



CITY OF LOMA LINDA CITY COUNCIL AGENDA SPECIAL MEETING

Thursday, June 20, 2024, 6:00 PM
Council Chambers
25541 Barton Road
Loma Linda, CA 92354

A Special Meeting of the Loma Linda City Council is scheduled in the Council Chambers, 25541 Barton Road, Loma Linda, California at at 6:00 p.m. Under Municipal Code Section 2.08.010, study sessions or closed session items may begin at 5:30 pm. or as soon thereafter as possible. A recess may be called at the discretion of the City Council.

The Agenda and Reports relating to each agenda item are on file in the City Clerk's Office and are available for public inspection during normal business hours. They are also on the City's Website at www.lomalinda-ca.gov.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 25541 Barton Road, Loma Linda, CA during normal business hours. Such documents are also available on the City's website at www.lomalinda-ca.gov subject to staff's ability to post the documents before the meeting.

Persons wishing to speak on an agenda item, including any closed session items, are asked to submit their names in the Kiosk or information card and present them to the City Clerk before consideration of the item. When the item is to be considered, the Mayor will recognize you. Please step to the podium, give your name, and offer your comments. The City Council meetings are recorded to assist in preparing the Minutes. The Oral Reports/Public Participation portion of the agenda pertains to items NOT on the agenda and is limited to 30 minutes; 3 minutes are allotted for each speaker. Under the Brown Act, no action may be taken by the City Council at this time; however, the City Council may refer comments/concerns to staff or request that the item be placed on a future agenda.

Under the Americans with Disabilities Act (ADA), if you need special assistance to provide public comment, or for other special assistance; please contact the City at least 48 hours before the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting. The Office of the City Clerk may be reached at (909) 799-2819 or at larreola@lomalinda-ca.gov.

1: Call to Order

1A. Call to Order

PLEASE NOTE TWO COUNCILMEMBERS MAY PARTICIPATE VIA TELECONFERENCING, ZOOM OR OTHER ELECTRONIC MEANS FROM THE FOLLOWING LOCATIONS:

- COUNCILMEMBER RIGSBY: HOTEL DE CAMBIS, 89 RUE JOSEPH VERNE, 84000 AVIGNON, FRANCE
- COUNCILMEMBER SPENCER-HWANG: 4636 SE HENRY, PORTLAND OR 97206

1B. Roll Call

1C. Invocation and Pledge of Allegiance

1D. Oral Reports/Public Participation - Non-Agenda Items (Each Speaker limited to 3 minutes. Pursuant to the Brown Act, no action or discussion can be taken by City Council)

1E. Conflict of Interest Disclosure

2: Scheduled and Related Items

2A. JOINT MEETING OF THE CITY COUNCIL AND HOUSING AUTHORITY - Adopting Resolutions Authorizing Continued Expenditures Under the Prior Year's Budget

- Adopt Council Bill #R-2024-25 - A Continuing Resolution Authorizing Continued Expenditures Under the Current Budget Fiscal Year 2023-2024; and
- Adopt Loma Linda Housing Authority Bill #R-2024-02 - A Continuing Resolution Authorizing Continued Expenditures under the current Housing Authority budget for the Fiscal Year 2023-2024

3: Consent Calendar

3A. Demands Register - June 20, 2024

- Approve demands for payment

3B. Approve an Agreement with Norman A. Traub & Associates LLC for Profession Workplace Services Including Investigations [City Attorney]

- Approve Agreement No. 2024-01 with Norman A. Traub & Associates, LLC; and
- Authorize City Attorney Robbins to execute agreement with Norman A. Traub & Associates LLC

4: Reports

4A. Reports of Council Members

4B. Reports Of Officers

It should be noted that the regular meeting of the City Council planned for June 25, 2024, will be adjourned to the next regularly scheduled meeting of the City Council to be held on July 9, 2024. The June 25, 2024, meeting cannot be held as there will not be a quorum of Council Members who can participate from locations within the City's jurisdiction as required under the Brown Act. Staff will appear at the scheduled time and will adjourn that meeting to July 9, 2024. The items scheduled for the June 25 meeting will be heard at the July 9 meeting. These items include the approval of the Fiscal Year 2024-2025 Budget, and the second reading on Council Bill #0-2024-04 – An Ordinance of the City Council of the City of Loma Linda repealing Ordinance 712, which will remove Chapter 17.105 from the Municipal Code, and amending Chapter 17.40 to allow Fast Food Drive-Through Restaurants in certain zones subject to a Conditional Use Permit and specific use regulations.

5: Adjournment

POSTING

I, Lynette Arreola, City Clerk, do hereby certify and declare that, I caused this agenda to be posted at the following three (3) locations, to-wit: 1) LL Branch Library, 25581 Barton Rd.; 2) City Council Chambers, 25541 Barton Rd.; 3) USPO Annex, Newport Ave.-Loma Linda, CA



Lynette Arreola, City Clerk, City of Loma Linda, California

Date Posted: June 19, 2024



Special City Council Meeting Staff Report

JOINT MEETING OF THE CITY COUNCIL AND HOUSING AUTHORITY - Adopting Resolutions Authorizing Continued Expenditures Under the Prior Year's Budget

Meeting	Agenda Group
Thursday, June 20, 2024, 6:00 PM	Scheduled and Related Items Item: 2A
To	From
City Council	Diane E. Robbins, City Attorney
Via	
T Jarb Thaipejr, City Manager	

RECOMMENDATION:

It is recommended that the City Council/Housing Authority approve:

1. Council Bill #R-2024-25 continuing the current City budget for the Fiscal Year 2023-2024; and
2. Loma Linda Housing Authority Bill #R-2024-02 continuing the current Housing Authority budget for the Fiscal Year 2023-2024.

BACKGROUND:

When it is not possible to adopt a budget prior to the next fiscal year, a "continuing resolution" authorizing continued expenditures under the prior year's budget or some other appropriation may be necessary to authorize city staff to expend city funds.

ANALYSIS:

The meeting tentatively scheduled for June 25, 2024, to adopt the fiscal year 2024-2025 budget will not be able to move forward as three of the five Council/Board Members will be unable to participate from locations within the local agency's jurisdiction. While the Brown Act anticipates and allows for technological conferencing for Council/Board Members participating remotely, it requires that a quorum of the legislative body participate from locations within the local agency's jurisdiction. When it is not possible to adopt a budget prior to the next fiscal year, the City & Housing Authority can adopt a "continuing resolution" authorizing continued expenditures under the prior year's budget to authorize city staff to expend city & Housing Authority funds. Accordingly, staff is requesting that the proposed "continuing resolution" be adopted to authorize those expenditures pending approval of the formal budget at a regularly noticed public meeting whereat a quorum of the Council/Board Members can be in personal attendance at the meeting.

ENVIRONMENTAL IMPACT:

None.

FINANCIAL IMPACT:

Any expenditures made pursuant to the proposed Resolutions will be consistent with those ongoing expenditures under the 2023-2024 budget.

Attachments

[Resolution - Council Bill No. R-2024-25.pdf](#)

[Resolution - LLHA Bill No. R-2024-02.pdf](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMA LINDA, CALIFORNIA, CONTINUING THE CURRENT BUDGET FOR FISCAL YEAR 2023-2024.

WHEREAS, the City Council desires to continue the existing fiscal year 2023-2024 budget to enable additional time to consider the proposed fiscal year 2024-2025 budget;

WHEREAS, on June 20, 2024, the City Council held a public meeting to solicit and receive public comments on said proposed continuing resolution and all persons were given an opportunity to be heard and their suggestions were considered; and

WHEREAS, the City Council acknowledges its interest in enabling the City Manager to conduct City business in the most efficient and effective manner possible;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Loma Linda as follows:

Section 1: The City Council hereby adopts a continuing resolution directing the continued implementation of the fiscal year 2023-2024 budget for the fiscal year 2024-2025 period, as that budget has been amended and adjusted from time to time, until further action by the Council.

Section 2: The City Council is aware of the potential that events beyond the control of the City Council could substantially reduce City revenues and/or increase expenditures. Therefore, the City Manager may temporarily suspend the expenditure of funds in the adopted budget if, in the City Manager's judgment, such deferral is necessary to protect the City's financial position and the impact of such a temporary suspension on City operations will not be substantially detrimental to City services.

Section 3: The City Manager is further directed to report back to the Council, on at least a quarterly basis, with recommendations for revision of the budget when, and if, budget impacts are known and recommended City program adjustments can be formulated.

Section 4: The City Council hereby authorizes the City Manager to sign and execute any professional or consulting service contracts on behalf of the City, provided sufficient appropriations have been approved as a part of the adopted budget.

PASSED AND ADOPTED by the City Council of Loma Linda, California this 20th day of June, 2024, by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

Phillip Dupper, Mayor

ATTEST:

Lynette Arreola, City Clerk

RESOLUTION NO. _____

**A RESOLUTION OF THE LOMA LINDA HOUSING AUTHORITY OF
THE CITY OF LOMA LINDA, CALIFORNIA, CONTINUING THE
CURRENT BUDGET FOR FISCAL YEAR 2023-2024.**

WHEREAS, the Loma Linda Housing Authority (the “Authority”) desires to continue the existing fiscal year 2023-2024 budget to enable additional time to consider the proposed fiscal year 2024-2025 budget;

WHEREAS, on June 20, 2024, the Loma Linda Housing Authority held a public meeting to solicit and receive public comments on said proposed continuing resolution and all persons were given an opportunity to be heard and their suggestions were considered; and

WHEREAS, the Loma Linda Housing Authority acknowledges its interest in enabling the Executive Director to conduct Authority business in the most efficient and effective manner possible;

NOW THEREFORE, BE IT RESOLVED, by the Loma Linda Housing Authority of the City of Loma Linda as follows:

Section 1: The Authority hereby adopts a continuing resolution directing the continued implementation of the fiscal year 2023-2024 budget for the fiscal year 2024-2025 period, as that budget has been amended and adjusted from time to time, until further action by the Authority.

Section 2: The Authority is aware of the potential that events beyond the control of the Authority could substantially reduce the Authority’s revenues and/or increase expenditures. Therefore, the Executive Director may temporarily suspend the expenditure of funds in the adopted budget if, in the Executive Director’s judgment, such deferral is necessary to protect the Authority’s financial position and the impact of such a temporary suspension on Authority’s operations will not be substantially detrimental to the Authority’s services.

Section 3: The Executive Director is further directed to report back to the Authority, on at least a quarterly basis, with recommendations for revision of the budget when, and if, budget impacts are known and recommended the Authority’s program adjustments can be formulated.

Section 4: The Authority hereby authorizes the Executive Director to sign and execute any professional or consulting service contracts on behalf of the Authority, provided sufficient appropriations have been approved as a part of the adopted budget.

PASSED AND ADOPTED by the Loma Linda Housing Authority, Loma Linda, California, this 20th day of June, 2024, by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

Phillip Dupper, Chairman

ATTEST:

Lynette Arreola, Housing Authority Secretary



Special City Council Meeting Staff Report

Demands Register - June 20, 2024

Meeting	Agenda Group
Thursday, June 20, 2024, 6:00 PM	Consent Calendar Item: 3A
From	
Sonia Fabela, Finance Director	

RECOMMENDATION:

It is recommended that the City Council approve the attached list of demands for payment.

Attachments

[Demands Register 06-20-24.pdf](#)



CITY OF LOMA LINDA

VOUCHER LIST

6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
707536	6/12/2024	5502	FRONTIER COMMUNICATIONS	9097991480 June 24		Phone costs Senior Center Fire Alarm 5/28-6/27/24	\$121.46
						707536 Total	\$121.46
707537	6/12/2024	5502	FRONTIER COMMUNICATIONS	9097998149 June 2024		Phone costs Fire Station #1 5/25-6/24/24	\$286.47
						707537 Total	\$286.47
707538	6/12/2024	7417	LIEBERT CASSIDY WHITMORE	266845 267080	1240873	HR Legal Fees Payroll Assessment April 2024 HR Legal Fees April 2024	\$435.00 \$876.00
						707538 Total	\$1,311.00
707539	6/12/2024	5340	P N P OFFICE FURNITURE	9827	1240753	Desks and Storage Cabinets- Finance	\$6,217.06
						707539 Total	\$6,217.06
707540	6/12/2024	1245	SO CALIF EDISON	700570670141 May 24 700228294695 May 24 700875992189 May 24 700796906978 May 24 700142439793 May 24 700394531780 May 24 700072821984 May 24 700011104827 May 24 700548764612 May 24 700458638878 May 24 700075919924 May 24 700546567358 May 24 700452547783 May 24 700242318673 May 24 700547438439 May 24 700556225427 May 24 700237930435 May 24 700848022443 May 24 700605303585 May 24		Electricity costs Apr-May 2024 Electricity costs 4/26/24-5/27/24 Electricity costs 5/1-5/30/2024 Electricity costs 4/30-5/29/24 Electricity costs 4/29-5/28/24 Electricity costs 4/29-5/28/2024 Electricity costs 5/1-5/30/2024 Electricity costs 4/30-5/29/2024 Electricity costs 4/30-5/29/2024 Electricity costs 4/26-5/27/2024 Electricity costs 4/29-5/28/2024 Electricity costs 4/26-5/27/2024 Electricity costs 4/29-5/28/2024 Electricity costs 5/1-5/30/2024 Electricity costs 5/1-5/30/2024 Electricity costs 5/1-5/30/2024 Electricity costs 5/1-5/30/2024 Electricity costs 5/1-5/30/2024 Electricity costs 5/1-5/30/2024 Electricity costs 5/1-5/30/2024	\$323.34 \$13,475.78 \$111.39 \$135.81 \$129.05 \$138.87 \$181.50 \$144.59 \$179.28 \$2,419.96 \$53.99 \$26.16 \$56.85 \$45.05 \$74.49 \$49.03 \$66.04 \$28.55 \$26.62
						707540 Total	\$17,666.35



CITY OF LOMA LINDA

VOUCHER LIST

6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
707541	6/12/2024	1261	THE GAS COMPANY	10022459001 May 24 14642464003 May 24 10232459007 May 24 06872460008 May 24		Gas costs 5/1-5/31/2024 Gas costs 4/30-5/30/2024 Gas costs 5/1-5/31/2024 Gas costs 5/1-5/31/2024	\$141.00 \$46.34 \$22.31 \$61.36 707541 Total \$271.01
707542	6/12/2024	26	VERIZON WIRELESS	9965359909 May 24 9965359910 May 24		City wide cell phone service 4/29-5/28/2024 SCADA Modem for sewer lift station 4/29-5/28/2024	\$3,142.96 \$38.01 707542 Total \$3,180.97
707543	6/13/2024	1730	AFLAC	651122/April 2024 015972/MAY 2024		AFLAC INSURANCE PREMIUM-APRIL2024 AFLAC INSURANCE PREMIUM-MAY 2024	\$1,548.39 \$1,548.39 707543 Total \$3,096.78
707544	6/13/2024	7083	SELF INSURED SERVICES COMPANY	14608 Life 14608		Life Insurance Premium June 2024 Life & Disability Insurance Premium June 2024	\$572.17 \$3,878.04 707544 Total \$4,450.21
707545	6/13/2024	7083	SELF INSURED SERVICES COMPANY	B0DG4H		Delta Dental June 2024	\$4,072.60 707545 Total \$4,072.60
707546	6/13/2024	1245	SO CALIF EDISON	700337902271 May 24 700620519956 May 24 700491050723 May 24 700350988278 May 24 700010613157 May 24 700619667467 May 24 700571294375 May 24		Electricity costs 5/2-6/2/24 Electricity costs 5/2-6/2/24 Electricity costs 5/2-6/2/24 Electricity costs 5/1-5/31/24 Electricity costs 5/2-6/2/24 Electricity costs 5/2-6/2/24 Electricity costs 5/2-6/2/24	\$211.52 \$1,800.19 \$390.44 \$7,138.52 \$63.01 \$143.26 \$73.05 707546 Total \$9,819.99
707547	6/13/2024	2218	SONIA FABELA	ICMA Conference 2024		ICMA Conference 2024 Travel Reimbursement	\$734.24 707547 Total \$734.24
707548	6/18/2024	5640	APPLEONE EMPLOYMENT SERVICES	01-6889167	1240405	CASHIER TEMP 05/28-05/30/2024	\$1,145.98 707548 Total \$1,145.98



CITY OF LOMA LINDA

VOUCHER LIST

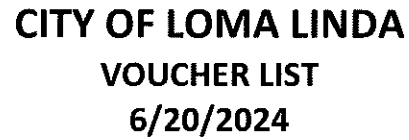
6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
707549	6/18/2024	5502	FRONTIER COMMUNICATIONS	9097990759 June 24		Phone costs Fire Station#252 6/1-6/30/24	\$42.92
						707549 Total	\$42.92
707550	6/18/2024	5502	FRONTIER COMMUNICATIONS	9097997651 June 24		Phone costs 6/1-6/30/24	\$37.95
						707550 Total	\$37.95
707551	6/18/2024	5502	FRONTIER COMMUNICATIONS	9097964692 June 24		Phone costs Corp Yard2 6/4-7/03/24	\$84.83
						707551 Total	\$84.83
707552	6/18/2024	5502	FRONTIER COMMUNICATIONS	9094785042 June 24		Phone costs Cole House Fire Alarm 6/4-7/03/24	\$168.60
						707552 Total	\$168.60
707553	6/18/2024	5774	LORENA MATARRITA	LMREIMB04152024		JPIA Executive Summit Gas Reim,	\$130.11
						707553 Total	\$130.11
707554	6/18/2024	1245	SO CALIF EDISON	700125053252 May 24		Electricity costs 5/6-6/4/24	\$48.18
				700123951189 May 24		Electricity costs 5/6-6/4/24	\$54.87
				700327588141 May 24		Electricity costs 5/6-6/4/24	\$77.97
				700125316869 May 24		Electricity costs 5/6-6/4/24	\$69.88
				700125145505 May 24		Electricity costs 5/6-6/4/24	\$125.54
				700124018786 May 24		Electricity costs 5/6-6/4/24	\$84.02
				700012556793 May 24		Electricity costs 5/6-6/4/24	\$23.38
				700077110701 May 24		Electricity costs 5/6-6/4/24	\$98.86
				700625935485 May 24		Electricity costs 5/6-6/4/24	\$65.92
				700533422444 May 24		Electricity costs 5/6-6/4/24	\$93.28
				700441458865 May 24		Electricity costs 5/3-6/3/24	\$120.54
				700280676618 May 24		Electricity costs 5/3-6/3/24	\$90.76
				700402406564 May 24		Electricity costs 5/3-6/3/24	\$106.96
				700165738789 May 24		Electricity costs 5/7-6/5/24	\$1,222.71
				700252505390 May 24		Electricity costs 5/2-6/2/24	\$149.80
				700357831327 May 24		Electricity costs 5/2-6/2/24	\$73.59
				700281250130 May 24		Electricity costs 5/2-6/2/24	\$78.27
				700448473884 May 24		Electricity costs 5/2-6/2/24	\$20.81
				700475961967 May 24		Electricity costs 5/2-6/2/24	\$106.50

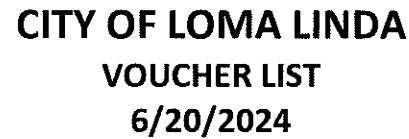


CITY OF LOMA LINDA
VOUCHER LIST
6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
				700630870058 May 24		Electricity costs 5/2-6/2/24	\$265.55
				700577818031 May 24		Electricity costs 5/7-6/5/24	\$19,843.88
				700396836845 May 24		Electricity costs 5/7-6/5/24	\$17,590.37
				700303221438 May 24		Electricity costs 5/7-6/5/24	\$136.13
				700063569396 May 24		Electricity costs 5/7-6/5/24	\$1,749.50
				700044797169 May 24		Electricity costs 5/7-6/5/24	\$37,338.73
				700023837085 May 24		Electricity costs 5/7-6/5/24	\$19,896.96
				700180303341 May 24		Electricity costs 5/2-6/2/24	\$92.66
				700237491915 May 24		Electricity costs 5/6-6/4/24	\$132.95
				700377436138 May 24		Electricity costs 5/6-6/4/24	\$187.29
				700546694670 May 24		Electricity costs 5/2-6/2/24	\$195.26
				700030769656 May 24		Electricity costs 5/2-6/2/24	\$187.46
				700123802154 May 24		Electricity costs 5/2-6/2/24	\$244.04
				700529893260 May 24		Electricity costs 5/9-6/9/24	\$170.35
				700004740213 May 24		Electricity costs 5/3-6/3/24	\$587.07
				700162747250 May 24		Electricity costs 5/6-6/4/24	\$778.97
				700010396020 May 24		Electricity costs 5/2-6/2/24	\$128.91
				700620742955 May 24		Electricity costs 5/6-6/4/24	\$212.01
				700371011405 May 24		Electricity costs 5/2-6/2/24	\$2,473.16
				700411454240 May 24		Electricity costs 5/2-6/2/24	\$1,242.15
				700491039205 May 24		Electricity costs 5/7-6/5/24	\$7,073.00
						707554 Total	\$113,238.24
707555	6/18/2024	1862	U.S. POSTAL SERVICE	120103 Permit 1277	1240880	Postage for mailing out Organics Residential Flyer	\$1,560.36
						707555 Total	\$1,560.36
707556	6/25/2024	4229	A & I REPROGRAPHICS	CN00042498	1240029	Plans & specs CIP 24-670	\$239.09
						707556 Total	\$239.09
707557	6/25/2024	4554	ALTERNATIVE HOSE, INC.	6084697	1240024	Emergent repair due to water hose blow out	\$104.38
						707557 Total	\$104.38
707558	6/25/2024	110	BURTRONICS BUSINESS SYSTEM	AR114462	1240033	Printing services and supplies CN10872-01	\$54.95
						707558 Total	\$54.95



VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
707559	6/25/2024	7123	CHARTER COMMUNICATIONS HOLDINGS, LLC	0030597061024	1240178	Cable for CH 6/24 & 7/23 Acct#8448400530030597	\$177.61
						707559 Total	\$177.61
707560	6/25/2024	4397	CHEMPAK	123781 123760 123827	1240037	Toilet paper for parks Shammy Towels Trash bags and toilet paper for parks	\$285.47 \$29.23 \$399.28
						707560 Total	\$713.98
707561	6/25/2024	7460	CINTAS CORPORATION NO. 3	4195033321	1240726	HazMat compliant uniforms & shop towel rentals	\$42.01
						707561 Total	\$42.01
707562	6/25/2024	840	CITY OF SAN BERNARDINO	133-132 May 2024 92661-90878 May 2024	1240043	1415 Richardson St 05/0224-06/04/24 Water purchases 1516 Gould 5/1/24 - 6/3/24	\$4,696.32 \$50.15
						707562 Total	\$4,746.47
707563	6/25/2024	841	CITY OF SAN BERNARDINO	2024-00000010 2024-00000011 2024-00000014 2024-00000015 2024-00000016 2024-00000017 2024-00000018	1240608	Animal Shelter Housing & on-call srvs July 2023 Animal Shelter Housing & on-call srvs Aug 2023 Animal Shelter Housing & on-call srvs Nov 2023 Animal Shelter Housing & on-call srvs Dec 2023 Animal Shelter Housing & on-call srvs Jan 2024 Animal Shelter Housing & on-call srvs Feb 2024 Animal Shelter Housing & on-call srvs Mar 2024	\$1,692.00 \$564.00 \$564.00 \$987.00 \$1,551.00 \$1,128.00 \$2,820.00
						707563 Total	\$9,306.00
707564	6/25/2024	201	CLA-VAL CO.	894111	1240870	Service call to reduce pressure at Richardson #6	\$576.45
						707564 Total	\$576.45
707565	6/25/2024	5673	CR&R	MAY 2024 Compost2024-01 APR 2024	1240867	Refuse payments collected May 2024 247.6 Cubic Yards of loose compost Refuse payments collected April 2024	\$119,775.68 \$11,000.00 \$155,986.12
						707565 Total	\$286,761.80
707566	6/25/2024	1279	DAILY JOURNAL CORPORATION	B3817124	1240085	Legal advertisement: Ordinance Publication	\$354.20
						707566 Total	\$354.20



VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
707567	6/25/2024	1279	DAILY JOURNAL CORPORATION	B3818958 B3818956 B3814825 B3809885 B3814830 B3776100	1240085	Legal advertisement: PH Adv St Light Assessment Legal advertisement: PH Adv LMD Notice inviting Bids V-Ditch CIP 24-413 Notice inviting Re-Bid LMD Contract B Notice inviting Bids CIP 24-122 ADA Ramp/Sidewalk Legal advertisement: Notice CDA-2024-0001	\$92.00 \$92.00 \$315.10 \$253.00 \$338.10 \$319.70
						707567 Total	\$1,409.90
707568	6/25/2024	7290	DANNY ELLIS	0001273423 0000248749	1240089 1240879	Four duplicate keys Civic Center door repair	\$18.00 \$897.03
						707568 Total	\$915.03
707569	6/25/2024	7366	DENNIS GRUBB & ASSOCIATES	002-30744	1240287	Fire Prevention Plan Ck/Insp Srvs May 2024	\$2,490.00
						707569 Total	\$2,490.00
707570	6/25/2024	5593	DINOSAUR TIRE & ROAD SRVS, INC.	123547	1240091	(2) Tires - MS 2021 Ram 3500	\$637.45
						707570 Total	\$637.45
707571	6/25/2024	1256	ELROD FENCE CO., INC.	19699	1240724	Replace 24 ft of damaged fence Barton/Mayberry	\$3,370.00
						707571 Total	\$3,370.00
707572	6/25/2024	1521	FACILITIES PROTECTION SYSTEMS	84922	1240121	Maint Agreement Renewal MDF Sites 7/1/23-6/30/24	\$400.00
						707572 Total	\$400.00
707573	6/25/2024	5256	FLYERS ENERGY, LLC	24-110534 24-110535	1240008	PW Unleaded fuel delivery 6/5/24 PW Diesel fuel delivery 6/5/24	\$1,993.17 \$1,389.60
						707573 Total	\$3,382.77
707574	6/25/2024	5427	FMB TRUCK OUTFITTERS, INC.	109662	1240859	Lightbar and installation for new Highlift vehicle	\$4,658.35
						707574 Total	\$4,658.35



CITY OF LOMA LINDA

VOUCHER LIST

6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
707575	6/25/2024	7286	GENUINE PARTS COMPANY	145380	1240010	Fuse & fuse kit	\$35.10
				145531		Replacement brake pads	\$270.12
				145839		Weed sprayer battery & fuse	\$121.23
				145072		Repair for dead battery	\$160.50
						707575 Total	\$586.95
707576	6/25/2024	2636	GOLDEN BELL PRODUCTS, INC.	18780	1240715	Sewer manhole roach control	\$14,998.50
						707576 Total	\$14,998.50
707577	6/25/2024	389	GRAINGER, INC.	9135832302	1240011	Parts for Richardson #6 repair	\$128.37
						707577 Total	\$128.37
707578	6/25/2024	2204	HINDERLITER, DE LLAMAS & ASSOC	SIN039167	1240338	Sales Tax Professional Services Apr-Jun 2024	\$3,212.50
						707578 Total	\$3,212.50
707579	6/25/2024	7238	HORNE LLP	061124 LL		Return 4 final payments, accounts closed, no bal	\$792.92
						707579 Total	\$792.92
707580	6/25/2024	7240	HPS WEST, INC	0002712-IN	1240627	Water Meter Repeater/Antenna (Snowden Ave area)	\$8,972.83
						707580 Total	\$8,972.83
707581	6/25/2024	7486	JACOB GREEN & ASSOCIATES, INC.	2615	1240813	Provide Emerg Management srvs - Task 1	\$6,080.00
						707581 Total	\$6,080.00
707582	6/25/2024	7498	JACOB GUSTAFSON	St&ICEMAreimJGustafs	1240875	CA Paramedic & ICEMA licenses reimbursement	\$320.00
						707582 Total	\$320.00
707583	6/25/2024	5144	JAMES D. HUSS JR.	24002	1240086	Weed Abatement/handwork for APN 028109125	\$210.00
				24060		Weed Abatement 029-212-154	\$580.00
				24061		Weed Abatement 028-415-106	\$700.00
				24062		Weed Abatement 029-305-221	\$700.00
				24004		Weed Abatement for APN 028109141	\$210.00
				24003		Weed Abatement for APN 028109123	\$245.00
				24006		Weed Abatement for APN 028407105	\$360.00



CITY OF LOMA LINDA

VOUCHER LIST

6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
				24005		Weed Abatement for APN 028312153	\$210.00
						707583 Total	\$3,215.00
707584	6/25/2024	7032	JOHN ARTHUR MAY	1467	1240084	Service call for 100k Reservoir	\$360.00
						707584 Total	\$360.00
707585	6/25/2024	2023	JOSEPH E BONADIMAN & ASSOCIATE	5097 C 5097 D	1240279	Land Survey-Monument Preservation CIP 23-115 Land Survey-Monument Preservation CIP 23-115	\$2,240.00 \$2,292.50
						707585 Total	\$4,532.50
707586	6/25/2024	5375	LEVEL 3 COMMUNICATIONS, LLC	692204452	1240197	Acct# 27247 VoiP Services 06/01-06/30/2024	\$407.62
						707586 Total	\$407.62
707587	6/25/2024	2045	LOMA LINDA HEATING & AIR CONDITIONING, INC.	11096389 13404588 13526935 13507351 13501730 13506074 13499801 13502122 13506463 13521693 13525157	1240032 1240216 1240032 1240219 1240213	Refrigerant leak repair STA251 Annual Maint. for Civic Center/Library 4th Qtr HVAC Maintenance Station #1 4th qtr HVAC Annual Maint for 4th qtr MV#3 HVAC Annual Maint for 4th qtr MV#5 HVAC Annual Maint for 4th qtr MV#6 HVAC Annual Maint for 4th qtr R#3 HVAC Annual Maint for 4th qtr R#6 HVAC Annual Maint for 4th qtr R#5 HVAC Maint for Heritage Park HVAC Maint for Heritage Park #A	\$85.00 \$1,432.16 \$655.20 \$80.63 \$101.99 \$154.35 \$73.82 \$73.82 \$80.63 \$154.35 \$77.18
						707587 Total	\$2,969.13
707588	6/25/2024	1733	LOWE'S COMPANIES, INC.	80653 5-30-24 90454 6-2-24 76468	1240038	25-ft extension cord Wood dowel rod 35 inches Utility knife & blades & R13 Insulation	\$28.88 \$8.24 \$38.15
						707588 Total	\$75.27
707589	6/25/2024	2392	MICHAEL P. ATCHISON	MATchisonEMT06-24	1240874	EMT license re-certification reimbursement	\$107.00
						707589 Total	\$107.00



CITY OF LOMA LINDA

VOUCHER LIST

6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
707590	6/25/2024	1935	NARCISCO VALDOVINOS	001174	1240834	Trimming shrubs and cleaning 911 area at STA251	\$958.75
				001176	1240244	Landscape Maint Contract - Barton Rd Median May 24	\$4,464.87
				001177	1240243	Landscape Maintenance in the LMD Area May 24	\$15,106.67
				001178	1240245	Landscape Maint Contract-Mission, Heritage Pk May	\$1,037.37
				001179	1240246	Landscape Maint Contract - So Barton Pkwy May24	\$692.56
				001180	1240248	Misc Landscape repairs in LMD area May	\$6,684.84
				001181	1240247	Misc Landscape/Irrigation Repairs Barton Rd. May	\$828.85
				001182		Misc Irrigation Repairs California St May 2024	\$1,277.03
						707590 Total	\$31,050.94
707591	6/25/2024	7193	O'REILLY AUTO ENTERPRISES, LLC	6160-209298	1240049	Type - C USB charger	\$20.46
				6160-207814		Rear brake pads repair	\$73.05
				6160-208483		Motor oil	\$107.70
				6160-208473		Motor oil	\$150.81
				6160-207816		Oil change items for 2021 Ram 3500	\$72.79
						707591 Total	\$424.81
707592	6/25/2024	7088	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA,	83199696	1240047	Employee Physical for G. Medina Felix	\$45.00
						707592 Total	\$45.00
707593	6/25/2024	7282	ORKIN SERVICES OF CALIFORNIA, INC.	260601041	1240180	Pest control services for the Senior Center June	\$70.99
				260600819	1240186	Pest control svc for Civic Center & Library June	\$160.99
				260600814	1240179	Pest control services for the Corp Yard 6/6/24	\$90.99
				260601324	1240181	Pest control services for 10466 Richardson 6/11/24	\$64.99
				260601686	1240204	Pest control Svc Sta 252 date of srv 6/11/2024	\$139.99
						707593 Total	\$527.95
707594	6/25/2024	7287	PAYMENTUS CORPORATION	INV-15-148357	1240341	2023-2024 IVR Payment processing April 2024	\$861.83
						707594 Total	\$861.83
707595	6/25/2024	4458	PRINTING & PROMOTION PLUS, INC.	90647	1240052	Printing of Business Cards Master Stock	\$1,422.32
						707595 Total	\$1,422.32



CITY OF LOMA LINDA

VOUCHER LIST

6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
707596	6/25/2024	7452	ROLAND BLACKISTON	Tuition-Instructor1	1240877	Tuition reimbursement for Instructor 1 class	\$525.00
						707596 Total	\$525.00
707597	6/25/2024	857	S.B. CO OFC AUDITOR/CONTR	MAY 2024 APR 2024		May 2024 Parking citation state fee April 2024 Parking citation state fee	\$581.00 \$615.00
						707597 Total	\$1,196.00
707598	6/25/2024	1379	SAN BERNARDINO COUNTY	109276	1240060	Assessor Parcel Information June 2024	\$14.00
						707598 Total	\$14.00
707599	6/25/2024	876	SAN BERNARDINO MUNICIPAL WATER	APR 2024		SB Sewer payments collected April 2024	\$258,055.62
						707599 Total	\$258,055.62
707600	6/25/2024	7047	SHI INTERNATIONAL CORP	B18355189 B18382898	1240806	Hardened Network Switches with Support Support for Hardened network switches	\$3,304.11 \$260.86
						707600 Total	\$3,564.97
707601	6/25/2024	5849	ST FRANCIS ELECTRIC, LLC	22035364 22035365 22035366	1240265 1240266	Annual Traffic Signal Maint. May 2024 Misc Traffic Signal Repairs May 2024 Misc Traffic Signal Repairs @ Anderson & Barton	\$1,687.28 \$2,911.64 \$385.71
						707601 Total	\$4,984.63
707602	6/25/2024	7303	STRONG'S ENTERPRISE, INC.	162684	1240816	Remove & replace light bar & controller ACO Tacoma	\$2,812.70
						707602 Total	\$2,812.70
707603	6/25/2024	6003	VEOLIA WTS SERVICES USA, INC.	902719412 902734357 902734356	1240189	Deionized wtr tank rental fees June 2024 STA251 Deionized water tank & reg fees STA251 Deionized water tank & reg fees STA252	\$89.92 \$678.99 \$271.59
						707603 Total	\$1,040.50
707604	6/25/2024	6269	TESS ELECTRIC INC.	1449	1240794	Breaker Richardson 6 & 600K cooling fan replacemen	\$2,978.50
						707604 Total	\$2,978.50



CITY OF LOMA LINDA

VOUCHER LIST

6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
707605	6/25/2024	7124	TETRA TECH INC.	52252254	1230522	Contract for Project Mgt/Inspections CIP-22-665	\$1,340.21
						707605 Total	\$1,340.21
707606	6/25/2024	237	THE COUNSELING TEAM, INC.	INV100447 INV100448	1240310	Behavioral health and wellness srvs May 2024 Behavioral health and wellness srvs June 2024	\$600.00 \$600.00
						707606 Total	\$1,200.00
707607	6/25/2024	1804	THE SUN	900361126 5/22/2024	1240883	26 week newspaper subs acct # 900361126 5/22/24	\$326.72
						707607 Total	\$326.72
707608	6/25/2024	2180	TKE ENGINEERING, INC.	2024-5029	1240317	2016 Water BD Cont. Disclosure & LLCCP Consulting	\$1,915.00
						707608 Total	\$1,915.00
707609	6/25/2024	5048	TRANS-WEST TRUCK CENTER, LLC	XA500321909:01	1240881	Plastic surge tank	\$336.71
						707609 Total	\$336.71
707610	6/25/2024	4030	US TRONICS	M-12267MY24	1240294	Satellite phone service May 2024	\$209.85
						707610 Total	\$209.85
707611	6/25/2024	1917	WILBUR E & JUNE PURVIS	13697 13980	1240090	3 chains Labor to sharpen 8 chainsaw chains	\$80.78 \$96.00
						707611 Total	\$176.78
707612	6/25/2024	1919	WILLDAN	002-31705	1240092	Building Inspection/Plan Check Services Apr 2024	\$14,623.93
						707612 Total	\$14,623.93
707613	6/18/2024	3628	U.S. BANK CORPORATE PYMNT SYS	05222024 JLoeffert 05222024 HReed 052224LARREOLA		Sr Ctr dance refreshments/PW Conf Room Coffee Large format paper for plotter Interpreter/Employee Luncheon/IIMC/Council ConfReg	\$275.11 \$272.41 \$1,901.80
				052224LMatarrita 05222024 MMosqueda 05222024 BBolger 05222024 EAGUILAR		American Planning Association- Award & I.E Events Vehicle Fridge/Freezer for water sampling Parts for Yard's diesel fuel transfer pump repair Hand grips for tools & CWEA mem C Flores/Aguilar	\$1,163.00 \$1,895.52 \$336.27 \$459.49



CITY OF LOMA LINDA
VOUCHER LIST
6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
				05222024 VGOMEZ		Parts for parks, Pesticide seminar/Irrigation clas	\$487.57
				05222024 SCampbell		Steel for welding - Water Distribution	\$41.24
				05222024 VPUNTES		Gloves, boots, NAFA membership, parts	\$2,096.00
				05222024 WSCHEFFLER		Concrete mixer rental	\$316.57
				05222024 CHOWARD		Ergonomic foot rests	\$277.28
				05222024BNielsen		Training ropes	\$158.66
				05222024GGarza		Car wash srv and uniform items	\$182.04
				05222024Tingalls		Pepper spay, Adobe tutorial, carwashes, Remarkable	\$255.85
				05222024BCorreia		Parking officer uniform items, carwash	\$53.04
				05222024NBoucher		PPE gloves	\$1,601.60
				05222024WBaker	(blank)	PPE gloves	\$2,007.20
				05222024MDingman		Carwashes, fuel	\$123.17
				05222024JGillette		EZ-iO Carrying case- EMS equipment	\$81.05
				05222024NAlvizar		Toll road fees	\$51.86
				05222024 KMacGavin		Various office supplies,Tools,Chair, LLCCP equip	\$2,636.75
				05222024 SFabela		ICMA Membership, ICMA Conference & Keyboard	\$674.41
						707613 Total	\$17,347.89
						Grand Total	\$881,718.02



CITY OF LOMA LINDA
VOUCHER LIST
6/20/2024

VOUCHER	DATE	VENDOR	VENDOR NAME	INVOICE	P.O.	INVOICE DESCRIPTION	AMOUNT
536660	6/10/2024	454	MissionSquare	2024061000536660		457 Plan Contributions-05/19 through 06/01/2024	\$28,542.27
102660379	6/12/2024	771	PERS	1002660379/80/81/82		Retirement Contributions-05/05 through 05/18/2024	\$73,952.84
102658302	6/7/2024	771	PERS	1002658302/03		Retirement Contributions-05/01 through 05/31/2024	\$995.36

Total Wires: \$103,490.47

Total Checks (Total from previous page): \$881,718.02

Grand Total = \$985,208.49

PAYROLL: 06/20/2024 \$435,751.62

CLAIMS VOUCHER APPROVAL

I have reviewed the above listing of payments on check nos. 707536 through 707613 and wire nos. 536660, 102660379 & 102658302 for a total disbursement of \$985,208.49 and to the best of my knowledge, based on the information provided, they are correct and are recommended for payment.

Sonia Fabela, Finance Director

Recommend that City Council approve for payment.

T. Jarb Thaipejr, City Manager

Approved by the City Council at their meeting held on June 20, 2024 and the City Treasurer is hereby to pay except as noted.

Phillip Dupper, Mayor



Special City Council Meeting Staff Report

Approve an Agreement with Norman A. Traub & Associates LLC for Profession Workplace Services Including Investigations [City Attorney]

Meeting	Agenda Group
Thursday, June 20, 2024, 6:00 PM	Consent Calendar Item: 3B
From	
Diane E. Robbins, City Attorney	

RECOMMENDATION:

Staff recommends the City Council take the following actions:

1. Approve Agreement No. 2024-01 with Norman A. Traub & Associates, LLC for professional workplace services in employee investigations; and
2. Authorize City Attorney Robbins to execute agreement with Norman A. Traub & Associates LLC for workplace services in compliance with Agreement No. 2024-01

BACKGROUND:

From time to time, the City is required to conduct investigations related to a variety of workplace issues including harassment, discrimination, retaliation, and employee misconduct. Norman A. Traub & Associates LLC ("NATA") is an organization of former Police Executives and Attorneys engaged in workplace investigations and background investigations for local governments, special districts, educational district personnel, and private sector companies. The investigators employed by NATA are neutral, third-party investigators totally independent of the City.

ANALYSIS:

As stated above, NATA conducts investigations of claims of harassment, discrimination, retaliation, and employee misconduct. Conducting a proper investigation is crucial when allegations of harassment, discrimination or retaliation arise in the workplace, and when employee misconduct is alleged. In nearly each of the preceding matters, state and federal law and employer policies and procedures require such an investigation. NATA staff are professional workplace investigators trained to conduct neutral, impartial investigations. The City of Loma Linda typically employs the services of a professional investigative firm in order to maintain complete objectivity in the investigative process. NATA does not disclose information gathered in the course of preparing or processing investigative reports except to clients, at a client's direction, or as required by law.

ENVIRONMENTAL IMPACT:

None.

FINANCIAL IMPACT:

The financial impact will depend upon need for workplace investigations and the amount of time necessary to conduct the investigation. General investigator services are \$200.00 per hour plus expenses. Attorney investigator services are \$290.00 per hour plus expenses.

Attachments

[NATA Agreement.pdf](#)



NORMAN A. TRAUB & ASSOCIATES^{LLC}
Workplace Investigators

June 13, 2024

Diane E. Robbins
City Attorney, City of Loma Linda
Robbins & Holdaway
201 West "F" Street
Ontario, California 91762

Sent via email: der@robbinsholdaway.com

Dear Ms. Robbins,

Thank you for using our services to conduct a workplace investigation. The following is a draft of an agreement, which may be modified to meet the City's format and included as an exhibit.

The City Loma Linda (CITY) desires Norman A. Traub & Associates (CONSULTANT) to conduct an investigation of allegations of misconduct by an employee(s) of the CITY. CONSULTANT agrees to conduct an investigation and to report the findings to a person designated by the CITY. In order to avoid allegations of bias or influenced investigations, the CONSULTANT shall not draw legal conclusions or provide recommendations regarding potential actions resulting from the investigation.

Joanne Sumalpong Esq, an independent contractor, shall conduct the investigation. Ms. Sumalpong is not an employee of the CITY and is not entitled to Worker's Compensation benefits or any benefits afforded to employees of the CITY.

CONSULTANT will provide the CITY with a certificate of insurance with an endorsement naming the CITY as additional insured. CONSULTANT shall be responsible for any act of omission, errors or negligence on its part. It shall not be responsible for similar acts or inaction by the CITY.

The investigation is limited to the specific Scope of Investigation. Other issues that may arise during the investigation shall be brought to the attention of the CITY. The Scope of the Investigation shall not be exceeded without written authorization from the CITY.



NORMAN A. TRAUB & ASSOCIATES^{LLC}
Workplace Investigators

SCOPE OF THE INVESTIGATION

Gather the facts surrounding an allegation into possible employee misconduct.

- Meet with City officials to finalize the scope of the investigation;
- Obtain all relevant documents including: complaints, written statements of witnesses and reports prepared by City officials;
- Interview complainant;
- Interview witnesses;
- Interview the subject of the investigation;
- Assess the credibility of the complainant(s), witnesses and the subject;
- Digitally record all interviews, when possible, and transcribe all recordings;
- Periodically communicate with the designated contact person(s) with updates/progress and other important issues;
- Conduct additional interviews and collect other relevant documents if necessary;
- Prepare a fact-finding report.

The investigators shall submit a comprehensive written report. The report will provide an executive summary of the findings, the methodology used, a discussion of the evidence obtained, and how credibility issues were resolved and detailed findings of the investigation. The findings are limited to the points set forth above, in the section entitled "Scope of Investigation." The investigators shall not reach any legal conclusions, or speculate regarding the legal significance of any claim or defense, or make recommendations for discipline. The CITY and its Counsel are solely responsible for providing the legal analysis and advice necessary to respond to the investigative report.

The following terminology may be used (at the CITY'S discretion) to describe the findings of the investigations:

Unfounded - The preponderance of the evidence established that the allegation(s) is not true.

Exonerated - The preponderance of the evidence established that the conduct occurred but did not violate agency policies.

Not Sustained - There is insufficient evidence to determine whether the alleged misconduct occurred.



NORMAN A. TRAUB & ASSOCIATES LLC
Workplace Investigators

Sustained - The alleged conduct occurred.

2024 Rates

- Investigator services: \$200.00 per hour, plus expenses.
- Attorney Investigator services \$290.00 Post-investigation hearings, trials, depositions, etc., subpoenaed or requested in writing by the client or if subpoenaed by any party to the investigation, the compensation shall be \$275.00 per hour, four hours minimum plus expenses. When the Investigator is placed in an On-Call status, the fee is \$130.00 per hour, four hours minimum.
- Surveillances: \$120.00 per hour, plus expenses.

Portal-to-portal travel time, postage, copy, and transcription services (Approximately \$75.00 an hour for normal turnaround and \$180 per hour for rush processing), auto rental, and lodging. Out-of-area travel requiring lodging, airfare, and travel expenses will be approved in advance, and all travel expenses will comply with City policy and guidelines. All expenses will be invoiced at direct cost with no markup. Invoices will include supporting document(s) reflecting the cost.

Ms. Sumalpong's rate is \$290.00 per hour, plus expenses.

Approved by: _____ Date: _____

Title: _____



T. Brock Avery

President

Norman A. Traub & Associates LLC

2625 Townsgate Road, Suite 330

Westlake Village, CA. 91361