



# City of Highland

Larry McCallon, Member  
District 5

Jimmy Saldana, Member  
District 2

## **Finance/Personnel Subcommittee Special Meeting Agenda**

January 28, 2026 at 3:00 PM  
City Hall Upright Conference Room  
27215 Base Line, Highland, CA 92346

### **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.*

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In compliance with the Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on the City's website at [www.highlandca.gov](http://www.highlandca.gov).

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.

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 \$500 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.

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## **Call to Order**

### **Roll Call**

### **Public Comment**

Limited to items on this agenda only. To address the Finance/Personnel Subcommittee, please complete a speaker form located at the entrance prior to the beginning of the meeting. For those wishing to make public comments by email, please submit your comments by 2:00 p.m. on January 28, 2026, to [publiccomment@highlandca.gov](mailto:publiccomment@highlandca.gov). Please identify the agenda item number in the subject line. Emailed comments will be distributed to the Subcommittee and retained as part of the public record; however, submissions will not be read out loud during the meeting.

### **Business Items**

1. Minutes - January 13, 2026 Finance/Personnel Subcommittee Meeting  
Approve the Minutes as submitted.
2. Review and Direction of Claim Settlement Authority and Thresholds and Claim Rejection Process
  1. Review and provide direction regarding potential revisions to claim settlement authority and thresholds, including possible repeal and replacement of Ordinance No. 174; and
  2. Direction on the claim rejection process.
3. Highland Memorial Park Plaque Replacement
  1. Approve the purchase of a replacement plaque at Highland Memorial Park in the amount of \$2,392.50; and
  2. Approve the following budget adjustment: Transfer \$2,392.50 from 001-2100 (Unreserved/Undesignated Fund balance) to be expended from 001-6000-4250.

### **Adjourn**

### **Certification**

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted on our website at [www.cityofhighland.org](http://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) at least twenty-four (24) hours prior to the meeting per Government Code Section 54956.



# Staff Report

## to the Finance/Personnel Subcommittee

Agenda  
Item  
No.1.

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**Date:** January 28, 2026  
**From:** Carlos Zamano, City Manager  
**Reviewed By:** Alondra Muñoz, City Clerk  
**Prepared By:** Lissette Nock, Deputy City Clerk  
**Subject:** Minutes - January 13, 2026 Finance/Personnel Subcommittee Meeting

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**Recommendation:**

Approve the Minutes as submitted.

**Fiscal Impact:**

None

**Public Notice:**

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

**Background:**

The Finance/Personnel Subcommittee is required to maintain an official record of its proceedings. Minutes serve as the permanent record of actions taken by the Finance/Personnel Subcommittee and provide transparency to the public regarding the business conducted at each meeting. In accordance with standard practice, the draft minutes from the January 13, 2026 Finance/Personnel Subcommittee Meeting have been prepared and are submitted for the Finance/Personnel Subcommittee's review and approval.

**Attachments:**

1. Minutes - January 13, 2026 Finance/Personnel Subcommittee Special Meeting

**Call to Order**

The Finance/Personnel Subcommittee special meeting was called to order at 11:00 a.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 - December 9, 2025 Finance/Personnel Subcommittee Special Meeting  
Approved the Minutes as submitted.
2. Resolution No. 2026-\_\_\_\_\_ Establishing Information Technology Manager Salary  
Reviewed and approved the following items for consideration by the City Council:
  1. Resolution No. 2026-\_\_\_\_, a Resolution of the City Council of the City of Highland, California, establishing employee salaries and adding the classification of Information Technology Manager; and
  2. Authorization for the City Attorney to finalize the All Covered Managed Service Provider Information Technology (IT) contract and for the City Manager to execute the contract upon finalization.

**Adjourn**

There being no further business, Member McCallon adjourned the meeting at 11:10 a.m.

Submitted By:

Approved By:

\_\_\_\_\_  
Lissette Nock, Deputy City Clerk

\_\_\_\_\_  
Subcommittee Member



# Staff Report

## to the Finance/Personnel Subcommittee

Agenda  
Item  
No.2.

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**Date:** January 28, 2026  
**From:** Carlos Zamano, City Manager  
**Reviewed By:** Carlos Zamano, City Manager  
Maricela Marroquin, City Attorney  
**Prepared By:** Alondra Muñoz, City Clerk  
**Subject:** Review and Direction of Claim Settlement Authority and Thresholds and Claim Rejection Process

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### Recommendation:

1. Review and provide direction regarding potential revisions to claim settlement authority and thresholds, including possible repeal and replacement of Ordinance No. 174; and
2. Direction on the claim rejection process.

### Fiscal Impact:

There is no direct fiscal impact associated with this item. The Finance/Personnel Subcommittee is being asked to provide direction only.

### 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:

Ordinance No. 174, adopted in 1994, establishes procedures for the processing and settlement of tort liability claims asserted against the City and assigns settlement authority based on specified dollar thresholds. Under the ordinance, the City Manager is authorized to allow, deny, compromise, or settle claims not exceeding \$500, claims exceeding \$500 and up to \$5,000 require approval by a City Council subcommittee in conjunction with the City Manager, and claims exceeding \$5,000 require approval by the City Council.

While these procedures have remained in place for more than three decades, the settlement authority thresholds established in Ordinance No. 174 have not been adjusted to reflect changes in claim values, inflation, or the current cost of resolving routine property damage claims. As a result, claims that are administrative in nature and do not present significant financial or policy considerations routinely exceed the existing thresholds and require elevated approval levels.

In evaluating updated claim settlement authority thresholds, staff reviewed settlement authority structures used by neighboring cities in the region. This comparison demonstrates that the City’s current thresholds are significantly lower than those commonly used by similarly situated jurisdictions and supports the proposed update to modernize the City’s approval structure while maintaining appropriate oversight.

This item is being presented to the Finance/Personnel Subcommittee for direction on whether to proceed with revising the settlement authority thresholds. Any recommended changes would be returned to the City Council for consideration through repeal and adoption of a replacement ordinance. Any potential adjustment to the settlement authority thresholds would be intended to improve administrative efficiency while maintaining appropriate oversight, with higher-value claims continuing to require City Council review.

<b>City</b>	<b>Designee</b>	<b>City Manager</b>	<b>Committee</b>	<b>City Council</b>
Chino	up to \$10,000	\$10,000 - \$50,000	N/A	over \$50,000
Colton	N/A	up to \$50,000	N/A	over \$50,000
<b>Highland</b>	<b>N/A</b>	<b>up to \$500</b>	<b>\$500 - \$5,000</b>	<b>over \$5,000</b>
Ontario	N/A	up to \$50,000	N/A	over \$50,000
Redlands	up to \$10,000	up to \$30,000	N/A	over \$50,000
Rialto	N/A	up to \$50,000	N/A	over \$50,000
San Bernardino	N/A	up to \$10,000	\$10,000 - \$20,000	over \$20,000

As part of the ordinance review, staff is also seeking direction on whether claim rejections should continue to require City Council action or instead be handled administratively. Under the current ordinance framework, claims are routinely presented to the City Council for rejection even when they involve no proposed payment and present no fiscal or policy considerations. Clarifying administrative authority to reject claims, following review by the City Attorney, would allow routine denials to be processed more efficiently while preserving City Council review for claims involving payment or settlement subject to established approval thresholds.

**Attachments:**

1. Ordinance No. 174

ORDINANCE NO. 174

AN ORDINANCE OF THE CITY OF HIGHLAND, CALIFORNIA,  
ESTABLISHING A PROCEDURE FOR THE PAYMENT  
OF CLAIMS AND DEMANDS AGAINST THE CITY  
AND ESTABLISHING RISK MANAGEMENT PROCEDURES  
AND REPEALING SECTIONS OF THE SAN BERNARDINO  
COUNTY CODE AS ADOPTED BY THE CITY OF HIGHLAND  
AND REPEALING CITY OF HIGHLAND ORDINANCE  
NUMBERS 6 AND 53

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

**Section 1. Findings**

The provisions of this ordinance recognize that the general claim procedures applicable to local public agencies, including this City, are governed by the provisions of Chapter 1 of Division 3.6 of the Government Code of the State of California, commencing with Section 900 and following.

**Section 2. Repeals**

Concurrent with the effective date of this ordinance Title 1, Division 1, Chapter 3 and Title 1 Division 2, Chapter 34 of the San Bernardino County Code as adopted by the City of Highland by Ordinance No. 26 and City of Highland Ordinances No's 6 and 53 shall be repealed in their entirety.

**Section 3. Definitions**

The following words and phrases as used in this Ordinance shall have the signification and meaning, unless otherwise clearly apparent from the context:

- a. "City Council" shall refer to the City Council of the City of Highland, California.
- b. "City Manager" shall mean City Manager of the City of Highland, or his/her designee.
- c. "City" shall refer to the City of Highland, California.

**Section 4. Special Claims Procedures**

Pursuant to the authority contained in Section 935 of the Government Code of the State of California, the following claims procedures are established for those claims against the City for money or damages not now governed by State or local laws:

(a) Employee Claims

Notwithstanding the exceptions contained in Section 905 of the Government Code of the State of California, all claims by public officers or employees for fees, salaries, wages, overtime pay, holiday pay, compensation for time off, vacation pay, sick leave pay, and any other expense or allowance claimed due from the City, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State of California. Such Claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State of California relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the City Council, as those provisions may from time to time be amended.

(b) Contract and other Claims

In addition to the requirements of subsection (a) of this section, and notwithstanding the exemptions set forth in Section 905 of the Government Code of the State of California, all claims against the City for damages or money, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the manner prescribed by Section 910 through 915.2 of the Government Code of the State of California. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State of California relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the Council.

**Section 5. Filing of Claims**

All tort liability claims required to be presented to the City under the provisions of the California Tort Claims Act of 1963 (Government Code Section 900 et seq.) shall be filed with the City Clerk. For purposes of Government Code Section 915 only, the City Clerk is designated to receive all filings. To the extent possible claims shall be acted upon to allow written notice of the rejection no more than forty-five (45) days after they are filed, unless they are settled.

**Section 6. Claims Covered by Insurance**

All claims filed with the City Clerk, which claims are covered by insurance, shall be forwarded by the City Clerk after action thereon by the City Council to the appropriate

insurance carrier for handling and further processing.

**Section 7. Purchases, Supplies, or Services**

- (a) All demands, invoices, or claims for purchases, supplies or service included within budgetary appropriations shall be presented in writing to the City Manager. All such demands, invoices or claims shall be fully itemized and verified as just and correct by the claimant or his/her authorized agent.
- (b) Each demand shall bear the number of the purchase order issued for the materials or services rendered.
- (c) Such demands invoices, or claims shall be audited by the City Manager, who shall prepare a register of audited demands. The affidavit of the City Manager shall be attached to such register, certifying to the accuracy of the register.
- (d) Such demands, invoices, or claims shall be approved by the City Manager and Finance Subcommittee consisting of two (2) designated members of the City Council.
- (e) All claims approved shall be paid by checks drawn upon the City Treasury signed by the person(s) designated by resolution of the City Council.

**Section 8. Risk Management Program Functions**

The purpose of the Risk Management Program is to provide protection for the City's assets by identifying risk exposure areas; by treating these areas using methods of risk avoidance or reduction; and by determining the best technique or combination for treating each exposure that cannot be avoided or reduced such as risk retention, self-insurance, noninsurance and insurance on those risks that are too great to assume.

**Section 9. Authority to settle claims, or shut down City operations in an emergency**

- (a) The City Manager shall have the powers to shut down any City operation or facility which represents an imminent hazard to City employees or to the public.
- (b) The City Manager is authorized to allow, deny, compromise or settle any tort liability claim or action that is filed against the City its officers or employees provided that as to payment:

- (1) Amount to be paid pursuant to such allowance, compromise or settlement does not exceed Five Hundred Dollars (\$500.00). The Claim or action is not subject to the terms of an insurance policy wherein the insurer is granted the authority to allow, deny, compromise or settle claims or action within the scope of such policy.
- (c) A duly authorized subcommittee of the City Council in conjunction with the City Manager is authorized to settle tort liability claims or actions against the City in an amount not to exceed Five Thousand Dollars (\$5,000.00) but which is more than Five Hundred Dollars (\$500.00)
- (d) All settlements recommended by the City Manager or Subcommittee of the City Council of a tort liability claim or action in excess of Five Thousand Dollars (\$5,000) shall first be approved by the City Council.
- (e) The City Manager is authorized to allow, deny, compromise or settle any Worker' Compensation claim or case that is filed against the City provided:
  - (1) The claim or action is for benefits as defined under the Workers' Compensation Laws of the State of California.
  - (2) The claim or action is not subject to the terms of an insurance policy wherein the insurer is granted the authority to allow, deny, compromise or settle claims or actions within the scope of such policy.
  - (3) That any such compromise or settlement is approved by the Workers' Compensation Appeals Board (WCAB).
  - (4) Except as hereinafter provided, the amount to be paid pursuant to such compromise or settlement does not exceed Fifty Thousand Dollars (\$50,000.00); provided further, that if the matter is in litigation the compromise or settlement is with the concurrence of the attorney retained to represent the City. If the amount to be paid exceeds Fifty Thousand Dollars (\$50,000.00) the compromise or settlement must be approved by the City Council, unless the amount of compromise or settlement is to meet State-mandated payments or benefits under the Workers' Compensation Laws of the State of California such as WCAB approved lump sum payments for permanent disability, life pension, burial expense and/or other death benefits.

- (f) In all claims or actions that are allowed, compromised or settled, the Finance Department shall, upon written order of the City Manager, and in accordance with the terms of such allowance, compromise or settlement, cause the necessary warrant to be issued upon the Treasury of the City in an amount for which such tort liability or Workers' Compensation claim or action has been allowed, compromised or settled pursuant to this section.
- (g) Workers' Compensation Appeals Board Awards and judicial judgements shall be processed according to these provisions and regular reports shall be provided to the City Council.


**Section 8. Severability**

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council has declared that it would have passed this ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more section, subsection, sentence, clause or phrase thereof was declared invalid.

APPROVED AND ADOPTED this 24th day of May,  
1994.

  
\_\_\_\_\_  
John P. Timmer, Mayor

Attest:

  
\_\_\_\_\_  
Debbie Anderson, Deputy City Clerk

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

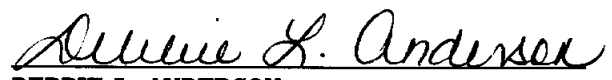
I, DEBBIE L. ANDERSON, Deputy City Clerk of the City of Highland, California, do hereby certify that Ordinance No. 174 had its first reading on May 10, 1994, and had its second reading on May 24, 1994, and was duly and regularly adopted by the City Council of the City of Highland, at a regular meeting of said Council, thereof held on the 24th day of May, 1994, by the following vote:

**AYES:** Johnson, Scott, Tully-Payne, Wheeler, Mayor Timmer

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

  
**DEBBIE L. ANDERSON**  
**DEPUTY CITY CLERK**

(SEAL)



# Staff Report

## to the Finance/Personnel Subcommittee

Agenda  
Item  
No.3.

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**Date:** January 28, 2026  
**From:** Carlos Zamano, City Manager  
**Reviewed By:** Octavio Duran, Public Works Director/City Engineer  
**Prepared By:** Octavio Duran, Public Works Director/City Engineer  
**Subject:** Highland Memorial Park Plaque Replacement

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### Recommendation:

1. Approve the purchase of a replacement plaque at Highland Memorial Park in the amount of \$2,392.50; and
2. Approve the following budget adjustment: Transfer \$2,392.50 from 001-2100 (Unreserved/Undesignated Fund balance) to be expended from 001-6000-4250.

### Fiscal Impact:

The purchase of a replacement plaque in the amount of \$2,392.50 is proposed to be funded by the City's General Fund.

### 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 1995, the Lions Club – Highland Chapter, with approval from the City, installed a Memorial plaque at a public facility to honor Highland citizens who sacrificed their lives during the Vietnam War. Approval was granted under the condition that the Lions Club maintain the plaque. Around 1996, the American Legion Post 421 Highland accepted responsibility for updates to the Memorial with the transfer from the Lions Club. In 2012, the Memorial plaque was relocated to Memorial Park after it was constructed at the southeast corner of Base Line and Central Avenue. Before the Memorial Day Ceremony on May 26, 2025, the American Legion Post 421 discovered that the Memorial plaque was stolen, and they are requesting the City fund its replacement because they do not have the funds to do it themselves. The American Legion Post 421 is, however, committed to continue adding any verified name to the Monument. Staff received a quote in the amount of \$2,392.50 from New Century Headstones who has been manufacturing the City's signs for the past 10 years and is recommending approval. The quote the City received is within the quotes provided by the American Legion Post 421 from Frank L. Ricker, Inc. and Sun City Granite, Inc. in the approximate amount of \$3,000 plus tax and \$1,966.54, respectively. The installation of the Memorial plaque would be done by Public Works staff.

**Attachments:**

1. Highland Memorial Plaque Photos
2. Highland Memorial Plaque Quote

# Attachment 1

DANIEL D. YARNELL  
HIGHLAND COMMUNITY  
MEMORIAL

IN HONOR OF THOSE MEN  
WHO GAVE THEIR LIVES TO  
PROTECT THE FREE WORLD  
FROM AGGRESSION  
MAY THEIR EFFORTS BE NOT IN VAIN

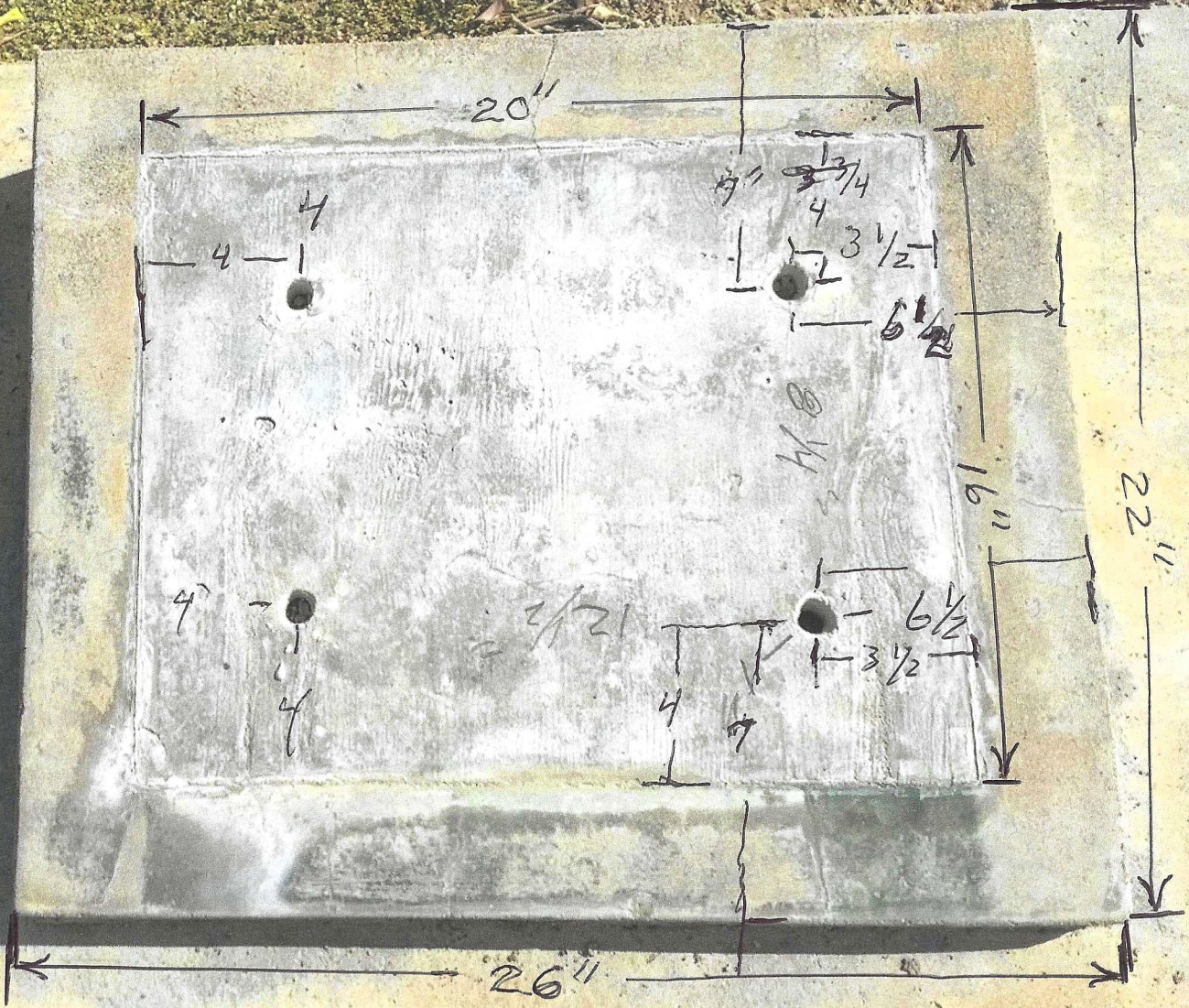
- CPL DANIEL DAVID YARNELL USMC
- S/SGT ROBERT ALEXANDER CAIRNS USRF
- 1ST LT JOHN FLOYD COCHRANE USA
- CPL DARWIN E RAY USA
- 1/CPL GARY M BARNARD USMC
- S/SGT RICHARD J CALL USA
- SP/4 DOUGLAS R SERVEY USA
- SP/4 JAMES A NICHOLSON USA
- 1/CPL WILLIAM H RODDICK USMC
- CPL CARL H HORNER USA

*[Small plaque with illegible text]*

ATCH # 1

ATCH # 2

ATCH # 2



THIS MEMORIAL HONORS THE NINE HIGHLAND  
CITIZENS WHO SACRIFICED THEIR LIVES  
DURING THE VIETNAM WAR.  
THIS "DANIEL D. YARNELL" HIGHLAND  
COMMUNITY MEMORIAL WAS DEDICATED ON  
MEMORIAL DAY 1967 AT THE HIGHLAND  
DISTRICT LION'S CLUB PARK LOCATED ON  
MAIN STREET EAST OF PALM AVE.  
NOVEMBER, 1972 THE MEMORIAL WAS  
RELOCATED TO THE HIGHLAND WOMEN'S  
CLUB HOUSE AT THE NE CORNER OF MAIN  
STREET AND PALM AVE.  
OCTOBER, 1990 THIS MEMORIAL AGAIN WAS  
RELOCATED TO ITS PRESENT LOCATION.  
PLAQUE DEDICATED MEMORIAL DAY, 1995  
BY LIONS CLUB PRESIDENT JAMES MONGER

26  
20  
20  
26  
51  
ATLH # 3

22 1/4

22  
ATLH # 3

25 7/8

ATCH # 4

15-10603-401 Revised 6/92 (CR1) SHERIFF'S DEPARTMENT COUNTY OF SAN BERNARDINO, CA UNIFORM CRIME REPORT  03600	1. CODE SECTION <input checked="" type="checkbox"/> F <b>PC487</b> <input type="checkbox"/> M <input type="checkbox"/> OTHER	2. CRIME DEFINITION <b>GRAND THEFT</b>	3. CASE NUMBER <b>132501880</b>	CRIME CODE <b>F</b>
	4. ASSIGNED MONTH-DAY-YEAR-TIME <b>05.31.2025/ 1315 HOURS</b>	5. ARRIVED MONTH-DAY-YEAR-TIME <b>05.31.2025/ 1321 HOURS</b>	6. BEAT <b>H12</b>	7. REPORTING DISTRICT <b>HI016</b>

8. OCCURRED DAY OF WEEK-MONTH-DAY-YEAR-TIME <b>UNKNOWN</b>	9. REPORTED MONTH-DAY-YEAR-TIME <b>05.31.2025/ 1253 HOURS</b>	10. LOCATION OF OCCURRENCE <b>BASELINE STREET. CENTRAL AVENUE</b>	CITY <b>HIGHLAND</b>
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CODES FOR BOXES 12 & 22 ARE: V = VICTIM W = WITNESS RP = REPORTING PARTY DC = DISCOVERED CRIME IP = INVOLVED PARTY O=OTHER

<b>VICTIM WITNESSES</b>	11. NAME: LAST, FIRST MIDDLE (FIRM IF A BUSINESS) <b>SEE CONFIDENTIAL</b>	12. CODE <b>RP</b>	13. RESIDENCE ADDRESS-STREET-CITY-ZIP	14. RESIDENCE PHONE
	15. OCCUPATION	16. RACE/SEX	17. AGE	18. DOB
	19. BUSINESS ADDRESS-STREET-CITY-ZIP	20. BUSINESS PHONE		
	21. NAME: LAST, FIRST, MIDDLE (FIRM IF A BUSINESS)	22. CODE	23. RESIDENCE ADDRESS-STREET-CITY-ZIP	24. RESIDENCE PHONE
25. OCCUPATION	26. RACE/SEX	27. AGE	28. DOB	29. BUSINESS ADDRESS-STREET-CITY-ZIP
30. BUSINESS PHONE				

<b>SUSPECTS</b>	31. SUSPECT #1 NAME: LAST, FIRST, MIDDLE <b>UNKNOWN</b>	32. RACE/SEX	33. AGE	34. HT.	35. WT.	36. HAIR	37. EYES	38. DOB	39. ARRESTED <input type="checkbox"/> YES <input type="checkbox"/> NO	40. INTERVIEWED <input type="checkbox"/> YES <input type="checkbox"/> NO	
	41. RESIDENCE ADDRESS-STREET-CITY-ZIP				42. CLOTHING AND OTHER IDENTIFYING MARKS/CHARACTERISTICS						
	43. SUSPECT #2 NAME: LAST, FIRST, MIDDLE	44. RACE/SEX	45. AGE	46. HT.	47. WT.	48. HAIR	49. EYES	50. DOB	51. ARRESTED <input type="checkbox"/> YES <input type="checkbox"/> NO	52. INTERVIEWED <input type="checkbox"/> YES <input type="checkbox"/> NO	
	53. RESIDENCE ADDRESS-STREET-CITY-ZIP				54. CLOTHING AND OTHER IDENTIFYING MARKS/CHARACTERISTICS						

<b>INVEST</b>	55. ADDITIONAL NAMES IN CONTINUATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				56. ADDITIONAL INFORMATION FROM <input type="checkbox"/> VICTIM <input type="checkbox"/> WITNESS <input checked="" type="checkbox"/> OFFICER <input type="checkbox"/> OTHER						
	57. PHYSICAL EVIDENCE RECOVERED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				58. PHOTOGRAPHS TAKEN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			59. LATENT PRINTS LIFTED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
	60. VEHICLE <input type="checkbox"/> VICTIM <input type="checkbox"/> SUSPECT	61. COLOR	62. YEAR	63. MAKE	64. MODEL	65. BODY	66. LICENSE NUMBER	67. STATE	68. DAMAGE/ODDITY/ACCESSORIES		

<b>CRIME STATISTICS</b>	69. ROBBERY WEAPON: <input type="checkbox"/> FIREARM <input type="checkbox"/> OTHER DANGEROUS <input type="checkbox"/> CUTTING INSTRUMENT <input type="checkbox"/> STRONG ARM	LOCATION: <input type="checkbox"/> HIGHWAY <input type="checkbox"/> CONVENIENCE STORE <input type="checkbox"/> OTHER BUSINESS <input type="checkbox"/> SERVICE STATION <input type="checkbox"/> RESIDENCE <input type="checkbox"/> BANK <input type="checkbox"/> MISC.
	70. ASSAULTS WEAPON: <input type="checkbox"/> FIREARM <input type="checkbox"/> KNIFE / CUTTING INSTRUMENT <input type="checkbox"/> OTHER DANGEROUS WEAPON	<input type="checkbox"/> HANDS/FEET <input type="checkbox"/> SIMPLE/NO INJURY
	71. BURGLARY <input type="checkbox"/> NIGHT <input type="checkbox"/> UNKNOWN <input type="checkbox"/> DAY	<input type="checkbox"/> FORCIBLE ENTRY <input type="checkbox"/> NO FORCIBLE ENTRY <input type="checkbox"/> ATTEMPTED FORCIBLE ENTRY <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> VEHICLE <input type="checkbox"/> NON-RESIDENTIAL (BUILDING)
	72. LARCENY <input type="checkbox"/> PICKPOCKET <input type="checkbox"/> PURSE-SNATCH <input type="checkbox"/> SHOPLIFT <input type="checkbox"/> FROM MOTOR VEHICLE	<input type="checkbox"/> MOTOR VEHICLE PARTS <input type="checkbox"/> BICYCLES <input type="checkbox"/> FROM BUILDING - NOT SHOPLIFT OR MACHINES <input type="checkbox"/> FROM COIN-OPERATED MACHINES <input type="checkbox"/> ALL OTHERS
	73. PROPERTY TYPES & VALUES	STOLEN CURRENCY, NOTES \$ JEWELRY \$ CLOTHING, FURS \$ OFFICE EQUIPMENT \$ TV, STEREO, ETC. \$ FIREARMS \$ HOUSEHOLD GOODS \$ CONSUMABLE GOODS \$ LIVESTOCK \$ OTHER MISC. \$ TOTAL \$ 0.00
74. DOMESTIC VIOLENCE: INJURIES? <input type="checkbox"/> NONE <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR WEAPONS? <input type="checkbox"/> YES <input type="checkbox"/> NO		
75. PEACE OFFICER ASSAULTED OR ARSON? <input type="checkbox"/> YES (IF YES, COMPLETE BOXES 1,2,3,4 AND 34 OR 35 ON CR-4 FORM)		

<b>SYNOPSIS</b>	76. SYNOPSIS <b>On Saturday, May 31, 2025, at approximately 1253 hours, the reporting party (RP) contacted San Bernardino Dispatch to report a theft of a Memorial plaque. The RP stated that he saw the plaque on May 27, 2024, during the yearly Memorial Day celebration. During the Memorial Day celebration on May 26, 2025, the Rp saw the plaque was missing. The Rp believes the 16x24 cost \$1000.00. There are no witness and surveillance cameras in the area. Report taken for documentation. Station file only.</b>
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77. REPORTING OFFICER <b>L. BROWN</b>	78. EMPLOYEE # <b>F5280</b>	79. DATE <b>053125</b>	80. REVIEWED BY <b>AB</b>	DATE <b>6/2/25</b>	81. ROUTING INFORMATION <input type="checkbox"/> SUBMIT TO D/A <input type="checkbox"/> IMMEDIATE FOLLOW UP <input type="checkbox"/> OTHER:
82. IS REPORTING OFFICER PC 115 QUALIFIED? <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

ATCH # 4

# Attachment 2

**New Century Products and Services**

590 West Maple Court, Unit C.  
Colton, CA 92324 US  
+19519778772  
info@newcenturyheadstones.com  
www.newcenturyheadstones.com



**BILL TO**  
Jim Richardson  
jrichardson@highlandca.gov

**SHIP TO**  
Highland

**INVOICE** 2451  
**DATE** 01/26/2026  
**TERMS** Due on receipt  
**DUE DATE** 02/01/2026

**SALES REP**  
Vs

Plaque / Memorial	16x20x1 thick /SS/ Black granite/ traditional engraving	1	2,200.00	2,200.00T
FREIGHT		1	0.00	0.00

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SUBTOTAL	2,200.00
TAX	192.50
TOTAL	2,392.50

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BALANCE DUE	<b>\$2,392.50</b>
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