

**SPECIAL MEETING AGENDA
HESPERIA CITY COUNCIL
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY
HOUSING AUTHORITY
COMMUNITY DEVELOPMENT COMMISSION
WATER DISTRICT**



Meeting Agenda

Tuesday, August 5, 2025

No Closed Session

Special Meeting - 3:00PM

**City Council Chambers
9700 Seventh Ave., Hesperia CA, 92345
City Clerk's Office: (760) 947-1007**

City Council Members

**Allison Lee, Mayor
Cameron Gregg, Mayor Pro Tem
Brigit Bennington, Council Member
Chris Ochoa, Council Member
Josh Pullen, Council Member**

**Rachel Molina, City Manager
Pam K. Lee, City Attorney**



NOTE: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (760) 947-1007 or (760) 947-1026. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

To leave a Public Comment by phone, call and leave a recorded message at (760) 947-1026 up to 5:30 pm on the day of the scheduled meeting. City Council meetings may be viewed live or after the event on the City's website at www.cityofhesperia.us.

**NOTICE AND CALL OF SPECIAL MEETING
HESPERIA CITY COUNCIL
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY
HESPERIA HOUSING AUTHORITY
HESPERIA COMMUNITY DEVELOPMENT COMMISSION
HESPERIA WATER DISTRICT**

NOTICE IS HEREBY GIVEN that a special meeting of the Hesperia City Council, Successor Agency to the Redevelopment Agency, Hesperia Housing Authority, Hesperia Community Development Commission, and Hesperia Water District will be held on Tuesday, August 5, 2025, at 3:00 p.m. in the City Council Chambers, at 9700 Seventh Avenue, Hesperia, CA 92345.



Allison Lee, Mayor / Chair

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**SPECIAL MEETING AGENDA
HESPERIA CITY COUNCIL
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY
HESPERIA HOUSING AUTHORITY
HESPERIA COMMUNITY DEVELOPMENT COMMISSION
HESPERIA WATER DISTRICT**

9700 7th Avenue, Council Chambers, Hesperia, CA 92345

As a courtesy, please silence your cell phones and other electronic devices while the meeting is in session. Thank you.

Prior to action of the Council, any member of the audience will have the opportunity to address the legislative body on any item listed on the agenda, including those on the Consent Calendar.

Individuals wishing to speak during General Public Comments or on a particular numbered item must submit a speaker slip to the City Clerk with the agenda item noted. Speaker slips should be turned in prior to the public comment portion of the agenda or before an agenda item is discussed. Comments will be limited to three minutes for General Public Comments, Consent Calendar items and New Business items. Comments are limited to five minutes for Public Hearing items.

In compliance with the Brown Act, the City Council may not discuss or take action on non-agenda items or engage in question and answer sessions with the public. The City Council may ask brief questions for clarification; provide a reference to staff or other resources for factual information and direct staff to add an item to a subsequent meeting.

NO CLOSED SESSION

CALL TO ORDER - 3:00 PM

A. Invocation

B. Pledge of Allegiance to the Flag

C. Roll Call

*Mayor Allison Lee
Mayor Pro Tem Cameron Gregg
Council Member Brigit Bennington
Council Member Chris Ochoa
Council Member Josh Pullen*

D. Agenda Revisions and Announcements by City Clerk

E. Closed Session Reports by City Attorney

ANNOUNCEMENTS/PRESENTATIONS

1. Presentation of City Hall Employee of the Quarter Recognition to Benjamin Leslie, GIS Specialist by Casey Brooksher, Assistant City Manager.
2. Presentation on Measure I Funding by Louis Vidaure, San Bernardino County Transportation Authority

GENERAL PUBLIC COMMENTS (For items and matters not listed on the agenda)

Individuals wishing to speak during General Public Comments or on a particular numbered item are requested to submit a speaker slip to the City Clerk with the agenda item noted. Speaker slips should be turned in prior to the public comment portion of the joint agenda or before an agenda item is discussed. Comments will be limited to three minutes for General Public Comments, Consent Calendar items and New Business items. Comments are limited to five minutes for Public Hearing items.

In compliance with the Brown Act, the City Council may not discuss or take action on non-agenda items or engage in question and answer sessions with the public. The City Council may ask brief questions for clarification; provide a reference to staff or other resources for factual information and direct staff to add an item to a subsequent meeting.

JOINT CONSENT CALENDAR

1. Page 7 Consideration of the Draft Minutes from the Regular Meeting held Tuesday, July 15, 2025

Recommended Action:

It is recommended that the City Council approve the Draft Minutes from the Regular Meeting held Tuesday, July 15, 2025.

Staff Person: Deputy City Manager/City Clerk Melinda Sayre

Attachments: [Draft CC Min 2025-07-15](#)

2. Page 13 Warrant Run Report (City- Successor Agency- Housing Authority- Community Development Commission- Water)

Recommended Action:

It is recommended that the Council/Board ratify the warrant run and payroll report for the City, Successor Agency to the Hesperia Community Redevelopment Agency, Hesperia Housing Authority, Community Development Commission, and Water District.

Staff Person: Assistant City Manager Casey Brooksher

Attachments: [SR Warrant Run 8-5-2025](#)

[Attachment 1 - Warrant Run](#)

3. Page 15 Tesco Controls, Contract Amendment

Recommended Action:

It is recommended that the Board of Directors of the Hesperia Water District (District) authorize the City Manager to increase the contract with Tesco Controls for \$9,000 for a new not-to-exceed amount of \$591,900 for the upgrade of hardware, software, and radio transceivers for the Supervisory Control and Data Acquisition (SCADA) program.

Staff Person: Director of Public Works/City Engineer Cassandra Sanchez

Attachments: [SR Tesco Controls Contract Amendment 8-5-2025](#)

4. Page 17

Amend Measure I Fiscal Year 2024/25 - 2028/29 Five-Year Capital Improvement Plan

Recommended Action:

It is recommended that the City Council adopt Resolution No. 2025-30, amending the Measure I Five-Year Capital Improvement Plan for Fiscal Years 2024/25 - 2028/29 to include a Traffic Signal at Seventh Avenue and Sequoia Street (CO 7173) and Escondido Avenue and Sultana Street (CO 7174).

Staff Person: Director of Public Works/City Engineer Cassandra Sanchez

Attachments: [SR Amend Measure I Five-Year Capital Improvement Plan 8-5-2025](#)

[Resolution 2025-30](#)

[Attachment 2 - Amended 2025-2029 Spreadsheet](#)

[Attachment 3 - Amended Expenditure Strategy](#)

5. Page 23

Fiscal Year 2025/26 - 2029/30 Five Year Measure I Capital Improvement Plan

Recommended Action:

It is recommended that the City Council adopt Resolution No. 2025-31, approving the Measure I Five Year Capital Improvement Plan and Expense Strategy for Fiscal Years 2025/26 - 2029/30.

Staff Person: Director of Public Works/City Engineer Cassandra Sanchez

Attachments: [SR 2025/26-2029/30 Five Year Measure I Capital Improvement Plan 8-5-2025](#)

[Resolution 2025-31](#)

[Attachment 2 - Measure I Five Year CIP Spreadsheet](#)

[Attachment 3 - Measure I Five Year CIP Expenditure Strategy](#)

6. Page 29

Warehouse Commodity - Mueller Parts

Recommended Action:

It is recommended that the Board of Directors of the Hesperia Water District authorize the City Manager to approve a contract for Fiscal Year (FY) 2025-26 with C Wells Pipeline in the not-to-exceed amount of \$150,000, for the purchase of Mueller Water Products.

Staff Person: Director of Public Works/City Engineer Cassandra Sanchez

Attachments: [SR Warehouse Commodity - Mueller Parts 8-5-2025](#)

[Attachment 1- Bid Comparison](#)

7. Page 33

Amendment to Contract Staffing Services Agreement with ICR Staffing Services, Inc. for Administrative Support Staff

Recommended Action:

It is recommended that the City Council authorize an amendment to the Contract Staffing Services Agreement with ICR Staff Services, Inc. (ICR Staffing) by increasing the total contract amount by \$25,000 for a revised not-to-exceed amount of \$75,000.

Staff Person: Director of Development Services Nathan Freeman

Attachments: [SR ICR Staffing Services 8-5-2025](#)

8. Page 35

Vacation of Pipeline Easement

Recommended Action:

It is recommended that the City Council adopt Resolution No. 2025-32 to approve the Vacation of a Pipeline Easement located east of Mesa Linda Avenue, north of Poplar Street, and south of Main Street as described in Exhibit A and Exhibit B (Applicant: Mesa Linda 68 LLC APN: 3064-601-20).

Staff Person: Administrative Analyst Dena Alcayaga

Attachments: [SR Vacation of Pipeline Easement 8-5-2025](#)

[Resolution 2025-32](#)

[Attachment 2- Exhibit "A" Legal Description](#)

[Attachment 3- Exhibit "B" Plat](#)

NEW BUSINESS**9. Page 43**

Community Assistance Program Guidelines

Recommended Action:

It is recommended that the City Council provide direction to staff on whether to make adjustments to the Community Assistance Program (CAP).

Staff Person: Economic Development Supervisor Eydee Jimenez

Attachments: [SR Community Assistance Program Guidelines 8-5-2025](#)

[Attachment 1 - CAP Notice of Funding Availability \(NOFA\)](#)

10. Page 51

Ordinance No. 2 (Hesperia Municipal Code Chapter 2.08): Council-Manager Form of Government

Recommended Action:

It is recommended that the Council review the following staff report and attachments to discuss whether to amend any portion of Ordinance No. 2 (Hesperia Municipal Code Chapter 2.08) or Chapter 6, Section A, Subsection 3 of the City Council Procedures Manual.

Staff Person: City Attorney Pam K. Lee

Attachments: [SR Ordinance 2 Council - Manager Form of Government 8-5-2025](#)

[Attachment 1 - Ordinance 2 \(HMC Chapter 2.08\)](#)

[Attachment 2 - City Council Procedures Manual Chapter 6](#)

[Attachment 3 - Memo Dated July 10, 2023](#)

COUNCIL COMMITTEE REPORTS AND COMMENTS

The Council may report on their activities as appointed representatives of the City on various Boards and Committees and/or may make comments of general interest or report on their activities as a representative of the City.

CITY MANAGER/CITY ATTORNEY/STAFF REPORTS

The City Manager, City Attorney or staff may make announcements or reports concerning items of interest to the Council and the public.

ADJOURNMENT

I, Jessica Giber, Assistant City Clerk of the City of Hesperia, California do hereby certify that I caused to be posted the foregoing agenda on Thursday, July 31, 2025 at 5:30 p.m. pursuant to California Government Code §54954.2.

Jessica Giber,
Assistant City Clerk

Documents produced by the City and distributed less than 72 hours prior to the meeting regarding items on the agenda will be made available in the City Clerk's Office during normal business hours.

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City of Hesperia Meeting Minutes – Draft City Council

City Council Chambers
9700 Seventh Ave.
Hesperia CA, 92345

Tuesday, July 15, 2025

6:30 PM

REGULAR MEETING AGENDA
HESPERIA CITY COUNCIL
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY
HESPERIA HOUSING AUTHORITY
HESPERIA COMMUNITY DEVELOPMENT COMMISSION
HESPERIA WATER DISTRICT

NO CLOSED SESSION

CALL TO ORDER - 6:32 PM

A. Invocation

B. Pledge of Allegiance to the Flag

C. Roll Call

Present:5 – Mayor Lee, Mayor Pro Tem Gregg, Council Member Bennington, Council Member Ochoa and Council Member Pullen

D. Agenda Revisions and Announcements by City Clerk

E. Closed Session Reports by City Attorney

ANNOUNCEMENTS/PRESENTATIONS

1. Economic Development Update by Nathan Freeman, Director of Development Services.

GENERAL PUBLIC COMMENTS (For items and matters not listed on the agenda)

The following people commented:

Jerry Pike via voicemail

Bob Nelson

Gina Whelan

Kim Jones

Robert Davie

Jessica Trapp
Jerry Baxter
Susan Garcia
William Koffel

JOINT CONSENT CALENDAR

A motion was made by Benington, seconded by Ochoa that the Joint Consent Calendar minus items 4, 5, 7, and 8 be approved. The motion carried by the following vote:

Aye: 5 - Lee, Gregg, Bennington, Ochoa, and Pullen

Nay: 0

1. Consideration of the Draft Minutes from the Regular Meeting held Tuesday, June 17, 2025 and the Special Meeting held Tuesday, June 23, 2025.

Recommended Action:

It is recommended that the City Council approve the Draft Minutes from the Regular Meeting held Tuesday, June 17, 2025 and the Special Meeting held Tuesday, June 23, 2025.

Sponsors: Deputy City Manager/City Clerk Melinda Sayre

2. Warrant Run Report (City - Successor Agency - Housing Authority - Community Development Commission - Water)

Recommended Action:

It is recommended that the Council/Board ratify the warrant run and payroll report for the City, Successor Agency to the Hesperia Community Redevelopment Agency, Hesperia Housing Authority, Community Development Commission, and Water District.

Sponsors: Assistant City Manager Casey Brooksher

3. Treasurer's Cash Report for the unaudited period ended May 31, 2025

Recommended Action:

It is recommended that the Council/Board accept the Treasurer's Cash Report for the City, Successor Agency to the Hesperia Community Redevelopment Agency, Hesperia Housing Authority, Community Development Commission, and Water District.

Sponsors: Assistant City Manager Casey Brooksher

4. Award of Agreement for Water, Sewer, and Recycled Water Rate Study

Recommended Action:

It is recommended that the Chair and Board of Directors of the Hesperia Water District authorize the City Manager to approve an agreement with Black & Veatch to perform a Water, Wastewater, and Recycled Water Rate Study for the not-to-exceed amount of \$113,040.

Sponsors: Assistant City Manager Casey Brooksher

A motion was made by Gregg, seconded by Pullen, that this item be approved. The motion carried by the following vote:

Aye: 5 - Lee, Gregg, Bennington, Ochoa and Pullen

Nay: 0

5. Revised Combined Compensation Schedules

Recommended Action:

It is recommended that the City Council and Board of Directors of the Hesperia Housing Authority (HHA) and Hesperia Water District (HWD) adopt Joint Resolution No. 2025-24, HHA 2025-04, HWD 2025-06 approving the City's Fiscal Year (FY) 2025-26 Revised Combined Compensation Schedule.

Sponsors: Deputy Human Resources/Risk Management Director Rita Perez

A motion was made by Ochoa, seconded by Gregg, that this item be approved. The motion carried by the following vote:

Aye: 5 - Lee, Gregg, Bennington, Ochoa and Pullen

Nay: 0

6. Three-Year Maintenance and Licensing Agreement with MCCi LLC

Recommended Action:

It is recommended that the City Council authorize the City Manager to execute a three-year maintenance and licensing contract with MCCi, LLC for an amount not to exceed \$106,903 to provide maintenance and licensing for the Electronic Document Management System (Laserfiche).

Sponsors: Deputy Human Resources/Risk Management Director Rita Perez

7. Extension of Midwest Veterinary Supplies Contract

Recommended Action:

It is recommended that the City Council authorize the City Manager to approve an amendment to the existing contract with Midwest Veterinary Supplies in the amount of \$130,000, for a total not-to-exceed revised amount of \$282,000 and approve a one-year contract extension for medical supplies and kennel supplies.

Sponsors: Deputy City Manager/City Clerk Melinda Sayre

A motion was made by Ochoa, seconded by Pullen, that this item be approved. The motion carried by the following vote:

Aye: 5 - Lee, Gregg, Bennington, Ochoa and Pullen

Nay: 0

8. Special Assessment of Unpaid Fees for Services and Abatement Costs

Recommended Action:

It is recommended that the City Council approve Joint Resolution No. 2025-25 and Resolution No. HWD 2025-07, confirming parcels of land upon which unpaid fees for services, and abatement costs remain, and Joint Resolution No. 2025-26 and Resolution No. HWD 2025-08, requesting that San Bernardino County place the unpaid fees for services, and abatement costs on the property tax rolls.

Sponsors: Administrative Analyst Jordyn LaSarge

A motion was made by Ochoa seconded by Gregg, that this item be approved. The motion carried by the following vote:

Aye: 5 - Lee, Gregg, Bennington, Ochoa and Pullen

Nay: 0

CONSENT ORDINANCES

9. Amendments to Title 14, Chapter 14 of the Hesperia Municipal Code related to Cross Connections and Backflow Devices

Recommended Action:

Place on second reading and adopt by title waiving the text of Ordinance No. 2025-02 regarding cross connections and backflow devices; amending Title 14, Chapter 14.04 of the Hesperia Municipal Code.

Sponsors: Water Operations Manager Jeremy McDonald

A motion was made by Bennington, seconded by Gregg, that this item be approved. The motion carried by the following vote:

Aye: 5 - Lee, Gregg, Bennington, Ochoa and Pullen

Nay: 0

PUBLIC HEARING

10. Development Code Amendment DCA24-00003 and Specific Plan Amendment SPLA24-00005; Applicant: City of Hesperia; Area affected: City-wide.

Recommended Action:

It is recommended that the City Council introduce and place on first reading Ordinance No. 2025-03 approving Development Code Amendment DCA24-00003 and Specific Plan Amendment SPLA24-00005 to prohibit the establishment of new, or the expansion of existing outdoor pallet yards and indoor pallet manufacturing facilities.

Sponsors: Senior Planner Edgar Gonzalez

The following people commented on item 10:

*Lindsey Snowden via voicemail
Hilary M. via voicemail
Jack Scott via voicemail
Collete Rosalett via voicemail
Bob and Diane Clerk via voicemail
Barbara Walton via voicemail
Resident via voicemail
Gina Whelan
Rachel Collett
Robert Davie
Tomas Carrasco
Susan Garcia
Jessica D.
Jerry
Kim Jones
Bill Jensen*

A motion was made by Gregg, seconded by Bennington, that this item be approved. The motion carried by the following vote:

Aye: 5 - Lee, Gregg, Bennington, Ochoa and Pullen

Nay: 0

Meeting went into Recess at 9:06pm.

Meeting Reconvened at 9:16 pm.

11. 2025 General Plan Update

Recommended Action:

The Planning Commission recommends that the City Council adopt Resolutions Nos. 2025-28 and 2025-29 to: 1) Certify the Addendum as being complete and in compliance with the California Environmental Quality Act (CEQA); and 2) Adopt the updated Land Use Element and Health and Safety Element.

Sponsors: Principal Planner Ryan Leonard

A motion was made by Bennington, seconded by Ochoa, that this item be approved. The motion carried by the following vote:

Aye: 3 - Bennington, Ochoa and Pullen

Nay: 2 - Lee and Gregg

The following people commented on item 11:

*Bill Jensen
Marshall Lichterman
Kim Jones*

12. Amending Final Tract Map No. 17915-2

Recommended Action:

It is recommended that the City Council hold a public hearing to receive public comments and adopt Resolution No. 2025-23 to approve Amending Final Tract Map No. 17915-2 to correct an error on the Owner's Statement of the map which is located on the north side of Mojave Street and the south side of Valencia Street, west of Topaz Avenue (Applicant: NV Hesperia Investors, LLC APN: 0405-052-37).

Sponsors: Administrative Analyst Dena Alcayaga

A motion was made by Ochoa, seconded by Bennington, that this item be approved. The motion carried by the following vote:

Aye: 5 - Lee, Gregg, Bennington, Ochoa and Pullen

Nay: 0

COUNCIL COMMITTEE REPORTS AND COMMENTS

The Mayor, Mayor Pro Tem and Council Members reported on various events and Committees.

Mayor Pro Tem Gregg requested to agendaize an item regarding Memo-Council-Staff Relations.

CITY MANAGER/CITY ATTORNEY/STAFF REPORTS

City Manager thanked staff.

ADJOURNMENT

The meeting was adjourned at 11:17 p.m. in honor of Council Member Pullen and Council Member Ochoa's birthdays.

*Jessica Giber,
Assistant City Clerk*

City of Hesperia

STAFF REPORT



DATE: August 5, 2025

TO: Mayor and Council Members
City Council, as Successor Agency to the Hesperia Community Redevelopment Agency
Chair and Commissioners, Hesperia Housing Authority
Chair and Commissioners, Community Development Commission
Chair and Board Members, Hesperia Water District

FROM: Rachel Molina, City Manager

BY: Casey Brooksher, Assistant City Manager
Anne Duke, Deputy Finance Director
Verenise Fierros, Accountant

SUBJECT: Warrant Run Report (City – Successor Agency – Housing Authority – Community Development Commission – Water)

RECOMMENDED ACTION

It is recommended that the Council/Board ratify the warrant run and payroll report for the City, Successor Agency to the Hesperia Community Redevelopment Agency, Hesperia Housing Authority, Community Development Commission, and Water District.

BACKGROUND

The Warrant Run totals represented below are for the period June 14, 2025 through July 4, 2025.

<u>Agency/District</u>	<u>Accounts Payable</u>	<u>Payroll</u>	<u>Wires</u>	<u>Totals</u>
City of Hesperia	\$3,553,523.82	\$622,219.41	\$0.00	\$4,175,743.23
Successor Agency	0.00	0.00	0.00	0.00
Housing Authority	0.00	314.53	0.00	314.53
Community Development Commission	0.00	0.00	0.00	0.00
Water	1,988,512.75	320,398.81	0.00	2,308,911.56
Totals	\$5,542,036.57	\$942,932.75	\$0.00	\$6,484,969.32

CITY GOAL SUPPORTED BY THIS ITEM

Financial Health – Maintain a balanced budget and adequate reserves.

ATTACHMENT(S)

1. Warrant Runs

City of Hesperia
WARRANT RUNS
6/14/2025-7/4/2025

Attachment 1

FUND #	FUND NAME	W/E 6/20/2025	W/E 6/27/2025	W/E 7/4/2025	WARRANT TOTALS	Wires	YEAR-TO DATE TOTALS *	PRIOR FY YTD DATE TOTALS
Accounts Payable								
100	GENERAL	\$ 165,008.18	\$ 512,815.42	\$ 1,982,474.60	\$ 2,660,298.20	\$ -	\$ 36,283,822.27	\$ 34,153,154.58
105	PENSION OBLIGATION TRUST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000.00
106	OPEB TRUST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
110	SILVERWOOD	\$ 7,695.00	\$ -	\$ 2,047.50	\$ 9,742.50	\$ -	\$ 134,824.74	\$ -
200	HESPERIA FIRE DISTRICT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,917.67
204	MEASURE I - RENEWAL	\$ 60.60	\$ -	\$ 6,664.55	\$ 6,725.15	\$ -	\$ 144,873.14	\$ 547,274.45
207	LOCAL TRANSPORT-SB 325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.64	\$ 967,882.81
209	GAS TAX-RMRA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
210	HFPD (PERS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755,819.00	\$ 937,658.00
241	CFD 2021-1 Resid Maint. & Serv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,920.00	\$ -
242	CFD 2022-1 Non-Resd Maint & Serv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,920.00	\$ -
243	CFD 2023-1 Silverwood Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,920.00	\$ -
251	CDBG	\$ -	\$ -	\$ 20,988.08	\$ 20,988.08	\$ -	\$ 3,406,717.68	\$ 407,613.27
254	AB2766 - TRANSIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
255	AB3229 SUPPLEMENTAL LAW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
256	ENVIRONMENTAL PROGRAMS GRANT	\$ 1,809.38	\$ 8,061.66	\$ -	\$ 9,871.04	\$ -	\$ 58,987.75	\$ 28,356.26
262	SB 1383 LOCAL ASSISTANCE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,497.49	\$ 28,389.96
263	STREETS MAINTENANCE	\$ 11,628.66	\$ 175,494.77	\$ 72,050.75	\$ 259,174.18	\$ -	\$ 2,772,323.57	\$ 2,240,431.11
300	DEV. IMPACT FEES - STREET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,329.26	\$ 112,034.81
301	DEV. IMPACT FEES - STORM DRAIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,730.77	\$ -
306	DEV. IMPACT FEES - 2018-STREETS	\$ 6,167.00	\$ -	\$ 2,891.20	\$ 9,058.20	\$ -	\$ 1,613,958.67	\$ 2,477,083.76
307	DIF 2018-DRAINAGE FACILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,199.30	\$ -
309	DIF 2018-CITY HALL FACILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
312	DIF 2018-POLICE FACILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
313	DIF A-04 DRAINAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,154,638.51	\$ 872,707.02
402	WATER RIGHTS ACQUISITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,913,452.24	\$ 1,493,915.59
403	2013 REFUNDING LEASE REV BONDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 571,151.39
404	2023 REFUNDING LEASE REV BONDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177,684.97	\$ 171,268.51
504	CITY WIDE STREETS - CIP	\$ 642.88	\$ -	\$ 289.80	\$ 932.68	\$ -	\$ 2,793,523.15	\$ 13,258,230.49
509	CITY FACILITIES CIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	EMPLOYEE BENEFITS	\$ 153,348.58	\$ 95,113.63	\$ 144,674.59	\$ 393,136.80	\$ -	\$ 9,810,494.08	\$ 8,919,531.08
801	TRUST/AGENCY	\$ 81.84	\$ 180,608.35	\$ 2,906.80	\$ 183,596.99	\$ -	\$ 1,946,886.43	\$ 1,888,545.31
802	AD 91-1 AGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
804	TRUST-INTEREST BEARING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,820.71	\$ 335,952.26
807	CFD 2005-1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,192,223.06	\$ 1,271,634.16
808	HFPD (TRANSITION)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 317,435.02	\$ 347,796.19
815	PLAN REVIEW TRUST - FRONTIER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CITY	\$ 346,442.12	\$ 972,093.83	\$ 2,234,987.87	\$ 3,553,523.82	\$ -	\$ 66,138,003.45	\$ 71,532,528.68
163	REDEVELOP OBLIG RETIREMENT-2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,690,950.62	\$ 9,949,902.79
	SUCCESSOR AGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,690,950.62	\$ 9,949,902.79
370	HOUSING AUTHORITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,232.01	\$ 44,420.75
	HOUSING AUTHORITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,232.01	\$ 44,420.75
170	COMMUNITY DEVELOPMENT COMMISSION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	COMMUNITY DEVELOPMENT COMMISSION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	WATER OPERATING	\$ 125,761.14	\$ 737,212.61	\$ 486,137.62	\$ 1,349,111.37	\$ -	\$ 21,648,953.99	\$ 12,941,861.46
705	WATER PENSION OBLIGATION TRUST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000.00	\$ -
706	WATER OPEB TRUST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00	\$ -
701	WATER CAPITAL	\$ 36,240.00	\$ -	\$ -	\$ 36,240.00	\$ -	\$ 1,052,713.00	\$ 320,389.00
710	SEWER OPERATING	\$ 119,688.71	\$ 475,566.01	\$ 536.39	\$ 595,791.11	\$ -	\$ 8,452,161.62	\$ 6,954,609.98
711	SEWER CAPITAL	\$ -	\$ 3,377.50	\$ 187.50	\$ 3,565.00	\$ -	\$ 2,213,322.47	\$ 1,509,412.24
720	RECLAIMED WATER OPERATIONS	\$ 1,306.66	\$ 2,498.61	\$ -	\$ 3,805.27	\$ -	\$ 289,108.97	\$ 284,729.64
	WATER	\$ 282,996.51	\$ 1,218,654.73	\$ 486,861.51	\$ 1,988,512.75	\$ -	\$ 35,156,260.05	\$ 22,011,002.32
	ACCOUNTS PAYABLE TOTAL	\$ 629,438.63	\$ 2,190,748.56	\$ 2,721,849.38	\$ 5,542,036.57	\$ -	\$ 111,037,446.13	\$ 103,537,854.54
REG. PAYROLL								
	City	\$ -	\$ -	\$ 622,219.41	\$ 622,219.41	\$ -	\$ 8,582,278.83	\$ 7,882,023.03
	Housing Authority	\$ -	\$ -	\$ 314.53	\$ 314.53	\$ -	\$ 6,081.09	\$ 4,790.22
	Water	\$ -	\$ -	\$ 320,398.81	\$ 320,398.81	\$ -	\$ 4,049,493.15	\$ 3,495,826.06
	PAYROLL TOTAL	\$ -	\$ -	\$ 942,932.75	\$ 942,932.75	\$ -	\$ 12,637,853.07	\$ 11,382,639.31



DATE: August 5, 2025

TO: Chair and Board Members, Hesperia Water District

FROM: Rachel Molina, City Manager

BY: Cassandra Sanchez, Director of Public Works / City Engineer
Jeremy McDonald, Water Operations Manager

SUBJECT: Tesco Controls, Contract Amendment

RECOMMENDED ACTION

It is recommended that the Board of Directors of the Hesperia Water District (District) authorize the City Manager to increase the contract with Tesco Controls for \$9,000 for a new not-to-exceed amount of \$591,900 for the upgrade of hardware, software, and radio transceivers for the Supervisory Control and Data Acquisition (SCADA) program.

BACKGROUND

SCADA is an automated and programmable system that continuously monitors and controls water operations by starting and stopping pumps that fill reservoirs and control water pressures. In addition, the SCADA system also sends alerts to operators via text message and/or phone call of alarm conditions such as critical reservoir levels, pressure fluctuations, or intrusions into the well site or booster station buildings. SCADA is a vital aspect of the District's production, distribution, and sewer system.

At the Board of Directors meeting on August 15, 2023, the Board of Directors approved a \$582,900 contract. The contract included the following line items and amounts for each service provided, along with a contingency of approximately five percent of the project total.

- Hardware & Software - \$394,635
- Radio Transceivers - \$162,855
- Contingency - \$25,410

ISSUES/ANALYSIS

Before completing the project in June 2025, Tesco Controls identified that the District's existing redundancy system was outdated. The current system relies solely on analog telephone service to alert staff of issues or concerns within the District's water network. Tesco Controls proposed an upgrade to a modern cellular-based system at an additional cost of approximately \$9,000.

The proposed increase covers the purchase and installation of a cellular modem that will serve as a backup communication path in the event of an interruption to analog service. This ensures continuous delivery of alarm notifications to staff responsible for monitoring the SCADA system.

District staff approved this option for two primary reasons:

1. *Enhanced Redundancy* – The upgraded system allows dual communication through both analog and cellular channels, improving reliability during critical alerts.
2. *Cost Efficiency* – Tesco Controls was already onsite completing the installation of the contracted hardware and software, eliminating the need for additional trips or labor costs if the redundancy upgrade were deferred.

To capture these savings and strengthen the SCADA system's reliability, staff authorized the \$9,000 upgrade. With this addition, the total cost exceeds the original contract limit of \$582,900.

CITY GOAL

Public Safety - Ensure public safety resources adequately protect our community.

FISCAL IMPACT

Sufficient funding is available within the FY 2024-25 Operating Budget.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS

None.

City of Hesperia

STAFF REPORT



DATE: August 5, 2025

TO: Mayor and Council Members

FROM: Rachel Molina, City Manager

BY: Cassandra Sanchez, Director of Public Works/City Engineer
Kevin Sin, Deputy City Engineer
Tina Souza, Senior Project Manager
Deanna Lestina, Project Manager

SUBJECT: Amend Measure I Fiscal Year 2024/25 – 2028/29 Five-Year Capital Improvement Plan

RECOMMENDED ACTION

It is recommended that the City Council adopt Resolution No. 2025-30, amending the Measure I Five-Year Capital Improvement Plan for Fiscal Years 2024/25 – 2028/29 to include a Traffic Signal at Seventh Avenue and Sequoia Street (CO 7173) and Escondido Avenue and Sultana Street (CO 7174).

BACKGROUND

In November 2004, voters in San Bernardino County approved Ordinance 04-01, a second 30-year term to impose a one half of one percent retail transaction and sales tax to fund transportation related improvements and traffic management programs. Originally established in 1989 as Measure I, currently referred to as Measure I 2010-2040, revenue collected is to be used as follows:

- 70% Local Street Program (2% of the revenue is to be reserved for Project Development and Traffic Management Systems)
- 25% Major Local Highway Program (used to leverage against State/Federal funds)
- 5% Senior and Disabled Transit Program

As a recipient of Measure I tax revenue from the San Bernardino County Transportation Authority (SBCTA) Local Street Program, the City is required to adopt a Measure I Five-Year Capital Improvement Program (MICIP) each year by formal action of the City Council. This program outlines the specific projects that will be funded with Measure I pass-through revenue.

Per SBCTA guidelines, only projects listed in the adopted MICIP are eligible for Measure I funding. Additionally, no more than 50% of the estimated revenue may be allocated toward general maintenance and overhead costs. The remaining 50% or more must be dedicated to specific street improvement projects, which must be clearly identified by project name, location, and scope.

To ensure compliance, SBCTA conducts an annual audit of the City's Measure I expenditures. The audit verifies that funds were used as planned in the approved MICIP.

ISSUES/ANALYSIS

On September 3, 2024, the City Council adopted Resolution No. 2024-42, the Fiscal Year 2024/25–2028/29 Measure I Five-Year Capital Improvement Program (MICIP) to the San Bernardino County Transportation Authority (SBCTA) Local Street Program, in accordance with the requirements of the Measure I Local Street Program. Since that time, the City is amending the MICIP to be constant with the City Capital Improvement Program, which includes the addition of two traffic improvement projects that used local Measure I funding and require inclusion in the Measure I program.

The following projects were not included in the original 2024/25-2028/29 MICIP:

- Traffic Signal at Seventh Avenue and Sequoia Street (CO 7173)
- Traffic Signal at Escondido Avenue and Sultana Street (CO 7174)

To ensure compliance with Measure I program requirements and SBCTA's policies and procedures, a revised Five-Year CIP is required by September 1, 2025. This update will ensure the City remains eligible to use Measure I funds for these projects, that all eligible work is properly reflected in the adopted plan, and the City is compliant during the forthcoming annual audit.

CITY GOAL SUPPORTED BY THIS ITEM

Financial Health – Maintain a balanced budget and adequate reserves.

Capital Improvement – Continually evaluate capital improvement priorities.

FISCAL IMPACT

There is no direct fiscal impact as a result of the subject item. This action simply adopts the Amended Measure I Five-Year Capital Improvement Plan FY 2024/25 – 2028/29 for the purpose of expending Measure I revenues.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

1. Resolution No. 2025-30
2. Attachment "A" Amended Measure I Five-Year CIP 2024/25 - 2028/29 Spreadsheet
3. Attachment "B" Amended Measure I Five-Year CIP 2024/25 - 2028/29 Expenditure Strategy

RESOLUTION NO. 2025-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HESPERIA, CALIFORNIA, AMENDING THE MEASURE I FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2024/25 – 2028/29 TO INCLUDE ADDITIONAL PROJECTS.

WHEREAS, San Bernardino County voters approved passage of Measure I in November 2004, authorizing the San Bernardino County Transportation Authority to impose a one-half of one percent retail transactions and use tax applicable in the incorporated and unincorporated territory of the County of San Bernardino; and

WHEREAS, revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plans set forth in Ordinance No. 04-1 of the Authority; and

WHEREAS, Expenditure Plans of the Measure I Ordinance require each local jurisdiction receiving tax revenue to expend those funds pursuant to a Measure I Capital Improvement Program adopted by resolution of the local governing body; and

WHEREAS, on September 3, 2024, Council adopted Resolution No. 2024-42, approving the Measure I Five-Year Capital Improvement Plan (MICIP) for Fiscal Years 2024/25 – 2028/29; and

WHEREAS, the MICIP is amended to be constant with the City Capital Improvement Program; and

WHEREAS, additional projects have been identified for Measure I funding and incorporated into an amended Measure I Five-Year CIP; and

WHEREAS, Expenditure Plans require jurisdictions to update their Measure I Five-Year CIP to include any additional projects not previously programmed;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF HESPERIA DOES HEREBY RESOLVE AS FOLLOWS:

- Section 1. The City Council hereby finds and declares that the above recitals are true and correct; and
- Section 2. The City Council hereby adopts the amended 2024/25- 2028/29 Measure I Five-Year Capital Improvement Plan, attached to this resolution as Exhibit A and Exhibit B; and
- Section 3. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

ADOPTED AND APPROVED this 5th day of August, 2025.

ATTEST:

Allison Lee, Mayor

Jessica Giber, Assistant City Clerk

Resolution Number:	2025-30
Resolution Approval Date:	8/5/2025
Contact Person/Title:	Deanna Lestina/Project Manager
Phone:	760-947-1434
Email:	dlestina@hesperiaca.gov

Measure I Local Pass-through Program

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Years 2024/2025 thru 2028/2029

Jurisdiction:

Hesperia

					6/30/24 Carryover Balance						\$11,469,469.00	
Projects:	Is Project in City's Non-motorized Transportation Plan? (Yes/No)	Does Project have an ATP Component? (Yes/No)	Is the Project on the City's Nexus Study List? (Public/DIF Share %)		Estimated Total Project Cost	FY2024/25 Est. Revenue	FY2025/26 Est. Revenue	FY2026/27 Est. Revenue	FY2027/28 Est. Revenue	FY2028/29 Est. Revenue	Total Est. Rev.	
						\$3,997,447	\$4,198,467	\$4,345,367	\$4,492,204	\$4,675,467	\$21,708,952	
						Current Estimate	Current Estimate	Current Estimate	Current Estimate	Current Estimate	Total	
			0.0%	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Main St Traffic Signal Synchronization (CO 7133)	No	No	0.0%	0.0%	\$1,703,211	\$1,500	\$195,034	\$0	\$0	\$0	\$196,534	
Sultana Street Improvements (CO 7143)	No	No	41.1%	58.9%	\$6,200,000	\$0	\$20,000	\$50,000	\$500,000	\$670,000	\$1,240,000	
Muscatel Street Improvements (CO 7144)	No	No	41.1%	58.9%	\$4,800,000	\$0	\$20,000	\$50,000	\$130,000	\$646,250	\$846,250	
Traffic Signal @ Rachero and Cottonwood (CO 7146)	No	No	41.1%	58.9%	\$520,943	\$0	\$0	\$0	\$0	\$0	\$0	
Annual Street Improvement Project (CO 7167) - Jacaranda (Eucalyptus-Bear Valley), 7th Ave. (Mesquite-Willow)	No	No	0.0%	0.0%	\$2,263,516	\$0	\$0	\$0	\$0	\$0	\$0	
FY 2025-26 Annual Street Improvement Project, 7th Ave. (Willow-Bear Valley) (CO 7177)	No	No	0.0%	0.0%	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	
Ranchero Road Aqueduct Crossing (CO 7139)	No	No	41.1%	58.9%	\$23,571,338	\$36,843	\$1,900,000	\$0	\$0	\$0	\$1,936,843	
FY 2023-24 CDBG Street Improvements, Oakwood (Main-Mojave) (CO 7172)	No	No	0.0%	0.0%	\$1,531,987	\$0	\$0	\$0	\$0	\$0	\$0	
Ranchero Road Improvements 7th - Mariposa (CO 7094)	No	No	41.1%	58.9%	\$37,289,206	\$90,749	\$70,000	\$0	\$0	\$0	\$160,749	
Traffic Signal Ranchero Rd & 7th Ave (CO 7154)	No	No	41.1%	58.9%	\$618,854	\$0	\$0	\$0	\$0	\$0	\$0	
Traffic Signal Main St and Sultana/Timberlane (CO 7159)	No	No	0.0%	0.0%	\$2,359,020	\$20,000	\$1,107,789	\$0	\$0	\$0	\$1,127,789	
Aqueduct Crossing Improvements-Main St. (CO 7096)	No	No	41.1%	58.9%	\$9,797,000	\$0	\$495,125	\$720,000	\$45,000	\$45,000	\$1,305,125	
Cedar Street Roadway Imp (CO 7170)	No	No	0.0%	0.0%	\$425,000	\$75,000	\$349,425	\$0	\$0	\$0	\$424,425	
Maple Avenue Street Improvements (Ranchero-Main) (CO 7169)	No	No	0.0%	0.0%	\$6,200,000	\$153,282	\$1,496,218	\$550,000	\$0	\$0	\$2,199,500	
Traffic Signal Ranchero & Maple (CO 7131)	No	No	41.1%	58.9%	\$528,051	\$0	\$0	\$0	\$0	\$0	\$0	
Ranchero Road St. Imp Danbury to I Ave (CO 7168)	No	No	41.1%	58.9%	\$11,740,000	\$0	\$547,000	\$535,000	\$3,277,679	\$710,000	\$5,069,679	
City-wide Preservation and Maintenance			0.0%	0.0%	\$0	\$1,750,000	\$1,805,341	\$1,868,508	\$1,931,648	\$2,010,451	\$9,365,948	
Traffic Signal - 7th Avenue/Sequoia Street (CO 7173)	No	No	0.0%	0.0%	\$1,855,000	\$75,000	\$195,000	\$360,000	\$600,000	\$0	\$1,230,000	
Traffic Signal - Escondido Avenue/Sultana Street (CO 7174)	No	No	0.0%	0.0%	\$1,715,000	\$30,000	\$380,000	\$160,000	\$145,000	\$0	\$715,000	
		Projects Total:				\$2,232,374	\$8,580,932	\$4,293,508	\$6,629,327	\$4,081,701	\$25,817,842	
Total Programming is currently						78%	(Must not exceed 150% of Carryover Balance + Total Estimated Revenue)				Total Estimated Programming:	\$25,817,842

CITY OF HESPERIA

**AMENDED MEASURE I CAPITAL IMPROVEMENT PLAN
ATTACHMENT “B”**

**EXPENDITURE STRATEGY
Fiscal Year 2024/25 – Fiscal Year 2028/29**

The Measure I revenue was utilized for the following eligible transportation improvements and policy prioritizations:

- Allocated 50% or less of annual revenue on General Program Categorical expenditures. Specifically, the Measure I funds were utilized to supplement the City’s Street Division General Maintenance Program. This includes preservation and upkeep of existing and newly reconstructed roads to original constructed condition in order to maintain its integral useful life and to provide safe, convenient, and practical intercity transportation.
- Allocated the remaining 50% or more of the annual revenue on the rebuilding and betterments of local roadways and alternative transportation. Local roadway betterments were scheduled to be completed under the Ranchero Road Aqueduct Crossing Project, Ranchero Road Improvements from 7th Avenue to Mariposa Road, traffic signals at Ranchero Road and Maple Avenue, Ranchero Road and Seventh Avenue, as well as Ranchero Road and Cottonwood Avenue, the Sultana Street Improvements, the Muscatel Street Improvements, the Cedar Street Roadway Improvements, Maple Avenue Street Improvements, Aqueduct Crossing Improvements-Main Street, Kaiser Permanente Way Extension, Annual Street Improvement Project and Ranchero Road Street Improvements Danbury Street to I Avenue.
- Listing above is amended to include the additional priority Capital Improvement Plan projects for fiscal year 2024/25-2028/29:
 - Traffic Signal at 7th Avenue and Sequoia Street
 - Traffic Signal at Escondido Avenue and Sultana Street
 - Traffic Signal at Main Street and Sultana/Timberlane Street
 - Main Street Traffic Signal Synchronization

City of Hesperia

STAFF REPORT



DATE: August 5, 2025

TO: Mayor and Council Members

FROM: Rachel Molina, City Manager

BY: Cassandra Sanchez, Director of Public Works/City Engineer
Kevin Sin, Deputy City Engineer
Tina Souza, Senior Project Manager
Deanna Lestina, Project Manager

SUBJECT: Fiscal Year 2025/26 – 2029/30 Five Year Measure I Capital Improvement Plan

RECOMMENDED ACTION

It is recommended that the City Council adopt Resolution No. 2025-31, approving the Measure I Five Year Capital Improvement Plan and Expense Strategy for Fiscal Years 2025/26 – 2029/30.

BACKGROUND

In November 2004, voters in San Bernardino County approved Ordinance 04-01, a second 30-year term to impose a one half of one percent retail transaction and sales tax to fund transportation related improvements and traffic management programs. Originally established in 1989 as Measure I, currently referred to as Measure I 2010-2040, revenue collected is to be used as follows:

- 70% Local Street Program (2% of the revenue is to be reserved for Project Development and Traffic Management Systems)
- 25% Major Local Highway Program (used to leverage against State/Federal funds)
- 5% Senior and Disabled Transit Program

ISSUES/ANALYSIS

Jurisdictions receiving Measure I tax revenue from the San Bernardino County Transportation Authority (SBCTA) Local Street Program must annually adopt, by action of their governing body, a Measure I Five-Year Capital Improvement Plan (MICIP) which outlines the projects upon which the Measure I pass-through funds will be expended. Only projects identified in the current CIP are eligible for the use of Measure I revenue and only 50% of the estimated revenue can be programmed for use on general maintenance and city overhead. The other 50% of revenue should be programmed for specific road projects which identify projects by street name and project type. The MICIP should also include an Expense Strategy, which explains the City's policy approach and expenditure method in identifying projects to be funded by Measure I.

SBCTA audits the City's Measure I expenditures each year to ensure they are consistent with the projects programmed in the MICIP. The MICIP report also lists projects that use other primary funding sources as outlined in the adopted Fiscal Year 2025-2026 Capital Improvement Program

(CIP), such as the Annual Street Improvement Projects and the Community Development Block Grant (CDBG) Street project, in the event Measure I funds are needed to cover expenditures.

CITY GOAL SUPPORTED BY THIS ITEM

Financial Health – Maintain a balanced budget and adequate reserves.

Capital Improvement – Continually evaluate capital improvement priorities.

FISCAL IMPACT

There is no direct fiscal impact as a result of the subject item. This action simply adopts the FY 2025/26 – 2029/30 Five Year Measure I Capital Improvement Plan for the purpose of expending Measure I revenues. Any changes in financial condition can be clarified with an amendment to the plan.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

1. Resolution No. 2025-31
2. Attachment “A” – Measure I Five Year CIP 2025/26 - 2029/30 Spreadsheet
3. Attachment “B” – Measure I Five Year CIP 2025/26 - 2029/30 Expenditure Strategy

RESOLUTION NO. 2025-31

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HESPERIA,
CALIFORNIA, ADOPTING THE FY 2025/26 – 2029/30 MEASURE I FIVE-YEAR
CAPITAL IMPROVEMENT PLAN**

WHEREAS, San Bernardino County voters approved passage of Measure I in November 2004, authorizing the San Bernardino County Transportation Authority to impose a one-half of one percent retail transactions and use tax applicable in the incorporated and unincorporated territory of the County of San Bernardino; and

WHEREAS, revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plans set forth in Ordinance No. 04-1 of the Authority; and

WHEREAS, the Strategic Plan requires each local jurisdiction applying for revenue from the Local Streets Program to annually adopt and update a Measure I Five-Year Capital Improvement Plan; and

WHEREAS, California Public Utilities Code 190300 and Ordinance No. 04-01 requires each local jurisdiction to maintain General Fund expenditures for transportation-related construction and maintenance activities at the required Maintenance of Effort base year level in each fiscal year of the adopted Measure I Five-Year Capital Improvement Plan, which for the City of Hesperia is \$29,429; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF HESPERIA CITY COUNCIL AS FOLLOWS:

- Section 1. The City Council hereby adopts the FY 2025/26-2029/30 Measure I Five-Year Capital Improvement Plan, attached to this resolution as Exhibit A and Exhibit B; and
- Section 2. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

ADOPTED AND APPROVED this 5th day of August, 2025.

Allison Lee, Mayor

ATTEST:

Jessica Giber, Assistant City Clerk

Resolution Number:	2025-31
Resolution Approval Date:	8/5/2025
Contact Person/Title:	Deanna Lestina/Project Manager
Phone:	(760)471-1434
Email:	dlestina@hesperiaca.gov

Measure I Local Pass-through Program

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Years 2025/2026 thru 2029/2030

Jurisdiction:

Attachment 2

Hesperia

					6/30/25 Carryover Balance						\$10,701,100.00
Projects:	Is Project in City's Non-motorized Transportation Plan? (Yes/No)	Does Project have an ATP Component? (Yes/No)	Is the Project on the City's Nexus Study List? (Public/DIF Share %)		Estimated Total Project Cost	FY2025/26 Est. Revenue	FY2026/27 Est. Revenue	FY2027/28 Est. Revenue	FY2028/29 Est. Revenue	FY2029/30 Est. Revenue	Total Est. Rev.
						\$3,653,762	\$3,755,328	\$3,860,457	\$3,969,700	\$4,083,629	\$19,322,877
						Current Estimate	Current Estimate	Current Estimate	Current Estimate	Current Estimate	Total
City-wide Preservation and Maintenance			0.0%	0.0%	\$0	\$1,750,000	\$1,805,341	\$1,868,508	\$1,931,648	\$2,010,451	\$9,365,948
Main St Traffic Signal Synchronization (CO 7133)	No	No	0.0%	0.0%	\$1,703,211	\$195,034	\$0	\$0	\$0	\$0	\$195,034
Sultana Street Improvements (CO 7143)	No	No	41.1%	58.9%	\$6,200,000	\$20,000	\$50,000	\$500,000	\$670,000	\$4,960,000	\$6,200,000
Muscatel Street Improvements (CO 7144)	No	No	41.1%	58.9%	\$4,800,000	\$20,000	\$50,000	\$130,000	\$646,250	\$3,730,000	\$4,576,250
Traffic Signal @ Ranchoero and Cottonwood (CO 7146)	No	No	41.1%	58.9%	\$520,943	\$0	\$0	\$0	\$0	\$0	\$0
Annual Street Improvement Project - Jacaranda (Eucalyptus-Bear Valley), 7th Ave. (Mesquite-Willow) (CO 7167)	No	No	0.0%	0.0%	\$2,263,516	\$0	\$0	\$0	\$0	\$0	\$0
FY 2025-26 Annual Street Improvement Project, 7th Ave. (Willow-Bear Valley) (CO 7177)	No	No	0.0%	0.0%	\$2,074,962	\$0	\$0	\$0	\$0	\$0	\$0
Ranchoero Road Aqueduct Crossing (CO 7139)	No	No	41.1%	58.9%	\$23,571,338	\$1,900,000	\$0	\$0	\$0	\$0	\$1,900,000
FY 2023-24 CDBG Street Improvements, Oakwood (Main-Mojave) (CO 7172)	No	No	0.0%	0.0%	\$1,531,987	\$0	\$0	\$0	\$0	\$0	\$0
Ranchoero Road Improvements 7th - Mariposa (CO 7094)	No	No	41.1%	58.9%	\$37,991,423	\$70,000	\$0	\$0	\$0	\$0	\$70,000
Traffic Signal Ranchoero Rd & 7th Ave (CO 7154)	No	No	41.1%	58.9%	\$618,854	\$0	\$0	\$0	\$0	\$0	\$0
Traffic Signal Main St and Sultana/Timberlane (CO 7159)	No	No	0.0%	0.0%	\$2,359,020	\$1,107,789	\$0	\$0	\$0	\$0	\$1,107,789
Traffic Signal - 7th Avenue/Sequoia Street (CO 7173)	No	No	0.0%	0.0%	\$1,855,000	\$195,000	\$360,000	\$600,000	\$0	\$0	\$1,155,000
Aqueduct Crossing Improvements-Main St. (CO 7096)	No	No	41.1%	58.9%	\$9,797,000	\$495,125	\$720,000	\$45,000	\$45,000	\$0	\$1,305,125
Cedar Street Roadway Improvements (CO 7170)	No	No	0.0%	0.0%	\$425,000	\$349,425	\$0	\$0	\$0	\$0	\$349,425
Maple Avenue Street Improvements (Ranchoero-Main) (CO 7169)	No	No	0.0%	0.0%	\$6,200,000	\$1,496,218	\$550,000	\$0	\$0	\$0	\$2,046,218
Traffic Signal Ranchoero & Maple (CO 7131)	No	No	41.1%	58.9%	\$528,051	\$0	\$0	\$0	\$0	\$0	\$0
Ranchoero Road St. Imp Danbury to I Ave (CO 7168)	No	No	41.1%	58.9%	\$11,740,000	\$547,000	\$535,000	\$3,277,679	\$710,000	\$0	\$5,069,679
Maple Avenue Street Improvements Phase 2 (North of Main)	No	No	0.0%	0.0%	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0
Traffic Signal - Escondido Avenue/Sultana Street (CO 7174)	No	No	0.0%	0.0%	\$1,715,000	\$380,000	\$160,000	\$145,000	\$0	\$0	\$685,000
					Projects Total:	\$8,525,591	\$4,230,341	\$6,566,187	\$4,002,898	\$10,700,451	\$34,025,468
Total Programming is currently						113%	(Must not exceed 150% of Carryover Balance + Total Estimated Revenue)			Total Estimated Programming:	\$34,025,468

CITY OF HESPERIA

MEASURE I CAPITAL IMPROVEMENT PLAN

EXPENDITURE STRATEGY

Fiscal Year 2025/26 – Fiscal Year 2029/30

The majority of Measure I revenue is planned to be utilized for the following types of eligible transportation improvements and policy prioritizations:

- Intent to allocate 50% or less of anticipated annual revenue on General Program Categorical expenditures. Specifically, the Measure I funds will be utilized annually to supplement the City's Street Division General Maintenance Program. This includes preservation and upkeep of existing and newly reconstructed roads to original constructed condition in order to maintain its integral useful life and to provide safe, convenient, and practical intercity transportation.
- Intent to allocate the remaining 50% or more of the anticipated annual revenue on the rebuilding and betterments of local roadway capital projects and alternative transportation. Local roadway betterments may include but are not limited to pavement preservation, rehabilitation, reconstruction, new construction, expansion, and traffic management. The City has identified nineteen projects eligible to use Measure I funding through the next five (5) years with twelve (12) projects using Measure I funding this fiscal year.

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City of Hesperia

STAFF REPORT



DATE: August 5, 2025

TO: Chair and Board Members, Hesperia Water District

FROM: Rachel Molina, City Manager

BY: Cassandra Sanchez, Director of Public Works / City Engineer
Jeremy McDonald, Water Operations Manager

SUBJECT: Warehouse Commodity – Mueller Parts

RECOMMENDED ACTION

It is recommended that the Board of Directors of the Hesperia Water District authorize the City Manager to approve a contract for Fiscal Year (FY) 2025-26 with C Wells Pipeline in the not-to-exceed amount of \$150,000, for the purchase of Mueller Water Products.

BACKGROUND

The Hesperia Water District has standardized various services and repair products in order to minimize the need to stock multiple products and to simplify installation processes. Mueller Water Products are one of the materials the District has standardized. These products are used for maintenance and repair of the water system infrastructure.

ISSUES/ANALYSIS

The Hesperia Water District established a formal request for bid (RFB) 2024-25-026 on June 25, 2025, soliciting bids from seven vendors. Four (4) material service providers responded at the public bid opening held on July 9, 2025. C Wells Pipeline is deemed to be the lowest responsible/responsive bidder. Mueller Water Products is the manufacturer of various water materials including fire hydrants, valves, and brass pipe fittings and meet the design standards established by the American Water Works Association.

CITY GOAL

Financial Health - Maintain a balanced budget and adequate reserves.

FISCAL IMPACT

Sufficient funding is included in the Fiscal Year (FY) 2025-26 Operating Budget.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

Bid Comparison

RFB 2024-25-026 – Mueller Parts

Bid Comparison Completed By: Robert Worby

Date: 07/09/2025

				C. Wells Pipeline Materials		Core & Main		Orange County WinWater		Ferguson Waterworks	
Item	Item Description	Unit of Measure	Estimated Purchase Quantity FY 25-26	Vendor Price Before Tax	Extended Amount	Vendor Price Before Tax	Extended Amount	Vendor Price Before Tax	Extended Amount	Vendor Price Before Tax	Extended Amount
11349	11349 - 16"C905 x 1" Ipt, SS/S, B/Body Tapping Saddle (BR25 Mueller)	EA	1	777.00	777.00	777.05	777.05	769.11	769.11	819.27	819.27
11353	11353 - 16"C905 x 2" Ipt, SS/S, B/Body Tapping Saddle (BR25 Mueller)	EA	1	890.00	890.00	892.77	892.77	883.65	883.65	941.28	941.28
11719	11719 - 6" AC X 1" IPT SADDL (DBL STRAP), All Bronze	EA	5	158.00	780.00	152.62	763.10	151.06	755.30	160.91	804.55
11723	11723 - 6" AC X 2" IPT SADDL (DBL STRAP), All Bronze	EA	4	190.00	760.00	191.68	767.44	189.90	759.60	202.28	809.12
11725	11725 - 8" AC X 1" IPT Saddle, Dbl Strap Bronze, Jones	EA	20	189.00	3,780.00	188.98	3,779.20	187.03	3,740.60	199.23	3,984.60
11731	11731 - 10" AC x 1" Ipt. (Dbl Strap), All Bronze	EA	1	230.00	230.00	234.11	234.11	231.71	231.71	246.83	246.83
11737	11737 - 12" AC X 1" Ipt, Dbl Strap, All Bronze	EA	5	270.00	1,350.00	274.03	1,370.15	271.22	1,358.10	288.91	1,444.55
11741	11741 - 12" AC x 2" Ipt. (Dbl Strap), All Bronze	EA	1	310.00	310.00	314.72	314.72	311.50	311.50	331.82	331.82
11749	11749 - 16" AC x 1" Ipt. (Dbl Strap), All Bronze	EA	4	687.00	2,748.00	694.88	2,779.52	687.70	2,751.18	732.64	2,930.56
11753	11753 - 16" AC x 2" Ipt. (Dbl Strap), All Bronze	EA	1	800.00	800.00	814.78	814.78	808.46	808.46	859.05	859.05
11755	11755 - 18" AC x 1" Ipt. (Dbl Strap), All Bronze	EA	1	800.00	800.00	809.31	809.31	800.13	800.13	948.18	948.18
11759	11759 - 18" AC x 2" Ipt. (Dbl Strap), All Bronze	EA	1	800.00	800.00	809.31	809.31	800.13	800.13	948.18	948.18
12115	12115 - 3/4" Corp Stop W/PE Adapter, Mueller NH15026	EA	1	80.00	80.00	83.33	83.33	82.48	82.48	87.86	87.86
12117	12117 - 3/4" CORP Stop W/PE Adapter (CTS), Mueller H-15024	EA	1	50.00	50.00	52.16	52.16	51.62	51.62	54.99	54.99
12119	12119 - 1" Corp Stop W/PE Adapter, Mueller NH15026	EA	1	94.00	94.00	94.35	94.35	93.38	93.38	99.47	99.47
12121	12121 - 1" CORP Stop W/PE Adapter (CTS), Mueller H-15024	EA	1	68.00	68.00	69.96	69.96	69.24	69.24	73.76	73.76
12130	12130 - 3/4" IP Corp Stop MIP X MIP, Mueller NH10013	EA	1	39.00	39.00	39.65	39.65	39.24	39.24	41.80	41.80
12135	12135 - 1" Corp Stop MIP x MIP IP Corp, Mueller NH10013	EA	5	59.00	295.00	59.94	289.70	59.33	286.65	61.85	309.25
12140	12140 - 1 1/2" Corp Stop MIP x MIP IP Corp, Mueller NH9989	EA	1	200.00	200.00	206.08	206.08	203.95	203.95	212.63	212.63
12145	12145 - 2" Corp Stop MIP x MIP IP Corp, Mueller NH9989	EA	1	288.00	288.00	338.96	338.96	294.61	294.61	307.15	307.15
12165	12165 - 1 1/2" MIP x CTS Compression Corp Stop, Mueller NH15023	EA	1	200.00	200.00	204.91	204.91	202.82	202.82	211.45	211.45
12170	12170 - 2" MIP x CTS Compression Corp Stop, Mueller NH15023	EA	1	330.00	330.00	338.95	338.95	335.50	335.50	349.78	349.78
12315	12315 - 3/4" Angle Meter Stop W/PE Adapter, Mueller NH14266	EA	1	72.00	72.00	74.15	74.15	73.39	73.39	76.51	76.51
12317	12317 - 3/4" Angle Meter Stop W/PE Adapter (CTS), Mueller H-14267	EA	1	71.00	71.00	72.71	72.71	71.96	71.96	75.02	75.02
12319	12319 - 1" Angle Meter Stop W/PE Adapter, Mueller NH14266	EA	100	91.00	9,100.00	92.41	9,241.00	91.46	9,146.00	97.42	9,742.00
12320	12320 - 1 1/2" Angle Meter Stop FIP B24286, Low Lead	EA	1	315.00	315.00	324.66	324.66	321.35	321.35	335.02	335.02
12322	12322 - 2" Angle Meter Stop FIP B24286, Low Lead	EA	8	378.00	3,024.00	383.08	3,064.64	379.16	3,033.28	395.30	3,162.40
12323	12323 - Mueller Pipe Removal Tool For CTS Or IPS Polyethylene Piping	EA	10	7.00	70.00	8.16	81.60	6.11	61.10	6.66	66.60
12350	12350 - 1" Stop/Waste Curb Stop FIP Mueller NH10284	EA	1	127.00	127.00	130.07	130.07	128.73	128.73	122.13	122.13
12415	12415 - 1 1/4" x 1" x 1 1/4" Meter Bushing, Low Lead NH10889	EA	75	14.00	1,050.00	13.90	1,042.50	13.76	1,032.00	19.53	1,464.75
12421	12421 - 3/4" x 1 1/2" Meter Coupling (Spuds), Low Lead E-130	EA	1	27.00	27.00	27.60	27.60	27.32	27.32	28.48	28.48
12424	12424 - 3/4" x 2" Meter Coupling (Spuds), Low Lead E-130	EA	1	18.00	18.00	17.19	17.19	17.01	17.01	17.73	17.73
12427	12427 - 3/4" x 2 1/2" Meter Coupling (Spuds), Low Lead E-130	EA	1	12.00	12.00	12.85	12.85	12.71	12.71	13.26	13.26
12430	12430 - 1" x 2" Meter Coupling (Spuds), Low Lead E-130	EA	1	45.00	45.00	46.36	46.36	45.88	45.88	47.83	47.83
12436	12436 - 1" x 2 1/2" Meter Coupler (Spuds), Low Lead E-130	EA	1	46.00	46.00	52.28	52.28	51.72	51.72	53.93	53.93
12441	12441 - 1 1/2" Meter Flange, Low Lead, Mueller/Jones	EA	30	62.00	1,860.00	75.03	2,250.90	74.26	2,227.80	77.42	2,322.60
12442	12442 - 1 1/2" Meter Flange Gasket, Mueller	EA	90	2.00	180.00	4.17	375.30	4.12	370.80	1.43	128.70
12444	12444 - 2" Meter Flange, Low Lead, Mueller/Jones	EA	30	80.00	2,400.00	97.41	2,922.30	96.41	2,892.30	91.46	2,743.80
12445	12445 - 2" Meter Flange Gasket, Mueller	EA	90	2.00	180.00	4.76	428.40	4.70	423.00	1.63	146.70
12471	12471 - Meter Yoke 12"x5/8"x 3/4" Mueller NH14118	EA	15	134.00	2,010.00	135.88	2,037.90	134.47	2,017.05	140.19	2,102.85
12722	12722 - 1" Compression x MIP Adapter, Mueller NH15428	EA	2	25.00	50.00	24.99	49.98	24.73	49.46	25.79	51.58
12724	12724 - 1 1/2" MIP x Compression Adapter, Mueller NH15428 CTS 110	EA	4	68.00	272.00	69.11	276.44	68.40	273.60	71.31	285.24
12726	12726 - 2" MIP x Compression Adapter, Mueller NH15428 CTS 110	EA	10	99.00	990.00	100.70	1,007.00	99.66	996.60	103.90	1,039.00
12746	12746 - 2" FIP x Compression Adapter, Mueller NH15451 CTS 110	EA	2	104.00	208.00	105.30	210.60	104.22	208.44	108.66	217.32
12764	12764 - 1 1/2" COMP X COMP NH15403 110 CTS	EA	5	98.00	490.00	99.27	496.35	98.26	491.30	102.44	512.20
12766	12766 - 2" COMP X COMP Adapter, NH15403 110 CTS	EA	4	132.00	528.00	134.07	536.28	132.69	530.76	138.34	553.36
31101	31101 - 1" CTS Institute O-Ring Mueller	EA	50	2.40	120.00	2.47	123.50	2.44	122.00	2.60	130.00
31102	31102 - 3/4" MIP x PE Adapter, Mueller NH15426	EA	10	29.00	290.00	29.30	293.00	29.00	290.00	30.88	308.90
31103	31103 - 3/4" MIP x PE (CTS) Adapter, Mueller H-15424	EA	1	22.00	22.00	21.57	21.57	21.35	21.35	22.74	22.74
31104	31104 - 3/4" FIP x PE Adapter, Mueller NH15456	EA	20	27.00	540.00	27.42	548.40	27.13	542.60	28.90	578.00
31105	31105 - 3/4" FIP x PE (CTS) Adapter, Mueller H-15457	EA	1	27.00	27.00	27.42	27.42	27.13	27.13	28.90	28.90
31106	31106 - 3/4" CORP X PE Adapter Mueller NH15073	EA	40	37.00	1,480.00	37.81	1,512.40	37.42	1,496.80	39.88	1,594.40
31107	31107 - 3/4" CORP X PE (CTS) Adapter Mueller H-15074	EA	1	37.00	37.00	37.81	37.81	37.42	37.42	39.88	39.88
31108	31108 - 3/4" PE x PE Coupler IPS Mueller NH15408	EA	1	31.00	31.00	31.32	31.32	47.79	47.79	50.90	50.90
31109	31109 - 3/4" PE x PE Coupler (CTS) Mueller H-15408	EA	1	31.00	31.00	31.63	31.63	31.31	31.31	33.35	33.35
31111	31111 - 1" CTS Institute Gripper Red	EA	50	1.50	75.00	1.48	74.00	1.46	73.00	1.55	77.50

RFB 2024-25-026 – Mueller Parts

Bid Comparison Completed By: Robert Worby

Date: 07/09/2025

				C. Wells Pipeline Materials		Core & Main		Orange County WinWater		Ferguson Waterworks	
Item	Item Description	Unit of Measure	Estimated Purchase Quantity FY 25-26	Vendor Price Before Tax	Extended Amount	Vendor Price Before Tax	Extended Amount	Vendor Price Before Tax	Extended Amount	Vendor Price Before Tax	Extended Amount
31222	31222 - 1" MIP x PE Adapter, Mueller NH15426	EA	150	43.00	6,450.00	43.89	6,583.50	49.94	7,491.00	53.20	7,980.00
31223	31223 - 1" MIP x PE (CTS) Adapter, Mueller H-15424	EA	150	31.00	4,650.00	21.14	3,171.00	52.22	7,833.00	55.63	8,344.50
31224	31224 - 1" FIP x PE Adapter IPS, Mueller NH15456	EA	150	36.00	5,400.00	36.36	5,454.00	35.98	5,397.00	38.33	5,749.50
31225	31225 - 1" FIP x PE Adapter (CTS), Mueller H-15457	EA	150	28.00	4,200.00	29.37	4,405.50	29.06	4,359.00	30.96	4,644.00
31229	31229 - 1" PE x PE Coupler (CTS), Mueller H-15406	EA	20	34.00	680.00	34.43	688.60	55.30	1,106.00	55.63	1,112.60
33304	33304 - 4" OD x 3" Full Circle Repair Clamp	EA	200	16.00	3,200.00	14.48	2,896.00	28.37	5,674.00	49.34	9,868.00
33306	33306 - 8" OD x 3" Full Circle Repair Clamp	EA	30	20.00	600.00	18.53	555.90	38.81	1,164.30	55.89	1,676.70
33308	33308 - 8" OD x 3" Full Circle Repair Clamp	EA	25	24.00	600.00	21.80	545.00	46.11	1,152.75	58.61	1,465.25
35305	35305 - 1-3/4" x 3" Full Circle Repair Mueller 230, 2.13 OD (2 x 3)	EA	10	36.00	360.00	38.21	362.10	35.84	358.40	37.97	379.70
35306	35306 - 1-3/4" x 6" Full Circle Repair Mueller 230, 2.13 OD (2 x 6)	EA	1	67.00	67.00	67.51	67.51	66.82	66.82	70.79	70.79
35307	35307 - 1.5" Std x 6" Full Circle Repair Mueller 230, 1.90 OD	EA	1	66.00	66.00	66.76	66.76	66.07	66.07	70.00	70.00
35308	35308 - 1.5" Std x 3" Full Circle Repair Clamp Mueller 230, 1.90 OD	EA	10	34.00	340.00	33.86	338.60	33.51	335.10	35.50	355.00
35309	35309 - 1-1/4" X 3" Full Circle Repair Clamp 1.63 OD To Fit CTS (1.5 x 3)	EA	10	33.00	330.00	32.79	327.90	32.45	324.50	34.38	343.80
35310	35310 - 3/4" Std x 3" Full Circle Repair Clamp Mueller 230	EA	40	30.00	1,200.00	30.11	1,204.40	29.80	1,192.00	31.57	1,262.80
35312	35312 - 2" Std x 3" Full Circle Repair Clamp Mueller 230	EA	1	36.00	36.00	36.21	36.21	35.84	35.84	37.97	37.97
35313	35313 - 2.5" Std x 3" Full Circle Repair Clamp Mueller 500	EA	1	25.00	25.00	25.00	25.00	53.53	53.53	62.39	62.39
35314	35314 - 4" Std x 5" Full Circle Repair Clamp Mueller 500	EA	1	25.00	25.00	123.26	123.26	62.89	62.89	72.50	72.50
35609	35609 - 1-1/4" X 6" Full Circle Repair Clamp 1.63 To Fit CTS (1.5 x 6)	EA	15	65.00	975.00	65.54	983.10	64.84	972.60	68.72	1,030.80
35610	35610 - 3/4" STD x 6" Full Circle Repair Camp Mueller 230	EA	5	64.00	320.00	63.92	319.60	63.27	316.35	67.03	335.15
35612	35612 - 2" Std X 6" Full Circle Repair Clamp Mueller 230	EA	1	67.00	67.00	67.51	67.51	66.82	66.82	70.79	70.79
91100	91100 - Mueller Hydrant Head Only (No Bury)	EA	15	2,300.00	34,500.00	2,340.86	35,112.90	4,731.51	70,972.65	4,882.51	73,237.65
91101	91101 - 36" Bury Mueller W/Hydrant .5.25" 3-way 6" push on	EA	1	4,100.00	4,100.00	4,103.94	4,103.94	4,103.94	4,103.94	4,234.92	4,234.92
91105	91105 - 48" Bury Mueller W/Hydrant .5.25" 3-way 6" push on	EA	1	4,200.00	4,200.00	4,303.97	4,303.97	4,303.97	4,303.97	4,441.33	4,441.33
91205	91205 - 54" Bury Mueller W/Hydrant .5.25" 3-way 6" push on	EA	1	4,300.00	4,300.00	4,403.70	4,403.70	4,403.69	4,403.69	4,546.81	4,546.81
91305	91305 - 60" Bury Mueller W/Hydrant .5.25" 3-way 6" push on	EA	1	4,400.00	4,400.00	4,503.61	4,503.61	4,503.61	4,503.61	4,647.34	4,647.34
92105	92105 - 6" Extension, Mueller 5 1/4"	EA	1	745.00	745.00	730.47	730.47	730.46	730.46	753.78	753.78
92205	92205 - 12" Mueller Hydrant. Extension, 5 1/4"	EA	1	865.00	865.00	852.91	852.91	852.91	852.91	880.13	880.13
92305	92305 - 18" Mueller Hydrant Extension, 5 1/4"	EA	1	1,000.00	1,000.00	1,936.62	1,936.62	1,936.62	1,936.62	1,998.43	1,998.43
92405	92405 - 24" Mueller Hydrant. Extension, 5 1/4"	EA	1	1,200.00	1,200.00	2,103.89	2,103.89	2,103.89	2,103.89	2,171.03	2,171.03
92505	92505 - 30" Mueller Hydrant. Extension, 5 1/4"	EA	1	1,600.00	1,600.00	3,091.29	3,091.29	3,091.29	3,091.29	3,189.95	3,189.95
93105	93105 - Mueller Safety Flange Kit, 5 1/4" a301 (No Sub)	EA	25	350.00	8,750.00	662.29	16,557.25	655.53	16,388.25	683.43	17,085.75
415172	415172 - 3/4"x 1" Mueller PE Reamer/Beveling Tool H18017	EA	12	48.00	576.00	43.13	517.56	42.68	512.16	46.48	557.76
415174	415174 - 7/8" Mueller Pvc Shellcutter	EA	1	100.00	100.00	153.01	153.01	154.70	154.70	172.80	172.80
415175	415175 - 3/4"x 1" Mueller PE (CTS) Reamer/Beveling Tool H-18015	EA	10	48.00	480.00	43.13	431.30	42.68	426.80	46.48	464.80
				Sub-Total Bid	137,874.00	Sub-Total Bid	150,550.20	Sub-Total Bid	195,520.81	Sub-Total Bid	208,304.41
				Sales Tax	10,685.24	Sales Tax	11,667.64	Sales Tax	15,152.86	Sales Tax	16,143.59
				Total Bid	148,559.24	Total Bid	162,217.84	Total Bid	210,673.67	Total Bid	224,448.00
				Winning Bidder							

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City of Hesperia

STAFF REPORT



DATE: August 5, 2025

TO: Mayor and Council Members

FROM: Rachel Molina, City Manager

BY: Nathan R. Freeman, Director of Development Services
Bethany Hudson, Community Development Manager

SUBJECT: Amendment to Contract Staffing Services Agreement with ICR Staffing Services, Inc. for Administrative Support Staff

RECOMMENDED ACTION

It is recommended that the City Council authorize an amendment to the Contract Staffing Services Agreement with ICR Staff Services, Inc. (ICR Staffing) by increasing the total contract amount by \$25,000 for a revised not-to-exceed amount of \$75,000.

BACKGROUND

From January through June 30, Community Development Division (Division) staff processed more than 3,000 permits, including a total of 3,097 permits for projects such as the Silverwood Master Planned Development and Hesperia Commerce Center II. The Division also manages a high volume of daily activity, including an average of 2,101 individual counter visits, more than 60 phone calls per day, and approximately 597 new and renewal business license notices each month.

In addition to the workload increase, the Division experienced several vacancies during this period. To minimize the impact on customers, the Division entered into a \$50,000 agreement with ICR Staffing to provide administrative support. This contract staffing assisted the Division with the following duties:

- Development plan intake and routing: The contracted positions would assist with accepting plans, reviewing submissions for completeness and compliance. Additionally, the positions facilitated internal routing to the proper City department for review, such as Planning, Engineering, or Building and Safety.
- Business Licensing: Assisted with processing business licenses.
- Records Management: Assisted with filing and ensuring all stored records comply with the Records Management policy.

ISSUES/ANALYSIS

Through August 05, 2025, the Division will have spent approximately \$63,500 with ICR Staffing, which exceeds the contracted amount of \$50,000. With the adoption of the FY 2025-26 Budget, the City Council approved a new Senior Community Development Technician position to address the increased workload. Additionally, as discussed during the Budget Workshops in May 2025,

the budget included \$50,000 to continue the Division's use of ICR Staffing, allowing for the onboarding of the new position with minimal impact on customer service. It is anticipated that the Division will be fully staffed by September 1, 2025.

CITY GOAL SUPPORTED BY THIS ITEM

Future Development - Facilitate balanced growth to ensure cohesive community development and pursue economic development.

FISCAL IMPACT

As indicated, the Fiscal Year 2025-26 Budget not only included the Senior Community Development Technician positions, but it also included \$50,000 for the continuation of the ICR Staffing contract. Notably, only \$25,000 will be needed, resulting in \$25,000 savings from the budget.

Should the City Council not approve the contract amendment increase of \$25,000, the City will still be responsible for \$13,500, as ICR Staffing provided those services.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

None.

City of Hesperia

STAFF REPORT



DATE: August 5, 2025

TO: Mayor and Council Members
Chair and Board Members, Hesperia Water District

FROM: Rachel Molina, City Manager

BY: Cassandra Sanchez, Director of Public Works/City Engineer
Kevin Sin, Deputy City Engineer
Dena Alcayaga, Administrative Analyst

SUBJECT: Vacation of Pipeline Easement

RECOMMENDED ACTION

It is recommended that the City Council adopt Resolution No. 2025-32 to approve the Vacation of a Pipeline Easement located east of Mesa Linda Avenue, north of Poplar Street, and south of Main Street as described in Exhibit A and Exhibit B (Applicant: Mesa Linda 68 LLC APN: 3064-601-20).

BACKGROUND

On August 11, 1992, two easements of 10 feet each were granted to the Hesperia Water District for the south side of Assessors Parcel Number 3064-601-07 and the north side of Assessors Parcel Number 3064-621-01. The total width of the easement that was granted was 20 feet and it was dedicated for utility purposes. Shortly after, a sewer line was installed in the easement. On January 17, 2023, City Council approved Tentative Parcel Map No. 20315 in conjunction with Conditional Use Permit CUP21-00004, Development Agreement DA22-00002, and Specific Plan Amendment SPLA21-00001 to allow the construction of a 1,108,000 square foot warehouse distribution building. On October 1, 2024, City Council approved Final Parcel Map No. 20315 which realigned the property lines for both assessor parcel numbers and the map recorded with the San Bernardino County Records office giving the two parcel numbers one new Assessor Parcel Number 3064-601-20 which is located on the east side of Mesa Linda Avenue, north of Poplar Street, and south of Main Street. The pipeline easement lies directly through the new assessor parcel number.

In order to conform with the approved site plan submitted under the Conditional Use Permit CUP21-00004, Development Agreement DA22-00002, and Specific Plan Amendment SPLA21-00001, vacating the pipeline easement is necessary as shown in Exhibit A and Exhibit B. The developer will abandon the sewer line that runs across the property, reestablish the connection at Mesa Linda Avenue and Sultana Street, install a new sewer line running north on Mesa Linda Avenue, and connect to the existing sewer line on Main Street. This will not impact the public sewer nor sewer connections by surrounding properties. Abandoning the sewer line and vacating the sewer easement allows for the development of this property and will benefit some additional surrounding properties.

ISSUES/ANALYSIS

There are no issues identified with this item.

CITY GOAL SUPPORTED BY THIS ITEM

Future Development - Facilitated balanced growth to ensure cohesive community development and pursue economic development.

FISCAL IMPACT

There are no significant fiscal impacts to the City related to this action.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

1. Resolution No. 2025-32
2. Attachment 2- Exhibit "A" Legal Description
3. Attachment 3- Exhibit "B" Plat

RESOLUTION NO. 2025-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HESPERIA, CALIFORNIA, AND THE CHAIR AND BOARD MEMBERS OF THE HESPERIA WATER DISTRICT TO APPROVE THE VACATION OF A PIPELINE EASEMENT LOCATED EAST OF MESA LINDA AVENUE, NORTH OF POPLAR STREET, AND SOUTH OF MAIN STREET AS DESCRIBED IN EXHIBIT A AND EXHIBIT B (APPLICANT : MESA LINDA GROUP 68 LLC APN: 3064-601-20).

WHEREAS, on August 11, 1992, two easements of 10 feet each were granted to the Hesperia Water District for the south side of Assessors Parcel Number 3064-601-07 and the north side of Assessors Parcel Number 3064-621-01. The total width of the easement that was granted was 20 feet and it was dedicated for utility purposes; and

WHEREAS, shortly after, a sewer line was installed in the easement; and

WHEREAS, on January 17, 2023, City Council approved Tentative Parcel Map No. 20315 in conjunction with Conditional Use Permit CUP21-00004, Development Agreement DA22-00002, and Specific Plan Amendment SPLA21-00001 to allow the construction of a 1,108,000 square foot warehouse distribution building; and

WHEREAS, on October 1, 2024, City Council approved Final Parcel Map No. 20315 which realigned the property lines for both assessor parcel numbers and the map recorded with the San Bernardino County Records office giving the two parcel numbers one new Assessor Parcel Number 3064-601-20 which is located on the east side of Mesa Linda Avenue, north of Poplar Street, and south of Main Street. The pipeline easement lies directly through the new assessor parcel number; and

WHEREAS, in order to conform with the approved site plan submitted under the Conditional Use Permit CUP21-00004, Development Agreement DA22-00002, and Specific Plan Amendment SPLA21-00001, vacating the pipeline easement is necessary as shown in Exhibit A and Exhibit B; and

WHEREAS, the developer will abandon the sewer line that runs across the property, reestablish the connection at Mesa Linda Avenue and Sultana Street, install a new sewer line running north on Mesa Linda Avenue, and connect to the existing sewer line on Main Street ; and

WHEREAS, this will not impact the public sewer nor sewer connections by surrounding properties. Abandoning the sewer line and vacating the sewer easement allows for the development of this property and will benefit some additional surrounding properties; and

WHEREAS, all legal prerequisites to the adoption of this resolution have occurred.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF HESPERIA CITY COUNCIL AS FOLLOWS:

Section 1. That the Vacation of Pipeline Easement is hereby approved, and the City Clerk is authorized to present same to the County Recorder to be filed for record.

Section 2. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

ADOPTED AND APPROVED this 5th day of August 2025.

Allison Lee
Mayor

ATTEST:

Jessica Giber
Assistant City Clerk

EXHIBIT "A"

**LEGAL DESCRIPTION FOR VACATION
OF PIPELINE EASEMENT**

THE LAND REFERRED TO HEREIN BELOW BEING A PORTION OF PARCEL 1 OF PARCEL MAP NO. 20315 FILED IN BOOK 264 OF PARCEL MAPS, PAGES 56 THROUGH 60, INCLUSIVE, OF PARCEL MAPS, IN THE CITY OF HESPERIA, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

BEING A GRANT OF EASEMENT TO THE HESPERIA WATER DISTRICT RECORDED AUGUST 11, 1992 AS DOCUMENT NO. 92-333357, OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY AND STATE, DESCRIBED AS FOLLOWS;

THE SOUTHERLY 10.00 FEET OF THAT PORTION OF THE WEST 1/2 OF THE NORTHEAST 1/4 OF SECTION 22 TOWNSHIP 4 NORTH, RANGE 5 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF HESPERIA, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, LYING NORTHWESTERLY AND WESTERLY OF THE NORTHWESTERLY LINE OF U.S. HIGHWAY 66 (NOW INTERSTATE 15).

EXCEPTING THEREFROM THE WESTERLY 50.00 FEET THEREOF.

TOGETHER WITH A PORTION OF A GRANT OF EASEMENT TO THE HESPERIA WATER DISTRICT RECORDED AUGUST 11, 1992 AS DOCUMENT NO. 92-333356, OF OFFICIAL RECORDS, DESCRIBED AS FOLLOWS;

THE NORTHERLY 10.00 FEET OF THAT PORTION OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, TOWNSHIP 4 NORTH, RANGE 5 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF HESPERIA, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, LYING WEST OF THE NORTHWESTERLY RIGHT-OF-WAY LINE OF INTERSTATE 15.

EXCEPT THE WEST 50.00 FEET THEREOF.

CONTAINING 23,213 SQUARE FEET (0.533 ACRES) OF LAND MORE OR LESS.

SUBJECT TO EASEMENTS, COVENANTS, CONDITIONS, RESTRICTIONS, RESERVATIONS, RIGHTS, RIGHTS-OF-WAY AND OTHER MATTERS OF RECORDS, IF ANY

EXHIBIT "B" ATTACHED AND MADE A PART THEREOF.

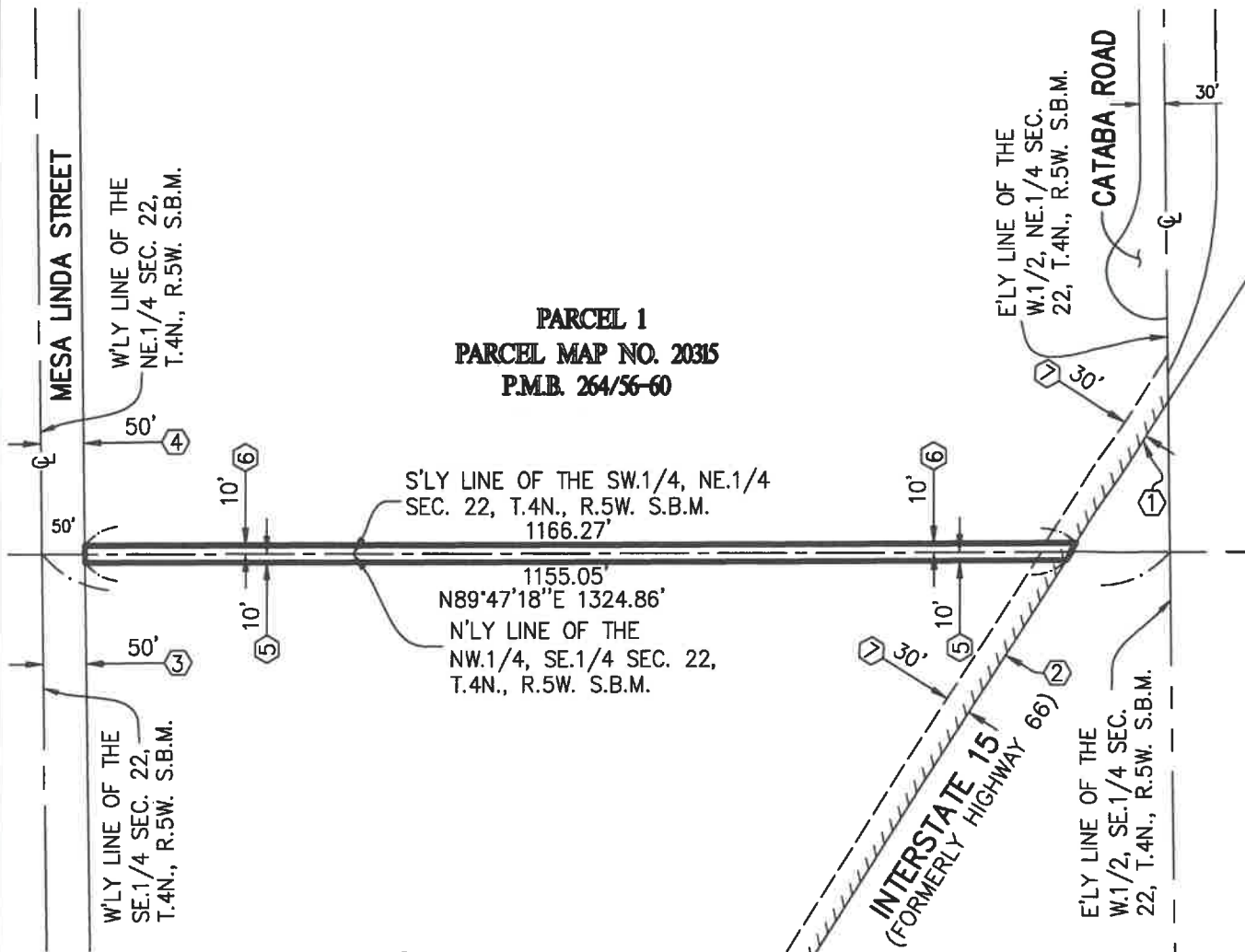
PREPARED BY OR UNDER THE DIRECTION OF:

Mark A. Monroe JUNE 18, 2025

MARK A. MONROE P.L.S. #8170

DATE



EXHIBIT "B"**PLAT TO ACCOMPANY LEGAL DESCRIPTION
FOR VACATION OF PIPELINE EASEMENT****LEGEND**

EASEMENT HEREBY VACATED.
23,213 SQ.FT. (0.533 AC.)



INDICATES AN EASEMENT
SEE SHEET 2 FOR EASEMENT DESCRIPTIONS

ABBREVIATIONS

N'LY	NORTHERLY
S'LY	SOUTHERLY
E'LY	EASTERLY
W'LY	WESTERLY
SE	SOUTHEAST
SW	SOUTHWEST
SEC	SECTION
T	TOWNSHIP
R	RANGE
S.B.M.	SAN BERNARDINO MERIDIAN
CL	CENTERLINE



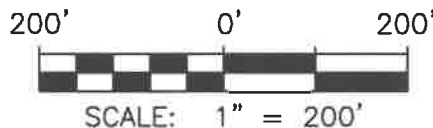
PREPARED UNDER MY DIRECTION

Mark A. Monroe 06/18/2025
MARK A. MONROE L.S. 8170

WestLAND
Group, Inc.

Land Surveyors • Civil Engineers • GIS

8885 HAVEN AVE., SUITE 100
RANCHO CUCAMONGA, CA 91730
PHONE: (909) 989-9789
FAX: (909) 989-9660



PROJECT No. 2020-326

SHEET **1** OF **2**

EXHIBIT "B"

PLAT TO ACCOMPANY LEGAL DESCRIPTION FOR VACATION OF PIPELINE EASEMENT

EASEMENTS

- ① THE OWNERSHIP OF SAID LAND DOES NOT INCLUDE RIGHTS OF ACCESS TO OR FROM THE STREET, HIGHWAY, OR FREEWAY ABUTTING SAID LAND, SUCH RIGHTS HAVING BEEN RELINQUISHED BY THE DOCUMENT, RECORDED MAY 26, 1961 IN BOOK 5441, PAGE 149 OF OFFICIAL RECORDS AFFECTS: PARCEL 1. SHOWN THUS \\\\\\\.
- ② THE OWNERSHIP OF SAID LAND DOES NOT INCLUDE RIGHTS OF ACCESS TO OR FROM THE STREET, HIGHWAY, OR FREEWAY ABUTTING SAID LAND, SUCH RIGHTS HAVING BEEN RELINQUISHED BY THE DOCUMENT RECORDED OCTOBER 08, 1965 IN BOOK 6488, PAGE 936 OF OFFICIAL RECORDS. AFFECTS: PARCEL 2. SHOWN THUS \\\\\\\.
- ③ AN IRREVOCABLE OFFER TO DEDICATE HIGHWAY, ROAD, AND PUBLIC UTILITY RECORDED AUGUST 11, 1992 AS DOCUMENT NO. 92-333350 OF OFFICIAL RECORDS. SAID OFFER WAS ACCEPTED JULY 31, 1992.
- ④ AN IRREVOCABLE OFFER TO DEDICATE HIGHWAY, ROAD, AND PUBLIC UTILITY RECORDED AUGUST 11, 1992 AS DOCUMENT NO. 92-333352 OF OFFICIAL RECORDS. SAID OFFER WAS ACCEPTED JULY 31, 1992.
- ⑤ EASEMENT FOR WATER LINES AND UTILITIES GRANTED TO THE HESPERIA WATER DISTRICT RECORDED AUGUST 11, 1992 AS DOCUMENT NO. 92-333356 OF OFFICIAL RECORDS. (TO BE VACATED)
- ⑥ EASEMENT FOR WATER LINES AND UTILITIES GRANTED TO THE HESPERIA WATER DISTRICT RECORDED AUGUST 11, 1992 AS DOCUMENT NO. 92-333357 OF OFFICIAL RECORDS. (TO BE VACATED)
- ⑦ EASEMENT FOR WATER LINES AND UTILITIES GRANTED TO THE COUNTY OF SAN BERNARDINO RECORDED JUNE 23, 1987 AS DOCUMENT NO. 87-212716 OF OFFICIAL RECORDS.

WestLAND
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Land Surveyors • Civil Engineers • GIS

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FAX: (909) 989-9660

PROJECT No. 2020-326

SHEET 2 OF 2

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City of Hesperia

STAFF REPORT



DATE: August 5, 2025

TO: Mayor and Council Members

FROM: Rachel Molina, City Manager

BY: Nathan R. Freeman, Director of Development Services
Eydee Jimenez, Economic Development Supervisor

SUBJECT: Community Assistance Program Guidelines

RECOMMENDED ACTION

It is recommended that the City Council provide direction to staff on whether to make adjustments to the Community Assistance Program (CAP).

BACKGROUND

Community Assistance Program (CAP) provides grants to local non-profit organizations offering public services such as food distribution, clothing, shelter, medical care, youth services, senior and veteran support, and animal care.

The current iteration of CAP has been in place since 2016, with a few modifications to the program having been made by the City Council since then. Prior to 2016, the program was directly funded with Community Development Block Grant (CDBG) monies from the U.S. Department of Housing and Urban Development (HUD). The regulations accompanying HUD program funding made it very cumbersome for non-profits to comply with the program. As a result, the program transitioned away from using CDBG funding. Today, CAP is funded entirely by the City's General Fund, with annual funding currently set at \$50,000 per program year. The transition away from CDBG funding requirements saw an increase in program participation over the years.

Eligible applicants must be non-profit or community-based organizations serving at least 75% Hesperia residents. Required documentation includes IRS tax-exempt letters, board member lists, bylaws, and other supporting materials.

A notice of funding availability (NOFA) is released in January of each year, with applications due in February. The City Council Advisory Committee reviews applications each April and makes a funding recommendation to the City Council.

ISSUES/ANALYSIS

On August 6, 2024, the City Council underwent a thorough evaluation of the program guidelines and adopted Resolution No. 2024-37, which established formal CAP guidelines, including funding priorities, evaluation procedures, and grant award limitations for nonprofit agencies serving Hesperia residents. The intent of this action was to provide direction to the City Council Advisory Committee on the priorities of the City Council as well as to help streamline the program in general.

At the March 6, 2025, City Council Advisory Committee meeting, staff was directed to conduct additional outreach to nonprofit organizations to a) increase the pool of applicants and b) provide assistance to organizations in how to submit applications. Subsequently staff scheduled additional program advertising and hosted three workshops for nonprofit assistance.

At a Special Meeting on May 13, 2025, the City Council Advisory Committee expressed satisfaction with the additional measures taken by staff, and ultimately voted to recommend to the City Council that 12 non-profit organizations be funded.

On June 17, 2025, the City Council voted to adhere to their adopted program guidelines by funding the top 10 ranked organizations. Additionally, the City Council requested that staff agendize the CAP program for a future discussion on opportunities to further hone the program to ensure the desired results were achieved.

CITY GOALS SUPPORTED BY THIS ITEM

Future development - Facilitate balanced growth to ensure cohesive community development and pursue economic development.

FISCAL IMPACT

None

ALTERNATIVE(S)

- Provide alternative direction to staff.

ATTACHMENT(S)

1. CAP Notice of Funding Availability (NOFA)

City of Hesperia



Community Assistance Program Notice of Funding Availability (NOFA) 2025-2026

APPLICATION SUBMISSION DEADLINE:
Date: Thursday, February 13, 2025 Time: 5:00 p.m.

City of Hesperia
Economic Development Department
760 947-1202
9700 Seventh Avenue
Hesperia, CA 92345



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ATTACHMENT 1: APPLICATION	



OVERVIEW

Thank you for your interest in the 2025-2026 City of Hesperia (City) Community Assistance Program (CAP). The CAP grant program is like the CDBG Public Service Program but will not be regulated by the Department of Housing and Urban Development (HUD). The CAP is funded through the City's general fund and managed by the Economic Development Department. We hope that participants will find CAP a very user-friendly and easily manageable program. The City is dedicated to its residents and the continued funding of public services.

SECTION I. NOTICE OF FUNDING AVAILABILITY (NOFA)

The CAP NOFA is for the 2025-2026 fiscal year and will be available for public service programs and projects that assist Hesperia residents to pay for food, clothing, shelter, medical needs, youth services, differently abled services, seniors, and veterans. The CAP will be funded through the City's general fund and will not exceed fifty thousand dollars (\$50,000) for the program year.

SECTION II. NOFA PROCESS AND TIMELINE

Interested parties will need to complete an application that will be available January 14, 2025. The application will be available on the City's website, at City Hall in the Economic Development Department, and can be mailed or emailed to interested applicants. Please ensure that the application is completely filled out and that the requested documents are contained in your application package.

Completed applications will be accepted no later than February 13, 2025, at 5:00 p.m. Applications will not be accepted after this date and time. Please submit your application in an enclosed envelope addressed to, **electronic versions will NOT be accepted:**

City of Hesperia
Economic Development Department
760 947-1202
9700 Seventh Avenue
Hesperia, CA 92345



Important Dates:

January 14, 2025	Applications available
February 13, 2025	Applications Due 5:00 p.m.
March 6, 2025	HCCAC meeting 6:00 p.m. Make recommendations to Council Applicants to provide testimony
April 1, 2025	City Council review Committee grant approval 6:30 p.m.

SECTION III. PROGRAM REGULATIONS

ELIGIBLE APPLICANTS

Eligible applicants should meet the following criteria:

- Be a non-profit organization with tax-exempt status
- Serve City of Hesperia residents (must meet 75% of stated unduplicated goal in application during the CAP NOFA period July 1, 2025 - June 30, 2026)
- Be capable of providing the following documentation with the application
 - Copy of your current (as of 2025) Articles of Incorporation and by-laws for the organization
 - Non-profit Determination Letter from the IRS for the organization
 - Organizational Chart for the 2025-2026 fiscal year for the program/project
 - List of Board of Directors for the 2025-2026 fiscal year for the program/project

Upon selection, participants will need to provide insurance at limits (see below) as approved by the City and stated in the contract and a copy of their City business license. The City reserves the right to review applications from organizations not classified as non-profit, tax-exempt.

ELIGIBLE & INELIGIBLE PROJECTS, ACTIVITIES

Eligible public service programs and projects include, but are not limited to, the following: food, clothing, shelter, medical needs, youth services, differently abled services, seniors and veterans. The City reserves the right to review applications from organizations not classified as non-profit, tax-exempt.

Ineligible programs and projects include new construction, rehabilitation, acquisition, lobbying; political or religious solicitation/services; broker fees/services; illegal activities; activities that are prohibited by City Ordinance and/or Resolution; and operations for which lack all required government agency licensing, permits, or approvals.

APPLICANT SELECTION PROCESS

All eligible applicants will be forwarded to the Hesperia City Council Advisory Committee (HCCAC). The HCCAC will listen to the applicants present testimony regarding their programs during the first HCCAC meeting, committee members will make their top (10) recommendations to Council. At the subsequent City Council meeting, City Council will review the HCCAC recommendations and approve final allocations.



PROGRAM MANAGEMENT

Data collected on unduplicated Hesperia residents during the CAP program year will be utilized to support CDBG 2025-2029 Consolidated Plan goals (Fair Housing Services, Public Services for Low-Income Families, Senior Services, Homeless Prevention and Special Needs Services) and will be reported in the annual CDBG Action Plan and CDBG Consolidated Annual Performance and Evaluation Report.

SECTION IV. MONITORING/INDEPENDENT AUDIT

CAP staff will perform annual monitoring. Participants are responsible to give an accounting for all funds received. The City reserves the right to conduct an independent audit.

SECTION V. ADDITIONAL INFORMATION:

INSURANCE REQUIREMENTS

Insurance shall be commensurate with the following guidelines:

Workers' Compensation - A program of Workers' Compensation insurance or a state-approved Self Insurance Program in an amount and form to meet all applicable requirements in the Labor code of the State of California, including Employer's Liability with \$250,000 limits, covering all persons providing services on behalf of Participant and all risks to such persons under this Contract.

Comprehensive General and Automobile Liability Insurance - This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall be of the "per occurrence" type and have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).

PUBLIC RECORDS

Applicants should understand that under the California Public Records Act all submitted documents, in response to this NOFA and Community Assistance Program are considered public records and will be made available to the public upon request per the Public Records Request Act, following the application deadline unless specifically excluded by law.

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City of Hesperia

STAFF REPORT



DATE: August 5, 2025
TO: Mayor and Council Members
FROM: Pam Lee, City Attorney

SUBJECT: Ordinance No. 2 (Hesperia Municipal Code Chapter 2.08): Council-Manager Form of Government

RECOMMENDED ACTION

It is recommended that the Council review the following staff report and attachments to discuss whether to amend any portion of Ordinance No. 2 (Hesperia Municipal Code Chapter 2.08) or Chapter 6, Section A, Subsection 3 of the City Council Procedures Manual.

BACKGROUND

Modern day cities typically take on one of two forms of government: Council-Manager or Mayor-Council. In a Council-Manager form of government, the voters of a city elect a City Council, who sets the policies, adopts the budgets, and oversees the overall direction of the city. The City Council selects one of its own to rotate as Mayor, usually on an annual basis. The City Council also appoints a City Manager, who acts as the chief executive officer of the city and carries out the policies set by Council and day-to-day administrative operations of the city, including overseeing the employees of the city. The Council-Manager form of government is the most common and used by over half of the cities across the United States and most of the cities in California, including the City of Hesperia.

In a Mayor-Council form of government, the voters of a city elect a City Council, who sets the policies and approves the budgets. The voters of the city also elect a Mayor, who is a full-time, paid official who acts as the chief executive officer of the city and oversees the day-to-day operations of the city, as well as creates the budgets. Only five cities in California – Los Angeles, San Diego, San Francisco, Oakland and Fresno – use the Mayor-Council form of government. The Mayor-Council form of government is often times referred to as Strong Mayor form.

This item was presented for discussion at the August 1, 2023 City Council Meeting; after discussion, the City Council took no action on the item. On June 3, 2025, Mayor Pro Tem Gregg requested that this item be agendaized again for discussion.

ISSUES/ANALYSIS

When the City incorporated in 1988, it adopted the Council-Manager form of government under Ordinance No. 2, codified under Hesperia Municipal Code Chapter 2.08. Chapter 2.08 [City Manager] lays out the parameters of the City Manager, including eligibility, compensation, powers and duties, removal procedures, and internal relations with other employees. For example, the

City Manager is:

“...the administrative head of the government of the city under the direction and control of the city council, except as otherwise provided in this chapter. He/she shall be responsible for the efficient administration of all the affairs of the city which are under his/her control. In addition to his/her general powers as administrative head, and not as a limitation thereon, it shall be his/her duty and he/she shall have the powers set forth in the following subsections.

- A. **Law Enforcement.** It shall be the duty of the city manager to enforce all laws and ordinances of the city and to see that all franchises, contracts, permits and privileges granted by the city council are faithfully observed.
- B. **Authority Over Employees.** It shall be the duty of the city manager, and he/she shall have the authority to control, order and give directions to all heads of departments and to subordinate officers and employees of the city under his/her jurisdiction through their department heads.
- C. **Power of Appointment and Removal.** It shall be the duty of the city manager to, and he/she shall appoint, remove, promote and demote any and all officers and employees of the city, except the city attorney.
- D. ...”
[etc.]...

HMC § 2.08.070

Additionally, Ordinance No. 2 also provides that “the city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the city council nor any member thereof shall give orders or instructions to any subordinates of the city manager. The city manager shall take his/her orders and instructions from the city council only when sitting in a duly convened meeting of the city council and no individual councilmember shall give any orders or instructions to the city manager.” (HMC § 2.08.080(A).)

To further clarify the relationship between the City Council and the City Manager, the City Council Procedures Manual also provides that the City Council shall do the following:

- “Speak to the City Manager directly on issues and concerns;
- Not direct staff to initiate any action, change a course of action, or prepare any report that is significant in nature or initiate any project or study without the approval of a majority of the City Council;
- Direct the City Manager to implement City Council’s policy decisions through the administrative functions of the City;
- Treat staff professionally and refrain from publicly criticizing individual employees;
- Avoid involvement in personnel issues except during City Council Closed sessions regarding City Council appointed staff such as City Manager and City Attorney, including hiring, firing, promoting, disciplining and other personnel matters;
- Discuss directly with the City Manager privately, as appropriate, any displeasure over work or behavior with a department or staff;
- Request information or research on a given topic from the City Manager for response (responses will be copied to all Council Members);
- Request answers to questions on City Council agenda items from the City Manager, City Attorney, City Clerk, or department directors / division managers

- prior to the meeting whenever possible; and
- Present citizen complaints to the City Manager so the complaint and request for information can be disseminated to staff for appropriate action.”

(Chapter 6, Section A, Subsection 3.)

Based on the foregoing, memos related to interactions between employees and the City Council have been issued in the past. The most recent memo is attached to this staff report.

Overall, a Council-Manager form of government is best used in cities whose City Council meets less frequently (e.g., twice a month) and whose Mayor is not an administrative professional. This is the case with most cities in California, as the administration of day-to-day operations is left to the professional – the city manager. In larger cities whose City Council meets more frequently (e.g., once or twice a week), it may make more sense for the Mayor to be the head of administration to carry out functions and operations of the city.

Should the City Council decide to change or amend either the Ordinance or Procedures Manual, staff will take the appropriate direction to prepare said amendment and bring it back for consideration at another meeting.

CITY GOAL SUPPORTED BY THIS ITEM

Organizational Health – foster a high performing organization that provides opportunities for professional growth.

FISCAL IMPACT

None

ALTERNATIVE(S)

1. Provide alternative direction to staff

ATTACHMENT(S)

1. Ordinance No. 2 (Hesperia Municipal Code Chapter 2.08)
2. City Council Procedures Manual, Chapter 6
3. Memo dated July 10, 2023

Chapter 2.08 - CITY MANAGER

Sections:

2.08.010 - Office created.

The office of the city manager is created and established. The city manager shall be appointed by the city council wholly on the basis of his administrative and executive ability and qualifications and shall hold office for and during the pleasure of the city council.

(Ord. 2 § 1, 1988)

2.08.020 - Residence.

Residence in the city at the time of appointment of a city manager shall not be required as a condition of appointment nor at anytime thereafter unless otherwise prescribed for in the city manager's employment agreement.

(Ord. 298 § 2, 2000; Ord. 2 § 2, 1988)

2.08.030 - Eligibility.

No member of the city council shall be eligible for appointment as city manager until one year has elapsed after such city council member shall have ceased to be a member of the city council.

(Ord. 2 § 3, 1988)

2.08.040 - Bond.

The city manager and acting city manager shall furnish a corporate surety bond to be approved by the city council in such sum as may be determined by the city council, and shall be conditioned upon the faithful performance of the duties imposed upon the city manager and acting city manager as herein prescribed. Any premium for such bond shall be a proper charge against the city.

(Ord. 2 § 4, 1988)

2.08.050 - Acting city manager.

The assistant city manager or deputy city manager shall serve as acting city manager during any temporary absence or disability of the city manager. In the event there is no assistant city manager or deputy city manager, the city manager, by filing a written notice with the city clerk, shall designate a

qualified city employee to exercise the power and perform the duties of city manager during his/her temporary absence or disability. In the event the city manager's absence or disability extends over a two-month period, the city council may, after the two-month period, appoint an acting city manager.

(Ord. 295 § 1, 2000: Ord. 2 § 5, 1988)

2.08.060 - Compensation.

The city manager shall receive such compensation as the city council shall from time to time determine. In addition, the city manager shall be reimbursed for all actual and necessary expenses incurred by him/her in the performance of his/her official duties.

(Ord. 2 § 6, 1988)

2.08.070 - Powers and duties.

The city manager shall be the administrative head of the government of the city under the direction and control of the city council, except as otherwise provided in this chapter. He/she shall be responsible for the efficient administration of all the affairs of the city which are under his/her control. In addition to his/her general powers as administrative head, and not as a limitation thereon, it shall be his/her duty and he/she shall have the powers set forth in the following subsections.

- A. Law Enforcement. It shall be the duty of the city manager to enforce all laws and ordinances of the city and to see that all franchises, contracts, permits and privileges granted by the city council are faithfully observed.
- B. Authority Over Employees. It shall be the duty of the city manager, and he/she shall have the authority to control, order and give directions to all heads of departments and to subordinate officers and employees of the city under his/her jurisdiction through their department heads.
- C. Power of Appointment and Removal. It shall be the duty of the city manager to, and he/she shall appoint, remove, promote and demote any and all officers and employees of the city, except the city attorney.
- D. Administrative Reorganization of Offices. It shall be the duty and responsibility of the city manager to conduct studies and effect such administrative reorganization of offices, positions or units under his/her direction as may be indicated in the interest of efficient, effective and economical conduct of the city's business.
- E. Ordinances. It shall be the duty of the city manager and he/she shall recommend to the city council for adoption such measures and ordinances as he/she deems necessary.
- F.

Attendance at City Council Meetings. It shall be the duty of the city manager to attend all meetings of the city council unless at his/her request he/she is excused therefrom by the mayor individually or the city council, except when his/her removal is under consideration.

- G. Financial Reports. It shall be the duty of the city manager to keep the city council at all times fully advised as to the financial condition and needs of the city.
- H. Budget. It shall be the duty of the city manager to prepare and submit the proposed annual budget and the proposed annual salary plan to the city council for its approval.
- I. Expenditure Control and Purchasing. It shall be the duty of the city manager to see that no expenditures shall be submitted or recommended to the city council, except on approval of the city manager or his/her authorized representative. The city manager, or his/her authorized representative, shall be responsible for the purchase of all supplies for all the departments or divisions of the city.
- J. Investigations and Complaints. It shall be the duty of the city manager to make investigations into the affairs of the city and any department or division thereof, and any contract or the proper performance of any obligation to the city. Further, it shall be the duty of the city manager to investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city.
- K. Public Buildings. It shall be the duty of the city manager and he/she shall exercise general supervision over all public buildings, and all other public property which are under control and jurisdiction of the city council.
- L. Hours of Employment. It shall be the duty of the city manager to devote his/her entire time to the duties of his/her office and in furthering the interest of the city.
- M. Additional Duties. It shall be the duty of the city manager to perform such other duties and exercise such other powers as may be delegated to him from time to time by ordinance or resolution or other official action of the city council.

(Ord. 2 § 7 (§§ 7.1—7.2, 7.15), 1988)

2.08.080 - Internal relations.

- A. Council—Manager Relations. The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the city council nor any member thereof shall give orders or instructions to any subordinates of the city manager. The city manager shall take his/her orders and instructions from the city council only when sitting in a duly convened meeting of the city council and no individual councilmember shall give any orders or instructions to the city manager.

- B. Departmental Cooperation. It shall be the duty of all subordinate officers and the city attorney to assist the city manager in administering the affairs of the city efficiently, economically and harmoniously.
- C. Attendance at Commission Meetings. The city manager may attend any and all meetings of the planning commission and any other commissions, boards or committees created by the city council, upon his/her own volition or upon direction of the city council. At such meetings which the city manager attends, he/she shall be heard by such commissions, boards or committees as to all matters upon which he/she wishes to address the members thereof, and he/she shall inform said members as to the status of any matter being considered by the city council, and he/she shall cooperate to the fullest extent with the members of all commissions, boards or committees appointed by the city council.

(Ord. 2 § 8, 1988)

2.08.090 - Removal procedure.

- A. Removal of City Manager. The removal of the city manager may be affected with or without cause. Removal for cause shall occur only by a majority vote of the whole city council as then constituted, convened in a regular council meeting. Removal without cause shall occur by a majority vote of the whole city council as then constituted, convened in a regular council meeting, unless at least four votes to terminate without cause is agreed to in an employment agreement. Any employment agreement requiring four votes to terminate without cause must be approved by at least the same number of votes.
- B. Limitation on Removal. Notwithstanding the provisions of subsection (A) of this section, the city manager shall not be removed from office, during or within a period of one hundred twenty (120) days next succeeding any general municipal election held in the city at which election a member of the city council is elected or when a new city councilmember is appointed; the purpose of this provision is to allow any newly elected or appointed member of the city council or a reorganized city council to observe the actions and ability of the city manager in the performance of the powers and duties of his/her office. After the expiration of the one hundred twenty (120) day period aforementioned, the provisions of subsection (A) of this section as to the removal of the city manager shall apply and be effective.

(Ord. 268 § 1, 1998; Ord. 2 § 9, 1988; Ord. No. 2020-09, § 2, 6-16-20)

2.08.100 - Agreements on employment.

Nothing in this chapter shall be construed as a limitation on the power or authority of the city council to enter into any supplemental agreement with the city manager delineating additional terms and conditions of employment not inconsistent with any provisions of this chapter.

(Ord. 2 § 10, 1988)

CHAPTER 6 – CONDUCT OF CITY COUNCIL, STAFF AND PUBLIC

A. CITY COUNCIL CONDUCT

1. General Conduct

City Council Members shall:

- Treat each other and everyone with courtesy and refrain from inappropriate behavior and derogatory comments;
- Be fair, impartial, and unbiased when voting on quasi-judicial actions;
- Use the electronic speaker sequencing system to inform the Mayor of their wish to speak and shall be acknowledged by the Mayor before speaking;
- Move to require the Mayor to enforce the rules and the Mayor shall do so upon an affirmative vote of a majority of the Members present;
- Preserve order and decorum during the meeting;
- Not delay or interrupt the proceedings or the peace of the City Council meetings, nor disturb any Member while speaking, by conversation or otherwise, nor disobey the orders of the City Council or the presiding officer, except as otherwise herein provided;
- Support the laws established by the City Council;
- Abide by the Rule of Procedure in conducting the business of the City of Hesperia; and
- Refrain from the use of personal cellular telephones, personal computers, and other personal electronic devices during public hearings unless used solely to view agenda packet contents or content or materials related to an agenda item.

2. Conduct with Members

City Council Members shall:

- Value each other's time;
- Govern themselves as to the length of their comments;
- Limit their comments to the subject matter, item, or motion being currently considered;
- Attempt to build consensus on an item though an opportunity for dialogue; but when this is not possible, the majority vote shall prevail, and the majority shall show respect for the opinion of the minority;
- Have the right to dissent from, protest, or comment upon any action of the City Council;
- Respect each other's opportunity to speak and, if necessary, agree to disagree;
- Avoid offensive negative comments and practice civility and decorum during discussions and debate; and
- Assist the Mayor's exercise of duty to maintain order.

3. Conduct with City Manager and Staff

Pursuant to Municipal Code section 2.08.080 titled "Internal Relations" which states:

A. Council—Manager Relations. The City Council and its members shall deal with the administrative services of the city only through the City Manager, except for the purpose of inquiry, and neither the city council nor any member thereof shall give orders or instructions to any subordinates of the City Manager. The City Manager shall take his/her orders and instructions from the city council only when sitting in a duly convened meeting of the city council and no individual Council Member shall give any orders or instructions to the City Manager.

Additionally, the City Council shall:

- Speak to the City Manager directly on issues and concerns;
- Not direct staff to initiate any action, change a course of action, or prepare any report that is significant in nature or initiate any project or study without the approval of a majority of the City Council;
- Direct the City Manager to implement City Council's policy decisions through the administrative functions of the City;
- Treat staff professionally and refrain from publicly criticizing individual employees;
- Avoid involvement in personnel issues except during City Council Closed sessions regarding City Council appointed staff such as City Manager and City Attorney, including hiring, firing, promoting, disciplining and other personnel matters;
- Discuss directly with the City Manager privately, as appropriate, any displeasure over work or behavior with a department or staff;
- Request information or research on a given topic from the City Manager for response (responses will be copied to all Council Members);
- Request answers to questions on City Council agenda items from the City Manager, City Attorney, City Clerk, or department directors / division managers prior to the meeting whenever possible; and
- Present citizen complaints to the City Manager so the complaint and request for information can be disseminated to staff for appropriate action.

4. Conduct with the Public

City Council Members shall:

- Make the public feel welcome;
- Be impartial, respectful and without prejudice toward the public;
- Listen courteously and attentively to public comment;
- Refrain from arguing back and forth with members of the public;
- Represent official policies or positions of the City Council first;
- Explicitly state when their opinions and positions do not represent the City Council when representing their individual opinions and positions; and
- Make no promises to the public on behalf of the Council/Commission/Committee.
- Under no circumstances meet with or make direct statements to individuals that are currently in litigation, criminal process or in the administrative violation process with the City.

5. Conduct with Other Agencies

City Council Members shall:

- Project a positive image of the City when dealing with other agencies;
- Show tolerance and respect for other agencies' opinions and issues and, if necessary, agree to disagree;
- Represent official policies or positions of the City Council first when designated as delegates of a legislative body;
- Explicitly state when their opinions and positions do not represent the City Council when representing their individual opinions and positions, and shall not allow the interference that they do; and
- Have the ability to advocate or discuss issues that have been adopted by the legislative bodies or are standing policies of the legislative body with other legislators, government officials or developers.
- Not vote for pay or benefits that would exceed that of City of Hesperia employees.

6. Conduct with Commissions and Committees

City Council Members shall:

- Treat all members of committees and commissions with appreciation and respect; and
- Refrain from participation in committee and commission meetings for the purpose of influencing the outcome of said meetings.

7. Conduct with the Media

City Council Members shall:

- Not discuss or go "off the record" with the media to discuss confidential or privileged information pertaining to closed sessions, attorney-client privileged or attorney work product communications including without limitation personnel, litigation, or real property negotiations; and
- Provide non-confidential, non-privileged background information when acceptable.

Press releases will be prepared by the Public Information Officer and routed to the City Manager for approval before release to the media.

Police and Fire responses and/or press releases regarding emergencies may be reported directly to the media by the designated department spokesperson.

8. Litigation and Confidential Information

City Council Members shall:

- Keep all written materials and verbal information provided to them on matters that are confidential under state law in complete confidence to

- ensure that the City's position is not compromised; and
- Not disclose or mention any information in these materials to anyone other than City Council Members, the City Attorney or City Manager.
- Under no circumstances meet with or make direct statements to individuals that are currently in litigation, criminal process or in the administrative violation process with the City.

9. Ethical Conduct

City Council Members shall:

- Receive at least two hours of training in ethics, conflicts of interest, open meetings laws, competitive bidding requirements, bias prohibitions, etc., in accordance with Government Code section 53234 (AB1234) every two years; and
- Receive at least two hours of training in sexual harassment avoidance training in accordance with AB 8025/AB 1661 every two years; and
- Conduct themselves in accordance with such training.

B. CITY STAFF

City Staff shall:

- Prepare well-written staff reports and provide accompanying documents on all agenda items in accordance with the agenda format and preparation schedule;
- Be available for general questions from City Council Members in accordance with the Brown Act prior to and during meetings;
- Respond to questions from the public during meetings when requested to do so by City Council Members or City Manager;
- Refrain from arguing with the public or City Council Members;
- Switch any electronic equipment such as pagers and cellular telephones to silent or off mode during Council meetings; and
- Copy or otherwise communicate responses regarding citizen complaints to the City Council.

Staff will remain objective on issues and should not be advocates for issues unless so directed by the legislative body.

As soon as possible, to the extent permitted by the Brown Act, the City Manager and staff will inform the City Council of controversial issues having significant impacts to the City that are coming before the legislative body on short notice.

The City Manager will advise management staff of potentially political or controversial issues coming before the legislative body and direct staff to be present and appropriately prepared.

Staff will not participate in political activities while on duty or on City property.

C. PUBLIC

Members of the public:

- Attending City Council meetings shall observe the same rules and decorum applicable to the Members and staff as noted in this Chapter;
- May attend meetings at any teleconference locations in accordance with the Brown Act;
- Must approach the podium when recognized by the Mayor and speak only from the podium. Stamping of feet, whistles, yells or shouting, and / or similar demonstrations are unacceptable public behavior and will be prohibited by the City Council;
- Wishing to provide documents to the Council shall comply with Chapter 8 Section B of these Rules;
- Speakers wishing to submit electronic media as part of their public comment, must submit it to the City Clerk's Office via thumb drive or compact disk (CD) at least 24 hours prior to the City Council Meeting in order to be screened for computer virus' and offensive, or inappropriate content. The City Clerk will have it available at the next City Council Meeting during the public comment portion of the meeting. The City is not responsible for inaccurate information displayed as part of a public comment presentation;
- Must switch any electronic equipment such as pagers and cellular telephones to a silent or off mode during Council meetings;
- Wishing to speak to the Council should complete, and turn into the City Clerk prior to the item being called, a speaker's slip indicating the agenda item or off-agenda (public comment) item which they wish to address; and
- May contact the staff person with questions concerning Consent Calendar items prior to the meeting to reduce the need for discussion of Consent Calendar items.

Lobbyists must identify themselves and their client(s), business, or organization they represent before speaking to the Council.

City of Hesperia MEMORANDUM



DATE: Monday, July 10, 2023
To: All Animal Services Staff
FROM: Melinda Sayre, Deputy City Manager/ City Clerk
SUBJECT: Training Memo – Council- Staff Relations

Recently a City Council Member visited the shelter and was encountered by staff in non-public and public areas. This resulted in inquiries about the protocol for handling such situations and presents a great training opportunity for management to inform staff of policies and expectations surrounding council-staff relations, a topic that is rarely discussed but is important to all and central to the smooth operations of the City.

The City is quite fortunate to have elected officials who are willing to spend time engaged with the community and staff and it's no wonder that they may wish to visit our amazing shelter, not to mention that management is very proud of the hard work and effort that staff puts into the shelter.

You may wonder how this impacts staff and day-to-day operations. Staff should feel comfortable greeting council members and answering general questions related to their unique job duties and responsibilities followed by locating a supervisor to assist them. Supervisors would then do the same and direct the council member to relay concerns or questions related to higher level issues such as policy, resource allocation and budgetary issues to my attention as department head or the city manager. In every situation, all staff members are required to report contact and correspondence with council members to their supervisor.

This chain of command approach to communication with the council is due to the City's council-manager form of government. A council-manager form of government is one in which city council members are part of a multi-member governing body that collectively makes policy decisions for the City at agendaized public meetings. The city manager provides direction to department heads to implement those policies and holds them accountable for progress. Ordinance no. 2 and Chapter 6 Section A(3) of the City Council Procedures Manual detail the framework of internal relations between city council members and staff. Each are available online for reference.

Please feel free to contact me if you have any questions and as always, thank you for your valuable contributions to the City and it's furry guests.

