



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
July 8, 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

Jimmy Saldana, Councilmember
District 2

John P. Timmer, Councilmember
District 4

STAFF

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

MISSION STATEMENT

*Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community.
The City Council and the staff of Highland are dedicated to providing the quality of public facilities and
services that its citizens are willing to fund and will do so as efficiently as possible.*

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

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the City Council less than 72 hours prior to that meeting are available for public inspection at City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

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

**CITY COUNCIL REGULAR MEETING
JULY 8, 2025 - 6:00 p.m.
AGENDA**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

SPECIAL PRESENTATIONS

Yuhaaviatam of San Manuel Fire Department Recognition
Chief Mike Smith

San Bernardino County Sheriff's Department Deputy Recognitions
Broderick Robinson
Charlie Cuellar

Line Fire Update
Battalion Chief Liz Brown

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 July 8, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the July 8, 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 - June 10, 2025 Regular City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Minutes - June 24, 2025 Regular Adjourned City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
4. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 779 for July 8, 2025, in the amount of \$2,384,526.70 and Payroll of \$229,747.96.
5. Treasurer's Report for May 2025
RECOMMENDATION: That the City Council receive and file the Treasurer's Report for May 2025.
6. Records Destruction Authorization
RECOMMENDATION: That the City Council approve the destruction of certain records.
7. Ordinance No. 472 Establishing a Fee and Service Charge Revenue/Cost Comparison System and Resolution No. 2025-_____ Establishing a Schedule of Fees and Charges for City Services
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Ordinance No. 472, read by title only, and waive further reading of Ordinance No. 472, establishing a fee and service charge revenue/cost comparison system and Resolution No. 2025-_____ establishing a schedule of fees and charges for city services.
8. Adopt Resolution No. 2025-_____ Ordering the Sale of One (1) Surplus Fire Department Vehicle
RECOMMENDATION: That the City Council adopt Resolution No. 2025-_____ ordering the sale of one (1) surplus Fire Department vehicle.
9. Contract Renewal - 2023-04, "City of Highland Landscape Maintenance Districts (LMD) Maintenance Contract"
RECOMMENDATION: That the City Council:
 - 1) Extend the Landscape Maintenance Districts (LMD) Maintenance Contract with RP Landscape & Irrigation, Inc. for one year; and
 - 2) Approve a 3.2% increase to the contract.
10. Contract Renewal - 2020-01, "Facilities and Parks Landscape Maintenance"
RECOMMENDATION: That the City Council extend the Facilities and Parks Landscape Maintenance Agreement with RP Landscape & Irrigation, Inc. for one year.

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11. Proposed Revision to the Code Enforcement Officer Service Rates Associated with the Willdan Engineering Agreement (Addendum No. 5)
RECOMMENDATION: That the City Council approve the revised Willdan Agreement for specific service rates related to Code Enforcement Officer Services and direct the Mayor to execute the Contract - Addendum No. 5.
12. iWorQ Systems, Inc. Service Agreement Amendment and Three (3) Year Extension for Web-based Permitting Applications and Services (Building & Safety, Fire Marshal, Planning, Code Enforcement, Public Works, and Yard Sales/RV Parking)
RECOMMENDATION: That the City Council authorize the Mayor to approve the subject Service Agreement amendments and extension.
13. Authorization and Agreements for the Replacement of the Fuel Dispensing System at the Highland Police Station per Adopted 2025/2026 Work Program
RECOMMENDATION: That the City Council:
- 1) Waive formal contract procedures per Municipal Code Section 2.40.100 for which the city's best interest are served;
 - 2) Approve the proposal from Western Pump in the amount of \$61,346.72 to provide and install two new GASBOY ASTRA Electronic Fuel Dispensers, GASBOY EKOS Pedestal, and Operating Software through the city's Sourcewell cooperative purchasing program contract #092920-GVR; and
 - 3) Authorize the City Manager to sign purchase agreements with Western Pump to install the city's new Fuel Management System at the Highland Police Station.
14. Bid Award - 2025-04, "City of Highland Streetlight Maintenance Contract"
RECOMMENDATION: That the City Council award the bid for Bid No. 2025-04, "City of Highland Streetlight Maintenance Contract" to the lowest responsive bidder Yunex, LLC in the amount of \$358,717.40 to maintain city owned streetlights.
15. Sheriff's Department Contract for Work Release Program
RECOMMENDATION: That the City Council authorize the City Manager to sign the Sheriff's Department Contract for the Work Release Program.
16. Environmental Services Task Order Amendment for the Victoria Avenue Drainage and Street Improvement Project (Project No. str17002)
RECOMMENDATION: That the City Council:
- 1) Approve the amendment to the existing task order from Tom Dodson & Associates to provide environmental services in the amount of \$169,015; and
 - 2) Authorize the City Manager to approve contract amendments up to 10% of the revised contract amount of \$246,515.
17. Resolution No. 2025- Establishing Employee Salaries
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:
- 1) Adopt Resolution No. 2025-_____ establishing employee salaries;
 - 2) Approve a budget adjustment in the amount of \$225,735, transferring funds from Account 001-2516 (General Fund - Technology Enhancements) to Account 042-9510-3010 (Building Services - Salaries) to support the cost of temporary personnel; and
 - 3) Approve the attached job descriptions for the temporary accountant and intern positions.
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18. Resolution No. 2025-_____ a Resolution of the City Council of the City of Highland, California Reaffirming and Extending Proclamation of a Local Emergency in the City of Highland as a Result of the Line Fire
RECOMMENDATION: That the City Council adopt Resolution No. 2025-_____ continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

- 1) Mayor opens Public Hearing;
- 2) Staff presentation;
- 3) Applicant/Representative presentation;
- 4) Speakers in favor of proposal;
- 5) Speakers in opposition to proposal;
- 6) Applicant rebuttal;
- 7) Mayor closes Public Hearing;
- 8) Council discussion, motion and vote.

Once the Public Hearing is closed, no further testimony is taken.

19. Consideration of a Resolution to Adjust the Business Tax on the Extraction and/or Processing of Rock, Sand, and Gravel (Aggregate) Pursuant to Title 5 (Business Licenses and Regulations), Chapter 5.17 (Business License Tax on Extraction and/or Processing of Rock, Sand and Gravel [Aggregate]), Section 5.17040 (Rock, Sand and Gravel [Aggregate] Extraction and Processing Tax)
RECOMMENDATION: That the City Council adopt Resolution No. 2025-_____ fixing the Highland Business License Tax on the extraction and/or processing of rock, sand, and gravel (aggregate) for Fiscal Year 2025/2026.
20. Ordinance Amending Chapter 12.06 of the Highland Municipal Code (Public Parks and Properties) Pertaining to Camping and Storing Personal Property on Public Property
RECOMMENDATION: That the City Council:
- 1) Introduce and conduct first reading of City Council Ordinance No. ____ amending Chapter 12.06 of the Highland Municipal Code (Public Parks and Properties) pertaining to camping and storing personal property on public property; and
 - 2) Direct staff to file a Notice of Exemption with the County Clerk of the Board of Supervisors.

CITY COUNCIL LEGISLATIVE

21. Appoint Two (2) Members of the Public to the Planning Commission/Appeals Board and Building Appeals Board
RECOMMENDATION: That the City Council appoint two (2) members of the public to the Planning Commission/Appeals Board and Building Appeals Board.
22. Designation of Voting Delegate and Alternate for the League of California Cities (Cal Cities) Annual Conference
RECOMMENDATION: That the City Council appoint a voting Delegate and Alternate for the Annual Conference and Expo scheduled for October 8-10, 2025, in Long Beach.

23. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
24. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

CLOSED SESSION**CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Government Code Section 54956.9(d)(1)

People's Collective for Environmental Justice v. Inland Valley Development Agency, et. al., San Bernardino County Court Case No. CIVSB2510434 (City sued as Real Party in Interest)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2) and/or (d)(3)

Significant exposure to litigation: One case.

ANNOUNCEMENTS**ADJOURN**Regular Meetings

Effective March 1, 2022, pursuant to Resolution No. 2022-001, the regular City Council meetings will be held once a month on the second Tuesday of each month. The next regular meetings of the City Council for 2025 are as follows: 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 July 3, 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: July 3, 2025



Alondra Muñoz, CMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

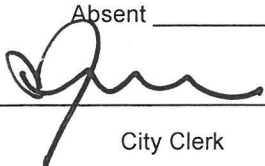
SUBJECT: Waive the Reading of All Ordinances

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

Approved _____ Motion _____
Denied _____ Ayes _____
Continued _____ Noes _____
Tabled _____ Abstain _____
Absent _____

Second _____ Agenda Item No. 1

File No. _____


City Clerk


City Manager



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

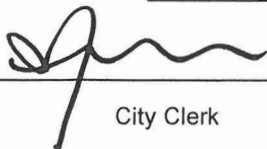
SUBJECT: Minutes - June 10, 2025 Regular Meeting

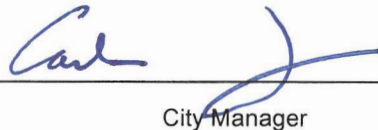
RECOMMENDATION: Approve the Minutes as submitted.

Approved _____ Motion _____
Denied _____ Ayes _____
Continued _____ Noes _____
Tabled _____ Abstain _____
Absent _____

Second _____ Agenda Item No. 2

File No. _____


City Clerk


City Manager

CALL TO ORDER

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

The invocation was given by Pastor Justin McWhorter, Immanuel Baptist Church, and the Pledge of Allegiance was led by Councilmember Saldana.

ROLL CALL

Present: Hogan, McCallon, Saldana, Timmer
Absent: Lilburn

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

Tim Watkins, Chief of Legislative and Public Affairs at San Bernardino County Transportation Authority (SBCTA) gave a presentation on Measure I funding.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Councilmember Timmer, seconded by Councilmember Saldana, to approve the consent calendar as submitted. Motion carried on a roll call vote, 4-0, with Mayor Lilburn being absent.

A MOTION was made by Councilmember Timmer, seconded by Councilmember Hogan to table Item No. 23. Deferred action on approval of Final Map 20387 for the purpose of seeing if the subdivider would agree to have its property included in a proposed Community Facilities District (CFD) for police and fire services. Motion carried on a roll call vote, 4-0, with Mayor Lilburn being absent.

1. Waive the Reading of All Ordinances

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

2. Minutes - May 7, 2025 Special City Council Meeting

Approved the Minutes as submitted.

3. Minutes - May 13, 2025 Special City Council Meeting

Approved the Minutes as submitted.

4. Minutes - May 13, 2025 Regular City Council Meeting

Approved the Minutes as submitted.

5. Minutes - June 3, 2025 Special City Council Meeting

Approved the Minutes as submitted.

6. Warrant Register

Approved Warrant Register No. 778 for June 10, 2025, in the amount of \$3,448,253.47 and Payroll of \$226,118.51.

7. Treasurer's Report for April 2025

Received and filed the Treasurer's Report for April 2025.

8. Claim Consideration - Marissa Leon

Rejected claim.

9. Resolution No. 2025-015 Confirming the Authority of the City Treasurer Pursuant to Government Code Section 53607

Adopted Resolution No. 2025-015 confirming the authority of the City Treasurer, pursuant to Government Code Section 53607.

RESOLUTION NO. 2025-015

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, CONFIRMING THE AUTHORITY OF THE CITY TREASURER,
PURSUANT TO GOVERNMENT CODE SECTION 53607

10. Resolution No. 2025-016 Establishing the Appropriations Limit for Fiscal Year 2025/2026 for the City of Highland in Accordance with the Provisions of Division 9 of Title 1 of the California Government Code

Adopted Resolution No. 2025-016 establishing the Appropriations Limit for Fiscal Year 2025/2026 for the City of Highland in accordance with the provisions of Division 9 of Title 1 of the California Government Code.

RESOLUTION NO. 2025-016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR
2025/2026 FOR THE CITY OF HIGHLAND IN ACCORDANCE WITH THE
PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE CALIFORNIA GOVERNMENT
CODE

11. Resolution No. 2025-017 Rendering the Annual Statement of Investment Policy for Fiscal Year 2025/2026

Adopted Resolution No. 2025-017 rendering the Annual Statement of Investment Policy for Fiscal Year 2025/2026.

RESOLUTION NO. 2025-017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY
FOR FISCAL YEAR 2025/2026

12. Across the Board Adjustments for all Employees and other Adjustments

Adopted Resolution No. 2025-018 establishing employee salaries and implementing on July 1, 2025 a 5% across-the-board adjustment for all employees and before July 1, 2026, the City Council shall consider whether to implement another cost of living increase for all employees for the 2026/2027 Fiscal Year, and such increase, if any, will depend on the potential budget impact from the State on local agencies and an evaluation of the Consumer Price Index for 2026.

RESOLUTION NO. 2025-018

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

13. Resolution No. 2025-019 Establishing the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2025/2026

Adopted Resolution No. 2025-019 establishing the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2025/2026 and file with the County Auditor-Controller Resolution No. 2025-019 with the tax roll.

RESOLUTION NO. 2025-019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY
FACILITIES DISTRICT NO. 90-1 FOR THE FISCAL YEAR 2025/2026

14. Resolution No. 2025-020 Establishing the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2025/2026

RESOLUTION NO. 2025-020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY
FACILITIES DISTRICT NO. 2001-01 FOR THE FISCAL YEAR 2025/2026

15. Resolution No. 2025-021 Establishing the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2025/2026

Adopted Resolution No. 2025-021 establishing the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2025/2026 and file with the County Auditor-Controller Resolution No. 2025-021 with the tax roll.

RESOLUTION NO. 2025-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY
FACILITIES DISTRICT NO. 2007-1 FOR THE FISCAL YEAR 2025/2026

16. Second Reading of Ordinance No. 469 Designating Fire Hazard Severity Zones as Recommended by the California Department of Forestry and Fire Protection, State Fire Marshal Pursuant to Government Code Section 51179(a) and Making Findings of Exemption Under Section 15061(B)(3) of the California Environmental Quality Act Guidelines

Conducted a second reading, read by title only, and waived further reading of Ordinance No. 469 designating Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection, State Fire Marshal pursuant to Government Code Section 51179(a), and making findings of exemption under Section 15061(B)(3) of the California Environmental Quality Act Guidelines.

City Clerk Muñoz conducted a second reading, read by title only, and waived further reading of Ordinance No. 469.

ORDINANCE NO. 469

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, DESIGNATING FIRE HAZARD SEVERITY ZONES AS
RECOMMENDED BY THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE
PROTECTION, STATE FIRE MARSHAL, PURSUANT TO GOVERNMENT CODE
SECTION 51179(a) AND MAKING A FINDING OF EXEMPTION UNDER CALIFORNIA
ENVIRONMENTAL QUALITY ACT ("CEQA") GUIDELINES SECTION 15061 (B)(3)

17. Second Reading of Municipal Code Amendment 24-001: Compromised of Two Ordinances: No. 470 of the City of Highland Amending Portions of the Municipal Code, Including Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development Code) of the Highland Municipal Code and Ordinance No. 471: An Ordinance Amending Section 16.44.190 Pertaining to Accessory Dwelling Units to Update Requirements in Accordance with the State Law and Making a Finding of Exemption Under CEQA

- 1) Conducted a second reading, read by title only, and waived further reading of Ordinance No. 470 amending Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use Development Code) of the Highland Municipal Code to update definitions, amend height standards, revise design review processes, update regulations for non-conforming parcels, uses and structures, update provisions for accessory structures, dwelling units, and amend Business Park building height standards, modify development density requirements, and establish single room occupancy housing standards, and (1) add low-barrier navigation centers as permitted uses in the Mixed Use (MU) Zone and in the Planned Development (PD) Zone, (2) single room occupancies as a conditionally permitted use in the A/EQ, R-1, R-2, R-3, HDS and VR Zones, (3) residential care facilities serving six or fewer as a permitted use in the A/EQ, R-1, VR, and EHV Zones and as permitted use with a Staff Review Permit in R-2 and R-2C Zones, (4) residential care facilities serving seven or more as a permitted

- use in the A/EQ, R-1, VR, and R-2C Zones, (5) unlicensed group homes as a permitted use in the A/EQ, R-1, VR and EHV Zones and as a permitted use with a Staff Review Permit in the R-2C, and R-2 Zones, and (6) child care facilities serving 14 or fewer children as a permitted use in all residential zones: and
- 2) Conducted a second reading, read by title only, and waived further reading of Ordinance No. 471 amending section 16.44.190 (Accessory Dwelling Units) of Title 16 (Land Use and Development Code) of the Highland Municipal Code to update requirements in accordance with state law and Making a Finding of Exemption Under CEQA.

City Clerk Muñoz conducted a second reading, read by title only, and waived further reading of Ordinance No's. 470 and 471.

ORDINANCE NO. 470

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING TITLE 5 (BUSINESS LICENSES AND REGULATIONS), TITLE 8 (HEALTH AND SAFETY), AND TITLE 16 (LAND USE AND DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE TO UPDATE DEFINITIONS, AMEND HEIGHT STANDARDS, REVISE DESIGN REVIEW PROCESSES, UPDATE REGULATIONS FOR NON-CONFORMING PARCELS, USES AND STRUCTURES, UPDATE PROVISIONS FOR ACCESSORY STRUCTURES, DWELLING UNITS, AND ACCESSORY DWELLING UNITS, AMEND BUSINESS PARK BUILDING HEIGHT STANDARDS, MODIFY DEVELOPMENT DENSITY REQUIREMENTS, AND ESTABLISH SINGLE ROOM OCCUPANCY HOUSING STANDARDS, AND (1) ADD LOW-BARRIER NAVIGATION CENTERS AS PERMITTED USES IN THE MIXED USE (MU) ZONE AND IN THE PLANNED DEVELOPMENT (PD) ZONE, (2) SINGLE ROOM OCCUPANCIES AS A CONDITIONALLY PERMITTED USE IN THE A/EQ, R-1, R2, R-3, HDS AND VR ZONES, (3) RESIDENTIAL CARE FACILITIES SERVING SIX OR FEWER AS A PERMITTED USE IN THE A/EQ, R-1, VR, AND EHV ZONES AND AS PERMITTED USE WITH A STAFF REVIEW PERMIT IN R-2 AND R-2C ZONES, (4) RESIDENTIAL CARE FACILITIES SERVING SEVEN OR MORE AS A PERMITTED USE IN THE EHV ZONE AND CONDITIONALLY PERMITTED USE IN THE A/EQ, R-1, VR, AND R-2C ZONES, (5) UNLICENSED GROUP HOMES AS A PERMITTED USE IN THE A/EQ, R-1, VR AND EHV ZONES AND AS A PERMITTED USE WITH A STAFF REVIEW PERMIT IN THE R-2C, AND R-2 ZONES, AND (6) CHILD CARE FACILITIES SERVING 14 OR FEWER CHILDREN AS A PERMITTED USE IN ALL RESIDENTIAL ZONES, AND MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

ORDINANCE NO. 471

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTION 16.44.190 (ACCESSORY DWELLING UNITS) OF TITLE 16 (LAND USE AND DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE TO UPDATE REQUIREMENTS IN ACCORDANCE WITH STATE LAW, AND MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

18. Resolution No. 2025-022 Establishing Personnel System Rules, Amending, and Superseding All Prior Resolutions

Adopted Resolution No. 2025-022 establishing personnel system rules, amending, and superseding all prior resolutions.

RESOLUTION NO. 2025-022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING AND SUPERSEDING ALL PRIOR RESOLUTIONS,
ESTABLISHING PERSONNEL RULES AND REGULATIONS

19. Resolution No. 2025-023 Amending the City of Highland Premium Only Plan which will now be Referred to as the Cafeteria Plan

Adopted Resolution No. 2025-023 amending the City of Highland Premium Only Plan which will now referred to as the Cafeteria Plan.

RESOLUTION NO. 2025-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING THE CITY OF HIGHLAND PREMIUM ONLY PLAN NOW
REFERRED TO AS THE CAFETERIA PLAN

20. Agreement with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for the Collection of Special Taxes, Fees, and Assessments for Fiscal Year 2025/2026

Approved the agreement with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for the Collection of Special Taxes, Fees, and Assessments for Fiscal Year 2025/2026.

21. Resolution No. 2025-024 Approving a Wildland Protection Agreement (WPA) with the State of California for Fiscal Year 2025/2026

Adopted Resolution No. 2025-024 approving the Department of Forestry and Fire Protection (CAL FIRE) Wildland Protection Agreement (WPA) for July 1, 2025 through June 30, 2026.

RESOLUTION NO. 2025-024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, APPROVING THE DEPARTMENT OF FORESTRY AND FIRE
PROTECTION (CAL FIRE) WILDLAND PROTECTION AGREEMENT (WPA) FOR
JULY 1, 2025, TO JUNE 30, 2026

22. Fiscal Year 2025/2026 Senate Bill 1 Project List

Adopted Resolution No. 2025-025 approving the list of projects for Fiscal Year 2025/2026 funded by SB 1: The Road Repair and Accountability Act of 2017.

RESOLUTION NO. 2025-025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025/2026 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

23. Tract 20387 - Final Map Approval

Pending Tract Final Map 20387. Deferred action on approval for the purpose of exploring whether the subdivider would agree to have their property included in a proposed Community Facilities District (CFD) for police and fire services. Item tabled to the June 24, 2025 meeting.

24. Resolution Authorizing the Levy of a Special Tax in Community Facilities District No. 24-001 (Highland Park) for Fiscal Year 2025/2026

Adopted Resolution No. 2025-026 authorizing the levy of a special tax in Community Facilities District (CFD) No. 24-001 (Highland Park) for Fiscal Year 2025/2026.

RESOLUTION NO. 2025-026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 24-001 (HIGHLAND PARK), AUTHORIZING THE LEVY OF A SPECIAL TAX IN COMMUNITY FACILITIES DISTRICT 24-001 (HIGHLAND PARK) FOR FISCAL YEAR 2025/2026

25. Resolution Authorizing the Levy of a Special Tax in Community Facilities District No. 2022-01 (Mediterra) for Fiscal Year 2025/2026

Adopted Resolution No. 2025-027 authorizing the levy of a special tax in Community Facilities District (CFD) No. 2022-01 (Mediterra) for Fiscal Year 2025/2026.

RESOLUTION NO. 2025-027

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2022-01 (MEDITERRA), AUTHORIZING THE LEVY OF A SPECIAL TAX IN COMMUNITY FACILITIES DISTRICT 2022-01 (MEDITERRA) FOR FISCAL YEAR 2025/2026

26. Notice of Completion - Bid No. 2024-06, "Greenspot Road Median and Parkway Improvements Project" (Project No. str23002)

- 1) Accepted Bid No. 2024-06, "Greenspot Road Median and Parkway Improvements Project" (Project No. str23002) as complete;
- 2) Authorized the City Manager to sign the Notice of Completion; and
- 3) Directed the City Clerk to file the Notice of Completion.

27. Notice of Completion - Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades Project" (Project No. sig21001)

- 1) Accepted Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades" (Project No. sig21001) as complete;
- 2) Authorized the City Manager to sign the Notice of Completion; and
- 3) Directed the City Clerk to file the Notice of Completion.

28. Notice of Completion - Bid No. 2025-02, "FY 23/24 and FY 24/25 CDBG Pavement Improvement Project" (Project No. ola24001)

- 1) Accepted Bid No. 2025-02, "FY 23/24 and FY 24/25 CDBG Pavement Improvement Project" (Project No. ola24001) as complete;
- 2) Authorized the City Manager to sign the Notice of Completion; and
- 3) Directed the City Clerk to file the Notice of Completion.

29. Bid Award - Bid No. 2025-03, "City of Highland PVC Trail Fence Project"

Awarded the bid for Bid No. 2025-03, "City of Highland PVC Trail Fence Project" contract to the lowest responsive bidder, Golden West Fence in the amount of \$64,194.52.

CITY COUNCIL PUBLIC HEARING

30. Public Hearing and Consideration of the Adjustment in the Residential and Commercial Refuse Collection Rates and Annual Property Tax Roll Billing in Accordance with the Current Franchise Agreement Dated August 1, 2018

Mayor Pro Tem McCallon opened the public hearing. He asked City Clerk Muñoz to provide a report on the noticing of the public hearing.

City Clerk Muñoz stated the notice of the public hearing was mailed to all property owners of record whose parcels receive refuse collection services from the City's solid waste hauler franchisee at least 45 days prior to the date of the public hearing.

Mayor Pro Tem McCallon stated the City Council will consider the proposed adjustments to the residential and commercial refuse collection rates.

Public Services Manager Morgan stated on February 28, 2025, city staff received a timely request rate adjustment from Burrtec Waste, Inc., the city's franchised hauler. On April 8, 2025, city staff presented to the Public Works Subcommittee the Burrtec Waste, Inc. proposal for rate increases applicable to residential and commercial waste services which includes a cost-of-living adjustment. The proposal includes revised fees for recycling and organics processing, as well as updates to the program administrative fee to support certain SB1383 program requirements. There is no change in the disposal costs for trash, as the landfill fee under Waste Delivery Agreement remains unchanged from the previous year. The proposed adjustments result in a residential rate increase from \$33.95 to \$34.84, an \$0.89 increase per month totaling an annual increase of \$10.68. The senior rate will increase from \$27.16 to \$27.87, a \$0.71 monthly increase, and an annual increase of \$8.52 for seniors. A survey of cities indicates the proposed monthly rate is lower than the average among comparable jurisdictions.

Once surrounding cities complete their processes, the city's rates will remain competitive and potentially lower. The Consumer Price Index (CPI) based adjustments, as well as increases in recycling and organics processing fees, are included. Commercial customers continue to pay for street sweeping services, whereas residential customers do not. As previously mentioned, landfill tipping fees have not increased this year, as the rates under the Waste Delivery Agreement have remained the same.

The proposal includes an increase in the typical commercial rate for a three-yard dumpster scheduled for weekly pickup, which would rise from \$346.08 to \$372.18, representing a 7.54% increase or approximately \$26.10 per month. Pending City Council approval of the resolution, these rate adjustments would become effective on July 1, 2025. An additional resolution included in the proposal authorizes the collection of residential refuse service charges via the Tax Roll. Please note that the dollar amounts reflected in the written report represent the total annual fees and do not include processing fees or county charges. The county charges Burrtec Waste, Inc. for including these amounts on the tax roll, but Burrtec Waste, Inc. absorbs these costs and residents are not charged extra for this service. Attachment No. 7 of the staff report is the protest submissions received at the time of its drafting. An additional protest was received after the report was finalized. City Clerk Muñoz will provide any further updates regarding protests received after this afternoon.

Mayor Pro Tem McCallon asked the City Council if they have any questions for Staff? Seeing none, now is the time for public testimony. The City Council will hear and consider all objections or protests to the proposed adjustments to the refuse collection rates from any interested person.

Any property owner of record whose parcel receives refuse collection services from Burrtec Waste, Inc. may submit a written protest against the proposed rate adjustments. Written protests must be received prior to the end of the public hearing in order to be counted in determining whether there is a majority protest against the proposed rate adjustments. You are welcome to provide oral comments, but only written protests will be counted in determining the existence of a majority protest.

Only one written protest per parcel, filled by the record owner of the parcel who is directly liable for paying for solid waste and recycling services, will be counted in determining the existence of a majority protest. A majority protest will exist if at the end of the public hearing written protests are submitted and not withdrawn which represent a majority (50% plus one) of the parcels subject to the proposed rate adjustments.

As a reminder, a valid written protest must state opposition to the proposed rate adjustments, identify which parcel the protest is for, and include the name and signature of the person signing the protest.

Mayor Pro Tem McCallon asked City Clerk Muñoz if there are any speaker cards for this item?

City Clerk Muñoz confirmed no speaker cards were submitted.

Mayor Pro Tem McCallon closed the public hearing and asked City Clerk Muñoz to tabulate the written protest that have been submitted and not withdrawn prior to the end of the public hearing.

City Clerk Muñoz stated the city received written protest against the proposed rate adjustments representing 6 accounts out of a total of 13,232 accounts. The number of written protests does not constitute a majority protest.

Mayor Pro Tem McCallon stated because a majority protest does not exist, would a Councilmember like to make a motion to adopt the resolution approving the proposed rate adjustments and adopt the resolution providing for the levy and collection of the solid waste program fees by the county tax assessor?

A MOTION was made by Councilmember Timmer, seconded by Councilmember Saldana to:

- 1) Adopt Resolution No. 2025-028 establishing rates for residential and commercial/industrial refuse collection and rescinding Resolution No. 2023-031 effective July 1, 2025 after the City Council determined that a majority protest does not exist. Approval resulted from a two-thirds vote of the members of the City Council; and
- 2) Adopt Resolution No. 2025-029 providing for the levy and collection of solid waste program fees by the county tax collector in the same manner and at the same time as general taxes, after the City Council determined that a majority protest does not exist. Approval resulted from a two-thirds vote of the members of the City Council. Motion carried, 4-0, with Mayor Lilburn being absent.

RESOLUTION NO. 2025-028

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING RATES FOR RESIDENTIAL AND
COMMERCIAL/INDUSTRIAL REFUSE COLLECTION AND RESCINDING
RESOLUTION 2023-031, EFFECTIVE JULY 1, 2025

RESOLUTION NO. 2025-029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, LEVYING CHARGES FOR RESIDENTIAL AND
COMMERCIAL/INDUSTRIAL REFUSE COLLECTION SERVICES FOR FISCAL YEAR
2025/2026 PURSUANT TO CHAPTER 8.12 OF THE HIGHLAND MUNICIPAL CODE
AND ORDERING THE RESIDENTIAL CHARGES TO BE COLLECTED ON THE
COUNTY OF SAN BERNARDINO TAX ROLL

31. Consolidated Landscape and Lighting District 96-1 Annual Report (Fiscal Year 2025/2026)

Mayor Pro Tem McCallon opened the public hearing.

Public Services Manager Morgan stated this is the protest hearing regarding the recommendation to approve the continued maintenance, confirm the annual Engineer's Report, and levy the parcels contained within the Consolidated Landscape and Lighting District No. 96-1.

This item was previously scheduled for the May 13, 2025 City Council meeting where the report was preliminarily approved with no corrections. No changes have been made to the report following that meeting.

Mayor Pro Tem McCallon asked if there were any questions. Seeing none, he closed the public hearing and brought it back to City Council for deliberation.

A MOTION was made by Councilmember Saldana, seconded by Councilmember Timmer to adopt Resolution No. 2025-030 ordering the continued maintenance of improvements in Consolidated Landscape and Lighting District No. 96-1, confirming the Engineer's Report, and levying the assessment for Fiscal Year 2025/2026. Motion carried, 4-0, with Mayor Lilburn being absent.

RESOLUTION NO. 2025-030

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ORDERING THE CONTINUED MAINTENANCE OF IMPROVEMENTS IN THE CONSOLIDATED LANDSCAPE AND LIGHTING DISTRICT NO. 96-1 AND CONFIRMING THE ENGINEER'S REPORT AND LEVYING THE ASSESSMENT FOR FISCAL YEAR 2025/2026

32. Street and Drainage Maintenance District 96-1 Annual Report (Fiscal Year 2025/2026)

Mayor Pro Tem McCallon opened the public hearing.

Public Services Manager Morgan stated this is the protest hearing regarding the recommendation to order continued maintenance, confirm the annual Engineer's Report, and levy assessments on parcels within Street and Drainage Maintenance District No. 96-1. This item was previously listed for the May 13, 2025, City Council meeting where City Council provided preliminary approval of the report, and no corrections were identified.

Mayor Pro Tem McCallon asked if there were any questions. Seeing none, he closed the public hearing and brought it back to City Council for deliberation.

A MOTION was made by Councilmember Timmer, seconded by Councilmember Saldana to adopt Resolution No. 2025-031 ordering the continued maintenance of improvements in Street and Drainage Maintenance District No. 96-1, confirming the Engineer's Report and levying the assessment for Fiscal Year 2025/2026.

RESOLUTION NO. 2025-031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ORDERING THE CONTINUED MAINTENANCE OF IMPROVEMENTS IN THE STREET AND DRAINAGE MAINTENANCE DISTRICT NO. 96-1 AND CONFIRMING THE ENGINEER'S REPORT AND LEVYING THE ASSESSMENT FOR FISCAL YEAR 2025/2026

33. Ordinance No. 472 Establishing a Fee and Service Charge Revenue/Cost Comparison System and Resolution No. 2025- Establishing a Schedule of Fees and Charges for City Services

Mayor Pro Tem McCallon opened the public hearing.

Director of Administrative Services Nava- Cruz stated this hearing pertains to the citywide fee update. The previous update occurred in January 2021, followed by a Development Impact Fees update adopted in September 2023. In August 2024, the city retained Revenue and Cost Specialists to revise our service cost fee methodology while maintaining consistency with our established approach. Staff reviews each fee based on estimated time required for each task and collaborates with consultants to incorporate costs such as salaries and overhead expenses. The updated fees schedule reflects some increases and decreases; many items remain unchanged. These changes include integration of Building Services into City Operations, resulting in renumbering of certain fees to align with new source categories. Additionally, Building Application fees now support Fire Prevention efforts. Many Planning and Engineering Services have transitioned to a deposit-based fee model, which introduces a new finance surcharge designed to cover maintenance of these deposits. Specifically, it requires attaching a project to each deposit for invoice processing and staff time tracking.

This hearing introduces the proposed ordinance and an informal resolution. We anticipate adoption July 8, 2025, with new fees becoming effective 60 days thereafter. The Finance/Personnel Subcommittee reviewed and recommended approval on May 20, 2025, and no formal objections have been received from the development community following outreach activities.

Mayor Pro Tem McCallon asked if there were any questions. Seeing none, he closed the public hearing and brought it back to City Council for deliberation. Mayor Pro Tem McCallon mentioned a letter was received from the Desert Valley Builder Association. Could staff comment on concerns about the Development Impact Fees (DIF) on the three projects mentioned in the letter?

City Manager Zamano stated we have reviewed the work program items identified, discussed them internally, and consulted with our advisor. It was decided that DIF funds will not support the three projects that were specified.

A MOTION was made by Councilmember Saldana, seconded by Councilmember Hogan to introduce Ordinance No. 472 establishing a fee and service charge revenue/cost comparison system. Motion carried, 4-0, with Mayor Lilburn being absent.

City Clerk Muñoz introduced Ordinance No. 472.

ORDINANCE NO. 472

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING CHAPTER 2.36 FEES AND SERVICE CHARGES OF THE HIGHLAND MUNICIPAL CODE TO PROVIDE ADDITIONAL CATEGORIES OF FEES AND CHARGES AND TO UPDATE AND AMEND OTHER FEES AS APPROPRIATE

Which title was read.

34. Resolution No. 2025- Adopting a Biennial Budget for Fiscal Years 2025-2027

A MOTION was made by Councilmember Timmer, seconded by Councilmember Saldana to continue this item to the June 24, 2025 adjourned meeting date. Motion carried, 4-0, with Mayor Lilburn being absent.

CITY COUNCIL LEGISLATIVE

35. 2025 Arterial Resurfacing Project (Project No. ola23002)

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

A MOTION was made by Councilmember Timmer, seconded by Councilmember Hogan to:

- 1) Award the construction contract for Bid No. 2025-05, "2025 Arterial Resurfacing Project" to the responsible low bidder, Match Corporation, for a total contract amount of \$2,598,961;
- 2) Approve the proposal from Engineering Resources of Southern California (ERSC), to provide construction management and inspection services (CM Services) in the amount of \$109,758.10; and
- 3) Authorize the City Manager to enter into Reimbursement Agreements with East Valley Water District (EVWD) and the City of Redlands for costs associated with work within their responsibilities. Motion carried, 4-0, with Mayor Lilburn being absent.

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

City Manager Zamano stated the Highland Sheriff's Department for the month of May received 3,253 calls for service, made 351 reports, 167 arrests, issued 129 citations, conducted 211 traffic enforcement stops, responded to 52 traffic collisions, 16 transient calls, and 20 towed vehicles.

The Highland Fire Department for the month of May received 648 calls for service, some of which included: 534 medical aids, 23 traffic collisions, 7 structure fires, 20 vegetation fires, 4 vehicle fires and 17 public service assistances.

The Administrative Services/Finance Department for the month of May issued 40 business licenses, renewed 287 business licenses, issued 81 dog licenses, 78 yard sale permits, and 181 account payable checks.

Human Resources is currently recruiting a Maintenance Superintendent/Senior Maintenance Worker for the Public Works Department. Anyone interested can apply on the city website.

Public Works has the following construction updates: 1) 9th Street Sidewalk Project has commenced this week with site preparation and surveying prep work. The project will include the installation of new curbs, gutters, sidewalks, driveways, and a bike lane on the south side of 9th Street, between Victoria Avenue, approximately 150 feet west of Valaria Drive.

2) 2025 Arterial Resurfacing Project, is scheduled to begin in approximately three weeks, following the execution of the contract and a pre-construction meeting. The goal is to complete the majority of work prior to the start of the next school year to minimize disruptions for students and parents during drop-off and pick-up. 3) Safety improvements are underway at the intersection of 9th Street and Cunningham Street. Changes have been made to convert the current two-way north south stop into a four-way stop, based on recommendations from a recent engineering study. Drivers will prepare to stop in all directions at this intersection and observe the newly installed stop signs.

Friday, July 4, at 9:00 a.m. the 4th of July parade will begin at the intersection of Base Line and Church Avenue and will end at the Highland YMCA.

Volunteer Services are accepting parade entry forms through Monday, June 16. Forms are available at Highland City Hall or can be mailed or emailed to applicants by contacting city staff. There is no fee to participate in the parade.

For the month of May, Burrtec completed 146 illegal dumping work orders.

The Community Development Department has four updates to share: 1) City's 29th Annual Trails Day event was held this past Saturday, June 7, and was hosted by 70 residents. Participants enjoyed a shaded walk through the Arnott Orange Groves, located on the north side of Greenspot Road between the Mediterra Residential Community and the Historic Iron Bridge. Attendees also engaged with presentation exhibits from Camille Bahri, a local residential developer. The event received numerous positive comments from walkers and cyclists, individuals, and families. We commend the Community Trails Committee for organizing this successful event, and special thanks to city staff Assistant Planner Trejo, for his efforts in coordinating it 2) O'Reilly Auto Parts has begun grading for their new Highland store, situated at the northeast corner of Base Line and Hillview Street. The new commercial development will feature contemporary design elements, landscaping, and improved lighting, which will enhance the appearance and functionality of the Base Line corridor 3) Stater Bros. Market at the Greenspot Road Crossing Shopping Center will hold its ribbon-cutting ceremony on Wednesday, June 25, 2025 at 8:00 a.m. 4) Highland Police Department, in coordination with the Quality-of-Life Task Force, Code Enforcement, and County Animal Control, conducted a citywide enforcement operation on Saturday, June 7, 2025 from 7:30 a.m. to 2:00 p.m. The operation targeted encampments and crime related activities across various locations, including city right of way, bridges, creeks, city properties, vacant properties, and areas affected by vandalism and theft. The enforcement efforts resulted in approximately 25 preliminary arrests for a range of violations.

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

Councilmember Saldana thanked Mayor Pro Tem McCallon for the leadership demonstrated at the Air Quality Management District (AQMD) Board meeting. He encouraged everyone to attend Hosting Coffee with a Cop at Einstein Bros. Bagel shop located on Greenspot Road on Thursday, June 12 from 8:00 a.m. to 10:00 a.m. He thanked city staff for maintaining the daily operations of the City of Highland.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

Mayor Pro Tem McCallon adjourned the meeting to Tuesday, June 24, 2025, at 6:00 p.m.

Submitted By:

Approved By:

Alondra Muñoz
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

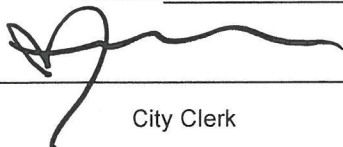
DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Minutes - June 24, 2025 Adjourned Regular Meeting

RECOMMENDATION: Approve the Minutes as submitted.

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

CALL TO ORDER

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

ROLL CALL

Present: Hogan, Lilburn, McCallon, Saldana, Timmer
Absent: None

REPORT FROM CLOSED SESSION

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

CITY COUNCIL LEGISLATIVE

1. Contract with the California Department of Forestry and Fire Protection (CAL FIRE) for the Period of July 1, 2025 - June 30, 2030

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

A MOTION was made by Councilmember Timmer, seconded by Councilmember Saldana to:

- 1) Approve the proposed CAL FIRE contract for the period of July 1, 2025 - June 30, 2030 and authorize the Mayor to sign the contract; and
- 2) Adopt the attached Resolution approving the proposed contract. Motion carried, 5-0.

2. Tract 20387 - Final Map Approval

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

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Saldana to approve the Final Map for Tract No. 20387. Motion carried, 5-0.

CITY COUNCIL PUBLIC HEARING

3. Resolution No. 2025-032 Adopting a Biennial Budget for Fiscal Years 2025-2027

Mayor Lilburn opened the public hearing.

City Manager Zamano stated the proposed two-year budget for Fiscal Years 2025-2027 maintain general funding at a balanced level while supporting critical public safety investments. This budget reflects the guidance provided during multiple Finance/Personnel Subcommittee meetings held on April 8, 10, 17, 21, and May 20.

As well as the Budget Study Session held May 21, 2025. The modifications incorporated are related to the Sheriff's contract, approved by City Council on June 3, 2025, which increases service levels by adding one (1) Office Specialist and three (3) Deputy positions in Fiscal Year 2025/2026 within Schedule A, at a projected cost of \$13,866,585. The CAL FIRE contract approved tonight is included in the budget. The budget anticipates adding two (2) more deputies to the Sheriff's contract in Fiscal Year 2026/2027, with an estimated cost of \$14,506,266. A future amendment will be brought before the City Council to present these updates for consideration.

For Fiscal Year 2025/2026, the estimated revenue is \$25,776,580, with matching expenditures resulting in a surplus of \$8,470. Fiscal Year 2026/2027, revenue is projected at \$27,683,585, with expenditures approximately equal, resulting in a surplus of \$6,960. Overall, the budget remains balanced throughout both years.

Since the May 21, 2025 Budget Study Session, adjustments are limited to the approved Sheriff's contract, which includes additional personnel, and tonight's approved CAL FIRE contract. The city addressed feedback received from the Desert Valley Building Association. They provided comments regarding specific Work Program items proposed under the Development Impact Fees (DIF). In response, the City will not be utilizing DIF funds for the City Hall remodel. Instead, funding will be drawn from General Fund Reserves. There are other projects covered under the DIF that will continue to utilize DIF funds, and plan to reallocate funds accordingly for eligible items.

The budget will include provisions for engaging contract Code Enforcement Officers. The city has previously discussed the possibility of bringing in additional support for hiring contract staff to support these services.

Councilmember Saldana inquired if there will be two (2) additional Code Enforcement Officers.

City Manager Zamano confirmed Willdan Associates will provide support to assist with Code Enforcement to ensure continuous coverage as needed.

Mayor Lilburn closed the public hearing and brought it back to City Council for deliberation.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Hogan to adopt Resolution No. 2025-032 adopting a Biennial Budget for Fiscal Years 2025-2027. Motion carried, 5-0.

RESOLUTION NO. 2025-032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ADOPTING A BIENNIAL BUDGET FOR FISCAL YEARS 2025-2027

ANNOUNCEMENTS

Councilmember Timmer commended the city's Finance Department for managing the budget for the upcoming fiscal years.

Mayor Pro Tem McCallon acknowledged multiple meetings required for the budget process and thanked city staff for their efforts.

Mayor Lilburn thanked Captain Jeremy Dean for his presentation on public safety at the Highland Chamber of Commerce luncheon on June 24, 2025.

CLOSED SESSION

None

ADJOURN

There being no further business Mayor Lilburn adjourned the meeting at 6:27 p.m.

Submitted By:

Approved By:

Alondra Muñoz
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

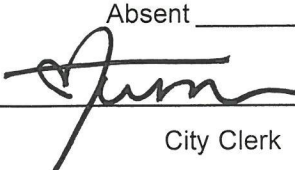
SUBJECT: Warrant Register #779

RECOMMENDATION: City Council to approve Warrant Register #779; Warrants in the amount of \$2,384,526.70 and Payroll in the amount of \$229,747.96

FISCAL IMPACT: The total of Cash and Expenditures is \$2,614,274.66

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

1

CITY OF HIGHLAND
WARRANT REGISTER #779

July 8, 2025

Warrants:

6/3/2025	Ck#91595-91653 & Wire#1002922423	385,209.78
6/10/2025	Ck#91654-91689	123,291.17
6/13/2025	Payroll Wire #1041-1044 & Ck #91690-91691	71,243.23
6/17/2025	Ck#91692-91755	350,968.66
6/24/2025	Ck#91756-91802	1,381,545.23
6/27/2025	Payroll Wire #1045-1048 & Ck #91803-91806	72,268.63
Total Warrants		<u>\$ 2,384,526.70</u>

Payroll:

6/13/2025	Direct Deposits #15196-15238	114,841.53
6/13/2025	Ck #754-755	854.01
6/27/2025	Direct Deposits #15239-15282	113,077.32
6/27/2025	Ck #756-757	975.10
Total Payroll		<u>\$ 229,747.96</u>

Total Warrants & Payroll	<u><u>\$ 2,614,274.66</u></u>
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APPROVED BY:

Larry McCallon
Finance Subcommittee



Carlos Zamano
City Manager

John Timmer
Finance Subcommittee



Leticia Nava-Cruz
Director of Administrative
Services/City Treasurer

06/03/2025 1:14:10PM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91595	6/3/2025	004206 #1 SON PLUMBING INC	CENTRAL PARK:BACKFLOW TESTING CENTRAL PARK:BACKFLOW TESTING 001.6000.4070	585.51 Total : 585.51
91596	6/3/2025	003058 ADVANCE REFRIGERATION SYS INC	PD:REFRIG REPAIRS PD:REFRIG REPAIRS 001.2000.4070 PD:REFRIG REPAIRS PD:REFRIG REPAIRS 001.2000.4070	2,193.19 Total : 1,407.59 3,600.78
91597	6/3/2025	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES 100% RECYCLED TISSUE BOXES 001.4500.4200 30% RECYCLED 001.4500.4200 OFFICE SUPPLIES 001.4500.4200 BP542: EQUIPMENT BP542: EQUIPMENT 029.2100.6060	37.70 Total : 660.08 837.27
91598	6/3/2025	003572 APPLE VALLEY COMMUNICATIONS	PD:EMERGENCY PHONE REPAIR PD:EMERGENCY PHONE REPAIR 001.2000.4070	1,572.51 Total : 1,572.51
91599	6/3/2025	006382 AQS MECHANICAL, INC	BP#20250063 REFUND BP#20250063 REFUND 001.1450.7600	75.00 Total : 75.00
91600	6/3/2025	006228 BIG BRAND TIRE & SERVICE CO	VEH#123: REPLACE DAMAGED TIRE VEH#123: REPLACE DAMAGED TIRE 001.4200.4240	146.60

06/03/2025 1:14:10PM

Voucher List
CITY OF HIGHLAND

Page: 2

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91600	6/3/2025	006228	006228 BIG BRAND TIRE & SERVICE CO (Continued)	Total : 146.60
91601	6/3/2025	003445	BOOT BARN, INC. UNIFORMS: COLEMAN UNIFORMS: COLEMAN 001.6000.4249	338.10 Total : 338.10
91602	6/3/2025	002960	BURRTEC WASTE INDUSTRIES INC SOLID WASTE PROG 4/29/25-5/7/25 SOLID WASTE PROG 4/29/25-5/7/25 051.1496	7,125.76 Total : 7,125.76
91603	6/3/2025	005324	CHARLES ABBOTT ASSOCIATES, INC FIRE MARSHALL-APR FIRE MARSHALL-APR 029.2100.4540	10,840.00 Total : 10,840.00
91604	6/3/2025	005580	CIVICPLUS, LLC. DNS ANNUAL FEE:URL-5/1/25-12/10/25 DNS ANNUAL FEE:URL-5/1/25-12/10/25 042.9510.4623	203.80 Total : 203.80
91605	6/3/2025	005553	CLARK PEST CONTROL OF STOCKTON FS#1:PEST CONTROL FS#1: PEST CONTROL 028.2050.4589 FS#1: PEST CONTROL 029.2100.4589 FS#3: PEST CONTROL FS#3: PEST CONTROL 028.2050.4589 FS#3: PEST CONTROL 029.2100.4589 PD:PEST CONTROL PD:PEST CONTROL 001.2000.4589	28.00 28.00 28.00 28.00 28.00 28.00 116.00 Total : 228.00
91606	6/3/2025	006180	CLOUDCOMPLI, INC. NPDES PROG MGMT NPDES PROG MGMT	

06/03/2025 1:14:10PM

Voucher List
CITY OF HIGHLAND

Page: 3

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91606	6/3/2025	006180 CLOUDCOMPLI, INC.	(Continued) 001.4200.4665	2,400.00
Total :				2,400.00
91607	6/3/2025	005265 COMMERCIAL DOOR METAL SYSTEMS	LIBRARY: INSTALL FRONT ENTRY DOOR MOTOR LIBRARY:INSTALL ENTRY DOOR MOTOR GEAR 001.6000.4070	1,077.41
Total :				1,077.41
91608	6/3/2025	000143 COMMUNITY WORKS DESIGN GROUP	CUP22001 PLAN CHECK-APR CUP22001 PLAN CHECK-APR 001.4100.4547 DRA21007 PLAN CHECK-APR DRA21007 PLAN CHECK-APR 001.4100.4547	494.40
Total :				494.40
91609	6/3/2025	005933 COMPASS CONSULTING ENTERPRISES	SDR06002 ENV RDA07-DEC-APR SDR06002 ENV RDA07-DEC-APR 030.8495.6600	5,508.00
Total :				5,508.00
91610	6/3/2025	000213 DAILY JOURNAL CORPORATION	PLANNING COMM VACANCY NEWSPAPER PUB PLANNING COMM VACANCY NEWSPAPER PUB 001.1200.4300 BID #2025-05 NEWSPAPER PUB BID #2025-05 NEWSPAPER PUB 001.1200.4300	372.66
Total :				603.80
91611	6/3/2025	006383 DE LA ROSA, EDUARDO	REFUND:OVERPAID BL#14199 REFUND:OVERPAID BL#14199 001.1450.8900	12.50
Total :				12.50
91612	6/3/2025	000085 EAST VALLEY WATER DISTRICT	LMD 04-MAY LMD 04-MAY 012.8500.4030 POLICE STATION-MAY	74.05

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Voucher	Date	Vendor	Description/Account	Amount
91612	6/3/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			POLICE STATION-MAY	
			001.2000.4030	224.12
			POLICE STATION-MAY	
			POLICE STATION-MAY	
			001.2000.4030	2,219.85
			LMD 29-MAY	
			LMD 29-MAY	
			012.8500.4030	252.96
			CITY HALL-MAY	
			CITY HALL-MAY	
			042.9510.4030	260.17
			LMD 15A-MAY	
			LMD 15-A-MAY	
			012.8500.4030	295.25
			LMD 07-MAY	
			LMD 07-MAY	
			012.8500.4030	102.75
			BASELINE MEDIAN-MAY	
			BASELINE MEDIAN-MAY	
			004.8310.4030	178.45
			FS#1-MAY	
			FS#1-MAY	
			029.2100.4030	161.27
			FS#1-MAY	
			028.2050.4030	161.26
			LMD 21B-MAY	
			LMD 21-B-MAY	
			012.8500.4030	320.74
			FS#2-MAY	
			FS#2-MAY	
			029.2100.4030	144.16
			FS#2-MAY	
			028.2050.4030	144.16
			AURANTIA PK-MAY	
			AURANTIA PK-MAY	
			001.6000.4030	1,523.91
			LMD 44-MAY	

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Voucher	Date	Vendor	Description/Account	Amount
91612	6/3/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 44-MAY	
			012.8500.4030	1,378.83
			LMD 15-B-MAY	
			LMD 15-B-MAY	
			012.8500.4030	623.47
			FS#3 FS-MAY	
			FS#3 FS-MAY	
			029.2100.4030	11.26
			FS#3 FS-MAY	
			028.2050.4030	11.25
			FS#2 FS-MAY	
			FS#2 FS-MAY	
			029.2100.4030	10.56
			FS#2 FS-MAY	
			028.2050.4030	10.55
			BASELINE MEDIAN-MAY	
			BASELINE MEDIAN-MAY	
			004.8310.4030	159.55
			LMD 73-MAY	
			LMD 73-MAY	
			012.8500.4030	68.37
			LMD 37-MAY	
			LMD 37-MAY	
			012.8500.4030	51.33
			FS#3 DOM-MAY	
			FS#3 DOM-MAY	
			029.2100.4030	179.99
			FS#3 DOM-MAY	
			028.2050.4030	179.99
			LMD 21-A-MAY	
			LMD 21-A-MAY	
			012.8500.4030	98.00
			POLICE STATION-MAY	
			POLICE STATION-MAY	
			001.2000.4030	22.51
			FS#3 IRR-MAY	
			FS#3 IRR-MAY	

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Voucher	Date	Vendor	Description/Account	Amount
91612	6/3/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			029.2100.4030	38.45
			FS#3 IRR-MAY	
			028.2050.4030	38.44
			BOULDER MEDIAN-MAY	
			BOULDER MEDIAN-MAY	
			004.8310.4030	555.45
			POLICE STATION-MAY	
			POLICE STATION-MAY	
			001.2000.4030	22.51
			CITY HALL FS-MAY	
			CITY HALL FS-MAY	
			042.9510.4030	21.11
			Total :	9,544.72
91613	6/3/2025	004956 FIDELITY SECURITY	VISION-JUN	
			VISION-JUN	
			001.1160	207.23
			VISION-JUN	
			004.1160	47.18
			VISION-JUN	
			010.1160	18.16
			VISION-JUN	
			012.1160	5.18
			VISION-JUN	
			016.1160	5.18
			VISION-JUN	
			023.1160	2.67
			VISION-JUN	
			024.1160	0.41
			VISION-JUN	
			041.1160	9.12
			VISION-JUN	
			042.1160	10.36
			VISION-JUN	
			070.1160	6.08
			Total :	311.57

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Voucher	Date	Vendor	Description/Account	Amount
91614	6/3/2025	005567 FIRE APPARATUS SOLUTIONS	ME542:VEH MAINT	
			ME542:VEH MAINT	
			028.2050.4240	260.03
			ME542:VEH MAINT	
			029.2100.4240	260.02
Total :				520.05
91615	6/3/2025	005018 FLYERS ENERGY, LLC	FUEL-MAY	
			FUEL-MAY	
			001.2000.4220	3,371.05
			FUEL-MAY	
			001.4200.4220	38.25
			FUEL-MAY	
			001.4600.4220	218.38
			FUEL-MAY	
			001.6000.4220	119.11
			FUEL-MAY	
			004.8310.4220	446.68
			FUEL-MAY	
			028.2050.4220	747.10
			FUEL-MAY	
			029.2100.4220	747.10
			FUEL-MAY	
			042.9510.4220	29.79
			FUEL-MAY	
			FUEL-MAY	
			001.2000.4220	4,626.72
			FUEL-MAY	
			001.4200.4220	65.88
			FUEL-MAY	
			001.4600.4220	269.89
			FUEL-MAY	
			001.6000.4220	160.98
			FUEL-MAY	
			004.8310.4220	603.68
			FUEL-MAY	
			028.2050.4220	971.93

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Voucher	Date	Vendor	Description/Account	Amount
91615	6/3/2025	005018 FLYERS ENERGY, LLC	(Continued)	
			FUEL-MAY	
			029.2100.4220	971.93
			FUEL-MAY	
			042.9510.4220	40.24
			Total :	13,428.71
91616	6/3/2025	001122 GALLS, LLC	UNIFORMS: OWENS	
			UNIFORMS: OWENS	
			001.4600.4249	103.97
			UNIFORMS:CHAMBERS/OWENS/RAMIREZ	
			UNIFORMS:CHAMBERS/OWENS/RAMIREZ	
			001.4600.4249	109.32
			Total :	213.29
91617	6/3/2025	004939 GUARDIAN	DENTAL-JUN	
			DENTAL-JUN	
			001.1160	1,222.84
			DENTAL-JUN	
			004.1160	131.14
			DENTAL-JUN	
			010.1160	68.37
			DENTAL-JUN	
			012.1160	10.61
			DENTAL-JUN	
			016.1160	10.61
			DENTAL-JUN	
			023.1160	7.61
			DENTAL-JUN	
			041.1160	29.64
			DENTAL-JUN	
			042.1160	171.62
			DENTAL-JUN	
			070.1160	17.79
			Total :	1,670.23
91618	6/3/2025	003947 HDR ENGINEERING, INC.	STR17002 PE CCF(2017)-APR	
			STR17002 PE CCF(2017)-APR	

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Voucher	Date	Vendor	Description/Account	Amount
91618	6/3/2025	003947 HDR ENGINEERING, INC.	(Continued) 027.8490.6550	862.50
Total :				862.50
91619	6/3/2025	002710 HERNANDEZ, KROONE & ASSOCIATES	ICH17006 PM SMBMI-IGG-APR ICH17006 PM SMBMI-IGG-APR 027.8490.6813 ICH17004 NP GCF-APR ICH17004 NP GCF-APR 023.3890.6813 SIG21001 CE HSIP (CYCLE 10)-APR SIG21001 CE HSIP (CYCLE 10)-APR 030.8495.6550	3,952.50 584.25 520.00
Total :				5,056.75
91620	6/3/2025	001320 HIGHLAND SENIOR CENTER	CDBG CV COVID19 MEALS-APR CDBG CV COVID19 MEALS-APR 006.8400.4353 CDBG REIMB-APR CDBG REIMB-APR 006.8400.4348	4,330.00 1,900.00
Total :				6,230.00
91621	6/3/2025	000127 K & L HARDWARE	FS#3:MISC SUPPLIES FS#3:MISC SUPPLIES 028.2050.4206 FS#3:MISC SUPPLIES 029.2100.4206 BLANKET PURCHASE ORDER COMM PARK:FENCE REPAIR 001.6000.4206 PD:VEH WASH VALVE REPAIR PD:VEH WASH VALVE REPAIR 001.2000.4070 BLANKET PURCHASE ORDER MEMORIAL PARK:FOUNTAIN MAINT 001.6000.4206 PD:VEH WASH VALVE REP	18.31 18.30 52.72 77.08 25.58

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Voucher	Date	Vendor	Description/Account	Amount
91621	6/3/2025	000127 K & L HARDWARE	(Continued) PD:VEH WASH VALVE REP 001.2000.4070	11.40
Total :				203.39
91622	6/3/2025	000207 KONICA MINOLTA	MANAGED IT SVC-RESTRUCTURE MANAGED IT SVC-RESTRUCTURE 042.9510.4627	5,160.00
Total :				5,160.00
91623	6/3/2025	000207 KONICA MINOLTA	COPIER LEASE-JUN COPIER LEASE-JUN 001.2000.4205 COPIER LEASE-JUN 042.9510.4205	603.40
Total :				1,698.14
				2,301.54
91624	6/3/2025	005285 LA VERNE POWER EQUIPMENT INC	ME543:EQUIP MAINT ME543:EQUIP MAINT 028.2050.4245 ME543:EQUIP MAINT 029.2100.4245	83.27
Total :				83.26
				166.53
91625	6/3/2025	000168 MICHELLE GOMEZ, PETTY CASH	OFFICE SUPPLIES OFFICE SUPPLIES 001.4200.4200 HIT FOOD 001.6020.4336 PETTY CASH-MAY 001.0020	10.76
Total :				17.00
				0.00
				27.76
91626	6/3/2025	005087 MORENO, DENISE	MILEAGE REIMB-MAY MILEAGE REIMB-MAY 001.6020.4332	4.82
Total :				4.82
91627	6/3/2025	002408 PEOPLEREADY	LABOR SUPP FOR MAINT	

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Voucher	Date	Vendor	Description/Account	Amount
91627	6/3/2025	002408 PEOPLEREADY	(Continued) LABOR SUPP FOR MAINT 001.6000.4585	496.00
Total :				496.00
91628	6/3/2025	000170 PITNEY BOWES INC - SUPPLIES	POSTAGE METER SUPPLIES POSTAGE METER SUPPLIES 042.9510.4200	125.16
Total :				125.16
91629	6/3/2025	000598 PR PRINTING	BUS CARDS: BELTRAN-QUIROZ BUS CARDS: BELTRAN-QUIROZ 001.4500.4200	52.38
Total :				52.38
91630	6/3/2025	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-JUN PRINCIPAL-JUN 001.1200.3590 PRINCIPAL-JUN 001.1450.3590 PRINCIPAL-JUN 001.1600.3590 PRINCIPAL-JUN 001.1700.3590 PRINCIPAL-JUN 001.3200.3590 PRINCIPAL-JUN 001.4100.3590 PRINCIPAL-JUN 001.4200.3590 PRINCIPAL-JUN 001.4500.3590 PRINCIPAL-JUN 001.4600.3590 PRINCIPAL-JUN 001.6000.3590 PRINCIPAL-JUN 001.6020.3590	59.38 70.59 7.18 107.04 46.12 161.93 80.33 80.82 75.24 23.96 14.37

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Voucher	Date	Vendor	Description/Account	Amount
91630	6/3/2025	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)	
			PRINCIPAL-JUN	
			004.8310.3590	108.66
			PRINCIPAL-JUN	
			010.3830.3590	30.58
			PRINCIPAL-JUN	
			012.8500.3590	11.82
			PRINCIPAL-JUN	
			016.8540.3590	11.82
			PRINCIPAL-JUN	
			023.3890.3590	10.49
			PRINCIPAL-JUN	
			024.8470.3590	0.83
			PRINCIPAL-JUN	
			041.9500.3590	13.86
			PRINCIPAL-JUN	
			042.9510.3590	43.40
			PRINCIPAL-JUN	
			070.7000.3590	33.56
			Total :	991.98
91631	6/3/2025	006367 RYAN BECK PHOTOGRAPHY	PROF PHOTOS: COUNCIL, COMMISSIONERS & DI	
			PROF PHOTOS:CNCL,CMMSSNRS,DRCTRS	
			001.1450.4400	2,825.00
			Total :	2,825.00
91632	6/3/2025	002149 SB CO DEPT OF PUBLIC HEALTH	ANIMAL CONTROL 01/01-03/31/25	
			ANIMAL CONTROL 01/01-03/31/25	
			001.2200.4565	95,292.00
			Total :	95,292.00
91633	6/3/2025	005731 SITEONE LANDSCAPE SUPPLY, LLC	ROW:WEED CONTROL HERBICIDE	
			ROW:WEED CONTROL HERBICIDE	
			004.8310.4206	1,670.98
			COMM PARK:IRRIG REPAIR	
			COMM PARK:IRRIG REPAIR	
			001.6000.4206	118.41
			LMD48:IRRIG MATERIAL	

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Voucher	Date	Vendor	Description/Account	Amount
91633	6/3/2025	005731 SITEONE LANDSCAPE SUPPLY, LLC	(Continued) LMD48:IRRIG MATERIAL 012.8500.4206	275.45
Total :				2,064.84
91634	6/3/2025	000204 SOCALGAS	FS#2-MAY FS#2-MAY 028.2050.4020 FS#2-MAY 029.2100.4020 CITY HALL-MAY CITY HALL-MAY 042.9510.4020 POLICE-MAY POLICE-MAY 001.2000.4020 FS#3-MAY FS#3-MAY 028.2050.4020 FS#3-MAY 029.2100.4020 FS#1-MAY FS#1-MAY 028.2050.4020 FS#1-MAY 029.2100.4020	37.72 37.70 44.22 1,918.84 42.50 42.48 40.85 40.85
Total :				2,205.16
91635	6/3/2025	000203 SOUTHERN CALIFORNIA EDISON	EVC STATIONS-MAY EVC STATIONS-MAY 042.9510.4012 CITY HALL-MAY CITY HALL-MAY 042.9510.4010 CORP YARD-MAY CORP YARD-MAY 004.8310.4010 LS3-7576 1/2 HENSLEE DR-MAY	8,867.79 997.82 807.10

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Voucher	Date	Vendor	Description/Account	Amount
91635	6/3/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued) LS3-7576 1/2 HENSLEE DR-MAY 013.8510.4011	27.12
Total :				10,699.83
91636	6/3/2025	000203 SOUTHERN CALIFORNIA EDISON	EVC STATIONS-APR EVC STATIONS-APR 042.9510.4012 CITY HALL-APR CITY HALL-APR 042.9510.4010 CORP YARD-APR CORP YARD-APR 004.8310.4010 LS3- 7576 1/2 HENSLEE DR-APR LS3- 7576 1/2 HENSLEE DR-APR 013.8510.4011	8,743.59 686.88 878.70
Total :				3.69
91637	6/3/2025	000203 SOUTHERN CALIFORNIA EDISON	POLICE STATION-JUN POLICE STATION-JUN 001.2000.4010 CITY HALL-JUN CITY HALL-JUN 042.9510.4010 LIBRARY/ELC-JUN LIBRARY/ELC-JUN 001.6000.4010	6,846.32 1,055.86
Total :				6,792.22
91638	6/3/2025	000203 SOUTHERN CALIFORNIA EDISON	FS#1-3-JUNE FS#1-3-JUN 028.2050.4010 FS#1-3-JUN 029.2100.4010	1,478.22 1,478.22
Total :				2,956.44
91639	6/3/2025	006150 SPECTRUM GAS PRODUCTS	FS#3:OXYGEN REFILL	

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Voucher	Date	Vendor	Description/Account	Amount
91639	6/3/2025	006150 SPECTRUM GAS PRODUCTS	(Continued) FS#3:OXYGEN REFILL 028.2050.4207	318.89
Total :				318.89
91640	6/3/2025	001527 STERICYCLE INC.	SHREDDING SVC-MAY SHREDDING SVC-MAY 001.1200.4626	300.18
Total :				300.18
91641	6/3/2025	001120 TERRY'S CANVAS	FS#2:PASSPORTS FS#2:PASSPORTS 029.2100.4209	134.30
Total :				134.30
91642	6/3/2025	004863 THE EARPHONE GUY, LLC	HAWK LAPEL MICROPHONE HAWK LAPEL MICROPHONE 001.2000.4250	1,907.18
Total :				1,907.18
91643	6/3/2025	004920 TKE ENGINEERING	STR23002 CE RDA07-JAN STR23002 CE RDA07-JAN 010.3830.6550	28,320.00
Total :				28,320.00
91644	6/3/2025	004920 TKE ENGINEERING	GENERAL ENG SVC-NOV GENERAL ENG SVC-NOV 023.3890.4550 STR22002 NP MSR-I-NOV STR22002 NP MSR-I-NOV 017.8350.6530 STR17002 PE CCF(2017)-NOV STR17002 PE CCF(2017)-NOV 027.8490.6600 SWK19001 NP MSR-I-NOV SWK19001 NP MSR-I-NOV 017.8350.6545 SWK19002 NP MSR-I-NOV SWK19002 NP MSR-I-NOV	165.00 900.00 317.50 345.00

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Voucher	Date	Vendor	Description/Account	Amount
91644	6/3/2025	004920 TKE ENGINEERING	(Continued)	
			017.8350.6550	115.00
			STR07004A NP GCF-NOV	
			STR07004A NP GCF-NOV	
			023.3890.6600	230.00
			STR23003 NP MSR-I-NOV	
			STR23003 NP MSR-I-NOV	
			017.8350.6550	115.00
			Total :	2,187.50
91645	6/3/2025	000465 TOM DODSON & ASSOCIATES	STR17002 PE CCF(2017)-APR	
			STR17002 PE CCF(2017)-APR	
			027.8490.6550	3,750.00
			Total :	3,750.00
91646	6/3/2025	004257 TRANE U.S. INC.	YMCA:HVAC REPAIRS	
			YMCA:HVAC REPAIRS	
			001.6000.4588	1,579.32
			Total :	1,579.32
91647	6/3/2025	006072 TRENCH SHORING COMPANY	CORP YARD:TEMP ASHPHALT MATERIAL	
			CORP YARD:TEMP ASHPHALT MATERIAL	
			004.8310.4206	2,184.09
			Total :	2,184.09
91648	6/3/2025	004413 TWISTED IMAGES INK	STREET BANNERS	
			STREET BANNERS	
			004.8310.4206	1,114.56
			Total :	1,114.56
91649	6/3/2025	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-	
			LONG TERM DISABILITY-JUN	
			001.1180	602.28
			LONG TERM DISABILITY-JUN	
			004.1180	71.49
			LONG TERM DISABILITY-JUN	
			010.1180	37.00
			LONG TERM DISABILITY-JUN	
			023.1180	2.67

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Voucher	Date	Vendor	Description/Account	Amount
91649	6/3/2025	000226 UNUM LIFE INSURANCE	(Continued) LONG TERM DISABILITY-JUN 041.1180 LONG TERM DISABILITY-JUN 070.1180	11.10 48.10
Total :				772.64
91650	6/3/2025	000233 WAXIE SANITARY SUPPLY	PD: JANITORIAL SUPPLIES 40% RECYCLED BIGFOLD TOWELS 001.2000.4055 CORP YARD:JANITORIAL SUPP CORP YARD:JANITORIAL SUPP 004.8310.4055	418.61 345.79
Total :				764.40
91651	6/3/2025	003535 WEST COAST ARBORISTS, INC.	MEMORIAL PARK:TREE MAINT-APR MEMORIAL PARK:TREE MAINT-APR 001.6000.4680 CITYWIDE:TREE MAINT-APR CITYWIDE:TREE MAINT-APR 004.8310.4680	4,054.50 9,173.05
Total :				13,227.55
91652	6/3/2025	000237 WILLDAN ASSOCIATES	BLDG & SAFETY PLAN CHECK-APR BLDG & SAFETY PLAN CHECK-APR 001.4500.4540 BLDG & SAFETY INSP-APR BLDG & SAFETY INSP-APR 001.4500.4540 STR22002 CE MSR-I-APR STR22002 CE MSR-I-APR 017.8350.6550	5,145.00 36,320.00 22,027.00
Total :				63,492.00
91653	6/3/2025	006001 YUNEX LLC	TS RESPONSE CALL OUTS-APR TS RESPONSE CALL OUTS-APR 004.8310.4580 SL RESPONSE CALL OUTS-APR	4,440.89

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Voucher	Date	Vendor	Description/Account	Amount
91653	6/3/2025	006001 YUNEX LLC	(Continued)	
			SL RESPONSE CALL OUTS-APR	
			013.8510.4664	1,335.17
			TRAFFIC SIGNAL MAINT-APR	
			TRAFFIC SIGNAL MAINT-APR	
			004.8310.4580	3,872.28
			STL MAINT-APR	
			STL MAINT-APR	
			013.8510.4664	2,528.50
Total :				12,176.84
1002922423	6/3/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH-JUN	
			PERS HEALTH-JUN	
			012.1150	216.60
			PERS HEALTH-JUN	
			023.1150	182.30
			PERS HEALTH-JUN	
			041.1150	403.91
			PERS HEALTH-JUN	
			042.1150	3,646.27
			PERS HEALTH-JUN	
			070.1150	390.78
			PERS HEALTH-JUN	
			001.1450.3511	76.96
			PERS HEALTH-JUN	
			041.9500.3515	1,800.00
			PERS HEALTH-JUN	
			001.1150	14,600.42
			PERS HEALTH-JUN	
			004.1150	4,173.31
			PERS HEALTH-JUN	
			016.1150	216.60
			PERS HEALTH-JUN	
			010.1150	2,338.77
Total :				28,045.92
60 Vouchers for bank code : wfb				Bank total : 385,209.78

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Voucher	Date	Vendor	Description/Account	Amount
60		Vouchers in this report		Total vouchers : 385,209.78

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Voucher	Date	Vendor	Description/Account	Amount
91654	6/10/2025	002967 AGUILAR, ANGELA	TRAVEL REIMB-CA HOUSING CONF AGUILAR TRAVEL REIMB-CA HOUSING CONF AGUILAR 001.4100.4320	20.00 Total : 20.00
91655	6/10/2025	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC: CROSS GUARD SVC:5/11/25-5/24/25 002.8200.4530	4,006.80 Total : 4,006.80
91656	6/10/2025	001271 ALLSTAR FIRE EQUIPMENT INC	FS#1:FLOW TEST FS#1:FLOW TEST 028.2050.4243 FS#1:FLOW TEST 029.2100.4243	1,140.00 1,140.00 Total : 2,280.00
91657	6/10/2025	005771 AMAZON CAPITAL SERVICES	BP542: OUTFIT SUPPLIES BP542: OUTFIT SUPPLIES 029.2100.6060 OFFICE SUPPLIES 100% RECYCLED GREENER NOTES PADS 001.1200.4200 100% RECYCLED POP UP NOTES 001.1200.4200 OFFICE SUPPLIES 001.1200.4200	657.16 27.45 64.75 107.25 Total : 856.61
91658	6/10/2025	001072 AUTO ZONE	FS#3:VEH MAINT FS#3:VEH MAINT 028.2050.4240 FS#3:VEH MAINT 029.2100.4240	34.74 34.73 Total : 69.47
91659	6/10/2025	000043 BALLARD PLUMBING HEATING & AIR	FS#3:BACKED UP SINK	

Voucher	Date	Vendor	Description/Account	Amount
91659	6/10/2025	000043 BALLARD PLUMBING HEATING & AIR	(Continued) FS#3:BACKED UP SINK 028.2050.4070 FS#3:BACKED UP SINK 029.2100.4070	112.50 112.50 Total : 225.00
91660	6/10/2025	006280 BASELINE PARTNERS LLC	HYD15001 DEV DEPOSIT REFUND HYD15001 DEV DEPOSIT REFUND 001.1320	1,243.65 Total : 1,243.65
91661	6/10/2025	005345 CALIFORNIA ASSOCIATION OF CODE	WEBINAR:INTER EFF HMLS & MENT-CHAMBERS WEBINAR:INTER EFF HMLS & MENT-CHAMBERS 001.4600.4330	60.00 Total : 60.00
91662	6/10/2025	000213 DAILY JOURNAL CORPORATION	SVC COLLECT SVC CHG-NEWSPAPER PUB SVC COLLECT SVC CHG-NEWSPAPER PUB 001.1200.4300 ORD#470-NEWSPAPER PUB ORD#470-NEWSPAPER PUB 001.1200.4300 ORD#471-NEWSPAPER PUB ORD#471-NEWSPAPER PUB 001.1200.4300 ADOP BUD 2025-2027-NEWSPAPER PUB ADOP BUD 2025-2027-NEWSPAPER PUB 001.1200.4300 LMD DIST-NEWSPAPER PUB LMD DIST-NEWSPAPER PUB 001.1200.4300 SDMD DIST-NEWSPAPER PUB SDMD DIST-NEWSPAPER PUB 001.1200.4300	1,482.64 862.88 507.28 243.12 796.84 1,365.80 Total : 5,258.56
91663	6/10/2025	006259 DEPENDABLE BREAK ROOM SOLUTION CITY HALL:WATER BLOCKER INSTALL		

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Voucher	Date	Vendor	Description/Account	Amount
91663	6/10/2025	006259	DEPENDABLE BREAK ROOM SOLUTION (Continued)	
			CITY HALL:WATER BLOCKER INSTALL	
			042.9510.4200	139.99
			CITY HALL:MONTHLY COFFEE	
			CITY HALL:MONTHLY COFFEE	
			042.9510.4200	49.50
			Total :	189.49
91664	6/10/2025	000085	EAST VALLEY WATER DISTRICT	
			BEATTIE-IRRIGATION-	
			BEATTIE- IRRIGATION-MAY	
			001.6000.4030	436.30
			LMD 48B-MAY	
			LMD 48B-MAY	
			012.8500.4030	731.33
			LMD 02-E-MAY	
			LMD 02-E-MAY	
			012.8500.4030	1,204.09
			LMD 48C-MAY	
			LMD 48C-MAY	
			012.8500.4030	129.47
			LMD 48C-MAY	
			LMD 48C-MAY	
			012.8500.4030	935.61
			LMD 31-MAY	
			LMD 31-MAY	
			012.8500.4030	440.08
			LMD 00-BASELINE	
			LMD 00-BASELINE-MAY	
			012.8500.4030	514.14
			LMD 22-MAY	
			LMD 22-MAY	
			012.8500.4030	387.56
			LMD 03- YARNELL-MAY	
			LMD 03- YARNELL-MAY	
			012.8500.4030	110.96
			LMD 02- A-MAY	
			LMD 02- A-MAY	
			012.8500.4030	86.03

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Voucher	Date	Vendor	Description/Account	Amount
91664	6/10/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 03- BASELINE-MAY	
			LMD 03- BASELINE-MAY	
			012.8500.4030	113.81
			LMD 20- BASELINE-MAY	
			LMD 20- BASELINE-MAY	
			012.8500.4030	478.79
			LMD 01- A-MAY	
			LMD 01- A-MAY	
			012.8500.4030	85.41
			LMD 36-MAY	
			LMD 36-MAY	
			012.8500.4030	291.73
			LMD 35-MAY	
			LMD 35-MAY	
			012.8500.4030	99.29
			LMD 06-MAY	
			LMD 06-MAY	
			012.8500.4030	51.33
			LMD 01- B-MAY	
			LMD 01- B-MAY	
			012.8500.4030	105.29
			LMD 48-MAY	
			LMD 48-MAY	
			012.8500.4030	823.03
			LMD 30-MAY	
			LMD 30-MAY	
			012.8500.4030	1,108.95
			LMD 39-MAY	
			LMD 39-MAY	
			012.8500.4030	664.97
			CANYON OAKS PARK-	
			CANYON OAKS PK-MAY	
			016.8540.4030	744.45
			LMD 02- B-MAY	
			LMD 02- B-MAY	
			012.8500.4030	437.65
			LMD 13-MAY	

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Voucher	Date	Vendor	Description/Account	Amount
91664	6/10/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 13-MAY	
			012.8500.4030	277.13
			LMD 02- D-MAY	
			LMD 02- D-MAY	
			012.8500.4030	172.05
			LMD 02- C-	
			LMD 02- C-MAY	
			012.8500.4030	434.47
			LMD 08-MAY	
			LMD 08-MAY	
			012.8500.4030	262.93
			LMD 20- STREATER	
			LMD 20- STREATER-MAY	
			012.8500.4030	128.00
			Total :	11,254.85
91665	6/10/2025	005567 FIRE APPARATUS SOLUTIONS	ME542: VARIOUS REPAIR PARTS FOR SERVICE	
			ME542: VARIOUS REPAIR PARTS FOR SERVICE	
			029.2100.4240	7,948.09
			ME542: VARIOUS REPAIR PARTS FOR SERVICE	
			028.2050.4240	7,948.08
			Total :	15,896.17
91666	6/10/2025	006392 FLEMING, BIANEY	MILEAGE REIMB-MAY	
			MILEAGE REIMB-MAY	
			001.1700.4332	20.10
			Total :	20.10
91667	6/10/2025	001122 GALLS, LLC	EMERGENCY IDENTIFICATION SHIRTS	
			EMERGENCY IDENTIFICATION SHIRTS	
			041.9500.4349	69.01
			EMERGENCY IDENTIFICATION SHIRTS	
			EMERGENCY IDENTIFICATION SHIRTS	
			041.9500.4349	69.01
			EMERGENCY IDENTIFICATION SHIRTS	
			EMERGENCY IDENTIFICATION SHIRTS	
			041.9500.4349	54.00

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Voucher	Date	Vendor	Description/Account	Amount
91667	6/10/2025	001122 GALLS, LLC	(Continued) EMERGENCY IDENTIFICATION SHIRTS EMERGENCY IDENTIFICATION SHIRTS 041.9500.4349 EMERGENCY IDENTIFICATION SHIRTS EMERGENCY IDENTIFICATION SHIRTS 041.9500.4349 EMERGENCY IDENTIFICATION SHIRTS EMERGENCY IDENTIFICATION SHIRTS 041.9500.4349	54.00 69.07 Total : 369.09
91668	6/10/2025	006145 GREEN COMPASS REALTY INC	LDR22001 DEV DEPOSIT REFUND LDR22001 DEV DEPOSIT REFUND 001.1320	2,192.35 Total : 2,192.35
91669	6/10/2025	006384 GREYSTAR CALIFORNIA INC	REFUND:OVRPD BUS LIC#15230 REFUND:OVRPD BUS LIC#15230 001.1450.8900	45.00 Total : 45.00
91670	6/10/2025	001320 HIGHLAND SENIOR CENTER	CBDG CV COVID19 MEALS-MAY CBDG CV COVID19 MEALS-MAY 006.8400.4353 CDBG REIMB-MAY CDBG REIMB-MAY 006.8400.4348	4,199.62 Total : 1,900.00 6,099.62
91671	6/10/2025	003885 IWORQ	ADD'L WEBFORMS ADD'L WEBFORMS 042.9510.4533	1,000.00 Total : 1,000.00
91672	6/10/2025	000207 KONICA MINOLTA	IT STAFFING-MAY IT STAFFING-MAY 042.9510.4627 IT MONTHLY CONTRACT-MAY	5,120.00

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Voucher	Date	Vendor	Description/Account	Amount
91672	6/10/2025	000207 KONICA MINOLTA	(Continued) 042.9510.4627	5,248.21
Total :				10,368.21
91673	6/10/2025	000426 LEAGUE OF CALIF CITIES	POLICY COMM MEETINGS LUNCHESES-MORGAN POLICY COMM MEETINGS LUNCHESES-MORGAN 001.4200.4330	115.71
Total :				115.71
91674	6/10/2025	001193 LIFE ASSIST, INC.	FS#1:GLOVES FS#1:GLOVES 028.2050.4207 FS#1:GLOVES FS#1:GLOVES 028.2050.4207	298.68
Total :				149.34
				448.02
91675	6/10/2025	006390 LOERZEL, DANIEL	REFUND CITE#54443 REFUND CITE#54443 051.1490 REFUND CITE#54443 001.1450.8150	12.50
Total :				22.50
				35.00
91676	6/10/2025	006266 M & K ENTERPRISES LLC	CUP19001 PC DEP REFUND CUP19001 PC DEP REFUND 001.1320 CWQ19001 DEV DEPOSIT REFUND CWQ19001 DEV DEPOSIT REFUND 001.1320 LDR23001 DEV DEPOSIT REFUND LDR23001 DEV DEPOSIT REFUND 001.1320	413.49
				500.00
Total :				250.50
				1,163.99
91677	6/10/2025	001114 PARKHOUSE TIRE, INC.	ME542:TIRES ME542:TIRES 028.2050.4240 ME542:TIRES	1,032.19

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Voucher	Date	Vendor	Description/Account	Amount
91677	6/10/2025	001114 PARKHOUSE TIRE, INC.	(Continued) 029.2100.4240	1,032.19
Total :				2,064.38
91678	6/10/2025	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING-APR DOCUMENT RECORDING-APR 001.1200.4506 DOCUMENT RECORDING-APR DOCUMENT RECORDING-APR 001.1200.4506 DOCUMENT RECORDING-APR DOCUMENT RECORDING-APR 001.1200.4506	40.00 154.00 40.00
Total :				234.00
91679	6/10/2025	003713 SATCOM GLOBAL LTD.	SATTELITE PHONES-MAY SATTELITE PHONES-MAY 028.2050.4061 SATTELITE PHONES-MAY 029.2100.4061 SATTELITE PHONES-MAY 001.2000.4061 SATTELITE PHONES-MAY 042.9510.4061	28.61 28.60 57.21 57.21
Total :				171.63
91680	6/10/2025	000487 SMART & FINAL	BREAKROOM SUPPLIES BREAKROOM SUPPLIES 042.9510.4200 BREAKROOM SUPPLIES BREAKROOM SUPPLIES 042.9510.4200	27.24 25.58
Total :				52.82
91681	6/10/2025	000203 SOUTHERN CALIFORNIA EDISON	CANYON OAK-JUN CANYON OAK-JUN 016.8540.4010 STREET LIGHT ACQUISITION-SALES PH 1-JUN	34.55

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Voucher	Date	Vendor	Description/Account	Amount
91681	6/10/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			STREET LIGHT ACQUISITION-SALES PH 1-JUN	
			013.8510.4011	16,340.15
			SIGNALS: VARIOUS-JUN	
			SIGNALS: VARIOUS-JUN	
			004.8310.4580	3,699.41
			COMM PK-JUN	
			COMM PK-JUN	
			001.6000.4010	1,197.39
			LS3: VARIOUS-MAY-JUN	
			LS3: VARIOUS-MAY	
			013.8510.4011	243.15
			LS3:VARIOUS-JUN	
			013.8510.4011	638.11
			LS3:VARIOUS-JAN	
			013.8510.4011	-685.65
			LS1: VARIOUS-JUN	
			LS1: VARIOUS-JUN	
			013.8510.4011	9,614.91
			BASELINE MEDIAN-JUN	
			BASELINE MEDIAN-JUN	
			004.8310.4010	433.09
			LS2:VARIOUS LOCATIONS-JUN	
			LS2:VARIOUS LOCATIONS-JUN	
			013.8510.4011	1,265.81
			SIGNALS: VARIOUS-JUN	
			SIGNALS: VARIOUS-JUN	
			004.8310.4580	519.28
			Total :	33,300.20
91682	6/10/2025	000203 SOUTHERN CALIFORNIA EDISON	LS3: VARIOUS-JUN	
			LS3: VARIOUS-JUN	
			013.8510.4011	1,672.33
			CUNNINGHAM PK-MAY-JUN	
			CUNNINGHAM PK-MAY	
			016.8540.4010	-40.46
			CUNNINGHAM PK-JUN	
			016.8540.4010	16.73

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Voucher	Date	Vendor	Description/Account	Amount
91682	6/10/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued) AURANTIA PK-MAY-JUN AURANTIA PK-MAY 001.6000.4010 AURANTIA PK-JUN 001.6000.4010	23.86 84.81 Total : 1,757.27
91683	6/10/2025	002459 SOUTHERN CALIFORNIA WASTE, MANA	MEMBERSHIP DUES 25/26:MORGAN MEMBERSHIP DUES 25/26:MORGAN 001.4200.4310	65.00 Total : 65.00
91684	6/10/2025	003044 THOMSON REUTERS WEST	CODE BOOKS-JUN CODE BOOKS-JUN 001.1200.4626	1,719.66 Total : 1,719.66
91685	6/10/2025	003689 TPX COMMUNICATIONS	POLICE DEPT- POLICE DEPT-MAY 001.2000.4060	223.20 Total : 223.20
91686	6/10/2025	005839 TRUSTED TECH TEAM	MICROSOFT 365-JUN MICROSOFT 365-JUN 042.9510.4533	1,974.50 Total : 1,974.50
91687	6/10/2025	004413 TWISTED IMAGES INK	BLOOD DRIVE BANNER BLOOD DRIVE BANNER 001.6020.4300 BLOOD DRIVE BANNER 001.6020.4206 HIT VOLUNTEER SHIRTS HIT VOLUNTEER SHIRTS 001.6020.4206	1,000.00 111.98 Total : 471.30
91688	6/10/2025	000233 WAXIE SANITARY SUPPLY	65% RECYCLEABLE:JNTRL SUPPLIES CH	Total : 1,583.28

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Voucher	Date	Vendor	Description/Account	Amount
91688	6/10/2025	000233 WAXIE SANITARY SUPPLY	(Continued) 65% RECYCLEABLE:JNTRL SUPPLIES CH 042.9510.4055	116.69
Total :				116.69
91689	6/10/2025	003535 WEST COAST ARBORISTS, INC.	LMD00:TREE MAINT-APR LMD00:TREE MAINT-APR 012.8500.4585 LMD01:TREE MAINT-APR 012.8500.4585 LMD08:TREE MAINT-APR 012.8500.4585 LMD15:TREE MAINT-APR 012.8500.4585 LMD17:TREE MAINT-APR 012.8500.4585 LMD20:TREE MAINT-APR 012.8500.4585 LMD21:TREE MAINT-APR 012.8500.4585 LMD63:TREE MAINT-APR 012.8500.4585	515.25 2,431.50 3,323.05 2,858.75 721.35 5,643.60 750.00 567.35
Total :				16,810.85
36 Vouchers for bank code : wfb				Bank total : 123,291.17
36 Vouchers in this report				Total vouchers : 123,291.17

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Voucher	Date	Vendor	Description/Account	Amount
1041	6/13/2025	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	9,884.01
			ICMA DEFERRED COMP 457: Payment	
			004.1170	1,570.65
			ICMA DEFERRED COMP 457: Payment	
			010.1170	450.00
			ICMA DEFERRED COMP 457: Payment	
			012.1170	12.51
			ICMA DEFERRED COMP 457: Payment	
			016.1170	12.51
			ICMA DEFERRED COMP 457: Payment	
			023.1170	21.23
			ICMA DEFERRED COMP 457: Payment	
			024.1170	12.00
			ICMA DEFERRED COMP 457: Payment	
			041.1170	185.36
			ICMA DEFERRED COMP 457: Payment	
			042.1170	262.25
			ICMA DEFERRED COMP 457: Payment	
			070.1170	215.06
			Total :	12,625.58
1042	6/13/2025	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	14,896.14
			FEDERAL TAXES: Payment	
			004.1120	1,484.18
			FEDERAL TAXES: Payment	
			008.1120	14.56
			FEDERAL TAXES: Payment	
			010.1120	364.57
			FEDERAL TAXES: Payment	
			012.1120	177.83
			FEDERAL TAXES: Payment	
			016.1120	177.83

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Voucher	Date	Vendor	Description/Account	Amount
1042	6/13/2025	000119 INTERNAL REVENUE SERVICE	(Continued)	
			FEDERAL TAXES: Payment	
			023.1120	165.95
			FEDERAL TAXES: Payment	
			024.1120	11.59
			FEDERAL TAXES: Payment	
			041.1120	553.23
			FEDERAL TAXES: Payment	
			042.1120	594.98
			FEDERAL TAXES: Payment	
			070.1120	902.94
			SOCIAL SECURITY: Payment	
			001.1140	701.86
			SOCIAL SECURITY: Payment	
			008.1140	161.12
			SOCIAL SECURITY: Payment	
			042.1140	175.12
			MEDICARE: Payment	
			001.1140	3,567.02
			MEDICARE: Payment	
			004.1140	461.38
			MEDICARE: Payment	
			008.1140	37.68
			MEDICARE: Payment	
			010.1140	125.56
			MEDICARE: Payment	
			012.1140	57.92
			MEDICARE: Payment	
			016.1140	57.88
			MEDICARE: Payment	
			023.1140	44.08
			MEDICARE: Payment	
			024.1140	3.76
			MEDICARE: Payment	
			041.1140	93.24
			MEDICARE: Payment	
			042.1140	214.00

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Voucher	Date	Vendor	Description/Account	Amount
1042	6/13/2025	000119	INTERNAL REVENUE SERVICE (Continued) MEDICARE: Payment 070.1140	158.36
Total :				25,202.78
1043	6/13/2025	000004	PUBLIC EMPLOYEE RETIREMENT SYS EPMC: PAYMENT PERS SURVIVOR: Payment 004.1145 PERS SURVIVOR: Payment 010.1145 PERS SURVIVOR: Payment 012.1145 PERS SURVIVOR: Payment 016.1145 PERS SURVIVOR: Payment 023.1145 PERS SURVIVOR: Payment 024.1145 PERS SURVIVOR: Payment 041.1145 PERS SURVIVOR: Payment 042.1145 PERS SURVIVOR: Payment 070.1145 EPMC: Payment 001.1145 EPMC: Payment 004.1145 EPMC: Payment 012.1145 EPMC: Payment 016.1145 EPMC: Payment 023.1145 EPMC: Payment 024.1145 EPMC: Payment	3.36 0.84 0.59 0.57 0.42 0.02 0.32 1.79 0.71 497.31 96.93 3.00 3.00 8.37 0.72

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1043	6/13/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			041.1145	20.70
			EPMC: Payment	
			042.1145	14.58
			EPMC: Payment	
			070.1145	60.45
			PERS: Payment	
			001.1145	17,502.39
			PERS: Payment	
			004.1145	2,642.08
			PERS: Payment	
			010.1145	735.21
			PERS: Payment	
			012.1145	247.66
			PERS: Payment	
			016.1145	247.65
			PERS: Payment	
			023.1145	235.49
			PERS: Payment	
			024.1145	18.90
			PERS: Payment	
			041.1145	495.11
			PERS: Payment	
			042.1145	932.22
			PERS: Payment	
			070.1145	952.95
			PERS SURVIVOR: Payment	
			001.1145	24.86
			Total :	24,748.20
1044	6/13/2025	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	6,218.74
			STATE TAXES: Payment	
			004.1130	534.59
			STATE TAXES: Payment	
			010.1130	161.03

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1044	6/13/2025	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			012.1130	55.86
			STATE TAXES: Payment	
			016.1130	55.85
			STATE TAXES: Payment	
			023.1130	54.66
			STATE TAXES: Payment	
			024.1130	2.73
			STATE TAXES: Payment	
			041.1130	219.82
			STATE TAXES: Payment	
			042.1130	208.33
			STATE TAXES: Payment	
			070.1130	312.30
			Total :	7,823.91
91690	6/13/2025	006388 COLONIAL LIFE	COLONIAL LIFE - ACCIDENT: PAYMENT	
			COLONIAL LIFE - ACCIDENT: Payment	
			001.1181	148.61
			COLONIAL LIFE - ACCIDENT: Payment	
			004.1181	3.78
			COLONIAL LIFE - ACCIDENT: Payment	
			012.1181	2.57
			COLONIAL LIFE - ACCIDENT: Payment	
			016.1181	2.56
			COLONIAL LIFE - ACCIDENT: Payment	
			023.1181	6.28
			COLONIAL LIFE - ACCIDENT: Payment	
			041.1181	7.56
			COLONIAL LIFE - ACCIDENT: Payment	
			070.1181	2.47
			COLONIAL LIFE - CANCER: Payment	
			001.1181	28.90
			COLONIAL - SPECIFIED DISEASE: Payment	
			001.1181	28.74
			COLONIAL - VOL SHORT TERM DIS: Payment	

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91690	6/13/2025	006388 COLONIAL LIFE	(Continued)	
			001.1181	164.80
			COLONIAL - VOL SHORT TERM DIS: Payment	
			004.1181	3.50
			COLONIAL - VOL SHORT TERM DIS: Payment	
			010.1181	2.68
			COLONIAL - VOL SHORT TERM DIS: Payment	
			023.1181	7.98
			COLONIAL - VOL SHORT TERM DIS: Payment	
			041.1181	10.46
			COLONIAL - VOL SHORT TERM DIS: Payment	
			070.1181	3.47
			COLONIAL LIFE - VOL DENTAL: Payment	
			001.1181	12.47
			COLONIAL LIFE - VOL DENTAL: Payment	
			012.1181	6.22
			COLONIAL LIFE - VOL DENTAL: Payment	
			016.1181	6.22
			COLONIAL LIFE - HOSPITAL CONFI: Payment	
			001.1181	142.26
			COLONIAL LIFE - HOSPITAL CONFI: Payment	
			004.1181	2.44
			COLONIAL LIFE - HOSPITAL CONFI: Payment	
			023.1181	12.30
			COLONIAL LIFE - HOSPITAL CONFI: Payment	
			041.1181	7.33
			COLONIAL LIFE - HOSPITAL CONFI: Payment	
			070.1181	2.38
			Total :	615.98
91691	6/13/2025	006387 LINCOLN FINANCIAL GROUP	VOLUNTARY LIFE/AD&D LINCOLN: PAYMENT	
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			001.1184	169.68
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			004.1184	31.36
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			010.1184	3.96

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91691	6/13/2025	006387 LINCOLN FINANCIAL GROUP	(Continued)	
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			023.1184	4.89
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			024.1184	0.21
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			041.1184	3.94
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			042.1184	3.77
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			070.1184	8.97
			Total :	226.78
6 Vouchers for bank code : wfb				Bank total : 71,243.23
6 Vouchers in this report				Total vouchers : 71,243.23

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Voucher	Date	Vendor	Description/Account	Amount
91692	6/17/2025	004206 #1 SON PLUMBING INC	PLUMBING REPAIR PLUMBING REPAIR 001.2000.4070	885.51
Total :				885.51
91693	6/17/2025	004403 49ER COMMUNICATION INC	FS#1:RADIO PARTS FS#1:RADIO PARTS 029.2100.4204	425.00
Total :				425.00
91694	6/17/2025	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC:5/25/25-6/7/25 CROSSING GUARD SVC:5/25/25-6/7/25 002.8200.4530	3,205.44
Total :				3,205.44
91695	6/17/2025	005771 AMAZON CAPITAL SERVICES	100% RECYCLED OFFICE SUPPLIES 100% RECYCLED OFFICE SUPPLIES 004.8310.4200	193.96
			PD: SPECIAL DEPT SUPPLIES PD: SPECIAL DEPT SUPPLIES 001.2000.4250	56.00
			PD: SPECIAL DEPT SUPPLIES PD: SPECIAL DEPT SUPPLIES 001.2000.4250	312.14
			FS#3: MAINTENANCE SUPPLIES FS#3: MAINTENANCE SUPPLIES 029.2100.4245	75.15
			FS#3: MAINTENANCE SUPPLIES 028.2050.4245	75.14
			CITY HALL: THERMOSTAT CITY HALL: THERMOSTAT 042.9510.4070	147.56
Total :				859.95
91696	6/17/2025	005577 AMERICAN RENTALS, INC.	LIBRARY:RENTAL EQUIP LIBRARY:RENTAL EQUIP 001.6000.4248	715.40

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Voucher	Date	Vendor	Description/Account	Amount
91696	6/17/2025	005577	005577 AMERICAN RENTALS, INC. (Continued)	Total : 715.40
91697	6/17/2025	000774	ARROWHEAD CREDIT UNION-DEPT 91	
			DUI CHECKPOINT MEALS	
			DUI CHECKPOINT MEALS	
			001.2000.4560	26.27
			DUI CHECKPOINT MEALS	
			DUI CHECKPOINT MEALS	
			001.2000.4560	113.14
			DRI CRASH PLAN-MAY	
			DRI CRASH PLAN-MAY	
			042.9510.4533	19.98
			HF&H EMERGINING ISSUES 2025: MORGAN & RA	
			SB1383 TRAINING 2025:MORGAN	
			001.4200.4330	52.00
			HF&H EMERGINING ISSUES 2025: MORGAN & RA	
			SB1383 TRAINING 2025:RAMOS	
			001.4200.4330	52.00
			SO CAL WASTE MGMT FORUM:MORGAN	
			SO CAL WASTE MGMT FORUM:MORGAN	
			001.4200.4330	150.00
			CSAQA CONF HOTEL:MORGAN	
			CSAQA CONF HOTEL:MORGAN	
			001.4200.4320	875.45
			CSAQA CONF HOTEL:RAMOS	
			CSAQA CONF HOTEL:RAMOS	
			001.4200.4320	875.45
			DROP BOX RENEWAL 25/26	
			DROP BOX RENEWAL 25/26	
			042.9510.4533	2,880.00
			Total :	5,044.29
91698	6/17/2025	000774	ARROWHEAD CREDIT UNION-DEPT 91	
			CITY COUNCIL 2025 CONFERENCE: SALDANA	
			CITY COUNCIL 2025 CONFERENCE: SALDANA	
			001.1000.4200	295.00
			INVENTORY TAGS	
			INVENTORY TAGS	
			042.9510.4208	316.86
			CIRA MEETING FLIGHT CREDIT-NAVA-CRUZ	

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Voucher	Date	Vendor	Description/Account	Amount
91698	6/17/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)	
			CIRA MEETING FLIGHT CREDIT-NAVA-CRUZ	
			041.9500.4320	-326.96
			CIRA MEETING MEALS-NAVA-CRUZ	
			CIRA MEETING MEALS-NAVA-CRUZ	
			041.9500.4320	55.63
			CIRA MEETING MEALS-NAVA-CRUZ	
			CIRA MEETING MEALS-NAVA-CRUZ	
			041.9500.4320	39.13
			CAL OFS TRNNG LUNCH: ZAMANO/DURAN	
			CAL OFS TRNNG LUNCH: ZAMANO/DURAN	
			001.1450.4330	28.23
			Total :	407.89
91699	6/17/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	TABLET KIOSK STAND	
			TABLET KIOSK STAND	
			042.9510.4208	285.38
			MEMORIAL DAY CELEBRATION	
			MEMORIAL DAY CELEBRATION	
			001.1600.4337	293.84
			COUNCILMEMBER PHOTOS:HOGAN/SALDANA	
			COUNCILMEMBER PHOTOS:HOGAN/SALDANA	
			001.1200.4200	14.51
			5 YEAR AWARD:WIRZ	
			5 YEAR AWARD:WIRZ	
			001.1000.4200	34.26
			SO CAL WASTE MGMT FORUM:RAMOS	
			SO CAL WASTE MGMT FORUM:RAMOS	
			001.4200.4330	150.00
			ZOOM MEETING-MAY	
			ZOOM MEETING-MAY	
			042.9510.4533	110.00
			HISTORIC BOARD WBNRS:7 MEMBERS	
			HISTORIC BOARD WBNRS:7 MEMBERS	
			001.4100.4330	135.00
			Total :	1,022.99
91700	6/17/2025	006394 AT&T	INVESTIGATIVE TOOL & PROCESSING FEE	

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Voucher	Date	Vendor	Description/Account	Amount
91700	6/17/2025	006394 AT&T	(Continued) INVESTIGATIVE TOOL & PROCESSING FEE 001.2000.4200	95.00
Total :				95.00
91701	6/17/2025	000043 BALLARD PLUMBING HEATING & AIR	FS#1:HVAC QTRLY SVC FS#1:HVAC QTRLY SVC 028.2050.4588 FS#1:HVAC QTRLY SVC 029.2100.4588 FS#2:HVAC QTRLY SVC FS#2:HVAC QTRLY SVC 028.2050.4588 FS#2:HVAC QTRLY SVC 029.2100.4588	112.50 112.50 112.50 112.50 112.50
Total :				450.00
91702	6/17/2025	005516 BASE HILL, INC.	JANITORIAL SVC-MAY CITY HALL-MAY 042.9510.4504 CC-MAY 042.9510.4504 AURANTIA PARK-MAY 001.6000.4504 COMMUNITY PARK-MAY 001.6000.4504 POLICE DEPT-MAY 001.2000.4504	1,808.80 360.14 1,683.73 2,258.10 1,250.64
Total :				7,361.41
91703	6/17/2025	006363 BEST CONTRACTING SERVICES, INC	PD:BLDG B ROOF LEAK REPAIRS PD:BLDG B ROOF LEAK REPAIRS 001.2000.4070	12,405.00
Total :				12,405.00
91704	6/17/2025	003445 BOOT BARN, INC.	UNIFORMS: PECK UNIFORMS: PECK 001.6000.4249	50.26

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Voucher	Date	Vendor	Description/Account	Amount
91704	6/17/2025	003445 003445 BOOT BARN, INC.	(Continued)	Total : 50.26
91705	6/17/2025	006099 CHARTER COMMUNICATIONS	CITY HALL: TELE/INT-JUN CITY HALL: TELE/INT-JUN 042.9510.4065	1,742.63 Total : 1,742.63
91706	6/17/2025	006099 CHARTER COMMUNICATIONS	CORP YARD: TELE/INT-JUN CORP YARD: TELE/INT-JUN 004.8310.4060	1,698.16 Total : 1,698.16
91707	6/17/2025	006099 CHARTER COMMUNICATIONS	PD: TELE/INT-JUN PD: TELE/INT-JUN 001.2000.4065	830.00 Total : 830.00
91708	6/17/2025	006099 CHARTER COMMUNICATIONS	FS#3: TELE/INT-JUN FS#3: TELE/INT-JUN 028.2050.4065 FS#3: TELE/INT-JUN 029.2100.4065	329.55 329.55 Total : 659.10
91709	6/17/2025	006099 CHARTER COMMUNICATIONS	FS#1: TELE/INT-JUN FS#1: TELE/INT-JUN 028.2050.4065 FS#1: TELE/INT-JUN 029.2100.4065	217.21 217.21 Total : 434.42
91710	6/17/2025	006099 CHARTER COMMUNICATIONS	FS#2: TELE/INT-JUN FS#2: TELE/INT-JUN 028.2050.4065 FS#2: TELE/INT-JUN 029.2100.4065	169.22 169.21 Total : 338.43
91711	6/17/2025	005553 CLARK PEST CONTROL OF STOCKTON	FS#1:PEST CONTROL	

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Voucher	Date	Vendor	Description/Account	Amount
91711	6/17/2025	005553 CLARK PEST CONTROL OF STOCKTON	(Continued)	
			FS#1: PEST CONTROL	
			028.2050.4589	28.00
			FS#1: PEST CONTROL	
			029.2100.4589	28.00
			FS#2 PEST CONTROL	
			FS#2 PEST CONTROL	
			028.2050.4589	28.00
			FS#2 PEST CONTROL	
			029.2100.4589	28.00
			FS#3: PEST CONTROL	
			FS#3: PEST CONTROL	
			028.2050.4589	28.00
			FS#3: PEST CONTROL	
			029.2100.4589	28.00
			YMCA:PEST CONTROL	
			YMCA:PEST CONTROL	
			001.6000.4589	114.00
			CITY HALL:PEST CONTROL	
			CITY HALL:PEST CONTROL	
			042.9510.4589	75.00
			PD:PEST CONTROL	
			PD:PEST CONTROL	
			001.2000.4589	116.00
			CORP YARD:PEST CONTROL	
			CORP YARD:PEST CONTROL	
			004.8310.4589	88.00
			Total :	561.00
91712	6/17/2025	002106 CODE PUBLISHING, INC.	MUNI CODE CODIFICATION	
			MUNI CODE CODIFICATION	
			001.1200.4625	830.00
			Total :	830.00
91713	6/17/2025	004845 COMPRESSED AIR SPECIALTIES INC	FS#3:ANNUAL AIR COMPRESSOR SVC	
			FS#3:ANNUAL AIR COMPRESSOR SVC	
			029.2100.4243	1,457.13
			FS#3:ANNUAL AIR COMPRESSOR SVC	

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Voucher	Date	Vendor	Description/Account	Amount
91713	6/17/2025	004845 COMPRESSED AIR SPECIALTIES INC	(Continued) 028.2050.4243	1,457.13
Total :				2,914.26
91714	6/17/2025	005313 COUNTY OF SAN BERNARDINO, HUMAN	PRE EMPOLYMENT TESTING:RODRIGUEZ PRE EMPOLYMENT TESTING:RODRIGUEZ 001.1600.4235	395.42
Total :				395.42
91715	6/17/2025	000213 DAILY JOURNAL CORPORATION	HRG2 NOTICE:NEWS PUB HRG2 NOTICE:NEWS PUB 001.1200.4300	613.96
Total :				613.96
91716	6/17/2025	005394 DATA TICKET, INC.	PARKING CITATIONS-MAY PARKING CITATIONS-MAY 001.1700.4516	250.79
Total :				250.79
91717	6/17/2025	001035 DEPARTMENT OF JUSTICE	FINGERPRINTING APPS:FOSTER/MEDINA FINGERPRINTING APPS:FOSTER/MEDINA 001.1700.4236 FINGERPRINTING APPS:RODRIGUEZ FINGERPRINTING APPS:RODRIGUEZ 001.1600.4236	64.00
Total :				32.00
91718	6/17/2025	006259 DEPENDABLE BREAK ROOM SOLUTION	COUNCIL:COOLER RENTAL COUNCIL:COOLER RENTAL 042.9510.4200 CITY HALL:COOLER RENTAL CITY HALL:COOLER RENTAL 042.9510.4200	16.16
Total :				23.70
91719	6/17/2025	004654 DEPT OF INDUSTRIAL RELATIONS	LIBRARY:ELEVATOR INSP 2025 LIBRARY:ELEVATOR INSP 2025 001.6000.4587	225.00

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Voucher	Date	Vendor	Description/Account	Amount
91719	6/17/2025	004654	004654 DEPT OF INDUSTRIAL RELATIONS (Continued)	Total : 225.00
91720	6/17/2025	006105	DUKES, WILLIAM SETH MEDICAL DIRECTOR 24/25 MEDICAL DIRECTOR 24/25 028.2050.4574	14,500.00 Total : 14,500.00
91721	6/17/2025	000085	EAST VALLEY WATER DISTRICT ATHLETIC CTR-MAY ATHLETIC CTR-MAY 001.6000.4030 COMMUNITY PARK-MAY COMMUNITY PARK-MAY 001.6000.4030 LMD 30-MAY LMD 30-MAY 012.8500.4030 LMD 10-MAY LMD 10-MAY 012.8500.4030 OAK CREEK PARK-MAY OAK CREEK PARK-MAY 016.8540.4030 LMD 10-MAY LMD 10-MAY 012.8500.4030 LMD 34-MAY LMD 34-MAY 012.8500.4030 COMMUNITY PARK-MAY COMMUNITY PARK-MAY 001.6000.4030 COMM CTR-MAY COMM CTR-MAY 001.6000.4030 STR & STRM DRN #21-MAY STR & STRM DRN #21-MAY 024.8470.4030 CORP YARD-MAY	422.83 5,110.94 368.48 1,249.23 1,470.49 943.39 150.73 22.51 22.51 59.84

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Voucher	Date	Vendor	Description/Account	Amount
91721	6/17/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			CORP YARD-MAY	
			004.8310.4030	1,056.11
			COMM CTR: IRRIGATION-MAY	
			COMM CTR: IRRIGATION-MAY	
			001.6000.4030	516.65
			LIBRARY/ELC-MAY	
			LIBRARY/ELC-MAY	
			001.6000.4030	558.31
			YMCA COMMUNITY PARK-MAY	
			YMCA COMMUNITY PARK-MAY	
			001.6000.4030	224.12
			CORP YARD-MAY	
			CORP YARD-MAY	
			004.8310.4030	170.62
			LIBRARY/ELC-MAY	
			LIBRARY/ELC-MAY	
			001.6000.4030	341.82
			ATHLETIC CTR-MAY	
			ATHLETIC CTR-MAY	
			001.6000.4030	21.11
			CUNNINGHAM PARK-MAY	
			CUNNINGHAM PARK-MAY	
			016.8540.4030	1,667.01
			LIBRARY/ELC-MAY	
			LIBRARY/ELC-MAY	
			001.6000.4030	23.91
			CORP YARD-MAY	
			CORP YARD-MAY	
			004.8310.4030	23.91
			Total :	14,424.52
91722	6/17/2025	000085 EAST VALLEY WATER DISTRICT	BOULDER MEDIAN-MAY	
			BOULDER MEDIAN-MAY	
			004.8310.4030	187.65
			BOULDER MEDIAN-MAY	
			BOULDER MEDIAN-MAY	
			004.8310.4030	133.69

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Voucher	Date	Vendor	Description/Account	Amount
91722	6/17/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 70-MAY	
			LMD 70-MAY	
			012.8500.4030	136.53
			LMD 68/69-MAY	
			LMD 68/69	
			012.8500.4030	1,202.99
			LMD 70 IRRIGATION-MAY	
			LMD 70 IRRIGATION-MAY	
			012.8500.4030	693.65
			LMD 79-MAY	
			LMD 79-MAY	
			012.8500.4030	129.23
			Total :	2,483.74
91723	6/17/2025	005885 EPLUS TECHNOLOGY, INC.	WASABI OVERAGE	
			WASABI OVERAGE	
			042.9510.4533	36.36
			Total :	36.36
91724	6/17/2025	005018 FLYERS ENERGY, LLC	FUEL-JUN	
			FUEL-JUN	
			001.2000.4220	4,835.06
			FUEL-JUN	
			001.4200.4220	55.96
			FUEL-JUN	
			001.4600.4220	227.17
			FUEL-JUN	
			001.6000.4220	81.35
			FUEL-JUN	
			004.8310.4220	305.10
			FUEL-JUN	
			028.2050.4220	914.92
			FUEL-JUN	
			029.2100.4220	914.92
			FUEL-JUN	
			042.9510.4220	20.34

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Voucher	Date	Vendor	Description/Account	Amount
91724	6/17/2025	005018 005018 FLYERS ENERGY, LLC	(Continued)	Total : 7,354.82
91725	6/17/2025	006146 FM THOMAS AIR CONDITIONING	LIBRARY:HVAC MAINT LIBRARY:HVAC MAINT 001.6000.4588 CITY HALL:HVAC MAINT CITY HALL:HVAC MAINT 042.9510.4588	3,040.13 1,826.03 Total : 4,866.16
91726	6/17/2025	006187 GREASE MONKEY #977	VEH#135:MAINT VEH#135:MAINT 004.8310.4240 VEH#116:MAINT VEH#116:MAINT 001.6010.4240	193.11 117.79 Total : 310.90
91727	6/17/2025	000662 HI WAY SAFETY INC	9TH & CUNNINGHAM:STREET SIGNS 9TH & CUNNINGHAM:STREET SIGNS 004.8310.4206	549.65 Total : 549.65
91728	6/17/2025	000105 HIGHLAND CHAMBER OF COMMERCE	CHAMBER LUNCHEON:ZAMANO CHAMBER LUNCHEON:ZAMANO 001.1450.4330 CHAMBER LUNCHEON:STATER CHAMBER LUNCHEON:STATER 001.4100.4330 CHAMBER LUNCHEON:GOMEZ/NAVA-CRUZ CHAMBER LUNCHEON:GOMEZ/NAVA-CRUZ 001.1700.4330 CHAMBER LUNCHEON:MORENO CHAMBER LUNCHEON:MORENO 001.6020.4330 CHAMBER LUNCHEON:WILSON CHAMBER LUNCHEON:WILSON 001.4200.4330	25.00 25.00 50.00 25.00 25.00

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Voucher	Date	Vendor	Description/Account	Amount
91728	6/17/2025	000105	000105 HIGHLAND CHAMBER OF COMMER (Continued)	Total : 150.00
91729	6/17/2025	006393	INDIVIDUAL FOODSERVICE 30% RECYCLED BREAKROOM SUPPLIES 30% RECYCLED BREAKROOM SUPPLIES 042.9510.4200	127.85 Total : 127.85
91730	6/17/2025	001618	INNOVATIVE FEDERAL STRATEGIES PROFESSIONAL SVC-JUN PROFESSIONAL SVC-JUN 023.3890.4554	4,000.00 Total : 4,000.00
91731	6/17/2025	006343	INTERMEDIA.NET INC. VOIP-JUN VOIP-JUN 042.9510.4533	2,341.34 Total : 2,341.34
91732	6/17/2025	005873	INTERSTATE STRIPING INC CUNNINGHAM & 9TH:4 WAY STOP CUNNINGHAM & 9TH:4 WAY STOP 004.8310.4578	12,800.00 Total : 12,800.00
91733	6/17/2025	000127	K & L HARDWARE FS#2:MISC SUPPLIES FS#2:MISC SUPPLIES 029.2100.4070 FS#2:MISC SUPPLIES 028.2050.4070 FS#1:MISC SUPPLIES FS#1:MISC SUPPLIES 028.2050.4070 FS#1:MISC SUPPLIES 029.2100.4070 CORP YARD:KEYS CORP YARD:KEYS 004.8310.4206 PD:BATTERIES PD:BATTERIES 001.2000.4206	6.46 6.46 62.76 62.75 17.20 44.33

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Voucher	Date	Vendor	Description/Account	Amount
91733	6/17/2025	000127 000127 K & L HARDWARE	(Continued)	Total : 199.96
91734	6/17/2025	000207 KONICA MINOLTA	PRINTER CONTRACT-MAY PRINTER CONTRACT-MAY 042.9510.4631	755.02 Total : 755.02
91735	6/17/2025	000207 KONICA MINOLTA	PD:PRINTER/COPIER/FAX-JUN PD:PRINTER/COPIER/FAX-JUN 001.2000.4203	111.76 Total : 111.76
91736	6/17/2025	004509 LAWRENCE DOORS	CITY HALL:DOOR REPAIR CITY HALL:DOOR REPAIR 042.9510.4070 FS#3: SWING GATE REPAIR FS#3: SWING GATE REPAIR 029.2100.4224 FS#3: SWING GATE REPAIR 028.2050.4224	686.95 1,264.60 Total : 1,264.58 3,216.13
91737	6/17/2025	006308 MCGRATH'S CATERING	STATE OF THE CITY:CATERING STATE OF THE CITY:CATERING 001.1000.4336	2,679.27 Total : 2,679.27
91738	6/17/2025	000168 MICHELLE GOMEZ, PETTY CASH	FILING FEES:CEQA NOTICE OF EXEMPTION FILING FEES:CEQA NOTICE OF EXEMPTION 001.4100.4345 FILING FEES:FIREWORKS 001.4100.4345 FLNG FS:CUP21.003/DRA24.008 EXEMPTION 001.4100.4345	50.00 100.00 50.00 Total : 200.00
91739	6/17/2025	004989 MULTIFORCE SYSTEMS CORP	FUEL TANK ANNUAL SUPPORT 10/1/24-9/30/25 FUEL TANK ANNUAL SUPPORT 10/1/24-9/30/25 001.2000.4255	3,097.82

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Voucher	Date	Vendor	Description/Account	Amount
91739	6/17/2025	004989	004989 MULTIFORCE SYSTEMS CORP (Continued)	Total : 3,097.82
91740	6/17/2025	001114	PARKHOUSE TIRE, INC.	
			VEH#135:TIRES	
			VEH#135:TIRES	
			004.8310.4240	379.14
			VEH#135:MAINT	
			VEH#135:MAINT	
			004.8310.4240	206.96
				Total : 586.10
91741	6/17/2025	000169	PITNEY BOWES GLOBAL FINANCIAL	
			POSTAGE MACHINE SUPPLIES	
			POSTAGE MACHINE SUPPLIES	
			042.9510.4200	125.16
				Total : 125.16
91742	6/17/2025	005326	RP LANDSCAPE & IRRIGATION	
			LMD LANDSCAPING-MAY	
			LMD 00 BASELINE LANDSCAPING MAINT-MAY	
			012.8500.4585	320.35
			LMD 00 YARNELL LANDSCAPING MAINT-MAY	
			012.8500.4585	195.84
			LMD 01 LANDSCAPING MAINT-MAY	
			012.8500.4585	167.54
			LMD 01B LANDSCAPING MAINT-MAY	
			012.8500.4585	167.54
			LMD 02 LANDSCAPING MAINT-MAY	
			012.8500.4585	773.16
			LMD 03A-MAY	
			012.8500.4585	150.55
			LMD 03B-MAY	
			012.8500.4585	150.55
			LMD 04-MAY	
			012.8500.4585	45.28
			LMD 05-MAY	
			012.8500.4585	94.32
			LMD 07-MAY	
			012.8500.4585	82.63
			LMD 08-MAY	
			012.8500.4585	186.78

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Voucher	Date	Vendor	Description/Account	Amount
91742	6/17/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 09-MAY	
			012.8500.4585	1,137.66
			LMD 10-MAY	
			012.8500.4585	2,217.58
			LMD 11-MAY	
			012.8500.4585	530.90
			LMD 13-MAY	
			012.8500.4585	139.23
			LMD 15-MAY	
			012.8500.4585	512.79
			LMD 16-MAY	
			012.8500.4585	54.33
			LMD 17-MAY	
			012.8500.4585	689.38
			LMD 20 BASELINE-MAY	
			012.8500.4585	213.94
			LMD 20 STREATER-MAY	
			012.8500.4585	166.40
			LMD 70-MAY	
			012.8500.4585	648.63
			LMD 21-MAY	
			012.8500.4585	164.40
			LMD 68-MAY	
			012.8500.4585	580.71
			LMD 69-MAY	
			012.8500.4585	133.57
			LMD 73-MAY	
			012.8500.4585	303.37
			LMD 79-MAY	
			012.8500.4585	285.00
			LMD 22-MAY	
			012.8500.4585	195.83
			LMD 24-MAY	
			012.8500.4585	73.58
			LMD 25-MAY	
			012.8500.4585	207.15

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Voucher	Date	Vendor	Description/Account	Amount
91742	6/17/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 29-MAY	
			012.8500.4585	207.15
			LMD 30-MAY	
			012.8500.4585	841.07
			LMD 31-MAY	
			012.8500.4585	558.07
			LMD 34-MAY	
			012.8500.4585	320.35
			LMD 35-MAY	
			012.8500.4585	232.06
			LMD 36-MAY	
			012.8500.4585	342.99
			LMD 37-MAY	
			012.8500.4585	422.23
			LMD 39-MAY	
			012.8500.4585	541.09
			LMD 43-MAY	
			012.8500.4585	195.83
			LMD 44-MAY	
			012.8500.4585	2,903.58
			LMD 47-MAY	
			012.8500.4585	225.26
			LMD 48-MAY	
			012.8500.4585	2,369.27
			LMD 54-MAY	
			012.8500.4585	605.62
			LMD 55-MAY	
			012.8500.4585	535.43
			LMD 59-MAY	
			012.8500.4585	66.78
			LMD 61-MAY	
			012.8500.4585	376.95
			LMD 63-MAY	
			012.8500.4585	139.23
			LMD 76-MAY	
			012.8500.4585	195.83

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Voucher	Date	Vendor	Description/Account	Amount
91742	6/17/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			PARKS LANDSCAPE MAINT-MAY	
			POLICE STATION LANDSCAPE MAINT-MAY	
			001.2000.4585	579.00
			CITY HALL LANDSCAPING MAINT-MAY	
			042.9510.4585	579.00
			LIBRARY LANDSCAPING MAINT-MAY	
			001.6000.4585	694.80
			YMCA LANDSCAPING MAINT-MAY	
			001.6000.4585	694.80
			CORP YARD LANDSCAPING MAINT-MAY	
			004.8310.4585	463.20
			AURANTIA PARK LANDSCAPING MAINT-MAY	
			001.6000.4585	1,080.41
			COMMUNITY PK LANDSCAPING MAINT-MAY	
			001.6000.4585	4,274.18
			CANYON OAK PK LANDSCAPING MAINT-MAY	
			016.8540.4585	412.25
			CUNNINGHAM PK LANDSCAPING MAINT-MAY	
			016.8540.4585	524.57
			SEELEY PK LANDSCAPING MAINT-MAY	
			016.8540.4585	346.24
			OAK CREEK PK LANDSCAPING MAINT-MAY	
			016.8540.4585	643.84
			MEMORIAL PK LANDSCAPING MAINT-MAY	
			001.6000.4585	463.20
			BOULDER MEDIAN LANDSCAPING MAINT-MAY	
			004.8310.4585	2,867.21
Total :				35,290.48
91743	6/17/2025	000192 SAM'S CLUB/SYNCHRONY BANK	FS#2:OPEN HOUSE SUPPLIES	
			FS#2:OPEN HOUSE SUPPLIES	
			001.6020.4336	37.44
Total :				37.44
91744	6/17/2025	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-JUN	
			PARCEL MAP REVISIONS-JUN	
			001.4100.4310	2.00

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91744	6/17/2025	001848	001848 SB CO ASSESSORS OFFICE (Continued)	Total : 2.00
91745	6/17/2025	005731	SITEONE LANDSCAPE SUPPLY, LLC BOULDER MEDIANS-IRRI SUPPLIES BOULDER MEDIANS-IRRI SUPPLIES 004.8310.4206	185.53 Total : 185.53
91746	6/17/2025	000203	SOUTHERN CALIFORNIA EDISON LS3 8017 1/2 DEL ROSA DR-JUN LS3 8017 1/2 DEL ROSA DR-MAY 013.8510.4011	85.64 Total : 85.64
91747	6/17/2025	006127	STAPLES BUSINESS CREDIT FS#2 OFFICE SUPPLIES 30% RECYCLED STENO PAD 029.2100.4200 30% RECYCLED STENO PAD 028.2050.4200 FS#2 OFFICE SUPPLIES 029.2100.4200 FS#2 OFFICE SUPPLIES 028.2050.4200	12.55 12.54 102.08 102.07 Total : 229.24
91748	6/17/2025	004679	TK ELEVATOR CORPORATION PD:ELEVATOR MAINT PD:ELEVATOR MAINT 001.2000.4587 PD:ELEVATOR MAINT PD:ELEVATOR MAINT 001.2000.4587	739.59 739.00 Total : 1,478.59
91749	6/17/2025	006072	TRENCH SHORING COMPANY PERMA PATCH PERMA PATCH 004.8310.4206	2,184.09 Total : 2,184.09
91750	6/17/2025	000222	UNDERGROUND SERVICE ALERT REGULATORY FEE-MAY REGULATORY FEE-MAY 004.8310.4553	348.82

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Voucher	Date	Vendor	Description/Account	Amount
91750	6/17/2025	000222 UNDERGROUND SERVICE ALERT	(Continued) MONTHLY DIG FEE-MAY MONTHLY DIG FEE-MAY 004.8310.4553	611.25
Total :				960.07
91751	6/17/2025	000979 VERIZON WIRELESS	AIR CARDS-MAY AIR CARDS-MAY 001.2000.4062	20.02
Total :				20.02
91752	6/17/2025	004709 VORTEX INDUSTRIES, INC.	PD:GATE MAINT PD:GATE MAINT 001.2000.4224	1,787.50
Total :				1,787.50
91753	6/17/2025	000237 WILLDAN ASSOCIATES	BLDG & SAFETY PLAN CHECK-MAY BLDG & SAFETY PLAN CHECK-MAY 001.4500.4540 BLDG & SAFETY INSP-MAY BLDG & SAFETY INSP-MAY 001.4500.4540	5,722.50
Total :				24,825.00
Total :				30,547.50
91754	6/17/2025	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMBURSEMENT-MAR MONTHLY REIMBURSEMENT-MAR 001.6000.4526 MONTHLY REIMBURSEMENT-APR MONTHLY REIMBURSEMENT-APR 001.6000.4526	21,673.00
Total :				44,375.00
Total :				66,048.00
91755	6/17/2025	006001 YUNEX LLC	CYPRESS #103738H:POLE CRACKED CYPRESS #103738H:POLE CRACKED 013.8510.4664 6TH & CENTRAL KD POLE #30134H 6TH & CENTRAL KD POLE #30134H 013.8510.4664 BASELINE & MCKINLEY-CABINET HIT	310.47
				1,973.60

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Voucher	Date	Vendor	Description/Account	Amount
91755	6/17/2025	006001 YUNEX LLC	(Continued)	
			BASELINE & MCKINLEY-CABINET HIT	
			004.8310.4580	401.12
			BASELINE & MCKINLEY-CABINET KD	
			BASELINE & MCKINLEY-CABINET KD	
			004.8310.4580	14,900.89
			BASELINE & PALM-SEC PPB & PED POST	
			BASELINE & PALM-SEC PPB & PED POST	
			004.8310.4580	2,936.86
			TS RESPONSE CALL OUTS-MAY	
			TS RESPONSE CALL OUTS-MAY	
			004.8310.4580	3,131.15
			STR18001 CON IVDA-MAR	
			STR18001 CON IVDA-MAR	
			027.8490.6550	20,861.32
			STR18001 CON RDA-07-MAR	
			STR18001 CON RDA-07-MAR	
			010.3830.6550	20,861.32
			STR18001 CON SMBMI-MAR	
			STR18001 CON SMBMI-MAR	
			027.8490.6550	20,861.32
			TS MAINT-MAY	
			TS MAINT-MAY	
			004.8310.4580	3,872.28
			STL MAINT-MAY	
			STL MAINT-MAY	
			013.8510.4664	2,528.50
			Total :	92,638.83
64	Vouchers for bank code : wfb		Bank total :	350,968.66
64	Vouchers in this report		Total vouchers :	350,968.66

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91756	6/24/2025	005737 AGA ENGINEERS, INC.	STR18001 CON IVDA-JAN	
			STR18001 CON IVDA-JAN	
			027.8490.6550	440.00
			STR18001 CON RDA07-JAN	
			STR18001 CON RDA07-JAN	
			010.3830.6600	440.00
			STR18001 CON SMBMI-JAN	
			STR18001 CON SMBMI-JAN	
			027.8490.6550	440.00
			STR23002 CE RDA07-JAN	
			STR23002 CE RDA07-JAN	
			010.3830.6550	4,265.00
			TC MONITORING AQMD-JAN	
			TC MONITORING AQMD-JAN	
			020.8440.6550	4,400.00
			TC MONITORING--JAN	
			TC MONITORING--JAN	
			020.8440.4550	990.00
			TC MONITORING-MAR	
			TC MONITORING-MAR	
			020.8440.4550	2,450.00
			TC MONITORING AQMD-MAR	
			020.8440.4550	6,500.00
			STR23002 CE RDA07-MAR	
			STR23002 CE RDA07-MAR	
			010.3830.6550	1,835.00
			Total :	21,760.00
91757	6/24/2025	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.6020.4200	421.85
			FS#1 JANITORIAL SUPPLIES	
			100% RECYCLED STICKY NOTES	
			029.2100.4055	2.81
			100% RECYCLED STICKY NOTES	
			028.2050.4055	2.80
			FS#1 JANITORIAL SUPPLIES	

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Voucher	Date	Vendor	Description/Account	Amount
91757	6/24/2025	005771	AMAZON CAPITAL SERVICES	
			(Continued)	
			029.2100.4055	81.62
			FS#1 JANITORIAL SUPPLIES	
			028.2050.4055	81.61
			E-Z CANOPY & SEEDEVIL LED BALLON LIGHT K	
			E-Z CANOPY & SEEDEVIL LED BALLON LIGHT	
			001.2000.4200	1,123.52
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1700.4200	371.25
			HIT SAFETY EQUIPMENT	
			HIT SAFETY EQUIPMENT	
			001.6020.4206	150.57
			FS#2: STATION SUPPLIES	
			FS#2: STATION SUPPLIES	
			029.2100.4245	77.90
			FS#2: STATION SUPPLIES	
			028.2050.4245	77.89
			OFFICE SUPPLIES	
			EXEMPT COLORED FILE FOLDER	
			001.1200.4200	48.39
			OFFICE SUPPLIES	
			001.1200.4200	143.75
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.3200.4200	487.73
			EXEMPT OFFICE SUPPLIES	
			001.3200.4200	90.57
			FS#2:STATION SUPPLIES	
			FS#2:STATION SUPPLIES	
			028.2050.4245	4.74
			FS#2:STATION SUPPLIES	
			029.2100.4245	4.73
			BP542: CARHARTT SEAT COVERS	
			BP542: CARHARTT SEAT COVERS	
			029.2100.6060	599.16
			OFFICE SUPPLIES	
			100%RECYCLED STICKY NOTES	

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Voucher	Date	Vendor	Description/Account	Amount
91757	6/24/2025	005771 AMAZON CAPITAL SERVICES	(Continued)	
			001.4600.4250	40.41
			OFFICE SUPPLIES	
			001.4600.4250	308.23
			34" DELL CURVED GAMING MONITOR	
			34" DELL CURVED GAMING MONITOR	
			001.2000.4200	4,169.80
			OFFICE SUPPLY RETURN	
			OFFICE SUPPLY RETURN	
			001.4200.4200	-74.71
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.4200.4200	1,028.23
			MAGNETIC LABEL HOLDERS	
			MAGNETIC LABEL HOLDERS	
			001.2000.4200	43.09
Total :				9,285.94
91758	6/24/2025	004219 AT&T	35021026 UTILITY PERMIT DEPOSIT REFUND	
			35021026 UTILITY PERMIT DEPOSIT REFUND	
			001.1320	345.65
			35021024 UTILITY PERMIT DEPOSIT REFUND	
			35021024 UTILITY PERMIT DEPOSIT REFUND	
			001.1320	266.75
			35021023 UTILITY PERMIT DEPOSIT REFUND	
			35021023 UTILITY PERMIT DEPOSIT REFUND	
			001.1320	345.65
			35021020 UTILITY PERMIT DEPOSIT REFUND	
			35021020 UTILITY PERMIT DEPOSIT REFUND	
			001.1320	345.65
			35021011 UTILITY PERMIT DEPOSIT REFUND	
			35021011 UTILITY PERMIT DEPOSIT REFUND	
			001.1320	242.65
			35022001 UTLY PRMT DEP REFUND	
			35022001 UTLY PRMT DEP REFUND	
			001.1320	745.65
			35022004 UTLY PRMT DEP REFUND	
			35022004 UTLY PRMT DEP REFUND	

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Voucher	Date	Vendor	Description/Account	Amount
91758	6/24/2025	004219 AT&T	(Continued)	
			001.1320	745.65
			35022006 UTLY PRMT DEP REFUND	
			35022006 UTLY PRMT DEP REFUND	
			001.1320	88.15
			35022009 UTLY PRMT DEP REFUND	
			35022009 UTLY PRMT DEP REFUND	
			001.1320	242.65
			35022014 UTLY PRMT DEP REFUND	
			35022014 UTLY PRMT DEP REFUND	
			001.1320	85.15
			35055015 UTLY PRMT DEP REFUND	
			35055015 UTLY PRMT DEP REFUND	
			001.1320	242.65
			35022016 UTLY PRMT DEP REFUND	
			35022016 UTLY PRMT DEP REFUND	
			001.1320	345.65
			35022021 UTLY PRMT DEP REFUND	
			35022021 UTLY PRMT DEP REFUND	
			001.1320	345.65
			35022023 UTLY PRMT DEP REFUND	
			35022023 UTLY PRMT DEP REFUND	
			001.1320	591.15
			35022027 UTLY PRMT DEP REFUND	
			35022027 UTLY PRMT DEP REFUND	
			001.1320	642.65
			35022037 UTLY PRMT DEP REFUND	
			35022037 UTLY PRMT DEP REFUND	
			001.1320	40.25
			35022038 UTLY PRMT DEP REFUND	
			35022038 UTLY PRMT DEP REFUND	
			001.1320	246.25
			35022039 UTLY PRMT DEP REFUND	
			35022039 UTLY PRMT DEP REFUND	
			001.1320	852.00
Total :				6,759.85
91759	6/24/2025	000043 BALLARD PLUMBING HEATING & AIR	CITY HALL SERVER ROOM AC UNIT REPLACEMEN	

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Voucher	Date	Vendor	Description/Account	Amount
91759	6/24/2025	000043 BALLARD PLUMBING HEATING & AIR	(Continued) CITY HALL SERVER ROOM AC UNIT 042.9510.4070	7,897.00
Total :				7,897.00
91760	6/24/2025	005543 BEAR SPRINGS HOTEL	VOL DINNER: RENTAL & CATERING 2026 VOL DINNER: RENTAL & CATERING 2026 001.6020.4336	8,838.66
Total :				8,838.66
91761	6/24/2025	006297 CITY LIGHT & POWER INC	35321028 SCE PERMIT DEP REFUND 35321028 SCE PERMIT DEP REFUND 001.1320 35321077 SCE PERMIT DEP REFUND 35321077 SCE PERMIT DEP REFUND 001.1320	45.65
Total :				170.05
91762	6/24/2025	000143 COMMUNITY WORKS DESIGN GROUP	CUP22001 PLAN CHECK-MAY CUP22001 PLAN CHECK-MAY 001.4100.4547 CUP21003 PLAN CHECK-MAY CUP21003 PLAN CHECK-MAY 001.4100.4547 CUP23014 PLAN CHECK-MAY CUP23014 PLAN CHECK-MAY 001.4100.4547 DRA24004 PLAN CHECK-MAY DRA24004 PLAN CHECK-MAY 001.4100.4547 CLP24001 PLAN CHECK-MAY CLP24001 PLAN CHECK-MAY 001.4100.4547 DRA25004 PLAN CHECK-MAY DRA25004 PLAN CHECK-MAY 001.4100.4547	387.50
Total :				232.50
Total :				155.00
Total :				259.10
Total :				232.50
Total :				232.50
Total :				1,499.10
91763	6/24/2025	005933 COMPASS CONSULTING ENTERPRISES	STR07004A ENV RDA07-SEP-MAY	

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Voucher	Date	Vendor	Description/Account	Amount
91763	6/24/2025	005933 COMPASS CONSULTING ENTERPRISES	(Continued) STR07004A ENV RDA07-SEP-MAY 010.3830.6600	7,020.78
Total :				7,020.78
91764	6/24/2025	006373 COMPUTERIZED EMBROIDERY INC.	CITY HEAT PROTECTION HATS CITY HEAT PROTECTION HATS 041.9500.4349	481.68
Total :				481.68
91765	6/24/2025	005859 COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS-APR RADIO ACCESS-APR 028.2050.4209 RADIO ACCESS-APR 029.2100.4209	544.59
Total :				544.59
91766	6/24/2025	005313 COUNTY OF SAN BERNARDINO, HUMAN	PRE EMPOLYMENT TESTING:RODRIGUEZ PRE EMPOLYMENT TESTING:RODRIGUEZ 001.1600.4235	45.00
Total :				45.00
91767	6/24/2025	000213 DAILY JOURNAL CORPORATION	ORD 469:NEWSPAPER PUB ORD 469:NEWSPAPER PUB 001.1200.4300 ORD 470:NEWSPAPER PUB ORD 470:NEWSPAPER PUB 001.1200.4300 ORD 471:NEWSPAPER PUB ORD 471:NEWSPAPER PUB 001.1200.4300	1,218.48
Total :				885.74
91768	6/24/2025	005493 DIAMOND SHEET METAL	ROOF REPAIR FS#2:BLDG ROOF REPAIR 028.2050.4070 FS#2:BLDG ROOF REPAIR 029.2100.4070 ROOF REPAIR	250.00
Total :				250.00
Total :				2,634.36

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91768	6/24/2025	005493	DIAMOND SHEET METAL	
			(Continued)	
			CORP YARD:RIDGE CAP REPLACEMENT	
			004.8310.4070	600.00
			ROOF REPAIR	
			PD:BLDG MAINT	
			001.2000.4070	980.00
			Total :	2,080.00
91769	6/24/2025	003360	DIRECTV	
			PD: SATTELITE CABLE-JUN	
			PD:SATTELITE CABLE-JUN	
			001.2000.4065	120.00
			Total :	120.00
91770	6/24/2025	000085	EAST VALLEY WATER DISTRICT	
			LMD 17B-JUN	
			LMD 17B-JUN	
			012.8500.4030	332.73
			LMD 11-JUN	
			LMD 11-JUN	
			012.8500.4030	655.03
			LMD 17D-JUN	
			LMD 17D-JUN	
			012.8500.4030	141.87
			LMD 25-JUN	
			LMD 25-JUN	
			012.8500.4030	289.89
			LMD 17C-JUN	
			LMD 17C-JUN	
			012.8500.4030	242.51
			LMD 76-JUN	
			LMD 76-JUN	
			012.8500.4030	129.55
			LMD 17A-JUN	
			LMD 17A-JUN	
			012.8500.4030	42.80
			LMD 43-JUN	
			LMD 43-JUN	
			012.8500.4030	252.27
			LMD 55-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
91770	6/24/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 55-JUN	
			012.8500.4030	875.77
			LMD 47-JUN	
			LMD 47-JUN	
			012.8500.4030	210.63
			SEELEY PK-JUN	
			SEELEY PK-JUN	
			016.8540.4030	244.75
			LMD 16-JUN	
			LMD 16-JUN	
			012.8500.4030	58.26
Total :				3,476.06
91771	6/24/2025	002190 ENGINEERING RESOURCES OF SO CA	OLA23002 DES MSRI-MAY	
			OLA23002 DES MSRI-MAY	
			017.8350.6550	19,313.75
Total :				19,313.75
91772	6/24/2025	004418 FAILSAFE TESTING, LLC	FS#1-2:ANNUAL PUMP TESTING	
			FS#1-2:ANNUAL PUMP TESTING	
			028.2050.4245	870.00
			FS#1-2:ANNUAL PUMP TESTING	
			029.2100.4245	870.00
Total :				1,740.00
91773	6/24/2025	002617 FERGUSON ENTERPRISES LLC	CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	417.87
Total :				417.87
91774	6/24/2025	005567 FIRE APPARATUS SOLUTIONS	ME541:VEH MAINT	
			ME541:VEH MAINT	
			028.2050.4240	65.55
			ME541:VEH MAINT	
			029.2100.4240	65.55
Total :				131.10
91775	6/24/2025	006146 FM THOMAS AIR CONDITIONING	CITY HALL:HVAC REPAIR	

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91775	6/24/2025	006146 FM THOMAS AIR CONDITIONING	(Continued) CITY HALL:HVAC REPAIR 042.9510.4070	1,146.55
Total :				1,146.55
91776	6/24/2025	001122 GALLS, LLC	IDENTIFICATION SHIRTS IDENTIFICATION SHIRTS 041.9500.4349	51.97
Total :				51.97
91777	6/24/2025	006397 HARRIS FAMILY TRUST	REFUND:INCORRECTLY COLLECTED REFUND:INCORRECTLY COLLECTED 001.1450.8900	12.50
Total :				12.50
91778	6/24/2025	002710 HERNANDEZ, KROONE & ASSOCIATES	BRG07001 NP RDA07-MAY BRG07001 NP RDA07-MAY 010.3830.6813 BRG12001 PM GCF-MAY BRG12001 PM GCF-MAY 023.3890.6813 ICH17006 PM SMBMI-IGG-MAY ICH17006 PM SMBMI-IGG-MAY 027.8490.6813 ICH17004 NP GCF-MAY ICH17004 NP GCF-MAY 023.3890.6813 STR17002 PE CCF(2017) PE-MAY STR17002 PE CCF(2017) PE-MAY 027.8490.6550	1,824.00 816.00 336.00 1,296.00 9,648.00
Total :				13,920.00
91779	6/24/2025	002710 HERNANDEZ, KROONE & ASSOCIATES	BRG07001 NP RDA 07-MAR BRG07001 NP RDA 07-MAR 010.3830.6813 BRG12001 NP GCF-MAR BRG12001 NP GCF-MAR 023.3890.6813 ICH17006 PM SMBMI-IGG-MAR	7,056.00 5,712.00

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Voucher	Date	Vendor	Description/Account	Amount
91779	6/24/2025	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)	
			ICH17006 PM SMBMI-IGG-MAR	
			027.8490.6813	2,112.00
			ICH17004 NP GCF-MAR	
			ICH17004 NP GCF-MAR	
			023.3890.6813	528.00
			STR17002 PE CCF(2017)-MAR	
			STR17002 PE CCF(2017)-MAR	
			027.8490.6550	5,328.00
Total :				20,736.00
91780	6/24/2025	002710 HERNANDEZ, KROONE & ASSOCIATES	BRG07001 NP RDA07-APR	
			BRG07001 NP RDA07-APR	
			010.3830.6813	6,912.00
			BRG12001 PM GCF-APR	
			BRG12001 PM GCF-APR	
			023.3890.6813	624.00
			ICH17006 PM SMBMI-IGG-APR	
			ICH17006 PM SMBMI-IGG-APR	
			027.8490.6813	3,840.00
			ICH17004 NP GCF-APR	
			ICH17004 NP GCF-APR	
			023.3890.6813	5,568.00
			STR17002 PE CCF(2017) PE-APR	
			STR17002 PE CCF(2017) PE-APR	
			027.8490.6550	4,608.00
Total :				21,552.00
91781	6/24/2025	000662 HI WAY SAFETY INC	4TH OF JULY PARADE SIGNS	
			4TH OF JULY PARADE SIGNS	
			001.6020.4336	88.48
Total :				88.48
91782	6/24/2025	000127 K & L HARDWARE	CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	30.15
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	

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Voucher	Date	Vendor	Description/Account	Amount
91782	6/24/2025	000127 K & L HARDWARE	(Continued) 004.8310.4206	38.21
Total :				68.36
91783	6/24/2025	001193 LIFE ASSIST, INC.	FS#1:GLOVES FS#1:GLOVES 028.2050.4207	448.02
Total :				448.02
91784	6/24/2025	006306 MCPHERSON ENGINEERING	REFUND BL WRONG RENEWAL PAID REFUND BL PAID WRONG RENEWAL 001.1450.7450 REFUND BL PAID WRONG RENEWAL 051.1493	75.00
Total :				4.00
91785	6/24/2025	000168 MICHELLE GOMEZ, PETTY CASH	PETTY CASH-JUN PETTY CASH-JUN 001.6020.4336 PETTY CASH-JUN 001.0020	54.29
Total :				0.00
91786	6/24/2025	005087 MORENO, DENISE	MILEAGE REIMB-AUG MILEAGE REIMB-AUG 001.6020.4332 MILEAGE REIMB-OCT MILEAGE REIMB-OCT 001.6020.4332	15.68
Total :				2.68
91787	6/24/2025	001439 OFFICE SOLUTIONS	30% RECYCLED COPY PAPER 30% RECYCLED COPY PAPER 042.9510.4200	986.29
Total :				986.29
91788	6/24/2025	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SVC-MAY POLICE SVC-MAY 001.2000.4560	1,086,688.00

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Voucher	Date	Vendor	Description/Account	Amount
91788	6/24/2025	000030	000030 SAN BERNARDINO COUNTY SHERII (Continued)	Total : 1,086,688.00
91789	6/24/2025	000022	SB CO AUDITOR/CONTROLLER PARKING CITATIONS-MAY PARKING CITATIONS-MAY 051.1490	1,322.50 Total : 1,322.50
91790	6/24/2025	000024	SB CO DEPT OF PUBLIC WORKS TRAFFIC SIGNAL MAINT-1/1-3/31/25 TRAFFIC SIGNAL MAINT-1/1-3/31/25 004.8310.4580	9,847.86 Total : 9,847.86
91791	6/24/2025	005731	SITEONE LANDSCAPE SUPPLY, LLC HIT EQUIPMENT HIT EQUIPMENT 001.6020.4206 HIT EQUIPMENT 001.6020.4336 COMM EVENTS EQUIPMENT COMM EVENTS EQUIPMENT 001.6020.4336 HIT EQUIPMENT RETURN HIT EQUIPMENT RETURN 001.6020.4206	848.14 27.37 11.35 -152.25 Total : 734.61
91792	6/24/2025	002459	SOUTHERN CALIFORNIA WASTE, MANA MEMBERSHIP DUES 24/25:MORGAN MEMBERSHIP DUES 24/25:MORGAN 001.4200.4330	65.00 Total : 65.00
91793	6/24/2025	004920	TKE ENGINEERING GENERAL ENG SVC-FEB GENERAL ENG SVC-FEB 023.3890.4550 SDR06002 NP RDA07-FEB SDR06002 NP RDA07-FEB 010.3830.6600 SWK19001 NP MSRI-FEB SWK19001 NP MSRI-FEB 017.8350.6545	110.00 287.50 172.50

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Voucher	Date	Vendor	Description/Account	Amount
91793	6/24/2025	004920 TKE ENGINEERING	(Continued)	
			SWK19002 NP GFC-FEB	
			SWK19002 NP GFC-FEB	
			023.3890.6545	115.00
			STR07004A NP GCF-FEB	
			STR07004A NP GCF-FEB	
			023.3890.6600	517.50
			OLA24001 NP MSRI-FEB	
			OLA24001 NP MSRI-FEB	
			017.8350.6550	172.50
			OLA24001 DES MSRI-JAN	
			OLA24001 DES MSRI-JAN	
			017.8350.6550	17,084.85
			Total :	18,459.85
91794	6/24/2025	004920 TKE ENGINEERING	TSI24001 MISC PERMITS/INSP-MAR	
			TSI24001 MISC PERMITS/INSP-MAR	
			001.3200.4551	872.00
			PGI24009 MISC PERMITS/INSP-MAR	
			PGI24009 MISC PERMITS/INSP-MAR	
			001.3200.4551	163.50
			PGI25001 MISC PERMITS/INSP-MAR	
			PGI25001 MISC PERMITS/INSP-MAR	
			001.3200.4551	599.50
			PGI24005 MISC PERMITS/INSP-MAR	
			PGI24005 MISC PERMITS/INSP-MAR	
			001.3200.4551	1,144.50
			STI24004 MISC PERMITS/INSP-MAR	
			STI24004 MISC PERMITS/INSP-MAR	
			001.3200.4551	1,199.00
			PGI24003 MISC PERMITS/INSP-MAR	
			PGI24003 MISC PERMITS/INSP-MAR	
			001.3200.4551	327.00
			STI24006 MISC PERMITS/INSP-MAR	
			STI24006 MISC PERMITS/INSP-MAR	
			001.3200.4551	599.50
			LDR25001 MISC PERMITS/INSP-MAR	
			LDR25001 MISC PERMITS/INSP-MAR	

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Voucher	Date	Vendor	Description/Account	Amount
91794	6/24/2025	004920 TKE ENGINEERING	(Continued)	
			001.3200.4551	115.00
			PGI24011 MISC PERMITS/INSP-MAR	
			PGI24011 MISC PERMITS/INSP-MAR	
			001.3200.4551	163.50
			EXE25001 MISC PERMITS/INSP-MAR	
			EXE25001 MISC PERMITS/INSP-MAR	
			001.3200.4551	1,090.00
			PGI24010 MISC PERMITS/INSP-MAR	
			PGI24010 MISC PERMITS/INSP-MAR	
			001.3200.4551	327.00
			RGI24004 MISC PERMITS/INSP-MAR	
			RGI24004 MISC PERMITS/INSP-MAR	
			001.3200.4551	109.00
			PGI25002 MISC PERMITS/INSP-MAR	
			PGI25002 MISC PERMITS/INSP-MAR	
			001.3200.4551	817.50
			STC25001 MISC PERMITS/INSP-FEB-MAR	
			STC25001 MISC PERMITS/INSP-FEB-MAR	
			001.3200.4551	3,740.00
			SDC25001 MISC PERMITS/INSP-FEB-MAR	
			SDC25001 MISC PERMITS/INSP-FEB-MAR	
			001.3200.4551	550.00
			RGC25001 MISC PERMITS/INSP-FEB-MAR	
			RGC25001 MISC PERMITS/INSP-FEB-MAR	
			001.3200.4551	1,760.00
			34225001 EVWD MISC PERMITS/INSP-FEB-MAR	
			34225001 EVWD MISC PERMITS/INSP-FEB-MAR	
			001.3200.4551	381.50
			STI21002 MISC PERMITS/INSP-MAR	
			STI21002 MISC PERMITS/INSP-MAR	
			001.3200.4551	327.00
			SLC24002 MISC PERMITS/INSP-MAR	
			SLC24002 MISC PERMITS/INSP-MAR	
			001.3200.4551	602.50
			WIN22001 MISC PERMITS/INSP-MAR	
			WIN22001 MISC PERMITS/INSP-MAR	
			001.3200.4551	218.00

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Voucher	Date	Vendor	Description/Account	Amount
91794	6/24/2025	004920 TKE ENGINEERING	(Continued)	
			STI24004 MISC PERMITS/INSP-APR	
			STI24004 MISC PERMITS/INSP-APR	
			001.3200.4551	708.50
			PGI24003 MISC PERMITS/INSP-APR	
			PGI24003 MISC PERMITS/INSP-APR	
			001.3200.4551	381.50
			Total :	16,196.00
91795	6/24/2025	004920 TKE ENGINEERING	AT&T PERMIT/INSP FIXED FEE-MAR	
			AT&T PERMIT/INSP FIXED FEE-MAR	
			001.3200.4551	599.50
			SCG PERMITS/INSP FIXED FEE-MAR	
			SCG PERMITS/INSP FIXED FEE-MAR	
			001.3200.4551	1,199.00
			MISC PERMITS/INSP FIXED FEE-DEC-MAR	
			MISC PERMITS/INSP FIXED FEE-DEC-MAR	
			001.3200.4551	218.00
			35325004 SCE MISC PERMITS/INSP-MAR	
			35325004 SCE MISC PERMITS/INSP-MAR	
			001.3200.4551	163.50
			SCE PERMITS/INSP FIXED FEE-MAR	
			001.3200.4551	218.00
			3582501 SPECTRUM PERMITS/INSP-MAR	
			3582501 SPECTRUM PERMITS/INSP-MAR	
			001.3200.4551	1,417.00
			SPECTRUM PERMIT/INSP FIXED FEE-MAR	
			001.3200.4551	109.00
			Total :	3,924.00
91796	6/24/2025	004413 TWISTED IMAGES INK	VEH ID:CITY LOGO	
			VEH ID:CITY LOGO	
			004.8310.4206	206.88
			Total :	206.88
91797	6/24/2025	006396 VELARDE, AMELIA ERIKA	LDR24006 DEV DEP REFUND	
			LDR24006 DEV DEP REFUND	
			001.1320	944.00

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91797	6/24/2025	006396 VELARDE, AMELIA ERIKA	(Continued) LDR24007 DEV DEP REFUND 001.1320	1,109.00
Total :				2,053.00
91798	6/24/2025	000233 WAXIE SANITARY SUPPLY	CITY HALL:JANITORIAL SUPPLIES CITY HALL:JANITORIAL SUPPLIES 042.9510.4055	970.56
Total :				970.56
91799	6/24/2025	006321 WEST COAST LIGHTS & SIRENS INC	PD: SUPERVISOR VEHICLE UPFITTING PD: SUPERVISOR VEHICLE UPFITTING 007.8330.6060 PD: ADDL UPLIFTING TO SUPERVISORS VEHICL PD: ADDL UPLIFTING TO SPRVSRS VEH 007.8330.6060	37,107.36
Total :				1,878.33
Total :				38,985.69
91800	6/24/2025	000237 WILLDAN ASSOCIATES	STR22002 CE MSR-I-MAY STR22002 CE MSR-I-MAY 017.8350.6550	9,753.15
Total :				9,753.15
91801	6/24/2025	006347 YAJAIRA RAMOS	REFUND:OVER YARD SALE LIMIT REFUND:OVER YARD SALE LIMIT 001.1450.7700	10.00
Total :				10.00
91802	6/24/2025	001041 YUHA AVIATAM OF, SAN MANUAL NATION	ICH17006 ENG SMBMI-IGG-MAR ICH17006 ENG SMBMI-IGG-MAR 027.8490.6813	38,360.28
Total :				38,360.28
47 Vouchers for bank code : wfb				Bank total : 1,381,545.23
47 Vouchers in this report				Total vouchers : 1,381,545.23

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Voucher	Date	Vendor	Description/Account	Amount
1045	6/27/2025	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	9,883.97
			ICMA DEFERRED COMP 457: Payment	
			004.1170	1,570.64
			ICMA DEFERRED COMP 457: Payment	
			010.1170	450.00
			ICMA DEFERRED COMP 457: Payment	
			012.1170	12.51
			ICMA DEFERRED COMP 457: Payment	
			016.1170	12.51
			ICMA DEFERRED COMP 457: Payment	
			023.1170	21.25
			ICMA DEFERRED COMP 457: Payment	
			024.1170	12.00
			ICMA DEFERRED COMP 457: Payment	
			041.1170	185.36
			ICMA DEFERRED COMP 457: Payment	
			042.1170	212.25
			ICMA DEFERRED COMP 457: Payment	
			070.1170	215.09
			Total :	12,575.58
1046	6/27/2025	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	14,234.94
			FEDERAL TAXES: Payment	
			004.1120	1,529.85
			FEDERAL TAXES: Payment	
			008.1120	32.70
			FEDERAL TAXES: Payment	
			010.1120	360.16
			FEDERAL TAXES: Payment	
			012.1120	167.08
			FEDERAL TAXES: Payment	
			016.1120	167.09

06/25/2025 7:45:51AM

Voucher List
CITY OF HIGHLAND

Page: 2

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1046	6/27/2025	000119 INTERNAL REVENUE SERVICE	(Continued)	
			FEDERAL TAXES: Payment	
			023.1120	160.84
			FEDERAL TAXES: Payment	
			024.1120	11.79
			FEDERAL TAXES: Payment	
			041.1120	513.96
			FEDERAL TAXES: Payment	
			042.1120	719.03
			FEDERAL TAXES: Payment	
			070.1120	866.63
			SOCIAL SECURITY: Payment	
			001.1140	704.76
			SOCIAL SECURITY: Payment	
			008.1140	183.62
			SOCIAL SECURITY: Payment	
			042.1140	94.44
			MEDICARE: Payment	
			001.1140	3,484.34
			MEDICARE: Payment	
			004.1140	520.92
			MEDICARE: Payment	
			008.1140	42.94
			MEDICARE: Payment	
			010.1140	125.02
			MEDICARE: Payment	
			012.1140	55.26
			MEDICARE: Payment	
			016.1140	55.24
			MEDICARE: Payment	
			023.1140	42.88
			MEDICARE: Payment	
			024.1140	4.80
			MEDICARE: Payment	
			041.1140	88.50
			MEDICARE: Payment	
			042.1140	208.46

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Voucher List
CITY OF HIGHLAND

Page: 3

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1046	6/27/2025	000119 INTERNAL REVENUE SERVICE	(Continued) MEDICARE: Payment 070.1140	153.94
Total :				24,529.19
1047	6/27/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT EPMC: Payment 001.1145 EPMC: Payment 004.1145 EPMC: Payment 012.1145 EPMC: Payment 016.1145 EPMC: Payment 023.1145 EPMC: Payment 024.1145 EPMC: Payment 041.1145 EPMC: Payment 042.1145 EPMC: Payment 070.1145 PERS: Payment 001.1145 PERS: Payment 004.1145 PERS: Payment 010.1145 PERS: Payment 012.1145 PERS: Payment 016.1145 PERS: Payment 023.1145 PERS: Payment	497.30 96.94 2.99 2.99 8.38 0.72 20.69 14.59 60.46 17,502.32 2,987.16 735.24 247.65 247.64 235.53

06/25/2025 7:45:51AM

Voucher List
CITY OF HIGHLAND

Page: 4

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1047	6/27/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			024.1145	25.95
			PERS: Payment	
			041.1145	495.09
			PERS: Payment	
			042.1145	932.26
			PERS: Payment	
			070.1145	953.00
			PERS SURVIVOR: Payment	
			001.1145	24.89
			PERS SURVIVOR: Payment	
			004.1145	4.29
			PERS SURVIVOR: Payment	
			010.1145	0.84
			PERS SURVIVOR: Payment	
			012.1145	0.57
			PERS SURVIVOR: Payment	
			016.1145	0.57
			PERS SURVIVOR: Payment	
			023.1145	0.41
			PERS SURVIVOR: Payment	
			024.1145	0.04
			PERS SURVIVOR: Payment	
			041.1145	0.31
			PERS SURVIVOR: Payment	
			042.1145	1.77
			PERS SURVIVOR: Payment	
			070.1145	0.72
			Total :	25,101.31
1048	6/27/2025	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	5,948.16
			STATE TAXES: Payment	
			004.1130	566.33
			STATE TAXES: Payment	
			008.1130	8.00

06/25/2025 7:45:51AM

Voucher List
CITY OF HIGHLAND

Page: 5

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1048	6/27/2025	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			010.1130	158.97
			STATE TAXES: Payment	
			012.1130	52.91
			STATE TAXES: Payment	
			016.1130	52.90
			STATE TAXES: Payment	
			023.1130	52.71
			STATE TAXES: Payment	
			024.1130	2.94
			STATE TAXES: Payment	
			041.1130	203.09
			STATE TAXES: Payment	
			042.1130	245.22
			STATE TAXES: Payment	
			070.1130	296.85
			Total :	7,588.08
91803	6/27/2025	003804 AFLAC	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	265.28
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	19.39
			AFLAC ACCIDENT INSURANCE: Payment	
			010.1181	14.28
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	7.15
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	7.13
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	11.61
			AFLAC ACCIDENT INSURANCE: Payment	
			041.1181	8.37
			AFLAC ACCIDENT INSURANCE: Payment	
			070.1181	2.79
			AFLAC DISABILITY INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91803	6/27/2025	003804 AFLAC	(Continued)	
			001.1181 AFLAC DISABILITY INSURANCE: Payment	325.73
			004.1181 AFLAC DISABILITY INSURANCE: Payment	98.37
			010.1181 AFLAC DISABILITY INSURANCE: Payment	69.00
			012.1181 AFLAC DISABILITY INSURANCE: Payment	12.60
			016.1181 AFLAC DISABILITY INSURANCE: Payment	12.60
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	4.90
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	346.94
			004.1181 AFLAC HOSPITAL INSURANCE: Payment	23.79
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	13.42
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	13.40
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	28.05
			041.1181 AFLAC HOSPITAL INSURANCE: Payment	9.94
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	3.30
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	24.76
			004.1181 AFLAC SPECIFIED HEALTH INS: Payment	5.93
			010.1181 AFLAC SPECIFIED HEALTH INS: Payment	5.95
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.98
			016.1181 AFLAC AFTER TAX HOSP INSURANCE: Payment	2.98

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91803	6/27/2025	003804 AFLAC	(Continued)	
			001.1181	26.82
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			012.1181	13.41
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			016.1181	13.41
			Total :	1,394.28
91804	6/27/2025	006388 COLONIAL LIFE & ACCIDENTAL INS	COLONIAL LIFE - ACCIDENT: PAYMENT	
			COLONIAL LIFE - ACCIDENT: Payment	
			001.1181	148.59
			COLONIAL LIFE - ACCIDENT: Payment	
			004.1181	13.07
			COLONIAL LIFE - ACCIDENT: Payment	
			012.1181	2.58
			COLONIAL LIFE - ACCIDENT: Payment	
			016.1181	2.56
			COLONIAL LIFE - ACCIDENT: Payment	
			023.1181	6.28
			COLONIAL LIFE - ACCIDENT: Payment	
			024.1181	0.19
			COLONIAL LIFE - ACCIDENT: Payment	
			041.1181	7.54
			COLONIAL LIFE - ACCIDENT: Payment	
			070.1181	2.50
			COLONIAL LIFE - CANCER: Payment	
			001.1181	28.90
			COLONIAL LIFE - CANCER: Payment	
			004.1181	20.44
			COLONIAL LIFE - CANCER: Payment	
			024.1181	0.42
			COLONIAL - SPECIFIED DISEASE: Payment	
			001.1181	28.74
			COLONIAL - SPECIFIED DISEASE: Payment	
			004.1181	13.32
			COLONIAL - SPECIFIED DISEASE: Payment	
			024.1181	0.27

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91804	6/27/2025	006388 COLONIAL LIFE & ACCIDENTAL INS	(Continued)	
			COLONIAL - VOL SHORT TERM DIS: Payment	
			001.1181	164.79
			COLONIAL - VOL SHORT TERM DIS: Payment	
			004.1181	3.50
			COLONIAL - VOL SHORT TERM DIS: Payment	
			010.1181	2.67
			COLONIAL - VOL SHORT TERM DIS: Payment	
			023.1181	8.00
			COLONIAL - VOL SHORT TERM DIS: Payment	
			041.1181	10.46
			COLONIAL - VOL SHORT TERM DIS: Payment	
			070.1181	3.47
			COLONIAL LIFE - VOL DENTAL: Payment	
			001.1181	12.45
			COLONIAL LIFE - VOL DENTAL: Payment	
			012.1181	6.23
			COLONIAL LIFE - VOL DENTAL: Payment	
			016.1181	6.23
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			001.1181	142.24
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			004.1181	2.44
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			023.1181	12.29
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			041.1181	7.32
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			070.1181	2.42
			Total :	659.91
91805	6/27/2025	006387 LINCOLN FINANCIAL GROUP	VOLUNTARY LIFE/AD&D LINCOLN: PAYMENT	
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			001.1184	169.68
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			004.1184	31.84
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91805	6/27/2025	006387 LINCOLN FINANCIAL GROUP	(Continued)	
			010.1184	3.97
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			023.1184	4.89
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			024.1184	0.22
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			041.1184	3.94
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			042.1184	3.78
			VOLUNTARY LIFE/AD&D LINCOLN: Payment	
			070.1184	8.96
			Total :	227.28
91806	6/27/2025	004556 STATE OF CALIFORNIA	STATE TAX GARNISHMENT: PAYMENT	
			STATE TAX GARNISHMENT: Payment	
			004.1180	9.65
			STATE TAX GARNISHMENT: Payment	
			042.1180	183.35
			Total :	193.00
8 Vouchers for bank code : wfb				Bank total : 72,268.63
8 Vouchers in this report				Total vouchers : 72,268.63



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Treasurer's Report for May 2025

RECOMMENDATION: City Council to receive and file the Treasurer's Report for May 2025

FISCAL IMPACT:

Cash and Investments:	
General Fund	\$22,068,801.46
Special Revenue Funds	\$41,374,366.54
Internal Service Funds	\$ 5,729,499.16
Capital Projects Funds	\$39,170,206.51
Agency Funds	\$ 2,752,010.83
Housing Authority Fund	\$ 3,852,452.31
SARDA Funds	\$ 3,690,662.91

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

BACKGROUND: Increases in the checking account were due to revenues received plus funds wired from LAIF and CAMP. Decreases in the checking account were a result of payments to vendors, payroll and funds wired to LAIF, CAMP and U.S. Bank. Increases in the fiscal agent accounts (US Bank) resulted from interest and bond payment receipt. Decreases resulted in vendor payments and debt service payments. Increases in the CAMP account were due to interest received. Decreases were a result of funds being wired to the city's checking account primarily for payment of public works projects. The maximum limit on regular accounts is \$75M.

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

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

1

CITY OF HIGHLAND
Treasurer's Report
as of May 31, 2025

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking Account (reconciled book balance)	25,768,136.62

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
<u>California Treasurer's Local Agency Investment Fund (LAIF)</u>	n/a	4.272%		
General Fund			12,491,511.55	
Special Revenue Funds			28,074,411.00	
Internal Service Funds			6,066,958.00	
Capital Projects Funds			27,578,063.00	
Total City LAIF Funds				74,210,943.55
Housing Authority Fund			3,932,611.24	
Total Housing Authority LAIF Funds				3,932,611.24
Total LAIF Funds				78,143,554.79

- 1) Maximum limits on accounts are \$75M City and \$75M Housing Authority.
2) Market Value is based on the March 31, 2025 applicable percentage of 1.000849191
3) Market Value is \$78,209,913.59 (\$78,143,554.79 x 1.000849191).

<u>California Asset Management Program (CAMP)</u>	n/a	4.420%		
General Fund			3,491,998.19	
Special Revenue Funds			1,957,804.00	
Capital Projects Funds			6,557,688.00	
Total CAMP Funds				12,007,490.19

INVESTMENTS: FISCAL AGENT ACCOUNTS

US Bank Corporate Trust Services (Community Facilities Districts)

Community Facilities District (CFD) 90-1				
Administrative Expense Fund #128262-011				
US Bank Money Market Account CUSIP #60934N872	n/a	3.96%	123,583.05	123,583.05
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #60934N872	n/a	3.96%	539,094.00	539,094.00
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #60934N872	n/a	3.96%	199,391.23	199,391.23
Community Facilities District (CFD) 2001-1				
Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #60934N872	n/a	3.96%	345,264.47	345,264.47
Interest Account #217795001				
US Bank Money Market Account CUSIP #60934N872	n/a	0.00%	-	-
Principal Account #217795002				
US Bank Money Market Account CUSIP #60934N872	n/a	0.00%	-	-
Administrative Expense Account #217795003				
US Bank Money Market Account CUSIP #60934N872	n/a	3.96%	28,516.06	28,516.06
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #60934N872	n/a	3.96%	31,293.68	31,293.68
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #60934N872	n/a	3.96%	11,616.83	11,616.83
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #60934N872	n/a	3.96%	27,197.23	27,197.23
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #60934N872	n/a	3.96%	10,059.14	10,059.14
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				1,316,015.69

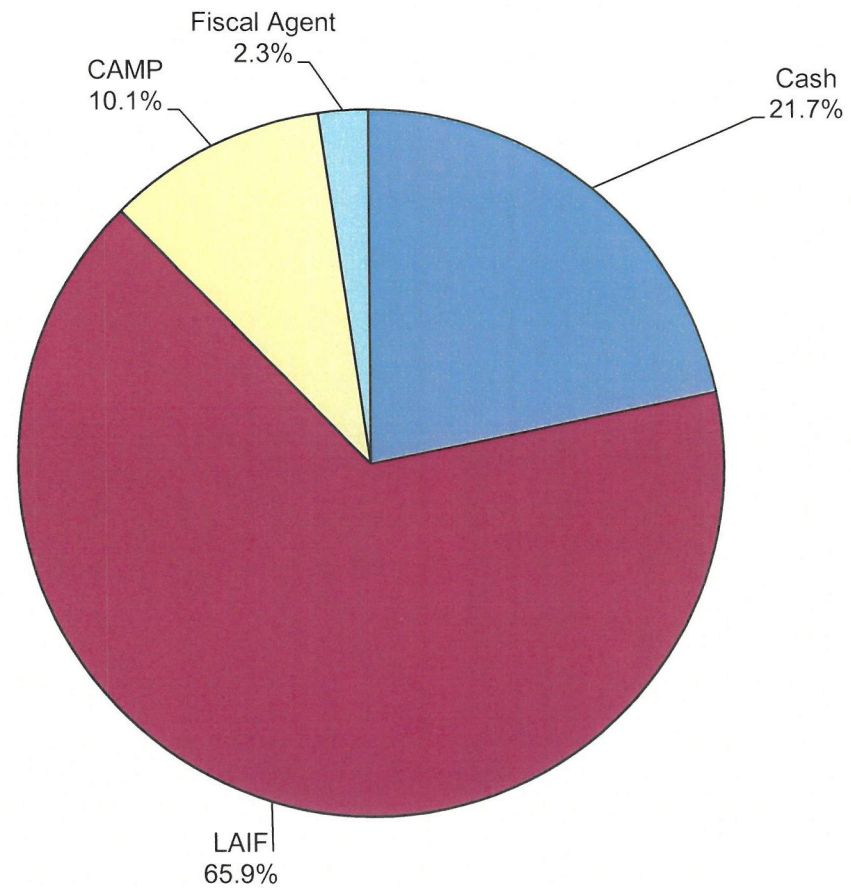
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
<u>US Bank Corporate Trust Services (SARDA)</u>				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.96%	3,595.55	3,595.55
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.96%	556.91	556.91
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.96%	173,205.96	173,205.96
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.96%	182,147.31	182,147.31
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.96%	668.13	668.13
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.96%	1,007,144.09	1,007,144.09
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.96%	15,238.53	15,238.53
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.96%	17,841.33	17,841.33
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.96%	128.13	128.13
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.96%	1,126.49	1,126.49
Reserve Fund 259928004				
Assured Guaranty Municipal Bond Insurance	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,401,652.43
TOTAL CASH AND INVESTMENTS				<u>118,637,999.72</u>

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

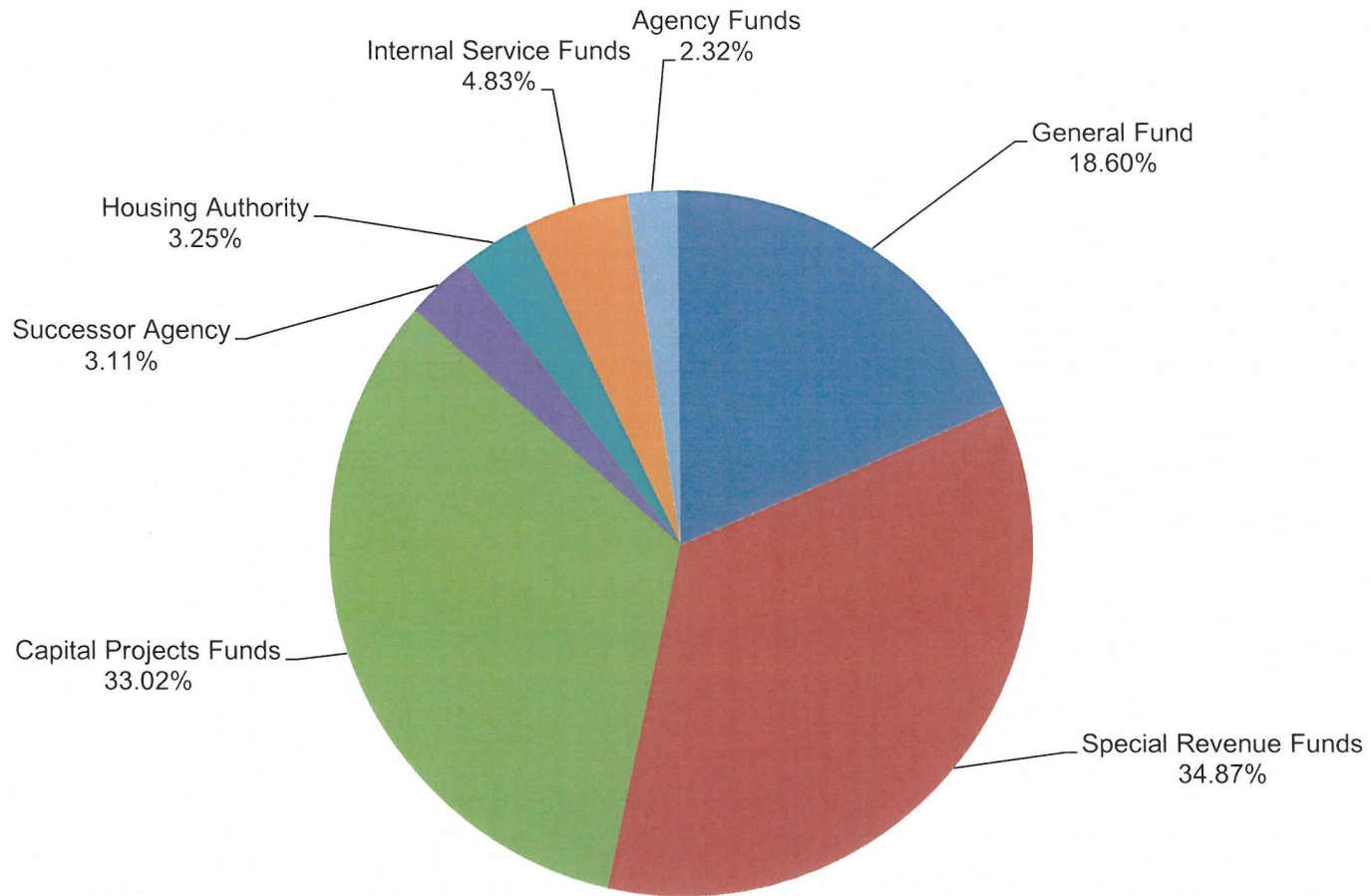
SIGNED: 
Carlos Zamano
CITY MANAGER

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

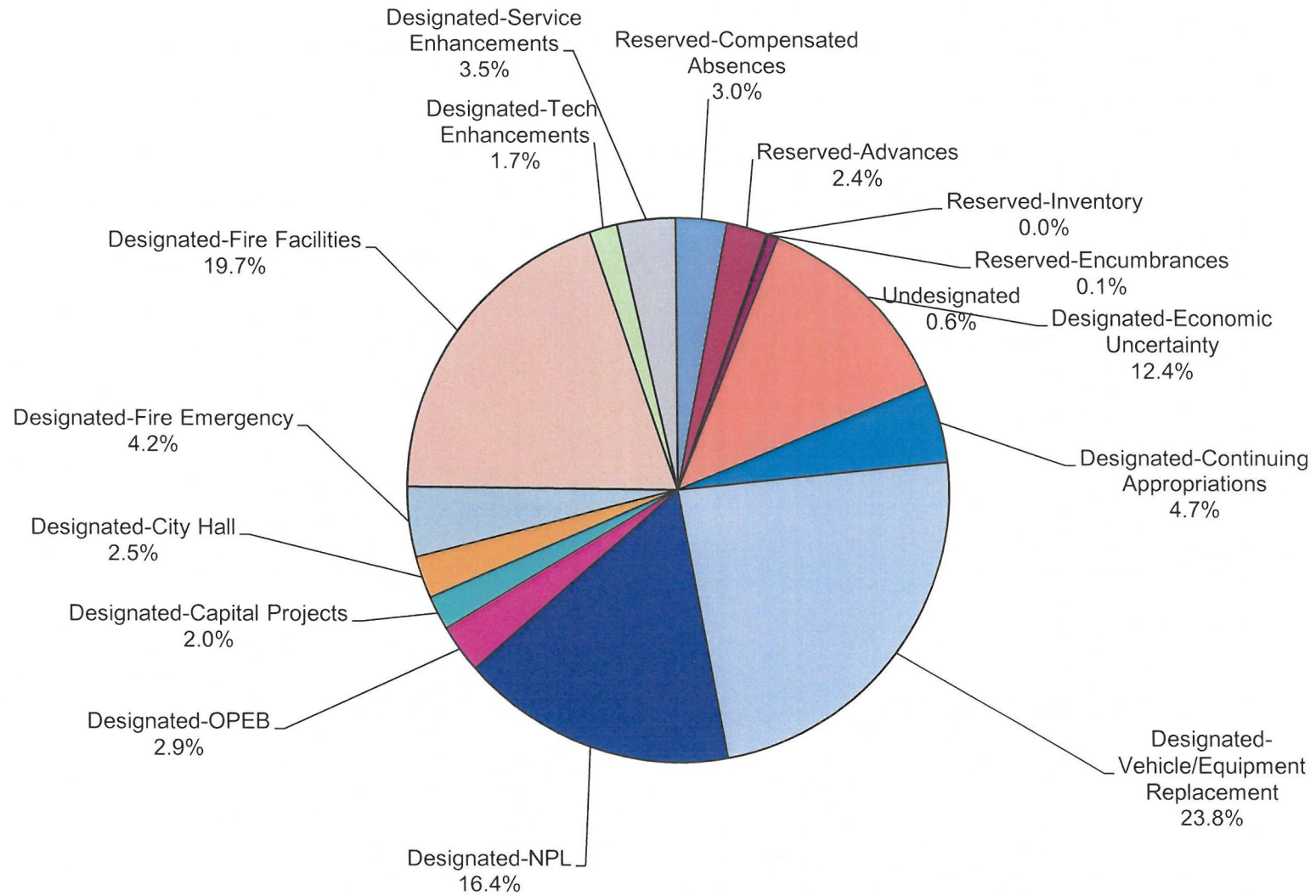
Treasurer's Report



Cash & Investments



General Fund Reserves





STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Maricela Marroquin, City Attorney

PREPARED BY: Alondra Muñoz, City Clerk *(am)*

SUBJECT: Records Destruction Authorization

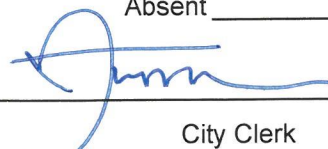
RECOMMENDATION: That the City Council approve the destruction of certain records.

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

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

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

RECORD	RETENTION	DATE OF DOCUMENTS
IRS Forms (W9)	Audit + 6 years	FY 15/16 - FY 17/18
Bank Reconciliation	Audit + 5 years	FY 17/18 - FY 18/19
Bank Statements	Audit + 5 years	1987 - FY 18/19
Budget Adjustments	Audit + 5 years	1987 - FY 18/19
Checks	Audit + 5 years	FY 16/17 - FY 18/19
State Controller Reports	Audit + 5 years	FY 16/17 - FY 18/19
Fines, Parking Citations	Audit + 4 years	FY 17/18 - FY 19/20
Fines JDS	Audit + 4 years	FY 17/18 - FY 19/20
Fines, False Alarm	Audit + 4 years	FY 17/18 - FY 19/20
Fines, NSF	Audit + 4 years	FY 17/18 - FY 19/20
Petty Cash Receipts	Audit + 4 years	FY 17/18 - FY 19/20
Purchase Orders	Audit + 4 years	1987 - FY 19/20
Accounts Receivable	Audit + 4 years	FY 17/18 - FY 19/20

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

RECORD	RETENTION	DATE OF DOCUMENTS
Accounts Payable	Audit + 4 years	FY 17/18 - FY 19/20
Bank Deposits	Audit + 4 years	1987 - FY 19/20
General Journal	Audit + 4 years	1987 - FY 19/20
Warrant Register	Audit + 2 years	1987 - FY 21/22
Business License	Closed/Completion + 2 years	FY 21/22
Bonds	Closed/Completion + 10 years	1987 - FY 13/14
Bond Account Statements	Closed/Completion + 10 years	1987 - FY 13/14
Solid Waste Program Files	Current Year + 10 years	1996 - 2008
Waivers of Liability	Current Year + 5 years	2000 - 2015
Audio	Current Year + 2 years	2011 - 2021
FY=Fiscal Year		



CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION Public Works/Public Services	Total # of Boxes: 19
--	------------------------------------

DEPARTMENT HEAD APPROVAL: I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit. Department Head Signature June 18, 2025 Date	DESTRUCTION METHOD: The scheduled records listed below are to be disposed of in the manner checked below: ☐ Shredding (outside vendor) ☒ Discard
--	---

A. Description of Record(s)	B. Inclusive Dates of Documents
Solid Waste Program Files	1996-2008

APPROVALS:

City Attorney

Date

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

City Clerk

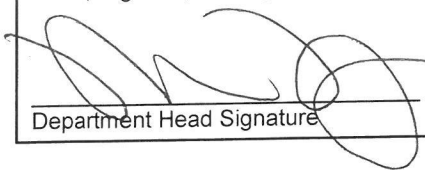
Date



CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION Public Works/Public Services/Community Volunteer Services	Total # of Boxes: 2
---	-------------------------------

DEPARTMENT HEAD APPROVAL: I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit.  _____ Department Head Signature June 18, 2025 _____ Date	DESTRUCTION METHOD: The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard
--	---

A. Description of Record(s)	B. Inclusive Dates of Documents
Waivers of Liability	2000-2015

APPROVALS:

City Attorney

Date

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

City Clerk

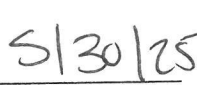
Date



CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION Finance/Accounting	Total # of Boxes: 7
--	-------------------------------

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

A. Description of Record(s)	B. Inclusive Dates of Documents
Bank Reconciliation	thru 6/30/2019
Bank Statements	thru 6/30/2019
Budget Adjustments	thru 6/30/2019
Checks	thru 6/30/2019
State Controller Reports	thru 6/30/2019

APPROVALS:

City Attorney

Date

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

City Clerk

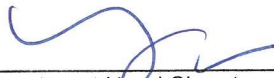
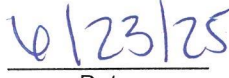
Date



CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION Finance/Accounting	Total # of Boxes: 6
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DEPARTMENT HEAD APPROVAL: I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit.  _____ Department Head Signature	DESTRUCTION METHOD: The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard  _____ Date
--	---

A. Description of Record(s)	B. Inclusive Dates of Documents
Fines, Parking Citations	thru 06/30/20
Fines, JDS	thru 06/30/20
Fines, False Alarm	thru 06/30/20
Fines, NSF	thru 06/30/20
IRS Forms	thru 06/30/18
Petty Cash Receipts	thru 06/30/20
Purchase Orders	thru 06/30/20
Accounts Receivable	thru 06/30/20

APPROVALS:

City Attorney

Date

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

City Clerk

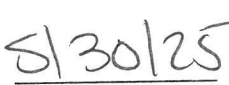
Date



CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION Finance/Accounting	Total # of Boxes: 30
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DEPARTMENT HEAD APPROVAL: I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit.  _____ Department Head Signature	DESTRUCTION METHOD: The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard  _____ Date
--	---

A. Description of Record(s)	B. Inclusive Dates of Documents
Accounts Payable	thru 06/30/2020
General Journal	thru 6/30/2020
Bank Deposits	thru 6/30/2020

APPROVALS:

City Attorney

Date

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

City Clerk

Date



CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION Finance/Accounting	Total # of Boxes: 4
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DEPARTMENT HEAD APPROVAL: I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit.  _____ Department Head Signature	DESTRUCTION METHOD: The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard  _____ Date
--	---

A. Description of Record(s)	B. Inclusive Dates of Documents
Bonds	thru 06/30/2014
Bond Account Statements	thru 06/30/2014

APPROVALS:

City Attorney

Date

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

City Clerk

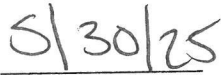
Date



CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION Finance/Accounting	Total # of Boxes: 4
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DEPARTMENT HEAD APPROVAL: I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit.  _____ Department Head Signature	DESTRUCTION METHOD: The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard  _____ Date
--	---

A. Description of Record(s)	B. Inclusive Dates of Documents
Closed Business License	thru 06/30/2022
Warrant Register	thru 6/30/2022

APPROVALS:

City Attorney

Date

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

City Clerk

Date



CITY OF HIGHLAND
RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION City Clerk	Total # of Boxes: None
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DEPARTMENT HEAD APPROVAL: I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit.  _____ Department Head Signature <u>7/1/2025</u> _____ Date	DESTRUCTION METHOD: The scheduled records listed below are to be disposed of in the manner checked below: ☐ Shredding (outside vendor) ☒ Discard
--	---

A. Description of Record(s)	B. Inclusive Dates of Documents
Audio and/or video recordings	2011-2021

APPROVALS:

City Attorney

Date

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

City Clerk

Date



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Ordinance No. 472 establishing a fee and service charge revenue/cost comparison system and Resolution 2025 - ____ establishing a schedule of fees and charges for City services.

RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Ordinance No. 472, read by title only, and waive further reading of Ordinance No. 472 establishing a fee and service charge revenue/cost comparison system and Resolution No. 2025-____ establishing a schedule of fees and charges for City services.

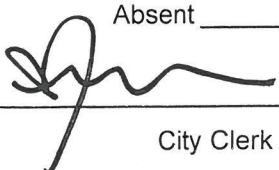
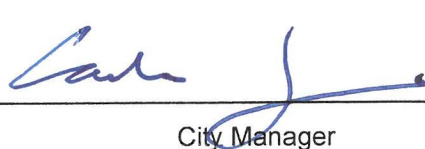
FISCAL IMPACT: Revenues collected will support the services rendered by the City.

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

BACKGROUND: The public hearing for the Fees for Service Update was held on June 10, 2025. At this meeting, the Desert Valleys Builders Association (DVBA) provided a letter indicating they were satisfied that the City has reasonably met the "nexus" obligations of the Mitigation Fee Act, and they supported the City's adoption of the new fee schedule. DVBA also asked the City to reconsider the use of Development Impact Fees (DIF) for certain work program items. No other comments were provided by the development community. Also, at this meeting, the City Council introduced the attached Ordinance. The Finance Subcommittee reviewed a draft copy of the Service Cost Update on May 20, 2025 and recommends that the City Council adopt both the Ordinance and Resolution. If adopted, the Resolution with the new fees would go into effect in 60 days.

Attachments:

1. Proposed Ordinance
2. Proposed Resolution

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

Attachment #1

Proposed Ordinance

ORDINANCE NO.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING CHAPTER 2.36 ("FEES AND SERVICE
CHARGES") OF THE HIGHLAND MUNICIPAL CODE TO PROVIDE
ADDITIONAL CATEGORIES OF FEES AND CHARGES, AND TO UPDATE
AND AMEND OTHER PROVISIONS AS APPROPRIATE**

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

Section 1. Findings, Purpose, and Intent

- A. Commencing in approximately 1989, in accordance with applicable provisions of the Government Code and the California constitution, the City Council of the City of Highland has commissioned studies and enacted user fees and service charges, in accordance with the City's stated philosophy that the beneficiaries of services provided by the City should pay the fully burdened cost of providing those services, and to ensure that the fees adopted by the City for services rendered do not exceed the reasonable estimated cost for providing the services for which the fees are charged. The City's fees and service charges are codified as Chapter 2.36 of the Highland Municipal Code ("Chapter 2.36").
- B. The schedule of services for which the City adopts and collects fees and charges are listed in the Schedule of Fees and Service Charges set forth in Section 2.36.040 of the Highland Municipal Code. The Schedule of Fees and Service Charges further sets forth the percentage of costs reasonably borne to be recovered from the recipients of services provided by the City, as determined by the City Council in its reasonable discretion and pursuant to its police powers.
- C. Where the City Council has determined to recover less than the full cost of providing a service, that reduction is set forth in the Schedule of Fees and Service Charges. The City Council finds and determines that those reductions in fees and charges are adopted pursuant to the City's police powers, to preserve the public health, safety, and welfare, and particularly to encourage property owners and residents of the City to obtain certain categories of permits and inspections, and to make certain services more affordable to the public.
- D. Chapter 2.36 further enables the City Council to establish, by resolution, the fees and service charges to be collected for City services, pursuant to the Schedule of Fees and Service Charges, upon the recommendation of the City Manager.
- E. The City Council retained the services of Revenue & Cost Specialists, LLC, to update its fees and service charges, which revised fees and charges are set forth in the "Service Cost Update for the City of Highland" (the "Service Cost Update") dated May 4, 2025. The categories of services for which fees and charges are to be collected are set forth in the Service Cost Update.
- F. The City Council finds that the fees established by the Service Cost Update do not exceed the estimated reasonable cost of providing the services for which the fees are charged.
- G. The City Council now wishes to update its Schedule of Fees and Service Charges pursuant to the Service Cost Update, adding new categories of fees, and to make other amendments to Chapter 2.36, as set forth herein.

- H. The adoption of this Ordinance does not constitute a “project” under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15378(b)(4) because such actions involve the creation of a government funding mechanism which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. Furthermore, the approval of the User Fees established in this Resolution is categorically exempt from CEQA under CEQA guidelines Section 15273 (a)(1) because the approval of the User Fees is merely establishing fees to meet operating expenses.
- I. The City has complied with the notice and hearing requirements of Government Code Sections 6062(a), 66016, 66017 and 66018, prior to adopting this Ordinance.

Section 2. Code Amendment. The City Council hereby amends Subsection A of Section 2.36.040 of Chapter 2.36 of Title 2 (Administration and Personnel) of the Highland Municipal Code to read as follows, with all other provisions of Section 2.36.040 remaining unchanged:

“A. The city manager and each city department head, under the direction of the city manager, shall review the fees and service charges listed as follows, and provide an adjusted fee or charge schedule to the city council for its consideration so as to recover the listed percentage of costs reasonably borne necessary to provide the listed regulation, products or services, and to take all actions necessary to accomplish and to carry out the policy of the city council established by this chapter. The fees or charges set pursuant to this chapter shall be set by resolution of the city council.

	Regulation, Product or Service	% to be Recovered	Review Schedule
S-0005	GEN.PMT.APPLICATION-NO PLAN REV.	100.0%	Biennial
S-0009	GEN.PMT.APPLICATION-WITH PLAN REV.	100.0%	Biennial
S-0013	REPLACEMENT PERMIT/PMT REVISION	100.0%	Biennial
S-0017	PMT.APPLICATION-TRACT SEQUENCING	0.0%	Biennial
S-0021	PMT.APPLICATION-NON TRACT RES'L	100.0%	Biennial
S-0025	PMT.APPLICATION-NEW COMMERCIAL	100.0%	Biennial
S-0029	TRACT PHASING	100.0%	Biennial
S-0033	BLD.CONST.P/C-TRACTS-UNIQUE MODEL	100.0%	Biennial
S-0037	BLD.CONST.P/C-CUSTOM RESIDENTIAL	100.0%	Biennial
S-0045	BLDG.CONST.P.CK-COMMERCIAL	100.0%	Biennial
S-0049	BLDG.CONST.INSPE-RESIDENTIAL	100.0%	Biennial
S-0053	BLDG.CONST.INSPE-COMMERCIAL	100.0%	Biennial
S-0057	ELECTRICAL CONSTRUCTION PLAN CHECK	100.0%	Biennial
S-0061	PLUMBING CONSTRUCTION PLAN CHECK	100.0%	Biennial
S-0065	PLMB'G CONST.INSPE-DRAIN/TRAP-COM'L	100.0%	Biennial
S-0069	PLMB'G CONST.INSPE-COM'L PRE-TRT.	100.0%	Biennial
S-0073	PLMB'G CONST.INSPE-GAS PIPING SYS.	100.0%	Biennial
S-0077	PLMB'G CONST.INSPE-GAS PRES.REG.	100.0%	Biennial
S-0081	PLMB'G CONST.INSPE-REPAIR/ALTERATION	100.0%	Biennial
S-0085	PLMB'G CONST.INSPE-REFRIG.LINES	100.0%	Biennial

S-0089	PLMB'G CONST. INSP-VENT/BKFLW DEVICE	100.0%	Biennial
S-0093	PLMB'G CONST. INSP-GAS TEST	100.0%	Biennial
S-0097	PLMB'G CONST. INSP-WATER HTR-RES'L	100.0%	Biennial
S-0101	PLMB'G CONST. INSP-MANHOLE-ON SITE	100.0%	Biennial
S-0105	CONN. TO SWR. SYS-PUBLIC/EXIST. PRIV.	100.0%	Biennial
S-0109	CONN. TO NEW PRIV. SEWER SYSTEMS	100.0%	Biennial
S-0113	MECHANICAL CONSTRUCTION PLAN CHECK	100.0%	Biennial
S-0121	MECH. INSP-COM'L FURNACE BURNER	100.0%	Biennial
S-0129	MECH. INSP-REPAIR/ALTERATIONS-RES'L	100.0%	Biennial
S-0133	MECHANICAL INSP-BOILERS-COM'L	100.0%	Biennial
S-0137	MECH. INSP-AIR HANDLING UNITS-RES'L	100.0%	Biennial
S-0141	MECH. INSP-EVAPORATIVE UNITS-RES/COM	100.0%	Biennial
S-0145	MECHANICAL INSP-COMMERCIAL HOOD	100.0%	Biennial
S-0147	MECH. INSP. NOT OTHERWISE CLASSIFIED	100.0%	Biennial
S-0149	SIGN PERMIT & INSPECTION-UNLIGHTED	100.0%	Biennial
S-0153	SIGN PERMIT & INSPECTION-LIGHTED	100.0%	Biennial
S-0157	PATIOS WITHOUT ENCLOSURE INSPECTION	100.0%	Biennial
S-0161	PATIOS WITH FOUNDATION ONLY INSP.	100.0%	Biennial
S-0165	PATIOS WITH ENCLOSURE INSPECTION	100.0%	Biennial
S-0169	PATIOS-ALUMINUM	100.0%	Biennial
S-0173	GARDEN WALLS AND PILASTERS	100.0%	Biennial
S-0177	RETAINING WALLS	100.0%	Biennial
S-0181	TEAR-OFF REROOFING W/O STRUCT. CHGS	100.0%	Biennial
S-0185	TEAR-OFF REROOFING WITH STRUCT. CHGS	100.0%	Biennial
S-0189	RESIDENTIAL SOLAR ENERGY SYSTEM	100.0%	Biennial
S-0193	COMMERCIAL SOLAR ENERGY SYSTEM	100.0%	Biennial
S-0197	TENANT IMPROVEMENTS	100.0%	Biennial
S-0201	RES'L ADD'NS/ALTERATIONS/REHAB-P. CK	100.0%	Biennial
S-0205	RES'L ADD'NS/ALTERATIONS/REHAB-INSP	100.0%	Biennial
S-0209	MISC. SPECIAL INSPECTION HOURLY	100.0%	Biennial
S-0213	UTILITY METER RESET - RESIDENTIAL	100.0%	Biennial
S-0217	SWIMMING POOL/SPA PMT INSP W/O HTR	100.0%	Biennial
S-0221	SWIMMING POOL/SPA PMT INSP WITH HTR	100.0%	Biennial
S-0225	SWIM'G POOL/SPA FBRGLNNL PMT+INSP	100.0%	Biennial
S-0229	CERT. OF OCC./BUS. LIC. INSP-RES+COM	100.0%	Biennial
S-0233	ELECTRICAL INSPECTION	100.0%	Biennial
S-0245	ELEC. INSP. POLE PLTF-M-FIXTURE	100.0%	Biennial
S-0249	ELECTRICAL INSP-THEATRICAL LIGHTING	0.0%	Biennial
S-0261	ELEC. INSP-TEMP. POWER SVCS	100.0%	Biennial
S-0265	ELECTRICAL INSP.-APPLIANCES	100.0%	Biennial
S-0269	ELEC. INSP. POWER APPARATUS	100.0%	Biennial
S-0273	ELECTRICAL SERVICE INSPECTION	100.0%	Biennial
S-0285	ELECTRICAL INSP.-RES'L REWIRE	100.0%	Biennial
S-0289	ELECTRICAL INSPECTION-NEW COM'L	100.0%	Biennial

S-0313	SNGLE LOT RES.PRECSE GRAD'G PLN REV	100.0%	Biennial
S-0317	SNGLE LOT RES.PRECSE GRAD'G INSP.	100.0%	Biennial
S-0321	ARCHIVE COSTS FOR BUILDING RECORDS	100.0%	Biennial
S-0325	ARCHIVE COSTS FOR BLDG.RECRDS-OTHER	100.0%	Biennial
S-0329	BUILDING CODE APPEAL PROCESSING	100.0%	Biennial
S-0331	MISCELLANEOUS INSPECTION	100.0%	Biennial
S-0335	SECOND REINSPECTION	100.0%	Biennial
S-0343	HAZARDOUS BLDG.& NUISANCE ABATEMENT	100.0%	Biennial
S-0500	FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	100.0%	Biennial
S-0504	FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	100.0%	Biennial
S-0508	FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	100.0%	Biennial
S-0512	FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	100.0%	Biennial
S-0516	FIRE PLAN CHECK+INSPECTION-MFD	100.0%	Biennial
S-0520	FIRE P.CK+INSP-TENANT IMPROVEMENT	100.0%	Biennial
S-0524	FIRE P.CK/INSP-NEW COM'L/IND'L SITE	100.0%	Biennial
S-0528	FIRE P.CK+INSP-NEW C/I CONSTRUCTION	100.0%	Biennial
S-0532	SPRINKLER P.CK/INSP:SFD OR ADDITION	100.0%	Biennial
S-0536	SPRINKLER P.CK/INSP.-RES'L ALTER'NS	100.0%	Biennial
S-0540	SPRINKLER P.CK/INSP FOR MFD	100.0%	Biennial
S-0544	SPRINKLER P.CK/INSP-NFPA 13-COM/IND	100.0%	Biennial
S-0548	SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	100.0%	Biennial
S-0552	SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	100.0%	Biennial
S-0556	FIRE PLAN CK/INSP-MISC.REPAIR TEST	100.0%	Biennial
S-0560	ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	100.0%	Biennial
S-0564	PLAN CHK+INSP OF FIRE ALARM SYSTEM	100.0%	Biennial
S-0568	FIRE P.CK/INSP-UNDERGROUND FIRE SYS	100.0%	Biennial
S-0572	LPG STORAGE/USE-INITIAL PERMIT	100.0%	Biennial
S-0576	LPG STORAGE/USE-ANNUAL RENEWAL	100.0%	Biennial
S-0580	FLAMMABLE LIQUID STORAGE-INITIAL	100.0%	Biennial
S-0584	FLAMMABLE LIQUID STORAGE-RENEWAL	100.0%	Biennial
S-0588	CCR TITLE 19-PLACES: ASSMBLY/CHURCH	100.0%	Biennial
S-0592	CCR TITLE 19-RES'L CARE FACILITY	100.0%	Biennial
S-0596	CCR TITLE 19-COM'L CARE FACILITY	100.0%	Biennial
S-0600	FIRE INSP/PMT RES CARE FACILITY(6+)	100.0%	Biennial
S-0604	HAZARDOUS MATERIALS PERMIT	100.0%	Biennial
S-0608	GREEN WASTE OPERATIONS	100.0%	Biennial
S-0612	FIRE P.CK/ INSP-HIGH PILED STORAGE	100.0%	Biennial
S-0616	FIRE P.CK/INSP-HIGH HAZARD STORAGE	100.0%	Biennial
S-0620	FIRE INSPECTION-SPECIAL EVENT	100.0%	Biennial
S-0624	FIRE TECHNICAL RSCH.OR CONSULT.SVC.	100.0%	Biennial
S-0628	REVIEW FIRE PLAN REV./MISC.PLN.CK.	100.0%	Biennial
S-0632	FIRE INSP-BUS.LIC./ CERT. OF OCCUP.	100.0%	Biennial
S-0636	PRELIMINARY FIRE PREVENTION REVIEW	100.0%	Biennial
S-0640	FIRE FLOW TEST OVERSIGHT	100.0%	Biennial

S-0644	FIRE 2ND RE-INSPECTION SERVICE	100.0%	Biennial
S-1005	TEMPORARY BANNER/FLAG PERMIT	100.0%	Biennial
S-1008	CONSTRUCTION TRAILER OCCUPANCY PMT	100.0%	Biennial
S-1011	TREE REMOVAL REVIEW & PERMIT	100.0%	Biennial
S-1014	TEMPORARY RV PARKING PERMIT	12.0%	Biennial
S-1020	GENERAL PLAN AMENDMENT REVIEW	100.0%	Biennial
S-1023	ZONE CHANGE REVIEW	100.0%	Biennial
S-1026	DEVELOPMENT CODE AMENDMENT REVIEW	100.0%	Biennial
S-1029	MINOR CONDIT'L USE PMT-ABC LICENSE	100.0%	Biennial
S-1032	ALCOHOLIC BEVERAGE CONTROL LETTER	0.0%	Biennial
S-1035	CONDITIONAL USE PERMIT REVIEW-MAJOR	100.0%	Biennial
S-1038	MINOR VARIANCE REVIEW	100.0%	Biennial
S-1041	MAJOR VARIANCE REVIEW	100.0%	Biennial
S-1044	HOME OCCUPATION PERMIT REVIEW	50.0%	Biennial
S-1047	SPECIFIC PLAN REVIEW	100.0%	Biennial
S-1050	SPECIFIC PLAN REVISION REVIEW	100.0%	Biennial
S-1053	DESIGN REVIEW PERMIT-MINOR	100.0%	Biennial
S-1056	DESIGN REVIEW PERMIT-MAJOR	100.0%	Biennial
S-1059	ANNEXATION REQUEST REVIEW (TO CITY)	100.0%	Biennial
S-1062	ENVIRONMENTAL IMPACT REPORT REVIEW	100.0%	Biennial
S-1065	INITIAL STUDY	100.0%	Biennial
S-1068	TENTATIVE TRACT MAP REVIEW	100.0%	Biennial
S-1071	ENTITLEMENT EXTENSION	100.0%	Biennial
S-1074	TENTATIVE PARCEL MAP REVIEW	100.0%	Biennial
S-1077	DEVELOPMENT AGREEMENT REVIEW	100.0%	Biennial
S-1080	DIF DEFERRAL PROCESSING	0.0%	Biennial
S-1086	LOT LINE ADJUSTMENT REVIEW	100.0%	Biennial
S-1089	SIGN PLAN PROGRAM REVIEW	100.0%	Biennial
S-1092	SPECIAL EVENT PERMIT REVIEW-MINOR	0.0%	Biennial
S-1095	SPECIAL EVENT PERMIT REVIEW-MAJOR	0.0%	Biennial
S-1101	PARCEL MERGER REVIEW	100.0%	Biennial
S-1107	STAFF REVIEW PERMIT	11.0%	Biennial
S-1110	REV.TO CONDITIONS OF APPROVAL-PLNG.	100.0%	Biennial
S-1116	SIGN PERMIT (CODE REVIEW)	100.0%	Biennial
S-1119	PROPERTY INFORMATION PREPARATION	0.0%	Biennial
S-1122	APPEAL OF P.C. DECISION TO COUNCIL	100.0%	Biennial
S-1130	SMARA ANNUAL REVIEW	100.0%	Biennial
S-1135	HISTORIC/CULTURAL SITE DESIGNATION	100.0%	Biennial
S-1140	OUTDOOR DISPLAY PERMIT	100.0%	Biennial
S-1145	RESIDENTIAL PARKING PERMIT	44.0%	Biennial
S-1191	STAFF DECISION APPEAL REVIEW	100.0%	Biennial
S-1200	GRADING PLAN CHECK-ROUGH	100.0%	Biennial
S-1204	GRADING PLAN CHECK-PRECISE	100.0%	Biennial
S-1208	GRADING PLAN REVISION-PRECISE	100.0%	Biennial

S-1212	GRADING INSPECTION-ROUGH	100.0%	Biennial
S-1216	GRADING INSPECTION-PRECISE	100.0%	Biennial
S-1220	WALL INSPECTION	100.0%	Biennial
S-1224	GROVE REMOVAL REVIEW & PERMIT	100.0%	Biennial
S-1228	IMPORT PLAN REVIEW AND INSPECTION	100.0%	Biennial
S-1230	CERTIFICATE OF COMPLIANCE REVIEW	100.0%	Biennial
S-1231	REV.TO CONDITIONS OF APPROVAL-ENG.	100.0%	Biennial
S-1232	FINAL TRACT MAP REVIEW	100.0%	Biennial
S-1236	FINAL PARCEL MAP REVIEW	100.0%	Biennial
S-1240	FINAL/PARCEL MAP REVISION	100.0%	Biennial
S-1244	ENGINEERING PLAN REVISION	100.0%	Biennial
S-1248	PUBLIC/STREET IMPROVEMENT PLAN CHK.	100.0%	Biennial
S-1252	DRAINAGE IMPROVEMENT PLAN CHECK	100.0%	Biennial
S-1256	LEGAL DESCRIPTION REVIEW	100.0%	Biennial
S-1260	LEGAL DESCRIPTION PREPARATION	100.0%	Biennial
S-1264	RETAINING WALL CALCULATION REVIEW	100.0%	Biennial
S-1268	RIGHT-OF-WAY ENCROACHMENT REQUEST	100.0%	Biennial
S-1272	EXCAV.INSPE.-IN EXISTING STREETS	100.0%	Biennial
S-1276	EXCAV.INSPE.-WITHIN NEW DEVELOPMENT	100.0%	Biennial
S-1280	PUBLIC WKS.CONSTRUCTION INSPECTION	100.0%	Biennial
S-1284	TRAFF.CONTROL PLAN REV.& INSPECTION	100.0%	Biennial
S-1288	STREET LIGHTING SYSTEM PLAN CHECK	100.0%	Biennial
S-1292	ST.LIGHTING SYS.CONSTRUCTION INSP.	100.0%	Biennial
S-1296	OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	100.0%	Biennial
S-1300	STREET VACATION-SUMMARY	100.0%	Biennial
S-1304	STREET VACATION-FULL	100.0%	Biennial
S-1308	SMALL WIRELESS FAC. IN PUBLIC ROW	100.0%	Biennial
S-1312	ANNEXATION PROCESS'G (TO DISTRICTS)	100.0%	Biennial
S-1316	BOND PROCESSING-SWR/WTR/STR/GRDG	100.0%	Biennial
S-1320	BOND PROCESSING-LANDSCAPE	100.0%	Biennial
S-1324	PROFESSIONAL REPORT REVIEW	100.0%	Biennial
S-1328	WQMP REVIEW & INSPECTION	100.0%	Biennial
S-1332	GIS MAP UPDATE	0.0%	Biennial
S-1336	MICROFILMING OF MAPS AND PLANS	100.0%	Biennial
S-1348	NPDES INSPECTION	100.0%	Biennial
S-1352	DIF CREDIT APPLICATION PROCESSING	100.0%	Biennial
S-2006	COM'L REGULATORY APPLICATION REV.	100.0%	Biennial
S-2010	REGULATORY LICENSE RENEWAL PROC'G	100.0%	Biennial
S-2014	REGULATORY LICENSE-INFO.CHANGE	100.0%	Biennial
S-2018	REGULATORY LICENSE-BOOTH RENTAL	100.0%	Biennial
S-2022	REGULATORY LICENSE-MOBILE VENDOR	100.0%	Biennial
S-2026	REGULATORY LICENSE-DELINQUENT	100.0%	Biennial
S-2030	SOLICITING/PEDDLING PERMIT	100.0%	Biennial
S-2038	RES'L RENTAL ENHANCEMENT PROG.LIC.	100.0%	Biennial

S-2042	REGULATORY LICENSE-OUT OF CITY	100.0%	Biennial
S-2046	BUSINESS REGULATION (MAJOR)	100.0%	Biennial
S-2050	BUSINESS REGULATION (MINOR)	100.0%	Biennial
S-2054	FILM PERMIT	100.0%	Biennial
S-2058	BINGO PERMIT REVIEW	100.0%	Biennial
S-2062	BINGO PERMIT RENEWAL	100.0%	Biennial
S-2066	ADMINISTRATIVE CITATION HEARING	6.0%	Biennial
S-2070	FORECLOSEDNACANT PROPERTY REG.	100.0%	Biennial
S-2074	YARD AND GARAGE SALE REVIEW	100.0%	Biennial
S-2078	CITATION SIGN-OFF	50.0%	Biennial
S-2082	NOTICE OF VEHICLE TO BE DISMANTLED	100.0%	Biennial
S-2086	LOUD PARTY RESPONSE	100.0%	Biennial
S-2090	PARKING ADMINISTRATIVE HEARING REV.	58.0%	Biennial
S-2094	FALSE ALARM RESPONSE-SHERIFF	100.0%	Biennial
S-2098	FALSE ALARM RESPONSE-FIRE	100.0%	Biennial
S-3007	ANIMAL REGULATION	10.0%	Biennial
S-3014	PRIVATE PROPERTY AUTO ABATEMENT	100.0%	Biennial
S-3021	VEHICLE ABATEMENT APPEALS PROCESS'G	100.0%	Biennial
S-3028	STORAGE IMPOUND RELEASE PROCESSING	100.0%	Biennial
S-3035	NUISANCE ABATEMENT HEARING	100.0%	Biennial
S-3056	REFUSE EXEMPTION PERMIT	100.0%	Biennial
S-3063	EMERGENCY SERVICES TO DEVELOPERS	100.0%	Biennial
S-4008	RETURNED CHECK PROCESSING	100.0%	Biennial
S-4019	RECORDS RESEARCH SERVICE	100.0%	Biennial
S-4030	DOCUMENT PRINTING & COPYING	100.0%	Biennial
S-4041	COPYING SERVICE	100.0%	Biennial
S-4063	DOCUMENT CERTIFICATION	100.0%	Biennial
S-4074	CD/AUDIO TAPE COPYING SERVICE	0.0%	Biennial
S-4085	CANDIDATE FILING ASSISTANCE	7.0%	Biennial
S-4096	DELINQUENT REFUSE LIEN ADMIN.	0.0%	Biennial
S-4107	LIEN RELEASE	100.0%	Biennial
S-4118	REQUESTED STUDY SESSION PREPARATION	100.0%	Biennial
S-4129	PASSPORT SERVICE	47.0%	Biennial
S-4140	NOTARY PUBLIC SERVICE	40.0%	Biennial
S-4162	INITIATIVE-NOTICE OF INTENT	15.0%	Biennial
S-4173	DELINQUENT PENALTY RECEIVABLES	100.0%	Biennial
S-4180	DEPOSIT SURCHARGE	100.0%	Biennial
S-4184	CREDIT CARD CHARGE RECOVERY	100.0%	Biennial"

Section 3. Severability

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or any part hereof is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more section,

subsection, subdivision, paragraph, sentence, clause, or phrase be declared invalid or unconstitutional.

Section 4. **Publication; Effective Date**

The City Clerk shall cause this Ordinance, or a summary hereof, to be published in accordance with applicable law and/or City ordinance or resolution.

PASSED, APPROVED, AND ADOPTED this 8th day of July, 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

APPROVED AS TO FORM:

Maricela Marroquin
City Attorney

Attachment #2

Proposed Resolution



RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING A REVISED SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES

WHEREAS, the City of Highland has conducted an extensive and exhaustive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City wishes to comply with both the letter and the spirit of the California Constitution and limit the growth of taxes by shifting, where possible, the burden of special regulatory programs, services and products provided by the City to applicants and the recipients of the benefits thereof; and

WHEREAS, in accordance with City ordinances and the Highland Municipal Code the City Council desires to continue its established policy of recovering the full costs reasonably borne of providing special services and programs of a voluntary and limited nature, and regulatory services deemed necessary to protect the public health, safety and welfare, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and

WHEREAS, heretofore the City Council has retained Revenue & Cost Specialists, LLC, to prepare a Service Cost Update for the City of Highland (Fiscal Year 2025-26) (the "Service Cost Update"), which has been reviewed by City staff and by the City Council, and which is hereby approved and adopted by the City Council; and

WHEREAS, the City Council has, pursuant to Chapter 2.36 of Title 2 ("Fees and Service Charges") of the Highland Municipal Code, provided for the subsidy or reduction of certain fees and charges, in order to preserve and protect the health, safety and welfare of residents and property owners in the City, by establishing its policy as to the recovery of costs and more particularly the percentage of costs reasonably borne to be recovered from users of City services and directing staff as to the methodology for implementing said Ordinance; and

WHEREAS, pursuant to Government Code Section 66014, 66017 and 66018, the specific fees to be charged for services must be adopted by the City Council by Resolution, after providing notice and public hearing; and

WHEREAS, notice of public hearing has been provided pursuant to Government Code Section 6062a and otherwise as required by law, oral and written presentations made and received, and the required public hearing held; and

WHEREAS, the City's schedule of fees and charges to be paid by those requesting such special services needs to be revised so that the City might carry into effect its policies; and

WHEREAS, it is the intent of the City Council in adopting this Resolution to revise and update

the fees and charges collected by the City, and thereby to amend and supersede the fees established by Resolution No. 2022-056.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA DOES RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Adoption of the Service Cost Update. The City Council hereby approves the Service Cost Update, dated May 4, 2025, and adopts the methodology for calculating and collecting the fees and charges established therein. A copy of the Service Cost Update shall be on file with the City Clerk and available during regular City business hours for public inspection.

Section 2. Fee Schedule Adoption. The following schedule of fees and charges is hereby directed to be computed by and applied by the various City departments, and to be collected by the City for the herein listed special services when provided by the City or its designated contractors.

Section 3. Separate Fee for Each Process. All fees set by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

A. **Added Fees and Refunds.** Where additional fees need to be charged and collected for completed staff work or where a refund of excess deposited monies is due, and where such charge or refund is twenty-five dollars (\$25.00) or less, a charge or refund need not be made, unless demand is made, pursuant to California Government Code Sections 50050, 50052, 50052.5, 50055 & 50056 and amendments thereto.

B. **Defining and Timing of Fee Schedule.** Definitions regarding and the timing of the implementation of the hereinafter enumerated fee schedules shall be as set forth in Chapter 2.36 of the Highland Municipal Code.

C. **RCS "fully burdened" hourly rate.** The RCS "fully burdened" hourly rate applicable to each staff person is derived from computing the hourly work rate (annual salary/available work hours), fringe benefit percentage, overhead rates for the department, and percentage of operating expenses, building occupancy charges and fixed assets applicable. The RCS "fully burdened" hourly rates are the rates as established by and included in the study. The RCS "fully burdened" hourly rate is synonymous with "fully allocated" work rate.

D. **Accounting of deposits.** For the fee categories which are to be made by deposit with actual costs applied against them, an invoice will be prepared monthly to show the deposit on file per fee category, actual costs billed to date, and budget remaining. When the project is complete, a detailed listing of all costs will be prepared, and a refund of any excess will be made to the person or company by whom the deposit was initially made. Also,

if during the project it is determined that the initial deposit will not be sufficient to cover all costs, additional deposit(s) will be required to be placed with the city.

Section 4. Fees. The City's fees and charges for City services shall be amended and superseded commencing on the effective date of this Resolution. The following fees shall be charged and collected in accordance with Chapter 2.36 of the Highland Municipal Code, for the following enumerated services: The fees are attached as Exhibit A to this Resolution.

Categories for which no fee is given, the total hourly cost to the jurisdiction will be charged. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of employees involved. All fees set by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit or measurement basis, the fee is for each identified unit or portion thereof, within the indicated ranges of such units.

Section 5. Interpretations. This Resolution may be interpreted by the several City department heads in consultation with the City Manager and, should there be a conflict between two fees then the lower in dollar amount of the two shall be applied.

A. It is the intention of the City Council to review the fees and charges as determined and set out herein based on the City's next Biennial Budget and all the City's costs reasonably borne as established at that time and, as if warranted, to revise such fees and charges based therein.

Section 6. Refunds. Except as otherwise provided by law, the City Manager, can refund any fees set forth herein or any other fee levied by the City, requested in writing, provided one of the following conditions is met:

- A. The service for which the fee was levied has not and will not be performed; or
- B. The fee was collected in error.

The City Council may waive fees for other good cause shown, provided such waiver would serve a public purpose. Where additional fees need to be charged and collected for completed staff work, or where a refund or excess deposited monies is due, and where such charge or refund is twenty-five dollars (\$25.00) or less, and a demand has been made for a refund, a charge or refund need not be made, pursuant to California Government Code Sections 50050, 50052, 50052.5, 50055 and 50056 and amendments thereto.

Determination for type or process required shall be made by the City Manager, provided however, that the fees and charges set out in this resolution shall govern.

Section 7. Environmental Exemption. The adoption of this Resolution is exempt from the California Environmental Quality Act ("CEQA," Public Resources Code Sections 21000 et seq.), because it approves and sets forth a procedure for determining fees for the purpose of meeting the operating expenses of City departments, as set forth in Public Resources Code Section 21080(b)(8)(A).

Section 8. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Resolution or any part hereof is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this Resolution, or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause, or phrase be declared invalid or unconstitutional.

Section 9. Effective Date. The fees or charges established pursuant to this Resolution shall take effect immediately; provided, however, that fees imposed upon a development project, as defined in Government Code Section 66000, which apply to the filing, accepting, reviewing, approving, or issuing of an application, permit or entitlement to use, shall take effect sixty (60) days following the adoption of this Resolution, as required by Government Code Section 66017(a).

PASSED, APPROVED AND ADOPTED this 8th day of July, 2025.

Penny Lilburn, Mayor

ATTEST:

Alondra Muñoz, City Clerk

Exhibit A

REF_NO	SVC_TITLE	SUGGESTED FEE
S-0005	GEN.PMT.APPLICATION-NO PLAN REV.	\$95
S-0009	GEN.PMT.APPLICATION-WITH PLAN REV.	\$190
S-0013	REPLACEMENT PERMIT/PMT REVISION	\$70
S-0017	PMT.APPLICATION-TRACT SEQUENCING	Staff recommends deleting this service as it is covered by S-0029.
S-0021	PMT.APPLICATION-NON TRACT RES'L	\$300
S-0025	PMT.APPLICATION-NEW COMMERCIAL	\$465
S-0029	TRACT PHASING	\$45
S-0033	BLD.CONST.P/C-TRACTS-UNIQUE MODEL	\$2,155
S-0037	BLD.CONST.P/C-CUSTOM RESIDENTIAL	\$1,805 - Base Fee for the 1st 2,000 SF \$45 - Each additional 100 SF or portion thereof over 2,000 SF
S-0045	BLDG.CONST.P.CK-COMMERCIAL	Fee based on the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit as determined by staff.Plus Finance deposit surcharge - S-4180.
S-0049	BLDG.CONST.INS-P-RESIDENTIAL	\$885 - Base fee for the 1st 500 SF or portion thereof \$170 - Each add't 100 SF or portion thereof
S-0053	BLDG.CONST.INS-P-COMMERCIAL	Fee based on the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit as determined by staff.Plus Finance deposit surcharge - S-4180.
S-0057	ELECTRICAL CONSTRUCTION PLAN CHECK	\$425 for the 1st 2 hours plus \$55 for each additional 15 minutes or portion thereof of plan check time
S-0061	PLUMBING CONSTRUCTION PLAN CHECK	\$425 for the 1st 2 hours plus \$55 for each additional 15 minutes or portion thereof of plan check time
S-0065	PLMB'G CONST.INS-P-DRAIN/TRAP-COM'L	\$105
S-0069	PLMB'G CONST.INS-P-COM'L PRE-TRT.	\$220
S-0073	PLMB'G CONST.INS-P-GAS PIPING SYS.	\$105
S-0077	PLMB'G CONST.INS-P-GAS PRES.REG.	\$105
S-0081	PLMB'G CONST.INS-P-REPAIR/ALTERATION	\$105
S-0085	PLMB'G CONST.INS-P-REFRIG.LINES	\$105
S-0089	PLMB'G CONST.INS-P-VENT/BKFLW DEVICE	\$105
S-0093	PLMB'G CONST.INS-P-GAS TEST	\$75
S-0097	PLMB'G CONST.INS-P-WATER HTR-RES'L	\$105
S-0101	PLMB'G CONST.INS-P-MANHOLE-ON SITE	\$105
S-0105	CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	\$150
S-0109	CONN.TO NEW PRIV.SEWER SYSTEMS	\$265
S-0113	MECHANICAL CONSTRUCTION PLAN CHECK	\$425 for the 1st 2 hours plus \$55 for each additional 15 minutes or portion thereof of plan check time
S-0121	MECH.INS-P-COM'L FURNACE BURNER	<= 100K BTU's = \$105 > 100K BTU's = \$165
S-0129	MECH.INS-P-REPAIR/ALTERATIONS-RES'L	\$105
S-0133	MECHANICAL INS-P-BOILERS-COM'L	\$165
S-0137	MECH.INS-P-AIR HANDLING UNITS-RES'L	\$105
S-0141	MECH.INS-P-EVAPORATIVE UNITS-RES/COM	\$105
S-0145	MECHANICAL INS-P-COMMERCIAL HOOD	\$165
S-0147	MECH.INS-P-NOT OTHERWISE CLASSIFIED	\$90

REF_NO	SVC_TITLE	SUGGESTED FEE
S-0149	SIGN PERMIT & INSPECTION-UNLIGHTED	\$210
S-0153	SIGN PERMIT & INSPECTION-LIGHTED	\$265
S-0157	PATIOS WITHOUT ENCLOSURE INSPECTION	\$335
S-0161	PATIOS WITH FOUNDATION ONLY INSP.	\$140
S-0165	PATIOS WITH ENCLOSURE INSPECTION	\$420
S-0169	PATIOS - ALUMINUM	\$230
S-0173	GARDEN WALLS AND PILASTERS	\$275 for the first 300' of wall or fraction thereof plus \$14 for each additional 15' or fraction thereof
S-0177	RETAINING WALLS	\$330 for the first 50' of retaining wall or fraction thereof plus \$14 for each additional 10' or fraction thereof
S-0181	TEAR-OFF REROOFING W/O STRUCT.CHGS	\$195
S-0185	TEAR-OFF REROOFING WITH STRUCT.CHGS	\$310
S-0189	RESIDENTIAL SOLAR ENERGY SYSTEM	Fixed Fee of \$330, plus \$19 per kilowatt above 15 kW This fee plus the application fee \$95 (S-0005) is less than the State-mandated \$450 maximum fee for a residential system up to 15 kW per AB-1132.
S-0193	COMMERCIAL SOLAR ENERGY SYSTEM	Fixed Fee of \$905 for a commercial solar PV system under 51 kW, (Note) PLUS \$7 per kilowatt for each kilowatt between 51 kW and 250 kW, PLUS \$5 per kilowatt for each kilowatt above 250 kW (Note: Per AB-1132, the total charge shall not exceed \$1,000 (\$905 fixed fee plus \$95 permit fee from S-0005)
S-0197	TENANT IMPROVEMENTS	At the option of the Building Official, the fee is based on either the most current adopted Building Valuation Table applied to the applicant's stated valuation of work; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit determined by staff. Plus Finance deposit surcharge - S-4180.
S-0201	RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; plus Finance deposit surcharge - S-4180; whichever captures the full cost of the City.
S-0205	RES'L ADD'NS/ALTERATIONS/REHAB-INSP	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; plus Finance deposit surcharge - S-4180; whichever captures the full cost of the City.
S-0209	MISC.SPECIAL INSPECTION HOURLY	\$355 for the first 2 hours or portion thereof plus \$44 for each additional 15 Minutes or portion thereof
S-0213	UTILITY METER RESET - RESIDENTIAL	\$75
S-0217	SWIMMING POOL/SPA PMT INSP W/O HTR	\$730
S-0221	SWIMMING POOL/SPA PMT INSP WITH HTR	\$905
S-0225	SWIM'G POOL/SPA FBRGL/VNL PMT+INSP	\$445
S-0229	CERT.OF OCC./BUS.LIC.INSP-RES+COM	\$195
S-0233	ELECTRICAL INSPECTION	Units of Recepticals/Switches/Lights/Outlets: 1 to 5 Units - \$75 6 to 10 Units - \$90 11 to 20 Units - \$105 Over 20 Units - \$105 plus \$4.45 for each additional unit over 20

REF_NO	SVC_TITLE	SUGGESTED FEE
S-0245	ELEC. INSP. POLE PLTF-M-FIXTURE	\$150 for the first 10 fixtures plus \$15 for each additional fixture
S-0249	ELECTRICAL INSP-THEATRICAL LIGHTING	Staff recommends deleting this fee as it is covered by S-0233
S-0261	ELEC. INSP-TEMP. POWER SVCS	\$135
S-0265	ELECTRICAL INSP.- APPLIANCES	\$135
S-0269	ELEC. INSP. POWER APPARATUS	\$195
S-0273	ELECTRICAL SERVICE INSPECTION	Service: =<600 Volts up to 200 Amps - \$90 =<600 Volts up to 1K Amps - \$135 >600 Volts or over 1K Amps - \$370
S-0285	ELECTRICAL INSP.-RES'L REWIRE	\$280
S-0289	ELECTRICAL INSPECTION-NEW COM'L	Fee based on Square Footage (SF): <2K SF - \$400 Minimum =>2K SF - \$400 plus \$21 for every 100 SF or portion thereof greater than 2,000 SF
S-0313	SNGLE LOT RES. PRECSE GRAD'G PLN REV	\$740
S-0317	SNGLE LOT RES. PRECSE GRAD'G INSP.	\$380
S-0321	ARCHIVE COSTS FOR BUILDING RECORDS	\$26 per sheet \$52 per 100 sheets
S-0325	ARCHIVE COSTS FOR BLDG. RECRDS-OTHER	\$8.65 per sheet larger than 11" x 17"
S-0329	BUILDING CODE APPEAL PROCESSING	\$880 per appeal
S-0331	MISCELLANEOUS INSPECTION	\$90 for each half hour or portion thereof
S-0335	SECOND REINSPECTION	\$90 for each half hour or portion thereof
S-0343	HAZARDOUS BLDG. & NUISANCE ABATEMENT	No charge if voluntary compliance Otherwise - Bill or lien the property owner the RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable.
S-0500	FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	Plan Check - \$305 for the 1st two hours plus \$38 for each add'l 15 minutes Inspection - \$145
S-0504	FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	Plan Check - \$305 for the 1st two hours plus \$38 for each add'l 15 minutes Inspection - \$290
S-0508	FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	\$145 per unit
S-0512	FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	\$70 per unit
S-0516	FIRE PLAN CHECK+INSPECTION-MFD	Plan Check - \$455 for the 1st 3 hours plus \$38 per each additional 15 minutes of plan check Inspection - \$290 for the 1st 10 structures or buildings plus \$29 for each additional structure/building
S-0520	FIRE P.CK+INSP-TENANT IMPROVEMENT	Plan Check - \$455 for the 1st 3 hours plus \$38 per each additional 15 minutes of plan check Inspection - \$145 for the 1st hour plus \$36 per each additional 15 minutes
S-0524	FIRE P.CK/INSP-NEW COM'L/IND'L SITE	Plan Check - \$305 for the first two-hours plus \$38 for each additional 15 minutes or portion thereof. Inspection - \$290
S-0528	FIRE P.CK+INSP-NEW C/I CONSTRUCTION	Plan Check - \$610 for the first four hours plus \$38 for each additional 15 minutes or portion thereof. Inspection - \$290

REF_NO	SVC_TITLE	SUGGESTED FEE
S-0532	SPRINKLER P.CK/INSP:SFD OR ADDITION	Plan Check - \$380 Inspection - \$145
S-0536	SPRINKLER P.CK/INSP.-RES'L ALTER'NS	Plan Check - \$305 for the 1st two hours of plan check plus \$38 for each additional 15 minutes Inspection - \$145 for the 1st 15 heads plus \$4.80 for each additional head
S-0540	SPRINKLER P.CK/INSP FOR MFD	Plan Check - \$455 for the 1st three hours plus \$38 for each additional 15 minutes Inspection - \$430 for the 1st 100 heads plus \$4.80 for each additional head
S-0544	SPRINKLER P.CK/INSP-NFPA 13-COM/IND	Plan Check - \$685 for the 1st 4-1/2 hours plus \$38 for each additional 15 minutes Inspection - \$430 for the 1st 100 heads plus \$4.80 for each additional head
S-0548	SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	Plan Check - \$380 Inspection - \$215
S-0552	SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	Plan Check - \$380 Inspection - \$215
S-0556	FIRE PLAN CK/INSP-MISC.REPAIR TEST	Plan Check - Actual time at \$150 for the 1st hour and \$38 for each additional 15 minutes Inspection - Actual time at \$145 for the 1st hour plus \$36 for each additional 15 minutes
S-0560	ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	\$290
S-0564	PLAN CHK+INSP.OF FIRE ALARM SYSTEM	Plan Check - \$455 for the 1st 3 hours plus \$38 for each additional 15 minutes Inspection - \$290 for the 1st 20 devices plus \$15 for each additional fire device
S-0568	FIRE P.CK/INSP-UNDERGROUND FIRE SYS	Plan Check - \$305 for the 1st 2 hours plus \$38 for each additional 15 minutes Inspection - \$290 for the initial inspection plus \$70 for each additional inspection
S-0572	LPG STORAGE/USE-INITIAL PERMIT	Plan Check - \$305 Inspection - \$145
S-0576	LPG STORAGE/USE-ANNUAL RENEWAL	\$215
S-0580	FLAMMABLE LIQUID STORAGE-INITIAL	Plan Check - \$305 Inspection - \$145
S-0584	FLAMMABLE LIQUID STORAGE-RENEWAL	\$215
S-0588	CCR TITLE 19-PLACES: ASSMBLY/CHURCH	\$290
S-0592	CCR TITLE 19-RES'L CARE FACILITY	\$145 for the 1st hour plus \$36 for each additional 15 minutes
S-0596	CCR TITLE 19-COM'L CARE FACILITY	\$145 for the 1st hour plus \$36 for each additional 15 minutes
S-0600	FIRE INSP/PMT RES CARE FACILITY(6+)	\$145 for the 1st hour plus \$36 for each additional 15 minutes

REF_NO	SVC_TITLE	SUGGESTED FEE
S-0604	HAZARDOUS MATERIALS PERMIT	INITIAL: Plan Check - \$230 Inspection - \$330 RENEWAL: Inspection - \$330
S-0608	GREEN WASTE OPERATIONS	INITIAL: Plan Check - \$305 Inspection - \$290 RENEWAL: Inspection - \$290
S-0612	FIRE P.CK/ INSP-HIGH PILED STORAGE	Plan Check - \$305 Inspection - \$145 for the 1st inspection plus \$70 for each additional inspection
S-0616	FIRE P.CK/INSP-HIGH HAZARD STORAGE	Plan Check - \$305 Inspection - \$145 for the 1st inspection plus \$70 for each additional inspection
S-0620	FIRE INSPECTION-SPECIAL EVENT	\$145
S-0624	FIRE TECHNICAL RSCH.OR CONSULT.SVC.	\$145 for the 1st hour plus \$36 for each additional 15 minutes
S-0628	REVIEW FIRE PLAN REV./MISC.PLN.CK.	\$150 for the 1st hour plus \$38 for each additional 15 minutes charged against an initial deposit determined by staff. Plus Finance deposit surcharge - S-4180.
S-0632	FIRE INSP-BUS.LIC./ CERT. OF OCCUP.	\$145
S-0636	PRELIMINARY FIRE PREVENTION REVIEW	\$145
S-0640	FIRE FLOW TEST OVERSIGHT	\$145
S-0644	FIRE 2ND RE-INSPECTION SERVICE	\$110 per reinspection
S-1005	TEMPORARY BANNER/FLAG PERMIT	\$75 per application
S-1008	CONSTRUCTION TRAILER OCCUPANCY PMT	\$615 per application
S-1011	TREE REMOVAL REVIEW & PERMIT	\$610 per application
S-1014	TEMPORARY RV PARKING PERMIT	\$34 based on 12% cost recovery
S-1020	GENERAL PLAN AMENDMENT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$14,500. Plus Finance deposit surcharge - S-4180.
S-1023	ZONE CHANGE REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$11,800. Plus Finance deposit surcharge - S-4180.
S-1026	DEVELOPMENT CODE AMENDMENT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$8,800. Plus Finance deposit surcharge - S-4180.
S-1029	MINOR CONDIT'L USE PMT-ABC LICENSE	\$3,905
S-1032	ALCOHOLIC BEVERAGE CONTROL LETTER	Staff recommends deleting this fee as the work is covered by S-1029.

REF_NO	SVC_TITLE	SUGGESTED FEE
S-1035	CONDITIONAL USE PERMIT REVIEW-MAJOR	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$13,900. (Not part of a tract map or parcel map application.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director. +S-4180
S-1038	MINOR VARIANCE REVIEW	\$2,370
S-1041	MAJOR VARIANCE REVIEW	\$4,995
S-1044	HOME OCCUPATION PERMIT REVIEW	\$119 per permit based on 50% recovery of costs.
S-1047	SPECIFIC PLAN REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$39,800. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director. Plus Finance deposit surcharge - S-4180.
S-1050	SPECIFIC PLAN REVISION REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$21,000. (Not part of a tract map or parcel map application.) Plus Finance deposit surcharge - S-4180.
S-1053	DESIGN REVIEW PERMIT-MINOR	\$5,310
S-1056	DESIGN REVIEW PERMIT-MAJOR	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special eqpt. or supplies, other state or county fees applicable charged against an initial deposit of \$9,000. (Applicable when project does not require separate CUP approval.) For less complex projects per the Project Review Committee (PRC), the initial deposit may be reduced by the Community Development Director. Plus Finance deposit surcharge - S-4180.
S-1059	ANNEXATION REQUEST REVIEW (TO CITY)	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$15,500. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director. Plus Finance deposit surcharge - S-4180.
S-1062	ENVIRONMENTAL IMPACT REPORT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit equal to the total EIR contract amount. Plus Finance deposit surcharge - S-4180.
S-1065	INITIAL STUDY	\$5,130
S-1068	TENTATIVE TRACT MAP REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$17,900. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director. Plus Finance deposit surcharge - S-4180.

REF_NO	SVC_TITLE	SUGGESTED FEE
S-1071	ENTITLEMENT EXTENSION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, charged against an initial deposit of \$5,200. Plus Finance deposit surcharge - S-4180.
S-1074	TENTATIVE PARCEL MAP REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$9,000. Plus Finance deposit surcharge - S-4180.
S-1077	DEVELOPMENT AGREEMENT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$11,900 plus an estimate of the City Attorney's time. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director. Plus S-4180.
S-1080	DIF DEFERRAL PROCESSING	Staff recommends deleting this service as it is not performed.
S-1086	LOT LINE ADJUSTMENT REVIEW	\$2,720
S-1089	SIGN PLAN PROGRAM REVIEW	\$3,140
S-1092	SPECIAL EVENT PERMIT REVIEW-MINOR	Special Event Permit - \$0 City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.
S-1095	SPECIAL EVENT PERMIT REVIEW-MAJOR	Special Event Permit - \$0 City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.
S-1101	PARCEL MERGER REVIEW	\$1,420
S-1107	STAFF REVIEW PERMIT	\$100 based on 11% cost recovery
S-1110	REV.TO CONDITIONS OF APPROVAL-PLNG.	\$1,935
S-1116	SIGN PERMIT (CODE REVIEW)	Fixed Fee of \$225 per permit. If change is just sign copy, the cost is \$57 (25%)
S-1119	PROPERTY INFORMATION PREPARATION	Staff recommends deleting this service as it is not being used.
S-1122	APPEAL OF P.C. DECISION TO COUNCIL	Fixed Fee of \$330 - for Highland residents or persons with no personal financial involvement in project. (10% recovery) All Others: Fixed Fee of \$3,295 for a Planning issue Fixed Fee of \$885 for an Engineering issue.
S-1130	SMARA ANNUAL REVIEW	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$2,200 or as determined by the Director of Community Development. Plus Finance deposit surcharge - S-4180.
S-1135	HISTORIC/CULTURAL SITE DESIGNATION	\$2,220 per review.
S-1140	OUTDOOR DISPLAY PERMIT	\$75 per Permit
S-1145	RESIDENTIAL PARKING PERMIT	\$50 per permit based on 44% cost recovery
S-1191	STAFF DECISION APPEAL REVIEW	Fixed Fee of \$110 - for Highland residents or persons with no personal financial involvement in project. (10% recovery) Fixed Fee of \$1,100 - all other Planning appeals (100% recovery) Fixed Fee of \$400 - all other Engineering appeals (100% recovery)

REF_NO	SVC_TITLE	SUGGESTED FEE
S-1200	GRADING PLAN CHECK-ROUGH	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$5,100 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1204	GRADING PLAN CHECK-PRECISE	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$3,600 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1208	GRADING PLAN REVISION-PRECISE	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$1,100 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1212	GRADING INSPECTION-ROUGH	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$7,900 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1216	GRADING INSPECTION-PRECISE	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$3,800 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1220	WALL INSPECTION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$2,000 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1224	GROVE REMOVAL REVIEW & PERMIT	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$2,600 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1228	IMPORT PLAN REVIEW AND INSPECTION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$2,100 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1230	CERTIFICATE OF COMPLIANCE REVIEW	\$910
S-1231	REV.TO CONDITIONS OF APPROVAL-ENG.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$1,500 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1232	FINAL TRACT MAP REVIEW	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$7,000 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1236	FINAL PARCEL MAP REVIEW	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$3,800 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1240	FINAL/PARCEL MAP REVISION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$1,800 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1244	ENGINEERING PLAN REVISION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$1,600 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.

REF_NO	SVC_TITLE	SUGGESTED FEE
S-1248	PUBLIC/STREET IMPROVEMENT PLAN CHK.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$6,900 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.
S-1252	DRAINAGE IMPROVEMENT PLAN CHECK	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$5,300 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.
S-1256	LEGAL DESCRIPTION REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$3,000. Fee covers review of legal description by City for single lot residence. (Not part of a tract map or parcel map application.) Plus Finance deposit surcharge - S-4180.
S-1260	LEGAL DESCRIPTION PREPARATION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$2,600. Fee covers preparation of legal description by City for single lot residence. (Not part of a tract map or parcel map application.) Plus Finance deposit surcharge - S-4180.
S-1264	RETAINING WALL CALCULATION REVIEW	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$1,900 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.
S-1268	RIGHT-OF-WAY ENCROACHMENT REQUEST	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$1,100 or as determined by the Director of Public Works plus the Finance deposit surcharge - S-4180. Amounts determined to be \$1,100 and less will be a fixed fee of \$1,100.
S-1272	EXCAV. INSP.-IN EXISTING STREETS	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$800 or as determined by the Director of Public Works plus the Finance deposit surcharge - S-4180. Amounts determined to be \$800 and less will be a fixed fee of \$800.
S-1276	EXCAV. INSP.-WITHIN NEW DEVELOPMENT	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$800 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.
S-1280	PUBLIC WKS.CONSTRUCTION INSPECTION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$22,000 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.
S-1284	TRAFF.CONTROL PLAN REV.& INSPECTION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$1,700 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.
S-1288	STREET LIGHTING SYSTEM PLAN CHECK	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$7,700 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.
S-1292	ST.LIGHTING SYS.CONSTRUCTION INSP.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$22,300 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF_NO	SVC_TITLE	SUGGESTED FEE
S-1296	OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	Fixed Fee of \$16 - Single trip permit (fee set by State) Fixed Fee of \$90 - Annual permit (fee set by State) Deposit of \$500 - Special services such as engineering investigation, escort, tree trimming, etc.
S-1300	STREET VACATION-SUMMARY	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$2,800 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1304	STREET VACATION-FULL	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$3,700 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1308	SMALL WIRELESS FAC. IN PUBLIC ROW	\$670
S-1312	ANNEXATION PROCESS'G (TO DISTRICTS)	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$1,600 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1316	BOND PROCESSING-SWR/WTR/STR/GRDG	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$1,200 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1320	BOND PROCESSING-LANDSCAPE	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$1,000 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1324	PROFESSIONAL REPORT REVIEW	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$4,500 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1328	WQMP REVIEW & INSPECTION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$6,100 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-1332	GIS MAP UPDATE	Staff recommends deleting this service as it is no longer provided.
S-1336	MICROFILMING OF MAPS AND PLANS	Fixed Fee of \$125 per project phase plus \$2 per sheet of map/plan. (Revenues and costs exclude "per sheet" information.)
S-1348	NPDES INSPECTION	\$195 - Commercial \$390 - Industrial \$390 - WQMP (Water Quality Management Plan) Note: The fee includes one initial inspection and two follow-up inspections. Any additional inspections required thereafter will be subject to a new fee.
S-1352	DIF CREDIT APPLICATION PROCESSING	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of \$4,100 or as determined by the Director of Public Works. Plus Financedeposit surcharge - S-4180.
S-2006	COM'L REGULATORY APPLICATION REV.	\$360
S-2010	REGULATORY LICENSE RENEWAL PROC'G	\$40 annually
S-2014	REGULATORY LICENSE-INFO.CHANGE	\$70 - Change of owner and/or business name change \$210 - Change of location

REF_NO	SVC_TITLE	SUGGESTED FEE
S-2018	REGULATORY LICENSE-BOOTH RENTAL	\$110
S-2022	REGULATORY LICENSE-MOBILE VENDOR	Annual - Fixed Fee of \$345, plus an additional \$130 if a mobile water user, plus the cost of fingerprinting
S-2026	REGULATORY LICENSE-DELINQUENT	\$35 per notice \$60 per visit
S-2030	SOLICITING/PEDDLING PERMIT	\$255 plus the cost of fingerprinting
S-2038	RES'L RENTAL ENHANCEMENT PROG.LIC.	\$150
S-2042	REGULATORY LICENSE-OUT OF CITY	Fixed Fee of \$60
S-2046	BUSINESS REGULATION (MAJOR)	Initial Fee - \$465 Annual Renewal - \$390
S-2050	BUSINESS REGULATION (MINOR)	\$290 plus the cost of fingerprinting
S-2054	FILM PERMIT	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies charged against an initial deposit of \$1,700. Plus Finance deposit surcharge - S-4180.
S-2058	BINGO PERMIT REVIEW	\$85 per permit. (Does not include business license fee.)
S-2062	BINGO PERMIT RENEWAL	\$20
S-2066	ADMINISTRATIVE CITATION HEARING	\$41 based on a 6% cost recovery
S-2070	FORECLOSED/VACANT PROPERTY REG.	Fixed Fee of \$165 per property per year or fraction thereof
S-2074	YARD AND GARAGE SALE REVIEW	\$13 (payable only at City Hall) Limited to 3 permits annually
S-2078	CITATION SIGN-OFF	\$0 - Resident (0% Recovery) \$32 - Non resident (50% Recovery)
S-2082	NOTICE OF VEHICLE TO BE DISMANTLED	\$65 - Passenger vehicle, leisure craft, single/double axle trailer \$85 - Commercial vehicle \$95 - Motor Home
S-2086	LOUD PARTY RESPONSE	plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-2090	PARKING ADMINISTRATIVE HEARING REV.	Fixed Fee of \$30 per appeal
S-2094	FALSE ALARM RESPONSE-SHERIFF	First Three False Alarms in a 12 month period - no charge Fourth " " " " - \$100 Fifth " " " " - \$200 Sixth or more " "" " - \$450
S-2098	FALSE ALARM RESPONSE-FIRE	First Two False Alarms in a 12 month period - no charge Third " " " " - \$100 Fourth " " " " - \$200 Fifth or more " " "" - \$300
S-3007	ANIMAL REGULATION	Unaltered Dog: \$96 for a 1-year license. Altered Dog: \$24 for a 1-year license, \$54 for a 3-year license. Senior/Disabled/Veteran Altered Dog: \$12 for a 1-year license, \$36 for a 3-year license.
S-3014	PRIVATE PROPERTY AUTO ABATEMENT	plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-3021	VEHICLE ABATEMENT APPEALS PROCESS'G	Fixed Fee of \$465 per Appeal
S-3028	STORAGE IMPOUND RELEASE PROCESSING	Fixed Fee of \$400 per Vehicle
S-3035	NUISANCE ABATEMENT HEARING	plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

REF_NO	SVC_TITLE	SUGGESTED FEE
S-3056	REFUSE EXEMPTION PERMIT	Fixed Fee of \$30 per exemption
S-3063	EMERGENCY SERVICES TO DEVELOPERS	plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-4008	RETURNED CHECK PROCESSING	\$23 plus bank charges
S-4019	RECORDS RESEARCH SERVICE	First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-4030	DOCUMENT PRINTING & COPYING	Simple hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-4041	COPYING SERVICE	\$.35 for each page.
S-4063	DOCUMENT CERTIFICATION	\$42 per certification per document plus copying services
S-4074	CD/AUDIO TAPE COPYING SERVICE	Only the cost of tape/CD
S-4085	CANDIDATE FILING ASSISTANCE	Deposit of \$25 refundable upon submission of final papers. (Election Code 10228 mandates a \$25 maximum)
S-4096	DELINQUENT REFUSE LIEN ADMIN.	Staff recommends deleting this service as it is no longer provided.
S-4107	LIEN RELEASE	Fixed Fee of \$200 Plus Notary Fee (currently \$15) and County Recorder Fee (currently \$20)
S-4118	REQUESTED STUDY SESSION PREPARATION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of \$660. Plus Finance depositsurcharge - S-4180.
S-4129	PASSPORT SERVICE	Maximum authorized by the State Department (currently \$35) plus any State fees, if applicable
S-4140	NOTARY PUBLIC SERVICE	Fixed Fee of \$15 per Notarized form - Maximum Allowed by State
S-4162	INITIATIVE-NOTICE OF INTENT	\$200 (maximum per Election Code Sec.9202)
S-4173	DELINQUENT PENALTY RECEIVABLES	Fixed Fee of \$55 per receivable (Amount over the cost is a fine charged against the customer.)
S-4180	DEPOSIT SURCHARGE	1.5% of the deposit or \$85 whichever is greater
S-4184	CREDIT CARD CHARGE RECOVERY	Visa, MasterCard & Discover Credit or Debit Card - \$1.50 for payments less than \$50; Payments greater than \$50 are 2.49% of the payment amount American Express Credit Card - 3.5% of the payment amount plus \$1.50



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Adopt Resolution No. 2025-_____ ordering the sale of one (1) surplus fire department vehicle.

RECOMMENDATION: The City Council adopt Resolution No. 2025-_____ ordering the sale of one (1) surplus fire department vehicle.

FISCAL IMPACT: The City will receive the proceeds from the sale less The Auction Company fee of 10%.

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

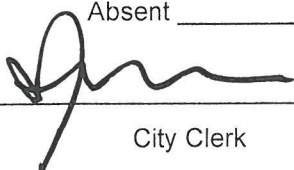
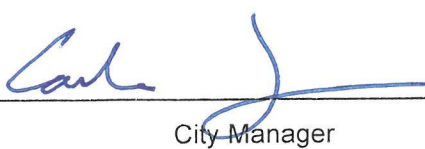
BACKGROUND: As part of the City's ongoing efforts to manage and right-size its vehicle fleet, staff has identified one surplus fire department vehicle for disposal. Staff is recommending the auctioning of a 2004 HME Silver Fox Cab, previously used as an incident support vehicle. This vehicle is no longer in use by the Fire Department and is considered surplus to the City's operational needs.

The vehicle will be sold through The Auction Company located at 4461 Wade Avenue, Perris, CA 92571. The Auction Company's fee is ten percent (10%) of the final sale price, which covers services including handling, detailing, storage, title transfer, and sale processing. For vehicles sold for less than \$1,000, an additional processing fee of up to \$100 may apply. If the vehicle is not sold at the initial auction, it may be held and offered again at the next scheduled auction.

Auctioning the vehicle provides a cost-effective method for recovering value from surplus equipment while reducing ongoing maintenance, insurance, and storage costs for the City.

Excess Vehicle:
2004 Silver Fox Cab (VIN#44KFT42874WZ20376)

Attachment 1: Proposed Resolution with Exhibit A Pictures of Vehicle.

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

Attachment 1

Proposed Resolution with Exhibit A



RESOLUTION NO. 2025 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,
ORDERING THE SALE OF AN EXCESS CITY FIRE DEPARTMENT VEHICLE**

WHEREAS, the City Council of the City of Highland, California, has determined the need for the sale of one (1) excess City Fire Department vehicle.

NOW THEREFORE, BE IT RESOLVED:

Section 1. Type of Sale

The sales shall be conducted through The Auction Company, 4461 Wade Avenue Perris, CA 92571.

Section 2. Sale Price

The City shall accept the highest responsible bid for the vehicle.

Section 3. Disposal of Unsold Vehicle

The vehicle, if not sold during the auction, may be stored for a second auction or shall be deemed at the discretion of the City Manager, as unwanted surplus and may be traded for usable equipment.

Section 4. List of Excess Vehicle

Year: 2004 **Make:** HME **Model:** Silver Fox cab **Vin #** 44KFT42874WZ20376

PASSED, APPROVED AND ADOPTED this 8th day of July, 2025.

Penny Lilburn, Mayor

ATTEST:

Alondra Muñoz, City Clerk

Exhibit A















STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager *JR*

SUBJECT: Contract Renewal – 2023-04 "City of Highland Landscape Maintenance Districts (LMD) Maintenance Contract".

RECOMMENDATION: It is recommended that the City Council (1) extend the Landscape Maintenance Districts (LMD) Maintenance Contract with RP Landscape & Irrigation, Inc. for one-year, and (2) approve a 3.2% increase to the contract.

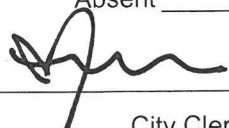
FISCAL IMPACT: All work is to be paid from current budgets

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

BACKGROUND: The City currently has a contract with RP Landscape & Irrigation, Inc. to maintain the City's Irrigation and Landscape at 44 of its designated Landscape Maintenance District (LMD) Annexations.

The current contract amount for one year is \$268,814.00. The contract documents establish guidelines for a potential contract increase at the time of the contract renewal based on the Skilled Labor Cost index published in the November 2024 issue of Engineering News Record for the Los Angeles Region. This year the publication shows a 3.2% increase from last year and the contractor has requested this increase to offset cost increases and to set the new contract amount at \$277,416.04.00. The services provided by the contractor are satisfactory. The contract documents provide the City with the option of four one-year contract extensions, and this will be the Second contract extension.

Attachment: Engineering News Record Construction Cost Index

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

CONSTRUCTION ECONOMICS

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

Construction Cost Index **+0.9%**

ANNUAL INFLATION RATE

NOV. 2024

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

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

Building Cost Index **+1.7%**

ANNUAL INFLATION RATE

NOV. 2024

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

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

Materials Cost Index **0.0%**

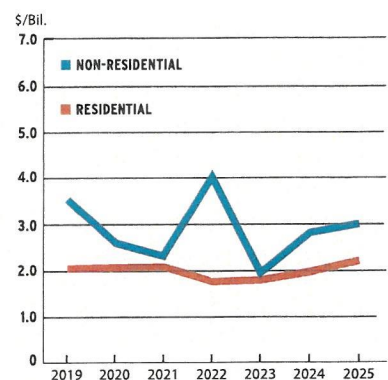
MONTHLY INFLATION RATE

NOV. 2024

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

The Materials Cost Index held steady this month, while the annual escalation rate increased 3.1%.

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



SOURCE: DODGE CONSTRUCTION NETWORK

ENR's Cost Indexes by City

1913=100
1967=100
R=REVISED

	CONSTRUCTION COST		BUILDING COST		COMMON LABOR		SKILLED LABOR		MATERIALS	
	NOV '24: 1913	% CHG. YEAR	NOV '24: 1913	% CHG. YEAR	NOV '24: 1967	% CHG. YEAR	NOV '24: 1967	% CHG. YEAR	NOV '24: 1967	% CHG. YEAR
ATLANTA	8728.41	+6.3	6783.14	+8.2	825.83	0.0	770.13	0.0	1568.69	+13.7
BALTIMORE	10632.02	+1.4	7283.51	+2.0	1236.74	+1.8	1015.30	+3.6	1289.05	+0.5
BIRMINGHAM	8903.58	+2.9	6267.26	+4.2	978.68	0.0	868.43	0.0	1237.92	+7.6
BOSTON	17777.48	+0.2	10287.66	+0.9	1756.25	0.0	1623.44	+0.9	1332.03	+1.1
CHICAGO	20426.01	+2.2	10495.51	+4.5	1859.31	0.0	1536.02	0.0	1268.17	+11.8
CINCINNATI	12833.44	+1.6	7435.39	-2.6	1141.92	+5.9	979.90	+2.8	1340.08	-7.0
CLEVELAND	14311.44	-1.2	8035.33	-1.2	1095.01	0.0	989.95	+1.8	1322.67	-4.1
DALLAS	7478.42	-3.0	6088.40	-3.7	742.23	0.0	738.52	0.0	1229.05	-5.8
DENVER	9295.37	+0.1	7560.51	+5.1	818.18	0.0	1043.58	+10.6	1313.74	+0.3
DETROIT	13813.09	+1.5	8206.71	+0.4	1096.02	+1.6	1104.00	0.0	1112.33	+1.0
KANSAS CITY	13736.85	-1.2	7920.71	-3.6	1413.02	+1.7	1312.41	+0.9	1128.84	-8.6
LOS ANGELES	15579.98	+1.8	9015.19	+5.0	1287.67	0.0	1231.11	+3.2	1383.06	+7.3
MINNEAPOLIS	14802.69	+3.0	8768.31	+5.3	1339.26	0.0	1313.10	+0.1	1268.14	+12.4
NEW ORLEANS	8272.46	+7.1	6879.76	+8.6	749.82	0.0	848.69	0.0	1458.98	+15.2
NEW YORK CITY	22332.83	-0.9	11817.50	-0.5	1663.39	0.0	1574.71	+1.8	1315.81	-5.0
PHILADELPHIA	15716.67	-1.6	9179.94	-1.6	1637.07	0.0	1448.39	+1.9	1245.35	-6.9
PITTSBURGH	12991.41	+0.5	8301.45	+1.5	1178.28	0.0	1114.12	+1.3	1171.52	+1.8
ST. LOUIS	13877.28	+0.2	7903.02	+0.4	1112.34	0.0	1082.07	0.0	1268.42	+0.9
SAN FRANCISCO	15400.54	-0.8	10716.59	-0.6	1076.13	0.0	1292.25	+1.1	1665.78	-2.5
SEATTLE	15737.84	+2.6	9154.74	+4.6	1314.48	0.0	1302.87	0.0	1661.65	+10.3

LA Region Skilled Labor Index



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager *JR*

SUBJECT: Contract Renewal – 2020-01 "Facilities and Parks Landscape Maintenance"

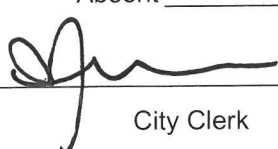
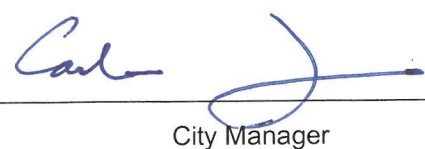
RECOMMENDATION: It is recommended that the City Council extend the Facilities and Parks Landscape Maintenance Agreement with RP Landscape & Irrigation, Inc. for one-year.

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

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

BACKGROUND: The City currently has a contract with the RP Landscape & Irrigation, Inc. to maintain the City's Irrigation and Landscape at the following locations: City Hall, Police Station, Fire Stations 1-3, Corporate Yard, YMCA, Library, Community Park, Aurantia Park, Cunningham Park, Seeley Park, Canyon Oak Park, Oak Creek Park, Memorial Park, and Parkways and Medians along Boulder Avenue between Webster St. and Atlantic not covered under LMD.

The current contract amount for one year is \$163,472.54. There is no cost increase associated with this contract renewal. The services provided by the contractor are satisfactory. The contract documents provide the City with the option of five one-year contract extensions, and this will be the fifth and final contract extension under the contract.

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: July 8, 2025

FROM: Carlos Zamano, City Manager

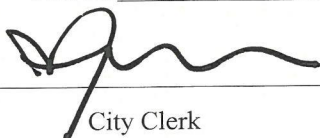
PREPARED BY: Lawrence A. Mainez, Community Development Director 

SUBJECT: Proposed revision to the Code Enforcement Officer Service Rates associated with the Willdan Engineering Agreement (Addendum No. 5).

RECOMMENDATION: Staff recommends the City Council approve the revised Willdan Agreement for specific service rates related to Code Enforcement Officer Services and direct the Mayor to execute the Contract - Addendum No. 5.

FISCAL IMPACT: The proposed revision to the Willdan Contract will adjust the hourly rate for Code Enforcement Officer services; specifically increasing the Rate from \$65 per hour (2008) to \$75 per hour (Addendum No. 5). In the event the City obtains the services of a full-time contracted Code Enforcement Officer from Willdan Engineering (Willdan) the estimated cost to the City will be \$156,000 per year. A mid-year budget adjustment will be proposed in January 2026, once the extent of Code Enforcement Division staffing and service needs are fully assessed. Funds for this adjustment are included in the FY2025/2026 and FY2026/2027 Budgets and will come from "unreserved, designated continuing appropriations" (Fund Account No. 001-2520) and will be expended from the Code Enforcement Division "Contract Services Account" (Account No. 001-4600-4538).

PUBLIC NOTICE: The agenda was posted at the City's three (3) designated posting locations as required by Resolution and on the City's Website.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>11</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

BACKGROUND AND DISCUSSION: In September 1997, the City Council elected to bring portions of the Building and Safety Services in-house and established a contract with Willdan to provide inspections and plan check services. The contract also provided for Code Enforcement Officer services on “as needed basis” (i.e., during City’s Code Officer extended leave). That contract was amended four times to adjust their Building & Safety service rates with the last rate adjustment approved on July 9, 2024, per Addendum No. 4 (see Attachment 1).

Since 2008 Willdan has made every effort not to increase its Code Enforcement Officer service rate of \$65 per hour (approximately 17-year period). However, Willdan has advised staff that the current rates of inflation and overhead have made it difficult to maintain their current rate for its Code Enforcement Officers. Willdan is requesting the City consider the following proposed rate schedule to include the increased rate of \$75/hr for Code Enforcement Officer Services.

Willdan – Building & Safety/Code Enforcement Service Rate Schedule		
Service:	Current Rate:	Proposed Rate:
1. Plan Check Engineering / Architect	\$145/hr (2024)	No change
2. Certified Plans Examiner	\$125/hr (2024)	No change
3. CASp Services	\$135/hr (2024)	No change
4. Senior Building Inspector	\$115/hr (2024)	No change
5. Building Inspector	\$95/hr (2024)	No change
6. Building Official	\$155/hr (2024)	No change
7. Permit Technician	\$65/hr (2024)	No change
8. Sr Permit Technician	\$75/hr (2024)	No change
9. Administrative Assistant	\$60/hr (2024)	No change
10. <u>Code Enforcement Officer</u>	\$65/hr (2008)	<u>\$75/hr</u>

Staff recommends the City Council approve Willdan’s Contract Addendum No.5, related to their Code Enforcement Officer contract service rate and direct the Mayor to execute the Contract Addendum.

A copy of the proposed contract Addendum No. 5 is provided as Attachment 2.

Attachments:

1. Willdan Contract Addendum No. 4, Exhibit B Fee Schedule.
2. Proposed Willdan Contract Addendum No.5 (inclusive of Exhibit A – the updated Fee Schedule).

Attachment - 1
**(Willdan Contract Addendum No.4, Exhibit B Fee
Schedule)**

Exhibit B
(Addendum No. 4)

Willdan – Building & Safety Services Fee Schedule

Service: _____ Hourly Rate:

1. Plan Check Engineering/Architect	\$145/hr
2. ICC Certified Plans Examiner	\$125/hr
3. CAsp Services	\$135/hr
4. Sr. Building Inspector	\$115/hr
5. Building Inspector	\$95/hr
6. Building Official	\$155/hr
7. Permit Technician	\$65/hr
8. Sr. Permit Technician	\$75/hr
9. Administrative Assistant	\$60/hr

Notes:

- A. Expedited plan review will be billed at 1.35x the rate.
- B. Overtime inspections will be billed at 1.5x the rate.

Attachment - 2
**(Proposed Willdan Contract Addendum No.5,
inclusive of updated Fee Schedule – Exhibit A)**

ADDENDUM No. 5
TO AGREEMENT FOR BUILDING AND SAFETY SERVICES BETWEEN
THE CITY OF HIGHLAND AND WILLDAN

This Addendum No. 5 to the Agreement for Building and Safety Services is made and entered into this 8th day of July 2025 by and between the City of Highland (City) and Willdan Engineering (Consultant).

Consultant entered into an agreement for Building and Safety Services with the City on July 9, 2002 ("Agreement"). The Agreement provided for a Billing Rate Schedule, attached as Exhibit "B" to the Agreement, for services performed by Consultant staff. The Agreement was amended by Addendum No. 1 on July 11, 2006, Addendum No. 2 on June 10, 2008, Addendum No. 3 on September 25, 2018, and Addendum No. 4 on July 9, 2024.

This Addendum alters the Agreement as follows:

1. That the Billing Rate Schedule, attached as Exhibit "B" to the Agreement, be replaced by Exhibit "A" attached hereto and effective July 1, 2025.

Except as expressly modified above, the terms of the original agreement dated July 9, 2002, and this Addendum No. 5 shall control the respective rights and obligations of the parties hereto.

Penny Lilburn
City of Highland, Mayor

Venessa Muñoz
President, Willdan Engineering

Kate Nguyen
Secretary, Willdan Engineering

Attest:

Alondra Muñoz,
City of Highland, City Clerk

Exhibit A
(Addendum No. 5)

Willdan – Building & Safety Services Fee Schedule

Service: _____ Hourly Rate: _____

1. Plan Check Engineering/Architect	\$145/hr
2. ICC Certified Plans Examiner	\$125/hr
3. CAsp Services	\$135/hr
4. Sr. Building Inspector	\$115/hr
5. Building Inspector	\$95/hr
6. Building Official	\$155/hr
7. Permit Technician	\$65/hr
8. Sr. Permit Technician	\$75/hr
9. Administrative Assistant	\$60/hr
10. Code Enforcement Officer	\$75/hr

Notes:

- A. Expedited plan review will be charged at 1.35x the hourly rate.
- B. Overtime building inspections will be charged at 1.5x the hourly rate.
- C. Overtime for the code enforcement officer(s) will be charged at 1.5x the hourly rate.
- D. Should Willdan be required to provide vehicles for the Code Enforcement Officer(s), an additional \$10/hr will be added to the hourly rate.

Exhibit B
(Addendum No. 4)

Willdan – Building & Safety Services Fee Schedule

<u>Service:</u>	<u>Hourly Rate:</u>
1. Plan Check Engineering/Architect	\$145/hr
2. ICC Certified Plans Examiner	\$125/hr
3. CAsp Services	\$135/hr
4. Sr. Building Inspector	\$115/hr
5. Building Inspector	\$95/hr
6. Building Official	\$155/hr
7. Permit Technician	\$65/hr
8. Sr. Permit Technician	\$75/hr
9. Administrative Assistant	\$60/hr

Notes:

- A. Expedited plan review will be billed at 1.35x the rate.
- B. Overtime inspections will be billed at 1.5x the rate.



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Lawrence A. Mainez, Community Development Director 

SUBJECT: iWorQ Systems Inc. Service Agreement amendment and three (3) year extension for web-based permitting applications and services (Building & Safety, Fire Marshal, Planning, Code Enforcement, Public Works, and Yard Sales/RV Parking)

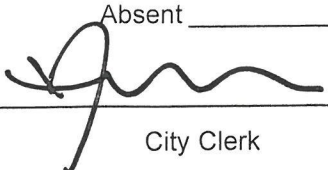
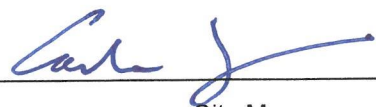
RECOMMENDATION: Staff recommend the City Council authorize the Mayor to approve the subject Service Agreement amendments and extension.

FISCAL IMPACT: The City of Highland has been a client of iWorQ systems since 2011 utilizing their Basic Service Package for the City's Building & Safety permits, Code Enforcement case tracking, Planning application tracking, and Public Works special projects. On April 12, 2022, the City upgraded to the iWorQ Enterprise Service Package. Due to this long-term affiliation, iWorQ waived their upgrade implementation and setup fees. In addition, the overall preferred client discount offered by iWorQ is approximately \$57,000.00 per year.

The subject iWorQ Enterprise Service Agreement is for a three (3) year term and can be cancelled or modified thereafter with a sixty (60) day notice. The cost of the three (3) year service agreement is approximately \$247,806.00 (\$82,602.00 fee per year).

The annual service fee in the amount of \$82,602 was accounted for in the FY2025-2026 and FY2026-2027 Budgets. Funds will be expended from Account No. 027-8490-4255 (Misc. Grants-Software Support).

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

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

BACKGROUND: As noted above, iWorQ has been providing Community Development and Public Works web-based services for approximately 14 years. Their web-based system can be viewed on a mobile phone, tablet, or computer and adjusts to any screen and can be accessed on any device with an internet connection. Unlimited free training and support is another valuable service offered to the City.

In 2001, iWorQ became the first in their industry to offer a completely web-based service application and has since transformed thousands of government agencies across the United States and Canada.

Since 2011, iWorQ has been providing their basic permitting and tracking services to the City of Highland Building & Safety Division, Planning Division, Code Enforcement, and Public Works Division in good standing.

In April 2022, the City amended its service agreement to take advantage of iWorQ *Enterprise Package* (as part of its High Priority City Council Work Program for 2021-2022). The *Enterprise Package* upgrade specifically added the iWorQ portal home, payment processing, rest services for G.I.S mapping, report increased data limit, and other unique features, such as the on-line "Report and Issue" portal.

iWorQ added services also included, Public Works/Public Service Permits, License Management (business licensing), Financial Exports, Large File Uploads, Online Application Submittals, Fire Marshal Permits, and the Public Works Management Package. In addition to the construction related permitting services, iWorQ provides permit modules for Animal Licensing Management (dog licensing) and Yard Sales and RV Parking permit services.

Modifications to the iWorQ Service Menu (2025 Amendment)

In addition to extending the iWorQ term for three (3) additional years, staff has requested modifications to the services offered by iWorQ to better serve the City's needs going forward. These modifications include the following:

1. Eliminate the Animal Licensing Module. The City is exploring another on-line Animal Licensing Service called *DocuPet* which is also currently being used by the San Bernardino County Animal Care and Control Department. This transition may take a few months and iWorQ is committed to keep their Animal License Module active until *DocuPet* service is activated.
2. Eliminate the Storm Water Module. The City is now required to use a State Regional Water Resources Control Board web-based system to monitor water quality compliance, therefore the iWorQ Storm Water Module is no longer needed.
3. Eliminate the Fire Permit Module. The City's Fire Marshal coordinates closely with the Building Official and prefers to utilize the Building & Safety iWorQ Module for its plan check, permit processing, and inspection scheduling.

As a result of iWorQ meeting the City's permitting service needs in good standing with significant long-term affiliation discount for their *Enterprise Package* features, it is staff's recommendation the City Council approve the attached iWorQ Service Agreement (see Attachment 1).

Attachment: 1. iWorQ Systems Service Agreement for applications and services

ATTACHMENT 1



IWORQ SERVICE AGREEMENT

For iWorQ applications and services

Highland, CA here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.



4. CUSTOMER DATA:

Customer data will be stored in AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage customer data. iWorQ does backups twice per week and onsite backups twice per week. Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).

Data upload and storage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer.



Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

7. TERMINATION:

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.

Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.



10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact Lawrence Mainez Title Community Dev Director

Office Phone (909) 864-6861 Ext 215 Cell (required) (909) 838-0677

Email lmainez@cityofhighland.org

Secondary Implementation Contact Manuel Tapia-Vera Title IT Technician

Office Phone (909) 864-6861 Ext 212 Cell (required) (909) 838-0806

Email mtapiavera@cityofhighland.org

11. CUSTOMER BILLING INFORMATION:

Billing Contact Leticia Nava-Cruz Title Director of Admin Svc/City Treasurer

Billing Address: 27215 Base Line, Highland, CA 92346

Office Phone (909) 864-6861 Ext 208 Cell (909) 838-2102

Email lnavacruz@cityofhighland.org

PO# _____ (if required) Tax Exempt ID # 330270638

12. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature _____

Effective Date: July 8, 2025

Printed Name Penny Lilburn

Title Mayor, City of Highland

Office Number _____

Cell Number _____



iWorQ Service(s) Agreement APPENDIX A



iWorQ Price Proposal

Highland, CA	Population- 56789
27215 Base Line, Highland, CA 92346	Prepared by: Brady Hunsaker

Annual Subscription Fees

Application(s) and Service(s)	Package Price	Billing
Community Development (Enterprise Package) *Permit Management *Code Enforcement *Portal Home *Online credit/debit card processing integrated with iWorQ. (Through PayRoc) -Configurable portal for ease of applying for permits, tracking current permits, and paying fees online -Allows for submitting code enforcement issues online and viewing code cases -Messaging feature for easy interaction with citizens -Contractor Status Updates via Text -Built-in automatic workflow capabilities -iWorQ Notifications included -Inspection and plan review tracking -Inspection Routing -Track permits and cases with customizable reporting -Includes Sensitive File Uploads that are required to finish permit, licensing or code enforcement process (i.e Driver's License) -3 Scheduled Reports -Includes access to 24 standard database driven web form templates and 3 custom database web forms for Portal Home -Includes unlimited access to 15 letter templates and 3 custom letters Note: Any adjustments made to the templates will result in a custom form -OpenStreetMap tracking abilities with quarterly updates GIS REST Services - iWorQ will be able to publish your agency's ESRI REST Services monthly if the following conditions are met: 1. The Rest Service URL is either a public access URL or the agency will allow iWorQ to be added to the user group of that data. a. User Group must have permission settings set to allow root access	\$41,280.00 \$31,095.00	Annual



to pull the data. 2. The Rest Service data contains the information needed for system functionality and field types match. a. The format of that data must conform to iWorQ Systems Note: If GIS configurations change (FTP location, name format, field changes, etc.) iWorQ will charge a minimum \$500 fee to accommodate new configuration adjustments (subject to additional hourly charges) Client must provide iWorQ with their agency's REST Service URL within 30 days of signature date, otherwise iWorQ will not establish the REST Service connection. Client may pay a data and labor fee of \$500 (subject to change at the discretion of iWorQ) to set up REST service beyond the stated 30-day deadline.		
Entity Management (Enterprise) *License Management *Portal Home *Online Credit/Debit card processing integrated with iWorQ. (PayRoc) -Available on any computer, tablet, mobile device using Chrome Browser -Quarterly Parcel Upload -License for Businesses -Renewal and invoicing capabilities for one owner to one property -Inspection Routing -Unlimited letters utilizing iWorQs template library, and up to 3 custom letters -Reminder letter generation -Includes Sensitive File Uploads that may be required as part of the licensing process (i.e Driver's License) -Configurable portal for ease of applying for licenses and tracking them online -Includes 3 Custom Forms -Messaging feature for easy interaction with citizens -OpenStreetMap tracking abilities with quarterly updates -3 Scheduled Reports -Built-in automatic workflow capabilities GIS REST Services - iWorQ will be able to publish your agency's ESRI REST Services monthly if the following conditions are met: 1. The Rest Service URL is either a public access URL or the agency will allow iWorQ to be added to the user group of that data. a. User Group must have permission settings set to allow root access	\$36,020.00 \$20,500.00	Annual



to pull the data. 2. The Rest Service data contains the information needed for system functionality and field types match. a. The format of that data must conform to iWorQ Systems Note: If GIS configurations change (FTP location, name format, field changes, etc.) iWorQ will charge a minimum \$500 fee to accommodate new configuration adjustments (subject to additional hourly charges) Client must provide iWorQ with their agency's REST Service URL within 30 days of signature date, otherwise iWorQ will not establish the REST Service connection. Client may pay a data and labor fee of \$500 (subject to change at the discretion of iWorQ) to set up REST service beyond the stated 30-day deadline.		
Custom Data Plan - This agreement includes a total upload size limit of 25MB and a total storage of 200GB	\$2,500.00	Annual
Permit Management - Plan Review - Available on any computer, tablet, or mobile device using Chrome Browser - OpenStreetMap tracking abilities with quarterly updates - Manage appeals, variances, plat applications, conditional use permits, etc. - Option to track contractors and their licensing - Track fees and payments - Inspection and plan review tracking - Configurable Reporting - iWorQ notifications included - Includes iWorQ Workflows - Send out mass notifications to surrounding properties - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters. - Draw & annotate on plans - Save data in layers on plans - Place watermarks on plans -Includes Sensitive File Uploads that are required to finish permit, licensing or code enforcement process (i.e Driver's License)	\$14,378.00 \$3,000.00	Annual
Citizen Engagement Package Package includes: *Citizen Engagement	\$8,000.00 \$500.00	Annual



- Drive citizen satisfaction, streamline communication and reduce overhead costs with a public portal. - Allow citizens & employees to submit problems, including photos and locations, links to agency website, and seamlessly access those items in the iWorQ software through the Online Portal.		
Public Works Package (Basic) Package includes: *Work Management *Sign Management *Pavement Management - Track and manage work by location using OpenStreetMap - Work order scheduling and templates - Work Order Status updates via Text - Track labor, inventory, parts, and material - Track work completed and maintenance history - Track sign location, MUTCD, condition, reflectivity, work orders etc. - Remaining service life (RSL), next treatment, 5-year budget etc. - Road layer on OpenStreetMap with color by lookup - Sign layer displayed on OpenStreetMap * Available on any computer, tablet, or mobile device using Chrome browser * OpenStreetMap – Ability to track point and line layers * Quarterly GIS Updates * Configurable dashboard, fields, and reports * Includes Sensitive File Uploads (if needed)	\$29,064.00 \$11,407.00	Annual
Permit Management – Yard Sales and Parking Permits -Available on any computer, tablet, or mobile device using Chrome Browser -Track Permits, inspections, contractors, and their licensing -Track fees and payments -Inspection and plan review tracking -Includes Sensitive File Uploads that are required to finish permit, licensing or code enforcement process (i.e Driver's License) -Configurable reporting -Quarterly parcel update -OpenStreetMap tracking abilities -Free forms, letters, and/or permits utilizing iWorQ's template library, and up to 3 custom letters	\$9,500.00 \$4,500.00	Annual



Permit Management – Public Works -Available on any computer, tablet, or mobile device using Chrome Browser -Track Permits, inspections, contractors, and their licensing -Track fees and payments -Inspection and plan review tracking -Includes Sensitive File Uploads that are required to finish permit, licensing or code enforcement process (i.e Driver's License) -Configurable reporting -Quarterly parcel update -OpenStreetMap tracking abilities -Free forms, letters, and/or permits utilizing iWorQ's template library, and up to 3 custom letters	\$9,500.00 \$8,000.00	Annual
Additional Web Forms for Online Portal (Number) Additional Web forms for Online Permit Applications. (Total Web Forms = ?) Note: Additional Web Forms can be purchased as needed: \$500/annually for 3	\$1,100.00	Annual
Subscription Fee Total (This amount will be invoiced each year)	\$82,602.00	Annual

One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Package Price	Billing
Grand Total Due Year 1	\$82,602	Year One Total

NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date
- II. This subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days
- III. This cost proposal cannot be disclosed or used to compete with other companies.



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager *JR*

SUBJECT: Authorization and Agreements for the replacement of the fuel dispensing system at the Highland Police Station Per Adopted 2025/2026 Work Program.

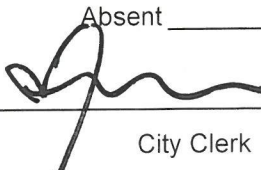
(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

RECOMMENDATION: It is recommended that the City Council:

1. Waive formal contract procedures per Municipal Code Section 2.40.100 for which the City's best interests are served
2. Approve the proposal from Western Pump in the amount of \$61,346.72 to provide and install two new GASBOY ASTRA Electronic Fuel Dispensers, GASBOY EKOS Pedestal, and Operating Software through the City's Sourcewell cooperative purchasing program contract #092920-GVR
3. Authorize the City Manager to sign purchase agreements with Western Pump to install the City's new Fuel Management system at the Highland Police Station.

FISCAL IMPACT: \$61,346.72 from Equipment Replacement Reserves.

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

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

1

BACKGROUND: City Council adopted the 2025/2026 Work Program on March 11th, 2025 which included the replacement of the fuel system at the Police Station and designated this as a High Priority task. The City maintains above ground fuel storage and dispensing located at the back lot at the Police Station to service Police, Fire, and City Vehicles. The existing GASBOY dispensers have become obsolete and repair parts are becoming more difficult to find. The City Council elected to replace these dispensers with new components to avoid potential downtime in the event of a failure of the dispensers.

To facilitate the purchases, staff is proposing to use existing national contracts through cooperative purchasing programs as allowed by the City's Municipal Code. Western Pump has a current contract with Sourcewell that was competitively bid and meets our local and state purchasing guidelines. The City has used Sourcewell in the past. The proposals includes the purchase and installation of the equipment, along with a warranty.

Attachments:
Western Pump Proposal



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Quotation (CRM)

Sold To:

B6647
CITY OF HIGHLAND
27215 Base Line

Highland, CA 92346
Bianey Fleming

Job Location:

CITY OF HIGHLAND - GASBOY
27215 Base Line
Highland, CA 92346
(909) 864-6861

Details:

Quotation Number:	0000004615-000	Customer Code:	B6647
Quotation Date:	Jun 17, 2025	Reference:	CITY OF HIGHLAND - GASBOY
Quotation Type:	Job	Cross Reference:	
Sales Representative:	BILLH	Expiration Date:	Jul 10, 2025
Estimator:	BILLH		
Job Number:	n/a		

Scope of Work:

FUEL MANAGEMENT SYSTEM PROJECT - SOURCEWELL PRICING: Scope of Work to Provide, Install, and Train on New Dispensers & Gasboy Fuel Management System for the City of Highland.

PRICING USED FOR THIS PROPOSAL IS IN ACCORDANCE WITH GILBARCO / GASBOY SOURCEWELL CONTRACT #092920-GVR. WESTERN PUMP IS AN AUTHORIZED AGENT OF GVR/GASBOY

SCOPE of WORK:

- Remove Two (2) existing 1820 suction pumps that are located on tank.
- Provide and install (2) suction pumps Astra Split Suction Systems (Gasboy)
- Install New Hanging Hardware.
- Provide install & configure new Site Prime Gasboy fuel management system.
- Startup and test the system.
- Clean up trash and debris caused by our work.

Note : City of Highland to keep the old equipment.

NOTES:

1. Above price excludes permit and plan fees if necessary.
2. Above price excludes providing or installing any Main Electrical Panels (tying into existing).
3. Above price excludes any/all additional Petroleum Equipment or Installation Work not specifically listed above.
4. Above price excludes any/all Repairs to existing defective Equipment (Fuel Dispensers, Flow Meters, Electrical Wiring, Conduit, etc.).
5. Above price is based on California DIR wage rates.
6. Western Pump will not be held responsible for delays caused by the manufacturer, carrier, or any unforeseen events or actions.
7. Above price is based on utilizing existing electrical wires and conduit runs. If additional work is required do to blockage, Western Pump will be compensated at a DIR labor rate of \$165.00 per man hour plus materials.
8. Price is based on 80 hours of onsite time at \$165.00 per man-hour plus additional labor will be billed at \$165/hour plus materials at cost plus 18% for additional work performed or delays caused by others.
9. PER PUBLIC WORKS REGULATIONS: Price includes 16 Apprentice hours and payment BOND in the amount of: \$751.00

If you have any questions, please do not hesitate to contact me at (619)993-0320. If proposal and terms are acceptable, please sign below and return to Western Pump with your deposit.



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GASBOY FUEL MANAGEMENT SYSTEM

FL-2MHCSU-00	Site PRIME UX 2 Hose Mech	1.00	E
Z-FL0-PEDSMT	Site PRIME Option: Standard Pedest	1.00	E

*** GASBOY " EKOS" SOFTWARE SaaS***

EKOS-STARTUP	SETUP FEE, EKOS Software (One-Time)	1.00	E
Z-FLH-PMTR01	FLEET HEAD OFFICE MIFARE TAG READER	1.00	E
Z-FL0-MTBL07	Mifare Tags, Black (box of 10)	1.00	E

** GASBOY ASTRA ELCTRONIC PUMP (1) GAS & (1) DSL**

A9-823S10-0P	DISPENSER, model 9823K F (Gasboy)	2.00	E
Z-AT0-HVRP01	VR PIPING KIT, Atlas 9823	1.00	E
Z-AT0-APULID-SW	PULSE OUTPUT, Dual Ch, Dual Pulse	2.00	E
Z-AT0-GEMT0G	TOTALIZER, ElectroMechanical Gal	2.00	E
Z-AT0-AMKP00	PEDESTAL, 9820 w/Mounting Kit	2.00	E

***HANGING HARDWARE+++

VST-EVR-NBBK-2	NOZZLE, Enviro-Loc G2 EVR *New	1.00	E
VSTA-EVR-SBKA	BREAKAWAY, Balance EVR Enviro-Loc	1.00	E
VDVP-EVR-096	HOSE, 8' Balance VENTURI Platinum	1.00	E
VSTAP-EVR-048	HOSE, 4' Balance EVR Platinum	1.00	E
003360	SAFE-T-BREAK, 3/4" FxF Reconnectable	1.00	E
000350	SWIVEL, 3/4" MxF 1+6 multiplane	1.00	E
159561-03	NOZZLE, 3/4" model-XS w/Green Scuff	1.00	N
CP12HW08	HOSE, 3/4" x 8' MxM Hardwall Black	1.00	E
CP12HWG04	HOSE, 3/4" x 4' MxM Hardwall Green	1.00	E

EQUIPMENT SUBTOTAL 34,345.55

CITY OF HIGHLAND TAX 7.75% 1.00

TECHP	TECHNICIAN - PW/Federal	140.00	Hours
	BUDGET LABOR / INSTALL NUMBER INCLUDED DIR		
	REQUIREMENTS, BOND EST., APPRENTICE HOURS, EST.		
	TRAVEL/ PERDIEM.		
	ESTIMATED INSTALLATION COST FOR BUDGET		
	PURPOSES		

SUBTOTAL INSTALL / LABOR / EQUIP / BOND / DIR			25,950.17
FREIGHT	1.00	1,051.00	1,051.00

Summary:

SubTotal: 61,346.72

Total Quotation: 61,346.72



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A Western Pump Company

Notes:

- Prices stated are firm for 7 days from the date of this Quotation unless noted otherwise.
- Payment to be made as follows: 25% down payment, 25% job start, major equipment billed and due upon shipment from Vendor, final balance due immediately upon receipt and/or start-up and commissioning (unless credit terms have been pre-approved).
- Financing Terms: 100% financing may be obtained through available lease programs with terms from 24 to 48 months and will include any required deposit. To learn more about these options, please contact your WESTERN PUMP or DOEHRMAN sales consultant.
- WESTERN PUMP's Standard Terms and Conditions (see below) will apply.
- WESTERN PUMP's Supplemental Conditions (see below) will apply.
- WESTERN PUMP, Inc. will not be liable for direct, indirect, special, or consequential damages, business interruption or loss of profits damages, sustained by Customer or any party claiming by, through, or under Customer.
- Customer hereby accepts the Terms and Conditions set forth within.
- Materials and equipment are subject to all applicable taxes.
- Cancellations or returns or non-stock or special order items are subject to a minimum 15% restocking charge, or may not be returnable.

**BY SIGNING AND ACCEPTING THIS QUOTATION,
CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ,
UNDERSTANDS, AND AGREES WITH ALL OF THE
TERMS AND CONDITIONS LISTED WITHIN.**

QUOTED BY:	ACCEPTED BY:	DATE:
SIGNATURE:	PRINT NAME:	
DATE: Jun 12, 2025	TITLE:	

Standard Terms & Conditions:

- Acceptance.** This proposal, when accepted by Owner, will constitute a bona fide contract, subject to these terms and conditions, the supplemental terms and conditions, and approval of the Contractor's credit manager. Delivery of the materials/equipment herewith, installation of the specified equipment, Owner's acceptance hereof (either in writing or orally in person or over the telephone), and/or the issuance of an invoice, constitutes a binding acceptance by Owner of this proposal herein. This agreement is the entire undertaking of the parties for the subject matter hereof, and there are not promises, agreements, or understandings, oral or written, not specified herein.
- Prices; Terms of Sale; Credit.**
 - All prices are quoted in good faith; however, from time to time, manufacturers may change prices without prior notice prior to shipment, we may quote an incorrect price, or applicable taxes may increase, in which case any price or tax increase may be added to Owner's price.
 - All payments are to be made to Contractor pursuant to the terms on the Quotation. All credits and terms of the sale must be approved by Contractor's Credit Department at the time of the order and are subject to review and approval during the life of any contract. A finance charge of 1-1/2% per month (18% per year) may be charged on any unpaid balance remaining at the end of every 30-day period. If payment is not made promptly when due, Owner must pay all costs and expenses of collection, including reasonable attorneys' fees. Contractor may revoke any credit extended to Owner because of its failure to pay when due or for any other reason.
 - Owner shall be responsible for and shall pay all sales, use, excise, governmental surcharge, and other taxes (including penalties and interest) levied in connection with this sale. The stated prices do not include applicable taxes unless otherwise specified, and Contractor may charge for same by a subsequent or supplemental invoice.
 - With respect to Owner-supplied materials, Owner agrees to indemnify and hold Contractor harmless from any and all defects or damages arising from use of these products. Owner further acknowledges that they will be wholly responsible for the payment of any sales and use tax owed to the State(s) of California, Arizona, Nevada, New Mexico, Utah, Colorado, Idaho, Oregon, and/or Washington, and shall supply Contractor with proof of such payment prior to completion of the job or upon request.
 - Owner hereby grants and Contractor retains a purchase money security interest in said products/equipment, including the proceeds therefrom, for the purpose of securing Owner's obligation to make payment in full, until payment is received in full in cash or collected funds, at which time the security interest shall cease. Contractor may, at its option, repossess the products/equipment upon Owner's default in payment, and charge Owner with any deficiency. Owner agrees to execute upon demand appropriate financing statements for perfecting this security interest. If the work is to be performed on property not owned by Owner, upon Contractor's request, Owner shall provide a Landlord's Waiver in a form acceptable to Contractor.
- Delivery; Shipment Terms; Freight Damage Claims.**
 - Shipping dates are approximate and are contingent of fire, accidents, strikes, floods, manufacturer production schedules, installation schedules and coordination of trades, transportation delays, or other causes beyond Contractor's control. Contractor will exert the utmost effort to perform satisfactorily its shipping obligations and meet installation schedules but shall not be liable for delay for any reason or for damage in transit of any materials furnished. Contractor may make delivery in installments, which will be separately invoiced.
 - The shipping terms, including the F.O.B. point (such as "shipper's dock" or a designated destination), must be indicated on the face of this proposal. The shipping terms should also include whether freight is "collect" or to be "prepaid and added". If these terms are not indicated, they may be chosen by the Contractor. Whenever merchandise is delivered to the designated F.O.B. point, a common carrier (by manufacturer or Contractor), or is received by Owner, whichever is earlier, Contractor's responsibility ceases and full risk of loss (including transportation delays and losses) and title passes to Owner, Contractor assumes no responsibility for goods damaged in shipment. Shortages and hidden damages or defects to goods must be reported to Contractor and carrier within 30 days of receipt of shipment. The quoted prices do not include the cost of unloading, which is Owner's responsibility.
- Insurance, Limited Warranty, Indemnity, and Hold Harmless.**
 - Contractor does not extend warranties to Owner of materials and equipment. The products sold by Contractor may be warranted but only to the extent of any warranty offered by the manufacturer. Owner shall be responsible to register equipment warranties with the manufacturer. **CONTRACTOR HAS NO LIABILITY WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOST PROFITS, DOWN TIME, LOSS OF MATERIAL OR PRODUCT, CLEAN-UP COSTS ASSOCIATED WITH LOSS OF PRODUCT, OR DAMAGE TO OTHER EQUIPMENT, UNLESS SAID DAMAGE OR LOSS IS PROVEN TO HAVE BEEN CAUSED BY CONTRACTOR'S SOLE NEGLIGENCE. NO WARRANTY IS EXTENDED WHERE EQUIPMENT IS IMPROPERLY INSTALLED BY OWNER, ITS EMPLOYEES OR CONTRACTOR. CONTRACTOR MAKES NOT OTHER WARRANTY OF ANY KIND WHATSOEVER, EXPRESS, OR IMPLIED, AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY CONTRACTOR. FURTHER, NO WARRANTIES SHALL BE EXTENDED ON ANY USED EQUIPMENT OR PARTS UNLESS SPECIFICALLY ENUMERATED ON THE FACE OF THE CONTRACT.**
 - CONTRACTOR EXTENDS A LIMITED WARRANTY FOR CONTRACTOR'S WORK PERFORMED UNDER THIS PROPOSAL THAT SUCH WORK WILL BE RENDERED IN ACCORDANCE WITH GOOD COMMERCIAL PRACTICE FOR A LIMITED PERIOD OF 90 DAYS FROM THE DATE OF CONTRACTOR'S COMPLETION OF SUCH WORK, HOWEVER, IF DURING THIS PERIOD, THERE IS A DEFECT DUE TO CONTRACTOR'S IMPROPER OR SUBSTANDARD PERFORMANCE, CONTRACTOR'S LIABILITY IS LIMITED TO THE COST OF CORRECTING ANY DEFECTIVE WORKMANSHIP. THIS LIMITED WARRANTY IS NULL AND VOID IN THE EVENT THAT THE OWNER OR A THIRD PARTY PERFORMS SUBSEQUENT WORK ON THE EQUIPMENT INSTALLED OR REPAIRED BY CONTRACTOR. IN THE EVENT THAT CONTRACTOR SHALL BE LIABLE TO OWNER FOR DAMAGES ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT, WHETHER ARISING BY NEGLIGENCE, INTENDED



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CONDUCT (BUT NOT INTENTIONAL MISCONDUCT) OR OTHERWISE, OWNER MAY RECOVER FROM CONTRACTOR ITS DIRECT DAMAGES NOT TO EXCEED THE AGGREGATE AMOUNT OF PURCHASE PRICE PAID BY OWNER FOR THE PARTICULAR GOODS OR SERVICES TO WHICH A CLAIM OF LIABILITY IS ASSERTED.

- c. Contractor shall have NO LIABILITY under this warranty if equipment malfunction or other problems result, directly or indirectly, from accident (not caused by Contractor), subsequent work on equipment by Owner or third party, improper operation of equipment, inadequate maintenance, and/or failure to properly protect the equipment from environmental hazards.
- d. Owner agrees to hold Contractor harmless from and defend and indemnify it against any of Contractor's or Owner's losses in connection with any property damage, personal injury or death, whether same relates to any claim, penalty, or fine by government agency for pollution, environmental damage, clean up, or otherwise, or whether any claim is made by any third party against Contractor or Owner or said damage, personal injury or death is claimed or sustained by Owner or made against Owner or Contractor in connection therewith, including but not limited to damages, costs, expenses, and attorneys' fees, except to the extent that said damage, personal injury or death is proven to have been caused by Contractor's sole negligence. Where a penalty, fine or claim for pollution damage or cleanup is made against Contractor in connection with installation of materials and equipment, Owner agrees to hold Contractor harmless from and defend and indemnify it against same.
- e. NO EMPLOYEE OR REPRESENTATIVE OF CONTRACTOR IS AUTHORIZED TO CHANGE THIS WARRANTY IN ANY WAY.
- f. When specifically included in the work, site drawings, installation plans, and as-built drawings will be prepared using a current Owner-provided set of scale drawings showing property lines, rights of way, easements, utilities, driveways, buildings and improvements. Any drawings furnished in connection with the bid proposal or Work were for bid purposes only and are the property of the Contractor. If such drawings are used without a professional or registered engineer's stamp, Owner uses it at its own risk with full and complete indemnity to Contractor for any acts, errors, omissions, or damages that may arise out of using such drawings.
- g. Contractor shall maintain workers' compensation insurance covering its own employees. Unless otherwise specified, Owner shall maintain general liability, completed operations and builders' all risk insurance, and shall meet financial responsibility requirements of federal and state storage tank regulations sufficient to protect against claims that may arise under this proposal. Unless otherwise specified, Contractor shall not be required to obtain fidelity or surety bonds, and the cost of any such bonds may be added to the price.
- h. Contractor, in furnishing services hereunder, is acting only as an independent contractor. Contractor does not undertake by this agreement or otherwise to perform any obligations of Owner, whether regulatory or contractual, or to assume any responsibility for Owner's business or operations.
5. **Cancellation and Return of Goods.** Owner may cancel an order only upon advance written approval of Contractor, provided Owner pre-pays the freight charges and Contractor's reasonable cancellation and restocking charges, based in part on manufacturer's charges. No merchandise is returnable without Contractor's advance written consent. Merchandise must be returned within ten (10) days of Owner's receipt of written authorization and must be accompanied by the invoice number and/or a copy of the sales receipt. At the option of Contractor, return of material prior to receiving Contractor's approval will result in material remaining the property of Owner, and it will be stored at Owner's risk and expense. If Contractor accepts the material in return for credit, a handling charge based in part on acceptance of the material for return by the manufacturer will be charged, and not credit will be issued to Owner until credit from the manufacturer is received.
6. **Governmental Compliance.** Environmental compliance is Owner's responsibility. Its failure to comply strictly with applicable federal, state, or local requirements, rules and/or regulations (including but not limited to those applicable to notice) shall completely void all express or implied warranties of Contractor. It is the Owner's responsibility to report any inventory shortage or suspected releases to federal, state, and all other authorities having jurisdiction and to Contractor or a certified tank handler within 24 hours of occurrence. Owner agrees to hold Contractor harmless from and indemnify and defend Contractor against any claims or liability relating to Owner's failure to comply strictly with all federal, state, or local environmental requirements, rules and/or regulations, including those applicable to notice. Unless otherwise specified herein, Owner or its agent shall furnish state fire marshal's permit, if required, and all other permits, licenses, inspection fees or approvals, whether required by federal, state, or local regulations. Owner shall register all new or replacement regulated storage tanks in accordance with applicable state and local regulations.
7. **Manufacturer Information.** Contractor will provide manufacturer's product information and installation instructions for informational purposes but makes no representations regarding such information.
8. **Testing.** Unless otherwise specified herein, Contractor shall perform testing required by governmental regulations concerning the installation of equipment installed by Contractor under this agreement (not including product testing). Any other required testing shall be responsibility of Owner, and all costs to perform said tests shall be paid by Owner unless otherwise specified in writing.
9. **Hardware/Software Compatibility.** In connection with this proposal, the parties assume that any fueling system hardware and software supplied by Owner is inherently compatible and requires only routine start-up and programming. If on start-up, it is discovered that the hardware and/or software is not compatible or has innate deficiencies that require additional configuration or upgrading, Contractor will be held harmless from any resulting delays in completion of work and shall be entitled to full payment of the Contract Price.
10. **Administrative Provisions.**
 - a. **Changes.** This agreement may be amended at the request of either party from time to time by written Change Order signed by both parties, setting forth the particular changes to be made and the effect of such changes on the price and on the time of completion, subject to Contractor's approval.
 - b. **Recordkeeping.** Owner is responsible to keep daily accurate inventory records on products stored in tanks, lines, and dispensing equipment as required by law. In the event of an inventory discrepancy within 30 days from date of installation, Owner shall immediately notify Contractor followed by written confirmation. IN NO EVENT SHALL CONTRACTOR BE RESPONSIBLE FOR DISCREPANCIES, CLEAN-UP OR RELATED COSTS INCURRED FOR SAID DISCREPANCIES PRIOR TO NOTIFICATION.
 - c. **Contingencies.** Contractor will be excused from performance under this agreement and will have no liability for any period it is prevented from performing any of its obligations, in whole or in part, as a result of delays caused by the Owner or a third party or by an act of God, war, fire, floods, winter conditions, manufacturers' production schedules, installation schedules and coordination of trades, delays in transportation, acts of government agencies, accidents, court order, labor dispute, third party performance or nonperformance, or other cause beyond Contractor's reasonable control, including failures or fluctuations in electrical power, heat, light, or telecommunications, and such nonperformance shall not be a default hereunder, or grounds for termination of this agreement.
 - d. **Photographs, Drone Footage.** Contractor may take photographs and video recordings of all aspects of excavation and installation.
 - e. **Surveys, Permits, Easements, Tap Fees, Etc.** Unless specified in the Contract Documents, Owner shall furnish all surveys and secure all building and sign permits. Easements for permanent structures or changes in existing facilities shall be secured by Owner, at Owner's expense.
 - f. **Subcontractors.** Subcontractors may be employed by Contractor within its discretion to complete the Work. Contractor shall not be liable for damages caused by Subcontractors chosen directly by Owner. Owner agrees to refrain from entering into any contract or agreement with Subcontractor directly with regards to extras, omissions, or changes in connection with the work without the express written consent of Contractor.
 - g. **Non-Discrimination.** Contractor hereby agrees that it will not discriminate against any individual with respect to any employment or terms of employment by reason of such individual's race, color, religion, sex, age, or natural origin.
11. **Enforceability/Severability, Non-Waiver and Non-Assignability.** If any of the provisions hereof shall be deemed unenforceable by reason of law, the remaining provisions shall be deemed enforceable. Any waiver of a breach of this agreement shall not be construed as a waiver of the remaining terms of the contract. Owner may not assign this agreement or any rights hereunder, in whole or in part, without the prior written consent of Contractor.
12. **Governing Law.** All of the provisions hereof and of all resulting orders are to be governed and construed under the laws of the State of California, and the courts of said State shall have jurisdiction over any dispute concerning this agreement.

Supplemental Conditions:

1. **Change Orders.** Any change or modification to the original Contract must be in writing signed by both Contractor and Owner. If Contractor consents to a request for a change order, any such changes or modifications shall be incorporated, together with a full description of the changes and/or modifications covered thereby, on a written Change Order form to be executed by both Contractor and Owner. Owner shall be responsible for payment of any change orders net ten (10) days upon receipt of invoice.
2. **Qualifications of Work.** The following are excluded from the Contract Documents, unless specifically stated otherwise:
 - a. **Construction Services:**
 - i. Labor, materials, taxes, permits and outside services for mechanical compaction, electrical, blacktop, water and sewer work;
 - ii. Deadmen anchors, foundations, cathodic protection, and removal of tank contents.
 - iii. If concrete slab is placed and finished under this Contract, Contractor is not responsible for the performance of the slab if not protected from traffic by Owner for ten (10) days after completion of concrete work;
 - iv. In case of winter work, after October 15, Contractor shall do its best to provide all concrete work specified, however, no warranty shall be made as to the final condition of the concrete.
 - b. **Environmental Services - Soil Remediation:** In the event contamination is found, Contractor will contact Owner to discuss the extent of the condition and to decide upon a desirable course of action. Any expenses incurred as a result of contamination will be at the Owner's expense. Contractor shall not be responsible or liable for pre-existing pollution or contamination nor shall Contractor be liable for any pollution or contamination occurring through no fault of Contractor. The clean-up, removal, and disposal of such contamination shall be Owner's responsibility.
 - c. **Liquid/Sludge Removal:** Prior to tank removal, Owner shall have all product removed from the tank. In the event there is any liquid/sludge in a tank at the time of removal, Contractor may arrange for liquid/sludge removal on a time-and-material basis at Owner's expense.
3. **Payment Terms.** Unless otherwise specified in the Contract, all payments shall be paid in full by Owner net ten (10) days upon receipt of invoice by Owner. Major equipment shall be paid in full upon receipt of equipment at Contractor's warehouse or the jobsite, whichever shall occur first. For those projects requiring multiple construction draws, Owner hereby



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agrees that it shall have paid Contractor an amount not less than ninety percent (90%) of the total contract sum, including change orders, prior to Contractor providing the final certificate of occupancy and/or the start-up of major equipment. Any retainage, if any, shall be paid to Contractor within ten (10) days of completion of all punch list items.

4. **Protection of Work, Property, Persons.**

- Contractor shall have no liability for damage, injury or loss to property or persons attributable to the fault of Drawings or Specifications, unless prepared by Contractor, or the negligent act or omission of Owner or Owner's agents, employees, or subcontractors.
- Owner shall provide Contractor, prior to commencement of the work, Material Safety Data Sheets on all chemical products used by Owner in connection with the job site.
- Owner shall provide Contractor, prior to starting the project, a Notice of Commencement filed with the Registrar of Deeds office in the county where the property is located.

5. **Limitation of Damages.**

Contractor assumes no responsibility for, nor shall be obligated to pay, claims for any liquidated or consequential damages, including, but not limited to downtime, loss of business, etc.

6. **Delays.** Due to the increasing cost of labor and materials, any delay of progress not under Contractor's direct control and not due to causes within the control of the parties shall result in an additional charge to Owner. In the event of a suspension of services by Owner, the Contractor shall have no liability to Owner for delay or damage resulting from such suspension of services. When the project is resumed, the Contractor's bid shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of services. If Owner fails to make such payments, upon seven (7) days' written notice to Owner, Contractor may suspend services until such payment is received.

7. **Contractor's Right to Terminate the Contract.**

- Contractor may, without prejudice to any other right or remedy, terminate the Contract if:
 - Owner is adjudged bankrupt or a receiver or trustee is appointed for Owner, or Owner is insolvent or makes a general assignment for the benefit of creditors;
 - Owner fails to pay any amount when due;
 - Owner materially breaches any of the provisions of the Contract Documents and does not remedy such breach upon notice by Contractor; or
- Upon termination of the Contract by Contractor, Contractor shall have the right to remove equipment, tools and machinery owned by it from the job site, and shall be paid for all work done under the Contract, for all materials and supplies obtained by Contractor pursuant to the Contract and for all costs and expenses incurred by Contractor to date of termination, including any outstanding retainage, plus an additional amount equal to 15% of the amount payable to the Contractor under the Contract as a measure of Contractor's damage as a result of such termination.

8. **Excavating.** Excavation quotations are based upon normal soil conditions. In the event any underground structures, cables, conduit, debris, rock, water, running sand, frost, concrete foundations, poles, manholes, or similar non-visible obstructions are encountered, destroyed, or damaged during the performance of the Contract, Contractor shall not be held responsible. Should any non-visible obstructions or unforeseen underground conditions be encountered, removed, or destroyed, or if additional work is necessary to either preserve or destroy these unforeseen obstacles and to complete the excavation, such extra work shall be at Owner's expense. Such extra work shall be performed by Contractor on a time-and-material basis. If contaminated soil is encountered, Owner shall pay the additional cost for removal, disposal, and replacement. Owner shall also pay any fees incurred for a geologist, testing of the soil or other costs, penalties and fees related to the testing and cleanup of such contaminated soil. Finished grades are established and verified by Owner. If it becomes necessary to abandon the site of excavation, any expense incurred for work performed and additional work necessary to complete the Contract shall be borne by Owner. In the event of cave-ins, and the necessity to shore or slope hole, all associated costs with the removal of the excess soil and replacement with either sand or peagravel, will be considered an extra and all such costs shall be borne by Owner.

9. **Floating Tanks.** Unless otherwise specified in the Contract Documents, Owner will be responsible for providing the water/product to fill all underground storage tanks for ballast immediately upon setting tanks in excavations or uncovering existing tanks. Contractor shall notify Owner when water/product is needed. In the event tank is not filled as requested, Owner accepts responsibility and shall pay for any and all damages that may occur from tank floating, including equipment, labor, and material to reinstall tank. Removal of the tank ballast shall be at Owner's expense. Contractor shall not be responsible for the contamination or loss of product used for ballast. In the event any tanks should float, Contractor shall be held harmless and shall not be responsible for the contamination or loss of the product used for ballast. All expense incurred to reinstall tanks or to clean up contamination or pollution shall be paid by Owner.

10. **Utilities.** Owner shall be responsible for disconnecting electrical lines and staking utilities, both private and public, if necessary, and assume all responsibility for damage during and after execution of Contractor's services. In no event shall Contractor be responsible for additional costs resulting from unknown property conditions. Owner or its agent will identify to Contractor the location of all boundary lines concerned for the completion of this Agreement. If Owner or his agent is incorrect in identifying said boundary lines causing additional expenses to be incurred by the Contractor for relocating or duplicating completed work because of its relation to the boundary line, the additional expenses will be borne by Owner. It shall be the responsibility of the Owner or its duly authorized representative to disclose the presence and accurate location of all hidden or obscure manmade objects relative to field tests or installations. If Contractor is cautioned, advised, or given data in writing that reveal the presence or potential presence of underground or overground obstructions, Contractor will give special instructions to its field personnel and subcontractors, however, all additional costs caused by the existence of the obstruction(s) shall be paid by Owner on a time-and-material basis. The Owner agrees to indemnify and save harmless Contractor and its subcontractors from all claims, suits, losses, personal injuries, death, and property liability, resulting from unusual subsurface conditions or damages to subsurface structures whose presence and exact locations were not revealed to Contractor in writing, and to reimburse Contractor expenses in connection with any such claims or suits, including reasonable attorneys' fees.

11. **Disposal of Contaminated/Hazardous Wastes.** Any hazardous or toxic wastes, pollutants, contaminants, or other waste materials encountered by or associated with services provided by Contractor on this project shall at not time be or become the property of Contractor. Arrangements for the treatment, storage, transport, or disposal of any waste materials which may be made by Contractor, shall be construed as being made solely and exclusively on Owner's behalf on a time-and-material basis. Owner shall indemnify, defend, and hold Contractor harmless from and against any and all liability which arises out of the treatment, storage, transport, or disposal of any waste materials. It is agreed and understood that any manifests or other forms required for the disposal of hazardous waste will be properly completed and signed by the Owner or a duly authorized representative. Owner hereby agrees to execute Contractor's Standard Release Form for the transfer of soils off-site which are not subject to State disposal regulations.

12. **Connections of Used Equipment or Piping.** Should the Work require connection to existing equipment or piping, or repairs of equipment, the Contract Price shall be increased for all additional costs that may arise in the event said equipment or piping is not fit for the intended application. In the event such items cannot be used, Contractor shall notify Owner upon discovery, and provide estimate of additional costs required to complete the installation or service.

13. **Siphon Work.** Siphon work is based on the site being equipped with an appropriate access point located within sixteen (16) feet from the original unused submersible opening. Any additional openings required to complete this work shall be performed on a time-and-material basis upon written change order. It is the Owner's responsibility to identify any underground obstacles, including but not limited to electrical, underground piping, or other such structures. Owner hereby releases and holds Contractor harmless from any and all costs associated from any damages to property, or persons which may occur as a result of said conditions.

14. **Miscellaneous Terms:**

- Title and Risk of Loss.** Contractor reserves the right to ship under reservation for payment against documents of title. Title and a first and prior security interest to the property herein shall remain with the Contractor until all payments are made and all conditions herein are and have been fully completed. Said property shall at all times be deemed personal property, even after attachment or connection to real estate. The Owner shall keep said property in good working condition and physical appearance free of liens, and until the purchase price is fully paid shall maintain such insurance on said property as shall be requested by the Contractor and shall name the Contractor as co-insured as Contractor's and Owner's interests shall appear and further shall forward to Contractor a copy of said policy.
- Taxes.** Owner shall be responsible for all federal, state, or municipal taxes, now or hereafter imposed in respect to Owner's ownership or use of the property, the production, treatment, manufacture, delivery, transportation, or proceeds of the products specified against such sales. Owner acknowledges and accepts its responsibility to remit all applicable taxes incumbent upon Owner due this transaction.
- Interest and Attorney's Fees.** Contractor shall charge Owner 1-1/2% per month (18% per annum) on past due balances. Owner agrees to pay Contractor attorney fees and costs incurred if its account is placed in the hands of an attorney for collection.
- Lien Rights.** To protect all parties, a mechanic's lien will be automatically filed where payment is not received according to the terms stated in this Contract. Upon payment in full by Owner, any said lien shall promptly be removed by Contractor.
- Sworn Statement and Lien Waivers.** With each application for payment, Contractor shall submit a Sworn Statement drawn and executed in accordance with the Construction Lien Act of the State of California, together with corresponding lien waivers from its subcontractors and/or suppliers verifying receipt of payment from Contractor.
- Assignability.** This Contract shall not be assigned by either of the parties hereto without the prior written consent of the other party.
- Non-Discrimination.** Contractor hereby agrees that it will not discriminate against any individual with respect to any employment or terms of employment by reason of such individual's race, color, religion, sex, age, or national origin.
- Governing Law.** The Contract Documents shall be governed by the laws of the State of California.

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STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager *JR*

SUBJECT: Bid Award – 2025-04 City of Highland Streetlight Maintenance Contract

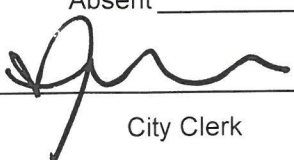
(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

RECOMMENDATION: It is recommended that the City Council Award the bid for Bid No. 2025-04 "City of Highland Streetlight Maintenance Contract" to the lowest responsive bidder, Yunex, LLC. in the amount of \$358,717.40 to maintain City owned streetlights.

FISCAL IMPACT: This contract to be paid from Account 013-8510 Streetlight District.

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

BACKGROUND: The City of Highland is responsible for the maintenance and operation of 3,174 streetlights and maintenance is currently performed by Yunex. The City's agreement with Yunex is on it's final term and staff prepare bid documents to secure a new maintenance contract. On May 19, 2025 the City of Highland issued a public bid invitation for the City's annual Streetlight Maintenance contract to maintain all City owned streetlights. The Streetlight Maintenance contract is a unit price contract based on itemized bid items and quantities established for bidding purposes. The actual work performed under this contract will be based on the City's needs and will

Approved _____	Motion _____	Second _____	Agenda Item No. <u>14</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
City Clerk		1	City Manager

be performed as directed by the City.

On June 11, 2025 Three formal bids were received in response to the City's public notice inviting bids for the City's Streetlight Maintenance Contract. The bid results are as follows:

1. YUNEX LLC (YUNEX Traffic)	\$358,514.70
2. Bear Electric Solutions	\$405,191.40
3. Servitek Electric, Inc.	\$2,251,225.00

The lowest bidder was YUNEX, LLC. who currently maintains the City's traffic signals as well as the streetlights. Staff reviewed pricing and determined that the costs is acceptable for the type of work. Overall, there will be a decrease of about 18% in the new unit prices compared to the previous contract's unit prices for routine maintenance and call center operations. Unit prices for repair work such as knockdowns increased approximately 20%, however, such work is subject to individual quotes with a maximum overhead of 15%. Yunex has performed well for the City and staff is recommending the contract be awarded.

Attachment: Streetlight Map

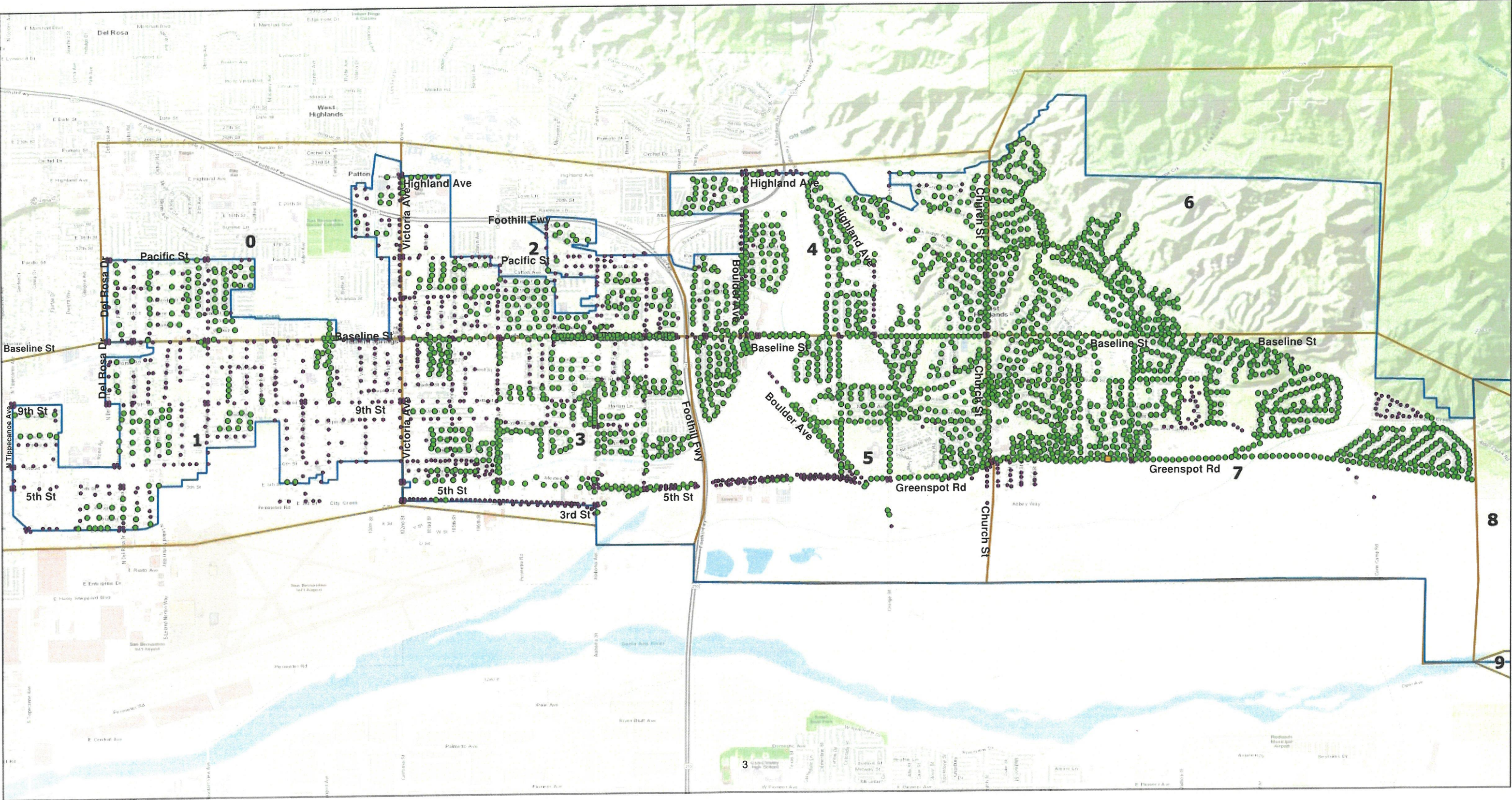
Highland, CA
Street Light Conversion

Created: 5/10/2021

This map displays the fixtures converted by Siemens Mobility LLC and supported by CDM Smith for Highland, CA. Data shown within is based upon the latest database and reflects current conditions. Additional information about each conversion point can be found within the database extract.

San Bernardino County, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

- Legend
- Conversion Status
- Converted
 - Out of Scope
 - Unconverted with Issue
 - City Limits
 - Maintenance Zones



Highland CA Proposed BOM

Legend

SCE Non Sellable Poles

SCE Wattage

- ▼ 70w HPS
- ▼ 100w HPS
- ▼ 150w HPS
- ▼ 200w HPS

SCE Siemens BOM

Line Item Code

- B
- B_ALT
- B_ALT_HOLD
- B_HOLD
- C
- C_ALT
- E
- E_HOLD
- F
- G
- H
- Not in scope
- Highland Limits

Notes: Service Layer Credits: Esri, HERE, Garmin, © OpenStreetMap contributors, and the GIS user community



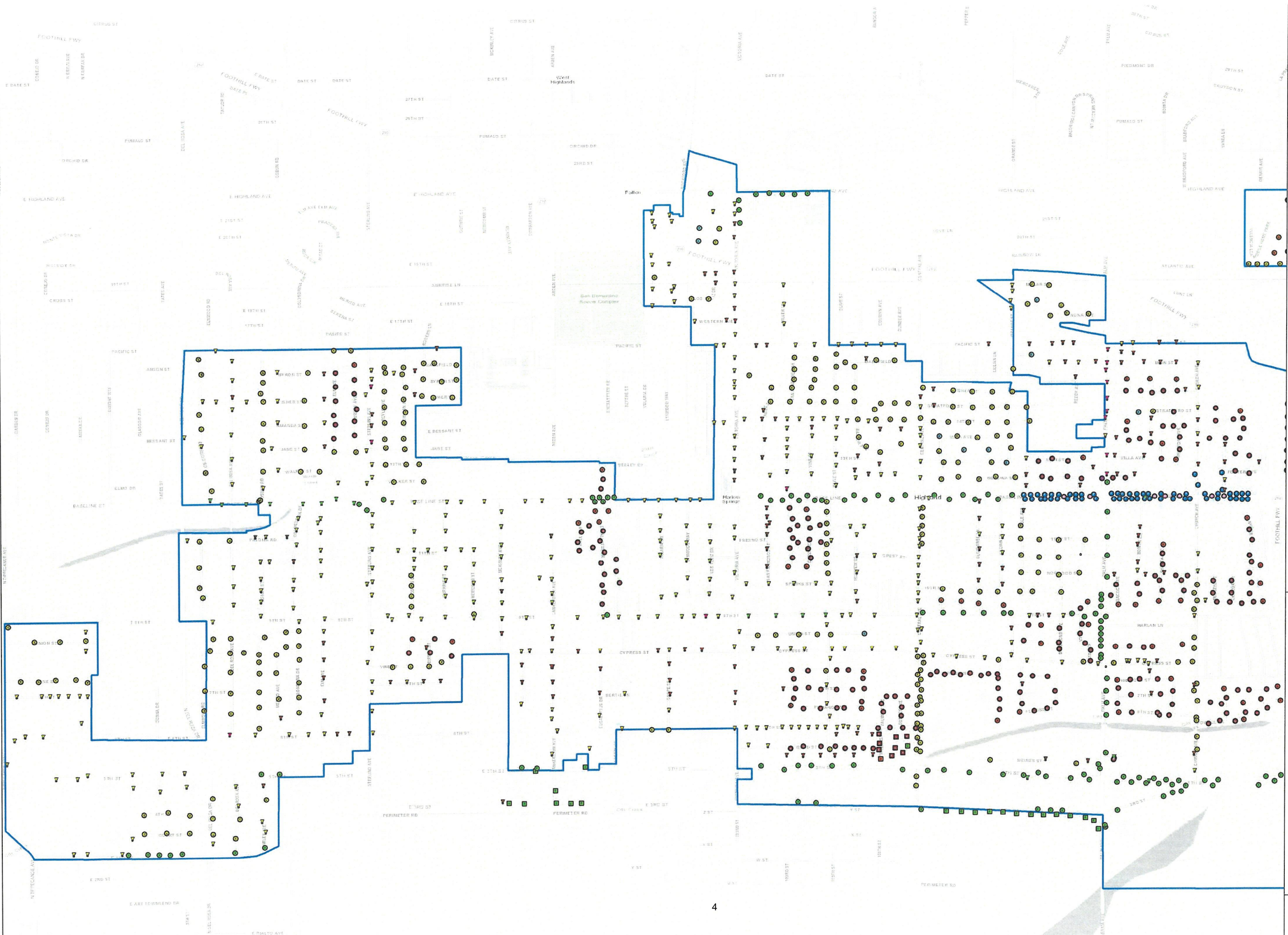
1 inch = 700 feet

0 700 1,400 Feet

SIEMENS

CDM
Smith

Figure 1
West of 210





STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Sheriff's Department Contract for Work Release Program

RECOMMENDATION: The City Council authorizes the City Manager to sign the Sheriff's Department Contract for Work Release Program.

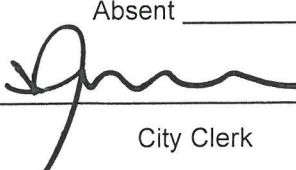
FISCAL IMPACT: It is unknown what the expenses for this program will be, if any.

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

BACKGROUND: In 1991, Highland entered into an agreement with the San Bernardino County Sheriff's Department for the use of inmate workers (manual labor) to assist our Public Works employees in their functions. This contract does not include the inmates that work at the Police Station, only the inmates under the City's supervision (Public Works).

In February 2015, the City Council approved a new contract that made the City responsible for providing medical aid for the inmates and responsible for all costs associated with medical aid. This is same process for the treatment of employees and volunteers. Medical aid is to be performed at Colton Urgent Care in Colton. This would all be handled through our third party administrator which is supervised by CIRA, the City's Joint Powers Authority (JPA) for insurance.

The proposed contract has four changes. **Section A.6** of the new agreement states that the work performed by Inmates will be permissible under Penal Code section 4024.2 and consist of manual labore and to improve or maintain levees or public facilities including, but not limited to, streets, parks and schools, and/or, as approved by the Sheriff, performance of graffiti cleanup for local governmental entities, including the participation in a graffiti abatement program. **Section A.9** Agency, or designee, shall attend mandatory yearly work crew training provided by the Sheriff's Department Work Release Program staff. This training will consist of updates and specific instructions related to the operation of the work crew sites. **Section E.1 Indemnification** was also expanded to read, The Agency agrees to indemnify, defend (with counsel reasonably approved by

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

County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. The Superintendent indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782. The County agrees to indemnify, defend (with counsel reasonably approved by Agency) and hold harmless the Agency and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Agency on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. The County's indemnification obligation applies to the Agency's "active" as well as "passive" negligence but does not apply to the Agency's "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782. **Section H Electronic Signatures**, was added as reads as follows: This Contract and, if applicable, any subsequent amendments, may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF, or other mail transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

Highland currently has a very good safety record for employees, volunteers and the work release personnel. This is due to supervision and safety training. Tail gate meetings are performed frequently for training and the inmates will continue to be supervised carefully. The City provides protective equipment such as goggles, back braces, etc. The number of inmates can vary from 1-2 part-time to 7 full-time. Staff will continue to take every precaution to make certain there are not too many inmates that will exceed vigilant supervision. Although this new contract comes with additional risk, the work release program is a valuable program to the City. Highland has not had an injury of an inmate in over 5 years.

The City Attorney has reviewed the contract and while we understand we are unable to make changes to this contract they noted the following items: the indemnity section says each party will indemnify the other from "any and all claims, actions, losses, damages and/or liability arising out of this Contract from any cause whatsoever." This would typically be limited to the actions/inactions of the parties. Also in the indemnity section it refers to the "Superintendent indemnification obligation," which looks like it is a typo from someone copying and pasting this from another agreement.

Attachments:

- A. Proposed Agreement.
- B. Current Agreement.

Attachment A

Proposed Agreement



SHANNON D. DICUS, SHERIFF-CORONER
May 5, 2025

Carlos Zamano, City Manager
City of Highland
27215 Baseline Street
Highland, CA 92346

**RE: TERMINATION OF CONTRACT NO. 20-0040 FOR PARTICIPATION IN THE WORK RELEASE PROGRAM;
SUBMISSION OF NEW AGREEMENT FOR SIGNATURE**

Dear Carlos Zamano:

Due to the current contract period coming to a close on June 30, 2025 and in accordance with the termination clause of your contract with San Bernardino County, this letter serves as thirty (30) days written notification of Contract No. 20-0040 and will be terminated effective July 1, 2025.

Attached to this e-mail is the proposed new participation agreement between San Bernardino County and City of Highland. This form agreement/template has already been approved by the San Bernardino County Board of Supervisors and no language changes can be made for the agreement term 2025-30. Please review the agreement carefully as some language has been updated.

If this agreement meets your approval, kindly provide the name and title of the authorized individual for signature (i.e. City Manager) and include the preferred email for our office to send an e-signature request via Adobe Acrobat.

PLEASE RETURN BY JUNE 30, 2025 to avoid delay in program participation. Upon approval, an executed original will be returned to you for your records. If you have any questions or need additional information, please contact Lindsey Dominguez at (909) 387-3466 or lidominguez@sbcasd.org.

Sincerely,

SHANNON D. DICUS, SHERIFF-CORONER

A handwritten signature in blue ink, appearing to read "Jose L. Torres".

Jose L. Torres, Sheriff's Administrative Manager
Bureau of Administration

SDD/JLT/ld



Contract Number
SHR25-0211

SAP Number
N/A

Sheriff/Coroner/Public Administrator

Department Contract Representative	Carolina Mendoza, Chief Deputy Director of Sheriff's Administration
Telephone Number	909-387-0640
Agency	City of Highland
Agency Representative	Carlos Zamano, City Manager
Telephone Number	(909) 864-6861
Contract Term	07/09/2025 – 6/30/2030
Original Contract Amount	\$0
Amendment Amount	\$0
Total Contract Amount	\$0
Cost Center	4430001000
Grant Number (if applicable)	N/A

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, San Bernardino County (County) finds that it is in the best interest of the community to provide for an alternative mode of incarceration called a Work Release Program (WRP), pursuant to Penal Code sections 4024.2 and 4024.3, for qualified and suitable inmates committed to the custody (Inmates) of the County Sheriff/Coroner/Public Administrator (Sheriff) and housed in the County's correctional facilities;

WHEREAS, the County, through its included Sheriff, therefore offers a WRP to Inmates who are permitted by either a court order or the Sheriff to complete their remaining sentence through participation in the WRP;

WHEREAS, Agency has a need to have work performed that is permissible WRP work under Penal Code section 4024.2; and

WHEREAS, the County finds that Agency is qualified to have WRP Inmates placed with Agency for the purposes of completing permissible WRP work under the direction and control of Agency;

NOW, THEREFORE, the County and Agency mutually agree to the following terms and conditions in this contract (Contract):

A. AGENCY RESPONSIBILITIES

- A.1** Sheriff's placement of Inmates with Agency is at the discretion of the Sheriff and is subject to the availability of Inmates, available work assignments, and the ability of Agency to administer and control the work release program.

- A.2** Upon placement of Inmates with Agency, the work of the Inmates will be under the direct supervision and control of Agency, not the Sheriff.
- A.3** Agency will designate a supervisor who will have the responsibility of overseeing the Inmates assigned to Agency.
- A.4** Agency, or designee, shall adhere to the instructions of the Crew Supervisor Pamphlet (Attachment A) as provided by the Sheriff.
- A.5** Agency shall ensure that each supervisor, and anyone under Agency's control, does not fraternize with, engage the services of, accept services from, do favors for, or engage in any romantic, intimate, or sexual relationship with any of the Inmates.
- A.6** The work performed by Inmates will be permissible under Penal Code section 4024.2 and consist of manual labor to improve or maintain levees or public facilities including, but not limited to, streets, parks, and schools, and/or, as approved by the Sheriff, performance of graffiti cleanup for local governmental entities, including the participation in a graffiti abatement program.
- A.7** Agency shall ensure the work, supervision, and treatment of the Inmates shall in all ways conform to applicable law including, but not limited to, Penal Code sections 4024.2 and 4024.3.
- A.8** Agency will not provide any security guards and Agency's employee(s) will not physically restrain any Inmates who might leave the work area. Agency will notify Sheriff by the end of each day of any Inmates who did not arrive for scheduled work assignment or left the work area without permission.
- A.9** Agency, or designee, shall attend mandatory yearly work crew training provided by the Sheriff's Department Work Release Program staff. This training will consist of updates and specific instructions related to the operation of the work crew sites.
- A.10** Agency will provide transportation for Inmates working under this Contract to and from the work sites, as needed, from pickup points mutually agreed to by Sheriff and Agency.
- A.11** Equipment operations will be performed only by qualified Agency employees with the exception of small power equipment, such as weed trimmers, power lawn mowers, and hedge trimmers. Inmates must demonstrate proficiency with such tools to the satisfaction of Agency before being allowed to operate said tools. Agency will provide safety instructions, explain the work to be done, and direct the work of Inmates placed under this Contract.
- A.12** Agency will provide necessary safety equipment while Inmates are operating any equipment. This may include but is not limited to gloves, hard hats, and eye protection required to safely perform any work assigned under this Contract. Agency will require an Inmate to wear an inmate-identifying safety vest at all times while working at a crew site.
- A.13** In the event an Inmate injury occurs, Agency shall be responsible for the entire claim. This responsibility includes the administration of the claim in the same manner as if the Inmate was an employee of Agency. Agency also agrees to complete written documentation notifying the Sheriff WRP office of the Inmate's injury. In the event an Inmate brings an action that includes or is against the Sheriff or the County, Agency will reimburse the Sheriff or the County for all costs and expenses related to the action including, but not limited to, attorney's fees, medical expenses, benefits, settlement costs, and/or awards.
- A.14** Agency shall obtain and maintain Workers' Compensation insurance or be permissibly self-insured, which includes the coverage of WRP Inmates through the term of the Contract. Agency agrees to provide Inmates with Workers' Compensation benefits under Agency's Workers' Compensation insurance policy, which shall be the primary insurance for Inmates.

B. TERM OF CONTRACT

The term of this Contract is effective as of July 1, 2025, or beginning upon the date of signature by the Sheriff, whichever is later, and expires June 30, 2030.

C. TERMINATION FOR CONVENIENCE

The parties reserve the right to terminate the Contract, for either party's convenience, with or without cause, with a thirty (30) day written notice of termination. Such termination may include all or part of the WRP work described herein. Upon receipt of termination notice from the Sheriff, the Agency shall promptly discontinue utilizing the WRP Inmates for WRP work unless the notice directs otherwise. The Agency shall, if applicable, deliver promptly to the Sheriff and transfer title (if necessary) any drafts, documents, plans, forms, data, products, graphics, computer programs, and reports pertaining to the WRP.

D. COUNTY REPRESENTATIVE

The Sheriff, or designee, shall represent the County in all matters pertaining to the WRP work to be rendered under this Contract, including termination and assignment of the Contract, and shall be the final authority in all matters pertaining to the WRP work received by Agency. If the Contract was initially approved by the San Bernardino County Board of Supervisors, then the Board of Supervisors must approve all amendments to the Contract.

E. INDEMNIFICATION AND INSURANCE REQUIREMENTS

E.1 Indemnification

The Agency agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. The Superintendent indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782.

The County agrees to indemnify, defend (with counsel reasonably approved by Agency) and hold harmless the Agency and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Agency on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. The County's indemnification obligation applies to the Agency's "active" as well as "passive" negligence but does not apply to the Agency's "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782.

E.2 Comparative Fault

In the event that the County and/or Agency are determined to be comparatively at fault for any claim, action, loss, or damage that results from their respective obligations under this Contract, the County and/or Agency shall indemnify the other to the extent of its comparative fault.

E.3 Self-Insurance

County and Agency are authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability, and Workers' Compensation and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions, or obligations of this Contract.

E.4 Waiver of Subrogation Rights

Agency shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors, and sub-contractors. All general or auto liability insurance coverage provided shall not prohibit the Agency and Agency's employees or

agents from waiving the right of subrogation prior to a loss or claim. The Agency hereby waives all rights of subrogation against the County.

F. NOTICES

All written notices provided for in the Contract or which either party desires to give to the other shall be deemed fully given, when made in writing and either served personally, or by facsimile, or deposited in the United States mail, postage prepaid, and addressed to the other party as follows:

<i>San Bernardino County</i>	<i>City of Highland</i>
Sheriff/Coroner/Public Administrator	27215 Baseline Street
Attn: Bureau of Administration – Contracts & Procurement	Highland, CA 92346
655 East Third Street	
San Bernardino, CA 92415	

Notice shall be deemed communicated two (2) County working days from the time of mailing if mailed as provided in this paragraph.

G. ENTIRE AGREEMENT

This Contract, including all exhibits and documents attached hereto and incorporated herein by reference, represents the final, complete, and exclusive Contract between the parties hereto. Any prior Contract, promises, negotiations, or representations relating to the subject matter of the Contract not expressly set forth herein are of no force or effect. This Contract is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party has carefully read the Contract and signs the same of its own free will.

H. ELECTRONIC SIGNATURES

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

IN WITNESS WHEREOF, San Bernardino County and the Agency have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►

Sheriff/Coroner/Public Administrator Authorized
Signature

Dated: _____

City of Highland

(Print or Type name of Agency)

By ►

(Agency Authorized signature – sign in blue ink)

Name Carlos Zamano

(Print or Type name of person signing contract)

Title City Manager

(Print or Type)

Dated: _____

Address 27215 Baseline Street

Highland, CA 92346

Approved as to Legal Form

Name _____
(Print or type name of person signing)

Title _____
(Print or Type)

Dated: _____

FOR COUNTY USE ONLY

Approved as to Legal Form

►
Grace B. Parsons, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

►

Date _____

Reviewed/Approved by Department

►
Carolina Mendoza, Chief Deputy Director of
Sheriff's Administration

Date _____

ATTACHMENT A
CREW SUPERVISOR PAMPHLET

CREW SUPERVISOR INSTRUCTION BOOKLET



SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
GLEN HELEN REHABILITATION CENTER
WORK RELEASE PROGRAM

Mission Statement

The Work Release Program (WRP) is part of the Criminal Justice System and essential in the formulation of a complete local detention system. It is in the best interest of the community to provide an alternative mode of incarceration for those inmates placed in this program.

Family support and other positive elements of the inmate's lives are maintained and reinforced while serving time for their misdeeds. Inmates on WRP are given the opportunity to regain their self-esteem and provide their families with an avenue for re-establishing stability.

Among the other advantages of this program is the benefit each individual community receives. Inmate labor can provide countless hours for the individual public entities enrolled in the program. Often the inmate worker is assigned unpleasant mundane labor-intensive tasks that would not be completed without assistance from this program.



Work Release Contact Information

18000 Institution Road San Bernardino, Ca 92427

Public Office Hours: Monday-Saturday 07:00 a.m.– 04: 00 p.m.

Public number: (909) 473-2580

Crew Supervisor/Law Enforcement Only

Do not give inmates the following information:

Office Number: (909) 473-2612 Fax Number: (909) 473-2587

On call Deputy: (951) 315-6347 Email: ghrc-wrp4@sbcscd.org

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Work Release Inmate Classifications

There are two classifications of inmates on the Work Release Program: Work Release and Weekender inmates.

Work Release:

These inmates are incarcerated at the Sheriff's Correctional Facilities. They are released from custody to do their remaining sentences on the work program.

When these inmates fail the program, they are taken back into custody. It is imperative that when these inmates are problematic at the crew site, you notify the WRP office immediately!

Weekenders:

These inmates have entered into an agreement with the court and have met the criteria of the WRP office to be placed on a work program in lieu of serving time in custody. They may work as few as one day a week or as many as five days a week.



Supervisor Responsibility

All Public Agencies contracting with the San Bernardino County Sheriff's Department Work Release Program shall assign a crew supervisor to oversee the inmates assigned to their agency. They will ensure all other staff members aiding in the supervision of inmates are trained and familiar with all the rules and regulations.

The crew supervisor is responsible for accurately checking in and out inmates on his/her crew site daily. They are to maintain accurate records of each workers' attendance and proper documentation of all inmate injuries and incidents.

The crew supervisor shall be responsible for ensuring safe working conditions as well as communicating/enforcing safety rules. All inmates shall be given instruction regarding potential hazards associated with assigned tasks and ensure that essential safety equipment, personal protective equipment (PPE), are provided for each job.

Crew supervisors shall ensure there is an alternative person available to supervise inmates as well as process and return paperwork when a crew supervisor is sick or on vacation.

Failure to follow the rules and regulations may result in the closure of your crew site.

Crew Site Information

The WRP office is responsible for assigning inmates to over a hundred county approved crew sites within San Bernardino County. Each crew site designates the report time, reporting place, number of inmates per crew site and crew supervisor contact information. It is the responsibility of the crew supervisor to fill out and return a copy of the Crew Site Information update to the WRP office when any changes are made to the crew site.

Crew Site Information Sample

Crew Site Information

Crew Site Name: _____

Address: _____

Street Address

City

State

Zip Code

Weekend Workdays

Weekend Workdays: _____

Start Time: _____ a.m. to _____ p.m. Maximum # of Inmates Per Day: _____

Weekend Crew Supervisor Name: _____

Weekend Contact Phone Number: _____

Gender of Inmates
Accepted:

☐

Males

☐

Females

(Mark one Box Only)

☐

or Both

Weekday Workdays

Weekday Workdays: _____ (Days must be consecutive)

Start Time: _____ a.m. to _____ p.m. Maximum # of Inmates Per Day: _____

Gender of Inmates
Accepted:

☐

Males

☐

Females

(Mark one Box Only)

☐

or Both

Crew Supervisor Contact Information

Supervisor Name: _____ Last _____ First _____

Phone Number: _____ Email: _____

Alternate Supervisor: _____ Last _____ First _____

Phone Number: _____ Email: _____

Facility Fax Number: _____

Email to Send Attendance sheets to: _____

*Attendance sheets are due on MONDAY'S by 1pm. We will send out the following weeks Attendance sheets every Thursday.
"Primary phone numbers should be direct phone numbers, not auto attendant"*

10/24/25

Crew Site Rules and Regulations

All inmates are required to read and sign that they will comply with the rules and regulations of the Work Release Program. Crew supervisors must ensure that inmates adhere to the rules. Failure to comply with the WRP rules and regulations may result in the closure of the crew site.

Rules for the work program include the following:

- ❖ Inmates are to report on time to the crew site with their WRP ID card each day of work.
- ❖ Inmates shall bring a crew sheet on their first assigned day of work or upon returning after missing a day of work. Inmates shall not be allowed to work without proper paperwork or WRP ID
- ❖ Pursuant to PC4024.2(4) inmates shall work a minimum of 8 hours and a maximum of 10 hours per day to receive one day of credit in lieu of jail time. Inmates may not arrive late or leave early. If a crew site "does not have enough work" for inmates to do, the WRP office shall re-evaluate how many inmates are needed.
- ❖ Inmates are not allowed visitors while working.
- ❖ Radios, pagers or any other electronic device are prohibited while inmates are working at the crew site.
- ❖ Inmates may carry a cellular phone. All cellular phones shall be shut off during working hours and are only authorized to be used during breaks or after being dismissed for the day.
- ❖ Inmates shall not report to the crew site under the influence of alcohol, prescription or illicit drugs/narcotics.
- ❖ Inmates shall bring their own lunch to the crew site; however, crew supervisors shall provide water to keep the inmates hydrated.
- ❖ Inmates shall be required to wear a safety vest with "WRP" clearly printed on the back while working at a crew site.
- ❖ Crew supervisors shall advise inmates who are disruptive, unable to follow the rules of the program or are a danger to the crew site and/or other inmates to immediately leave the crew site. If the inmate refuses to leave the crew site, contact local law enforcement. Crew supervisors shall notify the WRP office immediately of a problem inmate. Do not take matters into your own hands. If the inmate is sent back to the WRP office, make every effort to call prior to the inmate's return. Inmates invariably have a different story to tell.
- ❖ Inmates with medical conditions that will prevent them from working at the crew site shall be instructed to return to the WRP office. All inmates with medical conditions shall be reviewed by the WRP staff to determine where the inmates will be assigned to work. Pregnant women shall be assigned to work at the WRP office on the Medical Crew.

- ❖ Inmates should dress in clothing and shoes that are suitable for working out-of-doors. They shall be sent home without credit if dressed inappropriately. Crew sites may require specific types of shoes or clothing to be worn due to the nature of work the inmates will be required to do. Crew supervisors shall notify the inmate on his/her first working day and give him/her a reasonable amount of time to comply with the dress code. If the inmates state he/she will not be able to comply with the required dress code, refer him/her back to the
- ❖ WRP office immediately. Proper attire is as follows:
 - Comfortable work shoes- no open toes or sandals
 - Sleeved shirts or blouses- no tank tops or halter tops
 - Work pants-full length jeans, denim, khaki, etc. (no shorts, capris or skirts)
 - Baseball caps must be worn forward only
 - No obscene or gang related attire
 - No baggy clothing- clothes shall fit the body. Staff should not be able to see undergarments

Copy of Inmate Rules and Regulations



SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT WORK RELEASE PROGRAM INMATE RULES AND REGULATIONS

1. I understand my participation in the Work Release Program is a privilege. It is my responsibility to comply with all the rules, policies and procedures.
2. I understand any violation of the conditions set forth may result in disciplinary action. I understand I may be remanded into custody to complete my jail time for no reason other than the Program Administrator has determined I am no longer qualified to participate in the WRP or ECP Program.
3. I certify I have supplied the WRP and ECP Staff with correct and truthful information on my booking application.
4. I agree to comply with all directives and orders given to me by the WRP Staff, ECP Staff, and/or Crew Site Supervisor(s) with a cooperative attitude.
5. **I understand that I must not disrespect, harass, intimidate or sexually harass the WRP, ECP or Crew Site Staff or other inmates. I understand that I may be retaken into custody for any of the above behaviors and face possible discipline or criminal charges.**
6. I understand I will be required to work between 8 to 10 hours each day. I will work these hours in good faith and not leave my assigned crew site until authorized by the Crew Site Supervisor.
7. I understand to complete my jail time on the Work Release Program, I am required to work at a crew site performing manual labor.
8. I understand if I chose to complete my jail time on the ECP Program, I will be provided additional Rules and Regulations.
9. I understand while I am working at a crew site, I am not allowed visitors. Communication with anyone other than my Crew Supervisor or other participants is against policy and may result in being sent home for the day without credit.
10. I understand I cannot bring radios or any other electronic equipment to the crew site.
11. I understand I may carry a cellular phone while at the crew site, however I am not allowed to use my cellular phone during the hours I am working. All cellular phones should be turned off during work hours. The use of a cellular phone is only authorized after I have been dismissed for the day by my crew supervisor. Use of a cellular phone during working hours may result in being sent home for the day without credit.
12. **I understand I will not bring or be under the influence of alcohol, drugs or narcotics to the crew site. If I am found to be under the influence of or in possession of such items I may be retaken into custody and face possible discipline or criminal charges.**
13. I understand I will not bring any weapons to the crew site. This includes, but is not limited to knives, pocketknives, guns, batons, pepper spray, etc.
14. I understand I will need to dress in clothing and shoes that are suitable for working outside. I understand I will be sent home and not given credit for the day if I am not dressed appropriately. Proper attire is as follows:

Comfortable work shoes- no open toes or sandals	Baseball caps must be worn forward only.
Sleeved shirt or blouse -no tank tops or halter tops	No obscene or gang related attire.
Work pants - full length jeans, denim, khaki, etc (no shorts, capris or skirts)	No baggy clothing - clothes fit to body (staff should not be able to see your undergarments)
Wear clothing appropriate for cold/inclement weather	
15. I understand I must bring my lunch to the crew site.
16. I understand I cannot arrive late or leave my crew site early. I also understand the WRP Staff shall not give credits for days I have not successfully completed.
17. I understand if I miss going to my crew site, I will not be able to make that day up on a day I am not assigned to work.
18. I understand if I fail to appear at the crew site, I must report to the WRP Office on Monday, Tuesday, Wednesday or Thursday within 2 weeks of missing to be reinstated. I understand if I fail to appear at the crew site I cannot return until I have reported to the WRP Office.
19. I understand the WRP Staff will assign me to a crew site as close to my residence as possible, depending on availability, medical issues, attendance issues and needs of the facility.
20. I understand I will work at the WRP Office on the Medical Crew if I have medical conditions that prevent me from working at a normal crew site. I further understand placement onto or removal from the Medical Crew is at the discretion of the WRP Staff.
21. I understand it is my responsibility to provide reliable transportation to the job site. I will receive a crew sheet with a map of how to get to my job site. It is my responsibility to locate and arrive at the crew site at the scheduled time.
22. I understand that I must always carry my inmate identification card. I understand if I show up to the crew site without it, I will not be allowed to work and shall not receive credit for the day.
23. I understand if I am injured while working at the crew site, I will notify the crew supervisor immediately.
24. I understand if I have any questions about my work program, I must contact the WRP Office in person. The Crew Site Supervisor is not authorized to make decisions regarding my commitment and will not contact WRP Office on my behalf.
25. **I understand that my vehicle and I may be searched at any time by a Law Enforcement Officer.**

INMATE COPY

Important Factors to Remember

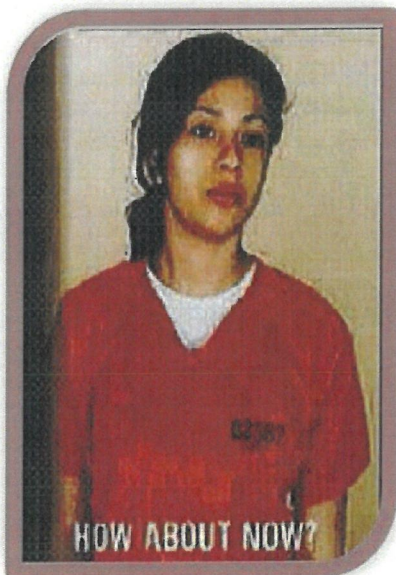
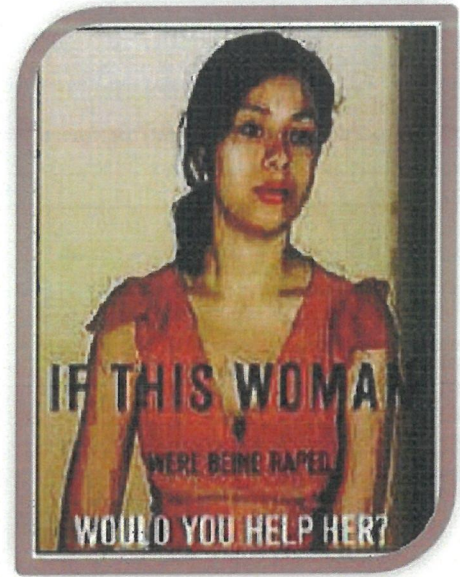
- ❖ All persons assigned to the program are classified as **"out of custody"**.
- ❖ The WRP office is responsible for assigning inmates to over a hundred county approved crew sites within San Bernardino County. Every effort is made to ensure each crew site is given an adequate number of inmates to work at each crew site.
- ❖ Some inmates are experts on manipulation and deception.
- ❖ Do not befriend them or help them with personal problems. This includes "friending" them on social media outlets.
- ❖ Do not allow inmates to work for you outside the work site.
- ❖ Do not engage in any activity with inmates that could benefit you personally. It is against policy and could result in criminal prosecution.
- ❖ Do not give inmates personal information about you, your family or your staff.
- ❖ Do not take inmates into your confidence or become personally involved with them.
- ❖ Do not give advice or answers pertaining to an inmate's case or information regarding their date of completion. Refer the inmate to the WRP office.
- ❖ Per department policy 1.752.10, except in the performance of official duties, familial relations, or incidental contact; do not associate or fraternize with, engage the services of, do favors for, or engage in a romantic, intimate, or sexual relationship with any person released from a work release program within a period of 30 days.
- ❖ No supervisor will threaten, strike or lay hands on an inmate unless in self-defense of him/herself or to prevent injury to people.
- ❖ Searches shall be conducted by **LAW ENFORCEMENT PERSONEL ONLY**.
- ❖ Crew supervisors are expected to always conduct themselves in a professional manner. In the age of social media and available technology, be aware that the public is always watching and maybe recording you!
- ❖ In the event you have a criminal problem with an inmate, contact your local law enforcement agency. Immediately report the incident to the WRP office.
- ❖ All crew supervisors shall notify the WRP office immediately upon becoming aware that a close friend or relative to any crew site employee has been assigned to their crew site. The inmate shall be directed to immediately return to the WRP office to be re-assigned to a new crew site.
- ❖ Do not become sexually involved with an inmate, even with their consent, it is a crime. **PC289.6 – an employee or officer of a public entity that provides staff for a detention facility under contract with a public entity, who engages in sexual activity with a consenting adult who is confined in a detention facility (assigned to a crew), is guilty of a public offense.**



Prison Rape Elimination Act (PREA)

PREA is a federal law that addresses prevention, detection, and response to sexual abuse in detention facilities. PREA applies to all public and private institutions that house adult and juvenile offenders and is also relevant to community-based agencies. All crew site supervisors shall receive PREA training from the sheriff's department.

On August 20, 2012, national standards regarding the Prison Rape Elimination Act (PREA) went into effect. PREA mandates all staff members, regardless of classification, to be trained within one year of the PREA's effective date. The Administrative Support Unit (ASU) will be responsible for ensuring all staff members are trained in the standards and shall be responsible for creating materials that will be disseminated to the inmates.



The San Bernardino County Sheriff's Department has a zero-tolerance policy towards all forms of sexual abuse and sexual harassment. Sexual harassment includes, but is not limited to:

- ❖ Repeated statements or comments of a sexual nature.
- ❖ Derogatory comments about body or clothing.
- ❖ Repeated obscene language or gestures.

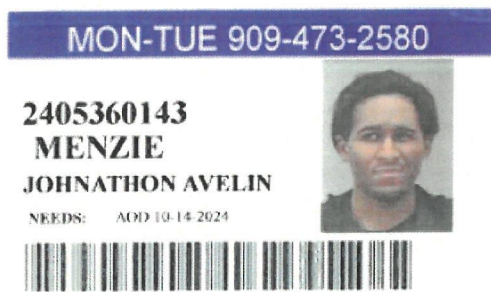
Inmates may report a sexual assault through an inmate request slip, grievance, jail crisis hotline, a third party (inmates or members of the public), anonymously, or through face-to-face contact.

Members of the public may report a sexual abuse or sexual harassment incident on behalf of an inmate at any Sheriff's Department Facility.

These incidents shall be immediately reported to a safety supervisor.

Every inmate and staff member shall be free from retaliation for reporting incidents.

Inmate workers, Weekenders, and Work Release Inmates may report sexual abuse to staff that occurred while housed in a detention facility.



Inmate Identification Card

Inmates assigned to the work program are issued with an inmate identification card. The card contains a picture, booking number, days the inmate works and the AOD (adjusted out date). The AOD is the last day the inmate must work on the program. Contact the WRP Office if the AOD does not coincide with the date on your Work Crew Attendance Sheet. All inmates are required to report to work with their WRP ID card. Inmate's often have multiple aliases. The name printed on the ID card is what is reported by the courts. WRP ID cards shall be used to verify inmate attendance each day they check in and check out.

Crew sites shall not allow an inmate to work if they report to the crew site without their WRP ID. If an inmate reports to a crew site without their WRP ID, advise them that they shall not receive credit for the day. Instruct them to return to the WRP office.

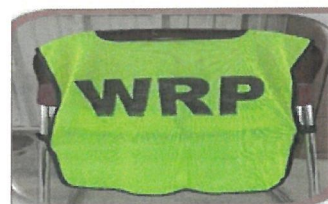
The inmate is responsible for his/her own ID card. DO not keep the WRP ID card for any reason.

Inmate Work Release Vest

WRP inmates are required to wear a safety vest with "WRP" clearly printed on the back while working at a crew site. The WRP office provides each crew site with standard mesh safety vests for inmates to use.

Crew sites involved in any roadside work are required to provide safety equipment to the WRP inmates. The following requirement applies to our WRP inmates assigned to your crew site. Since the release of the 2009 National Manual on Uniform Traffic Control Devices (MUTCD), if you are working in the right-of-way of a highway, you need to wear clothing meeting performance class 2 or 3 requirements of American National standards Institute (ANSI)/International Safety Equipment Association (ISEA) 107-2004. You can meet the requirements with vests, or even T-shirts. The current issued WRP inmate vest does not meet that requirement, it is the responsibility of each individual crew site to supply any additional safety equipment.

Safety vests provided by the WRP office may be laundered in a washing machine. Every effort should be made by the crew site to keep the vests clean and sanitized.



Do not allow inmates to take home the safety vest.

Inmate Safety Training

Crew sites are responsible for ensuring safe working conditions as well as communicating/enforcing safety rules. All inmates shall be given instruction regarding potential hazards associated with assigned tasks and ensure that essential safety equipment and personal protective equipment (PPE) are provided for each job.

Crew supervisors should not take for granted that an inmate knows how to use basic equipment such as rakes, shovels, brooms, etc. It is recommended that each crew site fill out a safety training checklist for each inmate prior to assigning work tasks. Each crew site is responsible for documenting safety training. The WRP office does not require copies of the safety training documentation.

Safety Training Checklist Sample

SAFETY TRAINING CHECKLIST

THIS CHECKLIST IS TO BE COMPLETED BY THE SUPERVISOR AND INMATE ON THE MORNING THE INMATE REPORTS TO THE LOCATION TO WORK.

NAME _____

Date Working: _____ BKG#: _____ Location Working: _____

I HAVE BEEN INSTRUCTED IN THE FOLLOWING SUBJECTS THAT ARE CHECKED:

- | | |
|--|--|
| 1. The basic Safety requirements have been explained | ☐ yes ☐ no |
| 2. Safe use of tools and equipment were reviewed | ☐ yes ☐ no |
| 3. Proper foot wear and other PPE will be used at all times as required | ☐ yes ☐ no |
| 4. Safe handling of material explained | ☐ yes ☐ no |
| 5. How, when and where to report injuries | ☐ yes ☐ no |
| 6. Importance of housekeeping explained | ☐ yes ☐ no |
| 7. Special hazards of job | ☐ yes ☐ no |
| 8. When and where to report unsafe conditions | ☐ yes ☐ no |
| 9. Safe operation of tools and equipment | ☐ yes ☐ no |
| 10. Personal protective equipment will be assigned and returned after being used daily | |

Circle Items: Gloves - Safety Glasses - Hearing Protection -Traffic Safety Vest - Face Shield

Other Safety Equipment: _____

11. You may be working with the following Hazardous materials: List Items and safety requirements:

12. Tools/Equipment: List Items _____

13. List additional safety training not indicated above (use back of form if necessary):

Inmate Signature _____ Date _____

Follow up on inmate will be observed by supervisor, if needed _____

Inmate has performed operation to the satisfaction of the undersigned. An observation was completed on the date indicated.

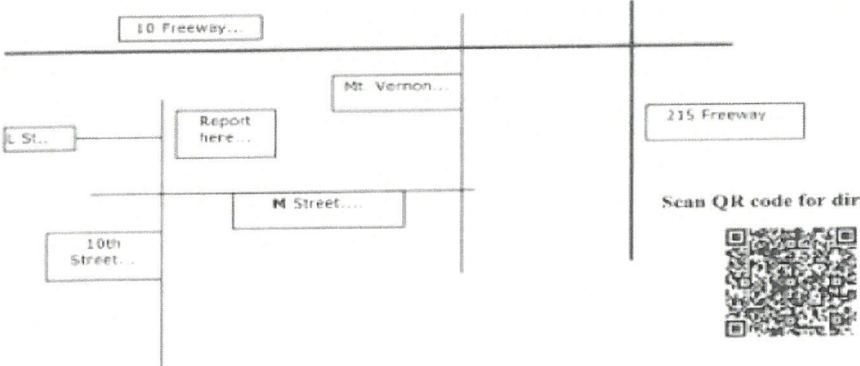
Supervisor Signature _____

Date _____

Inmate Crew Sheets

All inmates assigned to the work program are given a crew sheet on the date of enrollment or upon returning to the WRP office after rescheduling for missing a day of work or changing his/her scheduled workdays. Inmates shall not be allowed to work without proper paperwork.

Immediately contact the WRP office if the crew sheet appears to be altered!

AM / AN		
SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT WORK RELEASE PROGRAM CREW SHEET		
		
YOU MUST REPORT TO THE CREW SITE WITH YOUR INMATE IDENTIFICATION CARD AND THIS SHEET. USTED DEBE REPORTARSE AL SITIO DE TRABAJO, CON SU IDENTIFICACION DE QUADRILLA DE TRABAJO Y ESTA HOJA.		
BROWN, Last Name	SAM First Name	2406360022 Booking Number
You are to report to your crew site on this date: Debe reportarse al sitio del equipo de trabajo en esta fecha		06/22/24
COLTON CITY YARD 160 South 10th Street Colton, CA 6:00 am Monday – Friday MALES ONLY 7:00 am Saturday – Sunday MALES ONLY		
SATURDAY & SUNDAY		
At this location: En este lugar:		
You are to report every Debe reportarse cada:		
Refer to the Work Release Inmate Rules and Regulations given to you at the time of processing. All questions and/or concerns regarding the program shall be addressed in person at the WRP Office. Consulte con las reglas y regulaciones, que le fueron dadas al tiempo de procesamiento o registro. Todas preguntas o dudas sobre el programa deben dirigirse en persona a la oficina del programa de trabajo. (Work Release o WRP)		
WRP Staff Signature JS		Date: 06/17/24
		

Inmate Request for Workday Changes

All workday changes shall be conducted at the WRP office. Do not change or modify an inmate's workday schedule. Inmates will not receive credit for any extra days worked. Inmates shall not be allowed to leave the crew site early to change his/her days. It is not recommended for an inmate to come to the WRP office on a date he/she is scheduled to work to change his/her workdays. An inmate shall be considered a No-Show, and not receive credit for the day if the WRP staff is unable to verify the inmate worked the full day.

Attendance

The crew supervisor will keep accurate records of each worker's attendance. Attendance will be recorded on the Work Crew Attendance Sheet. It is the responsibility of the crew supervisor to return a copy of the completed Work Crew Attendance Sheets by Monday morning of the following week by 12 noon to the WRP office via email at: ghrc-wrp4@sbcscd.org or fax to (909) 473-2587. Failure to return attendance sheets in a timely manner may result in the closure of the crew site.

Do not mark inmates present when they are not there. Work Crew Attendance Sheets are legal documents and may be used in court at any time to prove that an inmate was or was not present at a location on a particular date. Do not write anything on the attendance sheet other than what is required.

Some crew sites use sign in sheets to account for inmate attendance. The information is then transferred to the Work Crew Attendance Sheet. Often inmates enrolled on the WRP program have multiple aliases. When utilizing a sign in sheet, make sure the inmate is signing in using the name listed on his/her inmate ID card. This will avoid confusion and No-Showing someone in error.

Filling Out Attendance Sheets

On Thursday of each week, WRP staff fax/email each crew site a copy of their Work Crew Attendance Sheet dated for the following week. Check the top of your attendance sheet to ensure that you have received the correct attendance sheet. The attendance sheet is a list of each inmate currently assigned to the work site.

When keeping track of an inmate's attendance, a check mark shall be made when an inmate is checked in and out for each day worked. The crew supervisor taking attendance shall sign and date the Work Crew Attendance Sheet in the area provided on the sheet. The WRP office will count the inmate's credit for each day worked.

Some crew sites utilize a sign in sheet each day to track inmate attendance. The information on the sign in sheet is then transferred to the Work Crew Attendance Sheet. Crew sites utilizing a sign in sheet are responsible for ensuring the inmates sign in using the name listed on the WRP ID card.

If an inmate works more than 2 days, continue to make a check mark for each day worked in the "CHKD IN" column. Be sure to check the inmate out in the "CHKD OUT" column at the end of their work shift.

The last column marked "NS WK DATE" is for the date the inmate failed to show up for work. Write "N/S" then the date of No-Show for the day the inmate failed to report to work.

If an inmate misses a day of work, they are **NOT** to return to the crew site without a new Crew Sheet. The inmate must always return to the WRP office when they miss work. **NO EXCEPTIONS SHALL BE MADE.**

Add-Ons

When an inmate arrives at the crew site and their name is not on the Work Crew Attendance Sheet, it is the crew site's responsibility to check the inmates Crew Sheet and WRP ID card. Verify the crew site name and start date on the Crew Sheet prior to adding names to the attendance sheet. Write the inmates' full name, ten-digit booking number and workdays at the bottom, in the blank spaces just below the last printed area on the attendance sheet. Check the inmate in and out for each day worked. **Print legibly.** The booking number is listed on the inmate's identification card. Supervisors shall immediately contact the WRP office to verify any questions or discrepancies. It is important to verify the information printed on the Crew Sheet prior to allowing an inmate to work for the following reasons:

- ❖ The Crew Sheet is verification from the WRP office that the inmate is scheduled to work. The inmate shall not be allowed to work if he/she fails to bring his/her sheet on his/her first day of work or after he/she has not Showed.
- ❖ Inmates arriving at work before or after the start date listed on the Crew Sheet.
 - A memo from the crew site shall be required if an inmate is worked in error in order for the WRP staff to adjust inmate credits.
- ❖ Inmates checking in at incorrect crew sites.
 - The WRP office is responsible for assigning inmates to crew sites. Crew sites are on a first come, first serve basis. When an inmate reschedules after missing, they may be reassigned to a new site. It is at the discretion of the WRP office to assign inmates to crew sites based on availability and need.
 - A memo from the crew site shall be required if an inmate is worked in error at a crew site, he/she is not assigned to in order for the WRP staff to adjust inmate credits or crew site assignments.

No-Shows

When an inmate fails to complete a full day of work, the inmate is considered a No-Show (N/S). The crew supervisor shall write the date the inmate failed to work on the Work Crew Attendance Sheet.

No-Show inmates are in violation of their court order and in violation of their contract with the WRP office. The inmate must report back to the WRP office within 2 weeks of missing on a TUESDAY, WEDNESDAY or THURSDAY to reschedule. Failure to report back to the WRP office will result in a warrant for the inmate's arrest and/or notification to the court of the inmate failure of the WRP program.

Leaving the crew site early under any circumstance shall be considered a No-Show. Crew sites shall not grant requests for time off work, day changes, make up days missed or allow inmates to leave the crew site to conduct personal business.

Crew sites shall not work an inmate that has No Showed without receiving a new Crew Sheet.

The following shall be the responsibility of the crew supervisor if an inmate is worked in error after he/she No Showed from the crew site:

- ❖ Contact the WRP office as soon as the error is found.
- ❖ If the WRP office has **not** processed his/her paperwork and notified the court of the inmate's failure.
 - The crew supervisor shall submit a memo to the WRP office with the following information.
 - Crew site name
 - Inmate full name
 - Inmate booking number
 - Exact dates worked in error.
- ❖ If the WRP office **has** processed his/her paperwork and notified the court of the inmate's failure.
 - The crew supervisor shall submit a memo to the court with the following information.
 - Crew site name
 - Inmate full name
 - Inmate booking number
 - Exact dates worked in error.
 - The inmate will have to return to the WRP office with new court paperwork and process onto the program again.

Inmates are considered a No-Show for the following reasons:

- ❖ The inmate failed to show up for work on their assigned workdays.
- ❖ The inmate is unable to work due to illness or medical conditions.
 - Contact the WRP office immediately to see if the illness or medical condition will prevent the inmate from permanently working at the crew site.
 - Due to liability issues, all pregnant women shall be sent back to the WRP office.
 - Pregnant women shall work at the WRP office on the Medical Crew.
- ❖ The inmate arrives late at the crew site.
- ❖ The inmate leaves early from the crew site.
- ❖ The inmate fails to bring his/her current inmate identification card to the crew site.
- ❖ The inmate fails to bring his/her crew sheet on his/her first day of work or his/her first day back to work after missing.
- ❖ The inmate is disruptive, unable to follow rules or a danger to the crew site and/or other inmates and advised to leave the site.
 - Contact the WRP office immediately.
 - If the inmate refuses to leave the crew site, contact local law enforcement.

ATTENDANCE SHEET EXAMPLE 1

FACILITY 36 GHRC WORK RELEA JAIL INFORMATION MANAGEMENT SYSTEM
 NI552
 07/08/14

PAGE 1

WORK CREW SHEETS
 WORK CREW DE BARSTOW CTY-WKD

LAST	FIRST	M	COMMENTS	BOOK NO	CHKD IN	CHKD OUT	NS WK DATE
CONOLE	KENNETH	J	AOD 042915 TUE-WED	1406360155	✓✓	✓✓	
DADO	BRENT		AOD 091015 THU-FRI	1401360261	✓	✓	1
GONZALEZ	SERGIO	M	AOD 010715 WED-THU	1406360363	✓✓	✓	2
LAGUNAS	JOSE	D	AOD 072814 MON-FRI	1405360313	✓✓✓	✓✓✓	nk 7/17 3
LOWRY	ANDREW	C	AOD 092214 MO-TU-WE	1404360415	4		n/s 7/14 DNR
PENA	SAMUEL		AOD 072314 TU-WE-TH	1404360375	✓✓✓	✓✓✓	
RODRIGUEZ	ERNESTO		AOD 021215 THU-FRI	1304360353	✓✓	✓✓	

- 1) Inmate works 2 days per week and is only checked in & out for 1 day.
- 2) Inmate is only checked out for one day.
- 3) Correct way to notate No-Show date.
- 4) Notate "DNR" next to inmates you do not want to return to your crew site. Make a notation on your crew sheet or on a separate memo if there are any major issues with an inmate.
- 5) Inmate is only checked in 1 day, but checked out 2 days.

THIS CREW LIST IS FOR
7/12 THRU 7/18
 (ONLY WORK IN PERSON IF THEIR NAME
 APPEARS ON YOUR CREW LIST UNLESS
 REPORTING TO YOU WITH A NEW
 ASSIGNMENT SHEET)

I HAVE VERIFIED THE ATTENDANCE
 OF THE ABOVE LISTED INMATES
 SIGNATURE _____

ATTENDANCE SHEET EXAMPLE 2

07/08/14

WORK CREW DE BARSTOW CTY-WKD

LAST	FIRST	M COMMENTS	BOOK NO	CHKD CHKD NS WK				
				IN	T	W	TH	Fri
CONOLE	KENNETH	J AOD 042915 TUE-WED	1406360155		X	X		
DADO	BRENT	AOD 091015 THU-FRI	1401360261				X	X
GONZALEZ	SERGIO	M AOD 010715 WED-THU	1406360363			NS	NS	
LAGUNAS	JOSE	D AOD 072814 MON-FRI	1405360313	X	X	NS	NS	NS
LOWRY	ANDREW	C AOD 092214 MO-TU-WE	1404360415	X	X	X		
PENA	SAMUEL	AOD 072314 TU-WE-TH	1404360375		X	X	NS	
RODRIGUEZ	ERNESTO	AOD 021215 THU-FRI	1304360353				X	X
TUCKER	MARCUS	E AOD 082114 THU-FRI	1405360553				X	X
WALDON	BRANDON	C AOD 071714 MON-FRI	1401360574	X	X	X	X	X
--- TOTAL ON WORK CREW		9	CAPACITY	20	VACANCIES	11		

This is an alternate way to check-in inmates. We are currently working with our Technical Services Department to modify Attendance sheets to a similar format. This format eliminates confusion. It is helpful to the WRP Staff when processing attendance sheets for No-Shows each week.

**Please remember to sign your attendance sheets each week.
Remember, attendance sheets are legal documents and may be used in court.**

THIS CREW LIST IS FOR
7/12 THRU 7/18
(ONLY WORK IN PERSON IF THEIR NAME
APPEARS ON YOUR CREW LIST UNLESS
REPORTING TO YOU WITH A NEW
ASSIGNMENT SHEET)

Required

I HAVE VERIFIED THE ATTENDANCE
OF THE ABOVE LISTED INMATES
SIGNATURE _____

Holiday/Crew Site Closures

Legal holiday closures vary for each crew site. If a crew site is closed for a specific holiday, a notation shall be made on the attendance sheet. Inmates must work on their prior scheduled workday as well as their next scheduled workday to receive credit for holiday closures. It is the responsibility of the crew site to notify all inmates assigned to their crew site of holiday closures.

Inmates may be released from work early if a crew site is required to close early due to instances such as staff meetings or emergencies. Credit shall be given for the day. A notation stating the date, time of release, and reason for early release shall be made on the attendance sheet.

Crew sites may excuse their crew early due to extreme weather conditions or natural disasters. Check in all inmates who have reported for the day. A notation stating the date, time of release, and reason for early release shall be made on the attendance sheet.

If a crew site is closed for an extended period, the crew supervisor shall immediately contact the WRP office to make proper arrangements.

Inmate Injuries

When an inmate is injured at the crew site, they are required to notify a crew supervisor immediately, no matter how small the injury. The crew supervisor shall document the incident on memo form and complete any medical form required by your office/department.

When an inmate advises you that he/she needs a day off for an injury/illness, refer the inmate back to the WRP office. Under no circumstances will the crew supervisor grant permission to the inmate to be excused from work.

Per the contract agreement signed by the San Bernardino County Sheriff's Department and crew site, all claims filed by the inmate for medical reimbursement shall be processed by the crew site. Refer to section A.12 and A.13 of Agreement for participation in San Bernardino County Sheriff Department's Work Release Program. All medical bills should be forwarded to your Risk Management Department or Administrative Department, you must follow your departmental procedure.

The following steps should be taken if an injury occurs:

- Inmates who request medical assistance other than basic first aid, shall be required to see their own personal physician.
 - Contact 911 immediately for any emergency medical treatment. It shall be at the discretion of the EMT as to which hospital the inmate will be transported to.
-
- ❖ If an inmate refuses medical treatment a memo is still required for documentation of the occurrence.
 - ❖ When an inmate injury prevents the inmate from performing their normal duties, the crew supervisor shall immediately send the inmate back to the WRP office. The inmate will be reassigned to the WRP medical crew until they can be cleared to return to a normal crew site.
 - ❖ In the event of a fight, major injury, or death, contact your local law enforcement agency for a case report.
 - ❖ The inmate injury memo shall contain the following:
 - Department letter head
 - Crew site name
 - Inmate full name as stated on the WRP ID card
 - Inmate booking number
 - Date/time of incident
 - Where injury occurred
-
- Provide a detailed summary of how the injury occurred.
 - Example: Inmate Doe was raking leaves in the south grove of GHRC. After he laid the rake down to pick up leaves, inmate Doe stepped on the rake causing the handle of the rake to pop up, hitting him on the forehead.

- Be detailed in your explanation of what the inmate was doing at the time of injury.
 - Example: Inmate Doe was raking leaves with a rake.
- Inmate statement of how injury occurred
- Include statements and names of any witness to the incident.
- Description of body part affected/injured
 - Example: Small cut on forehead between his eyebrows.
- Type of aid provided
 - First aid only
 - Emergency services provided
 - Was the inmate referred to his/her personal physician

4024.2.

(a) Notwithstanding any other law, the board of supervisors of any county may authorize the sheriff or other official in charge of county correctional facilities to offer a voluntary program under which any person committed to the facility may participate in a work release program pursuant to criteria described in subdivision (b), in which one day of participation will be in lieu of one day of confinement.

(b) The criteria for a work release program are the following:

(1) The work release program shall consist of any of the following:

(A) Manual labor to improve or maintain levees or public facilities, including, but not limited to, streets, parks, and schools.

(B) Manual labor in support of nonprofit organizations, as approved by the sheriff or other official in charge of the correctional facilities. As a condition of assigning participants of a work release program to perform manual labor in support of nonprofit organizations pursuant to this section, the board of supervisors shall obtain workers' compensation insurance which shall be adequate to cover work-related injuries incurred by those participants, in accordance with Section 3363.5 of the Labor Code.

(C) Performance of graffiti cleanup for local governmental entities, including participation in a graffiti abatement program as defined in subdivision (f) of Section 594, as approved by the sheriff or other official in charge of the correctional facilities.

(D) Performance of weed and rubbish abatement on public and private property pursuant to Chapter 13 (commencing with Section 39501) of Part 2 of Division 3 of Title 4 of the Government Code, or Part 5 (commencing with Section 14875) or Part 6 (commencing with Section 14930) of Division 12 of the Health and Safety Code, as approved by the sheriff or other official in charge of the correctional facilities.

(E) Performance of house repairs or yard services for senior citizens and the performance of repairs to senior centers through contact with local senior service organizations, as approved by the sheriff or other official in charge of the correctional facilities.

Where a work release participant has been assigned to this task, the sheriff or other official shall agree upon in advance with the senior service organization about the type of services to be rendered by the participant and the extent of contact permitted between the recipients of these services and the participant.

(F) Any person who is not able to perform manual labor as specified in this paragraph because of a medical condition, physical disability, or age, may participate in a work release program involving any other type of public sector work that is designated and approved by the sheriff or other official in charge of county correctional facilities.

(2) The sheriff or other official may permit a participant in a work release program to receive work release credit for documented participation in educational programs, vocational programs, substance abuse programs, life skills programs, or parenting programs. Participation in these programs shall be considered in lieu of performing labor in a work release program, with eight work-related hours to equal one day of custody credit.

(3) The work release program shall be under the direction of a responsible person appointed by the sheriff or other official in charge.

(4) (A) The hours of labor to be performed pursuant to this section shall be uniform for all persons committed to a facility in a county and may be determined by the sheriff or other official in charge of county correctional facilities, and each day shall be a minimum of 8 and a maximum of 10 hours, in accordance with the normal working hours of county employees assigned to supervise the programs. However, reasonable accommodation may be made for participation in a program under paragraph (2).

(B) As used in this section, "nonprofit organizations" means organizations established or operated for the benefit of the public or in support of a significant public interest, as set forth in Section 501(c)(3) of the Internal Revenue Code. Organizations established or operated for the primary purpose of benefiting their own memberships are excluded.

(c) (1) The board of supervisors may prescribe reasonable rules and regulations under which a work release program is operated and may provide that participants wear clothing of a distinctive character while performing the work. As a condition of participating in a work release program, a person shall give their promise to appear for work or assigned activity by signing a notice to appear before the sheriff or at the education, vocational, or substance abuse program at a time and place specified in the notice and shall sign an agreement that the sheriff may immediately retake the person into custody to serve the balance of the person's sentence if the person fails to appear for the program at the time and place agreed to, does not perform the work or activity assigned, or for any other reason is no longer a fit subject for release under this section. A copy of the notice shall be delivered to the person and a copy shall be retained by the sheriff. Any person who violates their written promise to appear at the time and place specified in the notice is guilty of a misdemeanor.

(2) Whenever a peace officer has reasonable cause to believe the person has failed to appear at the time and place specified in the notice or fails to appear or work at the time and place agreed to or has failed to perform the work assigned, the peace officer may, without a warrant, retake the person into custody, or the court may issue an arrest warrant for the retaking of the person into custody, to complete the remainder of the original sentence. A peace officer may not retake a person into custody under this subdivision without a warrant for arrest, unless the officer has a written order to do so, signed by the sheriff or other person in charge of the program, that describes with particularity the person to be retaken.

(d) (1) This section does not require the sheriff or other official in charge to assign a person to a program pursuant to this section if it appears from the record that the person has refused to satisfactorily perform as assigned or has not satisfactorily complied with the reasonable rules and regulations governing the assignment or any other order of the court.

(2) A person shall be eligible for work release under this section only if the sheriff or other official in charge concludes that the person is a fit subject, therefore.

(e) This section shall become operational July 1, 2021.

(Repealed (in Sec. 64) and added by Stats. 2020, Ch. 92, Sec. 65. (AB 1869) Effective September 18, 2020. Operative July 1, 2021, by its own provisions.)

Attachment B

Current Agreement



County of San Bernardino

F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

☒ New ☐ Change ☐ Cancel	FAS Vendor Code	SC	Dept. SHD	A	Contract Number SHR15-0275	
ePro Vendor Number					ePro Contract Number	
County Department SHERIFF/CORONER			Dept. SHD	Orgn. SHD	Contractor's License No.	
County Department Contract Representative SHANNON DICUS, SHERIFF'S CAPTAIN			Telephone (909) 387-0640		Total Contract Amount \$	
Contract Type ☐ Revenue ☐ Encumbered ☐ Unencumbered ☒ Other:						
If not encumbered or revenue contract type, provide reason: Participation Agreement						
Commodity Code		Contract Start Date 03/02/15		Contract End Date 06/30/20		Original Amount \$
Amendment Amount \$						
Fund AAA	Dept. SHD	Organization SHD	Appr.	Obj/Rev Source	GRC/PROJ/JOB No	Amount \$
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount \$
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount \$
Project Name Work Release Program 2015-20 Template Type A			Estimated Payment Total by Fiscal Year			
			FY	Amount	I/D	

THIS AGREEMENT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and

Name

City of Highland

hereinafter called CONTRACTOR

Address

27215 Baseline Street

Highland, CA 92346-3125

Telephone

(909) 864-6861

Federal ID No. or Social Security No.

IT IS HEREBY AGREED AS FOLLOWS:

**AGREEMENT FOR PARTICIPATION IN SAN BERNARDINO COUNTY SHERIFF DEPARTMENT'S
WORK RELEASE PROGRAM**

WHEREAS, San Bernardino County, hereinafter referred to as COUNTY, conducts and administers a Work Release Program (WRP) through the Sheriff's Department, hereinafter referred to SHERIFF, under Penal Code Sections 4024.2 and 4024.3, for the performance of work by persons committed to the custody of the SHERIFF. Work Release Program inmates are incarcerated at the SHERIFF's correctional facilities, and have been released from custody to serve their remaining sentence on the work program; and

WHEREAS, CONTRACTOR desires that individuals in said WRP (INMATES) to be placed with CONTRACTOR for work under the direction and control of CONTRACTOR, as it is in the best interest of the community to provide an alternative mode of incarceration for those inmates placed into these programs;

NOW, THEREFORE, the parties agree as follows:

Auditor-Controller/Treasurer/Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

A. SCOPE OF AGREEMENT

- A.1** SHERIFF's placement of INMATES with CONTRACTOR is at the discretion of the SHERIFF and is subject to the availability of INMATES, available work assignments and the ability of CONTRACTOR to administer and control the work program.
- A.2** Upon placement of INMATES with CONTRACTOR, the work of the INMATES will be under the direct supervision and control of CONTRACTOR and will not be under the supervision or control of the SHERIFF.
- A.3** CONTRACTOR will assign a supervisor to oversee the INMATES assigned to its agency.
- A.4** SHERIFF will provide CONTRACTOR with a Crew Supervisor Pamphlet and CONTRACTOR agrees to follow said instructions.
- A.5** CONTRACTOR shall ensure that each supervisor does not fraternize with, engage services of, accept services from, do favors for, or engage in romantic, intimate or sexual relationship with INMATES.
- A.6** The work performed by INMATES will consist of manual labor to improve or maintain levees or public facilities, including but not limited to streets, parks, and schools and/or manual labor as approved by the SHERIFF.
- A.7** CONTRACTOR shall ensure the work, supervision, and treatment of the INMATES shall in all ways conform to applicable law, including but not limited to, California Penal Code Sections 4024.2 and 4024.3.
- A.8** CONTRACTOR will not provide any security guards and CONTRACTOR's employee(s) will not physically restrain any INMATES that might leave the work area. The CONTRACTOR will notify SHERIFF by the end of each day of any INMATES who did not arrive for scheduled work assignment or left the work area without permission.
- A.9** CONTRACTOR will provide transportation for INMATES working under this Agreement to and from the work sites as needed from pickup points agreed to between the SHERIFF and CONTRACTOR.
- A.10** Equipment operations will be performed only by qualified CONTRACTOR employees with the exception of small power equipment such as weed trimmers, power lawn mowers and hedge trimmers. INMATES must demonstrate proficiency with such tools to the satisfaction of CONTRACTOR before being allowed to operate said tools. CONTRACTOR will provide safety instructions, explain the work to be done, and direct the work of INMATES placed under this Agreement.
- A.11** CONTRACTOR will provide necessary safety equipment while INMATES are operating any equipment. This may include but is not limited to gloves, hard hats and eye protection required to safely perform any work assigned under this Agreement. CONTRACTOR will require INMATES to wear INMATE identifying safety vest at all times while working at a crew site.
- A.12** In the event an INMATE injury occurs, CONTRACTOR shall be responsible for the entire claim. This responsibility includes the administration of the claim in the same manner as if the INMATE was an employee of CONTRACTOR. CONTRACTOR also agrees to complete written documentation notifying the WRP office. In the event an INMATE brings an action which includes or is against SHERIFF or COUNTY, CONTRACTOR will reimburse the SHERIFF or COUNTY for all costs and expenses related to the action including all medical expenses, benefits, settlement costs and/or awards.

A.13 CONTRACTOR shall obtain and have Workers' Compensation insurance or be permissibly self-insured which includes the coverage of these INMATES. CONTRACTOR agrees to provide INMATES with Workers' Compensation benefits under CONTRACTOR's Workers' Compensation insurance policy which shall be the primary insurance for INMATES.

B. TERM AND TERMINATION

The term of this Agreement shall be for a period commencing on March 2, 2015, or upon the date of approval by the SHERIFF, whichever is later, and ending on June 30, 2020. Notwithstanding the foregoing, this Agreement may be terminated at any time, with or without cause, by CONTRACTOR or by COUNTY, upon written notice given to the other party at least thirty (30) days prior to the date specified for said termination. In the event of such termination, each party shall fully pay and discharge all obligations in favor of the other, accruing prior to the date of such termination, and each party shall be released from all obligations or performance which would otherwise accrue subsequent to the date of termination. Notwithstanding the foregoing, COUNTY may terminate this Agreement at any time, without advance notice to CONTRACTOR, in the event CONTRACTOR fails to comply with any term of this Agreement.

SHERIFF shall have the authority to exercise the COUNTY's rights and authority under this Agreement, including the right to give notice of termination of this Agreement, at his sole discretion.

C. INDEMNIFICATION AND INSURANCE REQUIREMENTS

C.1 Mutual Indemnification

The CONTRACTOR agrees to defend, indemnify and hold harmless the COUNTY, its officers, employees, agents, and volunteers for any and all claims, losses, actions, damages and/or liability arising out of this Agreement from any cause whatsoever, including any costs or expenses incurred by COUNTY, except as prohibited by law.

The COUNTY agrees to defend, indemnify and hold harmless the CONTRACTOR, its officers, employees, agents, and volunteers for any and all claims, losses, actions, damages and/or liability arising out of this Agreement from any cause whatsoever, including any costs or expenses incurred by CONTRACTOR, except as prohibited by law.

C.2 Comparative Fault

In the event that the COUNTY and/or CONTRACTOR are determined to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, the COUNTY and/or CONTRACTOR shall indemnify the other to the extent of its comparative fault.

C.3 Self-Insurance

COUNTY and CONTRACTOR are authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this Agreement.

C.4 Waiver of Subrogation Rights

CONTRACTOR shall require the carriers of required coverage's to waive all rights of subrogation against the COUNTY, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the CONTRACTOR and CONTRACTOR's employees or agents from waiving the right of subrogation prior to a loss or claim. The CONTRACTOR hereby waives all rights of subrogation against the COUNTY.

D. NOTICES

All written notices provided for in this Agreement or which either party desires to give to the other shall be deemed fully given, when made in writing and either served personally, or by facsimile, or deposited in the United States mail, postage prepaid, and addressed to the other party as follows:

San Bernardino County Sheriff's Department
Bureau of Administration 010
655 East Third Street
San Bernardino, CA 92415-0061

City of Highland
27215 Baseline Street
Highland, CA 92346-3125

Notice shall be deemed communicated two (2) COUNTY working days from the time of mailing if mailed as provided in this paragraph.

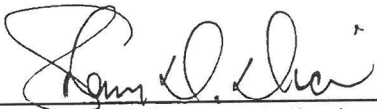
E. ENTIRE AGREEMENT

This Agreement represents the final, complete and exclusive agreement between the parties hereto. Any prior agreement, promise, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will. Any amendment to this Agreement shall be in writing signed by both parties.

City of Highland

San Bernardino County Sheriff's Department


Contractor Authorized Signature


Sheriff-Coroner Authorized Signature

Larry McCallon
Name of person signing agreement (print or type)

Shannon Dicus
Name of person signing agreement (print or type)

Mayor
Title

Captain
Title

February 10, 2015
Date

February 20, 2015
Date



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Environmental Services Task Order Amendment for Victoria Avenue Drainage and Street Improvement Project (Project No. str 17002)

RECOMMENDATION: It is recommended that the City Council:

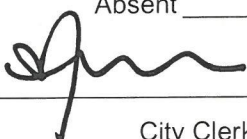
1. Approve the amendment to the existing task order from Tom Dodson & Associates to provide environmental in the amount of \$169,015; and
2. Authorize the City Manager to approve contract amendments up to 10% of the revised contract amount of \$246,515.

FISCAL IMPACT: This project is included in the City's adopted Capital Improvement Program (CIP) and has sufficient funding to deliver the project. The project is funded through various sources including General Capital Financing, a Federal Earmark Grant, and a Community Credit Fund grant from the Yuhaaviatam of San Manuel Nation.

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 consists of street and drainage improvements of Victoria Avenue between 3rd Street and 9th Street located within the city limits of Highland and San Bernardino, with City of Highland being the lead agency. Proposed improvements include:

1. Pavement Rehabilitation – Victoria Avenue (3rd Street to 9th Street)
2. Street Improvements – Victoria Avenue (3rd Street to 6th Street)
3. Intersection Improvements – Victoria Avenue/5th Street intersection
4. Drainage Improvements – Victoria Avenue (3rd Street to 6th Street)

Approved _____	Motion _____	Second _____	Agenda Item No. <u>16</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	
		1	

In 2022, the city was awarded a \$2 Million federal grant for this project under the 2022 Appropriations Act. With the award of these funds, the project is subject to compliance with federal requirements such as NEPA for environmental and Uniform Act for right of way. On February 14, 2023, the City Council approved a proposal from Tom Dodson & Associates (TDA) to assist the City to comply with National Environmental Policy Act for the Victoria Avenue Improvement Project at a fee of \$77,500 including preparation of the following technical studies:

- Air Quality Report
- Biological Resources Assessment
- Cultural Resources Assessment
- Phase 1 Environmental Site Assessment
- Hydrology and Water Quality Assessment
- Noise Impact Assessment
- Traffic Assessment

City staff has been working with its consultants to complete the project design and obtain environmental clearances needed to continue with the project. The level of effort to obtain federal NEPA clearance has been greater than anticipated due to extensive reviews from Caltrans and additional technical studies requested beyond. Additionally, there were utility conflicts and design constraints that required changes to the project scope, leading to updating of environmental documentation. Due to these unforeseen conditions, additional effort is needed to clear the environmental phase through Caltrans and TDA has submitted a proposal to complete the remaining tasks. At the request of the City, TDA has included an expanded scope of work for project support through end of project construction.

The proposed fee amendment is \$169,015, consisting of \$59,400 for the NEPA process and \$109,615 for permitting and construction support in the amount of \$169,015. The amendment will bring the total fee for TDA's services from \$77,500 to \$246,515. This total fee for project environmental services amounts to 3% of the estimated project construction cost, \$8.1 million. Staff reviewed the fee and determined the costs are reasonable for the scope. These services are critical to the project and clearing the environmental phase will allow for the City to request the obligation of the federal grant funds. Construction for the project is estimated to begin Fall 2026.

The project was evaluated in accordance with the California Environmental Quality Act (CEQA) and is undergoing NEPA review.

Attachments: TDA Amendment Proposal

TOM DODSON & ASSOCIATES

Mailing Address: PO Box 2307, San Bernardino, CA 92406

Physical Address: 2150 N. Arrowhead Avenue, San Bernardino, CA 92405

Tel: (909) 882-3612 ♦ Email: tda@tdaenv.com ♦ Web: tdaenvironmental.com



MEMORANDUM

June 26, 2025

From: Tom Dodson

To: Octavio Duran

Subj: Victoria Avenue Caltrans NEPA Budget Modification Request

Good Afternoon Octavio,

Tom Dodson and Associates (TDA) is providing a budget amendment to the City of Highland to address the additional work that is necessary to finalize the NEPA process for the Victoria Avenue Roadway Improvement Project with Caltrans. To provide a bit of background our initial proposal was scoped to prepare an Environmental Assessment (EA) to comply with NEPA in 2022. Our proposal included preparation of the following technical studies: Air Quality/Greenhouse Gas, Biological Resources Assessment, Cultural Resources Assessment, Phase 1 Environmental Site Assessment, Hydrology and Water Quality Assessment, Noise Impact Assessment, Traffic Assessment. At the time that TDA prepared our initial proposal, Caltrans requirements for these various studies were not fully understood, as Caltrans has very specific requirements for the above technical analyses, and furthermore, the content of these technical analyses varies based on the type of project it is considering, and is therefore an iterative process based on the type of project Caltrans is considering. These determinations are conveyed by Caltrans Staff.

As the City is aware, the project has been through several design iterations in the years that have elapsed since our proposal was prepared and accepted by the City. As the project has evolved, so have the demands on TDA's time, as well as on our subconsultants' time, and as a result our scope of work has vastly expanded since the project initially kicked off.

The main reasons that the project has evolved to require greater support is that all of the documents, the EA and all supporting technical studies were initially prepared for one version of the project "Area of Potential Effect" (APE), and the APE evolved to include greater limits of construction, and therefore each and every one of the documents TDA prepared had to be revised to incorporate the changes in the Project APE.

Another reason that the project has evolved to require greater support is that TDA initially anticipated that the review process with Caltrans has proven to result in approximately 1-to-2 reviews of each document submitted in support of the EA. However, Caltrans has required, in some cases, 3-to-4 reviews of each document submitted to meet its stringent requirements.

Based on the above, we respectfully request additional funds dedicated to revisions to the following technical studies:

1. Air Quality Report (AQR)(PM 10 Hotspot Analysis): Note that our initial proposal only addressed preparation of the AQR, with no PM 10 Hotspot Analysis or SCAG Meeting Coordination as has become necessary to complete the AQR for a project of this type. As these studies require greater work effort, and must conform to Caltrans requirements, the budget request herein covers the preparation of the PM 10 Hotspot Analysis or SCAG Meeting Coordination, and the revisions to the AQR required as a result of the revised APE.
 - a. Original Cost: \$4,500
 - b. Additional Cost: \$13,900
2. Hydrology Studies (WQAR, LHS, SFER): Note that TDA only provided a proposal addressing a typical hydrology assessment. Caltrans requested that a WQAR, LHS, and SFER be prepared by our subconsultant, JLC Engineering. As these studies require greater work effort, and must conform to Caltrans requirements, the budget request herein covers the preparation of the LHS, SFR, and the revisions to the WQAR required as a result of the revised APE.
 - a. Original Cost: 10,000
 - b. Additional Cost: \$26,300
3. Cultural Studies (APE, HPSR, ASR, and HRER): These reports, especially the APE, required further refinement upon the revisions to the APE for the project. These studies, as previously stated, require greater work effort, and must conform to Caltrans requirements, the budget request herein covers the revisions to the APE, HPSR, ASR, and HRER.
 - a. Original Cost: \$7,500
 - b. Additional Cost: \$9,000
4. Additional Support from TDA: In order to finalize the NEPA process, TDA requires additional budget dedicated to overseeing the above technical changes, meeting new Caltrans requirements, coordinating with City Staff and Caltrans Staff, and making any modifications to environmental compliance reports necessary to see the environmental processes through to completion.
 - a. New Line Item: \$10,500

Total Budget Increase for NEPA Process: **\$59,400**

The City has also asked for us to provide a budget for ongoing work once NEPA has been approved that would cover TDA's work, and that which TDA is overseeing through to construction completion. We believe that this includes the aerially deposited lead (ADL) study, as well as support for permitting related to discharge to City Creek Bypass Channel.

To provide some background on why these studies are necessary, TDA offers that an Initial Site Assessment (ISA) completed by LOR Geotechnical Group, and dated May 9, 2024 indicated that the project area could potentially be impacted from ADL due to historic roadway usage of the property, as well as from historical railway usage within the northern portion of Victoria Avenue. Further assessment was recommended to evaluate for potential impacts related to these concerns. Additionally, the City will be required to obtain regulatory permits in order to make modifications to City Creek Bypass Channel. City staff have requested that we add this service to our original contract. TDA will work with HDR biologists Lisa Patterson and Daniel Smith to address this task.

Here are the additional budget requests for the project management by TDA through to construction completion of the project:

- | | | |
|----|--|----------|
| 1. | <u>ADL:</u> | \$74,615 |
| 2. | <u>Permitting:</u> | \$25,000 |
| | a. Includes preparation of the regulatory permits to support the application, and to process them, but does not include the cost of any compensatory mitigation etc. identified in the permit(s) | |
| 3. | Additional budget for Tom Dodson & Associates to oversee and complete the process: | \$10,000 |

Total Budget increase for support service through construction: **\$109,615**

Thus, the total additional budget that we are requesting, and anticipate should cover the tasks at hand going forward, as far as we are aware of them, and as outlined in this amendment, is **\$169,015.**

Should you have any questions, please do not hesitate to contact me.


Tom Dodson

cc Kaitlyn Dodson-Hamilton



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

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

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

RECOMMENDATION: The Finance Subcommittee recommends that the City Council:

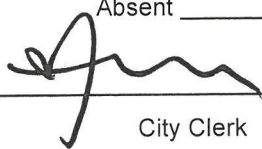
1. Adopt Resolution No. 2025-_____ establishing employee salaries.
2. Approve a budget adjustment in the amount of \$225,735, transferring funds from Account 001-2516 (General Fund – Technology Enhancements) to Account 042-9510-3010 (Building Services – Salaries) to support the cost of temporary personnel.
3. Approve the attached job descriptions for the temporary Accountant and intern positions.

FISCAL IMPACT: The projected fiscal impact for Fiscal Year 2025/26 is \$225,735. This amount is fully covered by the funds already allocated to the Enterprise ERP Project, and no additional funding is required at this time. If temporary staffing is still needed in Year Two and supported by the State budget, a budget adjustment will be requested accordingly to reflect ongoing needs.

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 currently undertaking a major upgrade of its financial management systems, including the implementation of a new Enterprise Resource Planning (ERP) system. This upgrade encompasses modules for cashiering, financial management, project accounting, and human resources, and represents a critical investment in modernizing operations to support organizational growth and to replace a legacy system that will soon no longer be supported.

As part of the FY 2025–2027 budget, the City allocated funding for two temporary staff to assist with

Approved _____	Motion _____	Second _____	Agenda Item No. <u>17</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
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 City Clerk		 City Manager	
1			

workload during the ERP transition. However, after close coordination with Tyler Technologies' Implementation Manager and feedback from peer agencies that have undergone similar system overhauls, it has become clear that the originally planned staffing is insufficient to support both the demands of implementation and the City's ongoing operational responsibilities.

The ERP project requires substantial staff involvement, particularly from our Accountant, Assistant Director of Administrative Services, and Director of Administrative Services, all of whom are expected to participate in full-day implementation sessions 5 to 10 days each month for the next two years. During this time, their availability for core operational duties will be significantly limited. Compounding this challenge, the City must also operate both legacy and future systems in parallel and take on the full responsibility for internal end-user training, as Tyler Technologies will not be providing that service.

While our team has always operated leanly and efficiently by design, the scope of responsibilities managed by the City's five-member Administrative Services and Finance team is extensive and continues to grow.

In addition to the ERP implementation, the team is responsible for the items below. This list is not exhaustive but rather highlights the broad scope and complexity of duties currently managed by our Administrative Services/Finance team.

- Payroll processing and payroll tax reporting
- W-2 and 1099 issuance
- Budget development and management
- Cashiering operations
- Accounts payable and accounts receivable
- Fixed asset tracking and capital asset accounting
- Business licenses, animal licenses, and yard sale permitting
- Developer in-lieu fees and Development Impact Fee (DIF) tracking
- Oversight of Community Facilities Districts (CFDs), SARDA, and assessment district reporting
- Risk management and workers' compensation
- Human resources, benefits administration, and personnel support
- Grant management and reporting compliance
- Disaster preparedness financial coordination
- Public records requests and lien processing
- Oversight of the City Clerk staff and Information Technology functions
- Coordination of the citywide fee study and CIP cost tracking
- Financial oversight of City projects across all departments, including Police, Fire, Housing Authority, and others
- State Controller's reports and comprehensive annual audits
- Support for upgrades to other systems, such as iWorQ

Our team is often working behind the scenes to ensure that CIP project costs are monitored, funds are properly tracked, and the City remains financially positioned to pursue future initiatives. Many of the high-profile projects delivered across departments would not be possible without the financial planning, monitoring, tracking and controls provided by this team. We ensure compliance, financial stability, and accountability for every dollar spent—making it possible for other departments to succeed.

Given the magnitude of the ERP implementation layered on top of these existing responsibilities, we are requesting approval to bring on three additional temporary positions: two professional-level temporary accountants and one part-time intern.² These resources will help maintain daily

operations, support mandated reporting and audit deadlines, and preserve the quality and integrity of financial oversight during the system transition.

Other cities undertaking similar ERP projects typically, at minimum, fully backfill all major roles involved. Our request—covering 4 out of 5 key positions—is relatively modest by comparison. We also evaluated the use of outside temporary agencies but found internal temporary hiring to be significantly more cost-effective.

This staffing augmentation will be funded from the existing ERP project budget. The City has allocated approximately \$1,196,000 to this effort (\$700,000 Technology Reserves and \$496,000 DIF Fund for Computer Upgrades), and all projected costs—including the cost of the additional temporary staff—are expected to remain within that allocation.

We also want to explicitly acknowledge the very real concern regarding potential reductions to City funding in year two of our budget due to State cuts. As with all temporary staffing, these positions are contingent upon available funding. Consistent with long-standing City policy, temporary staff would be the first to be reduced or eliminated should fiscal conditions necessitate budget cuts.

The Finance Subcommittee reviewed this item on July 8, 2025. This limited-term staffing support is a necessary step to ensure a successful ERP implementation without compromising the City's ongoing financial and administrative operations.

Attachments:

1. Proposed Enterprise ERP Calendar (to establish time commitment)
2. Current Time Allocation Summary by Role
3. Proposed Resolution
4. Temporary Accountant and Intern Job Description

Attachment 1
Proposed Enterprise ERP Calendar

Start Date	Day	Resource	Day Type	Quota Days	Location	Confirmed?	Phase	Topic(s)	Start Hour	Start Minute	Start AM or PM	End Hour	End Minute	End AM or PM
7/15/2025	Tue	Nadeau, Emi	Hold for Scheduling	0.5	Remote w/o clic	No	1 - Financia	System Install validation - IC Only	1:00	0	PM	4:00	30	PM
7/21/2025	Mon	Peterson, Lul	IMP	1	Remote	Yes	1 - Financia	GL100/300 Orientation & Analysis	8:00	30	AM	4:00	30	PM
7/22/2025	Tue	Nadeau, Emi	Hold for Scheduling	0.5	Remote	No	1 - Financia	BG100	1:00	0	PM	4:00	30	PM
7/30/2025	Wed	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	AP100 / PU100	8:00	30	AM	4:00	30	PM
7/31/2025	Thu	Peterson, Lul	IMP	1	Remote	Yes	1 - Financia	COA session 1 / BG300	8:00	30	AM	4:00	30	PM
8/4/2025	Mon	Wiggins, Johr	Hold for Scheduling	1	Remote	No	1 - Financia	AP300-P card / PU300	8:00	30	AM	4:00	30	PM
8/13/2025	Wed	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	AR100 / GB100	8:00	30	AM	4:00	30	PM
8/14/2025	Thu	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	CASH100 / CONT100	8:00	30	AM	4:00	30	PM
8/18/2025	Mon	Wiggins, Johr	Hold for Scheduling	1	Remote	No	1 - Financia	PA100/PA300	8:00	30	AM	4:00	30	PM
8/21/2025	Thu	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	CHNRG100 / CA100	8:00	30	AM	4:00	30	PM
9/17/2025	Wed	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	SA400 / HUB400 / CMC400	8:00	30	AM	4:00	30	PM
9/22/2025	Mon	Wiggins, Johr	Hold for Scheduling	0.5	Remote	No	1 - Financia	CONT300	1:00	0	PM	4:00	30	PM
9/25/2025	Thu	Peterson, Lul	IMP	0.5	Remote	Yes	1 - Financia	COA - Session 2	1:00	0	PM	4:00	30	PM
10/1/2025	Wed	Peterson, Lul	IMP	0.5	Remote	Yes	1 - Financia	COA session 3	1:00	0	PM	4:00	30	PM
10/8/2025	Wed	Wiggins, Johr	Hold for Scheduling	1	Remote	No	1 - Financia	CA300 / CSHNRG300 (TC300)	8:00	30	AM	4:00	30	PM
10/9/2025	Thu	Wiggins, Johr	Hold for Scheduling	1	Remote	No	1 - Financia	GB300/AR300	8:00	30	AM	4:00	30	PM
10/13/2025	Mon	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	CASH300 Analysis / HW Assist - open topic	8:00	30	AM	4:00	30	PM
10/14/2025	Tue	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	FIN400 Code building	8:00	30	AM	4:00	30	PM
10/15/2025	Wed	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	RBAC400/WF400	8:00	30	AM	4:00	30	PM
10/16/2025	Thu	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	Code building	8:00	30	AM	4:00	30	PM
10/16/2025	Thu	Wiggins, Johr	Hold for Scheduling	0.5	Remote	No	1 - Financia	3rd Party / Reporting / RF Forms	8:00	30	AM	12:00	0	PM
10/20/2025	Mon	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	GL400/BG400 Configuration	8:00	30	AM	4:00	30	PM
10/27/2025	Mon	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	AR400/GB400 Configuration	8:00	30	AM	4:00	30	PM
10/30/2025	Thu	Munster, Mat	Hold for Scheduling	0.5	Remote w/o clic	No	1 - Financia	SSRS Pre Config Setup	1:00	0	PM	4:00	30	PM
11/5/2025	Wed	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	AP400 / PCard Configuration	8:00	30	AM	4:00	30	PM
11/6/2025	Thu	Gavitt, Andre	Hold for Scheduling	0.5	Remote w/o clic	No	1 - Financia	TCM - Pre Config	8:00	30	AM	12:00	0	PM
11/10/2025	Mon	Nadeau, Emi	Hold for Scheduling	1	Remote	No	1 - Financia	PU400 / eProc Configuration	8:00	30	AM	4:00	30	PM
11/11/2025	Tue	Wiggins, Johr	Hold for Scheduling	1	Remote	No	1 - Financia	RPT300 Reporting / TF300 Forms / 3rd300 -3rc	8:00	30	AM	4:00	30	PM
12/1/2025	Mon	Wiggins, Johr	Hold for Scheduling	1	Remote	No	1 - Financia	PA400 / CON300 Conversion Analysis See noti	8:00	30	AM	4:00	30	PM
12/3/2025	Wed	Munster, Mat	Hold for Scheduling	1	Remote	No	1 - Financia	SSRS Demo/Configuration	8:00	30	AM	4:00	30	PM
12/4/2025	Thu	Gavitt, Andre	Hold for Scheduling	1	Remote	No	1 - Financia	TCM Demo/Config	8:00	30	AM	4:00	30	PM
12/10/2025	Wed	Wiggins, Johr	Hold for Scheduling	1	Remote	No	1 - Financia	CA400 / CSHNRG400	8:00	30	AM	4:00	30	PM
12/15/2025	Mon	Gavitt, Andre	Hold for Scheduling	0.5	Remote	No	1 - Financia	TCM Admin with client Admin	8:00	30	AM	12:00	0	PM
12/15/2025	Mon	Munster, Mat	Hold for Scheduling	0.5	Remote	No	1 - Financia	SSRS Admin with Client Admin	1:00	0	PM	4:00	30	PM
1/7/2026	Wed	Wiggins, Johr	Hold for Scheduling	1	Remote	No	1 - Financia	CONT400 / CASH400	8:00	30	AM	4:00	30	PM
1/14/2026	Wed	Wiggins, Johr	Hold for Scheduling	1	Remote	No	1 - Financia	RBAC500 / WF500	8:00	30	AM	4:00	30	PM
1/15/2026	Thu	Wiggins, Johr	Hold for Scheduling	1	Remote	No	1 - Financia	GL500/BG500 Refinement	8:00	30	AM	4:00	30	PM

1/28/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia PA500/CA500 Refinement	8:00	30 AM	4:00	30 PM
2/4/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia AP500/PCard Refinement	8:00	30 AM	4:00	30 PM
2/11/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia AR500/GB500 Refinement	8:00	30 AM	4:00	30 PM
2/16/2026	Mon	Gavitt, Andre Hold for Scheduling	0.5 Remote	No	1 - Financia TCM Train	8:00	30 AM	12:00	0 PM
2/16/2026	Mon	Munster, Mat Hold for Scheduling	0.5 Remote	No	1 - Financia SSRS Lab/Training	1:00	0 PM	4:00	30 PM
2/25/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia PU500 / CSHRNG500 Refinement	8:00	30 AM	4:00	30 PM
3/11/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia GL600/BG600	8:00	30 AM	4:00	30 PM
3/18/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia PA600 Refinement	8:00	30 AM	4:00	30 PM
3/25/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia AR600/GB600 Refinement	8:00	30 AM	4:00	30 PM
4/1/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia AP600/P Card Refinement	8:00	30 AM	4:00	30 PM
4/15/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia CASH600/CSHRNG600 Refinement	8:00	30 AM	4:00	30 PM
4/23/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia RBAC500 / WF600	8:00	30 AM	4:00	30 PM
4/30/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Open Topics / Imports / Conversion	8:00	30 AM	4:00	30 PM
5/7/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Open Topics / Imports / Conversion	8:00	30 AM	4:00	30 PM
5/14/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia UAT with Client	8:00	30 AM	4:00	30 PM
5/21/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia UAT Review / SV	8:00	30 AM	4:00	30 PM
5/28/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Go Live check list / Plan	8:00	30 AM	4:00	30 PM
6/1/2026	Mon	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia EUT Prepare custom Documentation	8:00	30 AM	4:00	30 PM
6/2/2026	Tue	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia EUT Prepare custom Documentation	8:00	30 AM	4:00	30 PM
6/3/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia EUT Prepare custom Documentation	8:00	30 AM	4:00	30 PM
6/4/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Train The Trainer	8:00	30 AM	4:00	30 PM
6/10/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia EUT (Highland Lead - Tyler IC Available to Assis	8:00	30 AM	4:00	30 PM
6/23/2026	Tue	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Pre Go Live	8:00	30 AM	4:00	30 PM
6/24/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Pre Go Live	8:00	30 AM	4:00	30 PM
6/25/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Pre Go Live	8:00	30 AM	4:00	30 PM
7/7/2026	Tue	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Go Live	8:00	30 AM	4:00	30 PM
7/8/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Go Live	8:00	30 AM	4:00	30 PM
7/9/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Go Live	8:00	30 AM	4:00	30 PM
7/21/2026	Tue	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Post Go Live	8:00	30 AM	4:00	30 PM
7/22/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Post Go Live	8:00	30 AM	4:00	30 PM
7/23/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Post Go Live	8:00	30 AM	4:00	30 PM
10/6/2026	Tue	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Next Year Budget Entry	8:00	30 AM	4:00	30 PM
10/7/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Next Year Budget Entry	8:00	30 AM	4:00	30 PM
10/8/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Next Year Budget Entry	8:00	30 AM	4:00	30 PM
12/8/2026	Tue	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Year End	8:00	30 AM	4:00	30 PM
12/9/2026	Wed	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Year End	8:00	30 AM	4:00	30 PM
12/10/2026	Thu	Wiggins, Johr Hold for Scheduling	1 Remote	No	1 - Financia Year End	8:00	30 AM	4:00	30 PM

Attachment 2
Current Time Allocation Summary by Role

CITY OF HIGHLAND

HOURS FOR ON-GOING ACTIVITIES

2025/2026

STAFF MEMBERS:

Leticia Nava_Cruz, Director of Administrative Services
 Michelle Gomez, Asst. Director of Administrative Services
 Debbie Ludolph, Accountant
 Lia Dominguez, Accounting Assistant II
 Bianey Fleming, Accounting Technician I

ACTIVITY	LN-C	MG	DL	LD	BF	Total Hours	Legal Req.
Daily							
General Clerical	155	180	50	50	50	485	
Deposits & Deposits Review	75	60	200	60	10	405	
Dog Licensing (New)		10	10	250	30	300	yes
Cash Register		10	10	350	122	492	
Cash Log	20	10	5			35	
Postage/Mail			5			5	
Administration	75	30				105	
Petty Cash		20				20	
Mail					5	5	
Scanning/Archiving Permanent Records					5	5	
Weekly							
Accounts Payable/Warrants	13	24	30	20	720	807	yes
Accounts Receivable	3	10	20	180		213	
Purchase Orders	13	25		100	30	168	yes
Purchasing	2	5	5	40	5	57	
Business Licenses (New)		5	5	20	360	390	yes
Parking Cite Administration	5	5	10	40		60	yes
Project Accounting	10	145	700		25	880	
Bi-Weekly							
Payroll	13	52	75	10		150	yes
Training	24	24	24	24	24	120	yes
Warrant Registers	13	15				28	yes
Treasurer's Report	12					12	yes
Council/Subcommittee Meetings (During the day)	30	30				60	
Department Staff Meetings	24	24	24	24	24	120	

ACTIVITY	LN-C	MG	DL	LD	BF	Total Hours	Legal Req.
Management Staff Meetings	35	35				70	
Newsletter	6						
Monthly							
Month-End Journal Entries	24	36	24			84	
Bank Statement Reconciliation	3	5	24			32	
Dog License (Renewals)			5	154	80	239	yes
Business License (Renewals)			5	350	180	535	yes
Grants		65	100			165	yes
Inventory Distribution				50		50	
Expenditure/Revenue Account Audits & Reports	12	40	10			62	
Assessment District Admin.	10	10	50			70	yes
Developer in lieu Fees	6	6		10		22	yes
Mello-Roos (CFD) & SA Spreadsheets	25					25	
Stop Payments/Returned Checks/Void Checks	3	5	30		15	53	
Quarterly							
Grants	10	150	50			210	yes
Payroll Tax Reports	1	20	20			41	yes
Interest Distribution	3	10				13	yes
Diesel Fuel Reports					10	10	yes
SMIP/BSASR/SB 1186 Reports					15	15	yes
Annually							
Year-End Journal Entries	50	35	20			105	
City Audit	200	200	100		50	550	yes
Special Purpose Audits	10	30	20			60	yes
Budget	250	150	80		10	490	yes
Fee Study	20	20	5			45	yes
Grants	5	75	50			130	yes
W-2's and 1099's			10		10	20	yes
Award Applications	2	1				3	
State Controller's Reports		40				40	yes
AB 1600 DIF/Dev Fees annual reports	2	2				4	yes
AB 2766 AQMD annual report	1	5				6	

ACTIVITY	LN-C	MG	DL	LD	BF	Total Hours	Legal Req.
ROPS & SA Debt	15	5				20	yes
Work Program	10	3				13	
Fixed Asset Inventory	5	15	5	2	2	29	yes
Annual Payroll Tax Reports	1	6	4			11	yes
Investment Policy/Reports	12					12	yes
CFD Tax Levy/Admin	130	20				150	yes
FPPC Filings (campiagn/ethics)	1	1				2	yes
Goals & Objectives	40	25	15	14	20	114	
IT Contract Maintenance	5					5	
Miscellaneous							
Personnel	125	50				175	yes
IT	30	10				40	
Disaster Prepardness	20	10				30	
Benefits	26	40	12		12	90	yes
Staff Reports	35	12				47	
Worker's Compensation Claims	20	20				40	yes
Seminars/Conferences/ Meetings	30	30	15	5	5	85	
Personnel/Benefits Requests	15	30	10		10	65	
Investments/Wires	20	15				35	
Financial Software Maintenance	10	20	5			35	
General Ledger Maintenance	50	25	10			85	
Refuse Liens	5	10	10			25	yes
Bids	5	5				10	yes
Bond Releases	5					5	yes
General Elections	2	2				4	yes
Special Projects	10	20	15	14	20	79	
Lien Releases/Recording	10					10	yes
Public Record Requests	17	10	5	5	5	42	yes
Risk Management	200					200	yes
Total On-Going Activities	2019	2008	1882	1772	1854	9535	
Staff Time Available	2080	2080	2080	2080	2080	10400	
Time Available for ERP	61	72	198	308	226	865	

Attachment 3
Proposed Resolution

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 July 8, 2025.

<u>Position Title</u>	<u>Minimum Monthly</u>	<u>Maximum Monthly</u>
Temporary Accountant	\$6,222	\$7,563

PASSED, APPROVED AND ADOPTED this 8th day of July 2025

Penny Lilburn, Mayor

Attest:

Alondra Muñoz, City Clerk

Attachment 4
Temporary Accountant and Intern Job Description



CITY OF HIGHLAND

TEMPORARY ACCOUNTANT (Special Project)

Department: Administrative Services

Reports To: Assistant Director of Administrative Services & Director of Administrative Services

Salary Range: \$6,222 to \$7,563 per month

Position Summary:

The Temporary Accountant will provide professional-level accounting support to the Administrative Services Department during the implementation of the City's new Enterprise Resource Planning (ERP) system. This position is intended to temporarily backfill essential accounting functions—specifically in the areas of audit preparation, grant compliance, and mandated reporting—allowing permanent staff to focus on ERP configuration, testing, and deployment.

This is a full-time, limited-duration position expected to last through the completion of the ERP project (anticipated to be two years 7/1/25-06/30/27).

Essential Duties and Responsibilities:

- Prepare workpapers, schedules, and documentation for the City's annual audit and other external audits, including Measure I, Art3, AB2766 AQMD, and grant compliance audits.
- Assist with the preparation and timely filing of mandated State Controller's reports.
- Perform account reconciliations, general ledger review, and financial analysis as assigned.
- Monitor and track restricted funds and assist with fund reporting requirements.
- Maintain documentation to support financial transactions and compliance requirements.
- Assist with month-end and year-end closing processes as needed.
- Support ongoing operational accounting tasks (e.g., journal entries, budget tracking) to relieve workload from permanent staff.
- Coordinate with external auditors, state agencies, and internal departments regarding requested financial information.
- Ensure accounting tasks are completed accurately, timely, and in accordance with City policies and applicable regulations.
- Perform other related duties as assigned.

Minimum Qualifications:**Education and Experience:**

- Bachelor's degree in Accounting, Finance, Public Administration, or related field.
- Minimum of two (2) years of recent, progressively responsible accounting experience, preferably in a governmental or public sector environment.
- Experience with audit preparation and governmental financial reporting is highly desirable.

Knowledge of:

- Principles and practices of governmental accounting and auditing.
- Fund accounting, financial reporting requirements, and internal controls.
- Applicable laws, regulations, and standards (e.g., GASB, GAAP, State Controller's requirements).
- Financial systems and Microsoft Office Suite, especially Excel.

Ability to:

- Analyze financial data and prepare clear, accurate financial reports.
- Meet strict reporting deadlines and audit schedules.
- Work independently and exercise sound judgment.
- Maintain attention to detail while managing multiple priorities.
- Communicate clearly and professionally with both internal and external stakeholders.

Work Schedule & Conditions:

- Full-time, temporary position (40 hours per week). Monday through Thursday.
- Expected duration: up to 24 months from date of hire, based on project timeline and budget.
- Position is onsite at City Hall.

Cafeteria Plan: \$1,600 per month toward health/dental/vision insurance premiums

Vacation/Sick Leave: 80 Hours of accrued vacation within the first year; 8 hours per month of sick leave with a maximum of 1,250 Hours.

Holidays: 9 Hours of Floating Holiday per year; 12 paid City Holidays

Retirement: Retirement benefits are 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 August 30, 2025 or 50 applications are received, whichever comes 1st.
AN EQUAL OPPORTUNITY EMPLOYER

CITY OF HIGHLAND

INTERN (SPECIAL PROJECT)



The Finance Intern provides temporary, part-time support to the City's Administrative Services Department during the implementation of a new Enterprise Resource Planning (ERP) system. This position assists with financial data entry, reconciliations, audit preparation, user training coordination, and various administrative tasks to ensure smooth day-to-day operations during the system transition.

This is a developmental role intended for current college students. The internship offers hands-on experience in municipal finance while contributing to a major citywide technology upgrade.

Essential Duties and Responsibilities:

- Assist with reviewing and preparing financial data for entry into the new ERP system.
- Support reconciliation of accounts between legacy and new systems.
- Perform data validation and quality control tasks during testing and parallel processing phases.
- Help prepare documentation for internal and external audits.
- Assist with filing, scanning, and organizing financial records and reports.
- Coordinate scheduling and materials for internal ERP training sessions.
- Provide administrative and project-related support to accounting and finance staff as needed.
- Perform other related duties as assigned.

Minimum Qualifications:

Education and Experience:

- Experience: No experience necessary.
- Education: Must be currently enrolled in college.

Knowledge of:

- Microsoft Excel, Word, and Outlook.
- General office procedures and professional communication standards.

Ability to:

- Maintain confidentiality and handle sensitive information appropriately.

- Follow directions, work independently, and manage time effectively.
 - Communicate clearly and professionally, both verbally and in writing.
 - Perform accurate data entry and review for quality and completeness.
 - Work collaboratively with others in a team environment.
-

Work Schedule & Conditions:

- Temporary, part-time position (up to 20 hours per week).
 - Flexible scheduling may be available to accommodate academic commitments.
 - Primarily onsite at City Hall.
 - May require extended hours during critical ERP implementation periods.
-

Application Process:

Interested candidates should submit a City application.

Environmental Conditions

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

Salary Range: \$17.33 per hour

Work Schedule: Up to 20 hours per week (days to be determined)

Credit Monitoring Allowance: \$100 per year

Sick Leave: 40 hours of accrued sick leave available for use after 90 days.

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 August 15, 2025 at 3pm.

AN EQUAL OPPORTUNITY EMPLOYER



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Maricela Marroquin, City Attorney

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

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

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

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

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

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

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

Approved _____	Motion _____	Second _____	Agenda Item No. <u>18</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
City Clerk	1	City Manager	

On September 11, 2024, the City Manager, as the Director of Emergency Services, issued a proclamation entitled "Proclamation of a Local Emergency by the Director of Emergency Services of the City of Highland," as the City Council was not in session. (Attachment 1) This action authorized the City Manager to take certain necessary actions to address the emergency.

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

Pursuant to California Government Code Section 8630 and HMC Section 2.44.060(A), the Director of Emergency Services' Proclamation expires within seven days unless ratified by the City Council. On September 12, 2024, the City Council adopted a resolution ratifying the Director of Emergency Services' Proclamation of a local emergency (Attachment 2). On October 8, 2024, the City Council adopted a resolution to extend the emergency proclamation of the Line Fire (Attachment 3). On November 12, 2024, the City Council adopted a 2nd extension resolution of the emergency proclamation of the Line Fire (Attachment 3). On December 10, 2024, the City Council adopted a 3rd extension resolution of the emergency proclamation of the Line Fire (Attachment 3). On January 28, 2025, the City Council adopted a 4th extension resolution of the emergency proclamation of the Line Fire (Attachment 3). On March 27, 2025, the City Council adopted a 5th extension resolution of the emergency proclamation of the Line Fire (Attachment 3). On May 13, 2025, the City Council adopted a 6th extension resolution of the emergency proclamation of the Line Fire (Attachment 3)

Pursuant to Government Code Section 8630 (California Emergency Services Act), the City Council is required to review the local emergency within sixty (60) days of ratification to determine whether the conditions surrounding the local emergency still exist. On June 18, 2025, the Board of Supervisors of San Bernardino County approved a recommendation from the San Bernardino County Director of Emergency Management to continue the local emergency of the Line Fire and Bridge Fire. Staff is requesting that the Council adopt a proposed resolution, Resolution No. 2025-XX to continue to extend the local emergency (Attachment 4).

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

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

ATTACHMENTS:

- 1) Director of Emergency Services' Proclamation of Local Emergency
- 2) Resolution Ratifying Director of Emergency Services' Proclamation of Local Emergency
- 3) Resolutions Extending Proclamation of Local Emergency on October 8, 2024, November 12, 2024, December 10, 2024, January 28, 2025, March 27, 2025, and May 13, 2025, respectively
- 4) Proposed 7th Resolution Extending Proclamation of Local Emergency

ATTACHMENT 1



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

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

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

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

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

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

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

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

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

DATED this 11th day of September, 2024

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

ATTACHMENT 2

RESOLUTION NO. 2024-044

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AS FOLLOWS:

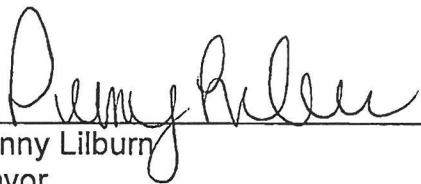
Section 1. The City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency by the Director of Emergency Services on September 11, 2024, due to the Line Fire.

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

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

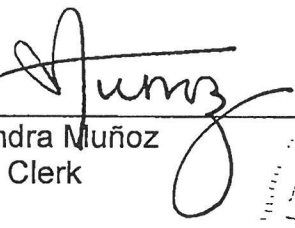
Section 4. During the existence of this local emergency the powers, functions, and duties of the emergency organization of the City of Highland shall be those prescribed by applicable statutes, ordinances, and resolutions, and by the City's Emergency Operations Plan.

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

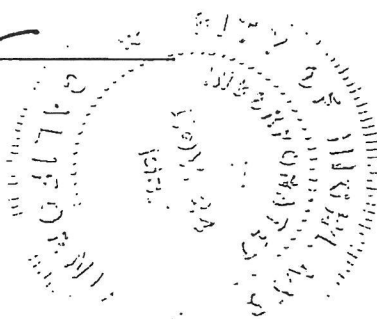


Penny Lilburn
Mayor

ATTEST:



Alondra Muñoz
City Clerk



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

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

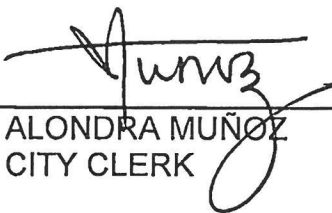
AYES: Chavez-Cordova, Lilburn, McCallon, Solano, Timmer

NOES: None

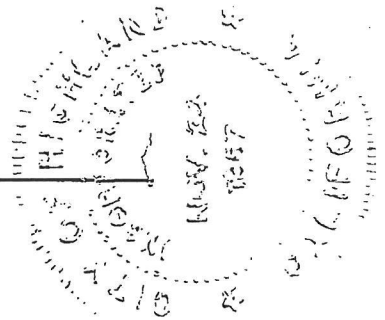
ABSTAIN: None

ABSENT: None

Dated this 12th day of September, 2024.



ALONDRA MUÑOZ
CITY CLERK



ATTACHMENT 3

RESOLUTION NO. 2024-045

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

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

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

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

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

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

WHEREAS, the Line Fire has burned 39,232 acres in San Bernardino County and is approximately 83% contained. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow and possible landslides.

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

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

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

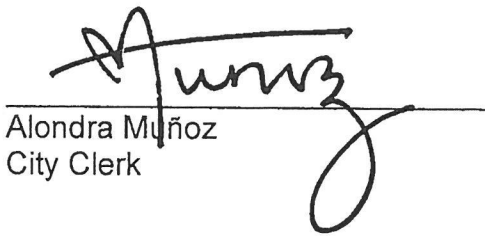
IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

PASSED, APPROVED AND ADOPTED on the 8th day of October 2024.

A handwritten signature in black ink, appearing to read "Penny Lilburn", written over a horizontal line.

Penny Lilburn
Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "Alondra Muñoz", written over a horizontal line.

Alondra Muñoz
City Clerk

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

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2024-045 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 8th day of October, 2024, by the following vote:

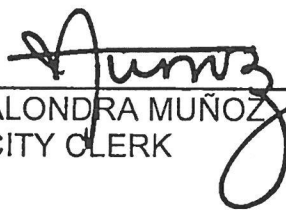
AYES: ----- Lilburn, McCallon, Solano, Timmer

NOES: None

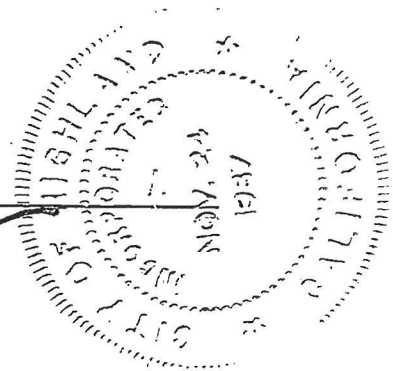
ABSTAIN: None

ABSENT: Chavez-Cordova

Dated this 9th day of October, 2024.



ALONDRA MUÑOZ
CITY CLERK



RESOLUTION NO. 2024-051

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

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

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

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

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

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

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

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

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

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

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

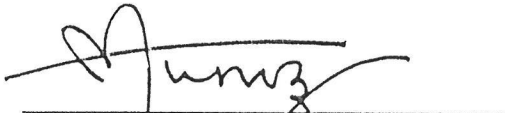
IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

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



Larry McCallon
Mayor Pro Tem

ATTEST:



Alondra Muñoz
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

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

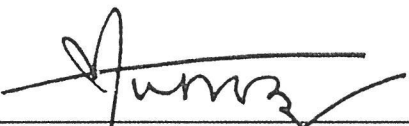
AYES: Chavez-Cordova, McCallon, Solano, Timmer

NOES: None

ABSTAIN: None

ABSENT: Lilburn

Dated this 13th day of November, 2024.



ALONDRA MUÑOZ
CITY CLERK

RESOLUTION NO. 2024-055

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

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

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

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

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

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

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

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

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

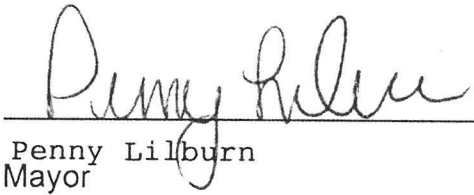
WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and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

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

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

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

PASSED, APPROVED AND ADOPTED on the 10th day of December, 2024.


Penny Lilburn
Mayor

ATTEST:


Alondra Muñoz
City Clerk

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

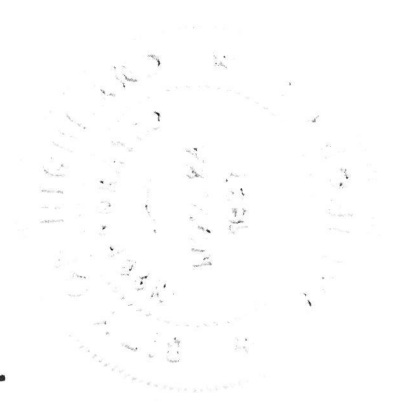
I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2024-055 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 10th day of December, 2024, by the following vote:

AYES: Hogan, Lilburn, McCallon, Solano, Timmer
NOES: None
ABSTAIN: None
ABSENT: None

Dated this 11th day of December, 2024.



ALONDRA MUÑOZ
CITY CLERK



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**

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

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

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

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

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

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

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

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

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

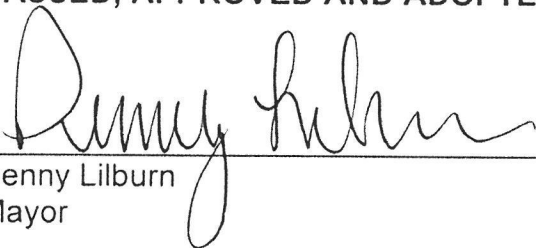
WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and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

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

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

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

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


Penny Lilburn
Mayor

ATTEST:


Alondra Muñoz
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2025-001 was duly and regularly adopted by the City Council of the City of Highland, California, at a special meeting thereof held on the 28th day of January, 2025, by the following vote:

AYES: Hogan, Lilburn, McCallon

NOES: None

ABSTAIN: None

ABSENT: Timmer

VACANCY: District 2 Seat



Dated this 29th day of January, 2025.



ALONDRA MUÑOZ
CITY CLERK

RESOLUTION NO. 2025-008

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

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

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

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

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

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

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

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

WHEREAS, on January 28, 2025, the City Council adopted Resolution 2025-01 to further extend the proclamation of a local emergency.

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

WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and recover from the damage is ongoing and the

City continues to pursue reimbursement from emergency state and federal funds for its costs of responding to these emergencies.

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

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

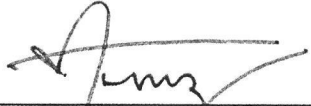
IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

PASSED, APPROVED AND ADOPTED on the 27th day of March 2025.



Penny Lilburn
Mayor

ATTEST:



Alondra Muñoz
City Clerk

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

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2025-008 was duly and regularly adopted by the City Council of the City of Highland, California, at a special meeting thereof held on the 27th day of March, 2025, by the following vote:

AYES: Hogan, Lilburn, Saldana, Timmer

NOES: None

ABSTAIN: None

ABSENT: McCallon

Dated this 31st day of March, 2025.



ALONDRA MUÑOZ
CITY CLERK

RESOLUTION NO. 2025-009

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

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

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

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

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

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

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

WHEREAS, on January 28, 2025, the City Council adopted Resolution 2025-01 to further extend the proclamation of a local emergency.

WHEREAS, on March 27, 2025, the City Council adopted Resolution 2025-08 to further extend the proclamation of a local emergency.

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

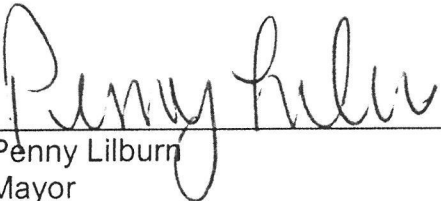
WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and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

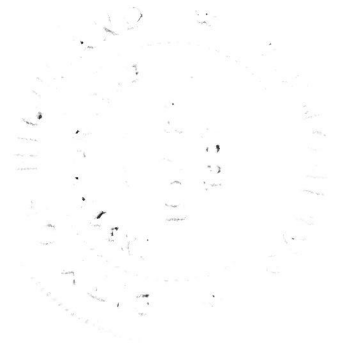
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IT IS FURTHER PROCLAIMED AND ORDERED that the City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

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

PASSED, APPROVED AND ADOPTED on the 13th day of May, 2025.


Penny Lilburn
Mayor



ATTEST:


Alondra Muñoz
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, ALONDRA MUÑOZ, CMC, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2025-009 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 13th day of May, 2025, by the following vote:

AYES: Hogan, Lilburn, McCallon, Saldana, Timmer

NOES: None

ABSTAIN: None

ABSENT: None

Dated this 14th day of May, 2025.


ALONDRA MUÑOZ, CMC
CITY CLERK

ATTACHMENT 4

RESOLUTION NO. 2025-xx

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

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

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

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

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

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

WHEREAS, on January 28, 2025, the City Council adopted Resolution 2025-01 to further extend the proclamation of a local emergency.

WHEREAS, on March 27, 2025, the City Council adopted Resolution 2025-08 to further extend the proclamation of a local emergency.

WHEREAS, on May 13, 2025, the City Council adopted Resolution 2025-09 to further extend the proclamation of a local emergency.

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

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

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

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

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

PASSED, APPROVED AND ADOPTED on the 8th day of July 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Lawrence A. Mainez, Community Development Director *Lawny*
Leticia Nava-Cruz, Director of Admin Services/City Treasurer *LNC*

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

RECOMMENDATION:

Staff recommends the City Council adopt Resolution No. 2025 - _____ fixing the Highland Business License Tax on the extraction and/or processing of rock, sand, and gravel (aggregate) for Fiscal Year 2025-2026.

FISCAL IMPACT:

The fiscal impact of the proposed adjustment of the Business License Tax will result in a minor increase in General Fund revenue for Fiscal Year 2025-26. However, there are indications that current economic conditions are slowing, and mining activity may decrease so this adjustment may have less impact on City revenues.

Points Changes*

Current CPI May 2025	137.456
Minus Previous CPI May 2024	133.943
Index Point Change	3.513

*Period of Review is from May 31, 2024, to May 31, 2025.

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

Percent Change

Index Point Change	3.513
Change in CPI	0.02623 ($3.513/133.943 = 0.02623$)
Percent Change	2.62 ($0.02623 \times 100 = 2.62\%$)

Proposed Business License Tax Increase

Existing Tax (July 1, 2024)	\$0.2701 per ton
Proposed Tax Increase (July 1, 2025)	\$0.0071 per ton ($\$0.2701 \times 2.62\% = \0.0071)
Proposed Tax (July 1, 2025)	\$0.2772 per ton

The City of Highland is using the CPI for the *Riverside-San Bernardino-Ontario, CA*. area to be applied to the mining tax.

PUBLIC NOTICE: The required public notice was published twice in the newspaper on June 27, 2025, and July 4, 2025, and posted on the City's website on June 27, 2025. Staff also notified the two (2) mining operators (CEMEX, and Robertson's Ready Mix) on June 19, 2025. On July 3, 2025, the meeting Agenda was posted on the City's web site and at three locations pursuant to City Council resolution.

BACKGROUND: Pursuant to the Highland Municipal Code Chapter 5.17 (Business Licenses and Regulations), Section 5.17.040 (Rock, Sand, and Gravel [Aggregate] Extraction and Processing Tax), the City Council must consider annually an adjustment to the business license tax on each ton of material excavated from and/or processed in the City as approved by the voters in a special election on November 3, 1998, as per Ordinance No. 237 and amended by Ordinance No. 265 (Attachments 1 and 2 respectively).

ANALYSIS: Staff has prepared the appropriate Resolution for consideration by the City Council. The proposed adjustment will be from \$0.2701 per ton to \$0.2772 per ton (a 2.62% increase). If the City Council adopts the Resolution, the new rate will be effective back to July 1, 2025. The payment of the license tax is on a quarterly basis and the first payment due to the City is on October 1, 2025.

Attachments:

1. Ordinance No. 237 (1998)
2. Ordinance No. 265 (2000)
3. Proposed CC Resolution No. 2025-____ (proposed 2025)

Attachment 1

ORDINANCE NO. 237

AN ORDINANCE OF THE CITY OF HIGHLAND, CALIFORNIA, ADDING CHAPTER 5.17 TO TITLE 5 OF THE HIGHLAND MUNICIPAL CODE, ESTABLISHING A BUSINESS LICENSE TAX ON THE EXTRACTION AND/OR PROCESSING OF ROCK, SAND AND GRAVEL (AGGREGATE)

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

SECTION 1. Title 5 of the Highland Municipal Code is hereby amended by adding Chapter 5.17, "Business License Tax on Extraction and/or Processing of Rock, Sand and Gravel (Aggregate)," as follows:

"Chapter 5.17

BUSINESS LICENSE TAX ON EXTRACTION AND/OR PROCESSING OF ROCK,
SAND AND GRAVEL (AGGREGATE)

Section:

5.17.010	Purpose
5.17.020	Payment of Business License Tax; Business License Required
5.17.030	Verification of Annual Production.
5.17.040	Rock, Sand and Gravel (Aggregate) Processing and Extraction Tax
5.17.050	Recordkeeping: Retention of Records and Right of Inspection
5.17.060	Failure to Remit Tax When Due: Penalty
5.17.070	Payment of Other Fees or Taxes Not Excused
5.17.080	Exemption from Tax
5.17.090	Taxes a Debt to City: Actions for Collection of Taxes
5.17.100	Misrepresentation
5.17.110	Amendments
5.17.120	General Penalty for Violations
5.17.130	Severability
5.17.140	Effective date

Section 5.17.010. Purpose.

The purpose of this Chapter is to establish a tax on the commercial business of extraction and/or processing of rock, sand and gravel (aggregate) within the City, as a means of generating revenue for the City for municipal purposes and not as a regulatory measure. This business license tax is imposed in the interests of

the health, safety, convenience and welfare of the residents of the City.

Section 5.17.020. Payment of Business License Tax and Business License Required.

A. In addition to the requirements of Chapter 5.04 of this Title 5, there is imposed upon any business engaged in the principal business of extracting and/or processing rock, sand or gravel (aggregate) from or on any real property located within the City, for the purpose of commercial use or sale, a general business license tax in the amount set forth in Section 5.17.040 of this Chapter.

B. Each business which is subject to this Chapter shall, within 45 days of the effective date of this Ordinance, apply for and obtain a business license tax certificate, as part of the business license application, from the Collector. The business license tax certificate application shall include a current topographic map of all permitted extraction sites within the City, at a scale of 1"=200' and shall include the locations of the City limits and permit limits.

C. It is unlawful for any person, whether as principal or agent, or employee, either for himself or for any other person, to transact and carry on any business within the City which is subject to the business license tax established in this Chapter without first having applied for and procured a business license tax certificate from the City to do so, and without having paid the business license tax therefor. Exemptions to this requirement are set forth in Section 5.17.080 of this Chapter.

D. As used in this Chapter, "processed" or "processing" shall include, but not be limited to, the utilization of rock, sand or gravel (aggregate) from any source or location, as a primary ingredient as part of a manufacturing or batching process (such as asphalt or concrete batching) within the City.

E. As used in this Chapter, to be "engaged in business" shall include the acts of extracting rock, sand or gravel (aggregate) from or on any real property located within the City, processing rock, sand or gravel (aggregate), and/or the utilization of rock, sand or gravel (aggregate), from any source or location, as a primary ingredient as part of a manufacturing or batching process within the City. As used in this Chapter, "engaged in business" shall also include the business of extraction and processing of rock, sand or gravel (aggregate) which is sold to a public agency pursuant to bid.

F. Whenever any person is carrying on two or more related activities at the same location and under the same ownership and management, such as extraction and processing of rock, sand or

gravel (aggregate), then in that event the business license tax shall be applied once only to each ton of material extracted or processed, whichever is greater, and a single business license shall be issued. Provided, however, that nothing contained in this Section shall be construed to relieve the payment of two or more business license taxes when required, where two or more separate businesses are conducted in the same location by the same owner and/or management and such businesses are not construed by the Collector to be correlated or allied with each other. An appropriate business license tax as set forth in this Chapter shall be paid for each business.

G. Nothing contained in this Chapter shall be construed to relieve the obligation to obtain a separate business license and to pay the appropriate business license tax required for each business owned or conducted by a separate owner whether or not under the same management.

Section 5.17.030. Verification of Annual Production.

A. In order for the City to verify annual production reporting, each business which is subject to this Chapter shall submit the following information to the Collector:

(1) Each year on or before June 30, production quantities shall be submitted, reported in tons by quarter and cumulatively for the reporting year.

(2) Each year, on or before July 15, a current aerial photograph shall be submitted, of the mining area with City limits and mine permit area clearly identified.

(3) Every five (5) years, on or before July 15, a current topographic map of the business' permitted extractive sites within the City shall be submitted. The topographic map shall be based on aerial photographs taken within 45 days of submittal. The purpose of the topographic maps is to verify reported production quantities.

(4) Weight slips for aggregate materials shall be made available to the City annually, upon request.

B. If the information submitted pursuant to this Section does not adequately quantify annual production, additional information and/or documentation, identified by the City, may be required and shall be provided at the expense of the business.

C. In addition to the measures set forth in this Section, the City may conduct an audit to insure compliance with this Chapter. The expenses incurred in the completion of the audit shall be paid by the City, unless inaccuracies in reporting are identified. Should inaccuracies be identified, the penalties set

forth in Section 5.17.060 shall be assessed, including the cost of the audit.

Section 5.17.040. Rock, Sand and Gravel (Aggregate) Extraction and Processing Tax.

A. Every person who engages in the principal business of extracting and/or processing rock, sand or gravel (aggregate), from or on any real property located within the City, for the purpose of commercial use or sale, shall pay a general business license tax on each ton of material excavated from and/or processed in the City according to the following schedule:

Jan. 1, 1999 to June 30, 1999	\$0.06 per ton.
July 1, 1999 to June 30, 2000	\$0.09 per ton.
July 1, 2000 to June 30, 2001	\$0.12 per ton.

The rate of tax commencing July 1, 2001 shall be \$.14 per ton, adjusted annually in July in accordance with the Consumer Price Index, for all urban consumers for L.A./Anaheim/Riverside (or substantially equivalent index), with the exact rate to be fixed from time to time by Resolution of the City Council, not to exceed \$0.35 per ton.

B. The tax on the processing and/or extraction of rock, sand and gravel (aggregate), and businesses as set forth herein, shall begin on January 1, 1999, and shall be paid and collected by the City quarterly, beginning April 1, 1999. The returns for the tax shall be submitted by the persons engaged in said principal business within 15 days following the end of each quarter for which the tax is due, on July 1, October 1, January 1 and April 1 of each calendar year, subject to the penalties for failure to pay the said tax as set forth in Section 5.17.050 of this Chapter.

C. The Collector shall provide each person in said principal business with a form for reporting the quarterly return. Said returns shall indicate:

(1) The tonnage of rock, sand and gravel (aggregate) extracted and/or processed during the prior calendar quarter from property located within the City of Highland.

(2) The tonnage of rock, sand and gravel (aggregate) extracted during the prior calendar quarter from property located outside the City, and processed within the City, which is taxed by another city or county, and the rate of tax which has been collected by the other city or county for the same material.

(3) The tonnage of rock, sand and gravel (aggregate) shipped from extraction or processing facilities located within the City to concrete batch plants, asphalt batch

plants, and other processing or manufacturing facilities that utilize aggregate materials.

(4) The tonnage of concrete and/or asphalt or other processed materials shipped from processing facilities located within the City. Concrete and asphalt materials shall be taxed at a rate to be determined by the City based on approximate aggregate content, per cubic yard of concrete, asphalt or other processed material shipped. Other products processed on the site where aggregate is used as a constituent in an end product will be taxed based on the approximate aggregate content.

(5) The current tax rate imposed by the City.

D. Information provided on the quarterly return shall not be considered conclusive as to the information it contains, will not prevent the City from collecting the appropriate amount which is actually due and payable, and shall be subject to review, audit and verification.

Section 5.17.050. Recordkeeping: Retention of Records and Right of Inspection.

It shall be the duty of every person liable for the reporting and payment to the City of any business license tax imposed by this Chapter to keep and preserve, for a period of not less than three (3) years, all records as may be necessary to determine the amount of such tax as he may have been liable for the reporting of and payment to the City. The Collector shall have the right and authority to examine or cause to examine, audit, and inspect such books and records as may be necessary to determine the amount of tax due and payable, and shall have the authority to enforce all provisions of this Chapter.

Section 5.17.060. Failure to Remit Tax When Due: Penalty.

A. Any person who engages in a business which is subject to this Chapter, who fails to remit any tax imposed hereby within the time required, shall pay a penalty of ten (10) percent per annum, compounded, of the amount of tax in addition to the amount owed. Such penalty shall be added by the Collector on the first day of each month after the due date thereof. In addition to the penalty set forth above, the City shall also collect all of its administrative costs, attorneys' fees and other costs incurred by in enforcing this Chapter.

B. If the Collector determines that the nonpayment and/or underpayment of any remittance due under this Chapter is due to fraud, a penalty of twenty-five (25) percent of the amount of the tax shall be added thereto in addition to the penalties stated hereinabove.

C. Every penalty imposed and such interest as accrues under the provisions of this Section shall become a part of the tax required to be paid by this Chapter.

D. The penalty set forth herein shall be in addition to any other applicable penalty for a violation of this Chapter, or any other recourse or remedy available to the City by law.

Section 5.17.070. Payment of Other Fees or Taxes Not Excused.

Any person required to pay a business license tax for conducting a business under this Chapter shall not be relieved from the payment of any other permit charge, fee or tax for the privilege of conducting such business required under any other provision of this Code or any other ordinance or regulation of the City or other agency, and such person shall remain subject to all applicable regulatory provisions.

Section 5.17.080. Exemption from Tax.

A. In the event that the extraction of any of the rock, sand and gravel (aggregate) processed by the person responsible for paying the tax is in fact taxed by any other city or county, and the other city or county also allows a reduction in tax under the same circumstances, then the tax so paid on the materials so processed may be reduced by as much as the amount paid to the other city or county, but in no event shall the reduction be more than one-half (1/2) of the rate charged by the City.

B. No business license tax shall be required under this Chapter of or from any person exempt from the business license tax by virtue of the constitution or any applicable statutes of the United States or the State of California.

C. No business license tax shall be required under this Chapter of or from any governmental agency or subdivision and the employees thereof, but only to the extent they are engaged in the business of such governmental agencies or subdivisions.

D. Any person claiming a business license tax exemption under this Chapter has the burden of furnishing to the Collector such information as the Collector may require to support the claim or eligibility for exemption.

Section 5.17.090. Taxes a Debt to City: Actions for Collection of Taxes.

The amount of any business license tax, penalty or interest, or any combination thereof, imposed by the provisions of this Chapter shall be deemed a debt to the City. An action may be commenced in the name of the City in any court of competent jurisdiction for the amount of any delinquent business tax,

penalties, interest, charges and administrative costs incurred in connection therewith, including attorneys' fees.

Section 5.17.100. Misrepresentation.

No person shall knowingly or intentionally misrepresent any material fact in applying for or paying for the business license tax certificate.

Section 5.17.110. Amendments.

The procedural provisions of this Chapter may be amended by Ordinance duly enacted by the City Council.

Section 5.17.120. General Penalty for Violations.

No person, whether as principal, agent, employee or otherwise, shall violate, cause the violation of, or otherwise fail to comply with any of the requirements of this Chapter. Every act prohibited or declared unlawful, and every failure to perform an act made mandatory, shall constitute and be prosecuted as a misdemeanor as set forth in Chapter 1.24 of the Municipal Code.

Section 5.17.130. Severability.

If any section, subsection, sentence, clause or phrase of this Chapter or the application thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, the validity of the remaining portions of this Chapter, the application thereof, and the tax imposed shall not be affected thereby but shall remain in full force and effect, it being the intention of the City Council and the voters to adopt each and every section, subsection, part, clause, sentence and phrase regardless of whether any other section, subsection, part, clause, sentence or phrase or the application thereof is held to be invalid or unconstitutional.

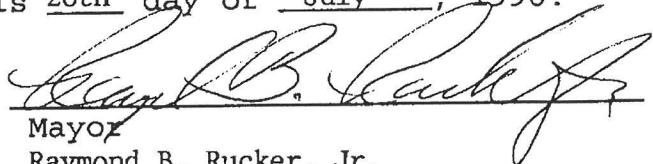
Section 5.17.140. Effective date.

This Ordinance enacting this Chapter as a part of the Municipal Code and levying the business license tax described herein shall be effective ten (10) days after the date on which the City Council has declared that the voters of the City of Highland have approved this Ordinance by a majority of the votes cast by the electors voting on the tax proposal set forth in the Ordinance."

SECTION 2. The City Attorney is hereby designated and directed to prepare a summary of the Ordinance, which shall be published in a newspaper of general circulation in the City of Highland. A certified copy of the full text of the Ordinance shall be posted and available in the office of the City Clerk.

SECTION 3. The Mayor shall sign this Ordinance and the City Clerk shall attest and certify the passage and adoption of this Ordinance if a majority of the voters voting in the City's special election on November 3, 1998 approve that measure asking whether the voters approve this Ordinance.

PASSED, APPROVED AND ADOPTED this 28th day of July, 1998.



Mayor
Raymond B. Rucker, Jr.

ATTEST:



City Clerk
Debbie A. Lee

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

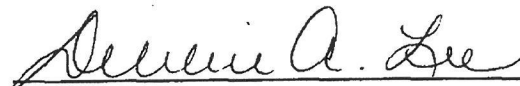
I, DEBBIE A. LEE, City Clerk of the City of Highland, California, do hereby certify that Ordinance No. 237 had its first reading on July 14, 1998 and had its second reading on December 8, 1998 and was duly and regularly adopted by the City Council of the City of Highland at a regular meeting of said Council thereof, held on the 8th day of December, 1998, by the following vote:

AYES: Brown, Rucker, Starbuck, Timmer, Mayor Sundquist

NOES: None

ABSTAIN: None

ABSENT: None


DEBBIE A. LEE, CITY CLERK

Attachment 2

ORDINANCE NO. 265

AN ORDINANCE OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING CHAPTER 5.17 OF THE HIGHLAND MUNICIPAL CODE (ORDINANCE NO. 237) (BUSINESS LICENSE TAX ON THE EXTRACTION AND/OR PROCESSING OF ROCK, SAND AND GRAVEL [AGGREGATE]), TO PROVIDE FOR CLARIFICATION AND AMENDMENT OF PROCEDURAL REQUIREMENTS, INCLUDING ADMINISTRATIVE REMEDIES

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

SECTION 1. Findings and Purpose.

- A. Ordinance No. 237 was enacted by the voters on November 3, 1998, establishing a business license tax on the extraction and/or processing of rock, sand and gravel (mining). The business license tax established a source of general purpose revenue which may be used by the City to provide a wide range of benefits to the community. Ordinance No. 237 has now been codified as Chapter 5.17 of the Highland Municipal Code. Section 5.17.120 of Ordinance No. 237 provides that the procedural provisions of Chapter 5.17 may be amended by Ordinance duly enacted by the City Council.
- B. The proposed amendment to Chapter 5.17 of the Highland Municipal Code does not change the amount of the business license tax or general purpose revenues to be received by the City pursuant to Ordinance No. 237. In enacting this Ordinance, the City Council provides for additional procedural and constitutional safeguards in the Ordinance, which better protect the City and the businesses which are subject to the business license regulations, by establishing a clear administrative appeal procedure, and setting forth terms and conditions that clarify the application of the Ordinance, without amending the amount of the tax (or equivalent) to be collected by the City.

SECTION 2. Amending Chapter 5.17 of the Highland Municipal Code (Ordinance No. 237).

Chapter 5.17, "Business License Tax on Extraction and/or Processing of Rock, Sand and Gravel (Aggregate)" of the Highland Municipal Code, enacted by the voters as Ordinance No. 237, is hereby amended in pertinent part as follows:

A. **Subsection E shall be added to Section 5.17.040, to read as follows:**

- "E. Determination of tax or license classification - right to hearing.
 - (1) The Collector shall determine the amount of business license tax due or the proper classification for a business by means of such

information as he may be able to obtain if:

- (a) Any person fails to file any required statement within the time prescribed; or
 - (b) If, after demand therefor has been made by the Collector, he fails to file a corrected statement within fifteen (15) days after notification to do so; or
 - (c) It appears to the satisfaction of the Collector that a statement filed does not set forth the facts of the business for which a license is required; or
 - (d) If a licensee or an applicant for a license believes that his individual business is not assigned to the property classification because of circumstances peculiar to it.
- (2) Notice of Determination. If such determination is made, the Collector shall give notice of the amount so assessed, or classification found to be appropriate in the following manner:
- (a) By serving it personally; or
 - (b) By depositing it in the United States mail, postage prepaid, addressed to the person so assessed at the address appearing on his last business license or application therefore.
- (3) Right to Hearing. Such person may, within ten (10) days after the serving or mailing of such notice, apply in writing to the Collector for a hearing on the amount of the business license tax or classification determination.

If such application is made, the Collector shall give not less than five (5) days' written notice, in the manner prescribed herein, to the licensee to show cause, at a time and place fixed in the notice, why the amount specified therein should not be fixed or classification determined for such license.

At such hearing, the licensee may appear and offer evidence why such specified tax should not be fixed as the business license tax or such classification prescribed.

After such hearing the Collector shall determine the proper tax to be charged or classification prescribed. He shall forthwith give written notice to the licensee in the manner prescribed herein of such

determination and the amount of the tax."

B. Subsections E and F shall be added to Section 5.17.090, to read as follows:

"E. The Collector may require the filing of a verified statement from any person claiming to be excluded or exempt by the provisions of this Chapter. Such statement shall set forth all facts upon which the exclusion or exemption is claimed.

F. Interstate Commerce - Relief from undue burdens.

- (1) No business license tax authorized by this Chapter shall be so applied as to occasion an undue burden upon interstate commerce.
- (2) If a licensee or applicant for a license believes that the business license tax places an undue burden on such commerce, he may apply to the Collector for an adjustment of the tax so that it shall not be discriminatory or unreasonable as to such commerce. Such application may be made before, at or within six (6) months after payment of the prescribed business license tax.
- (3) The applicant shall, by affidavit, supporting testimony and documentary evidence, show his method of business and the gross volume or estimated gross volume of business and such other information as the Collector may deem necessary in order to determine the extent, if any, of such undue burden on such commerce.
- (4) The Collector shall conduct an investigation. After obtaining the written approval of the City Attorney, the Collector shall within fifteen (15) days after the applicant has submitted the necessary information, fix the business license tax for the applicant in an amount that is reasonable and nondiscriminatory. If the business license tax has already been paid, the Collector shall order a refund of the amount over and above the business license tax so fixed. In fixing the business license tax to be charged, the Collector shall be authorized to base the tax upon a percentage of gross receipts or any other measure which will assure that the business license tax assessed shall be uniform with that assessed on businesses of like nature, so long as the amount assessed does not exceed the business license tax as prescribed by this Chapter.
- (5) Should the Collector determine the gross receipts measure of business license tax to be the proper basis, he may require the applicant to submit, either at the time of termination of the applicant's

business in the City or at the end of each three months, a sworn statement of the gross receipts and pay the amount of business license tax therefor; provided, that no additional business license tax during any one calendar quarter shall be required after licensee shall have paid an amount equal to the annual business license tax as prescribed in this Chapter.”

C. Section 5.17.110 shall be added to Chapter 5.17, to read as follows:

“Section 5.17.110. Appeals.

- A. Who may appeal. Any person aggrieved by the application of this Chapter, or by any decision of the Collector regarding the issuance or refusal to issue a license, the appropriate license classification of the business, or the amount of a business license tax, may appeal to the City Council by filing a notice of appeal with the City Clerk within sixty (60) days after the due date for payment of the tax, or within fifteen (15) days of any decision of the Collector. The notice of appeal shall be accompanied by an appeal fee in an amount established by resolution of the City Council and shall state the grounds for the appeal. The initiation of an appeal shall not relieve the appellant of the obligation to pay the tax.
- B. Public hearing. The City Clerk shall set a time and place for a public hearing of such appeal before the City Council and shall give the appellant not less than ten (10) days' written notice thereof in the following manner:
 - (1) By serving it personally, or
 - (2) By depositing it in the United States mail, postage prepaid, addressed to such person at the address appearing on his last business license or application.

At the public hearing the City Council shall consider the evidence presented by the appellant, the Collector, and other interested parties prior to making a decision. The hearing may be continued from time to time.

- C. Findings of the City Council. The findings of the City Council shall be final and conclusive. They shall be served upon the appellant in the manner prescribed in subsection B of this section by the City Clerk. Review of any final decision by the City Council shall be requested pursuant to Code of Civil Procedure Section 1094.5.
- D. Due Date of Tax. The amount of any business license tax finally determined as provided in this section shall be due and payable as of the date the original business license tax was due and payable, together with any

penalties that may be due thereon; provided, however, that if the amount of such business license tax is fixed in accordance with the original statement of the appellant, no penalty shall attach by reason of any delinquency."

D. Section 5.17.130 shall be amended, to read as follows:

"Section 5.17.130. General Penalty for Violations.

No person, whether as principal, agent, employee or otherwise, shall violate, cause the violation of, or otherwise fail to comply with any of the requirements of this Chapter. Every act prohibited or declared unlawful, and every failure to perform an act made mandatory, shall constitute and be prosecuted as a misdemeanor as set forth in Chapter 1.24 of the Municipal Code.

All remedies provided under this Chapter shall be cumulative. The use of one or more remedies by the City shall not bar the use of any other remedy for the purpose of enforcing the provisions of this Chapter."

E. Section 5.17.140 shall be added, to read as follows:

"Section 5.17.140. Effect on Past Actions and Obligations.

Neither the adoption of the Ordinance codified in this Chapter, nor its superseding of any portion of any other Ordinance of the City shall in any manner be construed:

- A. To affect prosecution for violation of any other Ordinance committed prior to the effective date of the Ordinance codified in this Chapter; or
- B. As a waiver of any license or other penal provisions applicable to such violation; or
- C. To affect the validity of any bond or cash deposit required by any ordinance to be posted, filed, or deposited.

All rights and obligations pertaining to the foregoing shall continue in full force and effect.

F. Sections shall be renumbered consistent with this amendment.

The table of contents of Chapter 5.17, and each section thereof shall be sequentially renumbered to reflect the amendments adopted by this Ordinance, and each internal reference to the sections or subsections of Chapter 5.17 may be administratively corrected by the City Clerk to reflect the amendments made herein.

G. A typographical error in subsection C of Section 5.17.030 shall be corrected, to read as follows:

- "C. In addition to the measures set forth in this Section, the City may conduct an audit to insure compliance with this Chapter. The expenses incurred in the completion of the audit shall be paid by the City, unless inaccuracies in reporting are identified. Should inaccuracies be identified, the penalties set forth in Section 5.17.060 shall be assessed, including the cost of the audit."

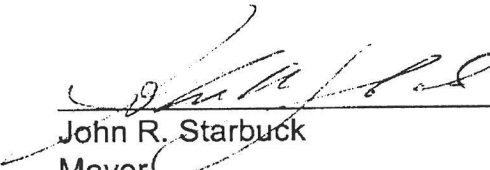
SECTION 3. Savings and Severability.

Nothing in this Ordinance is intended to supersede or alter the amount of the business license tax enacted by the voters, adopted by Ordinance No. 237 and codified in Chapter 5.17 of the Municipal Code, but rather this Ordinance is intended only to amend or correct the administrative and procedural provisions of Chapter 5.17. If any section, subsection, sentence, clause or phrase of this Ordinance or the application thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, the validity of the remaining portions of this Chapter, the application thereof, and the tax imposed shall not be affected thereby but shall remain in full force and effect, it being the intention of the City Council and the voters to adopt each and every section, subsection, part, clause, sentence and phrase regardless of whether any other section, subsection, part, clause, sentence or phrase or the application thereof is held to be invalid or unconstitutional.

SECTION 4. Publication and Effective date.

This Ordinance shall be published and/or posted in accordance with State law and City Resolution within fifteen (15) days following its adoption, and shall take effect thirty (30) days after its adoption.

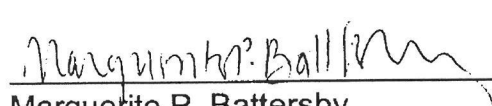
PASSED, APPROVED AND ADOPTED this 12th day of December, 2000.



John R. Starbuck
Mayor

APPROVED AS TO FORM:

ATTEST:



Marguerite P. Battersby
City Attorney



Debbie A. Lee, CMC
City Clerk

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

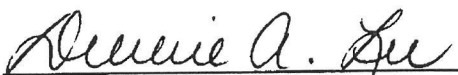
I, DEBBIE A. LEE, City Clerk of the City of Highland, California, do hereby certify that Ordinance No. 265 had its first reading on November 28, 2000 and had its second reading on December 12, 2000 and was duly and regularly adopted by the City Council of the City of Highland at a regular meeting of said Council thereof, held on the 12th day of December, 2000, by the following vote:

AYES: Brown, Rucker, Sundquist, Timmer, Mayor Starbuck

NOES: None

ABSTAIN: None

ABSENT: None



DEBBIE A. LEE, CITY CLERK

Attachment 3

RESOLUTION NO. 2025 - _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND
FIXING THE HIGHLAND BUSINESS LICENSE TAX ON THE EXTRACTION
AND/OR PROCESSING OF ROCK SAND AND GRAVEL (AGGREGATE)
FOR FISCAL YEAR 2025-2026**

WHEREAS, the electors of the City of Highland, on November 3, 1998, duly authorized a business license tax on the extraction and/or processing of rock, sand and gravel (aggregate) hereinafter referred to as the Mining Tax; and

WHEREAS, the City Council certified the election and codified Ordinance No. 237 as Chapter 5.17, Business License Tax on the Extraction and/or Processing of Rock, Sand and Gravel (Aggregate) of Title 5, Business Licenses and Regulations; and

WHEREAS, the amount of such tax established and approved by the electors was fixed through Fiscal Year 2002; and

WHEREAS, the City Council shall consider an adjustment to the Mining Tax annually in accordance with the Consumer Price Index, for all urban consumers for Riverside-San Bernardino-Ontario, CA (or substantially equivalent index), with the exact rate to be fixed from time to time by Resolution of the City Council; and

WHEREAS, the City Council desires to comply with both the letter and spirit of Ordinance No. 237 approved by the electors of the City, and to adjust the Mining Tax in accordance therewith.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to Government Code Section 66018, the amount of the adjusted Mining Tax must be adopted by Resolution of the City Council, after providing notice and public hearing.

SECTION 2. Notice of the public hearing was given pursuant to Government Code Section 6062a, oral and written presentations made and received, and the required public hearing has been held.

SECTION 3. Pursuant to Government Code Section 6062a, a general explanation of the hereinafter contained the Mining Tax has been published in a newspaper of general circulation.

SECTION 4. All requirements of Government Code Section 66018 are hereby found to have been complied with.

SECTION 5. The adjusted business license tax on the extraction and/or processing of rock sand and gravel (aggregate) to be collected is hereby determined and established pursuant to Ordinance No. 237 as set forth in the Exhibit A, attached hereto and incorporated herein.

SECTION 6. The City Council does hereby set the Mining Tax as reflected in Exhibit A, effective July 1, 2025, with returns for the tax submitted within 15 days following the end of each quarter commencing on October 1, 2025.

SECTION 7. The City Clerk shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED this 8th day of July 2025.

Penny Lilburn, Mayor

ATTEST:

APPROVED AS TO FORM:

Alondra Muñoz, City Clerk

Maricela Marroquin, City Attorney

Exhibit A

The Business Licenses Tax on the Extraction and/or Processing of Rock, Sand and Gravel (Aggregate).

The estimated adjustment in revenue is based on the change in the Consumer Price Index, for all urban consumers for the Riverside-San Bernardino-Ontario, Ca. (or substantially equivalent index) as follows:

Points Changes*

Current CPI May 2025	137.456
Minus Previous CPI May 2024	<u>133.943</u>
Index Point Change	3.513

**Period of Review is from May 31, 2024, to May 31, 2025.*

Percent Change

Index Point Change	3.513
Change in CPI	0.02623 ($3.513/133.943 = 0.02623$)
Percent Change	2.62% ($0.02623 \times 100 = 2.62\%$)

Proposed Business License Tax Increase

Existing Tax (July 1, 2024)	\$0.2701 per ton
Proposed Tax Increase (July 1, 2025)	\$0.0071 per ton ($\$0.2701 \times 2.62\% = \0.0071)
Proposed Tax (July 1, 2025)	\$0.2772 per ton



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director, and Maricela Marroquin, City Attorney 

PREPARED BY: Barrie Owens, Senior Code Compliance Officer 

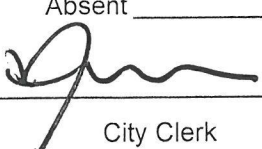
SUBJECT: Ordinance amending Chapter 12.06 of the Highland Municipal Code (Public Parks and Properties) pertaining to camping and storing personal property on public property.

RECOMMENDATION: Staff recommends the City Council:

1. Introduce and conduct first reading of City Council Ordinance No. _____ amending Chapter 12.06, of the Highland Municipal Code (Public Parks and Properties) pertaining to camping and storing personal property on public property; and
2. Direct staff to file a Notice of Exemption with the County Clerk of the Board of Supervisors.

FISCAL IMPACT: The fiscal impact associated with the code amendment to the Highland Municipal Code related to camping on public property are negligible and include Staff and City Attorney time to prepare the subject ordinance and staff report.

ENVIRONMENTAL REVIEW: The ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Sections 15061(b)(3) and Section 15378(b)(5) and staff will file a Notice of Exemption with the County Clerk of the Board upon City Council approval. No further environmental review is required.

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

1

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

BACKGROUND: On June 28, 2024, the United States Supreme Court upheld the City of Grants Pass's camping ordinance in *City of Grants Pass vs. Johnson*. The Court determined that "*local government ordinances with civil and criminal penalties for camping on public land do not constitute cruel and unusual punishment of homeless people.*" This recent ruling has been instructive to cities and counties with similar public camping ordinances.

On July 25, 2024, California Governor Gavin Newsom signed an Executive Order, urging all local jurisdictions to swiftly address encampments. In addition, on May 12, 2025, the Governor released a model ordinance with suggested language, and called upon all local governments to immediately act and use authority as affirmed by the U.S. Supreme Court, to address encampments.

In response to the US Supreme Court's decision and the Governor's Executive Order, the City Attorney was directed by staff to prepare the subject Ordinance to amend the Highland Municipal Code and to enhance the City's existing rules and restrictions over the use of public spaces. Adoption of the proposed Ordinance will strengthen the City's ability to protect public health and safety, keep public spaces and rights-of-way areas clean and accessible, and enhance code enforcement and local law enforcement officers' ability to address encampments.

ANALYSIS: The following summary outlines the proposed amendments to the Highland Municipal Code:

A. Amendment to Chapter 12.06

1. Amending Section 12.06.010 to expand the definitions related to abandoned personal property, including, but not limited to, camping, camp facilities, camp paraphernalia, personal property, public property, soiled items, and unattended person property.
2. Adding Section 12.06.100 to prohibit unlawful camping on public property.
3. Adding Section 12.06.110 to prohibit the unlawful obstruction of free passage on public property.
4. Adding Section 12.06.120 to prohibit the unlawful storage of personal property.
5. Adding Section 12.06.130 to prohibit the use of an automotive vehicle as a dwelling.
6. Adding Section 12.06.140 to define penalties for violating any provision of Chapter 12.06.
7. Adding Section 12.06.150 to except certain camping activities, such as City-sponsored activities.

Attachments:

- A** Draft Ordinance No. _____, amending Chapter 12.06 of the Highland Municipal Code pertaining to camping and storing personal property on public property.

ATTACHMENT A –

Draft Ordinance No. _____, amending Chapter 12.06 of the Highland
Municipal Code pertaining to camping and storing personal property on
public property

“ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING CHAPTER 12.06 OF THE HIGHLAND MUNICIPAL
CODE PERTAINING TO CAMPING AND STORING PERSONAL PROPERTY ON
PUBLIC PROPERTY AND MAKING A FINDING OF EXEMPTION UNDER THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, the City of Highland owns and maintains a system of public parks, sidewalks and rights of way and has the legal authority to establish rules and restrictions over the use of these public spaces; and

WHEREAS, it is the City’s obligation’s to keep its public parks, sidewalks, and rights of way clean and available for public use, and to protect public health, safety, and access by City constituents.

NOW, THEREFORE, the City Council of the City of Highland does hereby ordain as follows:

Section 1. **Code Amendment.** Section 12.06.010 (Definitions) of Chapter 12.06 (Public Parks and Properties) of Title 12 (Streets, Sidewalks and Public Places) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text and deletions shown in strikethrough text:

“As used in this chapter, the following terms have the following definitions:

A. “Abandoned personal property” means personal property that the owner abandons, surrenders, relinquishes, or disclaims. Personal property that is not claimed during the time period set forth in this chapter is considered abandoned.

BA. “Alcoholic ~~beverage~~beverages,” when used in this chapter, means and includes alcohol, spirits, liquor, wine, beer and every liquid or solid containing alcohol, spirits, wine or beer, and which contains one-half of one percent or more of alcohol by volume, and which is fit for beverage purposes, either alone or when diluted, mixed or combined with other substances.

C. “Automotive dwelling” means that a person’s use of a vehicle reasonably appears, in light of all the circumstances, to constitute a place of residence, human habitation, or accommodation based on more than one of the following activities: (1) Possessing camp paraphernalia that is not associated with ordinary vehicle use, such as, but not limited to, a sleeping bag, blanket, sheet, pillow, kitchen utensils, cookware, or cooking equipment on the inside of or on a vehicle; (2) Obscuring some or all of the vehicle’s windows; (3) Preparing or cooking meals inside or on a vehicle; or (4) Sleeping inside a vehicle.

D. “Bulky item” includes any item that is separately or cumulatively too large or heavy to store such as a mattress or shed.

E. “Camp” means to place, pitch, sleep in, or occupy camp facilities or to use camp paraphernalia for the purpose of temporary or permanent human habitation or domicile in camp facilities or

outdoors. “Camp” encompasses sleeping activities, including lying down or sleeping with or without camping facilities.

F. “Camp facilities” mean all temporary or semi-permanent shelters, including, but not limited to, tents, huts, sheds, or structures, for the purposes of sheltering one or more persons.

G. “Camp paraphernalia” means items including, but not limited to, collapsible shelters, cots, air mattresses, sleeping bags, beds, hammocks, bed rolls, blankets, or any similar equipment or materials for the purpose of sleeping, lying, or sheltering one or more persons, or open fires, barbecues, portable stoves or other cooking equipment not provided or approved by the City.

H. “Personal property” means any and all personal tangible items, including, but not limited to, goods, materials, merchandise, camp paraphernalia or facilities, luggage, backpacks, books, clothing, documents, and household goods.

IB. “Public park” means any property owned and controlled by the City for general use of the public for passive and/or active recreation purposes.

IC. “Public property properties” shall means any property owned and controlled by the City city that is not a public park, and including but not limited to, buildings, facilities, sidewalks, parking lots, bike paths, trails, and such other publicly-owned property for which the City is authorized by contract or permit to maintain. “Public property” shall not include improved rights-of-way, streets, highways, or alleys.

K. “Soiled items” mean any hazardous, toxic, unsanitary, verminous, or perishable items; items soiled by human waste, bodily fluids, or other infectious materials; or items infested by rodents or insects, that would present a health or safety risk if stored.

L. “Unattended personal property” means any tangible property found on public property where no individual present in the immediate vicinity claims or asserts ownership.

M. “Vehicle” refers to non-recreational automobiles, but does not include motorized recreational vehicles, nonmotorized recreational vehicles, and recreational vehicles as those terms are defined under Section 10.28.030 of the City Municipal Code.”

Section 2. Code Amendment. Section 12.06.100 (Unlawful camping) is hereby added to Chapter 12.06 (Public Parks and Properties) of Title 12 (Streets, Sidewalks and Public Places) of the Highland Municipal Code to read as follows:

“12.06.100 Unlawful camping.

It is unlawful and constitutes a public nuisance for any person to camp, sleep, lay down, or shelter; establish, maintain, occupy, operate, or use camp facilities or camp paraphernalia, including open fires or unapproved cooking equipment; or kindle an open fire, except as permitted under Section 12.06.030 of the Highland Municipal Code on public property, or in any public park or right-of-way, street, highway, or alley.”

Section 3. **Code Amendment.** Section 12.06.110 (Unlawful obstruction of free passage on public property) is hereby added to Chapter 12.06 (Public Parks and Properties) of Title 12 (Streets, Sidewalks and Public Places) of the Highland Municipal Code to read as follows:

“12.06.110 Unlawful obstruction of free passage on public property.

A. No person or persons shall stand, sit, linger, idle, loiter, or lay down on any street, alley, highway, right-of-way, sidewalk, park, or other public property, or in or about the entrance or exit of any public building, either on foot or in an automobile or other vehicle, in such a manner as to obstruct or hinder the free passage of persons along such public way, or obstruct or hinder persons entering and exiting from any public building, or in such a manner as to create a health or safety hazard for the community or for the patrons of such public place, or in a manner that impedes passage within the meaning of the American Disabilities Act.

B. No person in violation of this section shall refuse or fail to disperse or vacate when directed by a police officer or designated City officials or any agent acting on their behalf.”

Section 4. **Code Amendment.** Section 12.06.120 (Unlawful storage of personal property) is hereby added to Chapter 12.06 (Public Parks and Properties) of Title 12 (Streets, Sidewalks and Public Places) of the Highland Municipal Code to read as follows:

“12.06.120 Unlawful storage of personal property.

A. It is unlawful for any person to store personal property, including camp facilities and camp paraphernalia, in any public park, or on any public right-of-way, street, highway, alley, or other public property.

B. The City may collect and impound any unlawfully stored personal property including, but not limited to, unattended personal property, in any public park, or on any public right-of-way, street, highway, alley, or public property.

C. Prior to removing an item, the City shall serve a written notice on the personal property owner at their last known address by personal service or certified mail, or if the person or address cannot be reasonably identified or located, post the notice prominently and conspicuously on the stored personal property. The pre-removal notice shall contain the following information:

1. A general description or reference photograph of the personal property.
2. The location where the personal property was found.
3. The date and time the notice was posted.
4. The section of the Highland Municipal Code that is being violated.
5. A statement that the personal property will be impounded if not removed within forty-eight (48) hours.
6. The location where the personal property will be moved to and stored if it is not removed within forty-eight (48) hours.
7. A statement that impounded personal property will constitute abandoned personal property, subject to disposition in a manner deemed appropriate by the Chief of Police or Community Development Director, if not claimed within thirty (30) days after impoundment.

8. A statement that the owner shall be responsible for all costs of removal, storage, and disposal of the personal property, unless the owner obtains an advance hardship waiver as set forth in subsection G.
 9. A notice that the City may sell, donate, or otherwise dispose of the impounded personal property if not claimed within the prescribed time period.
- D. The City may waive the pre-removal notice provisions set forth in subsection C in the following exigent circumstances where immediate removal without 48-hour notice is necessary:
1. The City must immediately remove or dispose, as appropriate, a soiled item, or any other item that poses a public health, welfare, and safety risk. Such unsafe items include, but are not limited to, needles, sharp tools, chemicals, moldy items, controlled substances, contraband, trash, debris, items that pose a fire or explosion risk, or other personal property that has been comingled with soiled items.
 2. The City must immediately remove personal property that restricts emergency response personnel and vehicle access or otherwise obstructs free passage on public property as necessary to protect public health, safety, or welfare.
 3. The City must protect the public from any other imminent threat to life, safety, health, or infrastructure.
- E. The City will not store bulky items, soiled items, or any other unsafe items as set forth in subsection D.
- F. Following removal of personal property, the City shall leave or post a notice for a minimum of ten (10) days at or as near as possible to the location where the personal property was collected, or on the City's website if the City cannot post a notice. This notice shall include the following information:
1. A general description of the personal property that was removed;
 2. The date and approximate time the personal property was removed;
 3. A statement that the item was removed because it was unlawfully stored in violation of the Highland Municipal Code;
 4. The address where the personal property is being stored;
 5. The process by which the personal property owner may claim the item, including contact information for the storage location and hours a person may claim ownership; and
 6. The date on which stored items will be disposed if not claimed within 30 days.
- G. A property owner whose personal property was impounded may request an advance hardship waiver from the City Finance Department within 10 days of the pre-removal notice date. The City shall stay the requirement to pay associated costs until the City Finance Department determines whether to issue the waiver. The City Finance Department may waive the payment requirement and issue the advance hardship waiver only if the person submits a sworn affidavit, along with any supporting documents or materials demonstrating the person's financial inability to pay the full amount of the costs, to the satisfaction of the Finance Department. If the Finance Department determines not to issue the waiver, the person shall remit the deposit to the City within 10 days of the decision date or the first business day following the service of that decision, whichever is later. The City shall provide a written determination with reasons to issue or not issue the waiver, and shall make reasonable efforts to serve the decision upon the person who applied for the waiver. The owner may appeal the City Finance Department's decision to the City

Manager by submitting a new request for a hardship waiver within 10 days from the date of service of the Finance Department's determination; otherwise, the City Finance Department's written determination shall be final. If the City Manager issues a written determination to deny the waiver, the person shall remit the deposit to the City within 10 days of the date or the first business days thereafter, whichever is later. The City Manager's written determination, which shall provide the City Manager's reasoning, shall be final upon appeal.

H. Unless the owner obtains an advance hardship waiver subject to the process set forth in subsection G, the owner of the impounded personal property shall be assessed actual moving, storage, appraisal, advertising, disposal, or other related expenses, and may repossess the personal property prior to its disposal upon submitting satisfactory proof of ownership or entitlement and payment of all such unpaid charges. Additionally, the owner of impounded personal property shall bear responsibility for the risk of any loss or damage to the impounded personal property.

I. The City shall deduct all fees, unpaid debts, pending charges, and all expenses of handling, storage, appraisal, advertising, and other incurred sale expenses from the proceeds of any sale of the impounded personal property. Any amount remaining shall be held in trust for the owner of the personal property for thirty (30) days after sale, after which time the proceeds shall be paid into the general fund.

J. The City shall maintain a record of the date and method of disposal of the impounded personal property, including the consideration received for the property, if any, and the name and address of the person taking possession of the personal property.

K. The City and its officers, employees, and agents shall not be liable to the owner of impounded personal property for the disposal of any personal property pursuant to this chapter.

L. The provisions of this section shall not apply to any personal property or money subject to confiscation pursuant to state or federal laws or to personal property or money that constitutes evidence in an ongoing criminal investigation or civil proceeding pursuant to state or federal law."

Section 5. Code Amendment. Section 12.06.130 (Unlawful Use of Vehicles for Dwelling) is hereby added to Chapter 12.06 (Public Parks and Properties) of Title 12 (Streets, Sidewalks and Public Places) of the Highland Municipal Code to read as follows:

"12.06.130 Unlawful Use of Vehicles for Dwelling.

A. It is unlawful to use a vehicle as an automotive dwelling.

B. Nothing herein precludes the enforcement of any other laws such as parking restrictions including, but not limited to, prohibitions on overnight parking pursuant to Section 12.06.020 and permitting requirements for recreational vehicles under Chapter 10.28."

Section 6. Code Amendment. Section 12.06.140 (Enforcement) is hereby added to Chapter 12.06 (Public Parks and Properties) of Title 12 (Streets, Sidewalks and Public Places) of the Highland Municipal Code to read as follows:

“12.06.140 Enforcement.

A. It is unlawful for any person to violate any provision or fail to comply with any of the requirements of this chapter. In addition to other remedies provided by law, any person violating any provision of the chapter is deemed guilty of a misdemeanor subject to Section 1.24.010.

B. Each person shall be deemed guilty of a separate offense for each and every day, or any portion thereof, during which any violation of or failure to comply with any of the provisions of this chapter is committed, continued or permitted by such person, and each instance shall be deemed a punishable offense as provided in this chapter.

C. Any violation of this chapter may result in the issuance of an administrative citation subject to Chapter 2.56.

D. The provisions of this chapter shall not be construed as permitting conduct not prescribed herein and shall not affect the enforceability of any other applicable provisions of law.”

Section 7. Code Amendment. Section 12.06.150 (Exceptions) is hereby added to Chapter 12.06 (Public Parks and Properties) of Title 12 (Streets, Sidewalks and Public Places) of the Highland Municipal Code to read as follows:

“12.06.150 Exceptions.

This chapter shall not apply to camping, occupying camp facilities or using camp paraphernalia, or to any person storing personal property, including camp paraphernalia within the City:

A. Where the City has designated the area for such purposes and the activity has been permitted as a temporary use or special event pursuant to the provisions of this Code regulating temporary special events; or

B. Where a gathering, meeting or event is sponsored or conducted by the City.”

Section 8. CEQA.

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

Section 9. Severability.

If any one or more of the terms, provisions or sections of this Ordinance shall to any extent be judged invalid, unenforceable and/or voidable for any reason whatsoever by a court of competent jurisdiction, then each and all of the remaining terms, provisions and sections of this Ordinance shall not be affected thereby and shall be valid and enforceable.

Section 10. Publication.

The City Clerk is directed to publish this Ordinance as required by law prior to the expiration of fifteen (15) days after its passage.

PASSED, APPROVED AND ADOPTED this 8th day of July 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

APPROVED AS TO FORM:

Maricela Marroquin
City Attorney



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

REVIEWED BY: Lawrence A. Mainez, Community Development Director 
Alondra Munoz, City Clerk

PREPARED BY: Camille Duarte, Administrative Assistant III 

SUBJECT: Appoint two (2) Members of the Public to the Planning Commission/Appeals Board and Building Appeals Board

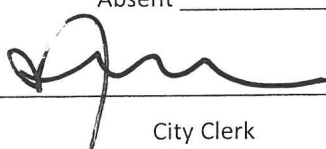
RECOMMENDATION: Staff recommends the City Council appoint two (2) members of the public to the Planning Commission/Appeals Board and Building Appeals Board

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 Planning Commission is a component of the City's "Planning Agency". The Highland Municipal Code Section 16.04.110, states "*pursuant to Section 65100 of the California Government Code, the Planning Agency for the City of Highland shall consist of the City Council, the Planning Commission, and the Community Development Director action under the authority of Title 16, Land Use and Development Code.*" The Planning Commission also services as the City's Appeals Board and Building Appeals Board and presides over administrative hearings involving municipal code or state code violations cited by the city or authorized enforcement officer.

Commissioner Hamerly's term expired in May 2025 and Commissioner Graves resigned in March 2025. Five (5) Public Service Applications have been submitted for the Council's consideration. In addition, staff invited all Applicant's to the meeting to introduce themselves and answer questions the City Council may have if applicable. Once the introductions are finished, it would then be appropriate for the City Council to review the attached Public Service Applications and appoint two (2) individuals to the Planning Commission/Appeals Board.

Attachment: Public Service Applications

Approved _____	Motion _____	Second _____	Agenda Item No. <u>21</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

PUBLIC SERVICE APPLICATION

Richard Bowman



RECEIVED

JUN 11 2025

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: June 2026

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Richard Bowman

Address: 29842 Cabo Del Oeste

How long have you resided in Highland? 25 yrs

Home phone: _____ Cell phone: _____

Work phone: _____

Email address: _____

Occupation/Employer: Advance teleco

Employer address: 29842 Cabo Del Oeste, Highland, CA

Position held: CEO

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

I am interested in almost all phases of city government.

This includes the trails in the city as well as the planning and implementing of any new commercial or residential developments within the city.

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

I have a Phd degree and have served on numerous committee's for the Contractors State License Board. This includes both construction and assisting in the writing and implementation of the law.

I also hold 4 contractor licenses they are a A, B, C-7 & C-10.

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

I have been self employed for 50 years. I have served on numerous State CSLB committee's. During my employment with Pacific Bell as an engineer I headed the JPA and the BICSI committee's.

I authored a book called A Guide to SB198.

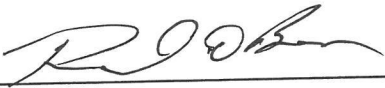
Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

Highland Trails Committee last 3 years. Numerous CSLB
committee's over the last 25 years

REMARKS:

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

SIGNATURE: 

DATE: 6/9/25

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

When you have completed this application, please submit to:

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

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

PUBLIC SERVICE APPLICATION

Robert Dashoff



RECEIVED

JUN 05 2025

CITY OF HIGHLAND

For Office Use Only:

Expires: June 2026

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Robert Dashoff

Address: 28731 Lemon St.

How long have you resided in Highland? 35 years

Home phone: _____ Cell phone: _____

Work phone: (retired)

Email address: _____

Occupation/Employer: Systems Engineer (retired) / County of San Bernardino Sheriff's Dept.

Employer address: 655 Est 3rd St. San Bernardino, Ca. 92408

Position held: Systems Analyst III

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

I am particularly interested in land use, responsible growth, infrastructure development, and preserving the character of our neighborhoods. I care deeply about ensuring that development in Highland is balanced, encouraging economic opportunities while protecting open space, maintaining public safety, and enhancing quality of life for residents. I'm also interested in promoting transparency and community involvement in the planning process, so that residents have a voice in shaping the future of our city.

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

I bring a strong combination of education, public service, and governance experience that I believe world serve the Planning Commission well. I hold a bachelor's degree in Information Technology, providing me with a solid foundation in data analysis, systems thinking, and problem-solving—skills that are highly applicable in evaluating development plans and policies

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

I served for 18 years as a board member for 1st Valley Credit Union, where I was actively involved in oversight strategic planning, and community-focused decision-making. I also bring nearly 30 years of professional experience working for both the City and County of San Bernardino. This background has given me deep insight into the workings of local government, community development processes, and the importance of balancing growth with quality of life for residents.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 02346
(909) 864-6881, EXT. 226

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

PUBLIC SERVICE APPLICATION

Randall Hamerly



RECEIVED

MAY 20 2025

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: _____

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Randall A Hamerly

Address: 7353 Silkwood Ln, Highland, CA

How long have you resided in Highland? 30 yrs

Home phone: _____ Cell phone: _____

Work phone: _____

Email address: _____

Occupation/Employer: R.A. Hamerly AIA Architect, Inc

Employer address: 7353 Silkwood Ln, Highland, CA

Position held: president

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

I have raised a family and built a professional practice in the City of Highland. Architecture is a service profession.

Serving on the Planning Commission affords me the opportunity to use my professional skills and training to actively participate in making Highland a better place to live and work. It is my goal to make each project attractive, fit well within the context of its neighborhood, be consistent with the community vision expressed in the General Plan, and improve the overall quality of the built environment. It is both professionally and personally rewarding to be able to work with staff and members of the community to develop goals and a vision for our city, craft policy goals and objectives to implement that vision, and then work each meeting to ensure our decisions faithfully move us toward those goals and aspirations. The Planning Commission plays a vital role in helping Highland grow responsibly and sustainably, and helps preserve and improve the quality of life that drew us all to Highland.

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

* Licensed architect in CA, NV, ID, TX

* Hold a NCARB national certificate

* Complete a minimum of 18 hrs of continuing ed each year. Areas of study include: accessibility, sustainability, building codes, professional practice, construction means and methods, and design.

*Serve as design review and technical consultant for over 60 communities and associations throughout California.

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

* Have run a private architectural and consulting practice since 1990.

*Chaired the Loma Linda University Church building committee for 10 yrs through a \$45m campus expansion and saw the project through to completion.

* Served on the AIA Inland California board of directors for 7 yrs, including 5 yrs as treasurer.

*Served on the Loma Linda Planning Commission for 3 yrs; Have served on the Highland Planning Commission for over 20 yrs.

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

If so, please list the name and dates served:

City of Loma Linda Planning Commission 1992-1995; City of Highland Design Review Board 2005-2008;

City of Highland Planning Commission 2004-present; Harmony Ad Hoc Committee 1.5 yrs

REMARKS:

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

Hopefully my contributions have made a positive difference in the City of Highland.

Thank-you for considering my application to continue serving on the Planning Commission.

SIGNATURE: Randall A Hamerly

DATE: 20 May 2025

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

When you have completed this application, please submit to:

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

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

PUBLIC SERVICE APPLICATION

Adeeb Hatter



RECEIVED

MAY 21 2025

CITY OF HIGHLAND

For Office Use Only:

Expires: _____

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: ADEEB S. HATTAR

Address: 7676 KENT ST HIGHLAND CA 92346

How long have you resided in Highland? 1988

Home phone: _____ Cell phone: _____

Work phone: _____

Email address: _____

Occupation/Employer: Professor at CSUB and CSUF

5500 University Parkway, San Bernardino, CA 92407-2393
Employer address: 800 N. State College Blvd, Fullerton, CA 92831

Position held: Marketing Professor

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

I am especially interested in land use, sustainable development, and preserving the unique character of the City of Highland. I believe thoughtful planning is key to balancing growth with community values, supporting smart infrastructure, and encouraging responsible economic development. I am also committed to transparent and public involvement in decision-making. Serving on the Planning Commission is a way for me to help guide Highland's future in a positive, community-focused direction.

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

I have been a marketing professor since 2018 at both Cal State Fullerton and Cal State San Bernardino, where I focus on strategic planning, consumer behavior, and market analysis—skills directly relevant to land use and economic development decisions. In addition, I own and operate multiple retail businesses, employing over 30 people, which gives me firsthand insight into local economic needs, zoning considerations, and the challenges business owners face. This combination of academic and practical experience equips me to contribute thoughtfully and effectively to the Planning Commission.

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

I bring a 9-year banking career with Bank of America, marked by leading high-performing teams, driving large scale initiatives, and fostering innovation in financial services. My work emphasized strategic thinking, problem-solving, and customer-focused solutions—skills highly relevant to planning and community development. I also serve on CSUSB's Department of Marketing Advisory Board, where I help shape academic programs to better prepare students for real-world challenges. As a CSUSB alumnus, entrepreneur, and professor, I'm committed to giving back by mentoring students and supporting educational advancement. My goal is to use my professional and academic experience to serve the Highland community and help shape thoughtful, future-focused policies.

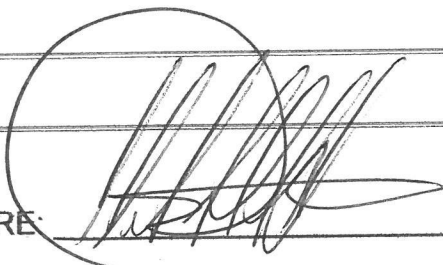
Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☒ No

If so, please list the name and dates served:

REMARKS:

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

SIGNATURE: _____



DATE: 05/21/2025

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

When you have completed this application, please submit to:

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

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

ADEEB S. HATTAR

[HTTPS://WWW.CSUSB.EDU/PROFILE/ADEEB.HATTAR](https://www.csusb.edu/profile/adeeb.hattar)

Marketing Department

Jack H. Brown College of Business and Public Administration
California State University- San Bernardino, CA 92407

Zapara School of Business
La Sierra University- Riverside, CA 92505

- ◆ **D.B.A. Global Business.** Fulfilled a thesis titled, “Winning Banking Strategies to Identify Efficiency Changes During a Financial Crisis”. The purpose of the qualitative exploratory case study was to explore strategies that leaders of a successful U.S. bank used to identify efficiency changes occurring during a financial crisis. Collected data from comprehensive and thorough interviews with leaders of a successful U.S. bank that had survived the financial crisis without needing Troubled Asset Relief Program (TARP) funds from the U.S. government. The conclusions may help bank leaders make the necessary financial changes so that taxpayers will not be responsible for paying for the faults of others as they did during the recession resulting in a stronger and a more robust economy, which should lead to a net socioeconomic gain.
- ◆ **Customer Development and Relationships.** 9-year banking career as a relationship manager and a client service representative distinguished by commendable performance and proven results. Currently building strong clientele relationships, in executive sales programming and promotions to ensure excellence in customer solutions. Maintained close communication with targeted customers through personal contact (telephone, email, in person, etc.) to increase brand awareness, promotions, and special incentive promotions. Met and greeted customers in the bank lobby on a constant basis. Maintained confidentiality and security of all player accounts, files, records, and lists.
- ◆ **Organizational Development.** including experience in needs assessment, technical analysis, scenario planning, training design, change management, intervention, and evaluations. Complied with and upholds company expectations including policies, procedures, industry regulations, department goals and business strategy. Fully compliant with all applicable rules, regulations, laws and policies, and conducts themselves with the highest level of integrity and honesty. Performed other duties as assigned.
- ◆ **Demonstrate success in implementing change.** executive teambuilding programs, corporate strategy, best practices, leadership development, mentoring and coaching. Met and exceeded predetermined sales goals and measurable objectives established by management for monthly revenue generation. Worked effectively as a collaborative team player with other team members to meet sales target. Maintained high standards of courtesy, professionalism, and discretion in all communications to, about, or with customers including their arrangements and finances. Maintained thorough knowledge of monthly promotions to accommodate customer inquiries. Pursued direction from management to investigate, evaluate, and determine the financial stability of potential customers using all reliable sources available.
- ◆ **Lived in Amman, Jordan from 2000-2005.** Developed strong academic relationships with students and teachers in the discussion of financial constructs and global markets with college counselors, professors, and higher education leaders and education agency managers.

ACADEMIC POSITIONS

Jack H. Brown College of Business and Public Administration California State University- San Bernardino, CA 92407 Adjunct Professor	2018-Present
Zapara School of Business La Sierra University- Riverside, CA 92505 Adjunct Professor	2019-Present

EDUCATION

Walden University - Minneapolis, MN

Doctor of Business Administration

Global Business, 2012-2016

Pertinent Curriculum: Business Operations, Multicultural Management, Doctoral Study Mentoring, Finance, Economics, Marketing.

University of Redlands - Redlands, CA

Master of Business Administration

Global Business, 2010-2012

Pertinent Curriculum: Banking, Management, Planning, Finance, Economics, Marketing.

California State University - San Bernardino, CA

Bachelor of Business Administration

Global Business, 2006-2010

Pertinent Curriculum: Business Law, Microsoft Office, Communication, Organizational Development.

BUSINESS SKILLS

- | | | |
|--|--|---|
| ◆ <i>Fluent in the Arabic Language</i> | ◆ <i>Team Management</i> | ◆ <i>Culturally and Ethnically Diverse Population</i> |
| ◆ <i>Revenue Growth</i> | ◆ <i>Organize Meetings and workshops</i> | ◆ <i>International Banking</i> |
| ◆ <i>Data Base Programming</i> | ◆ <i>SWOT Analysis</i> | ◆ <i>Training & Development</i> |
| ◆ <i>Performance Monitoring</i> | ◆ <i>Sales Management</i> | ◆ <i>Environmental Scanning</i> |
| | | ◆ <i>Financial Management</i> |
-

PROFESSIONAL EXPERIENCE

HATTAR INVESTMENTS, INC.

Tucson, AZ

2016-Present

President

As president, my role is to hold and manage assets for investment purposes. I ensure operational excellence for the business to run effectively and cohesively while being result driven with an effective record in generating tremendous business solutions. I constantly monitor markets and look to ways to be more efficient. Quarterly, I conduct a needs assessment to ensure that the properties are well maintained and meet customer needs. This consists of using strength, weakness, opportunities and threat (SWOT) analysis to stay competitive and provide the best products and services for clientele. In addition, I am responsible for fostering a team environment and instilling an effective client-centric, sales and risk culture within the business. I hold a critical role, ensuring operational excellence of the business and that all aspects continue to run effectively and cohesively.

Key Results

- Efficiency is key to staying in business and staying profitable. Developing business strategies and using needs assessment instruments resulted in growth within my company and accurate projections for future business opportunities.
- The use of SWOT analysis helped me understand vulnerabilities within my company from external threats which has caused me to develop business models and strategies to stay competitive within the financial and investment business. The use of employee surveys, scorecards, and the evaluation of core competencies helped create change strategies that make performing a job more efficient and less stressful, which fosters a culture of job
- I am responsible for building customer traffic, engaging with clients, and client retention. In addition, I am liable for the general look, feel, and attractiveness of the business, ensuring space is leveraged to accommodate customers. I built and continue to maintain camaraderie amongst the employees, while ensuring all teammates drove collectively toward achieving a daily goal.

BANK OF AMERICA – San Bernardino, CA

2011-2017

Relationship Manager

As a relationship manager, I enhanced the client engagement programs by leading our strategic and analytics team in the development of workshops that included financial models to help employees gain a deeper understanding of the financial products and programs so that they could be easily explained to clients. I would challenge my team by implementing, problem solving exercises and disruptive innovation to encourage employees to contribute, research to increase the engagement and value for their work while increasing their personal performance. Additionally, I encouraged the development of intellectual curiosity in financial services, including processing new account transactions and account management.

Key Results

- ♦ The employee workshops lead to clear qualitative and quantitative business strategies and sound decision making, which mitigated hesitation due to a lack of confidence in their understanding of company policies and the financial instruments used to promote and generate business for the bank by cross-selling products and services, maintain exceptional customer satisfaction, and build a strong database of new clientele by referral and various marketing strategies.
- ♦ The problem solving and disruptive innovation helped my team develop long term and short term strategic plans, which created a platform to monitor their success or make course corrections if necessary. Utilizing disruptive innovation methods encouraged team members to stay current in the latest technologies, data collection, and overall enhancements in the financial and business sector. In addition, the development of imagination, visionary leadership also gave the team members a sense of independence resulting in a positive work environment.
- ♦ The encouragement of intellectual curiosity created an environment that allowed my team to engage with key leaders across the business and share best business practices and recommend solutions that would enhance their productivity and customer relations. The recommendations to key leaders made my team members feel valued which resulted in an increase in their attendance and overall work performance.

BANK OF AMERICA - Highland, CA**2008-2011****Client Service Representative**

I created the top performing teller title by using an Excel worksheet to track data information which helped increase efficiency in dealing with customer needs and banking proficiency, which helped optimization in bank ranking and resulted in a 30% improvement within the region.

Key Results

- The use of employee surveys and the evaluation of core competencies helps associates create change strategies that make performing a job more efficient and less stressful, which fosters a culture of job satisfaction and inclusion.
- Simulation training provided strategic leadership, performance development, diversity training, and conflict resolution in a controlled environment resulting in an increase in job performance during actual real time situations.
- Earned the title of top performing teller in the Inland Empire region with the ability to train and mentor all tellers to work in alignment with the organizational mission and vision. Conducted meetings on processing improvements and change initiatives within the banking industry. Consistently used creative methods such as simulation training and scenario planning models to deliver quality customer service and performance by evaluating the ratio of risk to benefit prior to actual implementation.

PUBLICATIONS & ACTIVITIES

- Hattar, A. & Beer, F. (2020) Capital Structure and Liquidity as Measures of Efficiency: The Case of Islamic Banks. *International Journal of Business and Applied Social Science*, 6(1), 23-29. doi:10.33642/ijbass.v6n1p3
- Hattar, A. (2020) Strategies of Effective U.S. Bank Leaders Used to Identify Efficiency Changes During a Financial Crisis. *International Journal of Current Research*, 12(1), 10165-10167. doi:https://doi.org/10.24941/ijcr.37917.02.2020
- Editorial Board Member for *Studies in Social Science Research (SSSR)*, an international, peer-reviewed, open-access journal published by the Scholink (2020-2022).
- Presented at 2019 Pan Pacific Business Research Conference paper entitled "Winning Banking Strategies to Identify Efficiency Changes during the 2007-2009 Financial Crisis"

DISSERTATION

Title: Winning Banking Strategies to Identify Efficiency Changes During a Financial Crisis

Committee: Kevin Davies, Mohamad Hammoud

Status: Completed in December 2016

TEACHING EXPERIENCE

ADJUNCT PROFESSOR OF MARKETING**California State University-San Bernardino, CA****2018-Present**

Marketing 696 Marketing Planning & Strategy
Marketing 610 Consumer & Organization Buying Behavior
Marketing 605 Marketing Management
Marketing 496 Marketing Planning & Strategy
Marketing 416 Marketing Research
Marketing 305 Marketing Principles

La Sierra University- Riverside, CA**2019-Present****Marketing 538 Strategic Marketing Management**
Marketing 386 Advertising
Marketing 365 Marketing Research

As an adjunct professor, I showed excellence in teaching, scholarly research, and service. I took leadership roles in developing new innovative programs, promoted a research environment within the marketing department, and mentored students. Additionally, I supported the University's and Jack H Brown College's strategic plans, which included student success and partnerships with the community to enhance the social, economic, and cultural conditions of the region and beyond.

Key Results

- Enabled the mentee to develop their own skills, strategies, and capability so that they are enabled to tackle the next hurdle more effectively with or without the presence of a mentor.
- Seek to continue improving in academic standards rather than merely maintaining them while making a distinguished contribution to teaching in the faculty and University.
- Exercised a special responsibility in providing leadership and in fostering excellence in research, teaching, professional activities, and policy development in the academic discipline within the school, faculty and University, and within the community; both scholarly and general.
- Played an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline including the initiation and development of subject material.

DOCTORAL COURSEWORK

Business Operations	Information Systems Management
Strategic Marketing	Financial Management
Business Strategy & Innovation	Information Systems Management
Qualitative & Case Research Business Analysis	Leadership
Quantitative Decision-Making Business Analysis	International Finance
Applied Research Methods Qualitative & Quantitative	Supply Chain Management

REFERENCES

Mohamad S. Hammoud, Ph.D., PMP

Core Doctoral Faculty and DBA Chair

Walden University

E-mail: mohamad.hammoud@mail.waldenu.edu

Phone:

Michael Hattar, Ph.D

Mathematics and Computer Science Faculty

Rio Hondo College

E-mail: mzhattar@aol.com

Phone: , , . . .

Jamal Nassar, Ph.D

Dean Emeritus

California State University San Bernardino

E-mail: jnassar@csusb.edu

Phone:

PUBLIC SERVICE APPLICATION

Brent Merideth



RECEIVED

MAY 27 2025

CITY OF HIGHLAND

For Office Use Only:

Expires: _____

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Brent Merideth

Address: 29733 Southwood Ln

How long have you resided in Highland? 21 years

Home phone: _____ Cell phone: _____

Work phone: _____

Email address: _____

Occupation/Employer: Northrop Grumman

Employer address: http://northropgrumman.com

Position held: Engineer

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

Transportation: People deserve transportation options that are accessible, desirable, safe, direct, connective, and maintainable. I will work to ensure projects give residents and visitors multiple viable ways to get to their destination.

Recreation: Highland's location is a gift to its residents. As a bedroom community with wildlife to the north and world famous neighbor cities to the south and west, it has good road and trail networks, a robust sidewalk network, and more cycling facilities than most Southern California cities. However, each of these has great potential for further improvement.

Sustainable Infrastructure: Highland's risk for wildfires, earthquakes and floods means it must be built to be ready for whatever nature sends. The city must ensure its infrastructure is designed to a) withstand the worst nature has to offer, and b) protect people, homes, businesses, and resources.

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

I have a Masters in Electrical Engineering with a focus on electrical power systems. I proudly served on the Highland Trails committee from 2010 until 2016, then again from 2022 to present. I served 8 years in the US Army, which provided a strong understanding of how standards are referenced and applied. In my work as a program manager at Northrop Grumman Defense Systems I've had to assess how projects meet Military Standards, Code of Federal Regulations, and the National Electric Code to name a few.

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

My two decades of electrical engineering and PM experience at NG reading drawings, creating and meeting project schedules, and estimating program costs helps me understand the details of what's being built. Within the city of Highland, I've served nine years on the Community Trails Committee. During that time I performed development oversight of the Natural Parkland Trail, represented the city as a trails advocate, and pushed for more road and trail access for non-motorized uses. I've also participated in dozens of SBCTA discussions about active projects throughout the county.

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

If so, please list the name and dates served:

Highland Trails Committee 2010-2016 & 2022-2024

REMARKS:

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

I am a 21-year resident of the city. I am married with two children (19 and 16). I have walked all of Highland's trails and biked each of the city's bike lanes. In fact, I've biked over 35,000 miles in the county. Many of those miles were in Highland. I will help to ensure the city builds wisely without sacrificing its natural advantages. The efforts by the city over the last year have shown the city has learned from the past. Often the least expensive infrastructure, like trails and cleared channels, along with education and transparency provide the best protection. The best infrastructure serves all users. Similarly, the best projects serve multiple purposes. I wish to help continue to develop the type of community families like my own want to live in.

SIGNATURE: Brent Merideth

DATE: 05/20/2024

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

When you have completed this application, please submit to:

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

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



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Designation of Voting Delegate and Alternate for the League of California Cities (Cal Cities) Annual Conference

RECOMMENDATION: Appoint a Voting Delegate and Alternate for the Annual Conference and Expo scheduled for October 8-10, 2025, in Long Beach.

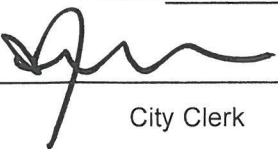
FISCAL IMPACT: None

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

BACKGROUND: Each year the League of California Cities (Cal Cities) conducts an annual conference to discuss key legislative, social, fiscal, and service issues affecting California municipalities. One important aspect of the conference is its annual business meeting at which the Cal Cities membership acts on conference resolutions.

To expedite the annual business meeting, participating cities are asked to designate a primary voting delegate and an alternate voting delegate.

Attachment: Handout - "Here's How Resolutions and the General Assembly Work"

Approved _____	Motion _____	Second _____	Agenda Item No. <u>22</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI, Sec. 5(f).



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 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>23</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		 _____ City Manager	



STAFF REPORT

TO THE CITY COUNCIL

DATE: July 8, 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>24</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		  _____ City Manager	