Road which will be reimbursed 100% by EVWD. The extra work for Greenspot Road median restoration work is \$26,897.47.

Staff recommends that the City Council authorize contract change orders up to 13.11% of the original construction contract with Hardy & Harper, Inc. to cover the extra work requested by EVWD and authorize the City Manager to sign the Letter Reimbursement Agreement.

Attachments: Project Exhibit
 Letter Reimbursement Agreement

str23002 GREENSPOT ROAD PARKWAY AND MEDIAN IMPROVEMENTS PROJECT EXHIBIT



SCOPE OF WORK

- 1 RESTRIPE WESTBOUND RIGHT TURN POCKET FOR WB ON-RAMP TO PROVIDE (2) DEDICATED RIGHT TURN LANES. INSTALL TRAFFIC LOOPS.
- 2 MODIFY RAISED LANDSCAPE MEDIAN TO CONSTRUCT (2) EASTBOUND 300' LEFT TURN POCKETS FOR ACCESS "A" INTERSECTION.
- 3 MODIFY EXISTING TRAFFIC SIGNAL AT ACCESS "A" TO ACCOMMODATE PROPOSED DUAL EASTBOUND LEFT TURN POCKETS AND FUTURE SOUTHBOUND ACCESS "A" TRAFFIC.
- 4 CONSTRUCT WESTBOUND 200' DEDICATED RIGHT TURN POCKET AT ACCESS "B."
- 5 RESTRIPE EASTBOUND CENTER STRIPE TO LENGTHEN LEFT TURN TO 330' AT LOWE'S INTERSECTION.



Letter Reimbursement Agreement for
Median Landscape Restoration on Greenspot Road and Webster Street

- A. East Valley Water District (EVWD) constructed a recycled water treatment plant referred to as the Sterling Natural Resource Center (SNRC). It is located on the east side of Del Rosa Drive between 5th Street and 6th Street. The facility will treat up to 10 million gallons a day and provide a sustainable new water supply that will benefit Highland residents as well as the region.
- B. As part of the SNRC project, a 30-inch Recycled Water Pipeline was also constructed on various streets from the intersection of 5th Street and Del Rosa Avenue to its terminus at the Weaver Basins near the intersection of Greenspot Road and Weaver Street.
- C. The installation of the 30-inch Recycled Water Pipeline required removal of the landscape median on Greenspot Road between Webster Street and Boulder Avenue due to the shift in the pipeline alignment from one side of the street to the other.
- D. EVWD recognized the benefit of restoring the median landscape and irrigation with City Project No. str23002 that is doing similar work on Greenspot Road.
- E. EVWD and the City of Highland (City) have agreed to enter into this letter agreement to facilitate the design, construction, construction management and inspection of the landscape median on Greenspot Road as shown on the attached exhibit.
- F. Therefore, it is agreed that EVWD will reimburse the City the cost of the design prepared by TKE Engineering to restore the landscape median on Greenspot Road. The cost of the design is \$1,000. EVWD will also reimburse the City for the construction cost. The cost of the construction as provided by the City's contractor via contract change order is \$26,897.47. Finally, EVWD will reimburse the City for the construction management and inspection services. The anticipated cost for these services is \$2,800. The total cost that will be reimbursed to the City is \$30,697.47.
- G. Said cost may increase by 10% without approval of EVWD. Any cost greater than 10% shall be approved by EVWD and will not be reimbursed unless expressly approved by EVWD.
- H. Upon restoration of the landscape median on the Greenspot Road, the City will be responsible for maintenance.
- I. It is acknowledged that this reimbursement agreement is for restoration of the landscape median on Greenspot Road impacted by the 30-inch Recycled Water Pipeline only.

Agreed by EVWD:

Agreed by City of Highland:

Michael Moore, General Manager

Carlos Zamano, City Manager

Date:

Date:

WEBSTER STREET

BOULDER AVENUE

VALERO

PROTECT ALL EXISTING
MANHOLES IN PLACE (TYP.)

PROTECT EXISTING
LIGHT POLE IN PLACE

EXISTING GROUTED
COBBLE

GREENSPOT ROAD

EXISTING GROUTED
COBBLE

SCE HIGHLAND
SUBSTATION



①

CONSTRUCTION KEY:

- COBBLE BED - LOOSE COBBLE
- AVAILABLE FROM ON-SITE STOCK PILE. VERIFY STOCK PILE LOCATION WITH CITY.
- CONTRACTOR TO PROVIDE CHALK OR PAINT LAYOUT FOR CITY APPROVAL PRIOR TO INSTALLATION.

PLANTING LEGEND:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	*QUANTITY
	CHITALPA TASHKENTENSIS	CHITALPA	24" STD. BOX	2
	LAGERSTROEMIA INDICA FAURIEI 'MUSKOGEE'	LAVENDER CRAPE MYRTLE	24" STD. BOX	2
	CARISSA MACROCARPA 'GREEN CARPET'	DWARF NATAL PLUM	5 GAL.	22



SCALE: 1" = 20'



TKE ENGINEERING, INC.
2305 CHICAGO AVENUE
RIVERSIDE, CA 92507
(951) 680-0440
FAX: (951) 680-0490

CITY OF HIGHLAND
GREENSPOT AND BOULDER
MEDIAN IMPROVEMENTS



STAFF REPORT

TO THE CITY COUNCIL

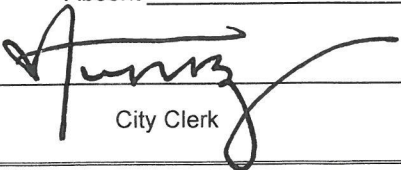
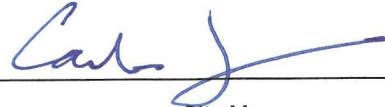
DATE: February 11, 2025

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. <u>10</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

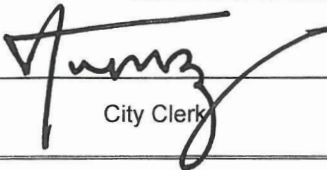
DATE: February 11, 2025

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>11</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	