



CITY OF HIGHLAND

FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

Special Meeting
September 3, 2024 at 10:00 AM
City Hall Upright Conference Room
27215 Base Line, Highland CA 92346

SUBCOMMITTEE MEMBERS

Larry McCallon, Member
District 5

John P. Timmer, Member
District 4

STAFF

Carlos Zamano, City Manager
Lawrence Mainez, Community Development Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Lissette Nock, Deputy City Clerk
Michelle Gomez, Assistant Director of Administrative Services
Octavio Duran Jr., Public Works Director/City Engineer

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, prior to the meeting for any requests for reasonable accommodations, including interpreters.

Any disclosable public records related to an open session item provided to the majority of the Subcommittee after posting of this agenda are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours and available online at www.cityofhighland.org.

FINANCE/PERSONNEL SUBCOMMITTEE

September 3, 2024 - 10:00 a.m.

CALL TO ORDER

PUBLIC COMMENT

Submission of Public Comments for ITEMS ON THIS AGENDA ONLY: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 9:00 a.m. on September 3, 2024, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the September 3, 2024 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

BUSINESS ITEMS

1. Minutes - August 13, 2024 Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. Vehicle Usage Policy
RECOMMENDATION: That the Subcommittee review and approve the Vehicle Usage Policy.
3. Bid Award - Bid No. 2024-04, "Purchase of One New Vehicle"
RECOMMENDATION: That the Subcommittee review and recommend the City Council:
 - 1) Award Bid No. 2024-04 to Courtesy Chevrolet Center in the amount of \$65,187.67;
 - 2) Approve the quote from West Coast Lights and Sirens to perform the outfitting of the new vehicle in the amount of \$37,241.28 through our Sourcewell Cooperative Purchasing Program Contract No. 97402; and
 - 3) Approve a budget adjustment transfer of \$2,169.97 from 007.2100 (DIF-Fund Balance) to be expended from 007.8330.6060 (Vehicles).
4. Year-End Budget Adjustments for Fiscal Year 2023/2024
RECOMMENDATION: That the Subcommittee review and consider the Fiscal Year 2023/2024 Year-End Budget Adjustments for Expenditures and Revenues.

ADJOURN

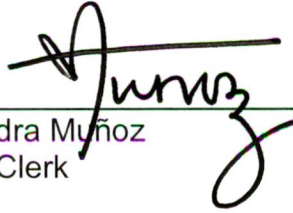
I, Alondra Muñoz, City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 29th day of August, 2024, by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: August 29, 2024



Alondra Muñoz
City Clerk



STAFF REPORT

Business Item No.

1

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: September 3, 2024

FROM: Lissette Nock, Deputy City Clerk

SUBJECT: Minutes - August 13, 2024 Special Meeting

RECOMMENDATION: Approve the minutes as submitted.

CALL TO ORDER

The Finance/Personnel Subcommittee special meeting was called to order at 5:30 p.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

ROLL CALL

Present: McCallon, Timmer
Absent: None

PUBLIC COMMENT

None

BUSINESS ITEMS

1. Minutes - July 2, 2024 Meeting
Approved the Minutes as submitted.
2. Upgrading the City Financial Management Software (Work Program HP+)
The Subcommittee reviewed and approved the item be brought forward to the City Council regarding the Financial Management Software contract with Tyler Technologies.
3. Renewal of the Joint Use of Facilities Agreement with the Redlands Unified School District to Utilize the Playing Fields of Highland Grove Elementary and Beattie Middle School, Located at the Southwest Corner of Webster Street and Eucalyptus Avenue as a Public Park
The Subcommittee reviewed and approved the item be brought forward to the City Council to renew the Joint Use Facilities Agreement with the Redlands Unified School District (District) to use the playing fields of Highland Grove Elementary and Beattie Middle School as a public park.

ADJOURN

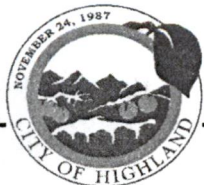
There being no further business, the meeting was adjourned at 5:45 p.m.

Submitted by:

Approved by:

Lisette Nock, Deputy City Clerk

Subcommittee Member



STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: September 3, 2024

FROM: Carlos Zamano, City Manager *CZ*

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

SUBJECT: Vehicle Usage Policy

RECOMMENDATION: That the Finance/Personnel Subcommittee review and approve the Vehicle Usage Policy.

FISCAL IMPACT: None.

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

BACKGROUND: The purpose of this report is to present and seek approval for the proposed Vehicle Usage Policy. This policy aims to establish guidelines for the efficient, safe, and responsible use of city vehicles. The need for a formal Vehicle Usage Policy has become evident to ensure that all employees understand and adhere to best practices in vehicle operation and maintenance.

Key components of this proposed policy include the following:

- **Eligibility and Authorization**-Defines who is authorized to use company vehicles and the process for approval.
- **Usage Guidelines**-Outlines permitted and prohibited uses of company vehicles. Includes guidance on personal use, if any.
- **Maintenance and Care**-Specifies responsibilities for vehicle maintenance, including routine checks and reporting issues.
- **Safety and Compliance**-Establishes requirements for adherence to traffic laws, seatbelt use, and other safety protocols.
- **Insurance and Liability**-Details insurance coverage, liability, and procedures in the event of an accident or damage.
- **Reporting and Documentation**-Describes the process for reporting vehicle usage, including mileage tracking and expense reporting.
- **Training**-All existing employees will complete a defensive driver training on the City's training platform. All new employees will be required to complete the training upon hire.

Attachments:

1. Proposed Vehicle Usage Policy



City of Highland Policy and Procedure

Subject: Vehicle Usage Policy	Effective Date:
Policy Number:	Finance/Personnel Subcommittee Approved Date:

Introduction:

Use of City owned vehicles shall be relied upon as the primary means of vehicle usage, as it provides the greatest control over operating costs, usage, maintenance, inspection and insurance. Employees who use privately owned vehicles on City business must have written approval from the City Manager and it must be kept on file with the Director of Administrative Services. If an employee must use the vehicle overnight or for successive days at a conference, prior approval of the City Manager must be received and on file with the Director of Administrative Services.

Purpose:

This policy establishes procedures regarding the effective and economical usage of City owned pool vehicles and privately owned vehicles operated during the course of City business.

Scope: All employees.

I. DEFINITIONS

- A. Preventable Accident: the vehicle operator failed to do everything reasonably possible to prevent the accident.
- B. Non-Preventable Accident: the vehicle operator did everything reasonably possible to prevent the accident.
- C. City Owned Pool Vehicle: any vehicle owned, leased, or rented by the City, and assigned on a shared, designated, or permanent basis.
- D. Privately Owned Vehicle: any personally owned, rented, or leased vehicle used by an employee, whether owned by the employee or not.
- E. Commercial Motor Vehicle: a motor vehicle or combination of vehicles designed or used for the transportation of persons or property for compensation.
- F. Vehicle Operator: any employee who is either operating a City owned pool vehicle or is operating a personally owned vehicle on City business.
- G. City Business: activities that require the use of a vehicle and are authorized by the

employee's supervisor. In the use of personal vehicles, City business also means that the operator is being reimbursed for mileage expenses according to Internal Revenue Service guidelines.

II. AUTHORITY

This has been approved by the City for use in matters regarding the use of all vehicles operated during the course of City business. This policy does not apply to commercial motor vehicles.

III. ASSIGNMENT OF RESPONSIBILITY

- A. Department Heads shall keep a list of all employees who may be required to drive City owned pool vehicles or privately owned vehicles on City business. The Director of Administrative Services shall have the master list of all employees' names and identification numbers for each department eligible to operate pool vehicles or privately owned vehicles.
- B. The Director of Administrative Services shall coordinate all required training and maintain related records (including certificate of completion). Additionally, the Director of Administrative Services shall ensure that evidence of insurance and driver's license information are maintained in each employee's file. The Director of Administrative Services shall also receive and record Department of Motor Vehicles Pull Notice reports and notify Department Heads when necessary.
- C. Supervisors shall routinely monitor employees' adherence to this policy. In addition, supervisors shall include a review of the Vehicle Usage Policy as part of the employee's periodic evaluation.
- D. The Public Works Manager is responsible for the general operation of the City's pool fleet. The Public Works Manager shall ensure vehicles are regularly maintained in such a manner as to eliminate mechanical failure including receiving notification from any employee who reports unsafe conditions or defects in any City owned pool vehicle. Upon receiving such notification, the Public Works Manager shall determine whether or not the vehicle is unsafe for continued operation.

The Public Works Manager is to:

- (1) classify vehicles as either general or special purpose,
- (2) establish and maintain fleet management records for utilization of all assigned vehicles and for costs of maintenance and operation of City owned vehicles,
- (3) ensure that City owned pool vehicles are stored in facilities that provide protection from pilferage or damages,
- (4) ensure that keys are adequately protected both during and after normal duty hours, and

(5) ensure that each City-owned pool or -leased motor vehicle used for official business is equipped with safety belts.

- E. All City employees shall promptly provide insurance and driver license information when notified that their job duties include driving either a City owned pool vehicles or privately owned vehicle. Employees are to comply with all training and other reporting requirements of this policy.
- F. All City employees that are assigned a City owned pool vehicle must use that vehicle for business purposes, unless the vehicle is not available, at which point they will need to get approval from the City Manager to use a privately owned vehicle.

IV. VEHICLE TYPES AND USE

A. Use of City Owned Pool Vehicles

- 1. City owned pool vehicles fall into the following categories, and have restrictions based upon type and use:
 - a. Vehicles that are kept overnight at City facilities and are assigned for use on a shared or designated basis during the course of daily City business. Personal use is expressly prohibited.
- 2. Only City employees are authorized to operate City owned pool vehicles.
- 3. City owned pool vehicles are for transporting only those employees whose duties require the use of a motor vehicle, and such other persons whose business activities are important to City interests.
- 4. Under no circumstances shall family members, acquaintances, friends, or people bearing a personal/familial relationship with the employee be transported in City owned pool vehicles, including those that are authorized for use commuting to and from the City or designated for emergency or on-call use.

B. Use of Privately Owned Vehicles for employees:

There are times in which the use of an employee's personal vehicle is preferable because either a City owned pool vehicle is not available or because the use of a privately owned vehicle is deemed more efficient. When such is the case, the following shall be adhered:

- 1. An employee may use their privately owned vehicle when they have a transportation need for City business and upon written authorization by the City Manager. An Accident Kit must be obtained from the Director of Administrative Services and kept with the privately owned vehicle while operating on City business.
NOTE: No employees shall operate a motorcycle, bicycle, or scooter on City business without specific authorization of the Risk Manager.

2. Employees who regularly use their own privately owned vehicles on City business must notify their insurance company of such use.
3. It is the responsibility of the individual utilizing their privately owned vehicle to maintain accurate records of the purpose and extent of their travel, and to make substantiated claims for reimbursement per the City's reimbursement policy. The vehicle and/or mileage allowance is intended to cover the employee's cost of operating the vehicle on City business, including the cost of insurance. Further, all operating expenses of the privately owned vehicles are to be borne by the employee. This includes, but is not limited to, gasoline, oil, maintenance, wear and tear, depreciation and insurance.
4. The City is not liable for any damage to an employee's privately owned vehicle, unless caused by the City's negligence. It is the responsibility of the employee operating the vehicle to notify their immediate supervisor, the Department of Motor Vehicles, and the employee's insurance company in the case of any accident. If an employee is responsible for an accident either while driving a City owned pool vehicles or personally owned vehicle, their own automobile insurance premiums may be increased.

V. DRIVER TRAINING

Those employees who drive City owned pool vehicles and who regularly use privately owned vehicles as part of their essential job functions are required to complete a defensive driver training course.

- A. New employees shall complete defensive driver training at the first available course date after the commencement of employment. Instructions shall also be provided to make certain that such employees are familiar with this policy.
- B. Current employees who change assignments to include driving a City owned pool vehicle are similarly required to complete the provisions as stated in this section.
- C. All employees who are required to participate in defensive driver training shall be required to repeat such training at least once every three (3) years.
- D. Employees shall complete remedial driver training if there is a pattern of substandard driving performance. Citizen complaints, moving violations, vehicle neglect, or vehicle collision may be cause to require such training.

VI. GENERAL GUIDELINES

- A. Employees shall obey all federal, state and local laws while operating either City owned pool vehicles or privately owned vehicles on official City business.
- B. It is the responsibility of the employee operating either a City owned pool vehicles or privately owned vehicle to ensure that all persons in the vehicle use seat belts and have them properly adjusted before starting the engine of the vehicle.

- C. When cargo, materials or tools are being transported, the vehicle operator is responsible for assuring that all items are properly secured.
- D. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating. An exception to this shall be vehicles designed and equipped for passengers outside the cab area.
- E. Any injuries sustained by the vehicle operator or other employees while operating a vehicle on City business shall be covered by workers' compensation.
- F. When the vehicle operator is determined to be involved in a preventable accident as determined by reasonable objective standards, disciplinary action is subject to review and approval by the Department Director.
- G. Alcoholic beverages and drugs shall not be consumed, transported or placed in any City owned pool vehicles or privately owned vehicle while on City Business.
- H. Any employee who operates a City owned pool vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle.
 - 1. Before operating the vehicle, the drivers should check the following items to make sure that all equipment is working and in a good, safe operating condition:
 - ✓ Check fuel gauge for sufficient fuel and oil gauge for adequate level
 - ✓ Windshield (clean and free of defects)
 - ✓ Rearview mirrors
 - ✓ Tires properly inflated and roadworthy
 - ✓ Spare tire available and inflated
 - ✓ Safety belts
 - ✓ Brakes (foot and emergency)
 - ✓ Horn
 - ✓ Head lights
 - ✓ Taillights
 - ✓ Brake lights
 - ✓ Turn signals

- ✓ Emergency flashers
 - ✓ Windshield wipers and washer
2. Any vehicle damage beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be documented and reported to the employee's supervisor and the Public Works Manager.
 3. No employee shall operate a City owned pool vehicle found to be in an unsafe condition.

VII. USE OF ELECTRONIC DEVICES

Employees shall refrain from operating cellular telephones, laptop computers, navigational devices and any other device that may cause vehicle operator distraction while operating a City owned pool vehicles or privately owned vehicle in the course of conducting City business. Employees shall make every attempt to properly park their vehicle or use a hands-free device when using such equipment.

VIII. ACCIDENT REPORTING REQUIREMENTS

Any accident involving a City owned pool vehicle or privately owned vehicle used in the performance of City duties shall be reported as follows:

- A. The vehicle operator shall promptly summon medical care for any injured parties.
- B. The vehicle operator shall promptly notify appropriate law enforcement agencies.
- C. The vehicle operator shall collect information about the other parties involved by completing the "Accident Packet" located in the City owned pool vehicle's glove box or obtained from the Director of Administrative Services.
- D. The vehicle operator shall notify the Director of Administrative Services. In the event of serious bodily injury, an Incident Report form shall be completed by the Director of Administrative Services and submitted to CIRA.
- E. The vehicle operator must report the accident to the DMV if more than \$1,000 in property damage or if anyone was injured (no matter how slightly). A report must be filed, whether the vehicle operator caused the accident or not, and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report [Form SR1] and must be made within ten (10) days of the accident. If the report is not filed with the DMV, the vehicle operator's driving privilege will be suspended. The police or California Highway Patrol will not file this report.

However, a report is not required if the motor vehicle involved in the accident was owned

or leased by the City.

IX. INSURANCE

Proof of insurance is required before any privately owned vehicle can be authorized for City business and shall be provided to the Director of Administrative Services annually thereafter, no later than January 31 of each year.

A. Insurance Requirements

1. Employees who receive a monthly vehicle allowance shall maintain coverage in an amount not less than \$100,000 per person/ \$300,000 per occurrence (or a combined single limit of \$300,000) and property damage coverage in an amount not less than \$100,000 per occurrence.
2. Employees that do not receive a monthly vehicle allowance and are authorized to use privately owned vehicles on City business shall maintain minimum coverage in an amount not less than \$50,000 per person/\$100,000 per occurrence (or a combined single limit of \$100,000) and property damage coverage in an amount not less than \$50,000 per occurrence.

B. California Insurance Code Section 11580.9 states that where two (2) or more policies affording valid and collectible liability insurance apply to the same motor vehicle in an occurrence out of which a liability loss shall arise, it shall be conclusively presumed that the insurance afforded by that policy in which the motor vehicle is described or rated as an owned vehicle is primary and the insurance afforded by any other policy shall be excess.

C. The City shall not be responsible for any increase in the employee's automobile insurance premium as a result of an accident.

D. In the event of an accident, the employee is responsible for paying any deductibles the insurance company may require.

E. If insurance coverage is canceled, terminated, lapsed, or for any other reason curtailed, the Director of Administrative Services must be notified by the employee and the vehicle shall not be used for City service.

F. Should an employee using their privately owned vehicle on City business be involved in an accident with resulting injury or property damage, the employee's own insurance carrier shall respond to defend the employee. Should a claim exceed the limits of the employee's liability insurance coverage, CIRA's liability coverage program will respond in an excess capacity if the accident qualifies as a covered occurrence.

X. DRIVER'S LICENSE

A. All City employees authorized to use City owned pool vehicles or privately owned vehicles on City business must possess a valid California driver's license and provide proof of licensing upon hire.

- B. All City employees must maintain a driver's license appropriate for the class of vehicle to be driven.
- C. An employee whose driver's license is suspended or revoked for any reason must notify the Director of Administrative Services no later than the first workday following suspension or revocation of their driver's license. Such employee shall not be allowed to operate any City owned pool vehicles or privately owned vehicles on City business.
- D. Employees who possess temporary driving permits or hardship licenses shall not be permitted to operate City or privately owned vehicles in the performance of official City duties.

XI. REVIEW OF DRIVING RECORD

- A. The City shall enroll employees that operate City owned pool vehicles or privately owned vehicles on City business in the Department of Motor Vehicles (DMV) Pull Notice Program. When a vehicle operator has received a violation, the DMV assigns points according to the type of violation, and automatically sends notification to the City.
- B. In compliance with Vehicle Code Section 1808.47, all information received from the DMV shall be used solely for the intended purpose and kept in locked storage. Under no circumstances shall addresses or other information be given to a third party.
- C. Employees who have an accumulation of four (4) or more points in a twelve (12) month period or six (6) in a twenty-four (24) month period or eight (8) in a thirty-six (36) month period may have City driving privileges suspended at the discretion of the Director of Administrative Services. The Director of Administrative Services shall notify the Department Head when a driving record meets this threshold.
- D. Employees involved in additional preventable accidents or have a disqualifying action taken against their driver's license shall be subject to disciplinary action, the severity of which will be determined by the nature of the offense and the employee's past driving and disciplinary action records.
- E. An employee who has been determined to be involved in two (2) or more preventable accidents within a thirty-six (36) month period while operating a City owned pool vehicles or privately owned vehicle in the performance of official City business shall be subject to disciplinary action up to and including suspension of City driving privileges.
- F. Any conviction resulting from driving while under the influence of drugs or alcohol (DUI) or refusal to submit to a lawful roadside sobriety test shall result in disciplinary action up to and including suspension of City driving privileges.
- G. Intentional abuse, moving violations, reckless operation, or negligent actions while operating any vehicle may result in the suspension of the employee's driving privileges, and is grounds for further disciplinary action.

- H. Temporary or permanent suspension of City driving privileges for employees whose position requires operation of a vehicle shall be considered a loss of the ability to perform an essential job function.
- I. If an employee has City driving privileges suspended, the City shall attempt to arrange for the employee to perform the essential functions of the job. If such accommodation is not possible or creates an undue hardship for the City or coworkers, loss of City driving privileges shall be considered just cause for reassignment to a position that does not require operation of a vehicle at a pay rate commensurate with that position. If no such position is open, the employee may be terminated.

XII. ACKNOWLEDGEMENT

Upon receipt of this policy, each employee shall sign a form acknowledging that they are aware of this policy, including the legal issues arising out of the use of their privately owned vehicle on City business.

EMPLOYEE ACKNOWLEDGEMENT OF VEHICLE USAGE POLICY

This is to acknowledge that I have received a copy of the City of Highland Vehicle Usage Policy and that I have read the policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations and does not create a contract of employment. Regardless of what the Policy states or provides, the City retains the right to add, change or delete provisions of the Policy and all other working terms and conditions without obtaining another person's consent or agreement.

My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME _____

SIGNED _____

DATE _____

(RETAIN IN EMPLOYEE PERSONNEL FILE)

APPENDIX A

CONSENT FORM FOR PERSONAL VEHICLE USE

Employee Name: _____

Driver's License No. _____

Date of Use: _____

Purpose:

Duration:

- ☐ Meeting
- ☐ Court Appearance
- ☐ Training/Workshop
- ☐ Other: _____

From: _____ am/pm

To: _____ am/pm

Location Name: _____

Address: _____

By signing below, employee agrees to:

- ✓ *Maintain personal vehicle in a safe condition;*
- ✓ *Must pick up an Accident Kit from Director of Administrative Services;*
- ✓ *Immediately notify Director of Administrative Services if they are involved in an accident;*
- ✓ *Observe all posted speed limits and operate the vehicle in accordance with applicable laws and state regulations; and*
- ✓ *Submit mileage reimbursement*
- ✓ *Comply with the entity's vehicle use policy.*

Employee Signature

Date

Approved By:

Name

Title

Signature

Date



STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: September 3, 2024

FROM: Carlos Zamano, City Manager *CZ*

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

SUBJECT: Bid Award/Bid 2024-04 Purchase of One New Vehicle (HP-)

RECOMMENDATION: That the Finance/Personnel Subcommittee review and recommend that City Council:

1. Award Bid No. 2024-04 to Courtesy Chevrolet Center in the amount of \$65,187.67;
2. Approve the quote from West Coast Lights and Sirens to perform the outfitting of the new vehicle in the amount of \$37,241.28 through our Sourcewell cooperative purchasing program contract #97402;
3. Approve budget adjustment transfer of \$2,169.97 from 007.2100 (DIF-Fund balance) to be expended from 007.8330.6060 (Vehicles)

FISCAL IMPACT: \$102,428.95. Of this amount \$100,258.98 was already included in the budget.

PUBLIC NOTICE: The Notice Inviting Bids was advertised in the San Bernardino County Sun newspaper on August 6 & 13, 2024. The agenda for this item was posted at the three required locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Included in the fiscal year 2023/2024 budget was the Work Program item to Purchase a Supervisor's vehicle for the Highland Police Station with our contract through Sourcewell's National Auto Fleet Group. We entered into a purchase order agreement with National Auto Fleet Group in July of 2023 in the amount of \$100,258.98 which included the vehicle and outfitting of the vehicle through West Coast Lights and Sirens. In July 2024 the City received a status update from National Auto Fleet Group advising us that our order had still not been picked up by the manufacturer and there was no confirmed date as to when we would be receiving the vehicle. They also informed us that we would have to wait for a 2025 model and that there was no time frame of availability as the manufacturers do not fulfill orders based on when the order was received but rather as they have vehicles available. With the Police Department informing the City of the need for this vehicle the City went out to bid on August 6, 2024. Below is the Work Program justification for this vehicle.

Work Program Justification: In the event of a natural disaster such as flood or wildland fire, Police supervisors need a platform for control and management of personnel deployment and resources. In the past, larger motorhome type vehicles were thought to be the way to go. Currently, most public safety agencies use smaller vehicles like Suburban's or pickup trucks with camper shells. These vehicles typically carry maps, supplies, ammunition and extra communication equipment like radios and satellite phones. The smaller footprint of a Suburban means it can be parked in locations a motorhome may not fit. It is easier to store and keep operational. The City of Highland is also highly active with special events such as the Citrus Harvest Festival and the Fireworks show. Supervisors

and managers responsible for these events currently have limited ability to coordinate them in the field as typical patrol cars lack the extra equipment and functional space. Obtaining a Suburban style Command Post Supervisors vehicle would allow patrol supervisors to drive the vehicle during routine patrol, keeping it functional and always available.

The City has received 2 bids, with one bid being deemed non-responsive for missing documents. They were opened on August 27, 2024. Following is a summary of the bids received:

1. Premier Chevrolet with a total bid of \$61,906.59 (Deemed non-responsive for missing documents and omissions).
2. Courtesy Chevrolet Center with a total bid of \$65,187.67

Staff are asking the Finance Subcommittee to review the item and recommend City Council award the bid to Courtesy Chevrolet Center. Staff is also asking for a budget adjustment to move the money from fiscal year 23/24 to fiscal year 24/25 and approve the expenditure from West Coast Lights and Sirens for the outfitting of this vehicle which was already budgeted for.

Attachments

1. Bid Premier Chevrolet
2. Bid Courtesy Chevrolet
3. West Coast Lights and Sirens Quote for Outfitting

Attachment 1

Bid Premier Chevrolet

BID SCHEDULE A

VEHICLE SPECIFICATION & BID FORM

Note: the vehicle listed below should be considered the minimum criteria for bid purposes. Must meet all California emission control standards. The City of Highland intends to purchase one vehicle meeting these specifications.

Questions can be sent to Leticia Nava-Cruz via email at lnavacruz@cityofhighland.org Up to 48 hours prior to bid due date.

One (1) new 2024 White Chevy Tahoe meeting the following minimum specifications:

1. White paint color (no off white)
2. Dark interior
3. 120 Amp alternator
4. Tow package
5. 4x4

Delivery date must not exceed sixty (60) calendar days from award of bid.

Base Price \$ 57,504.¹⁶ (includes all fees, charges, etc. except sales tax)

Shipping \$ 4,401.⁸⁴ (if outside CA, add 8%)

Total \$ 61,906.⁵⁴

Delivery date for Delivery: _____

VIN 1GNSKMED2RR286598

Name of Bidding Company Premier Chevrolet

Authorized Representative: Yuri Sotolongo

5335 Paseo Del Norte

Carlsbad, CA. 92008

760-496-3145

gsotolongo@premierofcarlsbad.com

Attach all pages as necessary to provide any clarification of your bid.

Attachment 2

Courtesy Chevrolet

BID SCHEDULE A

VEHICLE SPECIFICATION & BID FORM

Note: the vehicle listed below should be considered the minimum criteria for bid purposes. Must meet all California emission control standards. The City of Highland intends to purchase one vehicle meeting these specifications.

Questions can be sent to Leticia Nava-Cruz via email at lnavacruz@cityofhighland.org Up to 48 hours prior to bid due date.

One (1) new 2024 White Chevy Tahoe meeting the following minimum specifications:

1. White paint color (no off white)
2. Dark interior
3. V8 Engine
4. Tow package
5. 4x4

Delivery date must not exceed sixty (60) calendar days from award of bid.

Bid Price: \$ 60,499.00 (includes all fees, charges, etc. except sales tax)

Sales Tax: \$ 4,688.67 (if outside CA, add 8%).

TOTAL \$ 65,187.67

Date Available for Delivery: 3 Days from PO

VIN: 1GNSKMKD8RR345125

Name of Bidding Company Courtesy Chevroler Center

Authorized Representative: JAVIER BOTERO (Bid Coordinator)

Address: 750 Camino Del Rio North

City/State/ZIP: SAN DIEGO / Ca / 92108

Telephone: 619 297-4321 EXT 8121 or Cell 619-319-7348

Email: jbotero@courtesysd.com

Attach additional pages as necessary to provide any clarification of your bid.



Vehicle Locator

Detail Report for Customer

COURTESY CHEVROLET CENTER

750 CAMINO DEL RIO N, SAN DIEGO, CA, 92108

619-297-4321

Customer/Company: undefined

Sales Consultant:

Address: undefined

Vehicle #1: 2024 Chevrolet Tahoe	VIN/Order #	MSRP	Stock #
	1GNSKMKD8RR345125	\$61,195.00	N/A
Additional Vehicle Information			

Body Style: CK10706-4WD

PEG: 1LS-LS Preferred Equipment Group

Primary Color: GAZ-Summit White

Trim: H0U-1WT/1LT/1SP/2LT/1FL/1LS-Cloth, Jet Black, Interior Trim

Engine: L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T

Transmission: MHS-10-Speed Automatic

Options: 1LS-LS Preferred Equipment Group

A2X-Power Seat Adjuster (Driver's Side)

A50-Seats: Front, Bucket, Full Feature

ARN-Seat, 3rd row 60/40 Bench, manual

AT6-Seat, 2nd row 60/40 Bench, manual

ATH-Keyless Open & Keyless Start

AYQ-RESTRAINT SYSTEM SEAT, INFLATABLE,

DRIVER & PASS FRT, FRT SEAT SIDE FRT

INBOARD SEAT SIDE, ROOF SIDE

B30-Floor Covering: Carpet, Color Keyed

B58-Floor Mats, color-keyed, carpeted 1st and 2nd row

BTU-Remote Engine Starting Pkg

BVE-Assist Steps, Black

C6H-GVW Rating 7500 Lbs

CJ2-Climate Control, Electronic - Multi-zone

D07-Center Floor Console, fixed

DLF-Mirrors, O/S: Power, Heated

GAZ-Summit White

GU5-Rear Axle: 3.23 Ratio

H0U-1WT/1LT/1SP/2LT/1FL/1LS-Cloth, Jet Black, Interior Trim

IOR-Chevrolet Infotainment, 7" Color Screen

K34-Cruise Control

KC4-Cooler, Engine Oil

KI4-120 Volt Electrical Receptacle, In Cab

KNP-Transmission Cooling System

KW5-Alternator, 220 AMP

L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T

MHS-10-Speed Automatic

N37-Steering Column, Manual Tilt & Telescoping

PRF-3 Years of Onstar Remote Access

PZX-Wheels: 18" Aluminum with high-polish finish

QDF-Tires: 265/65 R18 All Season, Blackwall

T8Z-Buckle-To-Drive

TB4-Liftgate, Rear, manual

TQ5-Headlamps, Intellibeam

U2K-SiriusXM Satellite Radio (subscription)

UD5-Parking Assist, Front & Rear Sensors

UE1-OnStar Communication System

UE4-Following Distance Indicator

UEU-Sensor, Forward Collision Alert

UHX-Lane Keep Assist/Departure Warning

UHY-Automatic Emergency Braking

UK3-Radio Controls -Steering Wheel

UKJ-Sensor, Front Pedestrian Braking

UTJ-Theft Protection System, Unauthorized Entry

UVB-Rear Vision Camera, HD

V55-Luggage Rack, side rails, chrome

VK3-Front License Plate Mounting Provisions

YF5-California Emissions

Z82-Trailer Package

ZW7-Suspension Package, Premium Smooth Ride

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

Attachment 3

West Coast Lights and Sirens Quote for Outfitting

WEST COAST LIGHTS & SIRENS, INC.UNIT "B"
RIVERSIDE, CA 92507Phone # 951-779-9257
Fax # 951-779-9256Info@wcls.us
WCLS.US**PROPOSAL**

Date	Estimate #
8/27/2024	15315

Name / Address
SAN BERNARDINO SHERIFF AUTOMOTIVE DIVISION 655 EAST THIRD STREET SAN BERNARDINO, CA 92415-0061 ATTN: ACCOUNTS PAYABLE

Terms	VEHICLE TYPE
Net 30	2024 TAHOE

Item	Description	Qty	Cost	Total
	>>TO INSTALL THE FOLLOWING IN A CHEVY TAHOE<<			
125/HOUR	LABOR TO INSTALL THE FOLLOWING	87	125.00	10,875.00T
	>>BUMPER<<			
BK2198TAH21	PB450L4 ALUMINUM WINCH BUMPER MICROPULSE ULTRA 21-24 TAHOE	1	1,314.05	1,314.05T
SHIPPING	SHIPPING OF SETINA PRODUCTS	1	200.00	200.00
JOB MATERIALS	WARN ZEON 8-S WINCH - 89305	1	1,900.00	1,900.00T
SHIPPING	SHIPPING FOR WINCH	1	100.00	100.00
	>>LIGHTING & SIREN EQUIPMENT<<			
ES100C	ES100C SPEAKER W/O BRACKET	1	215.00	215.00T
ESB-U	KIT, UNIVERSAL BAIL BRACKET , ALL VEHICLES	1	26.00	26.00T
FHL-CHG	FLASHER, HEADLIGHT,	1	75.00	75.00T
VALR51J-CAL2	51" VALOR; RED/BLUE	1	2,550.00	2,550.00T
PF200S17B	SIREN/LIGHT CONTROLLER WITH 17 BUTTON CONTROLLER, 100/200 W, OBDII INTEGRATION CAPABILITY, INTEGRATED RUMBLER® CAPABILITY, AND INTEGRATED DUAL TONE CAPABILITY- MULTICOLOR CONTROL HEAD	1	948.00	948.00T
OBD CABLE20-GMC...	20FT OBDII INTERFACE CABLE, FOR USE ON 2021+ CHEVY TAHOE	1	130.00	130.00T

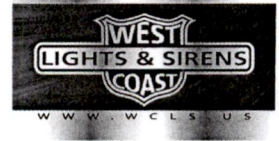
Subtotal**Sales Tax (7.75%)****Total**

WEST COAST LIGHTS & SIRENS, INC.

UNIT "B"
RIVERSIDE, CA 92507

Phone # 951-779-9257
Fax # 951-779-9256

Info@wcls.us
WCLS.US

**PROPOSAL**

Date	Estimate #
8/27/2024	15315

Name / Address
SAN BERNARDINO SHERIFF AUTOMOTIVE DIVISION 655 EAST THIRD STREET SAN BERNARDINO, CA 92415-0061 ATTN: ACCOUNTS PAYABLE

Terms	VEHICLE TYPE
Net 30	2024 TAHOE

Item	Description	Qty	Cost	Total
MPS62U-BA	MICROPULSE ULTRA 6, DUAL COLOR, CLEAR LENS, SURFACE MOUNT- BLUE/AMBER >>REAR WINDOW SIDE LIGHTS<<	2	90.00	180.00T
MPSM6-LB	FEDERAL SIGNAL SINGLE L-BRACKETS	2	10.93	21.86T
MPS62U-BA	MICROPULSE ULTRA 6, DUAL COLOR, CLEAR LENS, SURFACE MOUNT- BLUE/AMBER >>UNDER HATCH LIGHTS - ON SWITCH<<	2	90.00	180.00T
FHL-TAIL	FLASHER, TAILLIGHT, UNIVERSAL APPLICATIONS , 18" WIRE LEADS	1	71.00	71.00T
3SRCCDCR	3" ROUND COMPARTMENT LIGHT, SUPER LED RED/WHITE >>MOUNTED UNDER HATCH & IN HEADLINER FOR EQUIPMENT IN BACK CARGO AREA - ON SWITCH	2	70.20	140.40T
	>>DRIVER SIDE SPOTLIGHT<<			
ARGES2	ARGES PROFOCUS REMOTE SPOT LIGHT	1	624.24	624.24T
ARGCH1	ARGES BAIL MT CONTROL HEAD; CONTROL HEAD FOR ARGES, BAIL BRACKET	1	240.48	240.48T
ARG54D	CHEVY TAHOE, 2021+ DRIVER SIDE FENDER MOUNTING	1	75.00	75.00T
SHIPPING	SHIPPING OF WHELEN PRODUCTS	1	35.00	35.00
	>>CONSOLE EQUIPMENT & GUN RACK<<			
7170-0848-10	2021+ CHEVY TAHOE WIDE BODY CONSOLE KIT CUP HOLDER	1	675.63	675.63T
7160-0429	ARMREST VEHICLE SPECIFIC CONSOLE	1	164.73	164.73T

Subtotal
Sales Tax (7.75%)
Total

WEST COAST LIGHTS & SIRENS, INC.

UNIT "B"
RIVERSIDE, CA 92507

Phone # 951-779-9257
Fax # 951-779-9256

Info@wcls.us
WCLS.US

**PROPOSAL**

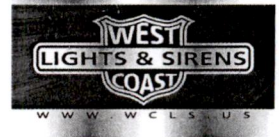
Date	Estimate #
8/27/2024	15315

Name / Address
SAN BERNARDINO SHERIFF AUTOMOTIVE DIVISION 655 EAST THIRD STREET SAN BERNARDINO, CA 92415-0061 ATTN: ACCOUNTS PAYABLE

Terms	VEHICLE TYPE
Net 30	2024 TAHOE

Item	Description	Qty	Cost	Total
7160-0332	3" CONSOLE POCKET	1	41.88	41.88T
3130-0361	2" AUX 12V POWER OUTLET FILLER PANEL	1	13.50	13.50T
1011B	15 AMP 12VOLT DC SOCKET	1	5.58	5.58T
PanelUSBQC4.0	POWERWERX PANEL MOUNT COMBINATION USB QC3.0 AND USB TYPE-C QC4.0 FAST DEVICE CHARGER	1	35.72	35.72T
1045B	4.8 DUAL USB CHARGER, INTELLIGENT DEVICE RECOGNITION ALLOWS RAPID CHARGING OF PHONES, TABLETS, OR OTHER MOBILE DEVICES, SOCKET MOUNT	1	32.10	32.10T
7160-0498	QUICK RELEASE KEYBOARD TRAY- MOUNTS ON A CLEVIS	1	148.75	148.75T
7110-1200	VESA 75 / GJ CLEVIS WITHOUT 3-STUD ADAPTER PLATE. MOUNT USING 3/8" HARDWARE. (VESA 75, GJ, AMPS, NEC MOUNTING PATTERNS)	1	73.01	73.01T
7160-0427	MONGOOSE™ - 9" LOCKING SLIDE ARM WITH 3/8" STUD	1	250.63	250.63T
7160-1015	9.5" EXTENSION BRACKET FOR DOCK	1	40.00	40.00T
SHIPPING	SHIPPING OF GAMBER PRODUCTS	1	100.00	100.00
C-DMM-3019	HEAVY-DUTY DASH MOUNT FOR 2021 CHEVROLET	1	348.98	348.98T
SHIPPING	SHIPPING OF HAVIS	1	40.00	40.00
LF18ES-LED	18 INCH RED/WHITE LED LITTLITE, NECK EXTENDS FROM END OF CHASSIS, VERTICAL MNT	1	80.00	80.00T
	>>GUN RACK<<			
FABRICATED	FABRICATION OF DUAL FREE STANDING WEAPON RACK	3	155.00	465.00T
SC-1	SANTA CRUZ GUN LOCK S-C1 W STANDARD KEY	1	104.38	104.38T
SC-6	XL HANDCUFF STYLE GUN LOCK #2 KEY	1	170.16	170.16T
SC-1901	SOLID ALUMINUM BUTT PLATE	2	25.73	51.46T

Subtotal**Sales Tax (7.75%)****Total**

WEST COAST LIGHTS & SIRENS, INC.UNIT "B"
RIVERSIDE, CA 92507Phone # 951-779-9257
Fax # 951-779-9256Info@wcls.us
WCLS.US**PROPOSAL**

Date	Estimate #
8/27/2024	15315

Name / Address
SAN BERNARDINO SHERIFF AUTOMOTIVE DIVISION 655 EAST THIRD STREET SAN BERNARDINO, CA 92415-0061 ATTN: ACCOUNTS PAYABLE

Terms	VEHICLE TYPE
Net 30	2024 TAHOE

Item	Description	Qty	Cost	Total
CP-3D-463625-WB-...	>>COMMAND BOX<< ALUMINUM COMMAND POST. LARGE SIDE STORAGE, (3) 4" SECTIONS FACEPLATES. X3 DRAWERS. BOTTOM WHITE BOARD AND MAP DRAWER. -MOUNT TV TO DRIVER SIDE OF BOX IN OPEN AREA - RADIOS -MOUNT ALL RADIO SPEAKERS INSIDE OF HATCH - HDMI, AUDIO, USB JACKS TO COMPUTER IN BOX OR ON SIDE PLASTICS	1	6,831.00	6,831.00T
AC-21TH-CPMNT-T	- TROY 110V OUTLET FACEPLATE	1	781.33	781.33T
SHIPPING	2021+ TAHOE CARGO MOUNT, 5 PIECE SYSTEM	1	200.00	200.00
FABRICATED	SHIPPING OF TROY PRODUCTS	1	450.00	450.00T
FABRICATED	FABRICATION TO MOUNT TV	1	155.00	155.00T
JOB MATERIALS	FABRICATION OF PLATE FOR USB'S	1	500.00	500.00T
MMSU1	REAR MONITOR	6	31.96	191.76T
JOB MATERIALS	MAGNETIC MIC CONVERSION KIT	2	22.00	44.00T
JOB MATERIALS	>>MOUNT ON COMMAND BOX AND WHITE BOARD	1	14.00	14.00T
091-55-20-120	TNP USB HDMI FLUSH MOUNT CABLE	1	354.08	354.08T
	3.5 MM + USB 2. AUX CAR CABLE USB MOUNT CABLE			
	>>BATTERY CHARGING EQUIPMENT<< SUPER AUTO EJECT, 120V AC, 20 AMPS >>>SPECIFY WHAT COLOR COVER NEEDED<<<			

Subtotal**Sales Tax (7.75%)****Total**

WEST COAST LIGHTS & SIRENS, INC.

UNIT "B"
RIVERSIDE, CA 92507

Phone # 951-779-9257

Info@wcls.us

Fax # 951-779-9256

WCLS.US

**PROPOSAL**

Date	Estimate #
8/27/2024	15315

Name / Address
SAN BERNARDINO SHERIFF AUTOMOTIVE DIVISION 655 EAST THIRD STREET SAN BERNARDINO, CA 92415-0061 ATTN: ACCOUNTS PAYABLE

Terms	VEHICLE TYPE
Net 30	2024 TAHOE

Item	Description	Qty	Cost	Total
SHIPPING	SHIPPING FOR KUSSMAUL	1	50.00	50.00
PST-1000F-12	1000 WATT PURE SINE INVERTER	1	750.29	750.29T
RC-15A	REMOTE CONTROL W/25' CABLE	1	95.81	95.81T
SHIPPING	SHIPPING FOR MASTERVOLT ITEMS	1	75.00	75.00
NOCO GEN5X2	NOCO GENIUS GEN5X2, 2-BANK, 10A (5A/BANK) SMART MARINE BATTERY CHARGER, 12V WATERPROOF ONBOARD BOAT CHARGER, BATTERY MAINTAINER AND DESULFATOR FOR AGM, LITHIUM (LIFEPO4) AND DEEP-CYCLE BATTERIES	1	154.64	154.64T
	>>ELECTRICAL EQUIPMENT<<			
JOB MATERIALS	ELECTRONICS BOARD WITH COVER	1	250.00	250.00T
7615B	AUTOMATIC TIMER DISCONNECT	1	106.61	106.61T
5028B	FUSE BLOCK ST BLADE 6 WITHOUT GROUND CIRCUIT	2	23.96	47.92T
	>>1 FOR COMMAND POST<<			
5026B	FUSE BLOCK STBLADE 12 CIRC W/GND/CVR	1	36.33	36.33T
7189B	150 AMP BREAKER	3	29.30	87.90T
	- WINCH (IF NEEDED)			
	- INVERTER			
	- SIREN EQUIPMENT			
FABRICATED	OF DUAL BREAKER BRACKET	1	155.00	155.00T
MB8U	3/4" HOLE NMO STYLE BRASS MT W/17" RG58U & NO CONNECTOR	3	18.00	54.00T
SI340U	SECURE IDLE	1	143.00	143.00T
JOB MATERIALS	MISC. PARTS, WIRE, ZIP TIES, CLAMPS, FASTENERS, RELAYS, ETC.	1	350.00	350.00T

*ESTIMATES ARE VALID FOR 30 DAYS.

*ORDERS WILL BE INVOICED UPON NOTIFICATION OF COMPLETION

*RETURNS/CANCELLATIONS ARE SUBJECT TO A 25% RESTOCKING FEE AND SHIPPING CHARGES.

*PLEASE MAKE SURE YOU HAVE ALL CUSTOMER SUPPLIED PARTS WHEN VEHICLE IS DROPPED OFF TO AVOID DELAYS. IF DELAYS CONTINUE, WE WILL SUPPLY NEEDED PARTS AT CUSTOMERS EXPENSE.

*CALIFORNIA CERTIFIED SMALL BUSINESS #49878

*NOTE: SALES TAX WILL BE CHARGED ON INSTALLATION LABOR ON A VEHICLE WITH 500 MILES OR LESS OR UNDER 6 MONTHS SINCE REGISTRATION WITH THE DMV

Subtotal	\$34,620.21
Sales Tax (7.75%)	\$2,621.07
Total	\$37,241.28



STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: September 3, 2024

FROM: Carlos Zamano, City Manager *CZ*

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

SUBJECT: Year-end Budget Adjustments for Fiscal Year 2023/2024

RECOMMENDATION: That the Finance/Personnel Subcommittee review and consider the Fiscal Year 2023/2024 Year-end Budget Adjustments for Expenditures and Revenues.

FISCAL IMPACT: See the attached spreadsheets for a detailed list of each budget adjustment.

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

BACKGROUND: Staff comes to the Finance/Personnel Subcommittee at the end of every fiscal year to go over any year-end budget adjustments that might be needed. Staff is suggesting the budget adjustments below:

Expenditures:

City Council – The Council approved using a recruiting firm to fill the vacancy of the City Manager. A budget adjustment was not performed at that time. The total cost of the City Manager recruitment was \$28,500 which will come from 001-2100 (fund balance).

General Government – Transfers of \$1,000,000 and \$300,000 were made to the General Capital Financing fund and the General Services fund, respectively, to help fund current and/or future expenditures in these funds. The total of \$1,300,000 will come from 001-2100 (fund balance).

Finance – Due to the retirement of the Director of Administrative Services excess expenditures for leave cashouts occurred in the amount of \$625. These funds will come from 001-2100 (fund balance).

Developer in Lieu – On March 12, 2024, Council approved a reimbursement request to Sunland Communities to offset the design and construction of the Greenspot Road street improvements constructed in conjunction with the TTM 18893 Sunland, LLC residential development. As a result, a budget adjustment is needed in the amount of \$63,240 for Release/Use of Fee. These funds will come from 008-2100 (fund balance).

Street Light District – More maintenance work on streetlights was performed due to needed repairs and accidents. Staff will be reimbursed by the insurance companies for the repairs that were due to accidents. We also had to replace more decorative lights along Base Line which increased the materials budget. A budget adjustment is also needed for the Electricity-Street Lighting line item. These adjustments total \$92,015 (\$26,545+\$16,625+\$48,845) which will come from 013-2100 (fund balance).

CFD – More administrative expenses occurred than budgeted (\$780). These expenditures are reimbursable so there is a budget adjustment for the revenue side as well.

Park Maintenance District – Water usage in the PMD fund was higher than budgeted. These funds (\$14,620) will come from 016-2100 (fund balance).

Community Facilities Maintenance District – Engineering services in this fund were higher than budgeted. These funds (\$2,900) will come from 019-2100 (fund balance).

COPS – More grant funds (\$16,305) were received than expected, so they were expended. A budget adjustment for the revenue side is included in the revenue section as well.

JAG – More grant funds (\$23,360) were received than expected, so they were expended. A budget adjustment for the revenue side is included in the revenue section as well. These additional funds were for prior years but received this year.

Fire – The Type 6 Fire Engine and Fire Battalion Chief supervisor vehicle outfitting were budgeted for in a prior year but received and paid for this year. As a result, a budget adjustment of \$403,325 is needed for Vehicles. These funds will come from 029-2105 (fund balance-reserved for encumbrance). Generators for Fire Station #1 & #2 will require a budget adjustment in the amount of \$34,990 which will come from 029-2100 (fund balance).

Revenues:

CFD – This is the revenue side of the CFD admin expenditures (\$480).

COPS – This is the revenue side of the COPS grant expenditures (\$16,305).

General Capital Financing – This is the revenue side of the transfer (\$1,000,000) from the General Fund.

JAG – This is the revenue side of the transfer (\$33,940).

General Services – This is the revenue side of the transfer (\$300,000) from the General Fund.

Attachments

1. City Fiscal Year 2023/2024 Year-end Budget Adjustments-Expenditures Spreadsheet
2. City Fiscal Year 2023/2024 Year-end Budget Adjustments-Revenues Spreadsheet

Attachment 1

City Fiscal Year 2023/2024 Year-end Budget Adjustments-Expenditures Spreadsheet

City-Fiscal Year 2023/2024 Year-End Budget Adjustments-Expenditures

General Fund

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
City Manager Recruitment	001-General	1000-City Council	4554-Contract Services Consultant	28,500	-	28,500
Transfer funds for future expenditures	001-General	1450-General Government	4123-Operating Xfer Out-Gen Capital Fin	1,000,000	-	1,000,000
Transfer funds for future expenditures	001-General	1450-General Government	4142-Operating Xfer Out-General Services	300,000	-	300,000
Retirement Director of Admin Services	001-General	1700-Finance	3125-Management Leave	625	-	625

Developer In Lieu

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
DRA 12-007 Dev In Lieu Reimbursement Sunland Communities	008-Developer in Lieu	8340-Developer in Lieu	4450-Release/Use of Fee	63,240	-	63,240

Street Light District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Budgeted too low on electricity	013-SLD	8510-SLD	4011-Electricity-Street Lighting	48,845	300,000	348,845
Decorative Lights along Baseline-Multiple knockdowns	013-SLD	8510-SLD	4206-Materials	16,625	15,000	31,625
More maint was done than budgeted-some to be reimbursed	013-SLD	8510-SLD	4664-Contract Services Engineering	26,545	100,000	126,545

Community Facilities District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received more on City Admin	014-CFD	8520-CFD	4198-City Administration	605	10,300	10,905
Continuing Disclosure	014-CFD	8520-CFD	4554-Contract Services Consultant	175	-	175

Park Maintenance District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Water usage was higher than budgeted	016-PMD	8540-PMD	4030-Water	14,620	32,500	47,120

CFD Maintenance

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Services cost more than was budgeted	019-CFD Maintenance	8430-CFD 2022-01 Mediterra	4550-Contract Services-Engineering	2,900	7,000	9,900

COPS

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received higher grant amount	021-COPS	8450-AB 3229	4560-Contract Services-Police Services	16,305	170,000	186,305

JAG

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received multiple years revenue to had to expend	026-JAG	8480-JAG	4560-Contract Services-Police Services	23,360	20,000	43,360

City-Fiscal Year 2023/2024 Year-End Budget Adjustments-Expenditures

Fire Department

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
FS#1 and 2 Generators	029-Fire	2100-Fire	6040-Equipment	34,990	-	34,990
Type 6 Engine & BC Veh. budgeted in py but recvd & paid this year	029-Fire	2100-Fire	6060-Vehicles	403,325	-	403,325

Summary

Current City Expenditure Budget	89,774,950
Total Proposed Expenditure Increases	1,980,660
Total Proposed City Expenditure Budget	<u>91,755,610</u>

Total Proposed Expenditure Increases 1,980,660

Attachment 2

City Fiscal Year 2023/2024 Year-end Budget Adjustments-Revenues Spreadsheet

City-Fiscal Year 2023/2024 Year-End Budget Adjustments-Revenues

Community Facilities District

Revenue	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received more on City Admin	014-CFD	8520-CFD	8900-Miscellaneous	480	10,600	11,080

COPS

Revenue	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received higher grant amount	021-COPS	8450-AB 3229	9350-COPS Grant	16,305	170,000	186,305

General Capital Financing

Revenue	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	023-General Capital Fi	3890-Capital Construction	9901-Operating Xfer In-General Fund	1,000,000	-	1,000,000

JAG Fund

Revenue	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received multiple years revenue	026-JAG Fund	8480-JAG	9360-JAG	33,940	20,000	53,940

General Services

Revenue	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	042-General Services	9510-Building Services	9901-Operating Xfer In-General Fund	300,000	-	300,000

Summary

Current City Revenue Budget	80,220,845
Total Proposed Revenue Increases	1,350,725
Total Proposed City Revenue Budget	81,571,570

Total Proposed Revenue Increases 1,350,725