



City of Highland

Penny Lilburn, Mayor
District 3

Jimmy Saldana, Mayor Pro Tem
District 2

Gregory Hogan, Councilmember
District 1

Larry McCallon, Councilmember
District 5

John P. Timmer, Councilmember
District 4

City Council Regular Meeting Agenda

August 11, 2026 at 6:00 PM

City Hall Donahue Council Chambers
27215 Base Line, Highland, CA 92346

View the meeting live online at: www.youtube.com/@CityofHighland

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.

The City's YouTube live stream is available for observation only.

www.youtube.com/@CityofHighland

Individuals wishing to provide public comment should use one of the participation methods outlined below.

Public Comment Participation

To address the City Council, members of the public may participate in person, remotely, or by submitting written comments. Please review the participation options below for instructions. Individual speakers are limited to three (3) minutes each. All comments submitted to the City Council, whether provided in writing, remotely, or in person, become part of the public record.

In Person

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.

Written Comments

Please submit your comments to publiccomment@highlandca.gov or by mail to the City Clerk's Office, 27215 Base Line, Highland, CA 92346 two (2) hours before the start of the meeting. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number. Emailed comments will be distributed to the City Council and retained as part of the public record; however, submissions will **NOT** be read out loud during the meeting.

Remote

To participate remotely, use one of the access methods outlined below.

(Before joining, please turn off all background noise. To avoid audio issues, test your computer or device audio and upgrade to the latest version of Zoom.)

Computer or Cell Phone via Zoom App	Dial In
 www.zoom.us/join Meeting ID: 844 4593 9727	Phone: (669) 444-9171; press pound (#) Meeting ID: 844 4593 9727; press pound (#) <i>(If prompted for a Participant ID, press the # key)</i>
1. Use the "raise hand" function to join the queue to speak. 2. Staff will call your name when it's your time to speak. 3. You may state your name at the beginning of your remarks. Speakers will have three (3) minutes to speak.	1. Use the "raise hand" function to join the queue to speak. (Press (*9) on your phone to raise your hand.) 2. Staff will state the last four digits of your phone number when it is your time to speak. (Press (*6) to unmute when it is your turn to speak.) 3. You may state your name at the beginning of your remarks. Speakers will have three (3) minutes to speak.

DISCLAIMER: Participant names and/or phone numbers may be visible to other participants.

In compliance with the Americans with Disabilities Act (ADA), if you need reasonable accommodations to participate in this meeting, including auxiliary aids or services, language interpretation, or other communication assistance, please contact the City Clerk's Office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting whenever possible. The City will make reasonable efforts to accommodate requests received with less notice.

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.

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.

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Special Presentations

San Bernardino Council of Governments Programs Update - Monique Reza-Arellano, Director of the Council of Governments

Public Comment

This public comment period is reserved for comments on matters within the subject matter jurisdiction of the City that are not listed on the agenda and on items included on the Consent Calendar. If you wish to comment on another agenda item or public hearing item, please wait until that item is called for consideration. Under the State of California Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the agenda.

City Council Consent Calendar

1. Waive the Reading of All Ordinances

Waive the reading of all ordinances in their entirety and read by title only.

2. Minutes - July 14, 2026 City Council Special Meeting

Approve the Minutes as submitted.

3. Minutes - July 14, 2026 City Council Regular Meeting

Approve the Minutes as submitted.

4. Minutes - August 3, 2026 City Council Special Meeting

Approve the Minutes as submitted.

5. Treasurer's Report for June 2026

Receive and file the Treasurer's Report for June 2026.

6. Warrant Register No. 792

Approve Warrant Register No. 792; Warrants in the amount of \$1,856,273.24 and Payroll in the amount of \$372,378.13.

7. Amendment to Resolution No. 2026-020 – Rules of Procedure for Council Meetings

Adopt Resolution No. _____ amending Resolution No. 2026-020 to revise Section 3.1(b) regarding the annual selection of the Mayor and Mayor Pro Tem.

8. National Pollution Discharge Elimination System (NPDES) Implementation Agreement with San Bernardino County, the San Bernardino County Flood Control District and the Cities of Big Bear Lake, Chino, Chino Hills, Colton, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland, and Yucaipa

1. Approve the National Pollutant Elimination System Stormwater Permit Implementation Agreement, Santa Ana Region between the City of Highland and the San Bernardino County Flood Control District, and
2. Authorize the Mayor to execute the Agreement.

9. Easement Acceptance - 25553 Jane Street

1. Accept the Grant of Easement for Jane Street Right-of-Way Dedication; and
2. Direct the City Clerk to record the Grant of Easement.

City Council Legislative10. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)

Discussion and possible action.

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

Discussion and possible action.

Announcements**Closed Session****CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Government Code Section 54956.9(d)(1)

City of Highland v. Shahatit, San Bernardino County Court Case Number CIVSB2418718

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 meeting of the City Council is scheduled for September 8, 2026.

Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted on our website at www.highlandca.gov 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 seventy-two (72) hours prior to the meeting per Government Code Section 54954.2.



Staff Report

to the City Council

Agenda
Item
No.1.

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Waive the Reading of All Ordinances

Recommendation:

Waive the reading of all ordinances in their entirety and read by title only.

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:

Under California Government Code Section 36934, before adopting an ordinance, the title of the ordinance must be read in full or by title only. Government Code Section 36933 further allows the legislative body to waive the reading of the ordinance in full, provided that the ordinance has been made available to the public and the Council by title and in writing. Copies of all proposed ordinances are included in the City Council agenda packet, made available to the public in advance, and posted on the City's website.

Attachments:

None



Staff Report

to the City Council

Agenda
Item
No.2.

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Minutes - July 14, 2026 City Council Special Meeting

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 City Council is required to maintain an official record of its proceedings. Minutes serve as the permanent record of actions taken by the City Council and provide transparency to the public regarding the business conducted at each meeting. In accordance with standard practice, the draft minutes from the July 14, 2026, City Council Special Meeting have been prepared and are submitted for the City Council's review and approval.

Attachments:

1. Minutes - July 14, 2026 City Council Special Meeting

Call to Order

The special meeting of the City Council of the City of Highland was called to order at 5:45 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Roll Call

Present: Lilburn, McCallon, Saldana, Timmer

Absent: Hogan

Public Comment

None

City Council Legislative

1. Adoption of Revised Resolutions for Fiscal Year 2026-2027 Special Taxes and Assessments

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

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

1. Adopt revised resolution for the Fiscal Year 2026-2027 special taxes assessments to comply with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector's updated submission requirements; and
2. Authorize the City Manager, in consultation with the City Attorney, to make any additional clerical or non-substantive revisions to any 2026-2027 special taxes and assessment resolutions if they are rejected as a result of the County of San Bernardino's new Direct Charge processing requirements. Motion carried, 4-0, with Councilmember Hogan being absent.

RESOLUTION NO. 2026-044

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,
FIXING THE HIGHLAND PARAMEDIC SPECIAL TAX RATE FOR FISCAL YEAR 2026-
2027

RESOLUTION NO. 2026-045

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,
ORDERING THE CONTINUED MAINTENANCE OF IMPROVEMENTS IN THE STREET
AND DRAINAGE DISTRICT NO 96-1 AND CONFIRMING THE ENGINEER'S REPORT
AND LEVYING THE ASSESSMENT FOR FISCAL YEAR 2026-2027

RESOLUTION NO. 2026-046

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 2026-2027

Adjourn

Mayor Lilburn adjourned the meeting at 5:51 p.m.

Submitted By:

Approved By:

Alondra Muñoz, CMC
City Clerk

Penny Lilburn
Mayor



Staff Report

to the City Council

Agenda
Item
No.3.

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Minutes - July 14, 2026 City Council Regular Meeting

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 City Council is required to maintain an official record of its proceedings. Minutes serve as the permanent record of actions taken by the City Council and provide transparency to the public regarding the business conducted at each meeting. In accordance with standard practice, the draft minutes from the July 14, 2026 City Council Regular Meeting have been prepared and are submitted for the City Council's review and approval.

Attachments:

1. Minutes - July 14, 2026 City Council Regular Meeting

Call to Order

The regular meeting 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.

Invocation

The invocation was given by Pastor Lee Coe, Calvary Chapel San Bernardino Church.

Pledge of Allegiance

The Pledge of Allegiance was led by Phillip Goodrich from East Valley Water District (EVWD).

Roll Call

Present: Lilburn, McCallon, Saldana, Timmer

Absent: Hogan

Special Presentations

Mark Cloud, Southern California Edison (SCE) Government Affairs Manager, gave a presentation on the 2025 SCE Annual Electric System Reliability Report.

Mayor Lilburn awarded a certificate of recognition to Dr. Mike Girgis from Alapalm Animal Hospital.

Public Comment

Junior Carillo (In Person) expressed concerns with issues affecting the community.

Jane Bouch and Chris Nielsen representing the Highland Chamber of Commerce (In person) listed upcoming events.

City Council Consent Calendar

A MOTION was made by Councilmember McCallon, seconded by Councilmember Timmer to approve the consent calendar as submitted with the exception of pulling Agenda Item No. 12 for discussion. Motion carried on a roll call vote, 4-0, with Mayor Lilburn abstaining from Agenda Item No. 16 and Councilmember Hogan being absent.

A MOTION was made by Councilmember McCallon, seconded by Mayor Lilburn to approve Agenda Item No. 12 following discussion. Motion carried on a roll call vote, 3-0, with Councilmember Timmer dissenting and Councilmember Hogan being absent.

1. Waive the Reading of All Ordinances

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

2. Minutes - June 9, 2026 City Council Regular Meeting

Approved the Minutes as submitted.

3. Treasurer's Report for May 2026

Received and filed the Treasurer's Report for May 2026.

4. Warrant Register No. 791

Approved Warrant Register No. 791; Warrants in the amount of \$4,244,376.37 and Payroll in the amount of \$276,138.05.

5. Records Destruction Authorization
Approved the destruction of certain records.
6. Amendment to the Agreement with San Bernardino County for Weed Abatement (Fire Hazard Abatement)
 1. Approved the contract amendment with the San Bernardino County Fire Protection District for fire hazard abatement services (Weed Abatement Enforcement Operations); and
 2. Authorized the Mayor to sign the amended contract.
7. Cooperative Fire Protection Agreement (Automatic Aid Agreement between the City of Highland and the U.S. Forest Service)
Authorized the Mayor and Cal Fire Chief Liz Brown to execute the Cooperative Fire Protection Agreement on behalf of the City.
8. Agreement with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for the Collection of Special Taxes, Fees, and Assessments for Fiscal Year 2026-2027 through 2030-2031
 1. 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 2026-2027 through 2030-2031; and
 2. Authorized the Mayor to execute and sign the electronic version of the Agreement on behalf of the City once it becomes available.
9. Rexco Development (San Carlo II Apartments) Request for Parkland Acquisition & Park Facilities Development Impact Fee Credit in Accordance with Highland Municipal Code Section 16.40.200, Park and Recreational Facilities
Approved a request by Rexco Development for a fifty percent (50%) Parkland Acquisition & Park Facilities Development Impact Fee Credit in the amount of \$437,920 (\$1,610 credit per unit) for the San Carlo II Townhome Apartment Development generally located on the east side of Calhoun Road, approximately 500 feet north of Greenspot Road (APN 1201-351-29).
10. Declare One (1) Seat Vacant on the Historic and Cultural Preservation Board
 1. Declared one (1) seat vacant on the Historic and Cultural Preservation Board; and
 2. Directed the City Clerk to advertise the vacancy on the Historic and Cultural Preservation Board.
11. Final Map Approval - Tract No. 18893, Subdivision Improvement Agreement and Lien Agreement Between the City and Greenspot Corridor, LLC
 1. Approved the Final Map of Tract No. 18893;
 2. Approved the subdivision lien agreement in-lieu of bonds; and
 3. Authorized the Mayor to sign the subdivision lien agreement and standard subdivision improvement agreement as approved by the City Attorney.

12. Final Map Amendment - Tract No. 20387
Approved the amended Final Tract Map No. 20387.
13. Contract Extension with Yunex, LLC for the City of Highland Streetlight Maintenance
 1. Extended the Streetlight Maintenance Contract with Yunex, LLC for one year; and
 2. Approved a 2.7% increase to the contract unit prices.
14. Contract Extension with Yunex, LLC for the City of Highland Traffic Signal Maintenance
 1. Extended the Traffic Signal Maintenance Contract with Yunex, LLC for five years;
 2. Approved a 2.7% increase to the contract; and
 3. Authorized the City Manager to approve the remaining contract extensions according to the terms of the contract.
15. Amendment to the Agreement with ABM Building Solutions for Emergency Generator System Installation for Fire Stations 541 and 542 (Work Program, HP)
Authorized the City Manager to approve up to an additional 10% contingency for each of the two fire station agreements.
16. Authorization and Purchase Agreements for Heating, Ventilation, and Air Conditioning (HVAC) System Repairs for the Highland Senior Center
 1. Waived formal contract procedures per Municipal Code Section 2.40.100 for which the City's best interest are served;
 2. Approved the preliminary proposal from Carrier Corporation in the amount of \$134,313 for HVAC improvements at the Highland Senior Center through the City's Sourcewell cooperative purchasing program Contract #080824-CAR; and
 3. Authorized the City Manager to negotiate and sign a purchase agreement with Carrier Corporation in the amount not to exceed \$150,000.
17. Joint Use Agreement between the City of Highland and Southern California Edison (9th Street and Tippecanoe Avenue)
Approved the Joint Use Agreement between the City of Highland and Southern California Edison.
18. Amendment to the Design Services Task Order with Engineering Resources of Southern California (ERSC) for the Elder Gulch Storm Drain Project (sdr19001)
 1. Approved an amendment to the design services task order with Engineering Resources of Southern California (ERSC), Inc. to include waterline relocation design services for Elder Gulch Storm Drain Project (sdr19001) in the amount of \$38,950;
 2. Authorized the City Manager to approve additional contract amendments up to 10% of the revised contract amount of \$194,715; and
 3. Authorized the City Manager to enter into a Reimbursement Agreement with East Valley Water District (EVWD), after it's been reviewed and approved by the City Attorney, for design work related to the relocation of their water pipeline.

19. Agreement with STK Architects for Architectural Services for the Highland City Hall Improvements Project (Work Program, HP-)

1. Authorized the City Manager to enter into an agreement with STK Architects for architectural services for the City Hall Improvements Project in the amount not to exceed \$173,654; and
2. Authorized the City Manager to approve contract amendments up to 10% of the contract amount.

City Council Public Hearing

20. 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)

Mayor Lilburn opened the public hearing.

Community Development Director Mainez stated this item before you is a resolution regarding the annual adjustment of the city mining tax. For this adjustment, the city applied a Consumer Price Index (CPI) for the Riverside, San Bernardino, Ontario areas from May 2025 to May 2026, and the CPI was 3.4%. Staff recommend City Council increase the tax by 3.4%. This equates to a tax of twenty-eight (28) cents per ton. In accordance with government code, staff published the mining tax increase notice twice in a general circulation newspaper and notified CEMEX and Robertson's Ready Mix. Both mining operators had no objection to this tax, which will retroactively be effective July 1, 2026.

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

A MOTION was made by Councilmember Timmer, seconded by Mayor Pro Tem Saldana to adopt Resolution No. 2026-047, fixing the Highland Business License Tax on the extraction and/or processing of rock, sand, and gravel (aggregate) for Fiscal Year 2026-2027. Motion carried, 4-0, with Councilmember Hogan being absent.

RESOLUTION NO. 2026-047

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 2026-2027

21. Designation of Voting Delegate and Alternate Voting Delegate for the League of California Cities (Cal Cities) Annual Conference

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

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

1. Appoint Mayor Pro Tem Saldana as the Voting Delegate and no Alternate Voting Delegate for the Annual Conference and Expo scheduled for September 23-25, 2026 in Anaheim; and
 2. Advise City staff that the Voting Delegate is the only one attending the Annual Conference and Expo. Motion carried, 4-0, with Councilmember Hogan being absent.
22. 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 June received 3,496 calls for service, made 284 reports, 95 arrests, issued 44 citations, conducted 346 traffic enforcement stops, responded to 47 traffic collisions which included hit and runs, 35 transient calls, and 16 towed vehicles.

The Highland Fire Department for the month of June received 635 calls for service, some of which included: 511 medical aids, 26 traffic collisions, 6 structure fires, 13 other fires, 3 vehicle fires and 33 public service assistance.

The Administrative Services/Finance Department for the month of June issued 45 business licenses, renewed 72 business licenses, issued 122 dog licenses, 58 yard sale permits, and 208 account payable checks.

The Public Works Department announced the City Hall Fence and Gates Project is near completion and is expected to have the gates operational by July 30, 2026.

The City's two (2) new electric vehicles purchased in February officially arrived and will be rolled out in the next few weeks. In anticipation of these vehicles, the City installed new electric vehicle chargers that are designated for the City's new and existing EV fleet.

The artwork for the SR-210 and Base Line Interchange pilasters was successfully installed on June 18, 2026. The final project work not only beautifies a major corridor but also honors Highland's agricultural roots and community identity. More details on the project are available in the City's June 25 newsletter and can be found on the website.

On Monday, July 27, from 12:00 p.m. to 5:00 p.m., a Blood Drive will be held at the Highland Police Station located at 26985 Base Line.

On Tuesday, August 4, from 6:00 p.m. to 8:00 p.m. the city will host its National Night Out event at the Highland Police Station located at 26985 Base Line.

For the month of June, Burrtec completed 249 illegal dumping work orders.

On July 7, the Planning Commission approved a new for-sale condominium development project proposed by Ironside Building Company located at the north-east corner of the Greenspot Village & Marketplace specific plan (Planning Area 2). The proposal consists of 35 three-story buildings encompassing 240 condo units, various recreational amenities including a small clubhouse, a pool, two (2) dog parks, game terrace, paseo, and open green space. This project is the last residential entitlement to be approved in the Greenspot Village & Marketplace Specific Plan, which brings the overall number of entitled units within

the Specific Plan to 1,206. Staff anticipates the rough grading and construction to start early next year.

The evening of July 4, 2026, the Highland Fireworks Enforcement effort was conducted from 7:30 p.m. to 10:30 p.m. The effort included teams consisting of the City's Code Enforcement Officers and Management Staff. In addition, two (2) members of the CalFire Enforcement team assisted with this year's effort. As a result, approximately 80 administrative citations with fines of \$2,000 were identified. The data collected is being reviewed by Code Enforcement to determine the final amount of citations that will be issued. The fines will be collected with the help of the city's third party vendor, Data Ticket.

Highland's newest convenient delivery and carryout restaurant, Marco's Pizza is now open for business in the Greenspot Crossings Shopping Center located at 27828 Greenspot Road, northeast of Greenspot Road and SR-210 on-ramp. Marco's Pizza has a variety of specialty pizzas, subs, wings, salads, pizza bowls, pizzoli, calzones and other local delights. Order with their app or at [Marcos.com](https://www.marcospizza.com).

Anthem Gas Station and convenience store on Greenspot Road received a temporary occupancy permit on Tuesday, June 23, 2026. The related car wash and other non-health and safety items still need to be completed before they receive their final occupancy permit. The convenience store offers Wetzel's Pretzels and there are plans in the works for an El Pollo Loco restaurant to occupy the drive-thru portion of the convenience store in the future.

Stallant Health and Wellness is a new health care business located at 27811 Greenspot Road within the Lowe's Shopping Center. This new health and wellness business places a strong emphasis on prevention and lifestyle remedies over band-aid fixes. The ambience of their office is designed to ensure comfort without the usual stress of health care environments.

America First Credit Union located in the Greenspot Crossing Shopping Center on Greenspot Road received their occupancy permit last week and are making arrangements to officially open to the public on Monday, July 13, 2026. The new credit union is located next to the new Marco's Pizza.

The city welcomes all the new businesses home to Highland.

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

Councilmember McCallon thanked staff for a successful Fourth of July parade. It was encouraging to observe community participation.

Mayor Lilburn thanked all staff for a great job on the Fourth of July parade. She was impressed with all the bystanders who attended this year. She observed staff attending the fireworks show event held at Immanuel Baptist Church. She gave the welcoming speech, and sat among the audience. She thanked the community for their understanding regarding the malfunction of the fireworks show. The city was not at fault as this pyrotechnics company had been used in the past. She commended Police and Fire Departments during the Fourth of July celebrations. She recognized them for having a demanding month, managing incidents such as head-on collisions, injured animals and other emergencies. Police and fire personnel are currently experiencing increased

workload and she wanted to thank them for their dedicated service. Additionally, she thanked Grocery Outlet. They had an event on Saturday, July 11, 2026, to raise funds for a nonprofit organization. Funds being raised will go to the Highland Senior Center. Additionally, she announced a new section in the newsletter, "The Good Neighbor Guide" for homeowners, offering helpful advice on small actions residents can take to maintain a well-kept property within the neighborhood. Lastly, she was impressed with the Base Line Interchange artwork completion.

Mayor Pro Tem Saldana thanked staff and volunteers for the Fourth of July parade. It was his first time participating and was pleasantly surprised how organized and well attended the event was. He looks forward to future parades. Additionally, he is disappointed at the outcome of many fireworks citations. He inquired with staff on the amount of citations handed out?

City Manager Zamano confirmed 80 citations, and staff is vetting through them.

Mayor Pro Tem Saldana stated the number is an increase from last year. He had previously communicated to Mayor Lilburn in the weeks leading up to the Fourth of July holiday there was a reduced number of illegal fireworks observed during the nighttime hours. He believed the citation issued last year indicated the measures were effective. However, it appears this may not have been the case. He was disappointed as he did not believe the public has fully understood the dangers associated with setting off fireworks. The neighboring City of San Bernardino had numerous structure fires occurring overnight due to illegal fireworks and he hopes the community understands the message of how dangerous it is. He visited Marco's Pizza and found the quality of the pizza excellent. He is happy to hear Anthem Gas Station was able to obtain a temporary occupancy permit and stopped by Wetzel's Pretzels last Friday, and they had a long line for pretzels. Lastly, he will be attending National Night Out on August 4, 2026 and it will be his first-year attending.

Announcements

None

Closed Session

At 7:13 p.m. City Attorney Marroquin read the City into closed session regarding the following:

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Name of case: City of Highland v. Pathak, et al, San Bernardino County Case Number CIVSB2521254

CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION

Government Code Section 54956.9(d)(4)

A point has been reached, where, based on existing facts and circumstances, the City needs to decide whether to initiate litigation.

At 7:31 p.m. City Council reconvened into open session.

City Attorney Marroquin stated the City Council met in closed session on the City of Highland v. Pathak case. No reportable action was taken. City Council also met in closed session pursuant to Government Code Section 54956.9(d)(4). Direction was provided to staff, but no reportable action was taken.

Adjourn

Mayor Lilburn adjourned the meeting at 7:32 p.m. in memory of Cheryl Ann Pfeifer, Anthony Williams, and Dick Ridell.

Submitted By:

Approved By:

Alondra Muñoz, CMC
City Clerk

Penny Lilburn
Mayor



Staff Report

to the City Council

Agenda
Item
No.4.

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Minutes - August 3, 2026 City Council Special Meeting

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 City Council is required to maintain an official record of its proceedings. Minutes serve as the permanent record of actions taken by the City Council and provide transparency to the public regarding the business conducted at each meeting. In accordance with standard practice, the draft minutes from the August 3, 2026, City Council Special Meeting have been prepared and are submitted for the City Council's review and approval.

Attachments:

1. Minutes - August 3, 2026 City Council Special Meeting

Call to Order

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

Roll Call

Present: Lilburn, McCallon, Saldana, Timmer

Absent: Hogan

Public Comment

Mychael Johnson spoke regarding his special project, Elysian Park. (In Person)

Bob Hitchman addressed concerns of overgrown weeds and shrubs with an East Valley Water District (EVWD) neighborhood property. (In Person)

Consent Calendar

A MOTION was made by Mayor Pro Tem Saldana, seconded by Councilmember Timmer to approve the consent calendar as submitted. Motion carried on a roll call vote, 4-0, with Mayor Lilburn abstaining from Agenda Item No. 2, and Councilmember Hogan being absent.

1. Adoption of a Resolution Superseding Resolution No. 2026-039 for Fiscal Year 2026-2027 Solid Waste Program Fee

1. Adopted a Resolution superseding Resolution No. 2026-039 for the levy and collection of solid waste program fees by the county tax collector to comply with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector's updated submission requirements; and
2. Authorized the City Manager, in consultation with the City Attorney, to make any additional clerical or non-substantive revisions to the proposed if it is rejected again as a result of the County of San Bernardino's new Direct Charge processing requirements.

RESOLUTION NO. 2026-048

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 2026-27 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

2. Authorization to Award and Execute Agreements for the Heating, Ventilation, and Air Conditioning (HVAC) System Repairs for the Highland Senior Center

1. Waived formal contract procedures per Municipal Code Section 2.40.100 for which the City's best interests are served; and
2. Authorized the City Manager to sign agreements related to the purchase and installation of HVAC improvements at the Highland Senior Center in an amount not to exceed \$140,000.

City Council Legislative

3. Resolution of Intention to Establish City of Highland Community Facilities District No. PS 26-001, Citywide Public Safety Services (Work Program, UP-)

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

A MOTION was made by Councilmember Timmer, seconded by Councilmember McCallon to adopt Resolution No. 2026-049, entitled: "A Resolution of Intention of the City Council of the City of Highland, California to Establish City of Highland Community Facilities District No. PS 26-001 (Citywide Public Safety Services), to Authorize the Levy of a Special Tax Within Such District to Fund Certain Services, and to Designate a Future Annexation Area, Making a Determination Pursuant to the California Environmental Quality Act, and Taking Related Action". The proposed Community Facilities District (CFD) is generally located north of Crest Street, south of Base Line, west of Central Avenue and east of Hillview Street. Motion carried, 4-0, with Councilmember Hogan being absent.

RESOLUTION NO. 2026-049

A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, TO ESTABLISH CITY OF HIGHLAND COMMUNITY FACILITIES DISTRICT NO. PS 26-001 (CITYWIDE PUBLIC SAFETY SERVICES), TO AUTHORIZE THE LEVY OF A SPECIAL TAX WITHIN SUCH DISTRICT TO FUND CERTAIN SERVICES, AND TO DESIGNATE A FUTURE ANNEXATION AREA, MAKING A DETERMINATION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND TAKING RELATED ACTIONS

Adjourn

Mayor Lilburn adjourned the meeting at 6:19 p.m.

Submitted By:

Approved By:

Alondra Muñoz, CMC
City Clerk

Penny Lilburn
Mayor



Staff Report

to the City Council

Agenda
Item
No.5.

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Tish Nava-Cruz, Director of Administrative Services/City Treasurer
Prepared By: Tish Nava-Cruz, Director of Administrative Services/City Treasurer
Subject: Treasurer's Report for June 2026

Recommendation:

Receive and file the Treasurer's Report for June 2026.

Fiscal Impact:

Cash and Investments:

General Fund	\$20,159,180.79
Special Revenue Funds	\$40,216,202.01
Internal Service Funds	\$ 6,084,436.83
Capital Projects Funds	\$42,735,239.73
Agency Funds	\$ 2,692,156.09
Housing Authority Fund	\$ 3,950,277.49
SARDA Funds	\$ 3,379,678.27

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:

1. Treasurer's Report
2. Treasurer's Report Graph
3. Cash & Investments Graph
4. General Fund Reserves Graph

Attachment 1
Treasurer's Report

**CITY OF HIGHLAND
Treasurer's Report
as of June 30, 2026**

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,350.00
Wells Fargo Checking Account (reconciled book balance)	10,172,624.31

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	3.810%		
General Fund			6,747,031.87	
Special Revenue Funds			29,338,321.00	
Internal Service Funds			6,340,016.00	
Capital Projects Funds			28,819,605.00	
Total City LAIF Funds				71,244,973.87
Housing Authority Fund			4,101,425.91	
Total Housing Authority LAIF Funds				4,101,425.91
Total LAIF Funds				75,346,399.78

- 1) Maximum limits on accounts are \$75M City and \$75M Housing Authority.
2) Market Value is based on the March 31, 2026 applicable percentage of 0.999980831
3) Market Value is \$75,344,955.46 (\$75,346,399.78 x 0.999980831).

<u>California Asset Management Program (CAMP)</u>	n/a	3.770%		
General Fund			11,963,770.98	
Special Revenue Funds			6,198,482.00	
Internal Service Funds			6,236,826.00	
Capital Projects Funds			6,837,628.00	
Total CAMP Funds				31,236,706.98

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	3.29%	129,305.62	129,305.62
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #60934N872	n/a	3.29%	551,898.96	551,898.96
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #60934N872	n/a	3.29%	204,127.48	204,127.48

Community Facilities District (CFD) 2001-1

Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #60934N872	n/a	3.29%	345,515.54	345,515.54
Interest Account #217795001				
US Bank Money Market Account CUSIP #60934N872	n/a	3.23%	3.41	3.41
Principal Account #217795002				
US Bank Money Market Account CUSIP #60934N872	n/a	3.30%	72.18	72.18
Administrative Expense Account #217795003				
US Bank Money Market Account CUSIP #60934N872	n/a	3.29%	30,913.17	30,913.17
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #60934N872	n/a	3.29%	25,406.28	25,406.28

Community Facilities District (CFD) 2007-1

Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #60934N872	n/a	3.29%	11,090.82	11,090.82
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #60934N872	n/a	3.29%	28,500.30	28,500.30
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #60934N872	n/a	3.29%	10,541.94	10,541.94

TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				1,337,375.70
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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	3.26%	16.54	16.54
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.29%	283.62	283.62
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.31%	4.23	4.23
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.29%	1,086,971.92	1,086,971.92
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.29%	15,846.31	15,846.31
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.29%	18,094.64	18,094.64
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.29%	325.77	325.77
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.29%	1,171.41	1,171.41
Reserve Fund 259928004				
Assured Guaranty Municipal Bond Insurance	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				<u>1,122,714.44</u>
TOTAL CASH AND INVESTMENTS				<u><u>119,217,171.21</u></u>

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

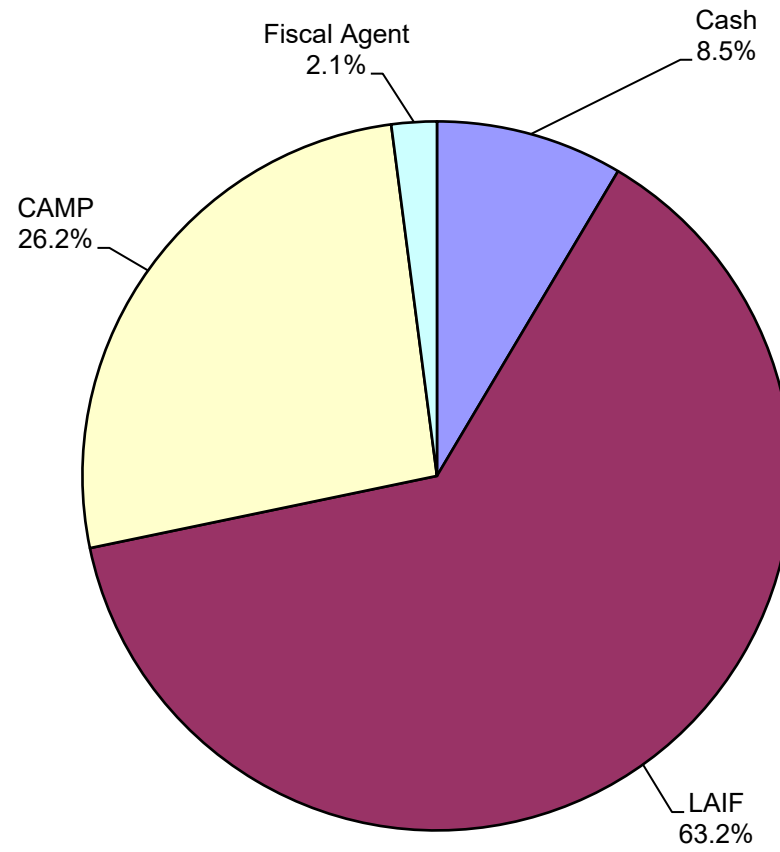
SIGNED: _____
Carlos Zamano
CITY MANAGER

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

Attachment 2

Treasurer's Report Graph

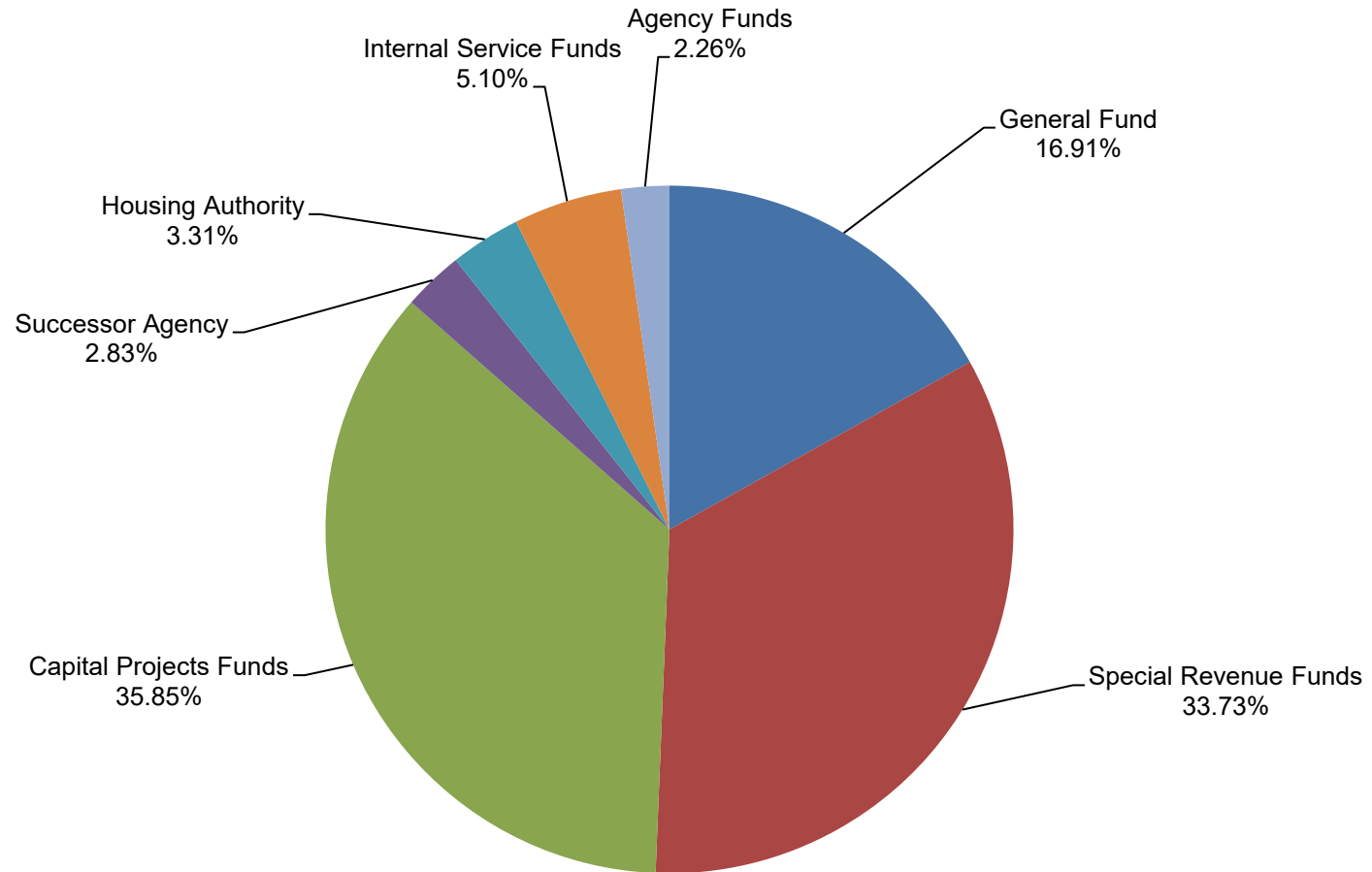
Treasurer's Report



Attachment 3

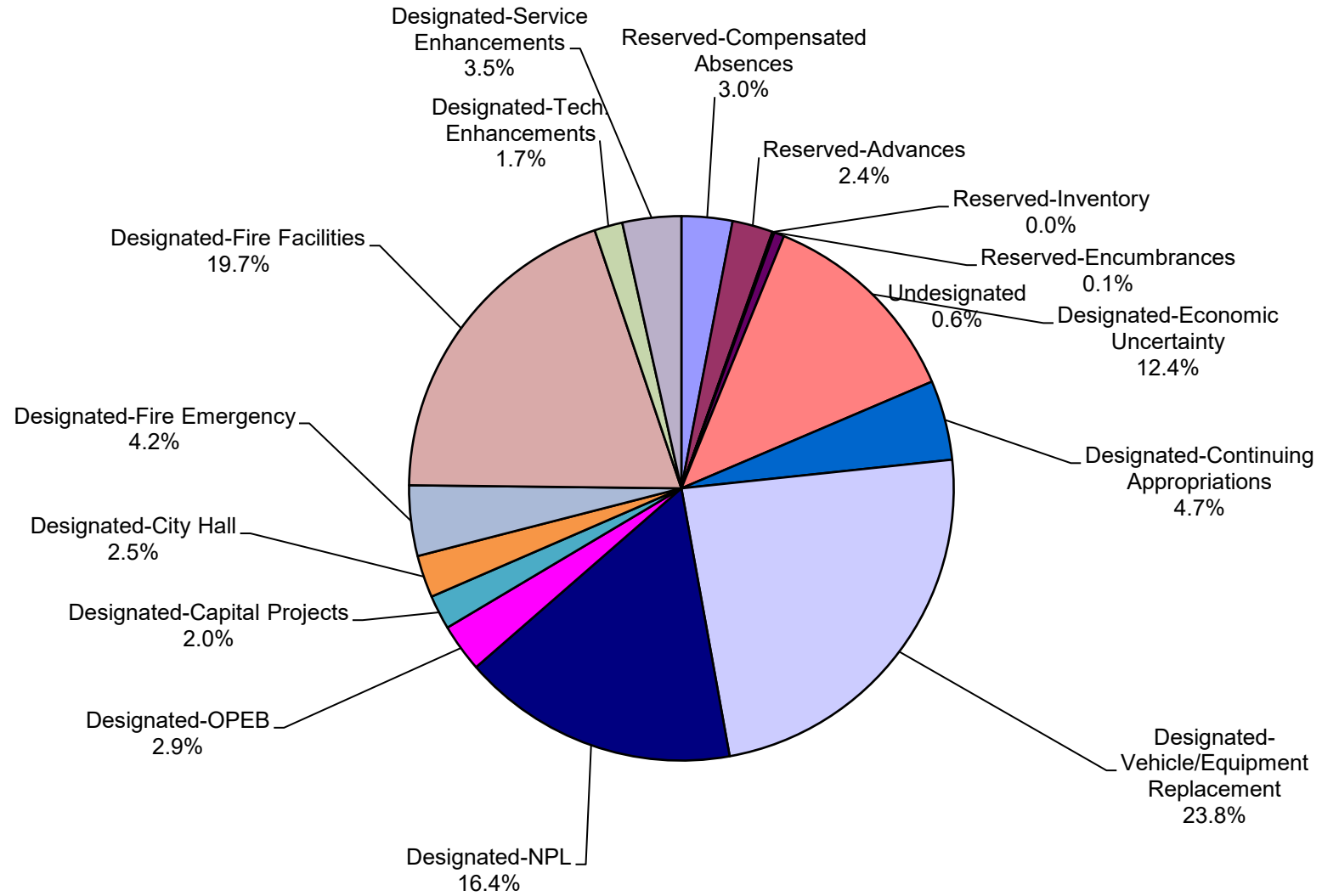
Cash and Investments Graph

Cash & Investments



Attachment 4
General Fund Reserves Graph

General Fund Reserves





Staff Report

to the City Council

Agenda
Item
No.6.

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Tish Nava-Cruz, Director of Administrative Services/City Treasurer
Prepared By: Tish Nava-Cruz, Director of Administrative Services/City Treasurer
Subject: Warrant Register No. 792

Recommendation:

Approve Warrant Register No. 792; Warrants in the amount of \$1,856,273.24 and Payroll in the amount of \$372,378.13.

Fiscal Impact:

The total of Cash and Expenditures is \$2,228,651.37.

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.

Attachments:

1. Warrant Register
2. Voucher List

Attachment 1
Warrant Register

CITY OF HIGHLAND
WARRANT REGISTER #792

August 11, 2026

Warrants:

6/30/2026	Ck#93916-93945	86,593.55
6/26/2026	Ck#93946-93950	6,641.22
6/29/2026	Ck#93951	110.05
7/7/2026	Ck#93952-93978	74,477.20
7/10/2026	Payroll Wire #1176-1179	100,038.82
7/14/2026	Ck#93979-94008 & Wire#1003333386	1,197,015.68
7/21/2026	Ck#94009-94054	265,277.38
7/24/2026	Payroll Wire #1180-1184 & Ck#94055-94059	126,119.34
Total Warrants		<u>\$ 1,856,273.24</u>

Payroll:

7/10/2026	Direct Deposits #16552-16601	219,927.98
7/10/2026	Ck #787	276.16
7/24/2026	Direct Deposits #16602-16651	151,897.83
7/24/2026	Ck #788	276.16
Total Payroll		<u>\$ 372,378.13</u>

Total Warrants & Payroll	<u><u>\$ 2,228,651.37</u></u>
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APPROVED BY:

Larry McCallon
Finance Subcommittee

Carlos Zamano
City Manager

Jimmy Saldana
Finance Subcommittee



Leticia Nava-Cruz
Director of Administrative
Services/City Treasurer

Attachment 2

Voucher Lists

Warrants:									
	6/30/2026	Ck#93916-93945						86,593.55	
	6/26/2026	Ck#93946-93950						6,641.22	
	6/29/2026	Ck#93951						110.05	
	7/7/2026	Ck#93952-93978						74,477.20	
	7/10/2026	Payroll Wire #1176-1179						100,038.82	
	7/14/2026	Ck#93979-94008 & Wire#1003333386						1,197,015.68	
	7/21/2026	Ck#94009-94054						265,277.38	
	7/24/2026	Payroll Wire #1180-1184 & Ck#94055-94059						126,119.34	
						Total Warrants		\$ 1,856,273.24	

Voucher List
CITY OF HIGHLAND

Page: 1

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
93916	6/30/2026	004206 #1 SON PLUMBING INC	PD:CONVERT RR FIXTURES TO MAN OP PD:CONVERT RR FIXTURES TO MAN OP 001.2000.4070	5,417.22
Total :				5,417.22
93917	6/30/2026	001271 ALLSTAR FIRE EQUIPMENT INC	FS#3:FLOW TESTING FS#3:FLOW TESTING 028.2050.4243 FS#3:FLOW TESTING 029.2100.4243 FS#3:SCBA MAINT FS#3:SCBA MAINT 028.2050.4245 FS#3:SCBA MAINT 029.2100.4245 FS#3:FLOW TESTING FS#3:FLOW TESTING 028.2050.4243 FS#3:FLOW TESTING 029.2100.4243	1,255.90 1,255.90 129.13 129.12 22.50 22.50
Total :				2,815.05
93918	6/30/2026	005771 AMAZON CAPITAL SERVICES	VOLUNTEER SERVICES:EVENT SUPPLIES VOLUNTEER SERVICES:EVENT SUPPLIES 001.6020.4336 OFFICE SUPPLIES OFFICE SUPPLIES 001.1700.4200 COMPUTER POWER SUPPLY UNIT COMPUTER POWER SUPPLY UNIT 042.9510.4208 CAMERA MOUNT EXTENDER 042.9510.4208 OFFICE SUPPLIES OFFICE SUPPLIES 001.6020.4200 DIGITAL LED WIFI WALL CLOCK	2,661.49 130.21 127.14 25.74 146.85

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
93918	6/30/2026	005771 AMAZON CAPITAL SERVICES	(Continued)	
			DIGITAL LED WIFI WALL CLOCK	
			042.9510.4075	193.64
			FS#2:STATION SUPPLIES REFUND	
			FS#2:STATION SUPPLIES REFUND	
			028.2050.4055	-15.07
			FS#2:STATION SUPPLIES REFUND	
			029.2100.4055	-15.07
			FS#2:STATION SUPPLIES	
			FS#2:STATION SUPPLIES	
			028.2050.4055	15.07
			FS#2:STATION SUPPLIES	
			029.2100.4055	15.07
			Total :	3,285.07
93919	6/30/2026	002912 CHAMPION ELECTRIC, INC.	CH:EXTERIOR GATE INSTALL	
			CH:EXTERIOR GATE INSTALL	
			007.8330.6803	6,500.00
			Total :	6,500.00
93920	6/30/2026	005553 CLARK PEST CONTROL OF STOCKTON	FS#1:PEST CONTROL	
			FS#1:PEST CONTROL	
			028.2050.4589	29.50
			FS#1:PEST CONTROL	
			029.2100.4589	29.50
			FS#2:PEST CONTROL	
			FS#2:PEST CONTROL	
			028.2050.4589	29.50
			FS#2:PEST CONTROL	
			029.2100.4589	29.50
			FS#3:PEST CONTROL	
			FS#3:PEST CONTROL	
			028.2050.4589	29.50
			FS#3:PEST CONTROL	
			029.2100.4589	29.50
			YMCA:PEST CONTROL	
			YMCA:PEST CONTROL	
			001.6000.4589	119.00

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Voucher List
CITY OF HIGHLAND

Page: 3

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
93920	6/30/2026	005553 CLARK PEST CONTROL OF STOCKTON	(Continued) CITY HALL:PEST CONTROL CITY HALL:PEST CONTROL 042.9510.4589 CORP YARD:PEST CONTROL CORP YARD:PEST CONTROL 004.8310.4589	78.00 92.00
			Total :	466.00
93921	6/30/2026	000143 COMMUNITY WORKS DESIGN GROUP	GENERAL SVCS PLAN CHECK-APR GENERAL SVCS PLAN CHECK-APR 001.4100.4547 DRA23009 PLAN CHECK-APR DRA23009 PLAN CHECK-APR 001.4100.4547 CUP23010 PLAN CHECK-APR CUP23010 PLAN CHECK-APR 001.4100.4547 TTM24003(DRA24009) PLAN CHECK-APR TTM24003(DRA24009) PLAN CHECK-APR 001.4100.4547 TTM24003(DRA24009) PLAN CHECK-APR TTM24003(DRA24009) PLAN CHECK-APR 001.4100.4547 CUP25004 PLAN CHECK-APR CUP25004 PLAN CHECK-APR 001.4100.4547 STR25002 DES RDA 07 PLAN CHECK-APR STR25002 DES RDA 07 PLAN CHECK-APR 010.3830.6550 TRA20001 NPGCF CE PLAN CHECK-APR TRA20001 NPGCF CE PLAN CHECK-APR 023.3890.6816 CUP22001 MILEAGE REIMB-MAY CUP22001 MILEAGE REIMB-MAY 001.4100.4547 TTM25004(DRA25006) MILEAGE REIMB-APR TTM25004(DRA25006) MILEAGE REIMB-APR	390.00 731.25 2,428.75 195.00 485.23 390.00 87.50 805.00 30.45

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
93921	6/30/2026	000143 COMMUNITY WORKS DESIGN GROUP	(Continued) 001.4100.4547	30.45
Total :				5,573.63
93922	6/30/2026	006373 COMPUTERIZED EMBROIDERY INC.	EMERGENCY SHIRTS EMERGENCY SHIRTS 041.9500.4349	534.33
Total :				534.33
93923	6/30/2026	000085 EAST VALLEY WATER DISTRICT	LMD 04-JUN LMD 04-JUN 012.8500.4030 POLICE STATION-JUN POLICE STATION-JUN 001.2000.4030 POLICE STATION-JUN POLICE STATION-JUN 001.2000.4030 LMD 29-JUN LMD 29-JUN 012.8500.4030 CITY HALL-JUN CITY HALL-JUN 042.9510.4030 LMD 15A-JUN LMD 15A-JUN 012.8500.4030 LMD 07-JUN LMD 07-JUN 012.8500.4030 BASELINE MEDIAN-JUN BASELINE MEDIAN-JUN 004.8310.4030 FS#1-JUN FS#1-JUN 029.2100.4030 FS#1-JUN 028.2050.4030	84.46 431.33 894.91 129.80 111.94 280.76 98.84 196.59 77.88 77.87

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
93923	6/30/2026	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 21-B-JUN	
			LMD 21-B-JUN	
			012.8500.4030	393.07
			FS#2-JUN	
			FS#2-JUN	
			029.2100.4030	148.04
			FS#2-JUN	
			028.2050.4030	148.04
			AURANTIA PK-JUN	
			AURANTIA PK-JUN	
			001.6000.4030	1,967.21
			LMD 44-JUN	
			LMD 44-JUN	
			012.8500.4030	1,275.33
			LMD 15-B-JUN	
			LMD 15-B-JUN	
			012.8500.4030	306.34
			FS#3 FS-JUN	
			FS#3 FS-JUN	
			029.2100.4030	11.79
			FS#3 FS-JUN	
			028.2050.4030	11.78
			FS#2 FS-JUN	
			FS#2 FS-JUN	
			029.2100.4030	12.21
			FS#2 FS-JUN	
			028.2050.4030	12.20
			BASELINE MEDIAN-JUN	
			BASELINE MEDIAN-JUN	
			004.8310.4030	271.01
			LMD 73-JUN	
			LMD 73-JUN	
			012.8500.4030	79.75
			LMD 37-JUN	
			LMD 37-JUN	
			012.8500.4030	335.18
			FS#3 DOM-JUN	

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
93923	6/30/2026	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			FS#3 DOM-JUN	
			028.2050.4030	204.38
			FS#3 DOM-JUN	
			029.2100.4030	204.37
			LMD 21-A-JUN	
			LMD 21-A-JUN	
			012.8500.4030	90.79
			POLICE STATION-JUN	
			POLICE STATION-JUN	
			001.2000.4030	23.57
			FS#3 IRR-JUN	
			FS#3 IRR-JUN	
			029.2100.4030	39.21
			FS#3 IRR-JUN	
			028.2050.4030	39.21
			BOULDER MEDIAN-JUN	
			BOULDER MEDIAN-JUN	
			004.8310.4030	220.39
			POLICE STATION-JUN	
			POLICE STATION-JUN	
			001.2000.4030	23.57
			CITY HALL FS-JUN	
			CITY HALL FS-JUN	
			042.9510.4030	22.08
			Total :	8,223.90
93924	6/30/2026	004418 FAILSAFE TESTING, LLC	FS#1-3:ANNUAL TESTING	
			FS#1-3:ANNUAL TESTING	
			028.2050.4245	1,200.00
			FS#1-3:ANNUAL TESTING	
			029.2100.4245	1,200.00
			Total :	2,400.00
93925	6/30/2026	000266 FAIRVIEW FORD SALES INC	VEH#130:MAINT	
			VEH#130:MAINT	
			004.8310.4240	240.00

Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
93925	6/30/2026	000266 000266 FAIRVIEW FORD SALES INC	(Continued)	Total : 240.00
93926	6/30/2026	005567 FIRE APPARATUS SOLUTIONS	ME543:MAINTENANCE	
			ME543:MAINTENANCE	
			028.2050.4240	4,668.44
			ME543:MAINTENANCE	
			029.2100.4240	4,668.43
			ME543:LADDER MAINT	
			ME543:LADDER MAINT	
			028.2050.4240	132.30
			ME543:LADDER MAINT	
			029.2100.4240	132.29
			FS#2:VEH MAINT	
			FS#2:VEH MAINT	
			028.2050.4240	72.41
			FS#2:VEH MAINT	
			029.2100.4240	72.40
			Total :	9,746.27
93927	6/30/2026	005358 FLEET SERVICES INC	FS#2:VEH MAINT	
			FS#2:VEH MAINT	
			028.2050.4240	111.05
			FS#2:VEH MAINT	
			029.2100.4240	111.05
			Total :	222.10
93928	6/30/2026	002845 GRAINGER INC	CITY HALL:BLDG MAINT	
			CITY HALL:BLDG MAINT	
			042.9510.4070	81.32
			Total :	81.32
93929	6/30/2026	006187 GREASE MONKEY #977	VEH#129:MAINT	
			VEH#129:MAINT	
			004.8310.4240	130.71
			Total :	130.71
93930	6/30/2026	004901 HARRIGAN'S TOILET PARTITIONS	COMM PK:RESTROOM PARTITION REPAIR	
			COMM PK:RESTROOM PARTITION REPAIR	
			007.8330.4070	1,115.00

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Voucher	Date	Vendor	Description/Account	Amount
93930	6/30/2026	004901	004901 HARRIGAN'S TOILET PARTITIONS (Continued)	Total : 1,115.00
93931	6/30/2026	004453	HARRIS & ASSOCIATES	
			LLMD FEES 5/3/-26-5/30/26	
			STL ENG ASSESSMENT FEES 5/3-5/30/26	
			013.8510.4550	757.00
			LMD ENG ASSESSMENT FEES 5/3-5/30/26	
			012.8500.4550	412.00
			TRAILS ENG ASSESSMENT FEES 5/3-5/30/26	
			015.8530.4550	74.50
			PARKS ENG ASSESSMENT FEE 5/3-5/30/26	
			016.8540.4550	74.50
			SDMD ENG ASSESSMENT FEES 5/3-5/30/26	
			SDMD ENG ASSESSMENT FEES 5/3-5/30/26	
			024.8470.4550	250.00
			PARAMEDIC TAX ADMIN 5/3-5/30/26	
			PARAMEDIC TAX ADMIN 5/3-5/30/26	
			028.2050.4550	772.50
			Total :	2,340.50
93932	6/30/2026	000127	K & L HARDWARE	
			FS#1:LUMBER	
			FS#1:LUMBER	
			028.2050.4240	51.05
			FS#1:LUMBER	
			029.2100.4240	51.05
			FS#3:LUMBER	
			FS#3:LUMBER	
			028.2050.4240	51.05
			FS#3:LUMBER	
			029.2100.4240	51.05
			FS#3:MISC SUPPLIES	
			FS#3:MISC SUPPLIES	
			028.2050.4240	47.77
			FS#3:MISC SUPPLIES	
			029.2100.4240	47.76
			FS#2:MISC SUPPLIES	
			FS#2:MISC SUPPLIES	
			028.2050.4240	32.86
			FS#2:MISC SUPPLIES	

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Voucher	Date	Vendor	Description/Account	Amount
93932	6/30/2026	000127 K & L HARDWARE	(Continued)	
			029.2100.4240	32.85
			FS#3:LUMBER	
			FS#3:LUMBER	
			028.2050.4240	25.15
			FS#3:LUMBER	
			029.2100.4240	25.14
			FS#3:GARDENING SUPPLIES	
			FS#3:GARDENING SUPPLIES	
			028.2050.4055	30.47
			FS#3:GARDENING SUPPLIES	
			029.2100.4055	30.47
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	7.10
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	4.74
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	8.61
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	12.91
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	2.54
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	17.43
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	200.67
			Total :	730.67
93933	6/30/2026	001193 LIFE ASSIST, INC.	FS#1-3:GLOVES	
			FS#1-3:GLOVES	
			028.2050.4207	482.72

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Voucher	Date	Vendor	Description/Account	Amount
93933	6/30/2026	001193 LIFE ASSIST, INC.	(Continued) FS#1-3:GLOVES FS#1-3:GLOVES 028.2050.4207	344.80
Total :				827.52
93934	6/30/2026	000598 PR PRINTING	30% RECYCLE BUSINESS CARDS:MCCALLON 30% RYCL BSNSS CRDS:MCCALLON 001.1000.4200	52.50
			30% RECYCLE BUSINESS CARDS:WOLFE & DURAN 30% RYCL BSNSS CRDS:WOLFE/DURAN 001.3200.4200	229.78
			BUSINESS CARDS:MORGAN/MORENO BUSINESS CARDS:MORGAN/MORENO 001.4200.4200	104.47
Total :				386.75
93935	6/30/2026	006521 PRO-WEST & ASSOCIATES INC	GIS BLOCK SVC GIS BLOCK SVC 042.9510.4533	6,600.00
Total :				6,600.00
93936	6/30/2026	001070 SAFETY-KLEEN SYSTEMS, INC.	PD:PARTS WASHING SVC PD:PARTS WASHING SVC 001.2000.4245	385.11
Total :				385.11
93937	6/30/2026	006483 SAVI CONSTRUCTION INC.	SB1#4:CONCRETE SIDEWALK REPAIR SB1#4:CONCRETE SIDEWALK REPAIR 004.8310.4591	9,000.00
Total :				9,000.00
93938	6/30/2026	000022 SB CO AUDITOR/CONTROLLER	PARKING CITATIONS-MAY PARKING CITATIONS-MAY 001.1700.4516	1,233.00
Total :				1,233.00
93939	6/30/2026	000204 SOCALGAS	FS#2-JUN FS#2-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
93939	6/30/2026	000204 SOCALGAS	(Continued)	
			028.2050.4020	34.48
			FS#2-JUN	
			029.2100.4020	34.48
			CITY HALL-JUN	
			CITY HALL-JUN	
			042.9510.4020	10.25
			POLICE-JUN	
			POLICE-JUN	
			001.2000.4020	1,894.62
			FS#3-JUN	
			FS#3-JUN	
			028.2050.4020	32.89
			FS#3-JUN	
			029.2100.4020	32.89
			FS#1-JUN	
			FS#1-JUN	
			028.2050.4020	30.43
			FS#1-JUN	
			029.2100.4020	30.43
			Total :	2,100.47
93940	6/30/2026	006150 SPECTRUM GAS PRODUCTS	FS#3:OXYGEN REFILLS	
			FS#3:OXYGEN REFILLS	
			028.2050.4207	52.00
			FS#1-3:OXYGEN REFILLS	
			FS#1-3:OXYGEN REFILLS	
			028.2050.4207	368.88
			Total :	420.88
93941	6/30/2026	004679 TK ELEVATOR CORPORATION	PD:ELEVATOR SERVICE	
			PD:ELEVATOR SERVICE	
			001.2000.4587	761.78
			Total :	761.78
93942	6/30/2026	000086 TYLER TECHNOLOGIES, INC	EERP MIGRATION 6/8,6/10-6/11/26	
			EERP MIGRATION 6/8,6/10-6/11/26	
			007.8330.6070	4,200.00

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Voucher	Date	Vendor	Description/Account	Amount
93942	6/30/2026	000086 TYLER TECHNOLOGIES, INC	(Continued) EERP MIGRATION 6/3,6/15-6/17/26 EERP MIGRATION 6/3,6/15-6/17/26 007.8330.6070	4,900.00
Total :				9,100.00
93943	6/30/2026	000346 UNITED LABORATORIES	GRAFFITI REMOVER PROD GRAFFITI REMOVER PROD 001.6010.4206	510.67
Total :				510.67
93944	6/30/2026	001677 YMCA OF THE EAST VALLEY	AFTER SCHOOL PRG-MAY AFTER SCHOOL PRG-MAY 001.1450.4525	4,620.00
Total :				4,620.00
93945	6/30/2026	004298 ZOLL MEDICAL CORPORATION	FS#1-3:PARAMEDIC SUPPLIES FS#1-3:PARAMEDIC SUPPLIES 028.2050.4207 FS#3:PARAMEDIC SUPPLIES FS#3:PARAMEDIC SUPPLIES 028.2050.4207	98.07
Total :				727.53
Total :				825.60
30 Vouchers for bank code : wfb				Bank total : 86,593.55
30 Vouchers in this report				Total vouchers : 86,593.55

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Voucher	Date	Vendor	Description/Account	Amount
93946	6/26/2026	006386 AMERITAS LIFE INSURANCE CORP	DENTAL PPO POST TX-AMERITAS: PAYMENT	
			DENTAL PPO POST TX-AMERITAS: Payment	
			001.1160	46.72
			DENTAL PPO POST TX-AMERITAS: Payment	
			042.1160	46.72
			DENTAL PPO - AMERITAS: Payment	
			001.1160	935.53
			DENTAL PPO - AMERITAS: Payment	
			004.1160	146.81
			DENTAL PPO - AMERITAS: Payment	
			010.1160	35.28
			DENTAL PPO - AMERITAS: Payment	
			012.1160	14.24
			DENTAL PPO - AMERITAS: Payment	
			016.1160	14.24
			DENTAL PPO - AMERITAS: Payment	
			023.1160	7.10
			DENTAL PPO - AMERITAS: Payment	
			024.1160	0.96
			DENTAL PPO - AMERITAS: Payment	
			041.1160	27.55
			DENTAL PPO - AMERITAS: Payment	
			042.1160	189.76
			DENTAL PPO - AMERITAS: Payment	
			070.1160	10.73
			Total :	1,475.64
93947	6/26/2026	006434 AMERITAS LIFE INSURANCE CORP	DENTAL HMO - AMERITAS: PAYMENT	
			DENTAL HMO - AMERITAS: Payment	
			001.1160	145.82
			DENTAL HMO - AMERITAS: Payment	
			004.1160	47.93
			DENTAL HMO - AMERITAS: Payment	
			010.1160	22.48
			DENTAL HMO - AMERITAS: Payment	
			012.1160	7.79

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Voucher	Date	Vendor	Description/Account	Amount
93947	6/26/2026	006434 AMERITAS LIFE INSURANCE CORP	(Continued)	
			DENTAL HMO - AMERITAS: Payment	
			016.1160	7.77
			DENTAL HMO - AMERITAS: Payment	
			024.1160	0.36
			DENTAL HMO - AMERITAS: Payment	
			041.1160	6.76
			DENTAL HMO - AMERITAS: Payment	
			070.1160	6.75
			Total :	245.66
93948	6/26/2026	006435 AMERITAS LIFE INSURANCE CORP	VISION - AMERITAS (EYEMED): PAYMENT	
			VISION - AMERITAS (EYEMED): Payment	
			001.1161	88.28
			VISION - AMERITAS (EYEMED): Payment	
			004.1161	26.89
			VISION - AMERITAS (EYEMED): Payment	
			010.1161	6.33
			VISION - AMERITAS (EYEMED): Payment	
			012.1161	6.47
			VISION - AMERITAS (EYEMED): Payment	
			016.1161	6.45
			VISION - AMERITAS (EYEMED): Payment	
			024.1161	0.20
			VISION - AMERITAS (EYEMED): Payment	
			042.1161	1.96
			VISION - AMERITAS (EYEMED): Payment	
			070.1161	2.66
			VISION - AMERITAS (VSP): Payment	
			001.1161	104.53
			VISION - AMERITAS (VSP): Payment	
			004.1161	41.54
			VISION - AMERITAS (VSP): Payment	
			010.1161	15.32
			VISION - AMERITAS (VSP): Payment	
			012.1161	1.18
			VISION - AMERITAS (VSP): Payment	

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Voucher	Date	Vendor	Description/Account	Amount
93948	6/26/2026	006435 AMERITAS LIFE INSURANCE CORP	(Continued)	
			016.1161	1.18
			VISION - AMERITAS (VSP): Payment	
			023.1161	1.06
			VISION - AMERITAS (VSP): Payment	
			024.1161	0.26
			VISION - AMERITAS (VSP): Payment	
			041.1161	9.79
			VISION - AMERITAS (VSP): Payment	
			042.1161	14.69
			VISION - AMERITAS (VSP): Payment	
			070.1161	3.65
			Total :	332.44
93949	6/26/2026	006388 COLONIAL LIFE & ACCIDENTAL INS	COLONIAL LIFE - ACCIDENT: PAYMENT	
			COLONIAL LIFE - ACCIDENT: Payment	
			001.1181	291.87
			COLONIAL LIFE - ACCIDENT: Payment	
			004.1181	37.80
			COLONIAL LIFE - ACCIDENT: Payment	
			010.1181	10.80
			COLONIAL LIFE - ACCIDENT: Payment	
			012.1181	5.14
			COLONIAL LIFE - ACCIDENT: Payment	
			016.1181	5.12
			COLONIAL LIFE - ACCIDENT: Payment	
			023.1181	12.56
			COLONIAL LIFE - ACCIDENT: Payment	
			024.1181	0.42
			COLONIAL LIFE - ACCIDENT: Payment	
			041.1181	15.11
			COLONIAL LIFE - ACCIDENT: Payment	
			070.1181	5.00
			COLONIAL LIFE - CANCER: Payment	
			001.1181	72.30
			COLONIAL LIFE - CANCER: Payment	
			004.1181	58.80

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Voucher	Date	Vendor	Description/Account	Amount
93949	6/26/2026	006388 COLONIAL LIFE & ACCIDENTAL INS	(Continued)	
			COLONIAL LIFE - CANCER: Payment	
			010.1181	12.32
			COLONIAL LIFE - CANCER: Payment	
			024.1181	0.90
			COLONIAL - SPECIFIED DISEASE: Payment	
			001.1181	86.74
			COLONIAL - SPECIFIED DISEASE: Payment	
			004.1181	45.51
			COLONIAL - SPECIFIED DISEASE: Payment	
			010.1181	10.62
			COLONIAL - SPECIFIED DISEASE: Payment	
			024.1181	0.59
			COLONIAL - VOL SHORT TERM DIS: Payment	
			001.1181	259.72
			COLONIAL - VOL SHORT TERM DIS: Payment	
			004.1181	7.00
			COLONIAL - VOL SHORT TERM DIS: Payment	
			010.1181	5.37
			COLONIAL - VOL SHORT TERM DIS: Payment	
			023.1181	16.05
			COLONIAL - VOL SHORT TERM DIS: Payment	
			041.1181	20.96
			COLONIAL - VOL SHORT TERM DIS: Payment	
			042.1181	78.00
			COLONIAL - VOL SHORT TERM DIS: Payment	
			070.1181	6.92
			COLONIAL LIFE - VOL DENTAL: Payment	
			001.1181	24.91
			COLONIAL LIFE - VOL DENTAL: Payment	
			012.1181	12.46
			COLONIAL LIFE - VOL DENTAL: Payment	
			016.1181	12.45
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			001.1181	186.93
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			004.1181	4.88

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Voucher	Date	Vendor	Description/Account	Amount
93949	6/26/2026	006388 COLONIAL LIFE & ACCIDENTAL INS	(Continued)	
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			023.1181	24.58
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			041.1181	14.62
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			070.1181	4.89
			Total :	1,351.34
93950	6/26/2026	006387 LINCOLN FINANCIAL GROUP	GROUP AD&D - LINCOLN ER PAID: PAYMENT	
			GROUP AD&D - LINCOLN ER PAID: Payment	
			042.1184	0.60
			GROUP LIFE - LINCOLN ER PAID: Payment	
			042.1184	3.72
			SHORT TERM DISABILITY: Payment	
			042.1184	10.65
			GROUP AD&D - LINCOLN ER PAID: PAYMENT	
			GROUP AD&D - LINCOLN ER PAID: Payment	
			001.1184	46.07
			GROUP AD&D - LINCOLN ER PAID: Payment	
			004.1184	8.93
			GROUP AD&D - LINCOLN ER PAID: Payment	
			010.1184	2.85
			GROUP AD&D - LINCOLN ER PAID: Payment	
			012.1184	0.79
			GROUP AD&D - LINCOLN ER PAID: Payment	
			016.1184	0.81
			GROUP AD&D - LINCOLN ER PAID: Payment	
			023.1184	0.61
			GROUP AD&D - LINCOLN ER PAID: Payment	
			024.1184	0.05
			GROUP AD&D - LINCOLN ER PAID: Payment	
			041.1184	1.23
			GROUP AD&D - LINCOLN ER PAID: Payment	
			042.1184	5.33
			GROUP AD&D - LINCOLN ER PAID: Payment	
			070.1184	2.20

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Voucher	Date	Vendor	Description/Account	Amount
93950	6/26/2026	006387 LINCOLN FINANCIAL GROUP	(Continued)	
			GROUP LIFE - LINCOLN ER PAID: Payment	
			001.1184	284.28
			GROUP LIFE - LINCOLN ER PAID: Payment	
			004.1184	55.19
			GROUP LIFE - LINCOLN ER PAID: Payment	
			010.1184	17.83
			GROUP LIFE - LINCOLN ER PAID: Payment	
			012.1184	5.05
			GROUP LIFE - LINCOLN ER PAID: Payment	
			016.1184	4.99
			GROUP LIFE - LINCOLN ER PAID: Payment	
			023.1184	3.89
			GROUP LIFE - LINCOLN ER PAID: Payment	
			024.1184	0.40
			GROUP LIFE - LINCOLN ER PAID: Payment	
			041.1184	7.75
			GROUP LIFE - LINCOLN ER PAID: Payment	
			042.1184	32.92
			GROUP LIFE - LINCOLN ER PAID: Payment	
			070.1184	13.26
			VOL LONG TERM DIS LINCOLN: Payment	
			001.1184	652.77
			VOL LONG TERM DIS LINCOLN: Payment	
			004.1184	198.53
			VOL LONG TERM DIS LINCOLN: Payment	
			010.1184	48.52
			VOL LONG TERM DIS LINCOLN: Payment	
			012.1184	6.56
			VOL LONG TERM DIS LINCOLN: Payment	
			016.1184	6.50
			VOL LONG TERM DIS LINCOLN: Payment	
			023.1184	13.66
			VOL LONG TERM DIS LINCOLN: Payment	
			024.1184	1.31
			VOL LONG TERM DIS LINCOLN: Payment	
			041.1184	13.78

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Voucher	Date	Vendor	Description/Account	Amount
93950	6/26/2026	006387 LINCOLN FINANCIAL GROUP	(Continued)	
			VOL LONG TERM DIS LINCOLN: Payment	
			042.1184	14.59
			VOL LONG TERM DIS LINCOLN: Payment	
			070.1184	17.22
			VOLUNTARY LIFE LINCOLN: Payment	
			001.1184	355.56
			VOLUNTARY LIFE LINCOLN: Payment	
			041.1184	11.83
			VOLUNTARY LIFE LINCOLN: Payment	
			042.1184	7.54
			VOLUNTARY LIFE LINCOLN: Payment	
			070.1184	19.22
			SHORT TERM DISABILITY: Payment	
			001.1184	808.26
			SHORT TERM DISABILITY: Payment	
			004.1184	154.56
			SHORT TERM DISABILITY: Payment	
			010.1184	49.18
			SHORT TERM DISABILITY: Payment	
			012.1184	14.40
			SHORT TERM DISABILITY: Payment	
			016.1184	14.40
			SHORT TERM DISABILITY: Payment	
			023.1184	10.86
			SHORT TERM DISABILITY: Payment	
			024.1184	1.10
			SHORT TERM DISABILITY: Payment	
			041.1184	18.92
			SHORT TERM DISABILITY: Payment	
			042.1184	94.12
			SHORT TERM DISABILITY: Payment	
			070.1184	37.06
			VOLUNTARY LIFE LINCOLN: Payment	
			004.1184	102.18
			VOLUNTARY LIFE LINCOLN: Payment	
			010.1184	43.33

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Voucher	Date	Vendor	Description/Account	Amount
93950	6/26/2026	006387 LINCOLN FINANCIAL GROUP	(Continued)	
			VOLUNTARY LIFE LINCOLN: Payment	
			012.1184	0.30
			VOLUNTARY LIFE LINCOLN: Payment	
			016.1184	0.30
			VOLUNTARY LIFE LINCOLN: Payment	
			023.1184	9.78
			VOLUNTARY LIFE LINCOLN: Payment	
			024.1184	0.40
Total :				3,236.14
5 Vouchers for bank code :		wfb		Bank total : 6,641.22
5 Vouchers in this report				Total vouchers : 6,641.22

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Voucher	Date	Vendor	Description/Account	Amount
93951	6/29/2026	005358 FLEET SERVICES INC	TEST MICR TONER FOR EERP	
			TEST MICR TONER FOR EERP	
			028.2050.4220	55.03
			TEST MICR TONER FOR EERP	
			029.2100.4220	55.02
			Total :	110.05
1 Vouchers for bank code : wfb				Bank total : 110.05
1 Vouchers in this report				Total vouchers : 110.05

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Voucher	Date	Vendor	Description/Account	Amount
93952	7/7/2026	006064 AIR EXCHANGE, INC.	ME542:EXHAUST REMOVAL SYS ME542:EXHAUST REMOVAL SYS 028.2050.4070 ME542:EXHAUST REMOVAL SYS 029.2100.4070 ME541:ENG REPAIR ME541:ENG REPAIR 028.2050.4070 ME541:ENG REPAIR 029.2100.4070	152.43 152.43 286.04 286.04 876.94
Total :				876.94
93953	7/7/2026	006389 AMERIFLEX	FSA:WIRZ,LUDOLPH.WIRZ FSA:WIRZ 6/18/26 001.1182 FSA:LUDOLPH 6/18/26 001.1182 FSA:MORGAN 6/24/26 001.1182 FSA:BARRERA,LUDOLPH,MENDEZ,WIRZ FSA:BARRERA 6/26/26,6/29/26 001.1182 FSA:LUDOLPH 6/28/26 001.1182 FSA:MENDEZ 6/28/26 001.1182 FSA:WIRZ 6/29/26 001.1182	20.00 124.00 74.99 142.25 15.00 117.00 4.51
Total :				497.75
93954	7/7/2026	003367 ASCAP	ASCAP LICENSE 26/27 ASCAP LICENSE 26/27 001.1450.4310	930.50
Total :				930.50
93955	7/7/2026	001072 AUTO ZONE, INC.	CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES	

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Voucher	Date	Vendor	Description/Account	Amount
93955	7/7/2026	001072 AUTO ZONE, INC.	(Continued)	
			004.8310.4206	27.15
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	32.42
Total :				59.57
93956	7/7/2026	003445 BOOT BARN, INC.	UNIFORMS:LAYNE	
			UNIFORMS:LAYNE	
			004.8310.4249	79.48
			UNIFORMS:RODRIGUEZ	
			UNIFORMS:RODRIGUEZ	
			004.8310.4249	39.74
			UNIFORM:COLEMAN	
			UNIFORM:COLEMAN	
			001.6010.4249	153.44
			UNIFORM:ARAUS	
			UNIFORM:ARAUS	
			004.8310.4249	621.05
			UNIFORM:KLEIN	
			UNIFORM:KLEIN	
			004.8310.4249	346.85
Total :				1,240.56
93957	7/7/2026	000194 CITY OF SAN BERNARDINO	TRAFFIC SIGNAL MAINT Q3 JAN-MAR FY25/26	
			TRAFFIC SIGNAL MAINT Q3 JAN-MAR FY25/26	
			004.8310.4580	1,611.79
Total :				1,611.79
93958	7/7/2026	005553 CLARK PEST CONTROL OF STOCKTON	PD:PEST CONTROL	
			PD:PEST CONTROL	
			001.2000.4589	121.00
Total :				121.00
93959	7/7/2026	000281 CMTA	26/27 CMTA DUES:GOMEZ	
			26/27 CMTA DUES:GOMEZ	
			001.1700.4310	150.00
			26/27 CMTA DUES:NAVA-CRUZ	
			26/27 CMTA DUES:NAVA-CRUZ	

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Voucher	Date	Vendor	Description/Account	Amount
93959	7/7/2026	000281 CMTA	(Continued) 001.1700.4310	150.00
Total :				300.00
93960	7/7/2026	000744 D&T AUTO REPAIR	VEH#130:REPAIR VEH#130:REPAIR 004.8310.4240 VEH#124:MAINT VEH#124:MAINT 042.9510.4240	120.00
Total :				70.00
93961	7/7/2026	000085 EAST VALLEY WATER DISTRICT	BOULDER MEDIAN-JUN BOULDER MEDIAN-JUN 004.8310.4030 BOULDER MEDIAN-JUN BOULDER MEDIAN-JUN 004.8310.4030 LMD 70-JUN LMD 70-JUN 012.8500.4030 LMD 68/69-JUN LMD 68/69-JUN 012.8500.4030 LMD 70 IRRIGATION-JUN LMD 70 IRRIGATION-JUN 012.8500.4030 LMD 79-JUN LMD 79-JUN 012.8500.4030	178.08
				123.72
				141.84
				1,254.49
				700.92
Total :				132.56
				2,531.61
93962	7/7/2026	000085 EAST VALLEY WATER DISTRICT	BEATTIE-IRRIGATION-JUN BEATTIE-IRRIGATION-JUN 001.6000.4030 LMD 48B-JUN LMD 48B-JUN 012.8500.4030	447.45
				972.59

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Voucher	Date	Vendor	Description/Account	Amount
93962	7/7/2026	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 02-E-JUN	
			LMD 02-E-JUN	
			012.8500.4030	768.38
			LMD 48C-JUN	
			LMD 48C-JUN	
			012.8500.4030	676.84
			LMD 31-JUN	
			LMD 31-JUN	
			012.8500.4030	437.84
			LMD 00-BASELINE-JUN	
			LMD 00-BASELINE-JUN	
			012.8500.4030	271.74
			LMD 22-JUN	
			LMD 22-JUN	
			012.8500.4030	224.53
			LMD 03-YARNELL-JUN	
			LMD 03-YARNELL-JUN	
			012.8500.4030	42.22
			LMD 02-A-JUN	
			LMD 02-A-JUN	
			012.8500.4030	85.43
			LMD 03-BASELINE-JUN	
			LMD 03-BASELINE-JUN	
			012.8500.4030	108.62
			LMD 20-BASELINE-OCT	
			LMD 20-BASELINE-JUN	
			012.8500.4030	262.64
			LMD 01-A-JUN	
			LMD 01-A-JUN	
			012.8500.4030	72.38
			LMD 36-JUN	
			LMD 36-JUN	
			012.8500.4030	221.69
			LMD 35-JUN	
			LMD 35-JUN	
			012.8500.4030	87.48
			LMD 06-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
93962	7/7/2026	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 06-JUN	
			012.8500.4030	54.26
			LMD 01-B-JUN	
			LMD 01-B-JUN	
			012.8500.4030	108.62
			LMD 48-JUN	
			LMD 48-JUN	
			012.8500.4030	1,034.62
			LMD 30-JUN	
			LMD 30-JUN	
			012.8500.4030	746.33
			LMD 39-JUN	
			LMD 39-JUN	
			012.8500.4030	812.80
			CANYON OAKS PK-JUN	
			CANYON OAKS PK-JUN	
			016.8540.4030	550.96
			LMD 02-B-JUN	
			LMD 02-B-JUN	
			012.8500.4030	261.04
			LMD 13-JUN	
			LMD 13-JUN	
			012.8500.4030	282.18
			LMD 02-D-JUN	
			LMD 02-D-JUN	
			012.8500.4030	128.16
			LMD 02-C-JUN	
			LMD 02-C-JUN	
			012.8500.4030	227.82
			LMD 08-JUN	
			LMD 08-JUN	
			012.8500.4030	282.18
			LMD 48C-IRR-JUN	
			LMD 48C-IRR-JUN	
			012.8500.4030	534.71
			LMD 20-STREATER-JUN	
			LMD 20-STREATER-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
93962	7/7/2026	000085 EAST VALLEY WATER DISTRICT	(Continued) 012.8500.4030	129.80
Total :				9,833.31
93963	7/7/2026	006392 FLEMING, BIANEY	MILEAGE REIMB-JUN MILEAGE REIMB-JUN 001.1700.4332	8.41
Total :				8.41
93964	7/7/2026	000662 HI WAY SAFETY INC	RPLCMNT SIGNS OF EXT ST REG SIGNS RPLCMNT SIGNS OF EXT ST REG SIGNS 004.8310.4206	11,518.02
Total :				11,518.02
93965	7/7/2026	005671 HOME DEPOT CREDIT SERVICES	COMM PK:MISC SUPPLIES COMM PK:MISC SUPPLIES 001.6000.4206	32.59
			CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206	126.05
			CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206	133.95
			CITY HALL:EV CHARGER BOXES CITY HALL:EV CHARGER BOXES 042.9510.4070	222.14
Total :				514.73
93966	7/7/2026	005377 LIEBERT CASSIDY WHITMORE	LCW LIBRARY SUBSCRIPTION 26/27 LCW LIBRARY SUBSCRIPTION 26/27 041.9500.4330	900.00
Total :				900.00
93967	7/7/2026	001404 LOWE'S	CITY HALL:LIGHTING REPAIR CITY HALL:LIGHTING REPAIR 042.9510.4070	41.97
			CITY HALL:CHAMBER RECEPTACLE CITY HALL:CHAMBER RECEPTACLE 042.9510.4070	24.83

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Voucher	Date	Vendor	Description/Account	Amount
93967	7/7/2026	001404 LOWE'S	(Continued)	
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	11.86
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	16.24
			YMCA:EXT RECEPTION BLNK COVER REPL	
			YMCA:EXT RECEPTION BLNK COVER REPL	
			001.6000.4070	4.05
			GRAFFITI MATERIALS	
			GRAFFITI MATERIALS	
			001.6010.4206	181.18
			MOSQUITO TRAPS	
			MOSQUITO TRAPS	
			042.9510.4040	204.51
			CITY HALL:ROOFTOP RECEPTACLE REPL	
			CITY HALL:ROOFTOP RECEPTACLE REPL	
			042.9510.4070	27.07
			PD:ICE MACHINE MAINT	
			PD:ICE MACHINE MAINT	
			001.2000.4070	81.34
			CORP YARD:REMOTE BATTERY REPL	
			CORP YARD:REMOTE BATTERY REPL	
			004.8310.4070	28.64
			CORP YARD:WOMEN LIGHTING REPAIRS	
			CORP YARD:WOMEN LIGHTING REPAIRS	
			004.8310.4070	29.60
			PD:BLDG MAINT	
			PD:BLDG MAINT	
			001.2000.4070	98.25
			CITY HALL:REPAIR SUPPLIES FOR AIR CONDIT	
			CITY HALL:REPAIR SUPPLIES FOR AIR CONDIT	
			042.9510.4070	1.93
			Total :	751.47
93968	7/7/2026	002439 MORGAN, MELISSA	MILEAGE REIM-JUN	
			MILEAGE REIM-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
93968	7/7/2026	002439 MORGAN, MELISSA	(Continued) 001.4200.4332	125.43
Total :				125.43
93969	7/7/2026	006138 O'REILLY AUTO PARTS	VEH#126-MAINT VEH#126-MAINT 004.8310.4240	10.75
Total :				10.75
93970	7/7/2026	000458 ROBERTSON'S READY MIX LTD.	REF DEP POSTED TO ACCT IN 2005 REF DEP POSTED TO ACCT IN 2005 001.1450.9521	1,500.00
Total :				1,500.00
93971	7/7/2026	006475 SAFETYMED	CH:AED CH:AED 041.9500.4349 CH:AED CH:AED 041.9500.4349	4,237.81
Total :				14.01
Total :				4,251.82
93972	7/7/2026	005731 SITEONE LANDSCAPE SUPPLY, LLC	COMM PK:LANDSCAPE SUPPLIES COMM PK:LANDSCAPE SUPPLIES 001.6000.4045 AURANTIA PK:LANDSCAPE SUPPLIES 001.6000.4045	484.42
Total :				484.42
Total :				968.84
93973	7/7/2026	000487 SMART & FINAL	TRAILS DAY EVENT:SNACKS TRAILS DAY EVENT:SNACKS 001.4100.4336	90.42
Total :				90.42
93974	7/7/2026	000203 SOUTHERN CALIFORNIA EDISON	FS#1-3-JUN FS#3-JUN 028.2050.4010 FS#3-JUN 029.2100.4010	1,013.09
				1,013.09

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Voucher	Date	Vendor	Description/Account	Amount
93974	7/7/2026	000203 SOUTHERN CALIFORNIA EDISON	(Continued) FS#1-JUN 028.2050.4010 FS#1-JUN 029.2100.4010 FS#2-JUN 028.2050.4010 FS#2-JUN 029.2100.4010	436.99 436.98 398.12 398.11 Total : 3,696.38
93975	7/7/2026	005332 STATE OF CALIFORNIA	2025/2026 AUDIT CONFIRMATION 2025/2026 AUDIT CONFIRMATION 001.1700.4510	150.00 Total : 150.00
93976	7/7/2026	000570 STP COMPLIANCEEHS	CAL OCC H&S NETWORK 26/27 CAL OCC H&S NETWORK 26/27 001.1600.4310	1,380.84 Total : 1,380.84
93977	7/7/2026	000086 TYLER TECHNOLOGIES, INC	EERP MIGRATION 5/6-5/7,5/21,5/24,5/26,5/ EERP MIGRATION 5/6-5/7,5/21,5/24, 007.8330.6070	10,500.00 Total : 10,500.00
93978	7/7/2026	005466 WSP USA INC	HVAC SRCTR CDBG-JUN 2026 HVAC SRCTR CDBG-JUN 2026 006.8400.4075	19,917.06 Total : 19,917.06
27 Vouchers for bank code : wfb				Bank total : 74,477.20
27 Vouchers in this report				Total vouchers : 74,477.20

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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
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Voucher	Date	Vendor	Description/Account	Amount
1176	7/10/2026	006400 MISSION SQUARE PLAN SERVICES	MISSION SQ DEF COMP 457 TRAD: PAYMENT	
			MISSION SQ DEF COMP 457 TRAD: Payment	
			024.1170	12.92
			MISSION SQ DEF COMP 457 TRAD: Payment	
			041.1170	187.50
			MISSION SQ DEF COMP 457 TRAD: Payment	
			042.1170	371.29
			MISSION SQ DEF COMP 457 TRAD: Payment	
			070.1170	212.49
			MISSION SQ DEF COMP 457 ROTH: Payment	
			001.1170	270.28
			MISSION SQ DEF COMP 457 ROTH: Payment	
			042.1170	79.20
			MISSION SQ DEF COMP 457 TRAD: Payment	
			001.1170	9,283.57
			MISSION SQ DEF COMP 457 TRAD: Payment	
			004.1170	1,777.81
			MISSION SQ DEF COMP 457 TRAD: Payment	
			010.1170	489.58
			MISSION SQ DEF COMP 457 TRAD: Payment	
			012.1170	28.67
			MISSION SQ DEF COMP 457 TRAD: Payment	
			016.1170	28.60
			MISSION SQ DEF COMP 457 TRAD: Payment	
			023.1170	30.82
			Total :	12,772.73
1177	7/10/2026	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			070.1120	1,681.51
			SOCIAL SECURITY: Payment	
			001.1140	735.76
			SOCIAL SECURITY: Payment	
			008.1140	165.78
			SOCIAL SECURITY: Payment	
			042.1140	143.46

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Voucher	Date	Vendor	Description/Account	Amount
1177	7/10/2026	000119 INTERNAL REVENUE SERVICE	(Continued)	
			MEDICARE: Payment	
			001.1140	5,902.38
			MEDICARE: Payment	
			004.1140	864.74
			MEDICARE: Payment	
			008.1140	38.78
			MEDICARE: Payment	
			010.1140	228.92
			MEDICARE: Payment	
			012.1140	178.40
			MEDICARE: Payment	
			016.1140	178.26
			MEDICARE: Payment	
			023.1140	62.50
			MEDICARE: Payment	
			024.1140	6.16
			MEDICARE: Payment	
			041.1140	275.68
			MEDICARE: Payment	
			042.1140	518.52
			MEDICARE: Payment	
			070.1140	302.10
			FEDERAL TAXES: Payment	
			001.1120	22,280.06
			FEDERAL TAXES: Payment	
			004.1120	2,912.50
			FEDERAL TAXES: Payment	
			008.1120	9.85
			FEDERAL TAXES: Payment	
			010.1120	961.49
			FEDERAL TAXES: Payment	
			012.1120	1,325.72
			FEDERAL TAXES: Payment	
			016.1120	1,325.59
			FEDERAL TAXES: Payment	
			023.1120	109.37

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Voucher	Date	Vendor	Description/Account	Amount
1177	7/10/2026	000119 INTERNAL REVENUE SERVICE	(Continued)	
			FEDERAL TAXES: Payment	
			024.1120	20.91
			FEDERAL TAXES: Payment	
			041.1120	1,022.89
			FEDERAL TAXES: Payment	
			042.1120	1,935.72
			Total :	43,187.05
1178	7/10/2026	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment	
			001.1145	572.13
			EPMC: Payment	
			004.1145	93.58
			EPMC: Payment	
			023.1145	10.46
			EPMC: Payment	
			024.1145	0.82
			EPMC: Payment	
			041.1145	23.72
			EPMC: Payment	
			042.1145	8.23
			EPMC: Payment	
			070.1145	67.64
			PERS: Payment	
			001.1145	20,846.35
			PERS: Payment	
			004.1145	3,973.42
			PERS: Payment	
			010.1145	1,198.33
			PERS: Payment	
			012.1145	336.00
			PERS: Payment	
			016.1145	335.99
			PERS: Payment	
			023.1145	282.54
			PERS: Payment	

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Voucher	Date	Vendor	Description/Account	Amount
1178	7/10/2026	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			024.1145	28.74
			PERS: Payment	
			041.1145	584.13
			PERS: Payment	
			042.1145	2,278.71
			PERS: Payment	
			070.1145	1,077.55
			PERS SURVIVOR: Payment	
			001.1145	25.44
			PERS SURVIVOR: Payment	
			004.1145	5.20
			PERS SURVIVOR: Payment	
			010.1145	1.12
			PERS SURVIVOR: Payment	
			012.1145	0.75
			PERS SURVIVOR: Payment	
			016.1145	0.70
			PERS SURVIVOR: Payment	
			023.1145	0.44
			PERS SURVIVOR: Payment	
			024.1145	0.04
			PERS SURVIVOR: Payment	
			041.1145	0.29
			PERS SURVIVOR: Payment	
			042.1145	4.38
			PERS SURVIVOR: Payment	
			070.1145	0.70
			Total :	31,757.40
1179	7/10/2026	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	8,590.73
			STATE TAXES: Payment	
			004.1130	1,199.25
			STATE TAXES: Payment	
			010.1130	457.58

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Voucher	Date	Vendor	Description/Account	Amount
1179	7/10/2026	000001	CALIF STATE EMPLOYMENT	
			(Continued)	
			STATE TAXES: Payment	
			012.1130	108.63
			STATE TAXES: Payment	
			016.1130	108.62
			STATE TAXES: Payment	
			023.1130	41.11
			STATE TAXES: Payment	
			024.1130	8.38
			STATE TAXES: Payment	
			041.1130	415.06
			STATE TAXES: Payment	
			042.1130	727.24
			STATE TAXES: Payment	
			070.1130	665.04
			Total :	12,321.64
4 Vouchers for bank code : wfb				Bank total : 100,038.82
4 Vouchers in this report				Total vouchers : 100,038.82

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Voucher	Date	Vendor	Description/Account	Amount
93979	7/14/2026	006391 34ED LLC DBA CENTEGIX	WE TIP CENTER SVC 07/01/26.06/30/27 WE TIP CENTER SVC 07/01/26.06/30/27 001.2000.4563	3,500.00
Total :				3,500.00
93980	7/14/2026	005771 AMAZON CAPITAL SERVICES	REFUND OFFICE SUPPLIES REFUND OFFICE SUPPLIES 001.3200.4200 OFFICE SUPPLIES OFFICE SUPPLIES 001.4200.4200 OFFICE MATERIALS OFFICE MATERIALS 001.4200.4206 STARTECH SERVER RACK STARTECH SERVER RACK 042.9510.4208 OFFICE SUPPLIES OFFICE SUPPLIES 001.4600.4200 OFFICE SUPPLIES 100% RECYCLED STICKY NOTES 001.3200.4200 OFFICE SUPPLIES 001.3200.4200 VARIOUS LAPTOP SUPPLIES VARIOUS LAPTOP SUPPLIES 042.9510.4203	-54.49 637.38 299.98 2,099.26 10.83 21.98 571.53 411.79
Total :				3,998.26
93981	7/14/2026	006389 AMERIFLEX	FSA:MORGAN 7/5/26 FSA:MORGAN 7/5/26 001.1182 FSA:LUDOLPH 001.1182	10.48 299.00
Total :				309.48

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Voucher	Date	Vendor	Description/Account	Amount
93982	7/14/2026	006228 BIG BRAND TIRE & SERVICE CO	VEH#17:TIRE MAINT VEH#17:TIRE MAINT 004.8310.4240	300.00
Total :				300.00
93983	7/14/2026	002912 CHAMPION ELECTRIC, INC.	CH:ELECTRIC VEH CHARGE PORTS INSTALL CH:ELECTRIC VEH CHRG PORTS INSTALL 007.8330.6803	2,459.00
Total :				2,459.00
93984	7/14/2026	005580 CIVICPLUS, LLC.	ADA ACCESSIBILITY WEBSITE ADA ACCESSIBILITY WEBSITE 042.9510.4623	20,440.40
Total :				20,440.40
93985	7/14/2026	006331 CLEARGOV INC.	BUDGET SOFTWARE 26/27 BUDGET SOFTWARE 26/27 042.9510.4533	8,858.00
Total :				8,858.00
93986	7/14/2026	000213 DAILY JOURNAL CORPORATION	TTM25004(DRA25006)HRG NOTICE:NEWSPAPER TTM25004(DRA25006)HRG NOTICE:NEWSPAPER 001.1200.4300	631.74
Total :				631.74
93987	7/14/2026	005567 FIRE APPARATUS SOLUTIONS	ME#542:DISCHARGE LABEL ME#542:DISCHARGE LABEL 028.2050.4240 ME#542:DISCHARGE LABEL 029.2100.4240	14.76
Total :				29.52
93988	7/14/2026	005358 FLEET SERVICES INC	FS#2:VEH MAIN FS#2:VEH MAIN 028.2050.4240 FS#2:VEH MAIN 029.2100.4240	419.73
Total :				839.46

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Voucher	Date	Vendor	Description/Account	Amount
93989	7/14/2026	006146 FM THOMAS AIR CONDITIONING	YMCA:HVAC REPAIR	
			YMCA:HVAC REPAIR	
			001.6000.4588	2,339.41
			YMCA:HVAC REPAIR	
			YMCA:HVAC REPAIR	
			001.6000.4588	2,691.52
			YMCA:HVAC REPAIR	
			YMCA:HVAC REPAIR	
			001.6000.4588	2,345.67
			YMCA:LEAK REPAIR	
			YMCA:LEAK REPAIR	
			001.6000.4588	2,098.33
			YMCA:BOILER REPAIR	
			YMCA:BOILER REPAIR	
			001.6000.4588	8,668.86
			YMCA:BOILER REPAIR	
			YMCA:BOILER REPAIR	
			001.6000.4588	4,707.82
			YMCA:LEAK REPAIR	
			YMCA:LEAK REPAIR	
			001.6000.4588	3,629.33
			PD:HVAC REPAIR	
			PD:HVAC REPAIR	
			001.2000.4588	2,762.00
			Total :	29,242.94
93990	7/14/2026	000108 HIGH TECH SECURITY	CORP YARD BURG SYST & MONIT-JUL	
			CORP YARD BURG SYST & MONIT-JUL	
			004.8310.4066	55.00
			CITY HALL BURG SYST & MONIT-JUL	
			042.9510.4066	100.00
			COMM PK BURG SYST & MONIT-JUL	
			001.6000.4066	55.00
			CORP YARD FIRE SYST & MONIT-JUL	
			CORP YARD FIRE SYST & MONIT-JUL	
			004.8310.4066	85.00
			LIB/YMCA FIRE SYST & MONIT-JUL	
			001.6000.4066	135.00

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Voucher	Date	Vendor	Description/Account	Amount
93990	7/14/2026	000108 HIGH TECH SECURITY	(Continued)	
			CITY HALL FIRE SYST & MONIT-JUL	
			042.9510.4066	50.00
			FS#3 FIRE SYST & MONIT-JUL	
			028.2050.4066	42.50
			FS#3 FIRE SYST & MONIT-JUL	
			029.2100.4066	42.50
			PD FIRE SYST & MONIT-JUL	
			001.2000.4066	85.00
			AURANTIA & COMM PK CCTV SYST & MONIT-JUL	
			AURANTIA & COMM PK CCTV SYST & MONIT-JUL	
			001.6000.4066	75.00
			CANYON OAK PK CCTV SYST & MONIT-JUL	
			016.8540.4066	25.00
			CORP YARD CCTV SYST & MONIT-JUL	
			004.8310.4066	25.00
			CITY HALL CCTV SYST & MONIT-JUL	
			042.9510.4066	25.00
			Total :	800.00
93991	7/14/2026	000105 HIGHLAND CHAMBER OF COMMERCE	CHAMBER LUNCHEON:ZAMANO	
			CHAMBER LUNCHEON:ZAMANO	
			001.1450.4330	25.00
			CHAMBER LUNCHEON:MORENO	
			CHAMBER LUNCHEON:MORENO	
			001.6020.4330	25.00
			CHAMBER LUNCHEON:MORGAN	
			CHAMBER LUNCHEON:MORGAN	
			001.4200.4330	25.00
			CHAMBER LUNCHEON:NAVA-CRUZ	
			CHAMBER LUNCHEON:NAVA-CRUZ	
			001.1700.4330	25.00
			CHAMBER LUNCHEON:DURAN	
			CHAMBER LUNCHEON:DURAN	
			001.3200.4330	25.00
			CHAMBER LUNCHEON:ZAMANO	
			CHAMBER LUNCHEON:ZAMANO	
			001.1450.4330	25.00

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Voucher	Date	Vendor	Description/Account	Amount
93991	7/14/2026	000105 HIGHLAND CHAMBER OF COMMERCE	(Continued) CHAMBER LUNCHEON:MORGAN CHAMBER LUNCHEON:MORGAN 001.4200.4330 CHAMBER LUNCHEON:MORENO CHAMBER LUNCHEON:MORENO 001.6020.4330	25.00 25.00 Total : 200.00
93992	7/14/2026	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SVC-JUN PROFESSIONAL SVC-JUN 023.3890.4554	4,250.00 Total : 4,250.00
93993	7/14/2026	006343 INTERMEDIA.NET INC.	VOIP-JUL VOIP-JUL 042.9510.4533	2,505.92 Total : 2,505.92
93994	7/14/2026	005873 INTERSTATE STRIPING INC	CITYWIDE:RED CURB PAINT CITYWIDE:RED CURB PAINT 004.8310.4578	800.00 Total : 800.00
93995	7/14/2026	003885 IWORQ	IWORQ ANNUAL CONTRACT 26/27 IWORQ ANNUAL CONTRACT 26/27 042.9510.4255	82,602.00 Total : 82,602.00
93996	7/14/2026	000127 K & L HARDWARE	CITY HALL:EV CHARGER SUPPLIES CITY HALL:EV CHARGER SUPPLIES 042.9510.4070 CITY HALL:SAFETY PAINT YELLOW CITY HALL:SAFETY PAINT YELLOW 042.9510.4070 CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206 CORP YARD:MISC SUPPLIES	100.09 27.77 29.08

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Voucher	Date	Vendor	Description/Account	Amount
93996	7/14/2026	000127 K & L HARDWARE	(Continued) CORP YARD:MISC SUPPLIES 004.8310.4206	21.54
Total :				178.48
93997	7/14/2026	000207 KONICA MINOLTA	COPIER PRINTER ARGMNT-JUN COPIER PRINTER ARGMNT-JUN 042.9510.4205	4,026.76
Total :				4,026.76
93998	7/14/2026	003194 PROGRESSIVE SOLUTIONS	CASHIERING SOFTWARE 7/1-12/31/26 CASHIERING SOFTWARE 7/1-12/31/26 042.9510.4255	3,537.32
Total :				3,537.32
93999	7/14/2026	000030 SAN BERNARDINO COUNTY SHERIFFS	PERSONNEL CREDITS 01/26-03/26 PERSONNEL CREDITS 01/26-03/26 001.2000.4555 GENERAL SVCS EXP 01/26-03/26 GENERAL SVCS EXP 01/26-03/26 001.2000.4560 O/T 01/26-03/26 O/T 01/26-03/26 001.2000.4555 O/T 01/26-03/26 O/T 01/26-03/26 001.2000.4555 JAG 23 01/26-03/26 JAG 23 01/26-03/26 026.8480.4560	-115,497.60 104,478.05 85,984.22 5,200.44 8,388.00
Total :				88,553.11
94000	7/14/2026	005731 SITEONE LANDSCAPE SUPPLY, LLC	PD:IRRIG REPAIRS PD:IRRIG REPAIRS 001.2000.4206 AURANTIA PK:IRRIG SUPPLIES AURANTIA PK:IRRIG SUPPLIES 001.6000.4206 LMD 69:IRRIG SUPPLIES	270.89 771.85

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Voucher	Date	Vendor	Description/Account	Amount
94000	7/14/2026	005731 SITEONE LANDSCAPE SUPPLY, LLC	(Continued)	
			LMD 69:IRRIG SUPPLIES	
			012.8500.4206	276.20
			COMM PK:IRRIG SUPPLIES	
			COMM PK:IRRIG SUPPLIES	
			001.6000.4206	1,167.79
			LMD 03:IRRIG SUPPLIES	
			LMD 03:IRRIG SUPPLIES	
			012.8500.4206	271.53
			LMD 48:IRRIG SUPPLIES	
			LMD 48:IRRIG SUPPLIES	
			012.8500.4206	639.04
			Total :	3,397.30
94001	7/14/2026	000203 SOUTHERN CALIFORNIA EDISON	CUNNINGHAM PK/AURANTIA PK-JUN	
			CUNNINGHAM PK-JUN	
			016.8540.4010	15.57
			AURANTIA PK-JUN	
			001.6000.4010	93.17
			POLICE STATION-JUN	
			POLICE STATION-JUN	
			001.2000.4010	11,935.50
			CANYON OAK-JUN	
			CANYON OAK-JUN	
			016.8540.4010	25.95
			EVC STATIONS-JUN	
			EVC STATIONS-JUN	
			042.9510.4012	9,244.03
			ST LIGHT ACQUISITION-SALES PH 1-JUN	
			ST LIGHT ACQUISITION-SALES PH 1-JUN	
			013.8510.4011	16,548.31
			LMD 48-JUN	
			LMD 48-JUN	
			012.8500.4010	2.86
			UPLIGHTING-JUN	
			013.8510.4011	12.71
			CITY HALL-JUN	
			CITY HALL-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
94001	7/14/2026	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			042.9510.4010	1,843.74
			CITY HALL-JUN	
			CITY HALL-JUN	
			042.9510.4010	2,210.53
			SIGNALS:VARIOUS-JUN	
			SIGNALS:VARIOUS-JUN	
			004.8310.4580	3,798.76
			CORP YARD-JUN	
			CORP YARD-JUN	
			004.8310.4010	1,080.33
			HIGHLAND AVENUE ALPR-JUN	
			HIGHLAND AVENUE ALPR-JUN	
			001.2000.4062	14.98
			LS3-JUN	
			LS3-JUN	
			013.8510.4011	25.32
			COMM PK-JUN	
			COMM PK-JUN	
			001.6000.4010	1,189.00
			LS3: VARIOUS-JUN	
			LS3: VARIOUS-APR	
			013.8510.4011	-21.96
			LS3:VARIOUS-MAY	
			013.8510.4011	14.98
			LS3:VARIOUS-JUN	
			013.8510.4011	13.57
			LS3:VARIOUS-JUN	
			LS3:VARIOUS-JUN	
			013.8510.4011	695.35
			LS1:VARIOUS-JUN	
			LS1:VARIOUS-JUN	
			013.8510.4011	9,872.23
			LS3-1/2 5T ST-JUN	
			LS3-JUN	
			013.8510.4011	51.88
			BASELINE MEDIAN-JUN	
			BASELINE MEDIAN-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
94001	7/14/2026	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			004.8310.4010	392.86
			LIBRARY/ELC-JUN	
			LIBRARY/ELC-JUN	
			001.6000.4010	11,858.23
			LS2: VARIOUS-JUN	
			LS2: VARIOUS-JUN	
			013.8510.4011	1,245.54
			SIGNALS:VARIOUS-JUN	
			SIGNALS:VARIOUS-JUN	
			004.8310.4580	468.65
			LMD-VARIOUS	
			LMD 10-JUN	
			012.8500.4010	17.78
			LMD 22-JUN	
			012.8500.4010	15.63
			LMD 03-JUN	
			012.8500.4010	15.16
			LMD 16-JUN	
			012.8500.4010	15.16
			LMD 20-JUN	
			012.8500.4010	15.63
			LMD 02-JUN	
			012.8500.4010	15.63
			LMD 35-JUN	
			012.8500.4010	15.35
			LMD 01-JUN	
			012.8500.4010	15.63
			LMD 31-JUN	
			012.8500.4010	15.63
			LMD 21-JUN	
			012.8500.4010	15.63
			LMD 00-JUN	
			012.8500.4010	15.63
			LMD 15-JUN	
			012.8500.4010	31.26
			LMD 02-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
94001	7/14/2026	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010	30.98
			LMD 04-JUN	
			012.8500.4010	15.63
			LMD 07-JUN	
			012.8500.4010	14.90
			LMD 06-JUN	
			012.8500.4010	14.51
			LMD 05-JUN	
			012.8500.4010	15.16
			LMD 11-JUN	
			012.8500.4010	15.63
			LMD 02-JUN	
			012.8500.4010	15.63
			LMD 34-JUN	
			012.8500.4010	15.63
			LMD 36-JUN	
			012.8500.4010	31.26
			LMD 44-JUN	
			012.8500.4010	15.88
			LMD 17-JUN	
			012.8500.4010	133.62
			LMD 47-JUN	
			012.8500.4010	15.63
			LMD 29-JUN	
			012.8500.4010	15.63
			LMD 08-JUN	
			012.8500.4010	15.63
			LMD 09-JUN	
			012.8500.4010	15.63
			LMD 68/69-JUN	
			012.8500.4010	16.85
			LMD 20-JUN	
			012.8500.4010	15.63
			LMD 76-JUN	
			012.8500.4010	15.67
			LMD 10-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
94001	7/14/2026	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010	32.83
			LMD 30-JUN	
			012.8500.4010	15.88
			LMD 37-JUN	
			012.8500.4010	15.63
			LMD 73-JUN	
			012.8500.4010	15.33
			LMD 48B-JUN	
			012.8500.4010	15.63
			LMD 48C-JUN	
			012.8500.4010	15.88
			LMD 70-JUN	
			012.8500.4010	16.06
			LMD 13-JUN	
			012.8500.4010	15.16
			LMD 55-JUN	
			012.8500.4010	15.63
			LS3-27477 1/2 BASELINE ST-JUN	
			LS3-27477 1/2 BASELINE ST-JUN	
			013.8510.4011	18.78
			Total :	73,442.52
94002	7/14/2026	005839 TRUSTED TECH TEAM	MICROSOFT 365-JUL	
			MICROSOFT 365-JUL	
			042.9510.4533	2,333.50
			Total :	2,333.50
94003	7/14/2026	000086 TYLER TECHNOLOGIES, INC	CITY HALL:HARDWARE/MAIN FEES	
			CITY HALL:HARDWARE/MAIN FEES	
			007.8330.4533	1,236.98
			EERP MIGRATION 6/18-6/21;6/30	
			EERP MIGRATION 6/18-6/21;6/30	
			007.8330.6070	5,600.00
			26/27 ENTERPRISE SOFTWARE	
			26/27 ENTERPRISE SOFTWARE	
			042.9510.4255	88,751.25

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Voucher	Date	Vendor	Description/Account	Amount
94003	7/14/2026	000086 TYLER TECHNOLOGIES, INC	(Continued)	Total : 95,588.23
94004	7/14/2026	000222 UNDERGROUND SERVICE ALERT	REGULATORY FEE-JUN REGULATORY FEE-JUN 004.8310.4553 MONTHLY DIG FEE-JUN MONTHLY DIG FEE-JUN 004.8310.4553	289.26 1,289.25 Total : 1,578.51
94005	7/14/2026	004709 VORTEX INDUSTRIES, LLC	CORP YARD:ROLLUP DOOR REPAIR CORP YARD:ROLLUP DOOR REPAIR 004.8310.4224	 1,424.00 Total : 1,424.00
94006	7/14/2026	000233 WAXIE SANITARY SUPPLY	40% RECYCLED BIGFOLD PAPER TOWELS 40% RECYCLED BIGFOLD PAPER TOWELS 001.2000.4055 JANITORIAL SUPPLIES 100% RECYCLED BATH TISSUES 001.6000.4055 CLEAR TRASH LINERS 001.6000.4055 JANITORIAL SUPPLIES 100% RECYCLED BATH TISSUES 004.8310.4055 100% RECYCLED KITCHEN ROLL TOWELS 004.8310.4055 CLEAR 32X42 TRASH LINERS 004.8310.4055 CLEAR 24X31 TRASH LINERS 004.8310.4055	181.80 246.32 138.28 184.74 42.21 138.28 86.53 Total : 1,018.16
94007	7/14/2026	004332 WEAVER GRADING INC.	EXCAVATION & DEBRIS REMOVAL:ELDER GULCH EXCVTN & DEBRIS RMVL:ELDER GULCH 024.8470.4666 EXCVTN & DEBRIS RMVL:ELDER GULCH	 9,750.00

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Voucher	Date	Vendor	Description/Account	Amount
94007	7/14/2026	004332 WEAVER GRADING INC.	(Continued)	
			041.9500.4351	22,625.00
			CONCRETE CHANNEL BY THE LITTLE VILLAGE	
			004.8310.4666	9,500.00
			Total :	41,875.00
94008	7/14/2026	004543 WEX BANK	POOL CAR FUEL-JUN	
			POOL CAR FUEL-JUN	
			042.9510.4220	234.10
			POOL CAR FUEL-JUN	
			028.2050.4220	276.99
			POOL CAR FUEL-JUN	
			029.2100.4220	276.98
			Total :	788.07
1003333386	7/14/2026	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC:PAYMENT	
			EPMC:PAYMENT	
			001.1200.3560	34,167.04
			EPMC:PAYMENT	
			001.1450.3560	34,167.04
			EPMC:PAYMENT	
			001.1600.3560	18,791.87
			EPMC:PAYMENT	
			001.1700.3560	64,917.39
			EPMC:PAYMENT	
			001.3200.3560	53,813.11
			EPMC:PAYMENT	
			001.4100.3560	89,688.51
			EPMC:PAYMENT	
			001.4200.3560	47,833.87
			EPMC:PAYMENT	
			001.4500.3560	52,104.75
			EPMC:PAYMENT	
			001.4600.3560	52,104.75
			EPMC:PAYMENT	
			001.6000.3560	19,646.05
			EPMC:PAYMENT	
			001.6010.3560	17,083.53

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Voucher	Date	Vendor	Description/Account	Amount
1003333386	7/14/2026	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC:PAYMENT	
			001.6020.3560	12,812.63
			EPMC:PAYMENT	
			004.8310.3560	92,251.03
			EPMC:PAYMENT	
			041.9500.3560	10,250.11
			EPMC:PAYMENT	
			042.9510.3560	10,250.11
			EPMC:PAYMENT	
			070.7000.3560	7,687.58
			EPMC:PAYMENT	
			024.8470.3560	5,979.24
			EPMC:PAYMENT	
			012.8500.3560	59,792.33
			EPMC:PAYMENT	
			016.8540.3560	12,812.65
			EPMC:PAYMENT	
			023.3890.3560	854.18
			EPMC:PAYMENT	
			010.3830.3560	20,500.23
			Total :	717,508.00
31	Vouchers for bank code :	wfb		Bank total : 1,197,015.68
31	Vouchers in this report			Total vouchers : 1,197,015.68

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Voucher	Date	Vendor	Description/Account	Amount
94009	7/21/2026	004206 #1 SON PLUMBING INC	OAK CREEK PARK:BACKFLOW TESTING OAK CREEK PARK:BACKFLOW TESTING 016.8540.4030 YMCA:PLUMBING REPAIR YMCA:PLUMBING REPAIR 001.6000.4030 LMD10:BACKFLOW TESTING LMD10:BACKFLOW TESTING 012.8500.4030 LMD21:BACKFLOW TESTING LMD21:BACKFLOW TESTING 012.8500.4030 PD:BACKFLOW TESTING PD:BACKFLOW TESTING 001.2000.4030	285.51 1,385.42 80.00 80.00 665.00 Total : 2,495.93
94010	7/21/2026	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES OFFICE SUPPLIES 001.4200.4200 OFFICE SUPPLY REFUND OFFICE SUPPLY REFUND 001.4600.4200 OFFICE SUPPLIES OFFICE SUPPLIES 001.4600.4200	53.40 -11.85 346.03 Total : 387.58
94011	7/21/2026	000774 ARROWHEAD CREDIT UNION-DEPT 91	VOL DINNER:INVITATIONS W/ENVELOPES VOL DINNER:INVITATIONS W/ENVELOPES 001.6020.4200	 228.36 Total : 228.36
94012	7/21/2026	001072 AUTO ZONE, INC.	CORP YARD:TRAILER HITCH SUPPLIES CORP YARD:TRAILER HITCH SUPPLIES 004.8310.4206	 156.77

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Voucher	Date	Vendor	Description/Account	Amount
94012	7/21/2026	001072 001072 AUTO ZONE, INC.	(Continued)	Total : 156.77
94013	7/21/2026	000043 BALLARD PLUMBING HEATING & AIR	CITY HALL:HVAC QTRLY SVC	
			CITY HALL:HVAC QTRLY SVC	
			042.9510.4070	725.00
			CORP YARD:HVAC QTRLY SVC	
			CORP YARD:HVAC QTRLY SVC	
			004.8310.4588	550.00
			FS#2:HVAC QTRLY SVC	
			FS#2:HVAC QTRLY SVC	
			028.2050.4588	137.50
			FS#2:HVAC QTRLY SVC	
			029.2100.4588	137.50
			FS#3:HVAC QTRLY SVC	
			FS#3:HVAC QTRLY SVC	
			028.2050.4588	137.50
			FS#3:HVAC QTRLY SVC	
			029.2100.4588	137.50
			FS#1:QTRLY HVAC SVC	
			FS#1:QTRLY HVAC SVC	
			028.2050.4588	137.50
			FS#1:QTRLY HVAC SVC	
			029.2100.4588	137.50
			Total : 2,100.00	
94014	7/21/2026	005516 BASE HILL, INC.	JANITORIAL-JUN	
			CITY HALL-JUN	
			042.9510.4504	1,808.80
			CC-JUN	
			042.9510.4504	360.14
			AURANTIA PARK-JUN	
			001.6000.4504	1,683.73
			COMMUNITY PARK-JUN	
			001.6000.4504	2,759.98
			POLICE DEPT-JUN	
			001.2000.4504	1,250.64
			Total : 7,863.29	

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Voucher	Date	Vendor	Description/Account	Amount
94015	7/21/2026	002480 CASC ENGINEERING & CONSULTING	WQP21001-JUN	
			WQP21001-JUN	
			001.3200.4551	105.00
			WQP25007-JUN	
			WQP25007-JUN	
			001.3200.4551	105.00
			WQP25006-JUN	
			WQP25006-JUN	
			001.3200.4551	105.00
			FWQ21006-JUN	
			FWQ21006-JUN	
			001.3200.4551	212.54
			WQP21001-JUN	
			WQP21001-JUN	
			001.3200.4551	200.00
			FWQ24003-JUN	
			FWQ24003-JUN	
			001.3200.4551	200.00
			FWQ19001-JUN	
			FWQ19001-JUN	
			001.3200.4551	100.00
			FWQ21006-JUN	
			FWQ21006-JUN	
			001.3200.4551	150.00
			FWQ24002-JUN	
			FWQ24002-JUN	
			001.3200.4551	600.00
			WQP21001-JUN	
			WQP21001-JUN	
			001.3200.4551	200.00
			FWQ24003-JUN	
			FWQ24003-JUN	
			001.3200.4551	200.00
			FWQ17006-JUN	
			FWQ17006-JUN	
			001.3200.4551	200.00
			WQP25004-JUN	
			WQP25004-JUN	

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94015	7/21/2026	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			001.3200.4551	570.00
			WQP23004-JUN	
			WQP23004-JUN	
			001.3200.4551	570.00
Total :				3,517.54
94016	7/21/2026	006099 CHARTER COMMUNICATIONS	PD:TELE/INT-JUL	
			PD:TELE/INT-JUN	
			001.0450	-930.69
			PD:TELE/INT-JUL	
			001.2000.4065	938.19
Total :				7.50
94017	7/21/2026	006099 CHARTER COMMUNICATIONS	FS#3:TELE/INT-JUL	
			FS#3:TELE/INT-JUN	
			028.0450	-352.33
			FS#3:TELE/INT-JUN	
			029.0450	-352.33
			FS#3:TELE/INT-JUL	
			028.2050.4065	353.68
			FS#3:TELE/INT-JUL	
			029.2100.4065	353.67
Total :				2.69
94018	7/21/2026	006099 CHARTER COMMUNICATIONS	FS#1:TELE/INT-JUL	
			FS#1:TELE/INT-JUN	
			028.0450	-230.97
			FS#1:TELE/INT-JUN	
			029.0450	-230.97
			FS#1:TELE/INT-JUL	
			028.2050.4065	231.78
			FS#1:TELE/INT-JUL	
			029.2100.4065	231.77
Total :				1.61
94019	7/21/2026	006099 CHARTER COMMUNICATIONS	FS#2:TELE/INT-JUN	
			FS#2:TELE/INT-JUN	

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Voucher	Date	Vendor	Description/Account	Amount
94019	7/21/2026	006099 CHARTER COMMUNICATIONS	(Continued)	
			028.0450	-174.60
			FS#2:TELE/INT-JUN	
			029.0450	-174.59
			FS#2:TELE/INT-JUL	
			028.2050.4065	174.87
			FS#2:TELE/INT-JUL	
			029.2100.4065	174.86
			Total :	0.54
94020	7/21/2026	005553 CLARK PEST CONTROL OF STOCKTON	FS#1:PEST CONTROL	
			FS#1:PEST CONTROL	
			028.2050.4589	29.50
			FS#1:PEST CONTROL	
			029.2100.4589	29.50
			FS#2:PEST CONTROL	
			FS#2:PEST CONTROL	
			028.2050.4589	29.50
			FS#2:PEST CONTROL	
			029.2100.4589	29.50
			YMCA:PEST CONTROL	
			YMCA:PEST CONTROL	
			001.6000.4589	119.00
			CITY HALL:PEST CONTROL	
			CITY HALL:PEST CONTROL	
			042.9510.4589	78.00
			PD:PEST CONTROL	
			PD:PEST CONTROL	
			001.2000.4589	121.00
			CORP YARD:PEST CONTROL	
			CORP YARD:PEST CONTROL	
			004.8310.4589	92.00
			Total :	528.00
94021	7/21/2026	006418 CORODATA SHREDDING,INC.	SHREDDING SVC-JUN	
			SHREDDING SVC-JUN	
			001.1200.4626	66.25

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94021	7/21/2026	006418 006418 CORODATA SHREDDING,INC.	(Continued)	Total : 66.25
94022	7/21/2026	000213 DAILY JOURNAL CORPORATION	ELECTION NOTICE(ENG):NEWSPAPER PUB ELECTION NOTICE(ENG):NEWSPAPER PUB 001.1200.4300	400.60
			ELECTION NOTICE(SPAN):NEWSPAPER PUB ELECTION NOTICE(SPAN):NEWSPAPER PUB 001.1200.4300	451.40
			MCA26001 HRG NOTICE:NEWSPAPER PUB MCA26001 HRG NOTICE:NEWSPAPER PUB 001.1200.4300	441.24
			Total :	1,293.24
94023	7/21/2026	006259 DEPENDABLE BREAK ROOM SOLUTION	CITY HALL:FILTER CARTRIDGE RPLCMNT CITY HALL:FILTER CARTRIDGE RPLCMNT 042.9510.4200	241.88
			CITY HALL:COOLER RENTAL CITY HALL:COOLER RENTAL 042.9510.4200	43.09
			COUNCIL:COOLER RENTAL COUNCIL:COOLER RENTAL 042.9510.4200	18.32
			CITY HALL:MONTHLY COFFEE CITY HALL:MONTHLY COFFEE 042.9510.4200	49.50
			Total :	352.79
94024	7/21/2026	000085 EAST VALLEY WATER DISTRICT	ATHLETIC CTR-JUN ATHLETIC CTR-JUN 001.6000.4030	471.58
			COMMUNITY PK-JUN COMMUNITY PK-JUN 001.6000.4030	11,246.97
			LMD 10-JUN LMD 10-JUN 012.8500.4030	1,614.28
			OAK CREEK PK-JUN OAK CREEK PK-JUN	

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94024	7/21/2026	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			016.8540.4030	2,036.31
			LMD 10-JUN	
			LMD 10-JUN	
			012.8500.4030	1,170.27
			LMD 34-JUN	
			LMD 34-JUN	
			012.8500.4030	260.23
			COMMUNITY PK FS-JUN	
			COMMUNITY PK FS-JUN	
			001.6000.4030	23.57
			COMM CTR- FS	
			COMM CTR FS-JUN	
			001.6000.4030	23.57
			STR & STRM DRN #21-JUN	
			STR & STRM DRN #21-JUN	
			024.8470.4030	42.22
			CORP YARD IRR-	
			CORP YARD-JUN	
			004.8310.4030	1,675.99
			COMM CTR:IRRIGATION-JUN	
			COMM CTR:IRRIGATION-JUN	
			001.6000.4030	810.19
			LIBRARY/ELE-IRR-JUN	
			LIBRARY/ELE-IRR-JUN	
			001.6000.4030	837.73
			YMCA COMMUNITY PK-JUN	
			YMCA COMMUNITY PK-JUN	
			001.6000.4030	278.83
			CORP YARD-JUN	
			CORP YARD-JUN	
			004.8310.4030	169.58
			LIBRARY/ELC IRR-JUN	
			LIBRARY/ELC IRR-JUN	
			001.6000.4030	566.33
			ATHLETIC CTR FS-JUN	
			ATHLETIC CTR FS-JUN	
			001.6000.4030	22.08

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94024	7/21/2026	000085 EAST VALLEY WATER DISTRICT	(Continued) CUNNINGHAM PK IRR-JUN CUNNINGHAM PK-IRR-JUN 016.8540.4030 LMD 30-JUN LMD 30-JUN 012.8500.4030 LIBRARY/ELC-FS-JUN LIBRARY/ELC-FS-JUN 001.6000.4030 CORP YARD-FS-JUN CORP YARD-FS-JUN 004.8310.4030	2,212.57 390.59 25.05 29.71
			Total :	23,907.65
94025	7/21/2026	006146 FM THOMAS AIR CONDITIONING	PD:HVAC REPAIR PD:HVAC REPAIR 001.2000.4588 PD:HVAC REPAIR PD:HVAC REPAIR 001.2000.4588 PD:HVAC REPAIR PD:HVAC REPAIR 001.2000.4588 LIBRARY:MOTOR REPAIR LIBRARY:MOTOR REPAIR 001.6000.4588	37,725.00 2,703.00 4,661.00 4,536.01
			Total :	49,625.01
94026	7/21/2026	006481 GENERAL CODE	CODE BOOKS 26/27 CODE BOOKS 26/27 001.1200.4625	1,067.50
			Total :	1,067.50
94027	7/21/2026	002845 GRAINGER INC	PD:DOOR MAINT PD:DOOR MAINT 001.2000.4245 PD:MISC SUPPLIES	241.67

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Voucher	Date	Vendor	Description/Account		Amount
94027	7/21/2026	002845 GRAINGER INC	(Continued) PD:MISC SUPPLIES 001.2000.4245		457.85
				Total :	699.52
94028	7/21/2026	000108 HIGH TECH SECURITY	CORP YARD BURG SYST & MONIT-AUG CORP YARD BURG SYST & MONIT-AUG 004.8310.4066 CITY HALL BURG SYST & MONIT-AUG 042.9510.4066 COMM PK BURG SYST & MONIT-AUG 001.6000.4066 CORP YARD FIRE SYST & MONIT-AUG CORP YARD FIRE SYST & MONIT-AUG 004.8310.4066 LIB/YMCA FIRE SYST & MONIT-AUG 001.6000.4066 CITY HALL FIRE SYST & MONIT-AUG 042.9510.4066 FS#3 FIRE SYST & MONIT-AUG 028.2050.4066 FS#3 FIRE SYST & MONIT-AUG 029.2100.4066 PD FIRE SYST & MONIT-AUG 001.2000.4066 AURANTIA & COMM PK CCTV SYST & MONIT-AUG AURANTIA & COMM PK CCTV SYST & MONIT-AUG 001.6000.4066 CANYON OAK PK CCTV SYST & MONIT-AUG 016.8540.4066 CORP YARD CCTV SYST & MONIT-AUG 004.8310.4066 CITY HALL CCTV SYST & MONIT-AUG 042.9510.4066		55.00 100.00 55.00 85.00 135.00 50.00 42.50 42.50 85.00 75.00 25.00 25.00 25.00
				Total :	800.00
94029	7/21/2026	002664 INLAND LIGHTING SUPPLIES, INC.	PD:LIGHTING SUPPLIES PD:LIGHTING SUPPLIES		

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Voucher	Date	Vendor	Description/Account	Amount
94029	7/21/2026	002664 INLAND LIGHTING SUPPLIES, INC.	(Continued) 001.2000.4070	628.58
Total :				628.58
94030	7/21/2026	000127 K & L HARDWARE	CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206 CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206	8.18
Total :				100.19
94031	7/21/2026	000207 KONICA MINOLTA	IT MONTHLY CONTRACT-JUL IT MONTHLY CONTRACT-JUL 042.9510.4627	6,392.34
Total :				6,392.34
94032	7/21/2026	001193 LIFE ASSIST, INC.	FS#1-3:PARAMEDICS SUPPLIES FS#1-3:PARAMEDICS SUPPLIES 028.2050.4207	465.48
Total :				465.48
94033	7/21/2026	005993 MACS SPRING INC	CITY HALL:WELD CORD RET BOXES FOR CHARGE CITY HALL:WELD CORD RET BOXES FOR 042.9510.4070	345.00
Total :				345.00
94034	7/21/2026	005087 MORENO, DENISE	MILEAGE REIMB-JUL MILEAGE REIMB-JUL 001.6020.4332 MEAL FOR HAZMAT MEETING-JUL MEAL FOR HAZMAT MEETING-JUL 001.4200.4330	13.70
Total :				12.93
94035	7/21/2026	006138 O'REILLY AUTO PARTS	CORP YARD:MISC SUPPLIES CORP YARD:MISC SUPPLIES 004.8310.4206	269.36

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Voucher	Date	Vendor	Description/Account	Amount
94035	7/21/2026	006138 006138 O'REILLY AUTO PARTS	(Continued)	Total : 269.36
94036	7/21/2026	000169 PITNEY BOWES GLOBAL FINANCIAL	POSTAGE MACHINE SUPPLIES POSTAGE MACHINE SUPPLIES 042.9510.4200	327.27 Total : 327.27
94037	7/21/2026	006440 QUICK QUACK CAR WASH	CAR WASH CITY VEH-JUN CAR WASH CITY VEH-JUN 001.4600.4240 CAR WASH CITY VEH-JUN 001.4200.4240 CAR WASH CITY VEH-JUN 042.9510.4240	29.97 9.99 19.98 Total : 59.94
94038	7/21/2026	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING-JUL DOCUMENT RECORDING-JUL 001.1200.4506	80.00 Total : 80.00
94039	7/21/2026	005326 RP LANDSCAPE & IRRIGATION	LMD LANDSCAPING MAINT-JUN LMD 00 BASELINE LANDSCAPING MAINT-JUN 012.8500.4585 LMD 00 YARNELL LANDSCAPING MAINT-JUN 012.8500.4585 LMD 01 LANDSCAPING MAINT-JUN 012.8500.4585 LMD 01B LANDSCAPING MAINT-JUN 012.8500.4585 LMD 02 LANDSCAPING MAINT-JUN 012.8500.4585 LMD 03A-JUN 012.8500.4585 LMD 03B-JUN 012.8500.4585 LMD 04-JUN 012.8500.4585	330.60 202.11 172.90 172.90 797.90 155.37 155.37 46.73

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Voucher	Date	Vendor	Description/Account	Amount
94039	7/21/2026	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 05-JUN	
			012.8500.4585	97.34
			LMD 07-JUN	
			012.8500.4585	85.27
			LMD 08-JUN	
			012.8500.4585	192.76
			LMD 09-JUN	
			012.8500.4585	1,174.07
			LMD 10-JUN	
			012.8500.4585	2,288.54
			LMD 11-JUN	
			012.8500.4585	547.89
			LMD 13-JUN	
			012.8500.4585	143.69
			LMD 15-JUN	
			012.8500.4585	529.20
			LMD 16-JUN	
			012.8500.4585	56.07
			LMD 17-JUN	
			012.8500.4585	711.44
			LMD 20 BASELINE-JUN	
			012.8500.4585	220.79
			LMD 20 STREATER-JUN	
			012.8500.4585	171.72
			LMD 21-JUN	
			012.8500.4585	169.66
			LMD 22-JUN	
			012.8500.4585	202.10
			LMD 24-JUN	
			012.8500.4585	75.93
			LMD 25-JUN	
			012.8500.4585	213.78
			LMD 29-JUN	
			012.8500.4585	213.78
			LMD 30-JUN	
			012.8500.4585	867.98

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Voucher	Date	Vendor	Description/Account	Amount
94039	7/21/2026	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 31-JUN	
			012.8500.4585	575.93
			LMD 34-JUN	
			012.8500.4585	330.60
			LMD 35-JUN	
			012.8500.4585	239.49
			LMD 36-JUN	
			012.8500.4585	353.97
			LMD 37-JUN	
			012.8500.4585	435.74
			LMD 39-JUN	
			012.8500.4585	558.40
			LMD 43-JUN	
			012.8500.4585	202.10
			LMD 44-JUN	
			012.8500.4585	2,996.49
			LMD 47-JUN	
			012.8500.4585	232.47
			LMD 48-JUN	
			012.8500.4585	2,445.09
			LMD 54-JUN	
			012.8500.4585	625.00
			LMD 55-JUN	
			012.8500.4585	552.56
			LMD 59-JUN	
			012.8500.4585	68.92
			LMD 61-JUN	
			012.8500.4585	389.01
			LMD 63-JUN	
			012.8500.4585	143.69
			LMD 70-JUN	
			012.8500.4585	669.39
			LMD 76-JUN	
			012.8500.4585	202.10
			LMD 68-JUN	
			012.8500.4585	599.29

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94039	7/21/2026	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 69-JUN	
			012.8500.4585	137.84
			LMD 73-JUN	
			012.8500.4585	313.08
			LMD 79-JUN	
			012.8500.4585	294.12
			POLICE STATION LANDSCAPE MAINT-JUN	
			POLICE STATION LANDSCAPE MAINT-JUN	
			001.2000.4585	579.00
			CITY HALL LANDSCAPING MAINT-JUN	
			042.9510.4585	579.00
			LIBRARY LANDSCAPING MAINT-JUN	
			001.6000.4585	694.80
			YMCA LANDSCAPING MAINT-JUN	
			001.6000.4585	694.80
			CORP YARD LANDSCAPING MAINT-JUN	
			004.8310.4585	463.20
			AURANTIA PK LANDSCAPING MAINT-JUN	
			001.6000.4585	1,080.41
			COMMUNITY PK LANDSCAPING MAINT-JUN	
			001.6000.4585	4,274.18
			CANYON OAK PK LANDSCAPING MAINT-JUN	
			016.8540.4585	412.25
			CUNNINGHAM PK LANDSCAPING MAINT-JUN	
			016.8540.4585	524.57
			SEELEY PK LANDSCAPING MAINT-JUN	
			016.8540.4585	346.24
			OAK CREEK PK LANDSCAPING MAINT-JUN	
			016.8540.4585	643.84
			MEMORIAL PK LANDSCAPING MAINT-JUN	
			001.6000.4585	463.20
			BOULDER MEDIAN LANDSCAPING MAINT-JUN	
			004.8310.4585	2,867.21
			Total :	35,983.87
94040	7/21/2026	000424 SAN BERNARDINO FIRE PROTECTION	HAZARDOUS WASTE FEE 07/2026-09/2026	

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Voucher	Date	Vendor	Description/Account	Amount		
94040	7/21/2026	000424	SAN BERNARDINO FIRE PROTECTION	(Continued)		
			HAZARDOUS WASTE FEE 07/2026-09/2026			
			001.4200.4596		14,089.11	
				Total :	14,089.11	
94041	7/21/2026	003713	SATCOM GLOBAL LTD.	SATTELITE PHONE-JUN		
			SATTELITE PHONE-JUN			
			028.2050.4061		28.61	
			SATTELITE PHONE-JUN			
			029.2100.4061		28.60	
			SATTELITE PHONE-JUN			
			001.2000.4061		57.21	
			SATTELITE PHONE-JUN			
			042.9510.4061		57.21	
				Total :	171.63	
94042	7/21/2026	006483	SAVI CONSTRUCTION INC.	SB1#4:CONCRETE SIDEWALK REPAIR		
			SB1#4:CONCRETE SIDEWALK REPAIR			
			004.8310.4591		17,904.00	
				Total :	17,904.00	
94043	7/21/2026	000022	SB CO AUDITOR/CONTROLLER	LAFCO 26/27 APPORTIONMENT		
			LAFCO 26/27 APPORTIONMENT			
			001.1000.4346		5,167.00	
				Total :	5,167.00	
94044	7/21/2026	005731	SITEONE LANDSCAPE SUPPLY, LLC	PARKS:IRRIG SUPPLIES		
			CUNNINGHAM PK:IRRIG SUPPLIES			
			016.8540.4206		605.84	
			CANYON OAKS PK:IRRIG SUPPLIES			
			016.8540.4206		605.84	
				Total :	1,211.68	
94045	7/21/2026	000203	SOUTHERN CALIFORNIA EDISON	LS3: VARIOUS-JUN		
			LS3: VARIOUS-JUN			
			013.8510.4011		1,645.03	
				Total :	1,645.03	
94046	7/21/2026	006405	SUPERIOR MEDICAL	ILLEGAL DUMPED SHARPS		

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94046	7/21/2026	006405 SUPERIOR MEDICAL	(Continued) ILLEGAL DUMPED SHARPS 001.4200.4596	60.00
Total :				60.00
94047	7/21/2026	000075 THE COUNSELING TEAM INT'L	EMPLOYEES SUPPORT SVC:JUN EMPLOYEES SUPPORT SVC:JUN 001.1600.4537	115.50
Total :				115.50
94048	7/21/2026	003689 TPX COMMUNICATIONS	POLICE DEPT-JUL POLICE DEPT-JUL 001.2000.4060	253.60
Total :				253.60
94049	7/21/2026	000086 TYLER TECHNOLOGIES, INC	EERP MIGRATION 7/1-7/2/26 EERP MIGRATION 7/1-7/2/26 007.8330.6070	2,800.00
Total :				2,800.00
94050	7/21/2026	000979 VERIZON WIRELESS	AIR CARDS/CELL PHONES-JUN AIR CARDS-JUN 001.1450.4062 CELL PHONES-JUN 001.2000.4061 AIR CARDS-JUN 001.2000.4062 CELL PHONES-JUN 001.6000.4061 CELL PHONES-JUN 001.6010.4061 CELL PHONES-JUN 004.8310.4061 AIR CARDS-JUN 004.8310.4062 CELL PHONES-JUN 028.2050.4061 AIR CARDS-JUN	30.02 230.22 1,094.32 76.74 38.37 191.85 20.02 115.11

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Voucher	Date	Vendor	Description/Account	Amount
94050	7/21/2026	000979 VERIZON WIRELESS	(Continued)	
			028.2050.4062	404.18
			CELL PHONES-JUN	
			042.9510.4061	984.98
			AIR CARDS-JUN	
			042.9510.4062	372.14
			COH BACKUP INTERNET-JUN	
			042.9510.4065	30.02
			Total :	3,587.97
94051	7/21/2026	003535 WEST COAST ARBORISTS, INC.	CITYWIDE TREE MAINT-JUN	
			CITYWIDE TREE MAINT-JUN	
			004.8310.4680	8,981.65
			LMD 55 TREE MAINT-JUN	
			LMD 55 TREE MAINT-JUN	
			012.8500.4585	2,209.20
			COMM PK TREE MAINT-JUN	
			COMM PK TREE MAINT-JUN	
			001.6000.4680	1,215.75
			YMCA TREE MAINT-JUN	
			001.6000.4680	1,215.75
			OAK CREEK PARK TREE MAINT-JUN	
			OAK CREEK PARK TREE MAINT-JUN	
			016.8540.4680	1,539.95
			Total :	15,162.30
94052	7/21/2026	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB-MAY	
			MONTHLY REIMB-MAY	
			001.6000.4526	45,417.00
			Total :	45,417.00
94053	7/21/2026	006001 YUNEX LLC	TS RESPONSE CALL OUTS-MAY	
			TS RESPONSE CALL OUTS-MAY	
			004.8310.4580	2,020.06
			GREENSPOT & CALLE DE RIO #70322H-STL POL	
			GREENSPOT & CALLE DE RIO #70322H-STL	
			013.8510.4664	1,756.40
			27247 NORWOOD-STL POLE KD	

Voucher List
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Voucher	Date	Vendor	Description/Account	Amount
94053	7/21/2026	006001 YUNEX LLC	(Continued)	
			27247 NORWOOD-STL POLE KD	
			013.8510.4664	1,756.40
			STL RESPONSE CALL OUTS-JUN	
			STL RESPONSE CALL OUTS-JUN	
			013.8510.4664	240.93
			TS RESPONSE CALL OUTS-JUN	
			TS RESPONSE CALL OUTS-JUN	
			004.8310.4580	1,877.66
			TS MAINT-MAY	
			TS MAINT-MAY	
			004.8310.4580	3,827.00
			STL MAINT-JUN	
			STL MAINT-JUN	
			013.8510.4664	2,528.50
			TS MAINT-JUN	
			TS MAINT-JUN	
			004.8310.4580	3,827.00
			Total :	17,833.95
94054	7/21/2026	006030 ZAPATA TIRE SHOP	VEH#129:TIRE ROTATION	
			VEH#129:TIRE ROTATION	
			004.8310.4240	50.00
			VEH#121:TIRE REPAIR	
			VEH#121:TIRE REPAIR	
			001.4600.4240	20.00
			Total :	70.00
46 Vouchers for bank code : wfb				Bank total : 265,277.38
46 Vouchers in this report				Total vouchers : 265,277.38

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1180	7/24/2026	006436 PERS-MEDICAL	ANTHEM SELECT HMO: PAYMENT KAISER: Payment 070.1150 PERS GOLD: Payment 001.1150 PERS GOLD: Payment 004.1150 PERS GOLD: Payment 010.1150 UNITED HEALTHCARE: Payment 001.1150 UNITED HEALTHCARE: Payment 004.1150 UNITED HEALTHCARE: Payment 012.1150 UNITED HEALTHCARE: Payment 016.1150 UNITED HEALTHCARE: Payment 023.1150 UNITED HEALTHCARE: Payment 070.1150 UNITED HEALTHCARE SIG. HARMONY: Payment 001.1150 BLUE SHIELD POST TX-DP: Payment 042.1150 RETIRED PREMIUM: AUG 041.9500.3515 ADMIN FEE: AUG 001.1450.3511 ANTHEM SELECT HMO: Payment 001.1150 ANTHEM SELECT HMO: Payment 004.1150 ANTHEM SELECT HMO: Payment 041.1150 ANTHEM SELECT HMO: Payment	 174.32 1,920.08 1,248.04 672.02 3,038.95 261.23 217.70 217.67 43.55 226.40 765.52 852.56 1,800.00 27.88 1,877.28 125.17 375.45

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1180	7/24/2026	006436 PERS-MEDICAL	(Continued)	
			070.1150	125.08
			BLUE SHIELD: Payment	
			001.1150	1,599.96
			BLUE SHIELD: Payment	
			004.1150	170.52
			BLUE SHIELD: Payment	
			042.1150	1,364.10
			KAISER: Payment	
			001.1150	10,029.75
			KAISER: Payment	
			004.1150	1,705.62
			KAISER: Payment	
			010.1150	96.95
			KAISER: Payment	
			012.1150	290.73
			KAISER: Payment	
			016.1150	290.69
			KAISER: Payment	
			023.1150	290.71
			KAISER: Payment	
			024.1150	19.37
			KAISER: Payment	
			041.1150	426.40
			KAISER: Payment	
			042.1150	436.06
			Total :	30,689.76
1181	7/24/2026	006400 MISSION SQUARE PLAN SERVICES	MISSION SQ DEF COMP 457 TRAD: PAYMENT	
			MISSION SQ DEF COMP 457 TRAD: Payment	
			001.1170	8,439.37
			MISSION SQ DEF COMP 457 TRAD: Payment	
			004.1170	1,777.80
			MISSION SQ DEF COMP 457 TRAD: Payment	
			010.1170	489.59
			MISSION SQ DEF COMP 457 TRAD: Payment	
			012.1170	28.67

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1181	7/24/2026	006400 MISSION SQUARE PLAN SERVICES	(Continued)	
			MISSION SQ DEF COMP 457 TRAD: Payment	
			016.1170	28.67
			MISSION SQ DEF COMP 457 TRAD: Payment	
			023.1170	30.82
			MISSION SQ DEF COMP 457 TRAD: Payment	
			024.1170	12.92
			MISSION SQ DEF COMP 457 TRAD: Payment	
			041.1170	187.51
			MISSION SQ DEF COMP 457 TRAD: Payment	
			042.1170	371.28
			MISSION SQ DEF COMP 457 TRAD: Payment	
			070.1170	212.47
			MISSION SQ DEF COMP 457 ROTH: Payment	
			001.1170	1,114.43
			MISSION SQ DEF COMP 457 ROTH: Payment	
			042.1170	79.20
			Total :	12,772.73
1182	7/24/2026	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			024.1120	20.04
			FEDERAL TAXES: Payment	
			004.1120	3,058.47
			FEDERAL TAXES: Payment	
			008.1120	27.59
			FEDERAL TAXES: Payment	
			010.1120	1,009.13
			FEDERAL TAXES: Payment	
			012.1120	390.84
			FEDERAL TAXES: Payment	
			016.1120	390.83
			FEDERAL TAXES: Payment	
			023.1120	183.94
			FEDERAL TAXES: Payment	
			041.1120	385.33
			FEDERAL TAXES: Payment	

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Voucher	Date	Vendor	Description/Account	Amount
1182	7/24/2026	000119 INTERNAL REVENUE SERVICE	(Continued)	
			042.1120	2,089.30
			FEDERAL TAXES: Payment	
			070.1120	912.36
			SOCIAL SECURITY: Payment	
			001.1140	735.76
			SOCIAL SECURITY: Payment	
			008.1140	187.78
			SOCIAL SECURITY: Payment	
			042.1140	190.04
			MEDICARE: Payment	
			001.1140	4,142.76
			MEDICARE: Payment	
			004.1140	797.14
			MEDICARE: Payment	
			008.1140	43.92
			MEDICARE: Payment	
			010.1140	235.08
			MEDICARE: Payment	
			012.1140	85.32
			MEDICARE: Payment	
			016.1140	85.18
			MEDICARE: Payment	
			023.1140	50.80
			MEDICARE: Payment	
			024.1140	6.22
			MEDICARE: Payment	
			041.1140	99.68
			MEDICARE: Payment	
			042.1140	567.14
			MEDICARE: Payment	
			070.1140	174.92
			FEDERAL TAXES: Payment	
			001.1120	17,387.34
Total :				33,256.91
1183	7/24/2026	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1183	7/24/2026	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			001.1145	20,857.96
			PERS: Payment	
			004.1145	4,009.14
			PERS: Payment	
			010.1145	1,233.97
			PERS: Payment	
			012.1145	341.72
			PERS: Payment	
			016.1145	341.65
			PERS: Payment	
			023.1145	282.54
			PERS: Payment	
			024.1145	28.75
			PERS: Payment	
			041.1145	584.15
			PERS: Payment	
			042.1145	2,310.26
			PERS: Payment	
			070.1145	1,077.51
			PERS SURVIVOR: Payment	
			001.1145	25.44
			PERS SURVIVOR: Payment	
			004.1145	5.15
			PERS SURVIVOR: Payment	
			010.1145	1.13
			PERS SURVIVOR: Payment	
			012.1145	0.75
			PERS SURVIVOR: Payment	
			016.1145	0.71
			PERS SURVIVOR: Payment	
			023.1145	0.45
			PERS SURVIVOR: Payment	
			024.1145	0.04
			PERS SURVIVOR: Payment	
			041.1145	0.31

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Voucher	Date	Vendor	Description/Account	Amount
1183	7/24/2026	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			042.1145	4.36
			PERS SURVIVOR: Payment	
			070.1145	0.72
			EPMC: Payment	
			001.1145	572.13
			EPMC: Payment	
			004.1145	93.56
			EPMC: Payment	
			023.1145	10.45
			EPMC: Payment	
			024.1145	0.82
			EPMC: Payment	
			041.1145	23.72
			EPMC: Payment	
			042.1145	8.24
			EPMC: Payment	
			070.1145	67.66
			Total :	31,883.29
1184	7/24/2026	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	7,429.62
			STATE TAXES: Payment	
			004.1130	1,255.55
			STATE TAXES: Payment	
			008.1130	9.39
			STATE TAXES: Payment	
			010.1130	479.77
			STATE TAXES: Payment	
			012.1130	100.73
			STATE TAXES: Payment	
			016.1130	100.71
			STATE TAXES: Payment	
			023.1130	68.23
			STATE TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1184	7/24/2026	000001 CALIF STATE EMPLOYMENT	(Continued)	
			024.1130	7.94
			STATE TAXES: Payment	
			041.1130	162.09
			STATE TAXES: Payment	
			042.1130	951.51
			STATE TAXES: Payment	
			070.1130	338.15
			Total :	10,903.69
94055	7/24/2026	006386 AMERITAS LIFE INSURANCE CORP	DENTAL PPO POST TX-AMERITAS: PAYMENT	
			DENTAL PPO POST TX-AMERITAS: Payment	
			001.1160	46.72
			DENTAL PPO POST TX-AMERITAS: Payment	
			042.1160	46.72
			DENTAL PPO - AMERITAS: Payment	
			001.1160	935.48
			DENTAL PPO - AMERITAS: Payment	
			004.1160	146.85
			DENTAL PPO - AMERITAS: Payment	
			010.1160	35.32
			DENTAL PPO - AMERITAS: Payment	
			012.1160	14.23
			DENTAL PPO - AMERITAS: Payment	
			016.1160	14.28
			DENTAL PPO - AMERITAS: Payment	
			023.1160	7.08
			DENTAL PPO - AMERITAS: Payment	
			024.1160	0.95
			DENTAL PPO - AMERITAS: Payment	
			041.1160	27.55
			DENTAL PPO - AMERITAS: Payment	
			042.1160	189.73
			DENTAL PPO - AMERITAS: Payment	
			070.1160	10.73
			Total :	1,475.64
94056	7/24/2026	006434 AMERITAS LIFE INSURANCE CORP	DENTAL HMO - AMERITAS: PAYMENT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
94056	7/24/2026	006434 AMERITAS LIFE INSURANCE CORP	(Continued)	
			DENTAL HMO - AMERITAS: Payment	
			001.1160	145.88
			DENTAL HMO - AMERITAS: Payment	
			004.1160	47.94
			DENTAL HMO - AMERITAS: Payment	
			010.1160	22.48
			DENTAL HMO - AMERITAS: Payment	
			012.1160	7.78
			DENTAL HMO - AMERITAS: Payment	
			016.1160	7.78
			DENTAL HMO - AMERITAS: Payment	
			024.1160	0.36
			DENTAL HMO - AMERITAS: Payment	
			041.1160	6.76
			DENTAL HMO - AMERITAS: Payment	
			070.1160	6.68
			Total :	245.66
94057	7/24/2026	006435 AMERITAS LIFE INSURANCE CORP	VISION - AMERITAS (EYEMED): PAYMENT	
			VISION - AMERITAS (EYEMED): Payment	
			004.1161	26.91
			VISION - AMERITAS (EYEMED): Payment	
			010.1161	6.32
			VISION - AMERITAS (EYEMED): Payment	
			012.1161	4.40
			VISION - AMERITAS (EYEMED): Payment	
			016.1161	4.32
			VISION - AMERITAS (EYEMED): Payment	
			024.1161	0.20
			VISION - AMERITAS (EYEMED): Payment	
			042.1161	1.97
			VISION - AMERITAS (EYEMED): Payment	
			070.1161	2.64
			VISION - AMERITAS (VSP): Payment	
			001.1161	104.55
			VISION - AMERITAS (VSP): Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
94057	7/24/2026	006435 AMERITAS LIFE INSURANCE CORP	(Continued)	
			004.1161	41.62
			VISION - AMERITAS (VSP): Payment	
			010.1161	15.32
			VISION - AMERITAS (VSP): Payment	
			012.1161	1.19
			VISION - AMERITAS (VSP): Payment	
			016.1161	1.19
			VISION - AMERITAS (VSP): Payment	
			023.1161	1.07
			VISION - AMERITAS (VSP): Payment	
			024.1161	0.21
			VISION - AMERITAS (VSP): Payment	
			041.1161	9.78
			VISION - AMERITAS (VSP): Payment	
			042.1161	14.65
			VISION - AMERITAS (VSP): Payment	
			070.1161	3.62
			VISION - AMERITAS (EYEMED): Payment	
			001.1161	84.16
			Total :	324.12
94058	7/24/2026	006388 COLONIAL LIFE & ACCIDENTAL INS	COLONIAL LIFE - ACCIDENT: PAYMENT	
			COLONIAL LIFE - ACCIDENT: Payment	
			001.1181	291.82
			COLONIAL LIFE - ACCIDENT: Payment	
			004.1181	37.81
			COLONIAL LIFE - ACCIDENT: Payment	
			010.1181	10.86
			COLONIAL LIFE - ACCIDENT: Payment	
			012.1181	5.14
			COLONIAL LIFE - ACCIDENT: Payment	
			016.1181	5.14
			COLONIAL LIFE - ACCIDENT: Payment	
			023.1181	12.57
			COLONIAL LIFE - ACCIDENT: Payment	
			024.1181	0.42

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
94058	7/24/2026	006388 COLONIAL LIFE & ACCIDENTAL INS	(Continued)	
			COLONIAL LIFE - ACCIDENT: Payment	
			041.1181	15.11
			COLONIAL LIFE - ACCIDENT: Payment	
			070.1181	4.95
			COLONIAL LIFE - CANCER: Payment	
			001.1181	72.29
			COLONIAL LIFE - CANCER: Payment	
			004.1181	58.79
			COLONIAL LIFE - CANCER: Payment	
			010.1181	12.34
			COLONIAL LIFE - CANCER: Payment	
			024.1181	0.90
			COLONIAL - SPECIFIED DISEASE: Payment	
			001.1181	86.74
			COLONIAL - SPECIFIED DISEASE: Payment	
			004.1181	45.53
			COLONIAL - SPECIFIED DISEASE: Payment	
			010.1181	10.62
			COLONIAL - SPECIFIED DISEASE: Payment	
			024.1181	0.57
			COLONIAL - VOL SHORT TERM DIS: Payment	
			001.1181	259.82
			COLONIAL - VOL SHORT TERM DIS: Payment	
			004.1181	7.01
			COLONIAL - VOL SHORT TERM DIS: Payment	
			010.1181	5.29
			COLONIAL - VOL SHORT TERM DIS: Payment	
			023.1181	16.03
			COLONIAL - VOL SHORT TERM DIS: Payment	
			041.1181	20.94
			COLONIAL - VOL SHORT TERM DIS: Payment	
			042.1181	78.00
			COLONIAL - VOL SHORT TERM DIS: Payment	
			070.1181	6.93
			COLONIAL LIFE - VOL DENTAL: Payment	
			001.1181	24.92

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
94058	7/24/2026	006388 COLONIAL LIFE & ACCIDENTAL INS	(Continued)	
			COLONIAL LIFE - VOL DENTAL: Payment	
			012.1181	12.45
			COLONIAL LIFE - VOL DENTAL: Payment	
			016.1181	12.45
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			001.1181	186.99
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			004.1181	4.89
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			023.1181	24.57
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			041.1181	14.64
			COLONIAL LIFE - HOSPITAL CONF: Payment	
			070.1181	4.81
			Total :	1,351.34
94059	7/24/2026	006387 LINCOLN FINANCIAL GROUP	GROUP AD&D - LINCOLN ER PAID: PAYMENT	
			GROUP AD&D - LINCOLN ER PAID: Payment	
			001.1184	45.84
			GROUP AD&D - LINCOLN ER PAID: Payment	
			004.1184	8.92
			GROUP AD&D - LINCOLN ER PAID: Payment	
			010.1184	2.88
			VOLUNTARY LIFE LINCOLN: Payment	
			024.1184	0.39
			VOLUNTARY LIFE LINCOLN: Payment	
			041.1184	11.85
			VOLUNTARY LIFE LINCOLN: Payment	
			042.1184	7.48
			VOLUNTARY LIFE LINCOLN: Payment	
			070.1184	19.23
			SHORT TERM DISABILITY: Payment	
			001.1184	804.99
			SHORT TERM DISABILITY: Payment	
			004.1184	154.55
			SHORT TERM DISABILITY: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
94059	7/24/2026	006387 LINCOLN FINANCIAL GROUP	(Continued)	
			010.1184	49.16
			SHORT TERM DISABILITY: Payment	
			012.1184	14.40
			SHORT TERM DISABILITY: Payment	
			016.1184	14.40
			SHORT TERM DISABILITY: Payment	
			023.1184	10.87
			SHORT TERM DISABILITY: Payment	
			024.1184	1.10
			SHORT TERM DISABILITY: Payment	
			041.1184	18.92
			SHORT TERM DISABILITY: Payment	
			042.1184	94.11
			SHORT TERM DISABILITY: Payment	
			070.1184	37.06
			GROUP AD&D - LINCOLN ER PAID: Payment	
			012.1184	0.83
			GROUP AD&D - LINCOLN ER PAID: Payment	
			016.1184	0.75
			GROUP AD&D - LINCOLN ER PAID: Payment	
			023.1184	0.67
			GROUP AD&D - LINCOLN ER PAID: Payment	
			024.1184	0.06
			GROUP AD&D - LINCOLN ER PAID: Payment	
			041.1184	1.21
			GROUP AD&D - LINCOLN ER PAID: Payment	
			042.1184	5.38
			GROUP AD&D - LINCOLN ER PAID: Payment	
			070.1184	2.18
			GROUP LIFE - LINCOLN ER PAID: Payment	
			001.1184	283.32
			GROUP LIFE - LINCOLN ER PAID: Payment	
			004.1184	55.18
			GROUP LIFE - LINCOLN ER PAID: Payment	
			010.1184	17.83
			GROUP LIFE - LINCOLN ER PAID: Payment	

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Voucher	Date	Vendor	Description/Account	Amount
94059	7/24/2026	006387 LINCOLN FINANCIAL GROUP	(Continued)	
			012.1184	5.03
			GROUP LIFE - LINCOLN ER PAID: Payment	
			016.1184	5.00
			GROUP LIFE - LINCOLN ER PAID: Payment	
			023.1184	3.78
			GROUP LIFE - LINCOLN ER PAID: Payment	
			024.1184	0.37
			GROUP LIFE - LINCOLN ER PAID: Payment	
			041.1184	7.72
			GROUP LIFE - LINCOLN ER PAID: Payment	
			042.1184	32.93
			GROUP LIFE - LINCOLN ER PAID: Payment	
			070.1184	13.34
			VOL LONG TERM DIS LINCOLN: Payment	
			001.1184	652.31
			VOL LONG TERM DIS LINCOLN: Payment	
			004.1184	198.61
			VOL LONG TERM DIS LINCOLN: Payment	
			010.1184	48.47
			VOL LONG TERM DIS LINCOLN: Payment	
			012.1184	6.56
			VOL LONG TERM DIS LINCOLN: Payment	
			016.1184	6.55
			VOL LONG TERM DIS LINCOLN: Payment	
			023.1184	13.64
			VOL LONG TERM DIS LINCOLN: Payment	
			024.1184	1.31
			VOL LONG TERM DIS LINCOLN: Payment	
			041.1184	13.79
			VOL LONG TERM DIS LINCOLN: Payment	
			042.1184	14.51
			VOL LONG TERM DIS LINCOLN: Payment	
			070.1184	17.23
			VOLUNTARY LIFE LINCOLN: Payment	
			001.1184	355.50
			VOLUNTARY LIFE LINCOLN: Payment	

Bank code :		wfb		
Voucher	Date	Vendor	Description/Account	Amount
94059	7/24/2026	006387 LINCOLN FINANCIAL GROUP	(Continued)	
			004.1184	102.21
			VOLUNTARY LIFE LINCOLN: Payment	
			010.1184	43.34
			VOLUNTARY LIFE LINCOLN: Payment	
			012.1184	0.30
			VOLUNTARY LIFE LINCOLN: Payment	
			016.1184	0.35
			VOLUNTARY LIFE LINCOLN: Payment	
			023.1184	9.79
			Total :	3,216.20
10 Vouchers for bank code :		wfb		Bank total : 126,119.34
10 Vouchers in this report				Total vouchers : 126,119.34



Staff Report

to the City Council

Agenda
Item
No.7.

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Maricela Marroquin, City Attorney
Prepared By: Alondra Muñoz, City Clerk
Subject: Amendment to Resolution No. 2026-020 – Rules of Procedure for Council Meetings

Recommendation:

Adopt Resolution No. _____ amending Resolution No. 2026-020 to revise Section 3.1(b) regarding the annual selection of the Mayor and Mayor Pro Tem.

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:

On May 26, 2026, the City Council adopted Resolution No. 2026-020, amending the City's Rules of Procedure. As part of those amendments, the City Council directed revisions to Section 3.1(b) governing the annual selection of the Mayor and Mayor Pro Tem.

During the May meeting, the proposed language was stated orally on the record. However, the language ultimately incorporated into Resolution No. 2026-020 did not accurately reflect the Council's intended direction regarding the establishment of a single, fixed annual meeting date. As a result, Section 3.1(b) requires clarification to ensure it aligns with the Council's original intent.

Consistent with the direction provided orally during the Council meeting, the adopted resolution reflects the following language in Section 3.1(b):

"The Council shall meet annually to choose one of its number as Mayor and another of its number as Mayor Pro Tem. In the years in which a General Municipal Election is scheduled, such meeting shall be held as soon as possible after the official canvass is received from the County following the election. In the years in which no General Municipal Election is scheduled, such meeting shall be held on the second Tuesday of the month which falls twelve months after the most recent General Municipal Election."

Staff recommends Section 3.1(b) be revised to read:

“The Council shall meet annually to choose one of its members as Mayor and another of its members as Mayor Pro Tem. Such meeting shall be held on the second Tuesday in December and may be continued to the next regular or special City Council meeting until such time as a Mayor and Mayor Pro Tem are selected.”

The proposed amendment clarifies the language governing the annual selection of the Mayor and Mayor Pro Tem to accurately reflect the City Council's intended direction discussed on May 26, 2026. Adoption of the proposed amendment will provide a clear and consistent procedure for the annual selection while eliminating ambiguity within Section 3.1(b).

Attachments:

1. Redlined Section 3.1(b) of Reso 2026-020
2. Resolution No. ____ amending Resolution No. 2026-020

ATTACHMENT 1

RESOLUTION NO. 2026-020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, REPEALING RESOLUTION 2022-001, AND SETTING THE DATE AND TIME FOR REGULAR CITY COUNCIL MEETINGS, AND READOPTING RULES OF PROCEDURE FOR COUNCIL MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES, AND ADOPTING REASONABLE ACCOMMODATION, TECHNOLOGY DISRUPTION AND MEETING DISRUPTION POLICIES

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby repeals Resolution No. 2022-001.

SECTION 2. The City Council hereby sets the day and time of regular City Council meetings and adopts the following rules and procedures for the conduct of City Council meetings.

PURPOSE: The purpose and intent of the City Council in adopting these rules is to conduct meetings in compliance with State law and provide guidelines relating to the conduct of public business by or on behalf of the City Council, and in the event of any non-compliance with, or violation of, any provision herein, such will not be deemed to affect the validity of any action taken, unless otherwise specifically provided by law.

1. CITY COUNCIL MEETINGS

All meetings of the City Council shall be held within the corporate limits of the City unless otherwise permitted by State Law.

1.1 REGULAR MEETINGS

The City Council of the City of Highland shall hold regular meetings in the place specified in Ordinance No. 452, at the Donahue Council Chambers, 27215 Base Line, Highland, CA 92346. The regular City Council meetings will be held on the second Tuesday of each month at 6:00 p.m. If the day for a regular meeting of the City Council falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the next succeeding business day thereafter that is not a holiday.

1.2 ADJOURNED MEETINGS

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened.

1.3 SPECIAL MEETINGS

Special Meetings may be called by the Mayor or majority of Council Members on at least 24-hour notice, as set forth in Section 54956 of the Government Code of the State of California. Only matters contained in the notice may be considered and no ordinances (other than urgency ordinances) may be adopted, although an ordinance may be introduced at a special meeting.

1.4 STUDY SESSIONS

Members of the City Council may meet in Study Session as deemed necessary (See Section 10.1).

1.5 NOTICE OF MEETINGS

Notice to the City Council of Regular Meetings is not required. Mailed or personally delivered notice is not required of Special Meetings and Study Sessions, unless specifically requested. Mailed and posted notice is required of meetings adjourned by the City Clerk. Posted notice is required of all other adjourned meetings (Government Code Section 54956).

1.6 QUORUM

Unless otherwise required by law or provided for by Resolution, a majority of the City Council shall be sufficient to do business and motions may be passed 2-1 if only 3 attend. However, the following matters require three affirmative votes:

- a) Adoption of Ordinances;
- b) Resolutions granting franchises; and
- c) Orders for payment of money.

1.6.1 LEGALLY REQUIRED PARTICIPATION

If a majority of the City Council shall be disqualified to vote on a matter by reason of actual or apparent conflicts of interest, the City Council shall select by lot or other means of random selection, or by such other impartial and equitable means as the City Council shall determine in consultation with the City Attorney, that number of its disqualified members which, when added to the members eligible to vote, shall constitute a quorum, with a sufficient number of members to act on the matter.

1.7 MEETINGS TO BE PUBLIC AND ACCESSIBLE

All Study Sessions and all Regular, Adjourned, or Special Meetings of the City Council shall be open to the public, except as otherwise authorized by Government Code Section 54957 et seq. Consistent with Government Code Section 54953.4 (as added by SB 707), all meetings shall be conducted in a hybrid format, which includes:

- A physical meeting location within the City;
- Live webcasting of the meeting; and
- An opportunity for the public to participate remotely via two-way telephonic access.

Remote participation shall allow members of the public to observe and provide real-time public comment.

1.8 MEETING TIME LIMITATION

Any public agenda item(s) which have not been initiated by 11:00 p.m. will be continued either to a Special Meeting, Adjourned Meeting, or the next regularly scheduled City Council meeting. Any item initiated before 11:00p.m. on which a conclusion has not been reached by 11:30p.m. will be continued to the next regularly scheduled meeting, Special Meeting or Adjourned Meeting. The time limitation can be extended by a unanimous vote of the City Council members that are present.

2. ORDER OF BUSINESS

2.1 AGENDA

(a) All agendas shall include instructions for public participation, including remote access information and procedures for submitting public comments.

(b) The order of business of each meeting shall be as contained in the agenda prepared by the City Clerk. The agenda shall be a listing by topic of the subjects which shall be taken up for consideration in substantially the following order unless, prior to the posting of the agenda, the City Manager determines it to be in the interest of orderly conduct of the City's business to use a different order:

- Call to Order
- Invocation
- Pledge of Allegiance
- Roll Call
- Special Presentations
- Public Comment
- Consent Calendar
- Public Hearings
- Legislative
- Announcements
- Closed Session
- Report from Closed Session
- Adjournment

(c) Except with majority consent of the Council, items may not be taken out of the order listed on the agenda.

(d) Except as specifically noticed for a different time, the first public hearing on the agenda at a Regular Meeting of the City Council shall commence at 6:00 p.m., or as soon thereafter as the City Council may conveniently hear the matter.

(e) No matters other than those listed on the agenda and briefly described in accordance with Government Code Section 54954.2 shall be finally acted upon by the Council, provided however that the Council may take action on items of business which do not appear on the posted agenda under any of the following conditions or circumstances:

(1) Upon a determination by a majority vote of the City Council that an emergency situation exists, as defined in Section 54956.5 of the California Government Code.

(2) Upon a determination by a two-thirds vote of the Council, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted as specified in subdivision (a) of Government Code Section 54954.2.

(3) The item was posted pursuant to Government Code Section 54954.2(a) for a prior meeting of the Council occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

2.2 ROLL CALL

Before proceeding with the business of the City Council, the City Clerk shall call the roll of the Council Members. The order of roll call shall be in alphabetical order by last name. The Minutes shall reflect the presence of Council Members participating in person or remotely. If a Council Member is participating remotely pursuant to Government Code Section 54953.8, the Minutes shall include the statutory basis for such remote participation.

2.3 APPROVAL OF MINUTES

Unless requested by a majority of the City Council, Minutes of the previous meeting may be approved without public reading if the City Clerk has previously furnished each Council Member with a copy thereof.

2.4 PUBLIC HEARINGS

Generally, public hearings, other than those of a quasi-judicial nature, shall be conducted in the following order:

- Hearing Opened by Mayor
- Staff Review
- Questions of Staff by Council
- Applicant or Representative Presentation
- Questions of Applicant or Representative by Council
- Speakers in Favor of Proposal
- Speakers in Opposition to Proposal
- Applicant or Representative Rebuttal
- Hearing Closed by Mayor to Public Testimony
- Discussion by Council
- Action by Council

(a) Comments from the public shall be limited to the subject under consideration and shall be limited to three (3) minutes per individual. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Presiding Officer may, at the beginning of the hearing, limit testimony to less than three (3) minutes per individual. Any person may speak for a longer period of time, upon approval of the City Council, when this is deemed necessary in such cases as when a person is speaking as a representative of a group or has graphics or slide presentations requiring more time.

(b) An applicant's initial presentation shall be limited to 15 minutes, including any presentation by a consultant. An applicant's rebuttal presentation, including any rebuttal by an applicant's consultant, shall be limited to 10 minutes. In the case of an appeal of a Planning Commission decision, the applicant and the appellant's presentations shall be limited to 15 minutes each, including any consultant presentation.

(c) Quasi-judicial hearings shall be conducted in accordance with the principles of due process, and the City Attorney shall advise the City Council in this regard.

(d) In any hearings before the City Council, notice of which is to be published or posted, if the City Council, or any member thereof, or a proponent or opponent of the matter requests any or all participants in the proceedings testify under oath or affirmation, the making of such request shall be set forth in the notice of hearing. Additionally, the notice of hearing shall state the giving of testimony under oath or affirmation shall be voluntary as to each person wishing to be heard in the matter, and any person who has a question or concern regarding the giving of testimony under oath or affirmation should consult an attorney of his or her own choosing and at his or her own expense. Each person testifying under oath or affirmation in any such proceeding shall, before testifying, state on the record he or she agrees to testify under oath or affirmation in the matter and has had an opportunity to consult with an attorney of his or her own choosing in respect thereto.

2.5 PUBLIC COMMENT

(a) Any person may address the City Council on any subject pertaining to City business which is not listed on the agenda during the Public Comment portion of each meeting. Such comments shall be limited to not more than three (3) minutes per individual (See Section 5.2). This limitation will be extended to six (6) minutes for a speaker who utilizes a translator to ensure that non-English speaker receive the same opportunity to directly address the City Council. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Presiding Officer may, at the beginning of the public comment section of the agenda, limit testimony to less than three (3) minutes per individual.

(b) Members of the public may participate remotely and shall be provided the opportunity to provide public comment in real time. Remote speakers shall be subject to the same time limits and rules of decorum as in-person speakers.

(c) The City Clerk shall manage both in-person and remote speakers and may alternate between speakers attending in person and those attending remotely to ensure equitable participation.

(d) The City Clerk shall advise members of the public that the City Council may only take action on items listed on the agenda and on items that are within the subject matter jurisdiction of the City Council.

2.6 CONSENT CALENDAR

Items of routine nature, and non-controversial, shall be placed on the consent calendar. All items may be approved by one blanket motion upon majority roll call vote. Any Council Member may request any item be withdrawn from the consent calendar for separate consideration by providing notice to the City Clerk or City Manager prior to the commencement of the meeting. However, any Council Member may abstain from voting or vote "No" on any consent calendar item without requesting its removal from the consent calendar, and the City Clerk shall be instructed to record such abstentions or negative votes in the minutes.

2.7 PROCLAMATIONS

(a) Upon receipt of a request by City Officials or staff from an outside organization or person(s) for a Proclamation, the request shall be submitted to the Mayor, City Manager and/or City Clerk, in writing, for inclusion in the agenda of the next regular Council meeting under the Consent Calendar.

(b) If the request cannot be placed on a regular City Council agenda in a timely manner, the request shall be forwarded to the Mayor, City Manager and/or City Clerk, who will immediately provide copies to the City Council. Unless any Council Member requests within 72 hours that the matter be agendaized for consideration by the City Council, the Mayor will act on behalf of the City Council.

(c) Depending upon the request, the Proclamation may be presented to the recipient at the next Regular City Council meeting, or mailed to the requestor, or presented by a Council Member at a specified function only if it is specified that way within the request or within the presentation to the City Council, consistent with the circumstances stated in the request.

2.8 ADJOURNMENT IN MEMORY

(a) The City Council may adjourn a meeting in memory or honor of an individual as a ceremonial recognition of that person's contributions to the community or in acknowledgment of their passing.

(b) Requests for adjournment in memory or honor may be submitted by members of the City Council or by members of the public through the City Clerk's Office, and, whenever possible, should be submitted in advance of the meeting to allow for appropriate review and coordination.

(c) The Mayor, in consultation with the City Manager and/or City Clerk, shall determine whether a request is appropriate for inclusion on a meeting agenda or recognition at a meeting. Upon approval, the City Clerk's Office shall prepare a certificate of recognition, to be signed by all Council Members, and coordinate its delivery to the appropriate family member or designated recipient.

3. PRESIDING OFFICER AND SELECTION OF MAYOR AND MAYOR PRO TEM

3.1 PRESIDING OFFICER

(a) The Mayor shall be the Presiding Officer at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the Council shall elect a temporary Presiding Officer to serve until the arrival of the Mayor or the Mayor Pro Tem or until adjournment, whichever first occurs.

(b) ~~The Council shall meet annually to choose one of its members as Mayor and another of its members as Mayor Pro Tem. Such meeting shall be held on the second Tuesday in December and may be continued to the next regular or special City Council meeting until such time as a Mayor and Mayor Pro Tem are selected. The Council shall meet annually to choose one of its member as Mayor and another of its member as Mayor Pro Tem. Such meeting shall be held on the second Tuesday of the month which falls twelve months after the most recent General Municipal Election.~~

(c) Selection of the Mayor and Mayor Pro Tem shall occur at any Regular, Special or Adjourned Meeting of the Council. The City Clerk shall preside at the portion of the Council meeting which is concerned with the nomination for and selection of the Mayor.

(d) Nominations for the office of Mayor or Mayor Pro Tem may be made by any member of the City Council and need not be seconded in order to be effective. Each selection shall be by three or more affirmative votes. In the event no person receives three or more votes in the selection process for one or both offices, the selection process shall be repeated immediately provided, however, the two persons receiving the highest number of votes in the preceding selection process shall be the only nominees for the office to be filled. If, upon repeating the selection process for Mayor or Mayor Pro Tem, no person has yet received three affirmative votes for such office, the Council may either repeat the selection process until the officer has been duly selected or may continue the selection to the next regular meeting of the Council.

(e) The Mayor and Mayor Pro Tem selected pursuant hereto shall serve until the next meeting scheduled for selection of Mayor and Mayor Pro Tem pursuant to Section (b) of this Section 3.1, and thereafter until their successors have been duly selected.

(f) The offices of Mayor and Mayor Pro Tem shall be deemed vacant upon the happening of any of the following:

- 1) The death of the holder of such office;
- 2) The loss or resignation from membership on the City Council by the holder of such office;
- 3) The acceptance by the City Council of the resignation from such office by the holder thereof.

(g) At its first regular meeting after the occurrence of a vacancy created by any of the foregoing events, the City Council shall select a successor to such office pursuant to the selection procedures established by this Section 3.1.

3.2 PARTICIPATION OF PRESIDING OFFICER

The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Council Members, and he/she shall not be deprived of any of the rights and privileges of a Council Member by reason of his/her acting as a Presiding Officer. However, the Presiding Officer is primarily responsible for the conduct of the meeting.

3.3 QUESTION OR MOTION TO BE RESTATED

The Presiding Officer shall verbally restate, or request the City Clerk to restate, each question or motion immediately prior to calling for the vote, as needed. Following the vote, the Presiding Officer shall verbally announce whether the question was carried or defeated. The Presiding Officer may also publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

3.4 SIGNING OF DOCUMENTS

The Mayor, or Mayor Pro Tem in the absence of the Mayor, shall sign all documents and/or correspondence which he/she has been instructed to sign or that has been adopted by the City Council. The City Clerk or Deputy City Clerk shall attest to the signature of the Mayor or Mayor Pro Tem.

3.5 MAINTENANCE OF ORDER

The Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the Presiding Officer. All questions and remarks shall be addressed to the Presiding Officer.

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER

The Presiding Officer shall determine all Points of Order subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

4.2 DECORUM AND ORDER - COUNCIL MEMBERS

(a) Any Council Member desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine him/herself to the question under debate.

(b) A Council Member may ask questions of staff, and in appropriate cases, staff may direct the questions to the City Manager or the City Attorney to address.

(c) A Council Member, once recognized, shall not be interrupted while speaking unless:

- 1) Called to order by the Presiding Officer;

- 2) A Point of Order is raised by another Council Member; or
- 3) The speaker chooses to yield to questions from another Council Member.

(d) Any Council Member called to order while he/she is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order, he/she shall remain silent or shall alter his/her remarks so as to comply with the rules of the City Council.

(e) Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the City Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

(f) Any Council Member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the City Council shall require him/her to so act.

(g) The City Council shall not prohibit criticism of the policies, procedures, programs, or services of the agency or the acts or omissions of the legislative body or staff. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

4.3 DECORUM AND ORDER - EMPLOYEES

Members of the administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council. The City Manager shall ensure all City employees observe such decorum. Any staff members, including the City Manager, desiring to address the City Council or members of the public shall first be recognized by the Presiding Officer. All remarks shall be addressed to the Presiding Officer and not to any one individual Council Member or member of the public.

4.4 DECORUM AND ORDER - PUBLIC

(a) The provisions of this Section apply to all individuals participating in meetings, whether in person or remotely. Disruptive conduct shall be addressed pursuant to these rules regardless of the mode of participation. Technological disruptions affecting remote access or broadcast capabilities are governed by Section 13 (Technological Disruption Policy) of this Resolution.

(b) Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. Willful conduct that is disruptive, including but not limited to, unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall be prohibited by the Presiding Officer. Any person who becomes willfully disruptive while addressing the City Council or while attending the City Council meeting may be ordered to leave the room if the Sheriff's Deputy is so directed by the Presiding Officer, and such person may be barred from the audience. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer.

(c) For individuals participating remotely, the Presiding Officer may, after a warning when feasible, direct staff to mute a disruptive participant's audio to prevent further disruption. In aggravated cases, the individual may be automatically muted and be issued a warning to cease the disruptive behavior. If the disruptive conduct

continues, the Presiding Officer may direct staff to remove the participant from the remote meeting platform. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer.

4.5 ENFORCEMENT OF DECORUM

The rules of decorum for meetings listed in Section 4.4 apply equally to City Council meetings held in-person, remotely via a two-way telephonic or audiovisual platform, or held using a hybrid of the two. Upon violation of the rules of decorum described above in this Section 4.4, the procedure to enforce the rules shall be as set forth in this Section.

4.5.1 In person attendance. The following procedure shall be followed for disruptive persons who are attending the City Council meeting in person:

(a) **Warning.** The Presiding Officer shall first request that a person who is violating the rules cease such conduct.

(b) **Recess.** If, after receiving a request from the Presiding Officer, the person persists in violating the rules, the Presiding Officer shall order a recess. Any representative of law enforcement present may be authorized to advise the individual that their conduct is in violation of the rules and must cease.

(c) **Removal of Disruptive Person.** If upon resumption of the meeting the violation persists so as to disturb, disrupt, or otherwise impede the orderly conduct of the meeting, the Presiding Officer shall have the authority to direct law enforcement personnel to remove the person from the meeting room;

(d) **Motion to Enforce.** If the Presiding Officer fails to enforce the rules of decorum set forth herein, any Council Member may move to require the Presiding Officer to do so, and an affirmative vote of three members of the Council shall require the Presiding Officer to do so.

(e) **Clearing the Room.** Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a person or group of persons so as to disrupt, disturb or otherwise impede the orderly conduct of such meeting and order cannot be restored by the removal of the individuals who are willfully interrupting the meeting, the City Council may order that the meeting room be cleared and the meeting shall continue in session. The motion to clear the room shall be by a vote of not less than three members of the City Council in favor. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to Government Code Section 54957.9.

(f) **Violation of the California Penal Code.** A person or persons who substantially impairs the conduct of a City Council meeting by knowingly and intentionally violating these rules of decorum may be prosecuted under Penal Code Section 403 for disturbing a public meeting. Every person who violates Penal Code Section 403 is guilty of a misdemeanor.

4.5.2 Remote Participation. The following procedure shall be followed for disruptive persons who are attending the City Council meeting remotely:

(a) **Warning.** Any person who disturbs, disrupts, or otherwise impedes the conduct of the meeting through a two-way telephonic platform is out of order and the Presiding Officer shall request that such person be orderly and comply with the applicable

rules. If, after receiving a warning from the Presiding Officer, a person persists in disturbing, disrupting, or otherwise impeding the meeting, the Presiding Officer shall order that person's telephonic input to be muted for the duration of the meeting if the person is using the audio function to disturb the meeting, unless the conduct is so disruptive that the person must be immediately muted and then issued a warning that if the conduct persists, they will be removed from the meeting.

(b) **Removal.** Staff responsible for monitoring and operating the two-way telephonic platform for the meeting will carry out all lawful orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the meeting. Upon instruction of the Presiding Officer, it is the duty of the staff responsible for telephonic platform at the meeting to remove from the telephonic platform used for the Council meeting any person who is disturbing, disrupting, or otherwise impeding the proceedings of the Council.

(c) **Returning Disturbances.** Any person who leaves a meeting and re-logs in or calls in to the two-way telephonic platform to continue to disturb the meeting under a new username or phone number may be immediately removed from the meeting platform by the responsible staff person and may be prosecuted pursuant to Penal Code Section 403.

4.6 PERSONAL PRIVILEGE

The right of a member to address the City Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motives are assailed, questioned or impugned.

4.7 CONFLICT OF INTEREST

Government Code Section 87105 describes the procedure to be followed if an official has a conflict of interest on a matter and cannot participate in a decision. The City Council Member must publicly identify the financial interest, recuse himself or herself from voting, and leave the room until after the discussion, vote and other disposition of the matter is concluded. If the matter is on the Consent Calendar, the official need not leave the room, but must still make the required disclosure on the record and abstain from voting. The City Council Member also may speak on the issue as a member of the general public, during the public comment period on that matter, solely to represent himself or herself on a matter related to his or her personal interest.

The announcement of the conflict of interest must be declared prior to the initiation of City Council consideration of the agenda item for which the conflict of interest exists.

4.8 LIMITATION OF DEBATE

No Council Member should speak more than once upon one subject until every other member choosing to speak thereon has spoken. No Council Member shall speak for a longer time than five (5) minutes each time he/she has the floor, without the approval of a majority vote of the Council.

4.9 DISSENTS, PROTESTS AND COMMENTS

Any Council Member shall have the right to express dissent from or protest to or comment upon any action of the Council and have the reason entered in the minutes. If such dissent, protest or comment is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reasons..."

4.10 RULINGS OF PRESIDING OFFICER FINAL UNLESS OVERRULED

In presiding over Council meetings, the Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by majority vote of the Council Members present and voting and shall be binding and legally effective for purposes of the matter under consideration.

5. ADDRESSING THE COUNCIL

5.1 MANNER OF ADDRESSING THE COUNCIL

(a) Any member of the public desiring to address the Council shall proceed to the podium and wait to be recognized by the Presiding Officer. After being recognized, he/she may be asked to state his/her name and address for the record.

(b) All remarks and questions shall be addressed to the Presiding Officer and not to any individual Council Member, staff member or other person. During a public hearing all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

(c) Any member of the Council who has been recognized by the Presiding Officer of the Council for such purpose may address or respond to a member of the public who has addressed the Council pursuant hereto. Such address or response shall be exercised only once for each member of the public, shall not exceed three (3) minutes in length and shall be deemed to express the individual position or opinion of the Council Member offering the same and shall not be construed to bind the Council or the City in any manner. Unless otherwise directed by the Council, the restrictions imposed by this Subsection (a) shall apply only to those portions of the Council agenda during which members of the public are permitted to make oral communications to the Council.

5.2 TIME ALLOCATION

Except as set forth herein, any member of the public desiring to address the Council shall limit his/her statement to three (3) minutes unless further time has been granted by the Presiding Officer in the individual case, or in accordance with Section 2.5. The three (3) minute limitation will be extended to six (6) minutes for a speaker who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the City Council.

5.3 ADDRESSING THE COUNCIL AFTER MOTION IS MADE

After a motion has been made, or after a public hearing has been closed, no member of the public shall address the Council without first securing permission by the Presiding Officer.

5.4 LIMITATIONS REGARDING PUBLIC COMMENTS AND REPORTS

The making of oral communications to the Council by any member of the public during the "Public Comment" portion of the agenda shall be subject to the requirements set forth in Section 5.2 and be subject to the following limitations:

5.4.1 At any time, before or after the oral communication is commenced, the Presiding Officer may if he/she deems it preferable, direct the communication be made instead either to the City Manager or other appropriate staff member during regular business hours, or in writing for subsequent submittal to Council Members.

5.4.2 No speaker shall be permitted to address the Council on a topic which is currently before or about to be submitted for consideration by a City Commission, Board or other agency before which the speaker should make his/her presentation, until that latter body has completed its deliberations and taken its final action. In case the speaker should have followed an otherwise available appeal procedure, the Presiding Officer shall not allow oral communications to the Council outside that procedure.

5.4.3 No oral communications shall be allowed by the City Council to include charges or complaints against any employee of the City, regardless of whether such employee is identified in the presentation by name or by any other reference which tends to identify him/her. All charges or complaints against employees shall be submitted to the City Manager for appropriate action and may also be submitted to members of the Council by written communication.

5.5 WRITTEN CORRESPONDENCE

(a) The City Manager is authorized to receive and open all mail addressed to the City Council as a whole and give it immediate attention to the end that all administrative business referred to in said communications, and not necessarily requiring City Council action, may be disposed of between City Council meetings. A copy of such communication shall be provided to each Council Member marked "Information Only".

(b) Any communication relating to a matter pending, or to be brought before the City Council shall be included in the agenda packet for the meeting at which such item is to be considered.

(c) Letters of appeal from administrative or commission decisions shall be processed under applicable provisions of the Municipal Code or other Ordinances.

(d) Copies of all other communications sent to the City Council will be transmitted to them.

5.6 PERSONS AUTHORIZED TO BE WITHIN PLATFORM

No person except City officials shall be permitted within the area in front of the City Council dais without the invitation or consent of the Presiding Officer.

6. MOTIONS

6.1 PROCESSING OF MOTIONS

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

6.2 MOTIONS OUT OF ORDER

The Presiding Officer may at any time, by majority consent of the Council, permit a member to introduce an Ordinance, Resolution, or motion out of the regular agenda order.

6.3 DIVISION OF QUESTION

If the question contains two or more divisional propositions, the Presiding Officer may, and upon request of a Council Member shall, divide the subject matter of a motion so that Council Members can vote separately on each part.

6.4 PRECEDENCE OF MOTIONS

When a motion is before the Council, no motion shall be entertained except the following, which shall have precedence in the following order:

- 1) Adjourn
- 2) Fix Hour of Adjournment
- 3) Table
- 4) Limit or Terminate Discussion
- 5) Amend
- 6) Postpone

6.5 MOTION TO ADJOURN (Not Debatable)

A motion to adjourn shall be in order at any time, except as follows:

- 1) When repeated without intervening business or discussion;
- 2) When made as an interruption of a member while speaking;
- 3) When discussion has been ended, and vote and motion is pending;
and
- 4) While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

6.6 MOTION TO FIX HOUR OF ADJOURNMENT

Such a motion shall be to set a definite time at which to adjourn and shall be undebatable and shall be unamendable except by unanimous vote.

6.7 MOTION TO TABLE

A motion to table shall be used to temporarily by-pass the subject. A motion

to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the matter may be “taken from the table” at any time prior to the end of the next regular meeting.

6.8 MOTION TO LIMIT OR TERMINATE DISCUSSION

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall be undebatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

6.9 MOTION TO AMEND

A motion to amend shall be debatable only as to the amendment. A motion to amend requires a second, unless the Council Member who made the original motion agrees to the amendment. If the Council Member who made the original motion does not agree to the amendment, then a majority vote is needed to decide whether the amendment is accepted.

6.10 MOTION TO CONTINUE

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

7. VOTING PROCEDURE

7.1 VOTING PROCEDURE

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Council Member present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be in alphabetical by last name. The City Clerk shall call the names of members seated when a roll call vote is ordered or required. Members shall respond “yes”, “no” or “abstain”, provided that when a vote is collectively taken by voice or when a method of voting other than by voice or roll call is used, any Council Member not audibly and clearly responding “no” or “abstain” or otherwise registering an objection shall have his/her vote recorded as “yes”.

7.2 ROLL CALL VOTING

Every Ordinance (other than urgency Ordinances) and any Resolutions or orders for franchises or payments of money require three (3) affirmative votes. Urgency Ordinances require four (4) affirmative votes. A roll call vote shall be used for:

- 1) Urgency Ordinances;
- 2) Other action requiring a 4/5 vote (some franchise-type actions, override on a protest, etc.); or
- 3) Consent calendar.

Any other question before the Council shall not require a roll call vote unless demanded by any member, or as otherwise required by State law. It shall not be in order for Council Members to explain their vote during roll call. Any Council Member may change his/her vote before the next order of business.

7.3 FAILURE TO VOTE

Every Council Member should vote unless disqualified for cause. A Council Member who does not participate on a particular item due to a conflict of interest shall, for purpose of the item under consideration, to be considered to have abstained.

7.4 RECONSIDERATION

Any Council Member who voted with the majority may move for a reconsideration of any action at the same meeting. After a motion for reconsideration has once been acted upon, no other motion for a reconsideration thereof shall be made without unanimous consent of the Council.

7.5 TIE VOTES

Tie votes shall be lost motions. When all Council Members are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal unless the Council takes other action to further consider the matter. If a tie vote results at a time when less than all members of the Council are present, the matter shall automatically be continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

7.6 REMOTE PARTICIPATION VOTING

When any Council Member participates remotely, all votes shall be taken by roll call.

8. RESOLUTIONS

8.1 DEFINITIONS

As a rule of thumb, legislative acts of the City Council (usually a rule of public conduct for long-term application) are taken by Ordinance, whereas more routine business and administrative matters (usually more temporary and transitory in nature) are accomplished by Resolutions. The term "Resolution" in its general sense will denote any action taken affirmatively via a vote of the Council, other than one taken by Ordinance.

As used in this City, however, three terms are in general used to denote such (non-Ordinance) actions: "Resolution", "minute order", and "motion" (thereafter recorded by minute entry). Technically, all three are equally as legally effective and binding, but these actions vary in the formality of respective memorialization. The most formal is referred to locally as a "Resolution". In addition to being referenced in the minutes, Resolutions will be recorded by a separate document, numbered in sequence and preserved in a separate set of books. Such "Resolutions" are used in this City for various reasons, such as when specifically required by law, when needed as a separate document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional "whereas" explanatory material it often recites) to facilitate such future reference and research.

A "minute order" as used locally denotes a separate document which is also maintained in a separate set of books, under a system of sequential numbering, and is referenced in the minutes; however the "minute order" is drafted far more briefly than a "Resolution" and is distinguished from a mere minute entry only by the need, in general, to have a separate document to facilitate a certain administrative process to which it

pertains.

A “motion” (assuming it passed) is a Council action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

8.2 RESOLUTIONS PREPARED IN ADVANCE

Where a Resolution has been prepared in advance, the procedure shall be: motion, second, discussion, vote pursuant to methods prescribed in Section 7.1, and result declared. It shall not be necessary to read a Resolution in full or by title except to identify it. Any member may require the Resolution be read in full.

8.3 RESOLUTIONS NOT PREPARED IN ADVANCE

Where a Resolution has not been prepared in advance, the procedure shall be to instruct the City Manager or the City Attorney to prepare a Resolution for presentation at the next Council meeting.

8.4 URGENCY RESOLUTIONS

(a) In matters of urgency, a Resolution may be presented verbally in motion form together with instructions for written preparation for later execution. After the Resolution has been verbally stated, the voting procedure in 7.2 above shall be followed.

(b) Urgency Resolutions shall be avoided except when absolutely necessary; and shall be avoided entirely when Resolutions are required by law, in improvement acts, zoning matters, or force account work on public projects. Where the Resolution has been drafted in written form, either before or during the meeting, this paragraph shall not be deemed applicable.

9. ORDINANCES

9.1 INTRODUCTION AND ADOPTION OF ORDINANCES

Ordinances shall not be passed within five days of their introduction, or at any meeting other than a regular meeting or at an adjourned regular meeting. However, an urgency Ordinance may be passed immediately upon introduction and either at a regular or special meeting. Except when, after reading the title, further reading is waived by regular motion adopted by unanimous vote of the Council Members present, all Ordinances shall be read in full either at the time of introduction or passage. When Ordinances, other than urgency Ordinances, are altered after introduction, they shall be passed only at a regular or at an adjourned meeting held at least five days after alteration.

Corrections of typographical or clerical errors are not alterations within the meaning of this section.

9.2 EFFECTIVE DATE

All ordinances, except as provided in Section 36937 of the Government Code, shall take effect 30 days after adoption, but may be made operative at such later date as may be designated in the Ordinance.

9.3 PUBLISHING

It shall be the duty of the City Clerk to post or publish all Ordinances in accordance with Section 36933 of the Government Code within 15 days after adoption.

9.4 URGENCY ORDINANCES

All urgency Ordinances must receive four (4) affirmative votes to be adopted and to become effective immediately. If such an Ordinance fails to receive 4/5ths majority, it may thereafter be considered and passed in the same manner as regular Ordinances.

10. STUDY SESSIONS

10.1 SCHEDULE OF STUDY SESSIONS

(a) Council Members able to attend scheduled study sessions will meet for the purpose of discussion of special subjects of immediate concern and meeting and conferring with City Commission, Civic Organizations and City Officials relative to pending City business.

(b) The time for Study Sessions will be as specified by the Council or by the Mayor on individual occasions when appropriate to the convenience of the Council Members, provided when this occurs, written notice shall be provided in accordance with the Government Code.

10.2 OPEN TO THE PUBLIC

Study Sessions shall at all times be open to the public and the news media.

10.3 PURPOSE

(a) Study Sessions constitute a meeting of the City Council, but are limited to a single subject matter where staff seeks to convey information to the City Council or obtain general direction from the City Council on a particular subject matter.

(b) At such Study Sessions, no formal action shall be taken, no motions shall be offered, no arguments entered into; the sole purpose of said meetings is to provide background information to members of the Council and to allow Council Members to ask questions and to express personal opinions.

(c) If an item is presented at a study session by a Council member for the purpose of placing it on the agenda of a regular Council meeting, if the majority of the Council Members concur, the item should be placed on the agenda of a Council meeting on a future date.

10.4 AGENDA

The City Manager shall be responsible for preparing an agenda, along with any available supporting information, of items for discussion at each study session. In compliance with Government Code section 54953.4(c)(1), the agenda shall be translated to Spanish or any other "applicable language" as that term is defined by Section 54953.4.

11. CITY COUNCIL MEETING PREPARATION

11.1 PLACING AN ITEM ON THE AGENDA BY A COUNCIL MEMBER

Any City Council Member may request an item be placed on a future formal meeting agenda by making a request to the City Manager. If the City Manager receives two separate written requests by Council Members requesting to place an item on a future agenda, the item shall be placed on a future agenda.

11.2 PLACING AN ITEM ON THE AGENDA BY THE CITY COUNCIL

The City Council, by majority vote, may place any item on a future study session or formal agenda. The City Council may take such action, whether or not the potential action is identified on the City Council agenda. However, if the potential action is not identified on the City Council agenda, a vote to place the item on a future agenda must take place with no material debate or discussion.

11.3 CALLING UP AN ITEM FOR CITY COUNCIL CONSIDERATION

The City Council may call up any item of any Board, Commission or Committee of the City where said item does not normally require consideration and action by the Council, for the purpose of requesting that said item be placed on the next available City Council agenda by serving written request of any two (2) Council Members to the City Manager. Such written request must be served within ten (10) calendar days of the action taken by the Board, Commission or Committee of the City.

11.4 DELIVERY AND DISTRIBUTION OF AGENDA PACKETS

The City Council Agenda packets are prepared by the City Clerk's Office. Barring insurmountable difficulties, the Agenda packets will be made available to Council Members on Thursday afternoon preceding the Tuesday Regular City Council Meeting.

11.5 BACKUP MATERIAL FOR AGENDA ITEMS

Each agenda item shall be composed of a staff report and all support material needed for the City Council to take its action. When an agenda item will have an unusually large volume of support material, such as an environmental impact report, staff shall attempt to provide the City Council and members of the public with that material before distribution of the agenda packet and with adequate time to allow the City Council and members of the public to review the material before City Council consideration of the material.

11.6 AGENDA POSTING LOCATIONS

A copy of the City Council Agenda shall be posted at the following three locations; City Hall, 27215 Base Line, Highland, CA 92346; Highland Sam J. Racadio Library and Environmental Learning Center, 7863 Central Avenue, Highland, CA 92346; and Fire Station No. 1, 26974 Base Line Highland, CA 92346.

11.7 AGENDA MATERIAL DISTRIBUTED LESS THAN 72 HOURS PRIOR TO MEETING

In the event that materials are distributed by City staff to the City Council on an agenda item less than 72 hours before the meeting, the materials shall be made available to the public concurrently at City Hall, 27215 Base Line Highland, CA 92346.

11.8 PRESENTATION MEETING MATERIALS

(a) All individuals, including applicants, developers, or members of the public, who wish to provide a presentation to the City Council using audio, visual, or digital materials shall submit such materials to the City Clerk's Office in advance of the meeting. Materials shall be submitted no later than 12:00 p.m. (noon) on the Thursday preceding the scheduled meeting, unless otherwise approved by the City Clerk, to allow sufficient time for review, formatting, and technical preparation.

(b) Individuals requesting to participate remotely, including developers or project applicants, shall also submit all presentation materials in advance to the City Clerk's Office within the same timeframe. Remote presenters shall not be permitted to screen-share or present materials independently.

(c) All materials submitted shall become part of the administrative record.

12. USE OF CITY LETTERHEAD STATIONERY

Copies of all correspondence sent by individual Council Members on City letterhead stationery shall be prepared by City staff as designated by the City Manager, with copies of all such correspondence maintained at City Hall.

City Council Members may be provided and may use City notecards, which are not imprinted with the names or offices of any City official, for personal, informal notes involving City business.

13. TECHNOLOGY DISRUPTION POLICY

Public meetings held by the City Council are required to include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform (such as Zoom). The only exception is if adequate telephonic or internet service is not operational at the meeting location. This policy sets forth clear procedures and expectations for addressing technological disruptions in telephonic or internet services that provide two-way remote public access to City Council meetings, as required by the Brown Act (Government Code Section 54953.4). This policy pertains to all open and public meetings of the City Council at which remote public participation is offered or required under the Brown Act.

13.1 Designation of Responsible Person of the City's Two-Way Remote Public Access Service. The City Manager or his or her designee shall identify a City employee or vendor who is responsible for operating the two-way telephonic service, referred to herein as the "Hybrid Platform", at noticed public meetings of the City Council

("Responsible Person").

Typically, the Responsible Person handles the operation of the microphones, cameras and other audio visual equipment and/or telephonic or voice equipment during City Council meetings and ensures that the Hybrid Platform has connectivity so that the meeting is displayed, both visually and with audio, in the case of an audiovisual platform such as Zoom or Teams, or telephonically if a telephonic system is utilized.

13.2 Role of the City Clerk. The City Clerk is a person designated at City Council meetings for using the Hybrid Platform to ensure the recording of the City Council meeting and for interacting with the Hybrid Platform to receive and record public comments. The City Clerk works within the Hybrid Platform as the meeting host to queue speakers who desire to provide public comment, admit speakers into the meeting when it is their turn to speak and thereafter remove said speakers, interact with the speakers as needed, including muting and unmuting speakers, and closes the queue when the public comment period ends. If a telephonic system is used, the City Clerk conducts the same or similar activities. The City Clerk interacts with the Presiding Officer so that speakers who participate virtually or telephonically are called upon by the Presiding Officer to provide their comments.

13.3 Disruption of the Hybrid Platform - Notification to the Presiding Officer. If the Responsible Person or the City Clerk determines at any time during the City Council meeting that the Hybrid Platform is experiencing technical difficulties such that there is no telephonic or internet service in order for the Hybrid Platform to be operational, or there is a disruption or other technical issue that makes two-way remote participation not possible during the City Council meeting (for example, the City Council meeting is no longer able to be observed or heard by the public via the Hybrid Platform or the public is unable to remotely attend the City Council meeting via the Hybrid Platform), the Responsible Person or the City Clerk shall immediately inform the Presiding Officer that the Hybrid Platform has been disrupted and a recess is required in order to restore service to the Hybrid Platform.

13.4 Announcement by the Presiding Officer. The Presiding Officer shall make an announcement regarding the need to call a recess because there is a disruption or other technical issue that has rendered the Hybrid Platform non-operational preventing two-way remote participation. After such announcement, the Mayor or presiding officer shall call for a recess and inform the in-person audience that under the Brown Act, the recess may last for up to an hour or until the service is restored to the Hybrid Platform. Pursuant to the Brown Act, the City Council is required to recess the open session of the City Council meeting for at least one hour following the disruption, or until telephonic or internet service is restored, whichever is earlier.

13.5 Recordation of the Time Recess is Called. The City Clerk shall physically in writing record the time when the recess is called by the Presiding Officer.

13.6 Good Faith Attempt to Restore Service to the Hybrid Platform. During the recess, the Responsible Person and/or the City Clerk and any other member of City Staff shall make a good faith attempt to restore service to the Hybrid Platform. This includes troubleshooting any issues impacting connectivity including but not limited to the following: internet or telephonic connectivity issues (for example, check the connection, check the connection speed, test the internet bandwidth, contact the internet or telephonic provider, etc.), or audio or video quality concerns or webcam and audio issues (check settings of equipment and/or Hybrid Platform, check connections and cables, check app permissions (if applicable), ensure webcams or other cameras not blocked, adjust camera settings, test of audio, reinstall app or program (if applicable) etc.).

13.7 Troubleshooting Hybrid Platform is Successful. If the Responsible Person, City Clerk, or any other member of City Staff is successful in restoring the service to the Hybrid Platform within one hour of when the recess was called, the City Clerk shall inform the Presiding Officer that the matter has been resolved. The Presiding Officer shall then reconvene the City Council meeting and shall inform the public that service has been restored to the Hybrid Platform. The City Clerk shall physically in writing record the time of when the City Council meeting is reconvened.

13.8 Troubleshooting Hybrid Platform is Not Successful. If the Responsible Person, City Clerk, or any other member of City Staff was not successful in restoring the service to the Hybrid Platform within one hour of when the recess was called, the City Clerk shall inform the Presiding Officer that after making a good faith attempt to restore service, service to the Hybrid Platform was unable to be restored. The City Clerk shall give a description of the efforts made to restore service. The City Clerk shall physically in writing record the time of when the City Council meeting is reconvened.

13.9 Reconvening the Open Session of the City Council Meeting. The Presiding Officer shall subsequently reconvene the City Council meeting. Upon reconvening the meeting, the Presiding Officer shall inform the City Council and the public that services to the Hybrid Platform were unable to be restored and the Presiding Officer shall request that a finding be made as follows: (i) that good faith efforts to restore the telephonic or internet service have been made in accordance with the City's Technology Disruption Policy; and (ii) that the public interest in continuing the meeting outweighs the public interest in remote public access. The Presiding Officer shall call for a motion, ask for a second and ask the City Clerk to take a roll call vote. If the motion making the finding is passed, the City Council may continue the City Council meeting.

13.10 Certain Meetings Exempt. The requirement set forth in Government Code Section 54953.4 that open and public meetings shall include an opportunity for members of the public to attend the City Council meeting via a two-way remote system, does not apply to the following meetings: (i) a meeting to attend a judicial or administrative proceeding to which the City is a party; (ii) a meeting to inspect real or personal property provided that the topic of the meeting is limited to items directly related to the real or personal property; (iii) a meeting with elected or appointed officials of the United States

or the State of California, solely to discuss a legislative or regulatory issue affecting the city and over which the federal or state officials have jurisdiction;

(iv) a meeting in or nearby a facility owned by the City, provided that the topic of the meeting is limited to items directly related to the facility; and (v) a meeting in an emergency situation pursuant to Government Code Section 54956.5.

13.11 Closed Session During a Recess. During the recess described herein, the City Council may meet in closed session during this period for items listed in the closed session agenda for that meeting.

14. REASONABLE ACCOMMODATION POLICY FOR CITY COUNCIL MEMBERS

14.1 Purpose. Government Code Section 54953 allows for members of City Council with disabilities to participate in meetings remotely as a reasonable accommodation. If such an accommodation is granted under this new provision, remote participation due to a disability will be treated as in-person attendance at the physical meeting location for all purposes, including reaching a quorum. The traditional teleconference requirements of posting the address of the teleconference location and allowing public participation from the teleconference location will not apply.

The purpose of this policy is to ensure compliance with the Brown Act and to provide a written procedure for receiving and swiftly resolving reasonable accommodation requests made by Council Members, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. The purpose is to enable participation in City Council meetings through remote participation for a qualifying individual whose disability precludes their in-person attendance at a meeting of their legislative body. As set forth in California Attorney General Opinion No. 23-1002, which addressed the applicability of the Americans with Disabilities Act (“ADA”) to meetings subject to the Brown Act, the opinion stated that not every disability necessitates remote participation, because not every disability precludes in-person attendance; therefore, a fact intensive, individualized, case-by-case inquiry is required when considering remote participation as a reasonable accommodation.

14.2 Procedure. A City Council Member who desires to attend meetings remotely because of a qualified disability shall make an accommodation request in writing to the City Manager. The request should include a written statement that the Council Member requires remote participation under this policy because of their disability. The Council Member is not required to disclose the particular disability. The request shall be made at least three weeks before the meeting for which the Council Member first seeks accommodation, or as soon thereafter upon becoming disabled and requiring a reasonable accommodation.

14.3 Interactive Process. The City Manager is authorized to make reasonable inquiries about the Council Member’s need for accommodation, to conduct the necessary case-by-case inquiry into the request and to accommodate a qualifying disability,

consistent with applicable law. The City may require additional information, such as a medical provider's certification of the existence of a qualifying disability and the need for the accommodation to attend remotely.

The City may not ask the Council Member or their medical provider to disclose a specific diagnosis. The City Manager will inform the Council Member and the City Clerk of the decision on the request for reasonable accommodation in writing.

14.4 Length of Accommodation. An approved reasonable accommodation for remote access attendance at public meetings shall be in effect for the period of time that the Council Member's disabling condition continues, and the decision of the City Manager shall reflect this determination.

14.5 Confidentiality. All information regarding a Council Member's claimed disability or medical information must be kept confidential and maintained in a separate medical file by the City Manager. Such information may be disclosed in limited circumstances, such as to first aid and safety personnel, when appropriate, to government officials investigating compliance with the ADA, or to City staff trained on and entrusted with the handling of confidential medical information, if such disclosure is necessary to effectuate the reasonable accommodation.

14.6 Council Member's Responsibilities Under the Brown Act. If the accommodation for remote participation is granted, the Council Member is required to comply with the applicable provisions of Government Code Section 54953(c) as follows:

(a) The Council Member shall participate through both audio and visual technology, except that any Council Member with a disability, as defined by California Government Code Section 12926 and used in Section 12926.1, or by Section 12102 of Title 42 of the United States Code, may participate only through audio technology if a physical condition related to their disability results in a need to participate off camera.

(b) The Council Member shall disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the Council Member's relationship with any of those individuals.

15. REASONABLE ACCOMMODATION POLICY FOR MEMBERS OF THE PUBLIC

Government Code Section 54953.8(b)(8) requires that all public agencies have and implement a written procedure for receiving and swiftly resolving reasonable accommodation requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. Requests may be made by any individual that participates or conducts the meeting, such as members of the public or staff.

15.1 Readily Available Accommodations

(a) Any of the following accommodations can be provided for at a publicly noticed City Council meeting or meetings open to the public pursuant to the Brown Act, upon request:

(1) Agendas and staff reports: Upon request, any agendas or

staff reports can be made available in appropriate alternative formats to persons with a disability, including hyperlinks where appropriate so that the user can access the linked information.

(2) For individuals with hearing loss: Qualified interpreters on-site; assistive listening devices; or voice and video-based telecommunications products and systems, provided the request is made at least 72 hours in advance of the meeting.

(3) For individuals with visual impairments: Qualified readers; audio recordings; or large print materials. Electronic agendas should be compatible with the screen readers that are commonly used by those who are visually impaired. City Council meetings are livestreamed on the City's website and include closed captioning. These meetings may be attended in person or remotely via Zoom. City Council meetings are replayed on the City's website and audio recordings and transcripts of the meetings are available as well.

(4) For individuals with mobility impairments: ADA-accessible facilities are available to access the Council Chambers, and remote participation is offered via Zoom with telephone access.

15.2 Additional Accommodations (Upon Request). Individuals who are deaf or hard of hearing, who are blind or have low vision, have mobility impairments, or have any other disability, may also request accommodations other than those readily available using the process outlined below. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation. An accommodation will be considered to be unreasonable and will not be provided if it imposes undue financial or administrative burdens on the City, or requires a fundamental alteration in the nature of a program. If a particular accommodation is unreasonable, the City will offer an alternative accommodation that is reasonable.

15.3 Process to request an additional accommodation:

(a) Individuals who have an additional accommodation that is not identified above, should request such accommodation as soon practicable, but at least 72 hours prior to the meeting or time when services are needed. The sooner the request is made, the more likely it is that the City can provide the accommodation or an alternative. The individual seeking the accommodation can make this request themselves, or someone can make the request on their behalf with the individual's permission.

(b) The request for accommodation can be made orally or in writing, and must be submitted to the City Clerk's Office so as to avoid delay in reviewing and processing the request. Requests can be made by contacting City Hall at (909) 864-6861 (TTY Relay: 711), via email to publiccomment@highlandca.gov, or by mailing such a request to the City Clerk's Office at 27215 Base Line, Highland, CA 92346. If the request is made via mail, the request must be made early enough that a response can be timely provided.

(c) The request for an accommodation must provide the following information:

(1) Identify accommodation. The City needs to know the type of accommodation is being requested and/or how the accommodation will allow the

individual to access and participate in the meeting. The individual is not required to disclose the particular disability, instead a general statement of explanation will suffice. The individual may, but is not required to, submit a letter from a physician to the effect that the requested accommodation is required for the individual to access and participate in the meeting.

(2) Contact information. The individual must provide staff current contact information so they can respond in a timely manner. This can be a mailing address, an email address, or telephone number, for example. Note that if only a mailing address is provided, the request needs to be made early enough that a mailed response can be timely provided.

(3) Identify meeting. The individual must identify if the accommodation is requested for a specific meeting, or for all or a series of meetings before the City Council. The individual should provide the dates of the meeting or meetings for which they are requesting an accommodation.

(d) Procedures for staff:

(1) Any staff member who receives, or believes they may have received, an accommodation request, will promptly relay the request and the requestor's contact information to the City Clerk.

(2) The City Attorney's Office may be requested to assist in the review of requests, and assist staff in providing a response to the requestor as soon as practicable.

(3) All reasonable accommodation request responses shall be provided in writing, when such written response can be transmitted in a timely manner prior to the start of the specific meeting. Otherwise, the response will otherwise be provided orally. Responses will identify whether the accommodation is granted or granted in the alternative, and any instructions necessary to access the accommodation. If denied the response will identify and the grounds for denial. City staff will document requests and responses provided orally.

(4) The law requires that all doubt be resolved in favor of accommodations. Staff will make reasonable efforts to communicate with requestors to obtain clarifications or to discuss whether alternative accommodations will be viable.

SECTION 3. This Resolution shall take effect on July 1, 2026.

PASSED, APPROVED AND ADOPTED this 26th day of May, 2026.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz, CMC
City Clerk

APPROVED AS TO FORM:

Maricela E. Marroquin
City Attorney

ATTACHMENT 2

RESOLUTION NO. 2026-020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, REPEALING RESOLUTION 2022-001, AND SETTING THE DATE AND TIME FOR REGULAR CITY COUNCIL MEETINGS, AND READOPTING RULES OF PROCEDURE FOR COUNCIL MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES, AND ADOPTING REASONABLE ACCOMMODATION, TECHNOLOGY DISRUPTION AND MEETING DISRUPTION POLICIES

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby repeals Resolution No. 2022-001.

SECTION 2. The City Council hereby sets the day and time of regular City Council meetings and adopts the following rules and procedures for the conduct of City Council meetings.

PURPOSE: The purpose and intent of the City Council in adopting these rules is to conduct meetings in compliance with State law and provide guidelines relating to the conduct of public business by or on behalf of the City Council, and in the event of any non-compliance with, or violation of, any provision herein, such will not be deemed to affect the validity of any action taken, unless otherwise specifically provided by law.

1. CITY COUNCIL MEETINGS

All meetings of the City Council shall be held within the corporate limits of the City unless otherwise permitted by State Law.

1.1 REGULAR MEETINGS

The City Council of the City of Highland shall hold regular meetings in the place specified in Ordinance No. 452, at the Donahue Council Chambers, 27215 Base Line, Highland, CA 92346. The regular City Council meetings will be held on the second Tuesday of each month at 6:00 p.m. If the day for a regular meeting of the City Council falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the next succeeding business day thereafter that is not a holiday.

1.2 ADJOURNED MEETINGS

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened.

1.3 SPECIAL MEETINGS

Special Meetings may be called by the Mayor or majority of Council Members on at least 24-hour notice, as set forth in Section 54956 of the Government Code of the State of California. Only matters contained in the notice may be considered and no ordinances (other than urgency ordinances) may be adopted, although an ordinance may be introduced at a special meeting.

1.4 STUDY SESSIONS

Members of the City Council may meet in Study Session as deemed necessary (See Section 10.1).

1.5 NOTICE OF MEETINGS

Notice to the City Council of Regular Meetings is not required. Mailed or personally delivered notice is not required of Special Meetings and Study Sessions, unless specifically requested. Mailed and posted notice is required of meetings adjourned by the City Clerk. Posted notice is required of all other adjourned meetings (Government Code Section 54956).

1.6 QUORUM

Unless otherwise required by law or provided for by Resolution, a majority of the City Council shall be sufficient to do business and motions may be passed 2-1 if only 3 attend. However, the following matters require three affirmative votes:

- a) Adoption of Ordinances;
- b) Resolutions granting franchises; and
- c) Orders for payment of money.

1.6.1 LEGALLY REQUIRED PARTICIPATION

If a majority of the City Council shall be disqualified to vote on a matter by reason of actual or apparent conflicts of interest, the City Council shall select by lot or other means of random selection, or by such other impartial and equitable means as the City Council shall determine in consultation with the City Attorney, that number of its disqualified members which, when added to the members eligible to vote, shall constitute a quorum, with a sufficient number of members to act on the matter.

1.7 MEETINGS TO BE PUBLIC AND ACCESSIBLE

All Study Sessions and all Regular, Adjourned, or Special Meetings of the City Council shall be open to the public, except as otherwise authorized by Government Code Section 54957 et seq. Consistent with Government Code Section 54953.4 (as added by SB 707), all meetings shall be conducted in a hybrid format, which includes:

- A physical meeting location within the City;
- Live webcasting of the meeting; and
- An opportunity for the public to participate remotely via two-way telephonic access.

Remote participation shall allow members of the public to observe and provide real-time public comment.

1.8 MEETING TIME LIMITATION

Any public agenda item(s) which have not been initiated by 11:00 p.m. will be continued either to a Special Meeting, Adjourned Meeting, or the next regularly scheduled City Council meeting. Any item initiated before 11:00p.m. on which a conclusion has not been reached by 11:30p.m. will be continued to the next regularly scheduled meeting, Special Meeting or Adjourned Meeting. The time limitation can be extended by a unanimous vote of the City Council members that are present.

2. ORDER OF BUSINESS

2.1 AGENDA

(a) All agendas shall include instructions for public participation, including remote access information and procedures for submitting public comments.

(b) The order of business of each meeting shall be as contained in the agenda prepared by the City Clerk. The agenda shall be a listing by topic of the subjects which shall be taken up for consideration in substantially the following order unless, prior to the posting of the agenda, the City Manager determines it to be in the interest of orderly conduct of the City's business to use a different order:

- Call to Order
- Invocation
- Pledge of Allegiance
- Roll Call
- Special Presentations
- Public Comment
- Consent Calendar
- Public Hearings
- Legislative
- Announcements
- Closed Session
- Report from Closed Session
- Adjournment

(c) Except with majority consent of the Council, items may not be taken out of the order listed on the agenda.

(d) Except as specifically noticed for a different time, the first public hearing on the agenda at a Regular Meeting of the City Council shall commence at 6:00 p.m., or as soon thereafter as the City Council may conveniently hear the matter.

(e) No matters other than those listed on the agenda and briefly described in accordance with Government Code Section 54954.2 shall be finally acted upon by the Council, provided however that the Council may take action on items of business which do not appear on the posted agenda under any of the following conditions or circumstances:

(1) Upon a determination by a majority vote of the City Council that an emergency situation exists, as defined in Section 54956.5 of the California Government Code.

(2) Upon a determination by a two-thirds vote of the Council, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted as specified in subdivision (a) of Government Code Section 54954.2.

(3) The item was posted pursuant to Government Code Section 54954.2(a) for a prior meeting of the Council occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

2.2 ROLL CALL

Before proceeding with the business of the City Council, the City Clerk shall call the roll of the Council Members. The order of roll call shall be in alphabetical order by last name. The Minutes shall reflect the presence of Council Members participating in person or remotely. If a Council Member is participating remotely pursuant to Government Code Section 54953.8, the Minutes shall include the statutory basis for such remote participation.

2.3 APPROVAL OF MINUTES

Unless requested by a majority of the City Council, Minutes of the previous meeting may be approved without public reading if the City Clerk has previously furnished each Council Member with a copy thereof.

2.4 PUBLIC HEARINGS

Generally, public hearings, other than those of a quasi-judicial nature, shall be conducted in the following order:

- Hearing Opened by Mayor
- Staff Review
- Questions of Staff by Council
- Applicant or Representative Presentation
- Questions of Applicant or Representative by Council
- Speakers in Favor of Proposal
- Speakers in Opposition to Proposal
- Applicant or Representative Rebuttal
- Hearing Closed by Mayor to Public Testimony
- Discussion by Council
- Action by Council

(a) Comments from the public shall be limited to the subject under consideration and shall be limited to three (3) minutes per individual. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Presiding Officer may, at the beginning of the hearing, limit testimony to less than three (3) minutes per individual. Any person may speak for a longer period of time, upon approval of the City Council, when this is deemed necessary in such cases as when a person is speaking as a representative of a group or has graphics or slide presentations requiring more time.

(b) An applicant's initial presentation shall be limited to 15 minutes, including any presentation by a consultant. An applicant's rebuttal presentation, including any rebuttal by an applicant's consultant, shall be limited to 10 minutes. In the case of an appeal of a Planning Commission decision, the applicant and the appellant's presentations shall be limited to 15 minutes each, including any consultant presentation.

(c) Quasi-judicial hearings shall be conducted in accordance with the principles of due process, and the City Attorney shall advise the City Council in this regard.

(d) In any hearings before the City Council, notice of which is to be published or posted, if the City Council, or any member thereof, or a proponent or opponent of the matter requests any or all participants in the proceedings testify under oath or affirmation, the making of such request shall be set forth in the notice of hearing. Additionally, the notice of hearing shall state the giving of testimony under oath or affirmation shall be voluntary as to each person wishing to be heard in the matter, and any person who has a question or concern regarding the giving of testimony under oath or affirmation should consult an attorney of his or her own choosing and at his or her own expense. Each person testifying under oath or affirmation in any such proceeding shall, before testifying, state on the record he or she agrees to testify under oath or affirmation in the matter and has had an opportunity to consult with an attorney of his or her own choosing in respect thereto.

2.5 PUBLIC COMMENT

(a) Any person may address the City Council on any subject pertaining to City business which is not listed on the agenda during the Public Comment portion of each meeting. Such comments shall be limited to not more than three (3) minutes per individual (See Section 5.2). This limitation will be extended to six (6) minutes for a speaker who utilizes a translator to ensure that non-English speaker receive the same opportunity to directly address the City Council. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Presiding Officer may, at the beginning of the public comment section of the agenda, limit testimony to less than three (3) minutes per individual.

(b) Members of the public may participate remotely and shall be provided the opportunity to provide public comment in real time. Remote speakers shall be subject to the same time limits and rules of decorum as in-person speakers.

(c) The City Clerk shall manage both in-person and remote speakers and may alternate between speakers attending in person and those attending remotely to ensure equitable participation.

(d) The City Clerk shall advise members of the public that the City Council may only take action on items listed on the agenda and on items that are within the subject matter jurisdiction of the City Council.

2.6 CONSENT CALENDAR

Items of routine nature, and non-controversial, shall be placed on the consent calendar. All items may be approved by one blanket motion upon majority roll call vote. Any Council Member may request any item be withdrawn from the consent calendar for separate consideration by providing notice to the City Clerk or City Manager prior to the commencement of the meeting. However, any Council Member may abstain from voting or vote "No" on any consent calendar item without requesting its removal from the consent calendar, and the City Clerk shall be instructed to record such abstentions or negative votes in the minutes.

2.7 PROCLAMATIONS

(a) Upon receipt of a request by City Officials or staff from an outside organization or person(s) for a Proclamation, the request shall be submitted to the Mayor, City Manager and/or City Clerk, in writing, for inclusion in the agenda of the next regular Council meeting under the Consent Calendar.

(b) If the request cannot be placed on a regular City Council agenda in a timely manner, the request shall be forwarded to the Mayor, City Manager and/or City Clerk, who will immediately provide copies to the City Council. Unless any Council Member requests within 72 hours that the matter be agendaized for consideration by the City Council, the Mayor will act on behalf of the City Council.

(c) Depending upon the request, the Proclamation may be presented to the recipient at the next Regular City Council meeting, or mailed to the requestor, or presented by a Council Member at a specified function only if it is specified that way within the request or within the presentation to the City Council, consistent with the circumstances stated in the request.

2.8 ADJOURNMENT IN MEMORY

(a) The City Council may adjourn a meeting in memory or honor of an individual as a ceremonial recognition of that person's contributions to the community or in acknowledgment of their passing.

(b) Requests for adjournment in memory or honor may be submitted by members of the City Council or by members of the public through the City Clerk's Office, and, whenever possible, should be submitted in advance of the meeting to allow for appropriate review and coordination.

(c) The Mayor, in consultation with the City Manager and/or City Clerk, shall determine whether a request is appropriate for inclusion on a meeting agenda or recognition at a meeting. Upon approval, the City Clerk's Office shall prepare a certificate of recognition, to be signed by all Council Members, and coordinate its delivery to the appropriate family member or designated recipient.

3. PRESIDING OFFICER AND SELECTION OF MAYOR AND MAYOR PRO TEM

3.1 PRESIDING OFFICER

(a) The Mayor shall be the Presiding Officer at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the Council shall elect a temporary Presiding Officer to serve until the arrival of the Mayor or the Mayor Pro Tem or until adjournment, whichever first occurs.

(b) The Council shall meet annually to choose one of its members as Mayor and another of its members as Mayor Pro Tem. Such meeting shall be held on the second Tuesday in December and may be continued to the next regular or special City Council meeting until such time as a Mayor and Mayor Pro Tem are selected.

(c) Selection of the Mayor and Mayor Pro Tem shall occur at any Regular, Special or Adjourned Meeting of the Council. The City Clerk shall preside at the portion of the Council meeting which is concerned with the nomination for and selection of the Mayor.

(d) Nominations for the office of Mayor or Mayor Pro Tem may be made by any member of the City Council and need not be seconded in order to be effective. Each selection shall be by three or more affirmative votes. In the event no person receives three or more votes in the selection process for one or both offices, the selection process shall be repeated immediately provided, however, the two persons receiving the highest number of votes in the preceding selection process shall be the only nominees for the office to be filled. If, upon repeating the selection process for Mayor or Mayor Pro Tem, no person has yet received three affirmative votes for such office, the Council may either repeat the selection process until the officer has been duly selected or may continue the selection to the next regular meeting of the Council.

(e) The Mayor and Mayor Pro Tem selected pursuant hereto shall serve until the next meeting scheduled for selection of Mayor and Mayor Pro Tem pursuant to Section (b) of this Section 3.1, and thereafter until their successors have been duly selected.

(f) The offices of Mayor and Mayor Pro Tem shall be deemed vacant upon the happening of any of the following:

- 1) The death of the holder of such office;
- 2) The loss or resignation from membership on the City Council by the holder of such office;
- 3) The acceptance by the City Council of the resignation from such office by the holder thereof.

(g) At its first regular meeting after the occurrence of a vacancy created by any of the foregoing events, the City Council shall select a successor to such office pursuant to the selection procedures established by this Section 3.1.

3.2 PARTICIPATION OF PRESIDING OFFICER

The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Council Members, and he/she shall not be deprived of any of the rights and privileges of a Council Member by reason of his/her acting as a Presiding Officer. However, the Presiding Officer is primarily responsible for the conduct of the meeting.

3.3 QUESTION OR MOTION TO BE RESTATED

The Presiding Officer shall verbally restate, or request the City Clerk to restate, each question or motion immediately prior to calling for the vote, as needed. Following the vote, the Presiding Officer shall verbally announce whether the question was carried or defeated. The Presiding Officer may also publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

3.4 SIGNING OF DOCUMENTS

The Mayor, or Mayor Pro Tem in the absence of the Mayor, shall sign all documents and/or correspondence which he/she has been instructed to sign or that has been adopted by the City Council. The City Clerk or Deputy City Clerk shall attest to the signature of the Mayor or Mayor Pro Tem.

3.5 MAINTENANCE OF ORDER

The Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the Presiding Officer. All questions and remarks shall be addressed to the Presiding Officer.

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER

The Presiding Officer shall determine all Points of Order subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

4.2 DECORUM AND ORDER - COUNCIL MEMBERS

(a) Any Council Member desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine him/herself to the question under debate.

(b) A Council Member may ask questions of staff, and in appropriate cases, staff may direct the questions to the City Manager or the City Attorney to address.

(c) A Council Member, once recognized, shall not be interrupted while speaking unless:

- 1) Called to order by the Presiding Officer;
- 2) A Point of Order is raised by another Council Member; or
- 3) The speaker chooses to yield to questions from another Council Member.

(d) Any Council Member called to order while he/she is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order, he/she shall remain silent or shall alter his/her remarks so as to comply with the rules of the City Council.

(e) Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the City Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

(f) Any Council Member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the City Council shall require him/her to so act.

(g) The City Council shall not prohibit criticism of the policies, procedures, programs, or services of the agency or the acts or omissions of the legislative body or staff. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

4.3 DECORUM AND ORDER - EMPLOYEES

Members of the administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council. The City Manager shall ensure all City employees observe such decorum. Any staff members, including the City Manager, desiring to address the City Council or members of the public shall first be recognized by the Presiding Officer. All remarks shall be addressed to the Presiding Officer and not to any one individual Council Member or member of the public.

4.4 DECORUM AND ORDER - PUBLIC

(a) The provisions of this Section apply to all individuals participating in meetings, whether in person or remotely. Disruptive conduct shall be addressed pursuant to these rules regardless of the mode of participation. Technological disruptions affecting remote access or broadcast capabilities are governed by Section 13 (Technological Disruption Policy) of this Resolution.

(b) Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. Willful conduct that is disruptive, including but not limited to, unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall be prohibited by the Presiding Officer. Any person who becomes willfully disruptive while addressing the City Council or while attending the City Council meeting may be ordered to leave the room if the Sheriff's Deputy is so directed by the Presiding Officer, and such person may be barred from the audience. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer.

(c) For individuals participating remotely, the Presiding Officer may, after a warning when feasible, direct staff to mute a disruptive participant's audio to prevent further disruption. In aggravated cases, the individual may be automatically muted and be issued a warning to cease the disruptive behavior. If the disruptive conduct continues, the Presiding Officer may direct staff to remove the participant from the remote meeting platform. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer.

4.5 ENFORCEMENT OF DECORUM

The rules of decorum for meetings listed in Section 4.4 apply equally to City Council meetings held in-person, remotely via a two-way telephonic or audiovisual platform, or held using a hybrid of the two. Upon violation of the rules of decorum described above in this Section 4.4, the procedure to enforce the rules shall be as set forth in this Section.

4.5.1 In person attendance. The following procedure shall be followed for disruptive persons who are attending the City Council meeting in person:

(a) **Warning.** The Presiding Officer shall first request that a person who is violating the rules cease such conduct.

(b) **Recess.** If, after receiving a request from the Presiding Officer, the person persists in violating the rules, the Presiding Officer shall order a recess. Any representative of law enforcement present may be authorized to advise the individual that their conduct is in violation of the rules and must cease.

(c) **Removal of Disruptive Person.** If upon resumption of the meeting the violation persists so as to disturb, disrupt, or otherwise impede the orderly conduct of the meeting, the Presiding Officer shall have the authority to direct law enforcement personnel to remove the person from the meeting room;

(d) **Motion to Enforce.** If the Presiding Officer fails to enforce the rules of decorum set forth herein, any Council Member may move to require the Presiding Officer to do so, and an affirmative vote of three members of the Council shall require the Presiding Officer to do so.

(e) **Clearing the Room.** Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a person or group of persons so as to disrupt, disturb or otherwise impede the orderly conduct of such meeting and order cannot be restored by the removal of the individuals who are willfully interrupting the meeting, the City Council may order that the meeting room be cleared and the meeting shall continue in session. The motion to clear the room shall be by a vote of not less than three members of the City Council in favor. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to Government Code Section 54957.9.

(f) **Violation of the California Penal Code.** A person or persons who substantially impairs the conduct of a City Council meeting by knowingly and intentionally violating these rules of decorum may be prosecuted under Penal Code Section 403 for disturbing a public meeting. Every person who violates Penal Code Section 403 is guilty of a misdemeanor.

4.5.2 Remote Participation. The following procedure shall be followed for disruptive persons who are attending the City Council meeting remotely:

(a) **Warning.** Any person who disturbs, disrupts, or otherwise impedes the conduct of the meeting through a two-way telephonic platform is out of order and the Presiding Officer shall request that such person be orderly and comply with the applicable rules. If, after receiving a warning from the Presiding Officer, a person persists in disturbing, disrupting, or otherwise impeding the meeting, the Presiding Officer shall order that person's telephonic input to be muted for the duration of the meeting if the person is

using the audio function to disturb the meeting, unless the conduct is so disruptive that the person must be immediately muted and then issued a warning that if the conduct persists, they will be removed from the meeting.

(b) **Removal.** Staff responsible for monitoring and operating the two-way telephonic platform for the meeting will carry out all lawful orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the meeting. Upon instruction of the Presiding Officer, it is the duty of the staff responsible for telephonic platform at the meeting to remove from the telephonic platform used for the Council meeting any person who is disturbing, disrupting, or otherwise impeding the proceedings of the Council.

(c) **Returning Disturbances.** Any person who leaves a meeting and re-logs in or calls in to the two-way telephonic platform to continue to disturb the meeting under a new username or phone number may be immediately removed from the meeting platform by the responsible staff person and may be prosecuted pursuant to Penal Code Section 403.

4.6 PERSONAL PRIVILEGE

The right of a member to address the City Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motives are assailed, questioned or impugned.

4.7 CONFLICT OF INTEREST

Government Code Section 87105 describes the procedure to be followed if an official has a conflict of interest on a matter and cannot participate in a decision. The City Council Member must publicly identify the financial interest, recuse himself or herself from voting, and leave the room until after the discussion, vote and other disposition of the matter is concluded. If the matter is on the Consent Calendar, the official need not leave the room, but must still make the required disclosure on the record and abstain from voting. The City Council Member also may speak on the issue as a member of the general public, during the public comment period on that matter, solely to represent himself or herself on a matter related to his or her personal interest.

The announcement of the conflict of interest must be declared prior to the initiation of City Council consideration of the agenda item for which the conflict of interest exists.

4.8 LIMITATION OF DEBATE

No Council Member should speak more than once upon one subject until every other member choosing to speak thereon has spoken. No Council Member shall speak for a longer time than five (5) minutes each time he/she has the floor, without the approval of a majority vote of the Council.

4.9 DISSENTS, PROTESTS AND COMMENTS

Any Council Member shall have the right to express dissent from or protest to or comment upon any action of the Council and have the reason entered in the minutes. If such dissent, protest or comment is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reasons..."

4.10 RULINGS OF PRESIDING OFFICER FINAL UNLESS OVERRULED

In presiding over Council meetings, the Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by majority vote of the Council Members present and voting and shall be binding and legally effective for purposes of the matter under consideration.

5. ADDRESSING THE COUNCIL

5.1 MANNER OF ADDRESSING THE COUNCIL

(a) Any member of the public desiring to address the Council shall proceed to the podium and wait to be recognized by the Presiding Officer. After being recognized, he/she may be asked to state his/her name and address for the record.

(b) All remarks and questions shall be addressed to the Presiding Officer and not to any individual Council Member, staff member or other person. During a public hearing all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

(c) Any member of the Council who has been recognized by the Presiding Officer of the Council for such purpose may address or respond to a member of the public who has addressed the Council pursuant hereto. Such address or response shall be exercised only once for each member of the public, shall not exceed three (3) minutes in length and shall be deemed to express the individual position or opinion of the Council Member offering the same and shall not be construed to bind the Council or the City in any manner. Unless otherwise directed by the Council, the restrictions imposed by this Subsection (a) shall apply only to those portions of the Council agenda during which members of the public are permitted to make oral communications to the Council.

5.2 TIME ALLOCATION

Except as set forth herein, any member of the public desiring to address the Council shall limit his/her statement to three (3) minutes unless further time has been granted by the Presiding Officer in the individual case, or in accordance with Section 2.5. The three (3) minute limitation will be extended to six (6) minutes for a speaker who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the City Council.

5.3 ADDRESSING THE COUNCIL AFTER MOTION IS MADE

After a motion has been made, or after a public hearing has been closed, no member of the public shall address the Council without first securing permission by the Presiding Officer.

5.4 LIMITATIONS REGARDING PUBLIC COMMENTS AND REPORTS

The making of oral communications to the Council by any member of the public during the "Public Comment" portion of the agenda shall be subject to the requirements set forth in Section 5.2 and be subject to the following limitations:

5.4.1 At any time, before or after the oral communication is commenced, the Presiding Officer may if he/she deems it preferable, direct the communication be made instead either to the City Manager or other appropriate staff member during regular business hours, or in writing for subsequent submittal to Council Members.

5.4.2 No speaker shall be permitted to address the Council on a topic which is currently before or about to be submitted for consideration by a City Commission, Board or other agency before which the speaker should make his/her presentation, until that latter body has completed its deliberations and taken its final action. In case the speaker should have followed an otherwise available appeal procedure, the Presiding Officer shall not allow oral communications to the Council outside that procedure.

5.4.3 No oral communications shall be allowed by the City Council to include charges or complaints against any employee of the City, regardless of whether such employee is identified in the presentation by name or by any other reference which tends to identify him/her. All charges or complaints against employees shall be submitted to the City Manager for appropriate action and may also be submitted to members of the Council by written communication.

5.5 WRITTEN CORRESPONDENCE

(a) The City Manager is authorized to receive and open all mail addressed to the City Council as a whole and give it immediate attention to the end that all administrative business referred to in said communications, and not necessarily requiring City Council action, may be disposed of between City Council meetings. A copy of such communication shall be provided to each Council Member marked "Information Only".

(b) Any communication relating to a matter pending, or to be brought before the City Council shall be included in the agenda packet for the meeting at which such item is to be considered.

(c) Letters of appeal from administrative or commission decisions shall be processed under applicable provisions of the Municipal Code or other Ordinances.

(d) Copies of all other communications sent to the City Council will be transmitted to them.

5.6 PERSONS AUTHORIZED TO BE WITHIN PLATFORM

No person except City officials shall be permitted within the area in front of the City Council dais without the invitation or consent of the Presiding Officer.

6. MOTIONS

6.1 PROCESSING OF MOTIONS

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

6.2 MOTIONS OUT OF ORDER

The Presiding Officer may at any time, by majority consent of the Council, permit a member to introduce an Ordinance, Resolution, or motion out of the regular agenda order.

6.3 DIVISION OF QUESTION

If the question contains two or more divisional propositions, the Presiding Officer may, and upon request of a Council Member shall, divide the subject matter of a motion so that Council Members can vote separately on each part.

6.4 PRECEDENCE OF MOTIONS

When a motion is before the Council, no motion shall be entertained except the following, which shall have precedence in the following order:

- 1) Adjourn
- 2) Fix Hour of Adjournment
- 3) Table
- 4) Limit or Terminate Discussion
- 5) Amend
- 6) Postpone

6.5 MOTION TO ADJOURN (Not Debatable)

A motion to adjourn shall be in order at any time, except as follows:

- 1) When repeated without intervening business or discussion;
- 2) When made as an interruption of a member while speaking;
- 3) When discussion has been ended, and vote and motion is pending;
and
- 4) While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

6.6 MOTION TO FIX HOUR OF ADJOURNMENT

Such a motion shall be to set a definite time at which to adjourn and shall be undebatable and shall be unamendable except by unanimous vote.

6.7 MOTION TO TABLE

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

6.8 MOTION TO LIMIT OR TERMINATE DISCUSSION

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall be undebatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

6.9 MOTION TO AMEND

A motion to amend shall be debatable only as to the amendment. A motion to amend requires a second, unless the Council Member who made the original motion agrees to the amendment. If the Council Member who made the original motion does not agree to the amendment, then a majority vote is needed to decide whether the amendment is accepted.

6.10 MOTION TO CONTINUE

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

7. VOTING PROCEDURE

7.1 VOTING PROCEDURE

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Council Member present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be in alphabetical by last name. The City Clerk shall call the names of members seated when a roll call vote is ordered or required. Members shall respond "yes", "no" or "abstain", provided that when a vote is collectively taken by voice or when a method of voting other than by voice or roll call is used, any Council Member not audibly and clearly responding "no" or "abstain" or otherwise registering an objection shall have his/her vote recorded as "yes".

7.2 ROLL CALL VOTING

Every Ordinance (other than urgency Ordinances) and any Resolutions or orders for franchises or payments of money require three (3) affirmative votes. Urgency Ordinances require four (4) affirmative votes. A roll call vote shall be used for:

- 1) Urgency Ordinances;
- 2) Other action requiring a 4/5 vote (some franchise-type actions, override on a protest, etc.); or
- 3) Consent calendar.

Any other question before the Council shall not require a roll call vote unless demanded by any member, or as otherwise required by State law. It shall not be in order for Council Members to explain their vote during roll call. Any Council Member may change his/her vote before the next order of business.

7.3 FAILURE TO VOTE

Every Council Member should vote unless disqualified for cause. A Council Member who does not participate on a particular item due to a conflict of interest shall, for purpose of the item under consideration, to be considered to have abstained.

7.4 RECONSIDERATION

Any Council Member who voted with the majority may move for a reconsideration of any action at the same meeting. After a motion for reconsideration has once been acted upon, no other motion for a reconsideration thereof shall be made without unanimous consent of the Council.

7.5 TIE VOTES

Tie votes shall be lost motions. When all Council Members are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal unless the Council takes other action to further consider the matter. If a tie vote results at a time when less than all members of the Council are present, the matter shall automatically be continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

7.6 REMOTE PARTICIPATION VOTING

When any Council Member participates remotely, all votes shall be taken by roll call.

8. RESOLUTIONS

8.1 DEFINITIONS

As a rule of thumb, legislative acts of the City Council (usually a rule of public conduct for long-term application) are taken by Ordinance, whereas more routine business and administrative matters (usually more temporary and transitory in nature) are accomplished by Resolutions. The term "Resolution" in its general sense will denote any action taken affirmatively via a vote of the Council, other than one taken by Ordinance.

As used in this City, however, three terms are in general used to denote such (non-Ordinance) actions: "Resolution", "minute order", and "motion" (thereafter recorded by minute entry). Technically, all three are equally as legally effective and binding, but these actions vary in the formality of respective memorialization. The most formal is referred to locally as a "Resolution". In addition to being referenced in the minutes, Resolutions will be recorded by a separate document, numbered in sequence and preserved in a separate set of books. Such "Resolutions" are used in this City for various reasons, such as when specifically required by law, when needed as a separate document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional "whereas" explanatory material it often recites) to facilitate such future reference and research.

A "minute order" as used locally denotes a separate document which is also maintained in a separate set of books, under a system of sequential numbering, and is referenced in the minutes; however the "minute order" is drafted far more briefly than a "Resolution" and is distinguished from a mere minute entry only by the need, in general, to have a separate document to facilitate a certain administrative process to which it pertains.

A “motion” (assuming it passed) is a Council action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

8.2 RESOLUTIONS PREPARED IN ADVANCE

Where a Resolution has been prepared in advance, the procedure shall be: motion, second, discussion, vote pursuant to methods prescribed in Section 7.1, and result declared. It shall not be necessary to read a Resolution in full or by title except to identify it. Any member may require the Resolution be read in full.

8.3 RESOLUTIONS NOT PREPARED IN ADVANCE

Where a Resolution has not been prepared in advance, the procedure shall be to instruct the City Manager or the City Attorney to prepare a Resolution for presentation at the next Council meeting.

8.4 URGENCY RESOLUTIONS

(a) In matters of urgency, a Resolution may be presented verbally in motion form together with instructions for written preparation for later execution. After the Resolution has been verbally stated, the voting procedure in 7.2 above shall be followed.

(b) Urgency Resolutions shall be avoided except when absolutely necessary; and shall be avoided entirely when Resolutions are required by law, in improvement acts, zoning matters, or force account work on public projects. Where the Resolution has been drafted in written form, either before or during the meeting, this paragraph shall not be deemed applicable.

9. ORDINANCES

9.1 INTRODUCTION AND ADOPTION OF ORDINANCES

Ordinances shall not be passed within five days of their introduction, or at any meeting other than a regular meeting or at an adjourned regular meeting. However, an urgency Ordinance may be passed immediately upon introduction and either at a regular or special meeting. Except when, after reading the title, further reading is waived by regular motion adopted by unanimous vote of the Council Members present, all Ordinances shall be read in full either at the time of introduction or passage. When Ordinances, other than urgency Ordinances, are altered after introduction, they shall be passed only at a regular or at an adjourned meeting held at least five days after alteration.

Corrections of typographical or clerical errors are not alterations within the meaning of this section.

9.2 EFFECTIVE DATE

All ordinances, except as provided in Section 36937 of the Government Code, shall take effect 30 days after adoption, but may be made operative at such later date as may be designated in the Ordinance.

9.3 PUBLISHING

It shall be the duty of the City Clerk to post or publish all Ordinances in accordance with Section 36933 of the Government Code within 15 days after adoption.

9.4 URGENCY ORDINANCES

All urgency Ordinances must receive four (4) affirmative votes to be adopted and to become effective immediately. If such an Ordinance fails to receive 4/5ths majority, it may thereafter be considered and passed in the same manner as regular Ordinances.

10. STUDY SESSIONS

10.1 SCHEDULE OF STUDY SESSIONS

(a) Council Members able to attend scheduled study sessions will meet for the purpose of discussion of special subjects of immediate concern and meeting and conferring with City Commission, Civic Organizations and City Officials relative to pending City business.

(b) The time for Study Sessions will be as specified by the Council or by the Mayor on individual occasions when appropriate to the convenience of the Council Members, provided when this occurs, written notice shall be provided in accordance with the Government Code.

10.2 OPEN TO THE PUBLIC

Study Sessions shall at all times be open to the public and the news media.

10.3 PURPOSE

(a) Study Sessions constitute a meeting of the City Council, but are limited to a single subject matter where staff seeks to convey information to the City Council or obtain general direction from the City Council on a particular subject matter.

(b) At such Study Sessions, no formal action shall be taken, no motions shall be offered, no arguments entered into; the sole purpose of said meetings is to provide background information to members of the Council and to allow Council Members to ask questions and to express personal opinions.

(c) If an item is presented at a study session by a Council member for the purpose of placing it on the agenda of a regular Council meeting, if the majority of the Council Members concur, the item should be placed on the agenda of a Council meeting on a future date.

10.4 AGENDA

The City Manager shall be responsible for preparing an agenda, along with any available supporting information, of items for discussion at each study session. In compliance with Government Code section 54953.4(c)(1), the agenda shall be translated to Spanish or any other "applicable language" as that term is defined by Section 54953.4.

11. CITY COUNCIL MEETING PREPARATION

11.1 PLACING AN ITEM ON THE AGENDA BY A COUNCIL MEMBER

Any City Council Member may request an item be placed on a future formal meeting agenda by making a request to the City Manager. If the City Manager receives two separate written requests by Council Members requesting to place an item on a future agenda, the item shall be placed on a future agenda.

11.2 PLACING AN ITEM ON THE AGENDA BY THE CITY COUNCIL

The City Council, by majority vote, may place any item on a future study session or formal agenda. The City Council may take such action, whether or not the potential action is identified on the City Council agenda. However, if the potential action is not identified on the City Council agenda, a vote to place the item on a future agenda must take place with no material debate or discussion.

11.3 CALLING UP AN ITEM FOR CITY COUNCIL CONSIDERATION

The City Council may call up any item of any Board, Commission or Committee of the City where said item does not normally require consideration and action by the Council, for the purpose of requesting that said item be placed on the next available City Council agenda by serving written request of any two (2) Council Members to the City Manager. Such written request must be served within ten (10) calendar days of the action taken by the Board, Commission or Committee of the City.

11.4 DELIVERY AND DISTRIBUTION OF AGENDA PACKETS

The City Council Agenda packets are prepared by the City Clerk's Office. Barring insurmountable difficulties, the Agenda packets will be made available to Council Members on Thursday afternoon preceding the Tuesday Regular City Council Meeting.

11.5 BACKUP MATERIAL FOR AGENDA ITEMS

Each agenda item shall be composed of a staff report and all support material needed for the City Council to take its action. When an agenda item will have an unusually large volume of support material, such as an environmental impact report, staff shall attempt to provide the City Council and members of the public with that material before distribution of the agenda packet and with adequate time to allow the City Council and members of the public to review the material before City Council consideration of the material.

11.6 AGENDA POSTING LOCATIONS

A copy of the City Council Agenda shall be posted at the following three locations; City Hall, 27215 Base Line, Highland, CA 92346; Highland Sam J. Racadio Library and Environmental Learning Center, 7863 Central Avenue, Highland, CA 92346; and Fire Station No. 1, 26974 Base Line Highland, CA 92346.

11.7 AGENDA MATERIAL DISTRIBUTED LESS THAN 72 HOURS PRIOR TO MEETING

In the event that materials are distributed by City staff to the City Council on an agenda item less than 72 hours before the meeting, the materials shall be made available to the public concurrently at City Hall, 27215 Base Line Highland, CA 92346.

11.8 PRESENTATION MEETING MATERIALS

(a) All individuals, including applicants, developers, or members of the public, who wish to provide a presentation to the City Council using audio, visual, or digital materials shall submit such materials to the City Clerk's Office in advance of the meeting. Materials shall be submitted no later than 12:00 p.m. (noon) on the Thursday preceding the scheduled meeting, unless otherwise approved by the City Clerk, to allow sufficient time for review, formatting, and technical preparation.

(b) Individuals requesting to participate remotely, including developers or project applicants, shall also submit all presentation materials in advance to the City Clerk's Office within the same timeframe. Remote presenters shall not be permitted to screen-share or present materials independently.

(c) All materials submitted shall become part of the administrative record.

12. USE OF CITY LETTERHEAD STATIONERY

Copies of all correspondence sent by individual Council Members on City letterhead stationery shall be prepared by City staff as designated by the City Manager, with copies of all such correspondence maintained at City Hall.

City Council Members may be provided and may use City notecards, which are not imprinted with the names or offices of any City official, for personal, informal notes involving City business.

13. TECHNOLOGY DISRUPTION POLICY

Public meetings held by the City Council are required to include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform (such as Zoom). The only exception is if adequate telephonic or internet service is not operational at the meeting location. This policy sets forth clear procedures and expectations for addressing technological disruptions in telephonic or internet services that provide two-way remote public access to City Council meetings, as required by the Brown Act (Government Code Section 54953.4). This policy pertains to all open and public meetings of the City Council at which remote public participation is offered or required under the Brown Act.

13.1 Designation of Responsible Person of the City's Two-Way Remote Public Access Service. The City Manager or his or her designee shall identify a City employee or vendor who is responsible for operating the two-way telephonic service, referred to herein as the "Hybrid Platform", at noticed public meetings of the City Council ("Responsible Person").

Typically, the Responsible Person handles the operation of the microphones, cameras and other audio visual equipment and/or telephonic or voice equipment during City Council meetings and ensures that the Hybrid Platform has connectivity so that the meeting is displayed, both visually and with audio, in the case of an audiovisual platform such as Zoom or Teams, or telephonically if a telephonic system is utilized.

13.2 Role of the City Clerk. The City Clerk is a person designated at City Council meetings for using the Hybrid Platform to ensure the recording of the City Council meeting and for interacting with the Hybrid Platform to receive and record public comments. The City Clerk works within the Hybrid Platform as the meeting host to queue speakers who desire to provide public comment, admit speakers into the meeting when it is their turn to speak and thereafter remove said speakers, interact with the speakers as needed, including muting and unmuting speakers, and closes the queue when the public comment period ends. If a telephonic system is used, the City Clerk conducts the same or similar activities. The City Clerk interacts with the Presiding Officer so that speakers who participate virtually or telephonically are called upon by the Presiding Officer to provide their comments.

13.3 Disruption of the Hybrid Platform - Notification to the Presiding Officer. If the Responsible Person or the City Clerk determines at any time during the City Council meeting that the Hybrid Platform is experiencing technical difficulties such that there is no telephonic or internet service in order for the Hybrid Platform to be operational, or there is a disruption or other technical issue that makes two-way remote participation not possible during the City Council meeting (for example, the City Council meeting is no longer able to be observed or heard by the public via the Hybrid Platform or the public is unable to remotely attend the City Council meeting via the Hybrid Platform), the Responsible Person or the City Clerk shall immediately inform the Presiding Officer that the Hybrid Platform has been disrupted and a recess is required in order to restore service to the Hybrid Platform.

13.4 Announcement by the Presiding Officer. The Presiding Officer shall make an announcement regarding the need to call a recess because there is a disruption or other technical issue that has rendered the Hybrid Platform non-operational preventing two-way remote participation. After such announcement, the Mayor or presiding officer shall call for a recess and inform the in-person audience that under the Brown Act, the recess may last for up to an hour or until the service is restored to the Hybrid Platform. Pursuant to the Brown Act, the City Council is required to recess the open session of the City Council meeting for at least one hour following the disruption, or until telephonic or internet service is restored, whichever is earlier.

13.5 Recordation of the Time Recess is Called. The City Clerk shall physically in writing record the time when the recess is called by the Presiding Officer.

13.6 Good Faith Attempt to Restore Service to the Hybrid Platform. During the recess, the Responsible Person and/or the City Clerk and any other member of City Staff shall make a good faith attempt to restore service to the Hybrid Platform.

This includes troubleshooting any issues impacting connectivity including but not limited to the following: internet or telephonic connectivity issues (for example, check the connection, check the connection speed, test the internet bandwidth, contact the internet or telephonic provider, etc.), or audio or video quality concerns or webcam and audio issues (check settings of equipment and/or Hybrid Platform, check connections and cables, check app permissions (if applicable), ensure webcams or other cameras not blocked, adjust camera settings, test of audio, reinstall app or program (if applicable) etc.).

13.7 Troubleshooting Hybrid Platform is Successful. If the Responsible Person, City Clerk, or any other member of City Staff is successful in restoring the service to the Hybrid Platform within one hour of when the recess was called, the City Clerk shall inform the Presiding Officer that the matter has been resolved. The Presiding Officer shall then reconvene the City Council meeting and shall inform the public that service has been restored to the Hybrid Platform. The City Clerk shall physically in writing record the time of when the City Council meeting is reconvened.

13.8 Troubleshooting Hybrid Platform is Not Successful. If the Responsible Person, City Clerk, or any other member of City Staff was not successful in restoring the service to the Hybrid Platform within one hour of when the recess was called, the City Clerk shall inform the Presiding Officer that after making a good faith attempt to restore service, service to the Hybrid Platform was unable to be restored. The City Clerk shall give a description of the efforts made to restore service. The City Clerk shall physically in writing record the time of when the City Council meeting is reconvened.

13.9 Reconvening the Open Session of the City Council Meeting. The Presiding Officer shall subsequently reconvene the City Council meeting. Upon reconvening the meeting, the Presiding Officer shall inform the City Council and the public that services to the Hybrid Platform were unable to be restored and the Presiding Officer shall request that a finding be made as follows: (i) that good faith efforts to restore the telephonic or internet service have been made in accordance with the City's Technology Disruption Policy; and (ii) that the public interest in continuing the meeting outweighs the public interest in remote public access. The Presiding Officer shall call for a motion, ask for a second and ask the City Clerk to take a roll call vote. If the motion making the finding is passed, the City Council may continue the City Council meeting.

13.10 Certain Meetings Exempt. The requirement set forth in Government Code Section 54953.4 that open and public meetings shall include an opportunity for members of the public to attend the City Council meeting via a two-way remote system, does not apply to the following meetings: (i) a meeting to attend a judicial or administrative proceeding to which the City is a party; (ii) a meeting to inspect real or personal property provided that the topic of the meeting is limited to items directly related to the real or personal property; (iii) a meeting with elected or appointed officials of the United States or the State of California, solely to discuss a legislative or regulatory issue affecting the city and over which the federal or state officials have jurisdiction;

(iv) a meeting in or nearby a facility owned by the City, provided that the topic of the meeting is limited to items directly related to the facility; and (v) a meeting in an emergency situation pursuant to Government Code Section 54956.5.

13.11 Closed Session During a Recess. During the recess described herein, the City Council may meet in closed session during this period for items listed in the closed session agenda for that meeting.

14. REASONABLE ACCOMMODATION POLICY FOR CITY COUNCIL MEMBERS

14.1 Purpose. Government Code Section 54953 allows for members of City Council with disabilities to participate in meetings remotely as a reasonable accommodation. If such an accommodation is granted under this new provision, remote participation due to a disability will be treated as in-person attendance at the physical meeting location for all purposes, including reaching a quorum. The traditional teleconference requirements of posting the address of the teleconference location and allowing public participation from the teleconference location will not apply.

The purpose of this policy is to ensure compliance with the Brown Act and to provide a written procedure for receiving and swiftly resolving reasonable accommodation requests made by Council Members, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. The purpose is to enable participation in City Council meetings through remote participation for a qualifying individual whose disability precludes their in-person attendance at a meeting of their legislative body. As set forth in California Attorney General Opinion No. 23-1002, which addressed the applicability of the Americans with Disabilities Act (“ADA”) to meetings subject to the Brown Act, the opinion stated that not every disability necessitates remote participation, because not every disability precludes in-person attendance; therefore, a fact intensive, individualized, case-by-case inquiry is required when considering remote participation as a reasonable accommodation.

14.2 Procedure. A City Council Member who desires to attend meetings remotely because of a qualified disability shall make an accommodation request in writing to the City Manager. The request should include a written statement that the Council Member requires remote participation under this policy because of their disability. The Council Member is not required to disclose the particular disability. The request shall be made at least three weeks before the meeting for which the Council Member first seeks accommodation, or as soon thereafter upon becoming disabled and requiring a reasonable accommodation.

14.3 Interactive Process. The City Manager is authorized to make reasonable inquiries about the Council Member’s need for accommodation, to conduct the necessary case-by-case inquiry into the request and to accommodate a qualifying disability, consistent with applicable law. The City may require additional information, such as a medical provider’s certification of the existence of a qualifying disability and the need for the accommodation to attend remotely.

The City may not ask the Council Member or their medical provider to disclose a specific diagnosis. The City Manager will inform the Council Member and the City Clerk of the decision on the request for reasonable accommodation in writing.

14.4 Length of Accommodation. An approved reasonable accommodation for remote access attendance at public meetings shall be in effect for the period of time that the Council Member's disabling condition continues, and the decision of the City Manager shall reflect this determination.

14.5 Confidentiality. All information regarding a Council Member's claimed disability or medical information must be kept confidential and maintained in a separate medical file by the City Manager. Such information may be disclosed in limited circumstances, such as to first aid and safety personnel, when appropriate, to government officials investigating compliance with the ADA, or to City staff trained on and entrusted with the handling of confidential medical information, if such disclosure is necessary to effectuate the reasonable accommodation.

14.6 Council Member's Responsibilities Under the Brown Act. If the accommodation for remote participation is granted, the Council Member is required to comply with the applicable provisions of Government Code Section 54953(c) as follows:

(a) The Council Member shall participate through both audio and visual technology, except that any Council Member with a disability, as defined by California Government Code Section 12926 and used in Section 12926.1, or by Section 12102 of Title 42 of the United States Code, may participate only through audio technology if a physical condition related to their disability results in a need to participate off camera.

(b) The Council Member shall disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the Council Member's relationship with any of those individuals.

15. REASONABLE ACCOMMODATION POLICY FOR MEMBERS OF THE PUBLIC

Government Code Section 54953.8(b)(8) requires that all public agencies have and implement a written procedure for receiving and swiftly resolving reasonable accommodation requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. Requests may be made by any individual that participates or conducts the meeting, such as members of the public or staff.

15.1 Readily Available Accommodations

(a) Any of the following accommodations can be provided for at a publicly noticed City Council meeting or meetings open to the public pursuant to the Brown Act, upon request:

(1) Agendas and staff reports: Upon request, any agendas or staff reports can be made available in appropriate alternative formats to persons with a disability, including hyperlinks where appropriate so that the user can access the linked information.

(2) For individuals with hearing loss: Qualified interpreters on-site; assistive listening devices; or voice and video-based telecommunications products and systems, provided the request is made at least 72 hours in advance of the meeting.

(3) For individuals with visual impairments: Qualified readers; audio recordings; or large print materials. Electronic agendas should be compatible with the screen readers that are commonly used by those who are visually impaired. City Council meetings are livestreamed on the City's website and include closed captioning. These meetings may be attended in person or remotely via Zoom. City Council meetings are replayed on the City's website and audio recordings and transcripts of the meetings are available as well.

(4) For individuals with mobility impairments: ADA-accessible facilities are available to access the Council Chambers, and remote participation is offered via Zoom with telephone access.

15.2 Additional Accommodations (Upon Request). Individuals who are deaf or hard of hearing, who are blind or have low vision, have mobility impairments, or have any other disability, may also request accommodations other than those readily available using the process outlined below. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation. An accommodation will be considered to be unreasonable and will not be provided if it imposes undue financial or administrative burdens on the City, or requires a fundamental alteration in the nature of a program. If a particular accommodation is unreasonable, the City will offer an alternative accommodation that is reasonable.

15.3 Process to request an additional accommodation:

(a) Individuals who have an additional accommodation that is not identified above, should request such accommodation as soon practicable, but at least 72 hours prior to the meeting or time when services are needed. The sooner the request is made, the more likely it is that the City can provide the accommodation or an alternative. The individual seeking the accommodation can make this request themselves, or someone can make the request on their behalf with the individual's permission.

(b) The request for accommodation can be made orally or in writing, and must be submitted to the City Clerk's Office so as to avoid delay in reviewing and processing the request. Requests can be made by contacting City Hall at (909) 864-6861 (TTY Relay: 711), via email to publiccomment@highlandca.gov, or by mailing such a request to the City Clerk's Office at 27215 Base Line, Highland, CA 92346. If the request is made via mail, the request must be made early enough that a response can be timely provided.

(c) The request for an accommodation must provide the following information:

(1) Identify accommodation. The City needs to know the type of accommodation is being requested and/or how the accommodation will allow the individual to access and participate in the meeting. The individual is not required to disclose the particular disability, instead a general statement of explanation will suffice.

The individual may, but is not required to, submit a letter from a physician to the effect that the requested accommodation is required for the individual to access and participate in the meeting.

(2) Contact information. The individual must provide staff current contact information so they can respond in a timely manner. This can be a mailing address, an email address, or telephone number, for example. Note that if only a mailing address is provided, the request needs to be made early enough that a mailed response can be timely provided.

(3) Identify meeting. The individual must identify if the accommodation is requested for a specific meeting, or for all or a series of meetings before the City Council. The individual should provide the dates of the meeting or meetings for which they are requesting an accommodation.

(d) Procedures for staff:

(1) Any staff member who receives, or believes they may have received, an accommodation request, will promptly relay the request and the requestor's contact information to the City Clerk.

(2) The City Attorney's Office may be requested to assist in the review of requests, and assist staff in providing a response to the requestor as soon as practicable.

(3) All reasonable accommodation request responses shall be provided in writing, when such written response can be transmitted in a timely manner prior to the start of the specific meeting. Otherwise, the response will otherwise be provided orally. Responses will identify whether the accommodation is granted or granted in the alternative, and any instructions necessary to access the accommodation. If denied the response will identify and the grounds for denial. City staff will document requests and responses provided orally.

(4) The law requires that all doubt be resolved in favor of accommodations. Staff will make reasonable efforts to communicate with requestors to obtain clarifications or to discuss whether alternative accommodations will be viable.

SECTION 3. This Resolution shall take effect on July 1, 2026.

PASSED, APPROVED AND ADOPTED this 26th day of May, 2026.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz, CMC
City Clerk

APPROVED AS TO FORM:

Maricela E. Marroquin
City Attorney



Staff Report

to the City Council

Agenda
Item
No.8.

Date: August 11, 2026

From: Carlos Zamano, City Manager

Reviewed By: Octavio Duran, Public Works Director/City Engineer

Prepared By: Melissa Morgan, Public Services Manager

Subject: National Pollution Discharge Elimination System (NPDES) Implementation Agreement with San Bernardino County, the San Bernardino County Flood Control District and the Cities of Big Bear Lake, Chino, Chino Hills, Colton, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland, and Yucaipa

Recommendation:

1. Approve the National Pollutant Elimination System Stormwater Permit Implementation Agreement, Santa Ana Region between the City of Highland and the San Bernardino County Flood Control District, and
2. Authorize the Mayor to execute the Agreement.

Fiscal Impact:

The cost share for the member agencies of the Area-Wide San Bernardino County Stormwater Program is calculated using a formula based on an equal share allocation, population, and land area. The resulting cost share percentage is then applied to four program budget categories: Monitoring, Public Education, Program Management, and Training.

For FY 2025/26, the City of Highland's cost share percentage under the current Implementation Agreement formula is 3.62%, resulting in a contribution of \$120,572. The proposed Implementation Agreement does not modify the existing cost share formula.

For FY 2026/27, the City's cost share percentage is projected to decrease to 3.40%, resulting in an estimated contribution of \$90,149. However, based on the recently released draft Santa Ana Regional Municipal Separate Storm Sewer System (MS4) Permit, implementation costs for the Area-Wide Program are anticipated to increase significantly, which may substantially impact future program costs for all member agencies.

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 current Municipal Separate Storm Sewer System (“MS4”) Permit is issued jointly to the County of San Bernardino, the San Bernardino County Flood Control District (collectively hereinafter referred to as “County”), and the sixteen incorporated cities (“co-permittees”) in the Santa Ana River Watershed portion of San Bernardino County. The San Bernardino County Flood Control District is the Principal Permittee. Its primary responsibilities are to administer the overall stormwater program in conjunction with the cities, lead in the development of programs, act as the liaison with water board staff and prepare the consolidated required reports. As part of the requirements of the Permit, all co-permittees are required to enter into an “Implementation Agreement” which specifies the responsibilities of the co-permittees and establishes a cost-sharing formula for the program costs to be borne by each co-permittee.

The City Council approved the original NPDES Stormwater Implementation Agreement on April 28, 1992, and subsequently approved an amendment to the agreement on November 14, 1995.

In 2010, it was determined that the cost share formula contained ambiguities that prevented the County from annually calculating land use conditions as required under the agreement. As a result, a new Implementation Agreement was developed to establish a revised cost share formula for allocating area-wide NPDES permit program costs among the co-permittees.

The updated formula provided a more equitable method for determining each co-permittee's cost share percentage by balancing the impacts of population, land area, and equal participation, resulting in a fairer distribution of costs among both large and small jurisdictions.

The proposed new Implementation Agreement does not modify the existing cost share formula. The current methodology for calculating each co-permittee's share of program costs will remain unchanged.

The most significant revision in the proposed agreement is the elimination of the County overhead rate applied to County staff time spent on area-wide program activities. At one point, this overhead rate reached 117% of direct labor costs. Removing the overhead charge will result in substantial savings to the Area-Wide Program budget. For example, in FY 2024/25, the total program budget was \$3,944,093, of which approximately \$527,000 was attributable to overhead costs.

Additional revisions to the agreement include:

- Modifying meeting requirements to align with the MS4 Permit requirements, or at a minimum, require quarterly meetings.
- Revising the agreement term so that it remains in effect until a new agreement is executed or a party provides a one-year notice of withdrawal.
- Establishing a deadline for co-permittees to pay their annual cost share contributions to ensure timely funding of Area-Wide Program activities.
- Removing obsolete provisions related to grants received under the American Recovery and Reinvestment Act.

These revisions are intended to streamline the agreement, improve administrative efficiency, reduce program costs, and ensure consistency with current regulatory requirements.

Attachments:

1. MS4 Implementation Agreement

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM
STORMWATER PERMIT IMPLEMENTATION AGREEMENT
SANTA ANA REGION**

This AGREEMENT entered into as of this _____ by San Bernardino County, (herein called the COUNTY), the San Bernardino County Flood Control District (herein called the DISTRICT), and the Cities of Big Bear Lake, Chino, Chino Hills, Colton, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland, and Yucaipa (herein called the CITIES) establishes the responsibilities of each party with respect to compliance with National Pollutant Discharge Elimination System (NPDES) Stormwater regulations administered by the California Regional Water Quality Control Board, Santa Ana Region (SARWQCB) by the authority granted by the federal Clean Water Act (CWA) and its 1987 amendments and the Water Quality Act (WQA).

RECITALS

WHEREAS, Congress in 1987 amended Section 402 of the Federal Clean Water Act (33 U.S.C.A. 1342 (p)) to require the federal Environmental Protection Agency (EPA) to promulgate regulations for applications for permits for stormwater discharges; and

WHEREAS, these permit regulations require the control of pollutants from stormwater discharges by requiring a National Pollutant Discharge Elimination System (NPDES) Permit for the discharge of stormwaters into waters of the United States; and

WHEREAS, these EPA regulations require NPDES permits for discharges from municipal separate storm sewer systems (MS4 Permit) on a system-wide or jurisdiction-wide basis; and

WHEREAS, the State Legislature, in enacting the San Bernardino County Flood Control Act, created the San Bernardino County Flood Control District to provide for the control of flood and storm waters; and

WHEREAS, the Powers granted to the DISTRICT by the San Bernardino County Flood Control Act include carrying on technical and other investigations, examinations, or tests of all kinds, making measurements, collecting data, and making analyses, studies, and inspections pertaining to water supply, control of floods, use of water, water quality, nuisance, pollution, waste, and contamination of water both within and without the DISTRICT; and

WHEREAS, the CITIES, the COUNTY, and the DISTRICT desire to develop and implement an integrated stormwater discharge management program with the objective of improving water quality in the Santa Ana Watershed portion of San Bernardino County; and

WHEREAS, the California State Water Resources Control Board (SWRCB) as designee of the EPA has delegated authority to the Regional Water Quality Control Board – Santa Ana Region (SARWQCB) for administration of the MS4 Permit program and issuance of MS4 Permits within the boundaries of their Region; and

WHEREAS, the DISTRICT, COUNTY, and CITIES have been designated as joint permittees (Permittees) by the SARWQCB for the MS4 Permit issued to the County of San Bernardino; and

WHEREAS, the DISTRICT has been designated as the Principal Permittee in the MS4 Permit; and

WHEREAS, the COUNTY and the CITIES have been designated as the Co-permittees in the MS4 Permit; and

WHEREAS, cooperation between the CITIES, the COUNTY, and the DISTRICT to jointly file an application for the MS4 Permit is in the best interest of the CITIES, the COUNTY, and the DISTRICT; and

WHEREAS, the Permittees shall establish and maintain a Management Committee to coordinate compliance with MS4 Permit requirements and implement a Stormwater Management Program across all jurisdictions covered by this MS4 Permit; and

NOW THEREFORE, the parties hereto do mutually agree as follows:

- I. Filing Status. The COUNTY, DISTRICT, and CITIES will jointly file (unless directed to proceed separately by the SARWQCB) the application for an area-wide storm water permit. The COUNTY, the DISTRICT, and each individual CITY will be a Permittee.
- II. Management Committee. The DISTRICT, as Principal Permittee, and COUNTY and CITIES, as Co-permittees, shall support and facilitate compliance with area-wide MS4 Permit requirements and implementation of the Stormwater Management Program through the workings of the Management Committee. The responsibilities and structure of this committee shall include:
 - A. The purpose of the Management Committee shall be to develop policies, (including goals, needs, and priorities) budgets, and implementation strategies and plans for the area-wide Stormwater Management Program to ensure compliance with the MS4 Permit. The Management Committee shall evaluate implementation options and strategies and recommend implementation actions to the DISTRICT.
 - B. Each Permittee shall designate in writing at least one authorized representative and one alternate to participate on the Management Committee. Management Committee designees and alternates shall be authorized by their respective city council or governing board to cast votes on behalf of their jurisdiction to determine Stormwater Management Program budgets and all other program elements required to implement the areawide Municipal Stormwater Management Plan (MSWMP).

- C. The Principal Permittee shall serve as the chairperson of the Management Committee.
- D. The Management Committee shall meet at the frequency required by the MS4 Permit or on a quarterly basis.
- E. Ten (10) authorized representatives present in person at a scheduled meeting constitute a quorum for the transaction of business of the Management Committee. If a quorum is not present at a scheduled Management Committee meeting, less than a quorum may adjourn the meeting. For all Management Committee actions other than approval of the budget as set forth in Section VII.C.1. of this AGREEMENT, a majority vote of the quorum shall decide any question brought before the Management Committee for decision.
- F. The Management Committee shall support Stormwater Management Program implementation by providing guidance to the Principal Permittee with respect to stormwater program administration and approving elements of the area-wide MSWMP.
- G. The Management Committee may establish subcommittees to support the work of the Management Committee. Subcommittees shall include interested members of the Management Committee, and/or other Permittee staff with necessary expertise. Subcommittees may develop recommendations for Management Committee consideration. Such recommendations require majority approval by members of the subcommittee on a one vote per Permittee basis.
- H. Approval of Management Committee decisions will require a majority vote of the authorized representatives or alternates in attendance, on a one vote per Permittee basis. In the event that the Management Committee does not approve a subcommittee recommendation, the item will be directed back to the subcommittee for reconsideration.
- I. All parties to this AGREEMENT achieve cost savings by working collectively to implement the areawide stormwater program. To maximize these cost savings, the Permittees agree that:
1. Each authorized representative shall actively participate in Management Committee meetings;
 2. Each Permittee shall actively participate in at least one subcommittee, either through the authorized representative or other authorized designee. Participation will be defined as attendance at fifty percent (50%) or more of subcommittee meetings held in a given fiscal year.

138
139 III. Principal Permittee Responsibilities.
140

141 The DISTRICT, acting through its Board of Supervisors, is the Stormwater Program
142 Administrator for purposes of this AGREEMENT. The DISTRICT shall have administrative
143 responsibilities and shall be reimbursed for its time expended on behalf of the Stormwater
144 Program. These rates include actual hourly rate including fringe benefits plus any other direct
145 cost(s). Materials are to be reimbursed at direct cost.
146

147 The DISTRICT, while acting as administrator, will strive to implement the policies, budget, and
148 required program elements according to the recommendations of the Management Committee.
149 In turn, the Management Committee will work in good faith with the DISTRICT to make
150 reasonable policy, budget and required program element recommendations to the
151 DISTRICT. The Parties recognize and acknowledge, however, that the DISTRICT, as governed
152 by the San Bernardino County Flood Control District Board of Supervisors, retains final
153 authority regarding the nature and manner in which the recommendations of the Management
154 Committee shall be executed.
155

156 In the event that the DISTRICT proposes to implement an approach different than the one
157 recommended by the Management Committee, the DISTRICT's proposed alternative action shall
158 be communicated to the Management Committee at the next available meeting of the
159 Management Committee. If the Management Committee approves the alternative action, then
160 the cost sharing provisions of this AGREEMENT shall govern the allocation of any costs
161 associated with that alternative action. If, in good faith, the Management Committee does not
162 approve the alternative action, the DISTRICT may implement the alternative action, but the
163 DISTRICT shall be solely responsible for paying the increased costs, if any, resulting from the
164 alternative action. This increased cost shall be measured by the difference between the cost of
165 the alternative action and the estimated cost of the action as reasonably recommended by the
166 Management Committee.
167

168 If the DISTRICT'S proposed alternative implementation action involves an increase in program
169 costs, that alternative implementation action shall not be adopted until such time as each
170 authorized representative of the Management Committee has had 45 days to relay that alternative
171 implementation action to its various governing bodies for approval. CITIES and COUNTY shall
172 have no responsibility for the incremental increase in cost associated with an alternative action
173 that is not approved by the Management Committee after 45 days has passed with the governing
174 bodies failing to approve the alternative implementation action.
175

176 The DISTRICT will act as the contracting party, on behalf of the Co-permittees for Stormwater
177 Management Program contracts and agreements with all consultants, contractors, vendors or
178 other entities as recommended by the Management Committee.
179

180 The DISTRICT, if recommended by the Management Committee, may act on behalf of the Co-
181 permittees as applicant in preparing and submitting grant proposals, and may act as administrator
182 for any awarded grant funds.
183

The DISTRICT, if recommended by the Management Committee, will act on behalf of the Stormwater Program as the contracting party and signatory in joint agreements with other municipal stormwater programs and stakeholders for regional benefits and cooperation.

As the Principal Permittee under the MS4 Permit, the DISTRICT shall coordinate all area-wide MS4 Permit activities and manage the Stormwater Management Program by:

- A. Conducting chemical, biological and bacteriological water quality monitoring on behalf of the areawide program as required by the MS4 Permit.
- B. Implementing management programs, monitoring programs, and related plans as required by the MS4 Permit.
- C. Preparing and submitting to the Executive Officer (SARWQCB) unified reports, plans, and programs necessary to comply with the MS4 Permit.
- D. Coordinating and conducting Management Committee meetings as specified in the MSWMP.
- E. Taking the lead role in initiating and developing area-wide programs and activities necessary to comply with the MS4 Permit.
- F. Participating, as needed, in any subcommittees formed to facilitate MS4 Permit requirements.
- G. Providing technical and administrative support and inform the Co-permittees of the progress of other pertinent municipal programs, pilot projects, research studies, and other information to facilitate implementation of Co-permittees' stormwater program.
- H. Coordinating the implementation of area-wide Stormwater Management Program activities such as a monitoring program, public education, and pollution prevention.
- I. Gathering and disseminating information on the progress of statewide municipal stormwater programs and evaluate the information for potential use in the execution of the MS4 Permit.
- J. Monitoring the implementation of the plans and programs required by the MS4 Permit and determine their effectiveness in attaining water quality standards.
- K. Coordinating with SARWQCB activities pertaining to implementation of the MS4 Permit, including the submittal of all required reports, plans, and programs.

- 230
- 231 L. Soliciting and coordinating public input for any major proposed
- 232 stormwater management programs and implementation plans.
- 233
- 234 M. Developing and implementing mechanisms, performance standards, etc.,
- 235 to promote consistent implementation of Best Management Practices
- 236 among the Permittees.
- 237
- 238 N. Cooperating in watershed management programs and regional and/or
- 239 statewide monitoring programs.
- 240
- 241 IV. Co-permittee Responsibilities. The Co-permittees shall support the Principal Permittee
- 242 by:
- 243
- 244 A. Preparing and submitting to the Principal Permittee in a timely manner
- 245 all required information necessary to comply with permit reporting
- 246 requirements. Timely completion of Permittee annual report information
- 247 is considered meeting the deadline if received on or before September
- 248 15th of each reporting year.
- 249 B. Notifying the Principal Permittee immediately, in writing, of any
- 250 changes to the designated representative to the Management Committee.
- 251 C. Reviewing and commenting on all plans, strategies, management
- 252 programs, and monitoring programs, as developed by the Principal
- 253 Permittee or a subcommittee of the Management Committee.
- 254 D. Conducting and/or coordinating with the Principal Permittee on any
- 255 surveys or characterizations needed to identify pollutant sources from
- 256 specific drainage areas.
- 257
- 258 V. Compliance Responsibilities. The DISTRICT, COUNTY and CITIES are individually
- 259 responsible for implementing all MS4 Permit requirements within their respective
- 260 jurisdictions. The Management Committee does not assume any responsibility for
- 261 implementing the Stormwater Management Programs for the Principal Permittee or any
- 262 other Permittee or for ensuring that the Principal Permittee or the Co-permittees
- 263 implement programs consistent with the recommendations of the Management
- 264 Committee.
- 265
- 266 VI. Indemnification and Insurance. Each party shall indemnify, defend, and hold harmless
- 267 the other parties to this AGREEMENT from and against any and all liability and expense
- 268 arising from any act or omission of the indemnifying party, its authorized officers,
- 269 employees, agents, and volunteers in connection with the performance of this
- 270 AGREEMENT, including, but not limited to reasonable defense costs, reasonable legal
- 271 fees, claims, actions, damages, liability, and causes of action for damages of any nature
- 272 whatsoever; provided, however, that no party shall indemnify another party for that
- 273 party's own negligence or willful misconduct.

In the event a party, or parties, to this AGREEMENT is/are found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this AGREEMENT, the party, or parties shall indemnify the other party/parties to the extent of its/their comparative fault. Furthermore, if a party attempts to seek recovery from the other for Workers' Compensation benefits paid to an employee, the parties agree that any alleged negligence of the employee shall not be construed against the employer of that employee.

The parties to this AGREEMENT are authorized self-insured public entities for purposes of Professional Liability, Automobile Liability, General Liability, and Workers' Compensation and warrant that through their programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of their performance under this AGREEMENT.

VII. Program Costs. The responsibilities for payment of all shared costs of equipment, services, contracted analytical services, and the cost of implementing the MS4 Permit, shall be distributed among the DISTRICT, COUNTY, and CITIES as follows:

- A. The DISTRICT shall contribute 5% of the annual Program Costs; the other Permittees shall be responsible for the remaining 95% of the Program Costs.
- B. The annual budget shall separate program costs into four Program Areas:
 - 1. *Monitoring*, which shall include any water quality and hydrographic monitoring and laboratory analyses.
 - 2. *Public Education*, which shall include all public outreach programs.
 - 3. *Program Management & Regulatory Activities*, which includes administrative, reporting and regulatory activities.
 - 4. *Training*, which addresses any training conducted to implement the stormwater management program.
- C. The Principal Permittee shall prepare and implement an annual operating budget with the participation of the Permittees. The budget year shall coincide with the fiscal year of the DISTRICT, July 1 – June 30.
 - 1. The Principal Permittee will forward the annual operating budget for the forthcoming year to the Co-permittees for review and approval. The review period shall be from the first business day of November to the first business day of December of each year. During the review period, the Co-permittees may provide written comments on the budget to the Principal Permittee. The Fiscal

Subcommittee will review the comments on the budget and endorse a draft budget for Management Committee approval. The Management Committee will consider the draft budget for approval at the January meeting. An affirmative response from a majority of the total number of authorized representatives or authorized alternates is required for approval.

D. For Fiscal Year 2025/26, the Permittees cost share shall be as follows:

PERMITTEE	PERCENTAGE SHARE
Big Bear Lake	1.63
Chino	4.93
Chino Hills	5.22
Colton	3.43
Fontana	9.49
Grand Terrace	1.66
Highland	3.62
Loma Linda	2.31
Montclair	2.43
Ontario	9.00
Rancho Cucamonga	8.35
Redlands	5.12
Rialto	5.33
San Bernardino	10.60
Upland	4.14
Yucaipa	4.19
County	13.54
District	5.00
TOTAL	100

E. For Fiscal Year 2026/27, and all subsequent fiscal years the Permittees cost share shall be determined annually according to the methodology provided in Appendix A.

F. For Fiscal Year 2026/27, and all subsequent fiscal years, the Permittees annual cost share shall be calculated by November 1 of each year and shall be included in the annual budget proposal.

- G. The DISTRICT shall invoice each CITY and the COUNTY for its annual deposit after July 1, the start of the fiscal year. Each CITY and the COUNTY shall pay the deposit within 60 days of the date of the invoice. Each CITY's and the COUNTY's deposit shall be based on their prorated share of the approved annual budget, reduced for any surplus identified in the prior fiscal year-end accounting.
- H. The DISTRICT shall make reasonable efforts to inform the Management Committee during the fiscal year of potential exceedances of the approved budget that may require the Parties to increase the deposits. If at any time during a fiscal year the program costs exceed the sum of the deposits, the DISTRICT shall submit invoices to the CITIES and the COUNTY to recover the deficit. The share for each CITY and the COUNTY shall be prorated according to the formula above (see Paragraphs D and E of this Section). Each CITY and COUNTY shall pay the invoice within 60 days of the billing date.
- I. The DISTRICT shall prepare a fiscal year end accounting at the end of each fiscal year and distribute copies to the Permittees for their review by October 31 of that year. Permittees shall have 30 calendar days from the date of their receipt of the fiscal year end accounting to dispute in writing or concur with the findings. If the fiscal year end accounting results in costs exceeding the sum of the deposits (including interest earnings), the DISTRICT shall invoice each CITY and the COUNTY for its prorated share of the excess cost. Each CITY and the COUNTY shall pay the billing within 60 days of the date of the invoice. If the fiscal year end accounting results in the sum of the deposits (including interest earnings) exceeding costs, the excess deposits will carry forward to reduce the billings for the following year.
- J. Upon termination of the program, a final accounting shall be performed by the DISTRICT. If costs exceed the sum of the deposits (including interest earnings), the DISTRICT shall invoice each CITY and the COUNTY for its prorated share of the excess. Each CITY and the COUNTY shall pay the invoice within 60 days of the date of the invoice. If the sum of the deposits (including interest earnings) exceeds the costs, the DISTRICT shall reimburse to each CITY and the COUNTY its prorated share of the excess (including any interest earnings remaining), within 30 days of the final accounting.
- K. Each CITY and the COUNTY shall bear the financial responsibility for implementing the program within its jurisdictional boundaries, including any applicable MS4 permit fees, as outlined in Section V.
- L. The annual administrative costs (includes actual hourly rate including fringe benefits plus any other direct cost) incurred by the DISTRICT shall

be included in the budget for the Areawide Program Costs and paid according to this Section, Section III and Appendix A.

- M. The financial responsibility for this AGREEMENT will be effective on the date this AGREEMENT takes effect.

VIII. Term of the AGREEMENT. The term of the AGREEMENT coincides with the current MS4 Permit (Order No. R8-2010-0036) and subsequent MS4 Permits that list the DISTRICT, COUNTY, and the CITIES as Permittees. This AGREEMENT shall take effect on the date it is approved by all parties. This AGREEMENT shall terminate upon the effective date of a new implementation agreement approved by all parties which will supersede this AGREEMENT.

IX. Additional Parties. Any city or other entity which wishes to be a Permittee on the San Bernardino County MS4 Permit that was issued by SARWQCB shall agree to the provisions in this funding agreement and shall sign this AGREEMENT prior to being included in the permit. The date of initiation, for determining participant costs for any new Permittee shall be the date of inclusion in the San Bernardino County MS4 Permit issued by SARWQCB. The cost for adding any additional Permittee to the program, including additional permit and processing fees, shall be paid by the added Permittee. Monies, if any, to be reimbursed to the existing Permittees shall be credited to their respective annual program operating fees for the following budget year.

X. Withdrawal from the AGREEMENT. A Permittee may withdraw from this AGREEMENT at the end of any fiscal year with written notice being received by the DISTRICT 1 year prior to the end of the fiscal year. A withdrawing Permittee will not be allowed refunds for tasks, projects or studies already underway in which funds have been obligated for the fiscal year.

The withdrawing Permittee shall be responsible for all assessed penalties as a consequence of withdrawal. The cost allocations to the remaining members will be calculated in the following budget year.

XI. Breach. Failure to comply with the terms of this AGREEMENT is a breach of the agreement. If a breach is not cured within ninety (90) days after receiving a notice to cure the breach by a permittee, permittee in breach may be terminated from this AGREEMENT by a majority vote of the Management Committee.

XII. Non-compliance with MS4 Permit Requirements. Any Permittee found in non-compliance with the conditions of the MS4 Permit within their jurisdictional responsibilities shall be solely liable for any assessed penalties, pursuant to Section 13385 of the Water Code. Penalties that apply to all the Permittees shall be assessed according to the formula in Appendix A.

XIII. Legal Action/Costs/Attorney Fees. Where any legal action is necessary to declare any party's rights hereunder or enforce any provision hereof for any damages by reason of an

alleged breach of any provisions of this AGREEMENT, each party shall bear its own attorney's fees and costs incurred in conjunction with such legal action regardless of who is found to be the prevailing party. This section shall not apply to those costs and attorney's fees arising from any third party legal action against a party hereto and payable under Section VI, Indemnification and Insurance.

- XIV. Amendments to the AGREEMENT. This AGREEMENT may be amended by consent of a three-quarters majority of the Permittees (rounded to the nearest whole number). Amendments to this AGREEMENT may be adopted and executed concurrently, and shall become effective upon its execution by a majority of the Permittees as defined above.
- XV. Authorized Signatories: Each Permittee will determine who will be the authorized signatory. This person shall be authorized to execute the application(s) for MS4 Permit(s) and take all other procedural steps necessary to file the application(s) for MS4 Permits.
- XVI. Notices. All notices shall be deemed duly given if delivered by hand; or five (5) working days after deposit in the U.S. Mail, certified mail, return receipt requested.
- XVII. Governing Law. This AGREEMENT will be governed and construed in accordance with laws of the State of California. If any provision or provisions of this AGREEMENT shall be held to be invalid, illegal or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired hereby. Any legal action which arises out of or is in any way related to this AGREEMENT shall be brought in the Superior Court of the San Bernardino County.
- XVIII. Consent to Breach not Waiver. No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by any Permittee to have waived or consented. Any consent by any Permittee to, or waiver of, a breach by the other whether expressed or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.
- XIX. Reserved.
- XX. Applicability of Prior Agreements. This document constitutes the entire AGREEMENT between the Permittees with respect to the subject matter; all prior agreements, representation, statements, negotiations, and undertakings are superseded hereby and shall be deemed terminated upon the effective date of this AGREEMENT.
- XXI. Execution of the AGREEMENT. This AGREEMENT may be executed in counterpart and the signed counterparts shall constitute a single instrument.
- XXII. No Separate Entity. This AGREEMENT established a framework for PERMITTEE cooperation on storm water issues. Nothing in this AGREEMENT shall be construed to create an entity separate from the local agencies that join in this cooperative effort.

IN WITNESS WHEREOF, the AGREEMENT has been executed this 11th day and of August, 2026.

CITY OF HIGHLAND

Penny Lilburn, Mayor

ATTEST:

By: _____
Alondra Muñoz
City Clerk

APPROVED AS TO LEGAL FORM:

By: _____
Maricela Marroquin
City Attorney

APPENDIX A

- A. The DISTRICT shall pay five percent (5%) of the total annual cost, and the COUNTY and the remaining Co-permittees, collectively, shall pay the remaining ninety-five percent (95%) of the total annual cost pursuant to the formula set forth in Paragraph C, below.
- B. The Permittees total annual cost share is the sum of the individual cost-shares calculated for each Program Cost Area.
- C. The Permittees annual cost share for each Program Cost Area (PCA_i) shall be calculated using three cost factors:
1. *Base*, which represents the percentage of the program costs equally applied to all Permittees. The base (B) fraction is calculated as follows:
$$B = 1/N, \text{ where } N = \text{number of Permittees}$$
 2. *Relative Population*, which represents the percentage of the program costs based on the relative population of each Permittee. Relative population (RP) of each Permittee shall be calculated annually from annual population estimates issued by the California Department of Finance (E-1 Table).
$$RP_i = (P_i/P_{\text{total}}), \text{ where}$$
$$RP_i = \text{relative population of Permittee (i)}$$
$$P_i = \text{population of Permittee (i)}$$
$$P_{\text{total}} = \text{total population for area covered by the area-wide permit}$$
 3. *Relative Land Area*, which represents the percentage of the program costs based on the relative land area of each Permittee. Relative Land Area (RLA) shall be calculated as follows:
 - a. The calculation of relative land area within each Permittee's jurisdiction shall exclude land under tribal, state or federal jurisdiction, or any land excluded by the State Water Resources Control Board. Any Permittee seeking to exclude lands under this Section shall specifically request that exclusion from the Principal Permittee by providing the request in writing along with necessary documentation no later than October 1 to be considered for inclusion in the next year's annual budget. The requesting Permittee has the burden of proving entitlement to any exemption so requested.
 - b. The method for calculating relative land area shall be determined from the Assessor's Parcel data provided by the COUNTY Information Services Department.

$RLA_i = (L_i/L_{total})$, where
 RLA_i = relative land area of Co-permittee (i)
 L_i = land area of Co-permittee (i), less excluded lands
 L_{total} = total land area under permit jurisdiction

- D. The Permittee's cost share for each individual Program Cost Area is based on the relative importance of the cost factors to the Program Cost Area. The cost share calculation for each Program Cost Area is as follows:

$$PCA_i = [(B * X_i * AB_i) + (RP_i * Y_i * AB_i) + (RLA_i * Z_i * AB_i)]$$

Where,

PCA_i = Permittee's cost share for PCA_i

AB_i = Annual budget for PCA_i

B = Base fraction for each Permittee

X_i = Percentage apportioned to the base for PCA_i

RP_i = Relative population of Permittee(i)

Y_i = Percentage apportioned to relative population for PCA_i

RLA_i = Relative land area of the Permittee(i)

Z_i = Percentage apportioned to relative land are for PCA_i

- E. The Permittee's total annual cost share shall be calculated by summing the cost shares calculated for each individual Program Cost Area:

$$\text{Permittee's annual cost share} = PCA_1 + PCA_2 + PCA_3 + PCA_4$$

Table 1. Budget Year [DATE]			
Program Cost Areas (PCA_i)	Percent of the Program Cost Area Apportioned to each Cost Factor		
	Base (X_i)	Relative Populatio n (Y_i)	Relative Land Area (Z_i)
Monitoring (PCA_1)	10%	30%	60%
Public Education (PCA_2)	10%	80%	10%
Program Management & Regulatory Activities (PCA_3)	30%	50%	20%
Training (PCA_4)	30%	60%	10%



Staff Report

to the City Council

Agenda
Item
No.9.

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Octavio Duran, Public Works Director/City Engineer
Prepared By: Brian Wolfe, Assistant Public Works Director
Subject: Easement Acceptance - 25553 Jane Street

Recommendation:

1. Accept the Grant of Easement for Jane Street Right-of-Way Dedication; and
2. Direct the City Clerk to record the Grant of Easement.

Fiscal Impact:

None

Public Notice:

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

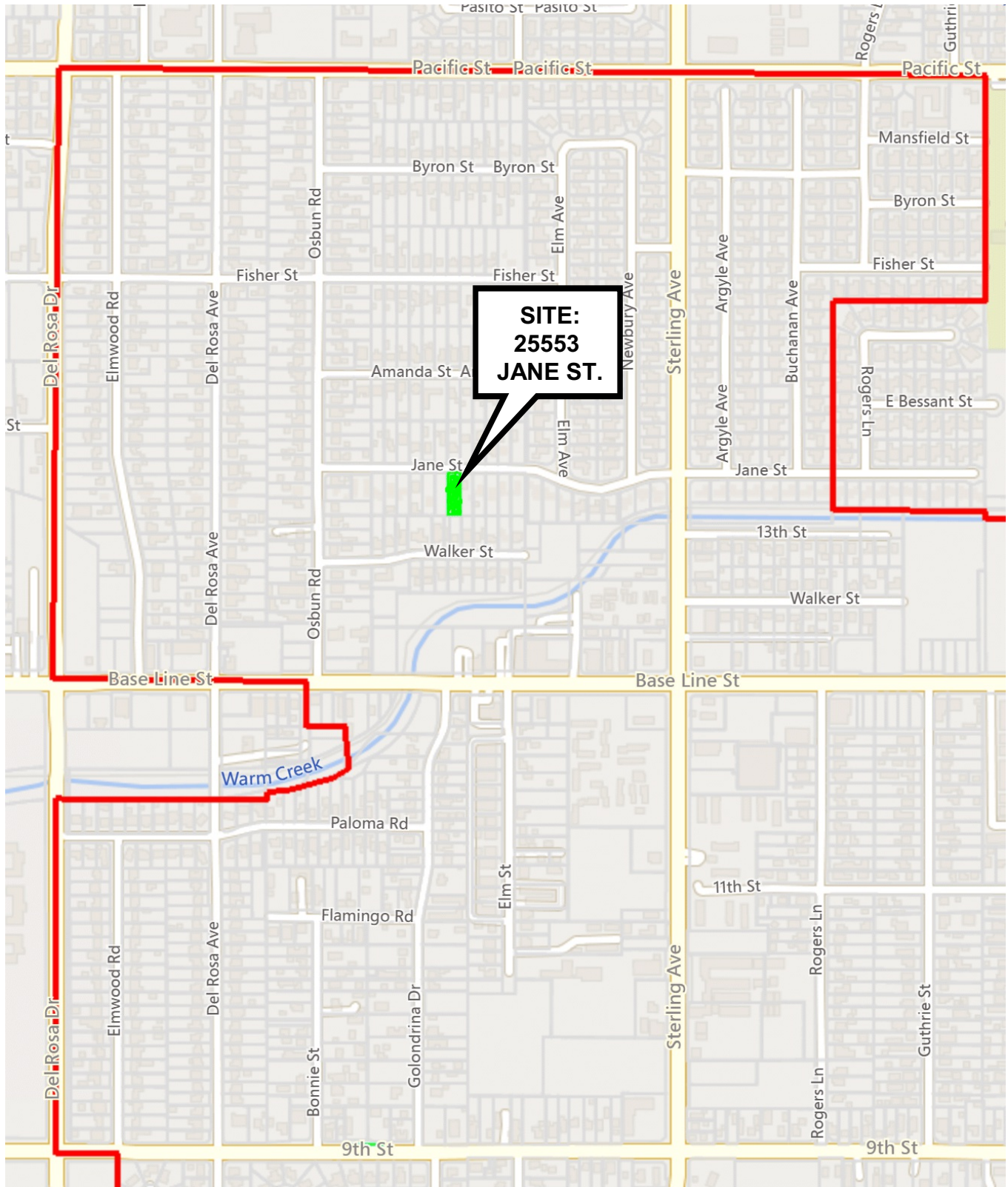
Background:

Conditions of Approval for the subject project, DRA 022-005, a single-family residential project located at 25553 Jane Street, requires a Road and Drainage easement for dedication of 10 feet of additional road right-of-way on the south side of Jane Street. This will accommodate future street improvements along the project's street frontage. The Grant of Easement from the owners, Felipe Ramirez Avena and Irma Avena, is ready for City Council acceptance.

Attachments:

1. Vicinity Map
2. AP Map
3. (Road and Drainage) Grant of Easement Deed
4. Right-of-Way Dedication Legal Description & Plat

Attachment 1



VICINITY MAP



NORTH

Attachment 2

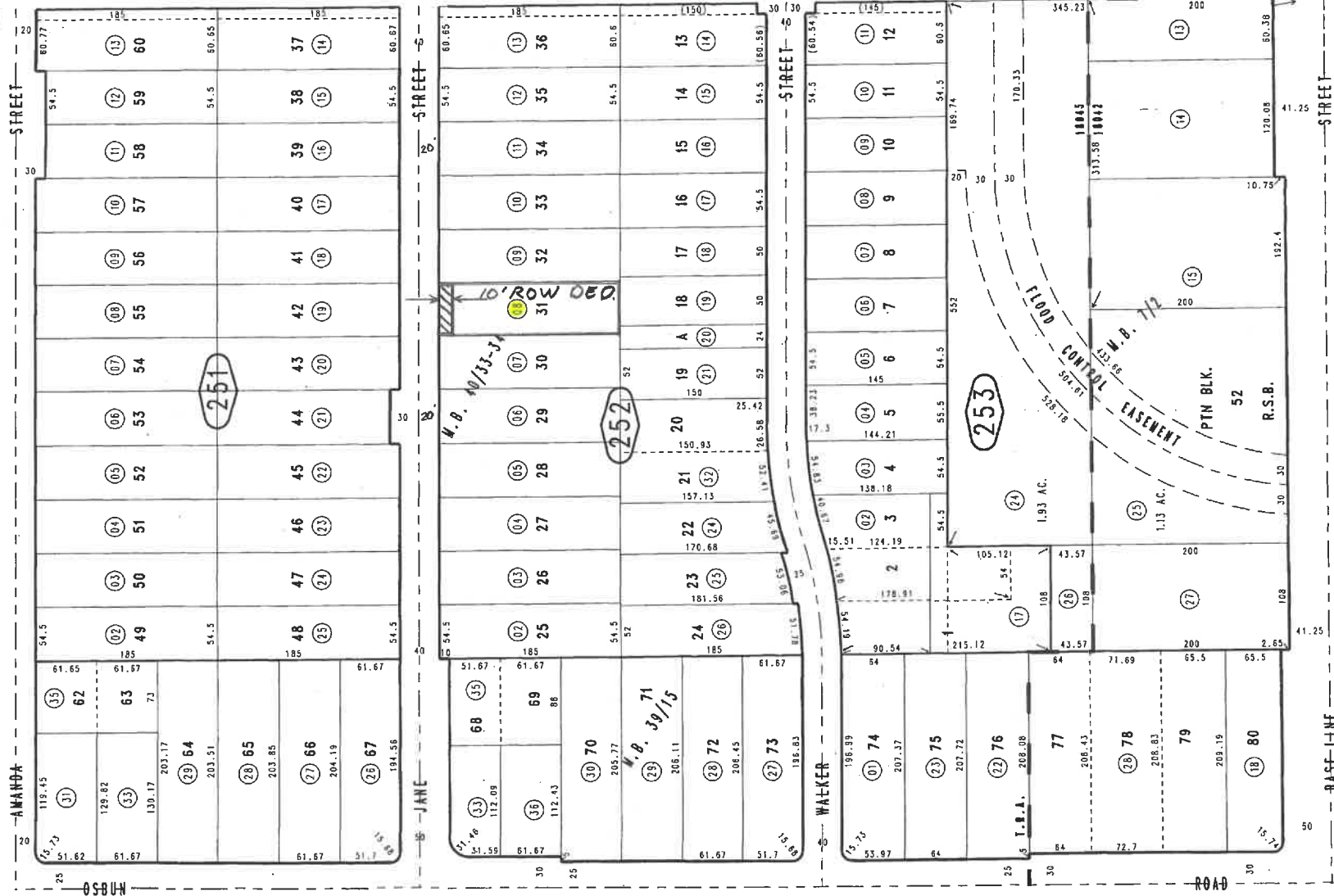
THIS MAP IS FOR THE PURPOSE
OF AD VALOREM TAXATION ONLY.



Ptn. Rancho San Bernardino
M.B. 7/2

City of Highland
Tax Rate Area
18042, 18045

0273-25



A.P. MAP

December 2004

Pin. McGlothlen Gardens No. 3, Tract No. 2827, M.B. 40/33-34
Pin. McGlothlen Gardens No. 2, Tract No. 2815, M.B. 39/15

Ptn. S.E.1/4, Sec. 36
T.1N., R.4W.

Assessor's Map
Book 0273 Page 25
San Bernardino County

REVISED
05/13/11 RU-MC
03/20/13 LH

Attachment 3

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

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

No fee per GC 6103

Document Transfer Tax: \$0

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: 0273-252-08

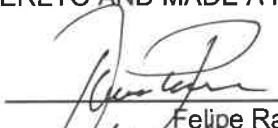
**GRANT OF EASEMENT
(ROAD AND DRAINAGE)**

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, FELIPE RAMIREZ AVENA and IRMA AVENA, husband and wife as joint tenants

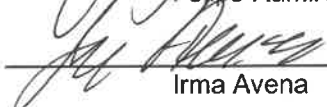
Hereby GRANT(S) to the City of Highland, a Municipal Corporation, an easement for roads, drainage, and public utility purposes upon, under, over, and across the real property in the City of Highland, County of San Bernardino, State of California, described as:

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

DATED: 7/14/2026


Felipe Ramirez Avena

DATED: 7/14/26


Irma Avena

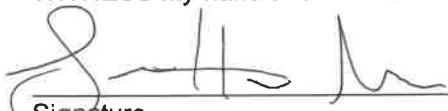
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

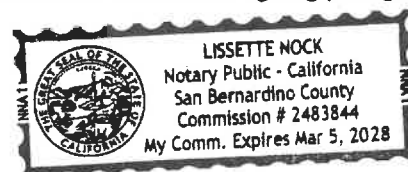
STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

On July 14, 2026, before me, Lissette Nock, Notary Public, personally appeared Felipe Ramirez and Irma Avena, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~/are subscribed to the within instrument and acknowledged to me that ~~he~~/she/they executed the same in ~~his~~/her/their authorized capacity(ies), and that by ~~his~~/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.


Signature



(This Area for Official Notary Seal)

Attachment 4

EXHIBIT "A"

LEGAL DESCRIPTION

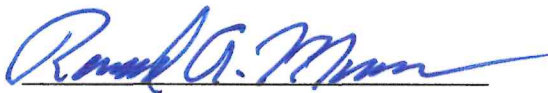
The northerly 10.00 feet of Lot 31 of Tract 2827, Mc Glothlen Gardens No. 3 in the City of Highland, County of San Bernardino, State of California, as shown on map filed in Book 40 Pages 33 and 34 of maps, records of said County.

Contains approximately 545 square feet.

Affects APN 0273-252-08

See EXHIBIT "B" for a plat depicting the above described property.

This real property has been described by me or under my direction, in conformance with the Professional Land Surveyor's Act.

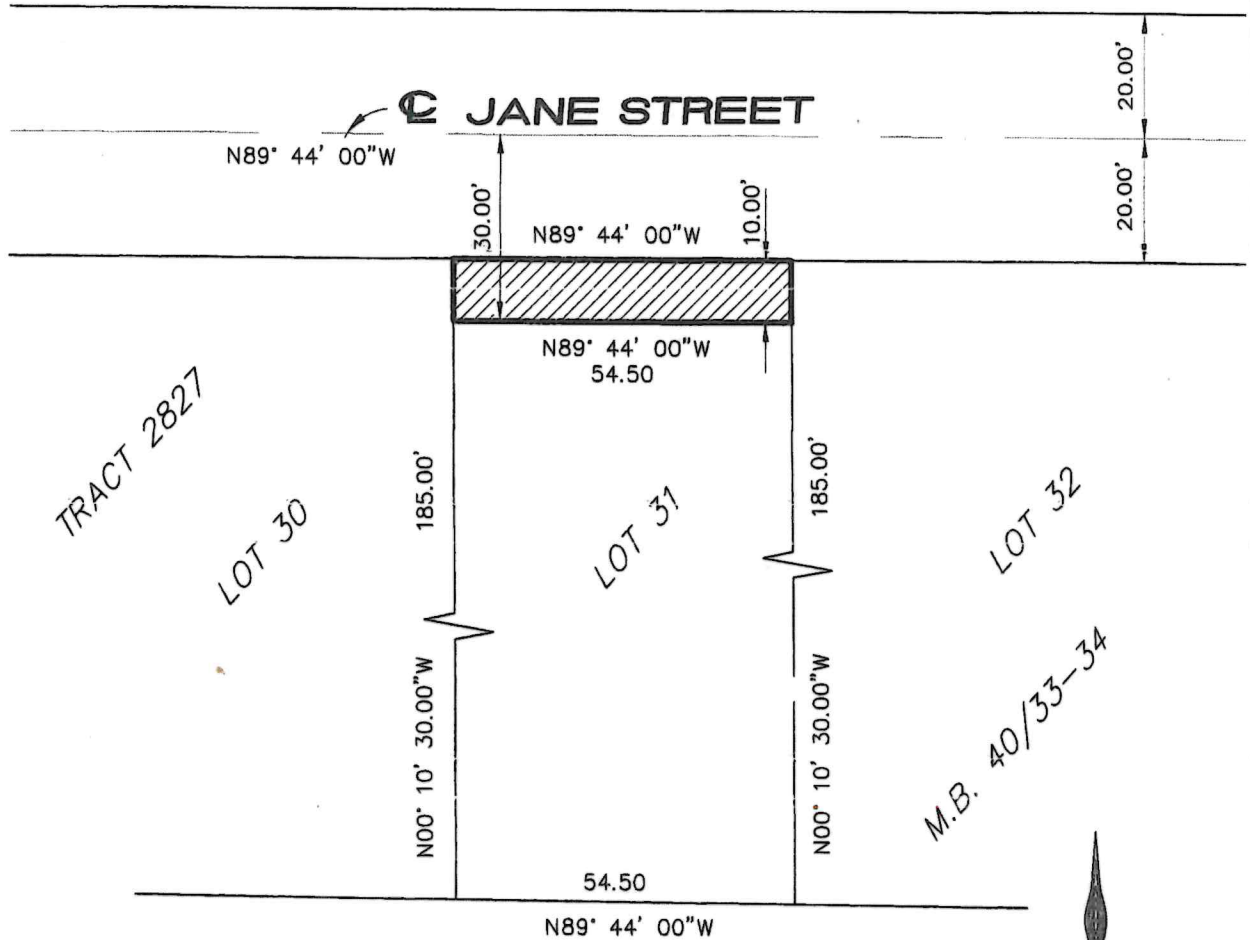


Ronald A. Musser, P.L.S. 4230

7-23-24



EXHIBIT 'B'



LEGEND



EXISTING RIGHT-OF-WAY

RIGHT-OF-WAY TO BE ACQUIRED (545 SF)



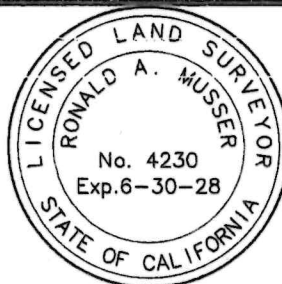
SCALE: 1"=30'



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

7-23-26
DATE

Ronald A. Musser
RONALD A. MUSSER L.S. No. 4230



CITY OF HIGHLAND

ROAD EASEMENT
PLAT

APN 0273-252-08



Staff Report

to the City Council

**Agenda
Item
No.10.**

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)

Recommendation:

Discussion and possible action.

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:

Attachments:

None



Staff Report

to the City Council

Agenda
Item
No.11.

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Recommendation:

Discussion and possible action.

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:

Attachments:

None