

CITY OF HIGHLAND REGULAR MEETING OF THE CITY COUNCIL AGENDA

REGULAR MEETING

January 14, 2020

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

CITY COUNCIL MEMBERS

LARRY McCALLON, MAYOR

PENNY LILBURN, MAYOR PRO TEM

JESSE CHAVEZ, COUNCIL MEMBER

ANAELI SOLANO, COUNCIL MEMBER

JOHN P. TIMMER, COUNCIL MEMBER

STAFF

Joseph A. Hughes - City Manager

Chuck Dantuono - Director of Administrative Services/City Treasurer

Betty Hughes - City Clerk

Lawrence Mainez - Community Development Director

Ernest Wong - Public Works Director/City Engineer

Maricela Marroquin - City Attorney

MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.cityofhighland.org

City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to participate in this meeting, please call the City Clerk's Department at (909) 864-6861, ext. 226, at least 48 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the City Council less than 72 hours prior to that meeting are available for public inspection at City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

**CITY COUNCIL REGULAR MEETING
JANUARY 14, 2020 - 6:00 p.m.**

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

Plaque
Penny Lilburn

Proclamation
Children's Network – National Mentoring Month

PUBLIC COMMENT

To address the City Council, please complete a speaker form located at the entrance and give it to the City Clerk prior to the beginning of the meeting. Your name will be called when it is your turn to speak. State Law prohibits the City Council from taking action on any item not on the agenda. Individual speakers are limited to three minutes each.

CITY COUNCIL CONSENT CALENDAR

1. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
2. Minutes – December 10, 2019 City Council Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Minutes – December 10, 2019 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
4. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 697 for January 14, 2020, in the amount of \$6,481,850.34 and Payroll of \$315,331.63.
5. Treasurer's Report for November 2019
RECOMMENDATION: That the City Council receive and file Treasurer's Report for November 2019.
6. Highland Sam J. Racadio Library and Environmental Learning Center – 7863 Central Avenue – Lease Agreement No. 08-403 Permission Request (Consent to Enter into an Agreement with the University of California, Cooperative Extension for Additional Space)
RECOMMENDATION: That the City Council authorize the City Manager to sign the permission letter.

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

- 1) Mayor opens Public Hearing;
- 2) Staff presentation;
- 3) Applicant/Representative presentation;
- 4) Speakers in favor of proposal;
- 5) Speakers in opposition to proposal;
- 6) Applicant rebuttal;
- 7) Mayor closes Public Hearing;
- 8) Council discussion, motion and vote.

ONCE THE PUBLIC HEARING IS CLOSED NO FURTHER TESTIMONY IS TAKEN.

No public hearing.

CITY COUNCIL LEGISLATIVE

7. An Interim Ordinance Prohibiting New Accessory Dwelling Units (“ADUs”) Except Those that Satisfy Specified Standards, Declaring the Urgency Therefore, and making Findings under CEQA
RECOMMENDATION: That the City Council:
 1. Adopt Interim Urgency No. _____ prohibiting new ADUs except those that satisfy specified standards, and making the findings required by Government Code Section 65858, to become effective immediately;
 2. Direct staff to study appropriate regulations pertaining to ADUs; and
 3. Direct staff to file a Notice of Exemption.
8. Contract with the County of San Bernardino to Fund the City’s Efforts to Provide Outreach Activities for the 2020 Census Targeting “Hard to Count” Populations within the City
RECOMMENDATION: That the City Council adopt Resolution No. 2020-_____, approving a contract with the San Bernardino County Administrative Office authorizing the City to provide Census outreach activities.
9. Development Impact Fee Credit/Transition Properties, L.P.
RECOMMENDATION: That the City Council approve Development Impact Fee credits under the Regional Circulation category in the amount of \$17,239.97 for Phase 1 and \$90,267.97 for Phase 2 of the Transition Properties project.
10. Veterans Day
RECOMMENDATION: That the City Council discuss Veterans Day and direct staff accordingly.
11. Resolution in Support for the “Reducing Crime and Keeping California Safe Act of 2020”
RECOMMENDATION: That the City Council review a request to approve a resolution in support for the “Reducing Crime and Keeping California Safe Act of 2020.”
12. City Manager Report and Comments (Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
13. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and/or (d)(3):

One case.

PUBLIC EMPLOYEE APPOINTMENT (Government Code § 54957(b)(1))

Title: City Manager

ADJOURN

Regular Meetings

January 28; February 11, 25; March 10, 24; April 14, 29; May 12, 26; June 9, 23; July (dark); August 11, 25; September 8, 22; October 13, 27; November 10, 24; December 8, 22 (dark)

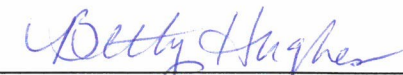
I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before January 9, 2020, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: January 9, 2020



Betty Hughes, MMC
City Clerk

SPEAKERS ARE LIMITED TO 3 MINUTES PER PERSON

To address the City Council, complete this form and return it to the City Clerk prior to the start of the meeting. The Mayor will call you at the appropriate time to speak.

Name: Thomas Fleming Representing: _____

Address: 7465 Newcomb St Phone: 949-259-6637

☐ Speaking to a matter on the agenda:

_____ Item Number ☐ In favor ☐ In opposition

☐ Speaking to a matter not on the agenda regarding: General City

question.

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STAFF REPORT

TO THE CITY COUNCIL

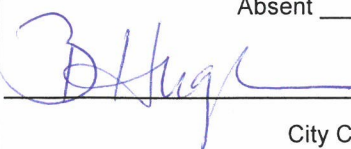
DATE: January 14, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Waive the Reading of All Ordinances

RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

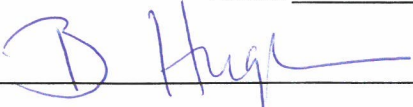
DATE: January 14, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – December 10, 2019 Special Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

**MINUTES
CITY COUNCIL SPECIAL MEETING
DECEMBER 10, 2019**

CALL TO ORDER

The special meeting of the City Council of the City of Highland was called to order at 5:16 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

PUBLIC COMMENT

None

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer
Absent: None

CLOSED SESSION

At 5:17 p.m., the City Council convened into closed session, regarding the following:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8 regarding the following properties:

Property: APNs: 0279-151-11, 0279-151-26, and 0279-151-41.
Generally located on 3rd Street east of Tippecanoe Avenue.

Agency negotiator: Joseph Hughes, City of Highland

Negotiating party: Jewish National Fund (Keren Kayemeth Le Israel), Inc., a
New York not-for-profit Corporation

Under negotiation: Instruction to City's negotiator regarding terms.

PUBLIC EMPLOYEE APPOINTMENT (Government Code § 54957(b)(1))

Title: City Manager

At 5:53 p.m., the City Council adjourned closed session making no announcements.

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 5:54 p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor



STAFF REPORT

TO THE CITY COUNCIL

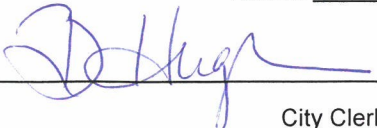
DATE: January 14, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – December 10, 2019 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

**MINUTES
CITY COUNCIL REGULAR MEETING
DECEMBER 10, 2019**

CALL TO ORDER

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

The invocation was given by Pastor Al LeBrun, Immanuel Baptist Church, and the Pledge of Allegiance was led by Mayor Lilburn.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer
Absent: None

REPORT FROM CLOSED SESSION

City Attorney Steele stated prior to the meeting this evening, the Council met in closed session regarding the two items on the posted agenda. All Council members were present and took no reportable action.

SPECIAL PRESENTATIONS

Ray Culberson, Executive Director of Real Journey Academy, presented the Sheriff's Department, City of Highland Planning Department, Cal Fire, Mayor Penny Lilburn, City of Highland Engineering Department, and City of Highland Council Members with certificates of appreciation.

PUBLIC COMMENT

None

CITY COUNCIL BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2019/20

City Clerk Hughes gave a brief review of the staff report and opened the floor for nominations.

Council Member Chavez nominated himself for Mayor.

Council Member Timmer nominated Mayor Pro Tem McCallon for Mayor.

City Clerk Hughes called for any other nominations. Seeing none, the floor is now closed for nominations and called for the vote.

Council Member Chavez received 2 votes.

Mayor Pro Tem McCallon received 3 votes.

Mayor Pro Tem McCallon received majority vote for Mayor.

Mayor McCallon opened the floor for Mayor Pro Tem nominations.

Mayor McCallon nominated Council Member Lilburn.

Council Member Chavez nominated himself.

Mayor McCallon called for the vote.

Council Member Lilburn received 3 votes.

Council Member Chavez received 2 votes.

Council Member Lilburn received majority vote for Mayor Pro Tem.

2. Membership on Various Council Subcommittees, Ad Hoc and Agency Organizations

City Clerk Hughes gave a brief review of the staff report.

Fred Yauger spoke regarding his suggestions to integrate the committee members for the various committees.

Mayor McCallon inquired if City Council members are content with their current assignments or if there are any requests with their current appointments for the various Council Committees, Ad Hoc and Agency Appointments. He would like to appoint Council Member Chavez to serve on the Public Safety Subcommittee alongside Mayor Pro Tem Lilburn.

Council Member Solano stated she would like to serve on the Public Facilities Subcommittee.

Mayor McCallon stated to confirm, the Community Day of Service will remain the same with Council Member Chavez and Council Member Solano serving, the Finance/Personnel Subcommittee with Mayor McCallon and Council Member Timmer serving, the Legislative Subcommittee with Council Member Chavez and Council Member Solano serving, the Public Facilities Subcommittee with Council Member Solano and Council Member Timmer serving, the Public Safety Subcommittee with Mayor Pro Tem Lilburn and Council Member Chavez serving, and the Public Works Subcommittee with Mayor McCallon and Council Member Timmer serving.

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to revise the subcommittee appointments as follows: the Community Day of Service will remain the same with Council Member Chavez and Council Member Solano serving, the Finance/Personnel Subcommittee with Mayor McCallon and Council Member Timmer serving, the Legislative Subcommittee with Council Member Chavez and Council Member Solano serving, the Public Facilities Subcommittee with Council Member Solano and Council Member Timmer serving, the Public Safety Subcommittee with Mayor Pro Tem Lilburn and Council Member Chavez serving, and the Public Works Subcommittee with Mayor McCallon and Council Member Timmer serving and with the Agency Appointments and Staff Agency Appointments as they currently exist. Motion carried, 5-0.

Mayor McCallon stated he would like to appoint himself and Mayor Pro Tem Lilburn to an Ad Hoc Committee to review the Planning Commission's current duties with the intent of coming back to City Council with recommendations by February 2020.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to approve the consent calendar as submitted. Motion carried on a roll call vote, 5-0.

3. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
4. Minutes – November 26, 2019 City Council Regular Meeting
Approved the Minutes as submitted.
5. Warrant Register
Approved Warrant Register No. 696 for December 10, 2019, in the amount of \$815,025.50 and Payroll of \$97,044.07.

6. AB 1600 Development Impact Fee Annual Report for Fiscal Year 2018-2019 per Government Code Section 66066
Received and filed the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2018-2019.
7. Developer In-Lieu Fee Annual Report for Fiscal Year 2018-2019
Received and filed the Developer In-lieu Fee Annual Report for Fiscal Year 2018-2019.
8. Comprehensive Annual Financial Report (CAFR), the Single Audit Report on Federal Award Programs, the GAS (Internal Controls) Letter and the Gann Limit (Appropriations Limit) Letter. All Reports are for Fiscal Year Ended June 30, 2019.
Received and filed the Comprehensive Annual Financial Report (CAFR), the Single Audit Report on Federal Award Programs, the GAS (Internal Controls) letter and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2019.
9. Easement Acceptance – O'Reilly Auto Parts Store (26780 Base Line)
 1. Accepted Grants of Easement for Road and Drainage purposes and for Landscaping purposes from O'Reilly Enterprises, LLC; and
 2. Directed the City Clerk to record the Grants of Easement.

CITY COUNCIL PUBLIC HEARING

10. Request for an Amendment to the Mediterra Planned Development Document (PUD 13-001/CUP-14-005) and Tentative Tract Map No. 18893 (TTM 14-002) Conditions of Approval

Mayor McCallon opened the public hearing.

Assistant Community Development Director Stater stated Mediterra is a planned residential development in the City. It has 306 units and is located at the east end of the City near the East Valley Water District corporate offices, just east of Santa Paula Street. This project was approved by the City Council in 2016 and it received a three year extension of time from the Council in 2019, giving it an extension through 2022. So what's before you this evening is a request to amend some of those approvals, specifically some changes to the planned development document, planning conditions, and the engineering conditions. In the PD document itself, which is this large attachment in your staff report, there are a number of requests. One is for a single transfer one unit from PA4 to PA1, reduction in the density range that's currently six to twelve dwelling units to acre for PA4, the request is to reduce that down to four, at the bottom end of that range. There is a request to postpone the construction of the private portion of the park. So there's a park near the center of the project called Mediterra Park. There is a public portion of the park, which will be constructed in phase 2 and a private portion which contains the pool and some other private amenities. The request is to delay that to be complimentary to the construction of PA4, a little

later in the project. There's also a change to the fencing details to allow some vinyl fencing for house returns and to modify the approval for the authority of transfer of units so that things like a single unit transfer between planning areas don't have to come back to you anymore. You will also see attached in the tentative tract map conditions of approval the request to change some planning conditions. Those are outlined and those consist of changes to the language in the wildland fire agreement to the timing of when the developer will submit the CCR's and homebuyer notifications. A little bit later in the process when they have a merchant on board they will be able to provide the appropriate language. Also, some changes to the way the DIF language was written, previously required a little earlier, which staff is recommending language that the developer and the Planning Commission recommended which is just to be compliant with the current City policy for development impact fees. You'll also notice the developer is requesting the deletion of a CFD requirement for police and fire services since they are not going to be bonding with this project. Then there are a variety of engineering conditions, which she is not as well versed in, but they have to do with tract boundaries, relocation of entrance to the project. They start on page seven of your staff report and they are included in the resolution that is attached. The Planning Commission did review all of these requested changes, they did make some amendments to those, and staff and the Planning Commission are recommending these for approval this evening.

Public Works Director/City Engineer Wong stated after the staff report had been printed, there have been proposed changes in six engineering conditions approval at the request of the developer. These six conditions only really deal with one identical issue which is to modify the reference of a maintenance committee facility district to a different statement. A statement that would allow for any funding mechanism that is approved and is acceptable by the City of Highland. The developer made this request so that he has additional time to review the validity or the benefit of the maintenance CFD which staff originally proposed. Due to the changed language, this still puts the City basically in the driver's seat as it has to be approved. Also any other financial mechanism still has to be approved and acceptable by the City. City staff does not see any issues in making this change. This one change would affect six engineering conditions that include Condition Nos. 6, 65, 66, 68, 70 and 71. They are shown on this handout sheet as the light shaded area. The change basically is to change from maintenance committee facilities district to a maintenance mechanism acceptable to the City.

Camille Bahri, Sunland Communities LLC, stated he is thankful for the Council for being here and for their time. He is thankful for staff, specifically Community Development Director Mainez, Public Works Director/City Engineer Wong who work very closely with him, Assistant Community Development Director Stater, and Matt Bennett as well. Hopefully we will see some sticks and bricks going on at the project.

Mayor McCallon stated thank you to Camille and we appreciate all the work he has done for the City. He has been involved in so many projects here. We appreciate what he is doing.

Mayor Pro Tem Lilburn stated thank you Camille, it's always a pleasure working with him.

Council Member Timmer stated looking at the minor revisions, these are just minor tweaks in the project which hopefully will make it better and occur faster.

Mayor McCallon stated before we go on, the staff report on the planning conditions, on page 6, spell check always gets to you. Where it says, where it should say relating, it says altering. However, the Resolution, the revised planning condition attachment B is correct.

Mayor McCallon called for any other speakers either in favor or in opposition of this item. Seeing none, the public hearing is now closed.

City Attorney Steele stated he would like to ask staff to verify one thing. Assistant Community Development Director Stater, would you just verify that the applicant has accepted all of the changed conditions.

Assistant Community Development Director Stater stated the applicant has accepted all of the changed conditions.

Mayor McCallon stated and that includes the additional engineering ones that are before us and not in the staff report.

Assistant Community Development Director Stater stated correct, he fought hard with Public Works Director/City Engineer Wong on those. He is in agreement.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to adopt Resolution No. 2019-048, approving Revision Application (REV 19-001) to amend Conditional Use Permit (CUP-14-005) and Tentative Tract Map 18893 Conditions of Approval (TTM-14-002) for the Mediterra Planned Development. Motion carried, 5-0.

RESOLUTION NO. 2019-048

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING AN APPLICATION FOR A REVISION TO CONDITIONS OF APPROVAL AND MODIFICATION OF THE PLANNED DEVELOPMENT DOCUMENT (REV-019-001) FOR THE MEDITERRA PLANNED DEVELOPMENT COMMUNITY, LOCATED ON APPROXIMATELY 179 ACRES ON GREENSPOT ROAD, 550 FEET AND EAST OF SANTA PAULA STREET (APN NOS. 0297-021-18, 0297-015-16, 0297-061-04, 0297-061-05, 0297-061-06, 0297-061-07, 0297-061-09, 0297-061-13, 0297-061-20, 0297-061-25, 0297-061-26, AND 0297-061-29, 297-201-05)

City Attorney Steele stated with the City Council vote that action by the City is final and the time limits of Code of Civil Procedure Section 1094.6 apply.

CITY COUNCIL LEGISLATIVE

11. First Amended and Restated Purchase and Sale Agreement and Joint Escrow Instructions and Habitat Mitigation Reimbursement Agreement Related to the Acquisition and Subsequent Sale for Economic Development Purposes of Approximately 20 Acres of Unimproved Vacant Land Owned by the San Bernardino County Flood Control District

Community Development Director Mainez gave a brief review of the staff report.

A MOTION was made by Council Member Chavez, seconded by Mayor Pro Tem Lilburn, to:

1. Adopt City Council Resolution No. 2019-049 Authorizing the Mayor to execute the First Amended and Restated Purchase and Sale Agreement and Joint Escrow Instructions and Habitat Mitigation Reimbursement Agreement between the City of Highland and the San Bernardino County Flood Control District, and instruct staff to submit to the San Bernardino County Real Estate Service Department for processing and approval once the City Manager and City Attorney's Office approve as to its terms and form; and
2. Adopt City Council Resolution No. 2019-050 Authorizing the Mayor to execute the Amended Purchase and Sale Agreement and Joint Escrow Instructions between the City of Highland and TREH Partners, LLC, a California limited liability company once the City Manager and City Attorney's Office approve as to its terms and form and ensure it matches the District's Amended and Restated Purchase and Sales Agreement and Joint Escrow Instructions and Habitat Mitigation Reimbursement. Motion carried, 5-0.

RESOLUTION NO. 2019-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDED AND RESTATED PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS AND HABITAT MITIGATION REIMBURSEMENT AGREEMENT BETWEEN THE CITY OF HIGHLAND AND THE SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT FOR A 20+ ACRE VACANT PROPERTY IDENTIFIED AS APN: 1201-331-01 (PORTION), 1201-341-01 (PORTION), 1201-341-08 & 09, AND INSTRUCT STAFF TO SUBMIT TO THE SAN BERNARDINO COUNTY REAL ESTATE SERVICE DEPARTMENT FOR PROCESSING AND APPROVAL ONCE THE CITY MANAGER AND CITY ATTORNEY'S OFFICE APPROVE AS TO ITS TERMS AND FORM

RESOLUTION NO. 2019-050

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDED AND RESTATED PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS AND HABITAT MITIGATION REIMBURSEMENT AGREEMENT BETWEEN THE CITY OF HIGHLAND AND TREH PARTNERS LLC FOR A 20+ ACRE VACANT PROPERTY IDENTIFIED AS APN: 1201-331-01 (PORTION), 1201-341-01 (PORTION), AND 1201-341-08 & 09, ONCE THE CITY MANAGER AND CITY ATTORNEY'S OFFICE APPROVE AS TO ITS TERMS AND FORM

12. Irrevocable Offers of Easement Dedication/"Greenspot Connection" (28099 Greenspot Road)

Public Works Director/City Engineer Wong gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Mayor Pro Tem Lilburn, to:

1. Defer Acceptance of Irrevocable Offers of Dedication of Road and Drainage Easement from Universal Self Storage Highland, LP, a California Limited Partnership, while reserving the right to accept the dedications at any later date; and
2. Direct the City Clerk to record the Irrevocable Offers of Dedication of Road and Drainage Easement. Motion carried, 5-0.

City Manager Hughes stated also with the conditions they are subject to the approval of the City Attorney.

13. Irrevocable Offer of Dedication of Abutter's Access Rights/"Greenspot Connection" (28099 Greenspot Road)

Public Works Director/City Engineer Wong gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Mayor Pro Tem Lilburn, to:

1. Defer acceptance of Irrevocable Offers of Dedication of Abutter's Access Right from Universal Self Storage Highland, LP, a California Limited Partnership, while reserving the right to accept the dedications at any later date; and
2. Direct the City Clerk to record the Irrevocable Offers of Dedication of Abutter's Access Right. Motion carried, 5-0.

14. Establishment of Electric Vehicle Charging Stations User Fee

Public Works Director/City Engineer Wong gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to establish the fee for use of electric vehicle charging stations at City Hall to be \$0.35 per kilowatt-hour plus \$2 per hour after the first hour. Motion carried, 5-0.

15. Supplement No. 2 for Construction Management Services with TKE Engineering, Inc., for the Hillview Neighborhood Street and Storm Drain Improvements, Phase I (Project No. str07009)

Assistant Public Works Director Zamano gave a brief review of the staff report.

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Timmer, to approve Supplement No. 2 to the Proposal from TKE Engineering, Inc., (TKE) to provide additional construction management services for the Hillview Neighborhood Street and Storm Drain Improvements, Phase I, in an amount not-to-exceed \$25,110. Motion carried, 5-0.

16. Website Redesign Services

Administrative Analyst Daniely gave a brief review of the staff report.

Fred Yauger spoke in favor of this item.

A MOTION was made by Council Member Chavez, seconded by Council Member Solano, to:

1. Authorize the use of a "piggyback" contract through General Services Administration (GSA) Contract No. GS-35F-0124U between GSA and Icon Enterprises, Inc. (d/b/a CivicPlus); and
2. Authorize the Mayor to sign the Agreement for website redesign services not to exceed \$10,733.33 in Year 1, \$10,733.33 in Year 2, and \$10,733.33 in Year 3. For the Year 1 payment of \$10,733.33, the City shall pay to Consultant 30% of the Year 1 payment amount (\$3,219.99). The City shall pay the remaining 70% of the Year 1 payment amount (\$7,513.34) to Consultant upon Consultant's delivery of a completed website to the City. If renewed pursuant to Section 1 herein, the City shall also pay to Consultant ongoing annual maintenance services on December 11 of each year of renewal in the amount of \$4,350 subject to a cumulative annual 5% technology fee increase beginning Year 4. Motion carried, 5-0.

17. Bid Award – Bid No. 2019-08, “Sterling Avenue and Water Street Sidewalk and Bike Lane Improvements, Project swk16001; and Base Line, Central Avenue and Sterling Avenue ADA and Bus Stops Access Improvements, Project swk17001”

Assistant Public Works Director Zamano gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Council Member Timmer, to award Bid Schedule I contract to the responsive lowest bidder, IE General Engineering, in the amount of \$487,428.80 for Bid No. 2019-08, “Sterling Avenue and Water Street Sidewalk and Bike Lane Improvements, Project swk16001; and Base Line, Central Avenue and Sterling Avenue ADA and Bus Stops Access Improvements, Project swk17001.” Motion carried, 5-0.

18. Construction Management Services for Bid No. 2019-08, “Sterling Avenue and Water Street Sidewalk and Bike Lane Improvements, Project swk16001; and Base Line, Central Avenue and Sterling Avenue ADA and Bus Stops Access Improvements, Project swk17001”

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem Lilburn, to:

1. Approve proposal from TKE Engineering, Inc., to provide construction management services for Bid No. 2019-08, “Sterling Avenue and Water Street Sidewalk and Bike Lane Improvements, Project swk16001; and Base Line, Central Avenue and Sterling Avenue ADA and Bus Stop Access Improvements, Project swk17001”; and
2. Authorize the City Manager to approve contract amendments up to 10% of the proposal amount. Motion carried, 5-0.

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

None

20. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Mayor Pro Tem Lilburn stated she visited the Highland Elementary School while they were reviewing their safety components and met the new principal who would like to attend the COPS meeting. Also, she has recently been approached about holding an event for Veterans Day. She would like to request an item be placed on the next agenda regarding forming a community committee to discuss putting something together for Veterans Day next year.

Mayor McCallon stated he recently attended the 10th Annual SCAG economic summit. He has provided to all Council Members a review of the conference.

Council Member Timmer stated he attended the Water Conservation District meeting today regarding Plan B.

ANNOUNCEMENTS

December 16 - Fire Station#3 from 6pm to 8pm
December 17 - Police Station from 6pm to 8pm
December 18 - Fire Station #2 from 6pm to 8pm
December 24 Canceled

Operation Santa Claus
Operation Santa Claus
Operation Santa Claus
City Council Meeting

CLOSED SESSION

None

ADJOURN

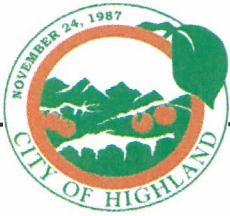
There being no further business, Mayor McCallon adjourned the meeting at 7:32 p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 14, 2020

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer 

PREPARED BY: Leticia Nava-Cruz, Senior Accountant

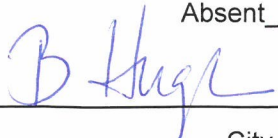
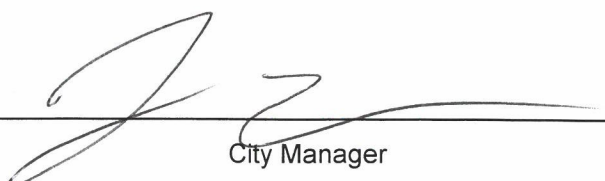
SUBJECT: Warrant Register #697

RECOMMENDATION: City Council to approve Warrant Register #697; Warrants in the amount of \$6,481,850.34 and Payroll in the amount of \$315,331.63.

FISCAL IMPACT: The total of Cash and Expenditures is \$6,797,181.97.

PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

BACKGROUND: See Printouts Attached.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

CITY OF HIGHLAND
WARRANT REGISTER #697

January 14, 2020

Warrants:

12/6/2019 Payroll Wire #462-463 & Ck #79817-79820	61,238.85
12/10/2019 Ck#79821-79867	2,240,730.21
12/17/2019 Ck#79868-79893	173,684.61
12/20/2019 Payroll Wire #464-465 & Ck #79894-79897	53,056.96
12/24/2019 Ck#79898-79938	2,439,752.29
12/31/2019 Ck#79939-79961	102,791.27
1/3/2020 Payroll Wire #466-467 & Ck #79962-79965	79,018.68
1/7/2020 Ck#79966-80005	1,331,577.47
Total Warrants	<u>\$ 6,481,850.34</u>

Payroll:

12/6/2019 Direct Deposits #9205-9246	103,872.12
12/6/2019 Ck #547-548	563.73
12/20/2019 Direct Deposits #9247-9286	92,099.71
12/20/2019 Ck #549-550	563.73
1/3/2020 Direct Deposits #9287-9327	117,668.61
1/3/2020 Ck #551-552	563.73
Total Payroll	<u>\$ 315,331.63</u>

Total Warrants & Payroll \$ 6,797,181.97

APPROVED BY:

Larry McCallon
Finance Subcommittee

Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
462	12/6/2019	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			008.1120	29.79
			FEDERAL TAXES: Payment	
			010.1120	938.23
			FEDERAL TAXES: Payment	
			012.1120	93.56
			FEDERAL TAXES: Payment	
			016.1120	93.54
			FEDERAL TAXES: Payment	
			023.1120	53.43
			FEDERAL TAXES: Payment	
			024.1120	13.46
			FEDERAL TAXES: Payment	
			041.1120	369.23
			FEDERAL TAXES: Payment	
			042.1120	226.93
			FEDERAL TAXES: Payment	
			070.1120	579.10
			SOCIAL SECURITY: Payment	
			001.1140	538.30
			SOCIAL SECURITY: Payment	
			008.1140	55.06
			SOCIAL SECURITY: Payment	
			070.1140	32.50
			MEDICARE: Payment	
			001.1140	3,174.59
			MEDICARE: Payment	
			004.1140	459.18
			MEDICARE: Payment	
			006.1140	128.10
			MEDICARE: Payment	
			008.1140	12.88
			MEDICARE: Payment	
			010.1140	159.62
			MEDICARE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
462	12/6/2019	000119 INTERNAL REVENUE SERVICE	(Continued)	
			012.1140	40.10
			MEDICARE: Payment	
			016.1140	40.08
			MEDICARE: Payment	
			023.1140	18.28
			FEDERAL TAXES: Payment	
			001.1120	13,973.38
			FEDERAL TAXES: Payment	
			004.1120	2,082.31
			FEDERAL TAXES: Payment	
			006.1120	509.15
			MEDICARE: Payment	
			041.1140	79.00
			MEDICARE: Payment	
			042.1140	70.30
			MEDICARE: Payment	
			070.1140	130.92
			MEDICARE: Payment	
			024.1140	4.18
			Total :	23,905.20
463	12/6/2019	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	5,047.02
			STATE TAXES: Payment	
			004.1130	715.58
			STATE TAXES: Payment	
			006.1130	195.88
			STATE TAXES: Payment	
			010.1130	301.31
			STATE TAXES: Payment	
			012.1130	24.56
			STATE TAXES: Payment	
			016.1130	24.55
			STATE TAXES: Payment	
			023.1130	14.24

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
463	12/6/2019	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			024.1130	4.65
			STATE TAXES: Payment	
			041.1130	150.28
			STATE TAXES: Payment	
			042.1130	71.61
			STATE TAXES: Payment	
			070.1130	230.50
			Total :	6,780.18
79817	12/6/2019	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	8,763.82
			ICMA DEFERRED COMP 457: Payment	
			004.1170	784.08
			ICMA DEFERRED COMP 457: Payment	
			010.1170	651.96
			ICMA DEFERRED COMP 457: Payment	
			041.1170	288.59
			ICMA DEFERRED COMP 457: Payment	
			070.1170	233.98
			Total :	10,722.43
79818	12/6/2019	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment	
			042.1145	0.77
			PERS SURVIVOR: Payment	
			070.1145	0.63
			EPMC: Payment	
			001.1145	659.51
			EPMC: Payment	
			004.1145	122.39
			EPMC: Payment	
			006.1145	18.08
			PERS: Payment	
			024.1145	17.05
			PERS: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79818	12/6/2019	000004	PUBLIC EMPLOYEE RETIREMENT SYS (Continued)	
			041.1145	392.45
			PERS: Payment	
			042.1145	287.40
			PERS: Payment	
			070.1145	672.62
			PERS SURVIVOR: Payment	
			001.1145	24.85
			PERS SURVIVOR: Payment	
			004.1145	4.08
			PERS SURVIVOR: Payment	
			006.1145	1.31
			PERS SURVIVOR: Payment	
			010.1145	1.06
			PERS SURVIVOR: Payment	
			012.1145	0.59
			PERS SURVIVOR: Payment	
			016.1145	0.54
			PERS SURVIVOR: Payment	
			023.1145	0.23
			PERS SURVIVOR: Payment	
			024.1145	0.03
			PERS SURVIVOR: Payment	
			041.1145	0.32
			PERS: Payment	
			023.1145	86.55
			EPMC: Payment	
			010.1145	56.94
			EPMC: Payment	
			012.1145	2.18
			EPMC: Payment	
			016.1145	2.18
			EPMC: Payment	
			023.1145	6.06
			EPMC: Payment	
			024.1145	0.51
			EPMC: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79818	12/6/2019	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			041.1145	27.48
			EPMC: Payment	
			042.1145	10.53
			EPMC: Payment	
			070.1145	47.09
			PERS: Payment	
			001.1145	12,734.39
			PERS: Payment	
			004.1145	2,293.80
			PERS: Payment	
			006.1145	597.61
			PERS: Payment	
			010.1145	923.22
			PERS: Payment	
			012.1145	152.94
			PERS: Payment	
			016.1145	152.88
			Total :	19,298.27
79819	12/6/2019	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	13.36
			ARROWHEAD UNITED WAY: Payment	
			004.1180	2.84
			ARROWHEAD UNITED WAY: Payment	
			010.1180	1.80
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.26
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.74
			Total :	21.00
79820	12/6/2019	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	102.80
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79820	12/6/2019	003804 AFLAC WWHQ	(Continued)	
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	255.60
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	60.18
			AFLAC DENTAL: Payment	
			001.1181	47.44
			AFLAC DENTAL: Payment	
			004.1181	0.56
			AFLAC DENTAL: Payment	
			041.1181	1.66
			AFLAC DENTAL: Payment	
			070.1181	0.56
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.96
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.49
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.49

Total : 511.77

6 Vouchers for bank code : wfb

Bank total : 61,238.85

6 Vouchers in this report

Total vouchers : 61,238.85

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79821	12/10/2019	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS RETIREMENT-DEC	
			PERS RETIREMENT-DEC	
			001.1600.3560	221.41
			PERS RETIREMENT-DEC	
			001.1450.3560	3,060.33
			PERS RETIREMENT-DEC	
			001.1700.3560	3,985.29
			PERS RETIREMENT-DEC	
			001.3200.3560	309.97
			PERS RETIREMENT-DEC	
			001.1200.3560	1,726.96
			PERS RETIREMENT-DEC	
			001.4100.3560	4,472.38
			PERS RETIREMENT-DEC	
			001.4200.3560	2,656.86
			PERS RETIREMENT-DEC	
			001.4500.3560	1,815.52
			PERS RETIREMENT-DEC	
			001.4600.3560	2,568.30
			PERS RETIREMENT-DEC	
			001.6000.3560	1,018.46
			PERS RETIREMENT-DEC	
			001.6010.3560	885.62
			PERS RETIREMENT-DEC	
			001.6020.3560	664.22
			PERS RETIREMENT-DEC	
			004.8310.3560	3,852.45
			PERS RETIREMENT-DEC	
			006.8400.3560	1,239.87
			PERS RETIREMENT-DEC	
			012.8500.3560	531.37
			PERS RETIREMENT-DEC	
			016.8540.3560	531.37
			PERS RETIREMENT-DEC	
			023.3890.3560	221.41
			PERS RETIREMENT-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79821	12/10/2019	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			041.9500.3560	309.97
			PERS RETIREMENT-DEC	
			042.9510.3560	752.78
			PERS RETIREMENT-DEC	
			070.7000.3560	619.93
			PERS RETIREMENT-DEC	
			024.8470.3560	44.28
			PERS RETIREMENT-DEC	
			010.3830.3560	1,018.46
			PERS RETIREMENT-DEC	
			PERS RETIREMENT-DEC	
			001.1450.3560	260.75
			Total :	32,767.96
79822	12/10/2019	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-DEC	
			POLICE SERVICES-DEC	
			001.2000.4560	807,704.00
			Total :	807,704.00
79823	12/10/2019	000043 BALLARD PLUMBING HEATING & AIR	POLICE STATION RESTROOM SERVICE	
			POLICE STATION RESTROOM SERVICE	
			001.2000.4070	205.00
			Total :	205.00
79824	12/10/2019	000085 EAST VALLEY WATER DISTRICT	CANYON OAKS PARK-NOV	
			CANYON OAKS PARK-NOV	
			016.8540.4030	736.09
			LMD 48 B-NOV	
			LMD 48 B-NOV	
			012.8500.4030	623.29
			BEATTIE IRRIGATION-NOV	
			BEATTIE IRRIGATION-NOV	
			001.6000.4030	4,498.86
			LMD 00 BASELINE-NOV	
			LMD 00 BASELINE-NOV	
			012.8500.4030	34.19
			LMD 01 A-NOV	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79824	12/10/2019	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 01 A-NOV	
			012.8500.4030	85.99
			LMD 01 B-NOV	
			LMD 01 B-NOV	
			012.8500.4030	61.39
			LMD 02 A-NOV	
			LMD 02 A-NOV	
			012.8500.4030	83.49
			LMD 02 B-NOV	
			LMD 02 B-NOV	
			012.8500.4030	356.95
			LMD 02 C-NOV	
			LMD 02 C-NOV	
			012.8500.4030	235.05
			LMD 02 D-NOV	
			LMD 02 D-NOV	
			012.8500.4030	146.61
			LMD 02 E-NOV	
			LMD 02 E-NOV	
			012.8500.4030	77.73
			LMD 03 BASELINE-NOV	
			LMD 03 BASELINE-NOV	
			012.8500.4030	166.59
			LMD 03 YARNELL-NOV	
			LMD 03 YARNELL-NOV	
			012.8500.4030	41.57
			LMD 06-NOV	
			LMD 06-NOV	
			012.8500.4030	41.71
			LMD 08-NOV	
			LMD 08-NOV	
			012.8500.4030	268.05
			LMD 13-NOV	
			LMD 13-NOV	
			012.8500.4030	292.11
			LMD 20 BASELINE-NOV	
			LMD 20 BASELINE-NOV	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79824	12/10/2019	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030	197.61
			LMD 20 STREATER-NOV	
			LMD 20 STREATER-NOV	
			012.8500.4030	86.83
			LMD 22-NOV	
			LMD 22-NOV	
			012.8500.4030	128.59
			LMD 30-NOV	
			LMD 30-NOV	
			012.8500.4030	455.33
			LMD 31-NOV	
			LMD 31-NOV	
			012.8500.4030	208.85
			LMD 35-NOV	
			LMD 35-NOV	
			012.8500.4030	64.83
			LMD 36-NOV	
			LMD 36-NOV	
			012.8500.4030	172.51
			LMD B 39-NOV	
			LMD B 39-NOV	
			012.8500.4030	593.77
			LMD B 39-NOV	
			LMD B 39-NOV	
			012.8500.4030	919.11
			LMD B 39-NOV	
			LMD B 39-NOV	
			012.8500.4030	385.87
			LMD 48-NOV	
			LMD 48-NOV	
			012.8500.4030	817.89
			Total :	11,780.86
79825	12/10/2019	000108 HIGH TECH SECURITY	FIRE SYSTEMS-NOV	
			CORP YARD-NOV	
			028.2050.4070	108.77
			CORP YARD-NOV	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79825	12/10/2019	000108 HIGH TECH SECURITY	(Continued)	
			029.2100.4070	108.78
			CORP YARD-NOV	
			004.8310.4070	147.50
			BURG SYSTEMS-JAN	
			CITY HALL MONIT-JAN	
			042.9510.4066	25.00
			CITY HALL MAINT-JAN	
			042.9510.4066	15.00
			COMMUNITY PARK MONIT-JAN	
			001.6000.4066	25.00
			COMMUNITY PARK MAINT-JAN	
			001.6000.4066	15.00
			CORP YARD MONIT-JAN	
			004.8310.4066	25.00
			CORP YARD MAINT-JAN	
			004.8310.4066	20.00
			CITY HALL MONIT-JAN	
			042.9510.4066	25.00
			CITY HALL MAINT-JAN	
			042.9510.4066	15.00
			CORP YARD MONIT-JAN	
			CORP YARD MONIT-JAN	
			004.8310.4066	35.00
			CORP YARD MAINT-JAN	
			004.8310.4066	15.00
			LIBRARY MONIT-JAN	
			001.6000.4066	35.00
			LIBRARY MAINT-JAN	
			001.6000.4066	15.00
			CITY HALL MONIT-JAN	
			042.9510.4066	35.00
			CITY HALL MAINT-JAN	
			042.9510.4066	15.00
			FIRE STATION #3 MONIT-JAN	
			028.2050.4066	17.50
			FIRE STATION #3 MONIT-JAN	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
79825	12/10/2019	000108 HIGH TECH SECURITY	(Continued)	
			029.2100.4066	17.50
			FIRE STATION #3 MAINT-JAN	
			028.2050.4066	7.50
			FIRE STATION #3 MAINT-JAN	
			029.2100.4066	7.50
			YMCA MONIT-JAN	
			001.6000.4066	35.00
			YMCA MAINT-JAN	
			001.6000.4066	15.00
			POLICE MONIT-JAN	
			001.2000.4066	35.00
			POLICE MAINT-JAN	
			001.2000.4066	15.00
			CCTV SYSTEMS-JAN	
			AURANTIA PARK MAINT-JAN	
			001.6000.4066	25.00
			COMMUNITY PARK MAINT-JAN	
			001.6000.4066	50.00
			CITY HALL MAINT-JAN	
			042.9510.4066	25.00
			CORP YARD MAINT-JAN	
			004.8310.4066	25.00
			CANYON OAKS PARK MAINT-JAN	
			016.8540.4066	25.00
			Total :	980.05
79826	12/10/2019	000127 K & L HARDWARE	CITY HALL SUPPLIES	
			CITY HALL SUPPLIES	
			042.9510.4070	45.50
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	44.70
			STATION #1 SUPPLIES	
			029.2100.4203	44.69
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	23.68

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79826	12/10/2019	000127 K & L HARDWARE	(Continued)	
			STATION #1 SUPPLIES	
			029.2100.4203	23.67
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4070	3.55
			STATION #1 SUPPLIES	
			029.2100.4070	3.55
			STATION #2 SUPPLIES	
			STATION #2 SUPPLIES	
			028.2050.4070	15.39
			STATION #2 SUPPLIES	
			029.2100.4070	15.39
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	3.44
			STATION #1 SUPPLIES	
			029.2100.4203	3.43
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	41.77
			STATION #1 SUPPLIES	
			029.2100.4203	41.76
			STATION #1 CREDIT	
			STATION #1 CREDIT	
			028.2050.4070	-4.96
			STATION #1 CREDIT	
			029.2100.4070	-4.95
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	24.01
			STATION #1 SUPPLIES	
			029.2100.4203	24.01
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	12.38
			STATION #1 SUPPLIES	
			029.2100.4203	12.38

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79826	12/10/2019	000127 K & L HARDWARE	(Continued)	
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	8.08
			STATION #1 SUPPLIES	
			029.2100.4203	8.07
			YMCA SUPPLIES	
			YMCA SUPPLIES	
			001.6000.4070	12.87
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4070	49.91
			STATION #1 SUPPLIES	
			029.2100.4070	49.90
			STATION #3 SUPPLIES	
			STATION #3 SUPPLIES	
			028.2050.4070	9.95
			STATION #3 SUPPLIES	
			029.2100.4070	9.95
			PARKS SUPPLIES	
			PARKS SUPPLIES	
			016.8540.4206	55.14
			STATION #2 SUPPLIES	
			STATION #2 SUPPLIES	
			028.2050.4070	5.10
			STATION #2 SUPPLIES	
			029.2100.4070	5.09
			CITY HALL SUPPLIES	
			CITY HALL SUPPLIES	
			042.9510.4070	25.16
			Total :	612.61
79827	12/10/2019	000165 AT&T	CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4060	215.77
			POLICE ALARM-NOV	
			POLICE ALARM-NOV	
			001.2000.4060	456.46

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79827	12/10/2019	000165 AT&T	(Continued) BASELINE LITTLE LEAGUE-NOV BASELINE LITTLE LEAGUE-NOV 001.6000.4060	215.77
Total :				888.00
79828	12/10/2019	000190 SAN BERNARDINO COUNTY	DUES 2019/2020 DUES 2019/2020 001.1000.4310	7,831.00
Total :				7,831.00
79829	12/10/2019	000203 SOUTHERN CALIFORNIA EDISON	CITY HALL-NOV CITY HALL-NOV 042.9510.4010 POLICE STATION-NOV POLICE STATION-NOV 001.2000.4010 STATION #3-NOV STATION #3-NOV 028.2050.4010 STATION #3-NOV 029.2100.4010 CORP YARD-NOV CORP YARD-NOV 004.8310.4010 LIBRARY/ELC-NOV LIBRARY/ELC-NOV 001.6000.4010 LS#3-NOV LS#3-NOV 013.8510.4011 BASELINE MEDIAN-NOV BASELINE MEDIAN-NOV 004.8310.4010 BASELINE MEDIAN-NOV BASELINE MEDIAN-NOV 004.8310.4010 LS#2-NOV	849.94 3,811.05 417.51 417.50 597.00 3,018.02 14.65 10.30 9.31

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79829	12/10/2019	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LS#2-NOV	
			013.8510.4011	528.62
			LS-B-NOV	
			LS-B-NOV	
			013.8510.4011	9.77
			LS#3-NOV	
			LS#3-NOV	
			013.8510.4011	15.65
			LS#3-NOV	
			LS#3-NOV	
			013.8510.4011	61.98
			LS#3-NOV	
			LS#3-NOV	
			013.8510.4011	55.19
			SIGNALS-NOV	
			SIGNALS-NOV	
			004.8310.4580	59.19
			SIGNALS-NOV	
			SIGNALS-NOV	
			004.8310.4580	45.41
			SIGNALS-NOV	
			013.8510.4011	39.46
			SIGNALS-NOV	
			SIGNALS-NOV	
			016.8540.4010	11.85
			HIGHLAND AVE ALPR-NOV	
			HIGHLAND AVE ALPR-NOV	
			001.2000.4062	10.80
			Total :	9,983.20
79830	12/10/2019	000208 STAPLES CREDIT PLAN	CITY CLERK SUPPLIES	
			CITY CLERK SUPPLIES	
			001.1200.4200	29.37
			2020 CALENDARS	
			2020 CALENDARS	
			001.1700.4200	81.62
			OFFICE SUPPLIES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79830	12/10/2019	000208 STAPLES CREDIT PLAN	(Continued) OFFICE SUPPLIES 001.6020.4200	19.36
Total :				130.35
79831	12/10/2019	000222 UNDERGROUND SERVICE ALERT	DIG ALERT TICKETS-DEC DIG ALERT TICKETS-DEC 004.8310.4553 DIG SAFE BOARD FEES-DEC DIG SAFE BOARD FEES-DEC 004.8310.4553	90.85
Total :				73.64
Total :				164.49
79832	12/10/2019	000232 WALMART BUSINESS/SYNCB	VEH#124: BATTERY VEH#124: BATTERY 001.4200.4240 BREAKROOM MICROWAVE BREAKROOM MICROWAVE 042.9510.4070 UNIFORM: HALLOWAY UNIFORM: HALLOWAY 001.6000.4249 UNIFORM: COLEMAN UNIFORM: COLEMAN 001.6000.4249	130.42
				75.47
				32.36
Total :				82.65
Total :				320.90
79833	12/10/2019	000487 SMART & FINAL	BLOOD DRIVE INCENTIVE BLOOD DRIVE INCENTIVE 001.6020.4336	21.09
Total :				21.09
79834	12/10/2019	000598 PR PRINTING	BUS CARDS: C. SANCHEZ BUS CARDS: C. SANCHEZ 001.4500.4206	39.96
Total :				39.96
79835	12/10/2019	000662 HI WAY SAFETY INC	EVC 19001 EV CHARGERS EVC 19001 EV CHARGERS	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79835	12/10/2019	000662 HI WAY SAFETY INC	(Continued)	
			027.8490.6700	242.87
			EVC 19001 EV CHARGERS	
			020.8440.6700	60.72
			Total :	303.59
79836	12/10/2019	000979 VERIZON WIRELESS	ALPR CARDS-OCT	
			ALPR CARDS-OCT	
			001.2000.4061	114.05
			Total :	114.05
79837	12/10/2019	001072 AUTO ZONE	E541A REPAIRS/MAINT	
			E541A REPAIRS/MAINT	
			028.2050.4240	57.21
			E541A REPAIRS/MAINT	
			029.2100.4240	57.21
			ME542 REPAIRS/MAINT	
			ME542 REPAIRS/MAINT	
			028.2050.4240	24.43
			ME542 REPAIRS/MAINT	
			029.2100.4240	24.43
			ME541 REPAIRS/MAINT	
			ME541 REPAIRS/MAINT	
			028.2050.4240	6.46
			ME541 REPAIRS/MAINT	
			029.2100.4240	6.46
			E541A REPAIRS/MAINT CREDIT	
			E541A REPAIRS/MAINT CREDIT	
			028.2050.4240	-29.32
			E541A REPAIRS/MAINT CREDIT	
			029.2100.4240	-29.32
			Total :	117.56
79838	12/10/2019	001414 RICHARDS, WATSON & GERSHON	GENERAL-OCT	
			GENERAL-OCT	
			001.1450.4520	15,444.52
			CODE ENFORCEMENT GENERAL-OCT	
			CODE ENFORCEMENT GENERAL-OCT	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79838	12/10/2019	001414 RICHARDS, WATSON & GERSHON	(Continued)	
			001.4600.4520	1,245.14
			PERSONNEL & LABOR RELATIONS-OCT	
			PERSONNEL & LABOR RELATIONS-OCT	
			001.1450.4520	69.00
			ADV. KARAS-OCT	
			ADV. KARAS-OCT	
			001.4600.4520	1,050.30
			Total :	17,808.96
79839	12/10/2019	001439 OFFICE SOLUTIONS	2020 CALENDARS	
			2020 CALENDARS	
			001.1450.4200	49.76
			2020 CALENDARS	
			2020 CALENDARS	
			004.8310.4200	162.83
			2020 CALENDARS	
			2020 CALENDARS	
			001.4500.4200	136.78
			2020 CALENDARS	
			2020 CALENDARS	
			001.4100.4200	130.87
			2020 CALENDARS	
			2020 CALENDARS	
			004.8310.4200	48.68
			2020 CALENDARS	
			2020 CALENDARS	
			001.4600.4200	47.50
			2020 CALENDARS	
			2020 CALENDARS	
			001.4600.4200	31.01
			Total :	607.43
79840	12/10/2019	001476 TIME WARNER CABLE	POLICE TELE/INT SERVICE-DEC	
			POLICE TELE/INT SERVICE-DEC	
			001.2000.4065	981.60
			CORP YARD TELE/INT SERVICE-DEC	
			CORP YARD TELE/INT SERVICE-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79840	12/10/2019	001476 TIME WARNER CABLE	(Continued) 004.8310.4060	656.56
			Total :	1,638.16
79841	12/10/2019	002149 SB CO DEPT OF PUBLIC HEALTH	ANIMAL CONTROL SERVICES07/19-09/19 ANIMAL CONTROL SERVICES07/19-09/19 001.2200.4565	116,773.00
			Total :	116,773.00
79842	12/10/2019	002149 SB CO DEPT OF PUBLIC HEALTH	EMPLOYEE VACCINATION-MORGAN/WILSON EMPLOYEE VACCINATION-MORGAN/WILSON 001.1600.4235	130.38
			Total :	130.38
79843	12/10/2019	002190 ENGINEERING RESOURCES OF SO CA	ICH17006 PM SMBMI-IGG-JUL CREDIT ICH17006 PM SMBMI-IGG-JUL CREDIT 027.8490.6813 BRG04004A PM RDA04-SEP BRG04004A PM RDA04-SEP 010.3830.6813 BRG07001 PM RDA07-SEP BRG07001 PM RDA07-SEP 010.3830.6813 BRG12001 PM DIF REG-SEP BRG12001 PM DIF REG-SEP 007.8330.6813 STR15002 PM RDA04-SEP STR15002 PM RDA04-SEP 010.3830.6550 STR17002 PM CCF 2017-SEP STR17002 PM CCF 2017-SEP 027.8490.6550 STR17001 PM RDA04-SEP STR17001 PM RDA04-SEP 010.3830.6550 ICH17006 PM SMBMI-IGG-SEP ICH17006 PM SMBMI-IGG-SEP 027.8490.6813	-103.50 667.00 805.00 747.50 782.00 34.50 828.00 356.50

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79843	12/10/2019	002190	ENGINEERING RESOURCES OF SO CA (Continued)	
			ICH17004 PM IVDA AGMT-SEP	
			ICH17004 PM IVDA AGMT-SEP	
			027.8490.6813	448.50
			STR18001 PM RDA07-SEP	
			STR18001 PM RDA07-SEP	
			010.3830.6550	2,150.50
			SDR19001 PM DIF FLOOD-SEP	
			SDR19001 PM DIF FLOOD-SEP	
			007.8330.6600	759.00
			SDR06002 DE RDA07-SEP	
			SDR06002 DE RDA07-SEP	
			010.3830.6600	5,636.90
			STR17005 A-B-C-D-SEP	
			STR17005A DE MSRI-SEP	
			017.8350.6550	605.48
			STR17005A DE COSB-SEP	
			027.8490.6550	20.02
			STR17005B CE MSRI-SEP	
			017.8350.6550	15,245.01
			STR17005B CE COSB-SEP	
			027.8490.6550	126.04
			STR17005C CE MSRI-SEP	
			017.8350.6550	18,214.20
			STR17005D CE MSRI-SEP	
			017.8350.6550	48,534.07
			STR17005D CE COSB-SEP	
			027.8490.6550	243.89
			STR19001-SEP	
			STR19001 DE MSRI-SEP	
			017.8350.6550	1,948.79
			STR19001 DE SB1-RMRA-SEP	
			004.8310.6550	269.73
			STR19001 DE COSB-SEP	
			027.8490.6550	1,289.03
			STR19001-SEP	
			STR19001 DE MSRI-SEP	
			017.8350.6550	4,966.26

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79843	12/10/2019	002190	ENGINEERING RESOURCES OF SO CA (Continued)	
			STR19001 DE SB1-RMRA-SEP	
			004.8310.6550	687.37
			STR19001 DE COSB-SEP	
			027.8490.6550	3,284.92
			STR19001-SEP	
			STR19001 DE MSRI-SEP	
			017.8350.6550	6,057.48
			STR19001 DE SB1-RMRA-SEP	
			004.8310.6550	838.41
			STR19001 DE COSB-SEP	
			027.8490.6550	4,006.71
			ENGINEERING SERVICES-SEP	
			ENGINEERING SERVICES-SEP	
			001.3200.4550	12,463.48
			ENGINEERING SERVICES-SEP	
			ENGINEERING SERVICES-SEP	
			023.3890.4550	393.75
			CWQ19004-SEP	
			CWQ19004-SEP	
			001.3200.4551	341.00
			PLAN CHECK/INSP/PERMIT-SEP	
			PLAN CHECK/INSP/PERMIT-SEP	
			001.3200.4551	38,138.37
			CWQ19003-SEP	
			CWQ19003-SEP	
			001.3200.4551	286.00
			FWQ16014-SEP	
			FWQ16014-SEP	
			001.3200.4551	44.00
			FWQ17003-SEP	
			FWQ17003-SEP	
			001.3200.4551	44.00
			Total :	171,159.91
79844	12/10/2019	002284	ICC	
			CODEBOOK	
			CODEBOOK	
			001.4500.4206	16.11

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79844	12/10/2019	002284	002284 ICC	
			(Continued)	
			Total :	16.11
79845	12/10/2019	002480	CASC ENGINEERING & CONSULTING	
			WQMP AMENDMENT REVIEW-SEP	
			WQMP AMENDMENT REVIEW-SEP	
			001.3200.4551	480.76
			FWQ19001-SEP	
			FWQ19001-SEP	
			001.3200.4551	1,336.06
			FWQ17002-SEP	
			FWQ17002-SEP	
			001.3200.4551	525.00
			TR16745 & 18935 WQ BASINS-SEP	
			TR16745 & 18935 WQ BASINS-SEP	
			001.3200.4551	690.00
			CWQ18001-SEP	
			CWQ18001-SEP	
			001.3200.4551	1,037.50
			CWQ19001-SEP	
			CWQ19001-SEP	
			001.3200.4551	462.50
			FWQ19002-SEP	
			FWQ19002-SEP	
			001.3200.4551	280.00
			CWQ19003-SEP	
			CWQ19003-SEP	
			001.3200.4551	402.50
			FWQ19003-SEP	
			FWQ19003-SEP	
			001.3200.4551	480.00
			CWQ19004-SEP	
			CWQ19004-SEP	
			001.3200.4551	385.00
			Total :	6,079.32
79846	12/10/2019	003073	EWING IRRIGATION PRODUCTS INC	
			PARKS SUPPLIES	
			PARKS SUPPLIES	
			001.6000.4206	223.18
			PARKS SUPPLIES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79846	12/10/2019	003073 EWING IRRIGATION PRODUCTS INC	(Continued)	
			PARKS SUPPLIES	
			016.8540.4206	245.39
			LMD SUPPLIES	
			LMD SUPPLIES	
			012.8500.4206	249.49
			Total :	718.06
79847	12/10/2019	003401 ULINE	TRASH PICKER PIN	
			TRASH PICKER PIN	
			001.4200.4206	113.91
			Total :	113.91
79848	12/10/2019	003604 LOU'S TIRE SERVICE	SKIP LOADER: TIRES	
			SKIP LOADER: TIRES	
			004.8310.4245	1,379.62
			Total :	1,379.62
79849	12/10/2019	003673 JOHNSON CONTROLS, INC	LIBRARY: REPLACE BOILER AIR FLOW SENSOR	
			LIBRARY: REPLACE BOILER AIR FLOW SENSOR	
			001.6000.4588	1,166.81
			Total :	1,166.81
79850	12/10/2019	003689 TPX COMMUNICATIONS	CORP YARD/CITY HALL PHONES-NOV	
			CITY HALL PHONES-NOV	
			042.9510.4060	240.72
			CORP YARD PHONES-NOV	
			004.8310.4060	1,080.56
			CORP YARD/CITY HALL PHONES-DEC	
			CITY HALL PHONES-DEC	
			042.9510.4060	250.79
			CORP YARD PHONES-DEC	
			004.8310.4060	1,092.10
			Total :	2,664.17
79851	12/10/2019	003713 SATCOM GLOBAL LTD.	SATELLITE PHONES-DEC	
			SATELLITE PHONES-DEC	
			001.2000.4061	42.75
			SATELLITE PHONES-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79851	12/10/2019	003713 SATCOM GLOBAL LTD.	(Continued)	
			042.9510.4061	42.75
			SATELLITE PHONES-DEC	
			028.2050.4061	21.38
			SATELLITE PHONES-DEC	
			029.2100.4061	21.37
			Total :	128.25
79852	12/10/2019	004206 #1 SON PLUMBING	ANNUAL BACKFLOW PREVENTERS CERTIFICATION	
			ANNUAL BACKFLOW PREVENTERS CERTIFICATION	
			012.8500.4030	320.00
			PARKS SERVICE BACK FLOW PREVENTION	
			PARKS SERVICE BACK FLOW PREVENTION	
			016.8540.4030	40.00
			BACK FLOW PREVENTION	
			BACK FLOW PREVENTION	
			001.6000.4030	40.00
			ANNUAL BACKFLOW PREVENTERS CERTIFICATION	
			ANNUAL BACKFLOW PREVENTERS CERTIFICATION	
			012.8500.4030	80.00
			BACK FLOW PREVENTION	
			BACK FLOW PREVENTION	
			028.2050.4030	20.00
			BACK FLOW PREVENTION	
			029.2100.4030	20.00
			Total :	520.00
79853	12/10/2019	004416 SIEMENS MOBILITY, INC.	TRAFFIC SIGNAL MAINTENANCE-OCT	
			TRAFFIC SIGNAL MAINTENANCE-OCT	
			004.8310.4580	2,942.76
			TRAFFIC SIGNAL RESPONSE CALL OUTS-OCT	
			TRAFFIC SIGNAL RESPONSE CALL OUTS-OCT	
			004.8310.4580	9,629.13
			Total :	12,571.89
79854	12/10/2019	004679 THYSENKRUPP ELEVATOR CORP	POLICE DEPT ELEVATOR MAINTENANCE	
			POLICE DEPT ELEVATOR MAINTENANCE	
			001.2000.4587	638.03

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79854	12/10/2019	004679	004679 THYSSENKRUPP ELEVATOR CORP (Continued)	
			Total :	638.03
79855	12/10/2019	004697	CHEMCO PRODUCTS COMPANY	
			WATER TREATMENT MONTHLY CHARGE-NOV	
			WATER TREATMENT MONTHLY CHARGE-NOV	
			001.6000.4588	406.95
			Total :	406.95
79856	12/10/2019	004845	COMPRESSED AIR SPECIALTIES INC	
			FS#3: ANNUAL SERVICE MAKO SCBA COMPRESSO	
			FS#3: ANNUAL SERVICE MAKO SCBA	
			028.2050.4243	329.97
			FS#3: ANNUAL SERVICE MAKO SCBA	
			029.2100.4243	329.97
			Total :	659.94
79857	12/10/2019	004882	DANIEL'S LANDSCAPING SERVICE	
			LANDSCAPING-NOV	
			MEMORIAL PARK-NOV	
			001.6000.4585	555.00
			POLICE STATION-NOV	
			001.2000.4585	995.00
			CITY HALL-NOV	
			042.9510.4585	555.00
			COMMUNITY CENTER-NOV	
			001.6000.4585	895.00
			LIBRARY ELRC-NOV	
			001.6000.4585	535.00
			CORP YARD-NOV	
			004.8310.4585	535.00
			AURANTIA PARK-NOV	
			001.6000.4585	1,255.00
			COMMUNITY PARK-NOV	
			001.6000.4585	1,595.00
			CANYON OAK PARK-NOV	
			016.8540.4585	555.00
			CUNNINGHAM PARK-NOV	
			016.8540.4585	555.00
			SEELEY PARK-NOV	
			016.8540.4585	325.00
			OAK CREEK PARK-NOV	

Bank code : wfb

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Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
79860	12/10/2019	004920 TKE ENGINEERING	(Continued)	
			STR14003 PM DIF LOCAL-SEP	
			007.8330.6530	53.08
			STR19001 PM SB1 RMRA-SEP	
			STR19001 PM SB1 RMRA-SEP	
			004.8310.6550	13.75
			STR14003 PM COSB-SEP	
			STR14003 PM COSB-SEP	
			027.8490.6530	113.18
			STR19001 PM COSB-SEP	
			STR19001 PM COSB-SEP	
			027.8490.6550	110.00
			STR12004 PM DIF LOC-SEP	
			STR12004 PM DIF LOC-SEP	
			007.8330.6530	55.00
			STR20001 PM MSRI-SEP	
			STR20001 PM MSRI-SEP	
			017.8350.6550	220.00
			STR12005 PM MSRI-SEP	
			STR12005 PM MSRI-SEP	
			017.8350.6530	110.00
			OLA17001 PM MSRI-SEP	
			OLA17001 PM MSRI-SEP	
			017.8350.6550	55.00
			STR07009 PM DIF-SEP	
			STR07009 PM DIF-SEP	
			007.8330.6530	255.26
			SDR17001 PM RDA04-SEP	
			SDR17001 PM RDA04-SEP	
			010.3830.6600	55.00
			STR07009 PM IN LIEU DEV-SEP	
			STR07009 PM IN LIEU DEV-SEP	
			008.8340.6530	15.98
			SWK19001 PM GCF-SEP	
			SWK19001 PM GCF-SEP	
			023.3890.6545	110.00
			STR07009 PM MSRI-SEP	
			STR07009 PM MSRI-SEP	

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79860	12/10/2019	004920 TKE ENGINEERING	(Continued)	
			017.8350.6530	663.76
			BRG04004A PM RDA04-SEP	
			BRG04004A PM RDA04-SEP	
			010.3830.6813	110.00
			STR15002 PM RDA04-SEP	
			STR15002 PM RDA04-SEP	
			010.3830.6550	110.00
			BRG12001 PM DIF REG-SEP	
			BRG12001 PM DIF REG-SEP	
			007.8330.6813	110.00
			BRG07001 PM RDA07-SEP	
			BRG07001 PM RDA07-SEP	
			010.3830.6813	220.00
			SWK16001 SCH I PM ART3-SEP	
			SWK16001 SCH I PM ART3-SEP	
			005.8320.6545	214.50
			SWK16001 SCH I PM RDA04-SEP	
			SWK16001 SCH I PM RDA04-SEP	
			010.3830.6545	115.50
			SWK16001 SCH IIA PM ART3-SEP	
			SWK16001 SCH IIA PM ART3-SEP	
			005.8320.6545	214.50
			SWK16001 SCH IIA PM DIF LOC-SEP	
			SWK16001 SCH IIA PM DIF LOC-SEP	
			007.8330.6545	115.50
			SWK16001 SCH IIB PM DIF LOC-SEP	
			SWK16001 SCH IIB PM DIF LOC-SEP	
			007.8330.6545	330.00
			SWK17001 SCH IV PM ART3-SEP	
			SWK17001 SCH IV PM ART3-SEP	
			005.8320.6545	35.75
			SWK17001 SCH IV PM RDA04-SEP	
			SWK17001 SCH IV PM RDA04-SEP	
			010.3830.6545	19.25
			SDR06002 PM RDA07-SEP	
			SDR06002 PM RDA07-SEP	
			010.3830.6600	55.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79860	12/10/2019	004920 TKE ENGINEERING	(Continued)	
			STR17001 PM RDA04-SEP	
			STR17001 PM RDA04-SEP	
			010.3830.6550	55.00
			STR17002 PM CCF 2017-SEP	
			STR17002 PM CCF 2017-SEP	
			027.8490.6550	165.00
			STR07009 CE DIF LOC-SEP	
			STR07009 CE DIF LOC-SEP	
			007.8330.6530	7,572.14
			STR07009 CE IN-LIEU DEV-SEP	
			STR07009 CE IN-LIEU DEV-SEP	
			008.8340.6530	474.30
			STR07009 CE MSRI-SEP	
			STR07009 CE MSRI-SEP	
			017.8350.6530	19,690.35
			GENERAL ENG SRVS CAPITAL PROJECTS-OCT	
			GENERAL ENG SRVS CAPITAL PROJECTS-OCT	
			023.3890.4550	12,375.00
			STR18004 PM GAS TAX-OCT	
			STR18004 PM GAS TAX-OCT	
			004.8310.4576	55.00
			STR11005 PM RDA04-OCT	
			STR11005 PM RDA04-OCT	
			010.3830.6530	110.00
			STR19001 PM MSRI-OCT	
			STR19001 PM MSRI-OCT	
			017.8350.6550	151.25
			STR11006 PM RDA04-OCT	
			STR11006 PM RDA04-OCT	
			010.3830.6530	55.00
			STR19001 PM SB1 RMRA-OCT	
			STR19001 PM SB1 RMRA-OCT	
			004.8310.6550	13.75
			GENERAL ENGINEERING SERVICES-OCT	
			GENERAL ENGINEERING SERVICES-OCT	
			001.3200.4550	440.00
			SDR17001 PM RDA04-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79860	12/10/2019	004920 TKE ENGINEERING	(Continued)	
			SDR17001 PM RDA04-OCT	
			010.3830.6600	55.00
			STR12004 PM DIF LOC-OCT	
			STR12004 PM DIF LOC-OCT	
			007.8330.6530	220.00
			SWK19002 PM GCF-OCT	
			SWK19002 PM GCF-OCT	
			023.3890.6545	55.00
			STR12005 PM MSRI-OCT	
			STR12005 PM MSRI-OCT	
			017.8350.6530	330.00
			SWK19001 PM GCF-OCT	
			SWK19001 PM GCF-OCT	
			023.3890.6545	550.00
			STR07009 PM DIF-OCT	
			STR07009 PM DIF-OCT	
			007.8330.6530	60.06
			STR19001 PM COSB-OCT	
			STR19001 PM COSB-OCT	
			027.8490.6550	110.00
			STR07009 PM IN LIEU DEV-OCT	
			STR07009 PM IN LIEU DEV-OCT	
			008.8340.6530	3.76
			STR07009 PM MSRI-OCT	
			STR07009 PM MSRI-OCT	
			017.8350.6530	156.18
			BRG04004A PM RDA04-OCT	
			BRG04004A PM RDA04-OCT	
			010.3830.6813	275.00
			STR15002 PM RDA04-OCT	
			STR15002 PM RDA04-OCT	
			010.3830.6550	165.00
			BRG12001 PM DIF REG-OCT	
			BRG12001 PM DIF REG-OCT	
			007.8330.6813	220.00
			BRG07001 PM RDA07-OCT	
			BRG07001 PM RDA07-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79860	12/10/2019	004920 TKE ENGINEERING	(Continued)	
			010.3830.6813	165.00
			SWK16001 SCH I PM ART3-OCT	
			SWK16001 SCH I PM ART3-OCT	
			005.8320.6545	226.42
			SWK16001 SCH I PM RDA04-OCT	
			SWK16001 SCH I PM RDA04-OCT	
			010.3830.6545	121.92
			SWK16001 SCH IIA PM ART3-OCT	
			SWK16001 SCH IIA PM ART3-OCT	
			005.8320.6545	226.42
			SWK16001 SCH IIA PM DIF LOC-OCT	
			SWK16001 SCH IIA PM DIF LOC-OCT	
			007.8330.6545	121.91
			SWK16001 SCH IIB PM DIF LOC-OCT	
			SWK16001 SCH IIB PM DIF LOC-OCT	
			007.8330.6545	348.33
			STR17001 PM RDA04-OCT	
			STR17001 PM RDA04-OCT	
			010.3830.6550	220.00
			STR17002 PM CCF 2017-OCT	
			STR17002 PM CCF 2017-OCT	
			027.8490.6550	55.00
			SIG18001 PM REAL JOURNEY-OCT	
			SIG18001 PM REAL JOURNEY-OCT	
			027.8490.6550	275.00
			ICH17006 PM IGG-OCT	
			ICH17006 PM IGG-OCT	
			027.8490.6813	55.00
			STR17003A PM MOE-OCT	
			STR17003A PM MOE-OCT	
			004.8310.6550	2.20
			STR17003A PM MSRI-OCT	
			STR17003A PM MSRI-OCT	
			017.8350.6550	30.80
			STR17003A PM SB1 RMRA-OCT	
			STR17003A PM SB1 RMRA-OCT	
			004.8310.6550	17.60

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Voucher	Date	Vendor	Description/Account	Amount
79860	12/10/2019	004920 TKE ENGINEERING	(Continued)	
			STR17003A PM COSB-OCT	
			STR17003A PM COSB-OCT	
			027.8490.6550	4.40
			STR07009 CE DIF LOC-OCT	
			STR07009 CE DIF LOC-OCT	
			007.8330.6530	10,192.56
			STR07009 CE IN-LIEU DEV-OCT	
			STR07009 CE IN-LIEU DEV-OCT	
			008.8340.6530	638.44
			STR07009 CE MSRI-OCT	
			STR07009 CE MSRI-OCT	
			017.8350.6530	26,504.39
			Total :	99,179.68
79861	12/10/2019	005018 FLYERS ENERGY, LLC	FUEL-NOV	
			FUEL-NOV	
			001.2000.4220	4,087.25
			FUEL-NOV	
			004.8310.4220	276.09
			FUEL-NOV	
			001.4200.4220	25.05
			FUEL-NOV	
			001.4500.4220	18.67
			FUEL-NOV	
			001.4600.4220	214.19
			FUEL-NOV	
			001.6000.4220	188.15
			FUEL-NOV	
			001.6010.4220	94.32
			FUEL-NOV	
			042.9510.4220	8.84
			FUEL-NOV	
			004.8310.4220	21.80
			FUEL-NOV	
			001.6000.4220	90.52
			FUEL-NOV	
			028.2050.4220	769.78

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79861	12/10/2019	005018 FLYERS ENERGY, LLC	(Continued)	
			FUEL-NOV	
			029.2100.4220	769.79
			FUEL-NOV	
			FUEL-NOV	
			001.2000.4220	4,945.44
			FUEL-NOV	
			004.8310.4220	334.05
			FUEL-NOV	
			001.4200.4220	30.31
			FUEL-NOV	
			001.4500.4220	22.59
			FUEL-NOV	
			001.4600.4220	259.16
			FUEL-NOV	
			001.6000.4220	227.66
			FUEL-NOV	
			001.6010.4220	114.13
			FUEL-NOV	
			042.9510.4220	10.70
			FUEL-NOV	
			004.8310.4220	26.38
			FUEL-NOV	
			001.6000.4220	109.53
			FUEL-NOV	
			028.2050.4220	931.41
			FUEL-NOV	
			029.2100.4220	931.41
			Total :	14,507.22
79862	12/10/2019	005121 NTS MIKEDON, LLC	PERMA PATCH	
			PERMA PATCH	
			004.8310.4206	1,858.69
			Total :	1,858.69
79863	12/10/2019	005449 AMERICAN ASPHALT SOUTH, INC	STR17005D PPE#2-CON SB1 COH-OCT	
			STR17005D PPE#2-CON SB1 COH-OCT	
			004.8310.6550	24,269.66

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79863	12/10/2019	005449 AMERICAN ASPHALT SOUTH, INC	(Continued)	
			STR17005D PPE#2-CON MSRI-OCT	
			STR17005D PPE#2-CON MSRI-OCT	
			017.8350.6550	565,596.75
			STR17005D PPE#2-CON MINING TAX-OCT	
			STR17005D PPE#2-CON MINING TAX-OCT	
			023.3890.6550	139,199.70
			STR1705D PPE#2-CON RDA LOAN-OCT	
			STR1705D PPE#2-CON RDA LOAN-OCT	
			023.3890.6550	149,123.23
			STR17005D PPE#1-CON COSB-OCT	
			STR17005D PPE#1-CON COSB-OCT	
			027.8490.6550	1,332.37
			STR17005B PPE#4-CON MSRI COH-SEP	
			STR17005B PPE#4-CON MSRI COH-SEP	
			017.8350.6550	18,745.16
			Total :	898,266.87
79864	12/10/2019	005516 BASE HILL INC., DBA JAN POINT	MONTHLY JANITORIAL SERVICES-NOV	
			CITY HALL-NOV	
			042.9510.4504	1,562.00
			COUNCIL CHAMBERS-NOV	
			042.9510.4504	311.00
			AURANTIA PARK-NOV	
			001.6000.4504	1,454.00
			COMMUNITY PARK-NOV	
			001.6000.4504	1,950.00
			POLICE DEPT-NOV	
			001.2000.4504	1,080.00
			Total :	6,357.00
79865	12/10/2019	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL FIRE STATION #2	
			PEST CONTROL FIRE STATION #2	
			028.2050.4589	20.00
			PEST CONTROL FIRE STATION #2	
			029.2100.4589	20.00
			PEST CONTROL FIRE STATION #3	
			PEST CONTROL FIRE STATION #3	

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Voucher	Date	Vendor	Description/Account	Amount
79865	12/10/2019	005553 CLARK PEST CONTROL OF STOCKTON	(Continued) 028.2050.4589 PEST CONTROL FIRE STATION #3 029.2100.4589	20.00 20.00
Total :				80.00
79866	12/10/2019	005560 SUPERIOR AUTOMOTIVE WAREHOUSE	VEHICLE SUPPLIES-POLICE VEHICLE SUPPLIES-POLICE 001.2000.4245 VEHICLE SUPPLIES CREDIT-POLICE VEHICLE SUPPLIES CREDIT-POLICE 001.2000.4245	178.73 -21.55
Total :				157.18
79867	12/10/2019	005562 UNITED PUMPING SERVICE, INC.	ROW SOIL: TRANSPORT & DISPOSAL ROW SOIL: TRANSPORT & DISPOSAL 004.8310.4570	2,268.00 2,268.00
Total :				2,268.00
45 Vouchers for bank code : wfb				Bank total : 2,240,730.21
45 Vouchers in this report				Total vouchers : 2,240,730.21

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CITY OF HIGHLAND

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Voucher	Date	Vendor	Description/Account	Amount
79868	12/17/2019	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SERVICES-NOV EMPLOYEE SUPPORT SERVICES-NOV 001.1600.4537	600.00
Total :				600.00
79869	12/17/2019	000085 EAST VALLEY WATER DISTRICT	CORP YARD-NOV CORP YARD-NOV 004.8310.4030 CORP YARD-NOV CORP YARD-NOV 004.8310.4030 CORP YARD-NOV CORP YARD-NOV 004.8310.4030 ATHLETIC CTR-NOV ATHLETIC CTR-NOV 001.6000.4030 ATHLETIC CTR-NOV ATHLETIC CTR-NOV 001.6000.4030 YMCA COMMUNITY PARK-NOV YMCA COMMUNITY PARK-NOV 001.6000.4030 COMMUNITY PARK-NOV COMMUNITY PARK-NOV 001.6000.4030 COMMUNITY PARK-NOV COMMUNITY PARK-NOV 001.6000.4030 CUNNINGHAM PARK-NOV CUNNINGHAM PARK-NOV 016.8540.4030 OAK CREEK PARK-NOV OAK CREEK PARK-NOV 016.8540.4030 COMM CTR-NOV COMM CTR-NOV	70.27 121.66 728.35 35.14 517.51 175.09 4,866.04 52.70 72.81 1,013.35

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79869	12/17/2019	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			001.6000.4030	52.70
			COMM CTR-NOV	
			COMM CTR-NOV	
			001.6000.4030	414.61
			LIBRARY/ELC-NOV	
			LIBRARY/ELC-NOV	
			001.6000.4030	70.27
			LIBRARY/ELC-NOV	
			LIBRARY/ELC-NOV	
			001.6000.4030	510.34
			LIBRARY/ELC-NOV	
			LIBRARY/ELC-NOV	
			001.6000.4030	474.09
			LMD 10-NOV	
			LMD 10-NOV	
			012.8500.4030	1,494.59
			LMD 10-NOV	
			LMD 10-NOV	
			012.8500.4030	1,276.95
			LMD 30-NOV	
			LMD 30-NOV	
			012.8500.4030	228.30
			LMD34-NOV	
			LMD34-NOV	
			012.8500.4030	87.95
			Total :	12,262.72
79870	12/17/2019	000086 TYLER TECHNOLOGIES, INC, EDEN SYS	EDEN SUPPORT 2020	
			EDEN SUPPORT 2020	
			001.1700.4255	54,172.98
			Total :	54,172.98
79871	12/17/2019	000127 K & L HARDWARE	STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	31.05
			STATION #1 SUPPLIES	
			029.2100.4203	31.04

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79871	12/17/2019	000127 K & L HARDWARE	(Continued)	
			STATION #3 SUPPLIES	
			STATION #3 SUPPLIES	
			028.2050.4203	18.51
			STATION #3 SUPPLIES	
			029.2100.4203	18.50
			STATION #3 SUPPLIES	
			STATION #3 SUPPLIES	
			028.2050.4070	20.22
			STATION #3 SUPPLIES	
			029.2100.4070	20.21
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4070	18.72
			STATION #1 SUPPLIES	
			029.2100.4070	18.71
			Total :	176.96
79872	12/17/2019	000165 AT&T	CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4060	215.63
			CORP YARD-NOV	
			CORP YARD-NOV	
			004.8310.4060	365.28
			WHITE PAGES LISTING-DEC	
			WHITE PAGES LISTING-DEC	
			042.9510.4060	18.00
			Total :	598.91
79873	12/17/2019	000203 SOUTHERN CALIFORNIA EDISON	STATION #1-NOV	
			STATION #1-NOV	
			028.2050.4010	241.71
			STATION #1-NOV	
			029.2100.4010	241.70
			LS#3-NOV	
			LS#3-NOV	
			013.8510.4011	876.20
			LS-3 METERS-NOV	

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79873	12/17/2019	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LS-3 METERS-NOV	
			013.8510.4011	58.13
			LS-3 METERS-NOV	
			LS-3 METERS-NOV	
			013.8510.4011	280.22
			SIGNALS-NOV	
			SIGNALS-NOV	
			004.8310.4580	2,360.64
			CUNNINGHAM PARK-NOV	
			CUNNINGHAM PARK-NOV	
			016.8540.4010	11.58
			HIGHLAND COMMUNITY PARK-NOV	
			HIGHLAND COMMUNITY PARK-NOV	
			001.6000.4010	1,227.75
			CANYON OAK PARK-NOV	
			CANYON OAK PARK-NOV	
			016.8540.4010	16.63
			SEELEY PARK-NOV	
			SEELEY PARK-NOV	
			016.8540.4010	18.80
			LMD'S-NOV	
			LMD'S-NOV	
			012.8500.4010	448.85
			LMD #55-NOV	
			LMD #55-NOV	
			012.8500.4010	11.36
			LMD#48C-NOV	
			LMD#48C-NOV	
			012.8500.4010	298.38
			LMD#48C-NOV	
			LMD#48C-NOV	
			012.8500.4010	11.61
			LMD#48B-NOV	
			LMD#48B-NOV	
			012.8500.4010	11.72
			UPLIGHTING LMD 48-NOV	
			UPLIGHTING LMD 48-NOV	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79873	12/17/2019	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010	2.86
			UPLIGHTING LMD 48-NOV	
			013.8510.4011	27.73
			HIGHLAND AVE ALPR-NOV	
			HIGHLAND AVE ALPR-NOV	
			001.2000.4062	10.59
			LS 2 B CITY WIDE STREET LIGHTS-NOV	
			LS 2 B CITY WIDE STREET LIGHTS-NOV	
			013.8510.4011	16,611.01
			Total :	22,767.47
79874	12/17/2019	000623 HARBOR FREIGHT TOOLS	STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	182.51
			STATION #1 SUPPLIES	
			029.2100.4203	182.50
			Total :	365.01
79875	12/17/2019	000774 ARROWHEAD CREDIT UNION-DEPT 91	ULTIMATE INTERNET ACCESS	
			ULTIMATE INTERNET ACCESS	
			042.9510.4208	40.00
			PUBLIC SECTOR & DEV SUMMIT: K. STATER	
			PUBLIC SECTOR & DEV SUMMIT: K. STATER	
			001.4100.4320	8.00
			2020 CALENDAR	
			2020 CALENDAR	
			001.1200.4200	66.72
			PARSAC MEETING	
			PARSAC MEETING	
			041.9500.4320	231.96
			PARSAC MEETING	
			PARSAC MEETING	
			041.9500.4320	25.00
			PARSAC MEETING	
			PARSAC MEETING	
			041.9500.4320	25.00
			2020 CALENDARS	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79875	12/17/2019	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)	
			2020 CALENDARS	
			001.1200.4200	21.10
			2020 CALENDARS	
			001.1700.4200	10.21
			2020 CALENDARS	
			2020 CALENDARS	
			001.1450.4200	38.75
			2020 CALENDARS	
			001.4100.4200	40.89
			2020 CALENDARS	
			004.8310.4200	127.72
			Total :	635.35
79876	12/17/2019	000979 VERIZON WIRELESS	AIR CARDS/CELL PHONES-NOV	
			CELL PHONES-NOV	
			001.2000.4061	165.92
			AIR CARDS-NOV	
			001.2000.4062	684.26
			CELL PHONES-NOV	
			001.3200.4061	25.29
			CELL PHONES-NOV	
			001.4200.4061	72.08
			AIR CARDS-NOV	
			001.4500.4062	114.03
			CELL PHONES-NOV	
			001.4600.4061	143.29
			AIR CARDS-NOV	
			001.4600.4062	114.03
			CELL PHONES-NOV	
			001.6000.4061	69.08
			CELL PHONES-NOV	
			001.6010.4061	31.56
			CELL PHONES-NOV	
			001.6020.4061	25.15
			CELL PHONES-NOV	
			004.8310.4061	107.87

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79876	12/17/2019	000979 VERIZON WIRELESS	(Continued)	
			AIR CARDS-NOV	
			004.8310.4062	38.01
			CELL PHONES-NOV	
			028.2050.4061	143.08
			AIR CARDS-NOV	
			028.2050.4062	152.04
			CELL PHONES-NOV	
			042.9510.4061	318.31
			Total :	2,204.00
79877	12/17/2019	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS-ALONSO	
			FINGERPRINT APPS-ALONSO	
			001.1700.4236	32.00
			FINGERPRINT APPS-RAYON	
			001.1700.4236	32.00
			Total :	64.00
79878	12/17/2019	001072 AUTO ZONE	ME543 WINDSHIELD WIPERS	
			ME543 WINDSHIELD WIPERS	
			028.2050.4240	4.95
			ME543 WINDSHIELD WIPERS	
			029.2100.4240	4.94
			Total :	9.89
79879	12/17/2019	001271 ALL STAR FIRE EQUIP, INC	SCBA REPAIRS	
			SCBA REPAIRS	
			029.2100.4204	208.03
			Total :	208.03
79880	12/17/2019	001320 HIGHLAND SENIOR CENTER	MONTHLY REIMBURSEMENT-NOV	
			MONTHLY REIMBURSEMENT-NOV	
			006.8400.4348	2,000.00
			Total :	2,000.00
79881	12/17/2019	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1200.4200	300.93
			OFFICE SUPPLIES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79881	12/17/2019	001439 OFFICE SOLUTIONS	(Continued)	
			OFFICE SUPPLIES	
			001.1700.4200	43.51
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			042.9510.4200	88.73
			OFFICE SUPPLIES	
			001.0500	60.14
			CREDIT MEMO FOR INV 1-01668587	
			CREDIT MEMO FOR INV 1-01668587	
			001.4600.4200	-94.32
			Total :	398.99
79882	12/17/2019	001476 TIME WARNER CABLE	CITY HALL TELE/INT-DEC	
			CITY HALL TELE/INT-DEC	
			042.9510.4065	1,103.12
			Total :	1,103.12
79883	12/17/2019	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-NOV	
			PROFESSIONAL SERVICES-NOV	
			023.3890.4554	3,000.00
			Total :	3,000.00
79884	12/17/2019	001679 MC CRAY'S ENTERPRISES	ME543 EMERGENCY REPAIRS	
			ME543 EMERGENCY REPAIRS	
			028.2050.4240	689.41
			ME543 EMERGENCY REPAIRS	
			029.2100.4240	689.40
			Total :	1,378.81
79885	12/17/2019	002190 ENGINEERING RESOURCES OF SO CA	ENGINEERING SERVICES-OCT	
			ENGINEERING SERVICES-OCT	
			001.3200.4550	10,975.39
			PLAN CHECK/INSP/PERMIT-OCT	
			PLAN CHECK/INSP/PERMIT-OCT	
			001.3200.4551	26,722.64
			CWQ19003-OCT	
			CWQ19003-OCT	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79885	12/17/2019	002190 ENGINEERING RESOURCES OF SO CA	(Continued)	
			001.3200.4551	22.00
			CWQ19005-OCT	
			CWQ19005-OCT	
			001.3200.4551	165.00
			FWQ19002-OCT	
			FWQ19002-OCT	
			001.3200.4551	33.00
			FWQ17002-OCT	
			FWQ17002-OCT	
			001.3200.4551	88.00
Total :				38,006.03
79886	12/17/2019	002480 CASC ENGINEERING & CONSULTING	TR16448-OCT	
			TR16448-OCT	
			001.3200.4551	17.50
			FWQ17006-OCT	
			FWQ17006-OCT	
			001.3200.4551	665.00
			CWQ18001-OCT	
			CWQ18001-OCT	
			001.3200.4551	412.50
			CWQ19001-OCT	
			CWQ19001-OCT	
			001.3200.4551	682.50
			FWQ19002-OCT	
			FWQ19002-OCT	
			001.3200.4551	1,295.00
			CWQ19003-OCT	
			CWQ19003-OCT	
			001.3200.4551	345.00
			FWQ19003-OCT	
			FWQ19003-OCT	
			001.3200.4551	700.00
			CWQ19005-OCT	
			CWQ19005-OCT	
			001.3200.4551	915.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79886	12/17/2019	002480	002480 CASC ENGINEERING & CONSULTIN (Continued)	
			Total :	5,032.50
79887	12/17/2019	002511	RECORDER-CLERK CO OF SB	
			DOCUMENT RECORDER FEES-OCT	
			DOCUMENT RECORDER FEES-OCT	
			001.1200.4506	8.00
			DOCUMENT RECORDER FEES-OCT	
			DOCUMENT RECORDER FEES-OCT	
			001.1200.4506	32.00
			DOCUMENT RECORDER FEES-OCT	
			DOCUMENT RECORDER FEES-OCT	
			001.1200.4506	36.00
			DOCUMENT RECORDER FEES-OCT	
			DOCUMENT RECORDER FEES-OCT	
			001.1200.4506	88.00
			DOCUMENT RECORDER FEES-NOV	
			DOCUMENT RECORDER FEES-NOV	
			001.1200.4506	64.00
			Total :	228.00
79888	12/17/2019	002907	KCB TOWERS, INC.	
			DRA18009 REFUND	
			DRA18009 REFUND	
			001.4100.4450	2,450.06
			Total :	2,450.06
79889	12/17/2019	004418	FAIL SAFE TESTING, LLC	
			ANNUAL LADDER TESTING	
			ANNUAL LADDER TESTING	
			029.2100.4242	1,649.30
			Total :	1,649.30
79890	12/17/2019	004453	HARRIS & ASSOCIATES	
			PARAMEDIC/PUBLIC SAFETY-SEP	
			PARAMEDIC/PUBLIC SAFETY-SEP	
			028.2050.4550	1,800.00
			Total :	1,800.00
79891	12/17/2019	004920	TKE ENGINEERING	
			SWK16001 SCH IV CE DIF LOC-DEC18-NOV19	
			SWK16001 SCH IV CE DIF LOC-DEC18-NOV19	
			007.8330.6530	360.00
			SWK16001 SCH II B CE DIF LOC-DEC18-NOV19	
			SWK16001 SCH II B CE DIF LOC-DEC18-NOV19	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79891	12/17/2019	004920 TKE ENGINEERING	(Continued)	
			007.8330.6530	340.00
			SWK16001 SCH II A CE DIF LOC-DEC18-NOV19	
			SWK16001 SCH II A CE DIF LOC-DEC18-NOV19	
			007.8330.6530	340.00
Total :				1,040.00
79892	12/17/2019	005337 VAN LANT & FANKHANEL, LLP	2018-2019 CITY AUDIT	
			2018-2019 CITY AUDIT	
			001.1700.4510	20,900.00
Total :				20,900.00
79893	12/17/2019	005358 FLEET SERVICES INC	BATTERY CREDIT	
			BATTERY CREDIT	
			028.2050.4240	-146.09
			BATTERY CREDIT	
			029.2100.4240	-146.09
			DEF FOR FIRE ENGINES	
			DEF FOR FIRE ENGINES	
			028.2050.4220	35.48
			DEF FOR FIRE ENGINES	
			029.2100.4220	35.47
			E542A ANNUAL SERVICE PARTS	
			E542A ANNUAL SERVICE PARTS	
			028.2050.4240	175.10
			E542A ANNUAL SERVICE PARTS	
			029.2100.4240	175.10
			DEF FOR FIRE ENGINES	
			DEF FOR FIRE ENGINES	
			028.2050.4220	29.57
			DEF FOR FIRE ENGINES	
			029.2100.4220	29.56
			ME541 B SERVICE PARTS/SUPPLIES	
			ME541 B SERVICE PARTS/SUPPLIES	
			028.2050.4240	121.68
			ME541 B SERVICE PARTS/SUPPLIES	
			029.2100.4240	121.67
			DEF FOR FIRE ENGINES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79893	12/17/2019	005358 FLEET SERVICES INC	(Continued)	
			DEF FOR FIRE ENGINES	
			028.2050.4220	65.04
			DEF FOR FIRE ENGINES	
			029.2100.4220	65.04
			DEF FOR FIRE ENGINES	
			DEF FOR FIRE ENGINES	
			028.2050.4220	35.48
			DEF FOR FIRE ENGINES	
			029.2100.4220	35.47
			Total :	632.48
26 Vouchers for bank code : wfb				Bank total : 173,684.61
26 Vouchers in this report				Total vouchers : 173,684.61

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
464	12/20/2019	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	10,368.08
			FEDERAL TAXES: Payment	
			004.1120	2,247.96
			FEDERAL TAXES: Payment	
			006.1120	585.21
			FEDERAL TAXES: Payment	
			008.1120	39.80
			FEDERAL TAXES: Payment	
			010.1120	1,002.70
			FEDERAL TAXES: Payment	
			012.1120	96.91
			FEDERAL TAXES: Payment	
			016.1120	96.90
			FEDERAL TAXES: Payment	
			023.1120	53.43
			FEDERAL TAXES: Payment	
			024.1120	14.73
			FEDERAL TAXES: Payment	
			041.1120	389.64
			FEDERAL TAXES: Payment	
			042.1120	218.85
			FEDERAL TAXES: Payment	
			070.1120	607.00
			SOCIAL SECURITY: Payment	
			001.1140	538.30
			SOCIAL SECURITY: Payment	
			008.1140	66.96
			MEDICARE: Payment	
			001.1140	2,663.35
			MEDICARE: Payment	
			004.1140	479.86
			MEDICARE: Payment	
			006.1140	138.82
			MEDICARE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
464	12/20/2019	000119 INTERNAL REVENUE SERVICE	(Continued)	
			008.1140	15.66
			MEDICARE: Payment	
			010.1140	168.12
			MEDICARE: Payment	
			012.1140	40.88
			MEDICARE: Payment	
			016.1140	40.88
			MEDICARE: Payment	
			023.1140	18.28
			MEDICARE: Payment	
			024.1140	4.26
			MEDICARE: Payment	
			041.1140	82.01
			MEDICARE: Payment	
			042.1140	68.08
			MEDICARE: Payment	
			070.1140	127.00
			Total :	20,173.67
465	12/20/2019	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	3,520.21
			STATE TAXES: Payment	
			004.1130	740.62
			STATE TAXES: Payment	
			006.1130	222.27
			STATE TAXES: Payment	
			010.1130	301.30
			STATE TAXES: Payment	
			012.1130	25.78
			STATE TAXES: Payment	
			016.1130	25.76
			STATE TAXES: Payment	
			023.1130	14.25
			STATE TAXES: Payment	
			024.1130	5.06

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
465	12/20/2019	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			041.1130	150.29
			STATE TAXES: Payment	
			042.1130	67.43
			STATE TAXES: Payment	
			070.1130	230.52
			Total :	5,303.49
79894	12/20/2019	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	6,821.55
			ICMA DEFERRED COMP 457: Payment	
			004.1170	784.01
			ICMA DEFERRED COMP 457: Payment	
			010.1170	651.91
			ICMA DEFERRED COMP 457: Payment	
			041.1170	288.58
			ICMA DEFERRED COMP 457: Payment	
			070.1170	233.99
			Total :	8,780.04
79895	12/20/2019	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment	
			001.1145	23.93
			PERS SURVIVOR: Payment	
			004.1145	4.04
			PERS SURVIVOR: Payment	
			006.1145	1.30
			PERS SURVIVOR: Payment	
			010.1145	1.07
			PERS SURVIVOR: Payment	
			012.1145	0.56
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	
			023.1145	0.23
			PERS SURVIVOR: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
79895	12/20/2019	000004	PUBLIC EMPLOYEE RETIREMENT SYS (Continued)	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.32
			PERS SURVIVOR: Payment	
			042.1145	0.78
			PERS SURVIVOR: Payment	
			070.1145	0.64
			EPMC: Payment	
			004.1145	122.42
			EPMC: Payment	
			006.1145	18.11
			EPMC: Payment	
			010.1145	56.94
			EPMC: Payment	
			012.1145	2.17
			EPMC: Payment	
			016.1145	2.17
			EPMC: Payment	
			023.1145	6.05
			EPMC: Payment	
			024.1145	0.50
			EPMC: Payment	
			041.1145	27.48
			EPMC: Payment	
			042.1145	10.55
			EPMC: Payment	
			070.1145	47.08
			PERS: Payment	
			001.1145	11,771.28
			PERS: Payment	
			004.1145	2,293.78
			PERS: Payment	
			006.1145	603.01
			PERS: Payment	
			010.1145	923.23
			PERS: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79895	12/20/2019	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			012.1145	152.91
			PERS: Payment	
			016.1145	152.89
			PERS: Payment	
			023.1145	86.55
			PERS: Payment	
			024.1145	17.08
			PERS: Payment	
			041.1145	392.46
			PERS: Payment	
			042.1145	287.41
			PERS: Payment	
			070.1145	672.63
			EPMC: Payment	
			001.1145	606.37
Total :				18,286.55
79896	12/20/2019	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	13.35
			ARROWHEAD UNITED WAY: Payment	
			004.1180	2.84
			ARROWHEAD UNITED WAY: Payment	
			010.1180	1.79
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.26
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.76
Total :				21.00
79897	12/20/2019	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	102.80
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79897	12/20/2019	003804 AFLAC WWHQ	(Continued)	
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	255.60
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	60.18
			AFLAC DENTAL: Payment	
			001.1181	27.88
			AFLAC DENTAL: Payment	
			004.1181	0.55
			AFLAC DENTAL: Payment	
			041.1181	1.66
			AFLAC DENTAL: Payment	
			070.1181	0.57
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.96
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.49
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.49
			Total :	492.21
6 Vouchers for bank code :	wfb		Bank total :	53,056.96
6 Vouchers in this report			Total vouchers :	53,056.96

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79898	12/24/2019	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD 11/17/19-11/30/19 CROSSING GUARD 11/17/19-11/30/19 002.8200.4530	1,317.60
Total :				1,317.60
79899	12/24/2019	000085 EAST VALLEY WATER DISTRICT	LMD #76-DEC LMD #76-DEC 012.8500.4030 LMD 11-DEC LMD 11-DEC 012.8500.4030 LMD 16-DEC LMD 16-DEC 012.8500.4030 LMD 17 A-DEC LMD 17 A-DEC 012.8500.4030 LMD 17 B-DEC LMD 17 B-DEC 012.8500.4030 LMD 17 C-DEC LMD 17 C-DEC 012.8500.4030 LMD 17 D-DEC LMD 17 D-DEC 012.8500.4030 LMD 25-DEC LMD 25-DEC 012.8500.4030 LMD 43-DEC LMD 43-DEC 012.8500.4030 LMD 47-DEC LMD 47-DEC 012.8500.4030 LMD 55-DEC LMD 55-DEC	68.25 159.39 31.73 92.67 241.27 238.31 105.61 90.91 58.93 66.79

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79899	12/24/2019	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030	363.81
			SEELEY PARK-DEC	
			SEELEY PARK-DEC	
			016.8540.4030	173.95
Total :				1,691.62
79900	12/24/2019	000090 FEDEX	OVERNIGHT MAIL	
			OVERNIGHT MAIL	
			001.4100.4210	90.09
Total :				90.09
79901	12/24/2019	000100 GOVERNMENT FINANCE OFFICERS, AS	MEMBERSHIP RENEWAL 2/1/20-1/31/21	
			MEMBERSHIP RENEWAL 2/1/20-1/31/21	
			001.1700.4310	455.00
Total :				455.00
79902	12/24/2019	000127 K & L HARDWARE	STATION #3 SUPPLIES	
			STATION #3 SUPPLIES	
			028.2050.4070	26.76
			STATION #3 SUPPLIES	
			029.2100.4070	26.76
			STATION #2 SUPPLIES	
			STATION #2 SUPPLIES	
			028.2050.4070	34.35
			STATION #2 SUPPLIES	
			029.2100.4070	34.34
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	10.87
			STATION #1 SUPPLIES	
			029.2100.4203	10.86
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4070	4.84
			STATION #1 SUPPLIES	
			029.2100.4070	4.83
			STATION #1 SUPPLIES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79902	12/24/2019	000127 K & L HARDWARE	(Continued)	
			STATION #1 SUPPLIES	
			028.2050.4203	27.75
			STATION #1 SUPPLIES	
			029.2100.4203	27.75
			STATION #3 SUPPLIES	
			STATION #3 SUPPLIES	
			028.2050.4070	24.11
			STATION #3 SUPPLIES	
			029.2100.4070	24.10
			Total :	257.32
79903	12/24/2019	000143 COMMUNITY WORKS DESIGN GROUP	DRA17001-OCT	
			DRA17001-OCT	
			001.4100.4547	155.00
			DRA17007-OCT	
			DRA17007-OCT	
			001.4100.4547	155.00
			DRA16014-OCT	
			DRA16014-OCT	
			001.4100.4547	155.00
			DRA19011-OCT	
			DRA19011-OCT	
			001.4100.4547	310.00
			CODE ENFORCEMENT MILEAGE-OCT	
			CODE ENFORCEMENT MILEAGE-OCT	
			001.4100.4547	12.10
			Total :	787.10
79904	12/24/2019	000203 SOUTHERN CALIFORNIA EDISON	LS#3-DEC	
			LS#3-DEC	
			013.8510.4011	55.13
			LMD#76-DEC	
			LMD#76-DEC	
			012.8500.4010	10.50
			LS3 METER-DEC	
			LS3 METER-DEC	
			013.8510.4011	33.87

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79904	12/24/2019	000203 SOUTHERN CALIFORNIA EDISON	(Continued) CITY HALL-NOV CITY HALL-NOV 042.9510.4010 STATION #2-NOV STATION #2-NOV 028.2050.4010 STATION #2-NOV 029.2100.4010 AURANTIA PARK-NOV AURANTIA PARK-NOV 001.6000.4010	361.47 176.71 176.70 61.90
Total :				876.28
79905	12/24/2019	000211 STRADLING YOCCA CARLSON RAUTH	GENERAL-NOV GENERAL-NOV 070.7000.4520	1,068.00
Total :				1,068.00
79906	12/24/2019	000228 URBAN FUTURES INC	AFFORDABLE HOUSING-NOV AFFORDABLE HOUSING-NOV 070.7000.4554	562.50
Total :				562.50
79907	12/24/2019	000231 VISTA PAINT CORP	GRAFFITI REMOVAL SUPPLIES GRAFFITI REMOVAL SUPPLIES 001.6010.4206	235.09
Total :				235.09
79908	12/24/2019	000237 WILLDAN ASSOCIATES	BUILDING AND SAFETY PLAN CHECK-NOV BUILDING AND SAFETY PLAN CHECK-NOV 001.4500.4540 BUILDING AND SAFETY INSP/PERMIT TECH-NOV BUILDING AND SAFETY INSP/PERMIT TECH-NOV 001.4500.4540	3,370.00 19,660.00
Total :				23,030.00
79909	12/24/2019	000291 HIGHLAND COMMUNITY NEWS	LEGAL ADS-NOV LEGAL ADS-NOV	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79909	12/24/2019	000291 HIGHLAND COMMUNITY NEWS	(Continued) 001.1200.4300 LEGAL ADS-NOV LEGAL ADS-NOV 001.1200.4300	1,370.00 4,362.30 Total : 5,732.30
79910	12/24/2019	001193 LIFE ASSIST, INC.	FS#1-3: PARAMEDIC SUPPLIES FS#1-3: PARAMEDIC SUPPLIES 028.2050.4207	 1,758.59 Total : 1,758.59
79911	12/24/2019	001414 RICHARDS, WATSON & GERSHON	GENERAL-NOV GENERAL-NOV 001.1450.4520 PERSONNEL & LABOR RELATIONS-NOV PERSONNEL & LABOR RELATIONS-NOV 001.1450.4520 ADV. KARAS-NOV ADV. KARAS-NOV 001.4600.4520	 9,446.62 874.00 4,517.73 Total : 14,838.35
79912	12/24/2019	001422 SOUTH COAST EMERGENCY	E542A: PARTS FOR ANNUAL SERVICE E542A: PARTS FOR ANNUAL SERVICE 028.2050.4240 E542A: PARTS FOR ANNUAL SERVICE 029.2100.4240	 479.76 479.74 Total : 959.50
79913	12/24/2019	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES OFFICE SUPPLIES 001.1700.4200	 38.24 Total : 38.24
79914	12/24/2019	001473 COUNTY OF SAN BERNARDINO	RADIO ACCESS-NOV RADIO ACCESS-NOV 028.2050.4209 RADIO ACCESS-NOV	 475.92

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79914	12/24/2019	001473 COUNTY OF SAN BERNARDINO	(Continued) 029.2100.4209	475.92
Total :				951.84
79915	12/24/2019	001476 TIME WARNER CABLE	STATION #1 TELE/INT-DEC STATION #1 TELE/INT-DEC 028.2050.4065 STATION #1 TELE/INT-DEC 029.2100.4065 STATION #3 TELE/INT-DEC STATION #3 TELE/INT-DEC 028.2050.4065 STATION #3 TELE/INT-DEC 029.2100.4065 STATION #2 TELE/INT-DEC STATION #2 TELE/INT-DEC 028.2050.4065 STATION #2 TELE/INT-DEC 029.2100.4065	157.65 157.64 193.50 193.50 98.42 98.42
Total :				899.13
79916	12/24/2019	001677 YMCA OF THE EAST VALLEY	CDBG MONTHLY REIMB-OCT CDBG MONTHLY REIMB-OCT 006.8400.4348 CDBG MONTHLY REIMB-NOV CDBG MONTHLY REIMB-NOV 006.8400.4348	1,124.50 399.00
Total :				1,523.50
79917	12/24/2019	001764 DEPENDABLE COFFEE & WATER SVC.	BREAKROOM SUPPLIES BREAKROOM SUPPLIES 042.9510.4200 BREAKROOM SUPPLIES BREAKROOM SUPPLIES 042.9510.4200 BREAKROOM SUPPLIES BREAKROOM SUPPLIES 042.9510.4200	24.37 77.32 18.40

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79917	12/24/2019	001764	001764 DEPENDABLE COFFEE & WATER S ¹ (Continued)	
			Total :	120.09
79918	12/24/2019	001848	SB CO ASSESSORS OFFICE	
			PARCEL MAP REVISIONS-DEC	
			PARCEL MAP REVISIONS-DEC	
			001.4100.4310	2.00
			Total :	2.00
79919	12/24/2019	001954	PACIFIC PRODUCTS & SERVICE LLC	
			SIGN MATERIALS	
			SIGN MATERIALS	
			004.8310.4206	140.08
			Total :	140.08
79920	12/24/2019	002190	ENGINEERING RESOURCES OF SO CA	
			BRG04004A PM RDA04-NOV	
			BRG04004A PM RDA04-NOV	
			010.3830.6813	713.00
			BRG07001 PM RDA07-NOV	
			BRG07001 PM RDA07-NOV	
			010.3830.6813	368.00
			BRG12001 PM DIF REG-NOV	
			BRG12001 PM DIF REG-NOV	
			007.8330.6813	172.50
			STR15002 PM RDA04-NOV	
			STR15002 PM RDA04-NOV	
			010.3830.6550	598.00
			STR17001 PM RDA04-NOV	
			STR17001 PM RDA04-NOV	
			010.3830.6550	46.00
			ICH17004 PM IVDA AGMT-NOV	
			ICH17004 PM IVDA AGMT-NOV	
			027.8490.6813	138.00
			STR18001 PM RDA07-NOV	
			STR18001 PM RDA07-NOV	
			010.3830.6550	747.50
			ICH09001 PM RDA07-NOV	
			ICH09001 PM RDA07-NOV	
			010.3830.6813	333.50
			SDR19001 PM DIF FLOOD-NOV	
			SDR19001 PM DIF FLOOD-NOV	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79920	12/24/2019	002190 ENGINEERING RESOURCES OF SO CA	(Continued)	
			007.8330.6600	851.00
			SDR06002 DE RDA07-NOV	
			SDR06002 DE RDA07-NOV	
			010.3830.6600	5,955.70
			STR17005B CE MSRI-NOV	
			STR17005B CE MSRI-NOV	
			017.8350.6550	1,824.12
			STR17005B CE COSB-NOV	
			STR17005B CE COSB-NOV	
			027.8490.6550	15.08
			STR17005C CE MSRI-NOV	
			STR17005C CE MSRI-NOV	
			017.8350.6550	11,150.50
			STR17005D CE MSRI-NOV	
			STR17005D CE MSRI-NOV	
			017.8350.6550	53,429.06
			STR17005D CE COSB-NOV	
			STR17005D CE COSB-NOV	
			027.8490.6550	268.49
			STR19001 DE MSRI-NOV	
			STR19001 DE MSRI-NOV	
			017.8350.6550	37,479.90
			STR19001 DE SB1-RMRA-NOV	
			STR19001 DE SB1-RMRA-NOV	
			004.8310.6550	5,187.56
			STR19001 DE COSB-NOV	
			STR19001 DE COSB-NOV	
			027.8490.6550	24,790.97
			Total :	144,068.88
79921	12/24/2019	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 11/19/19-12/12/19	
			SOLID WASTE PROG 11/19/19-12/12/19	
			051.1496	1,615,307.78
			Total :	1,615,307.78
79922	12/24/2019	003044 THOMSON REUTERS WEST	CODEBOOKS	
			CODEBOOKS	

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79922	12/24/2019	003044 THOMSON REUTERS WEST	(Continued) 001.1200.4626	1,086.11
Total :				1,086.11
79923	12/24/2019	003073 EWING IRRIGATION PRODUCTS INC	PARKS SUPPLIES PARKS SUPPLIES 016.8540.4206 PARKS SUPPLIES PARKS SUPPLIES 001.6000.4206 PARKS SUPPLIES PARKS SUPPLIES 016.8540.4206	246.33 238.53 241.32
Total :				726.18
79924	12/24/2019	003360 DIRECTV	POLICE SATELLITE CABLE-DEC POLICE SATELLITE CABLE-DEC 001.2000.4065	78.00
Total :				78.00
79925	12/24/2019	004193 AECOM USA INC.	BRG07001 DES HBP AUG-SEP BRG07001 DES HBP AUG-SEP 030.8495.6813 BRG07001 DES RDA07 AUG-SEP BRG07001 DES RDA07 AUG-SEP 010.3830.6813 BRG07001 DES HBP SEPT-OCT BRG07001 DES HBP SEPT-OCT 030.8495.6813 BRG07001 DES RDA07 SEPT-OCT BRG07001 DES RDA07 SEPT-OCT 010.3830.6813	9,746.91 1,262.82 171,353.35
Total :				22,200.64
79926	12/24/2019	004206 #1 SON PLUMBING	LMD 37 BACK FLOW PREVENTER LMD 37 BACK FLOW PREVENTER 012.8500.4030 POLICE BACK FLOW PREVENTER POLICE BACK FLOW PREVENTER	225.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79926	12/24/2019	004206 #1 SON PLUMBING	(Continued)	
			001.2000.4030	225.00
			LMD BACK FLOW PREVENTER	
			LMD BACK FLOW PREVENTER	
			012.8500.4030	365.33
			Total :	815.33
79927	12/24/2019	004416 SIEMENS MOBILITY, INC.	TRAFFIC SIGNAL MAINTENANCE-NOV	
			TRAFFIC SIGNAL MAINTENANCE-NOV	
			004.8310.4580	2,942.76
			TRAFFIC SIGNAL MAINTENANCE-NOV	
			TRAFFIC SIGNAL MAINTENANCE-NOV	
			004.8310.4580	6,111.60
			TRAFFIC SIGNAL RESPONSE CALL OUTS-NOV	
			TRAFFIC SIGNAL RESPONSE CALL OUTS-NOV	
			004.8310.4580	12,113.53
			VICTORIA/9TH-NOV	
			VICTORIA/9TH-NOV	
			004.8310.4580	1,816.11
			Total :	22,984.00
79928	12/24/2019	004920 TKE ENGINEERING	STR18001 PM RDA07-SEP	
			STR18001 PM RDA07-SEP	
			010.3830.6550	1,897.50
			STR18001 PM RDA07-OCT	
			STR18001 PM RDA07-OCT	
			010.3830.6550	1,925.00
			Total :	3,822.50
79929	12/24/2019	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL SERVICES-NOV	
			FIRE MARSHALL SERVICES-NOV	
			029.2100.4540	3,835.00
			Total :	3,835.00
79930	12/24/2019	005326 RP LANDSCAPE & IRRIGATION	LANDSCAPING-NOV	
			LANDSCAPING-NOV	
			012.8500.4585	17,515.00
			Total :	17,515.00

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Voucher	Date	Vendor	Description/Account	Amount
79931	12/24/2019	005353 IDC CONSULTING ENGINEERS, INC.	PROJECT BRG12001 PS&E DIF JUL-AUG PROJECT BRG12001 PS&E DIF JUL-AUG 007.8330.6813	901.18
			PROJECT BRG12001 PS&E HBP-SEPT PROJECT BRG12001 PS&E HBP-SEPT 030.8495.6813	24,338.99
			PROJECT BRG12001 PS&E DIF-SEPT PROJECT BRG12001 PS&E DIF-SEPT 007.8330.6813	3,153.37
			PROJECT BRG12001 PS&E HBP JUL-AUG PROJECT BRG12001 PS&E HBP JUL-AUG 030.8495.6813	6,955.68
			Total :	35,349.22
79932	12/24/2019	005358 FLEET SERVICES INC	DEF FOR FIRE ENGINES DEF FOR FIRE ENGINES 028.2050.4220	59.13
			DEF FOR FIRE ENGINES 029.2100.4220	59.13
			Total :	118.26
79933	12/24/2019	005402 BORDIN SEMMER LLP	GARAY-JAN-FEB GARAY-JAN-FEB 041.9500.4390	370.00
			GARAY-JUL GARAY-JUL 041.9500.4390	55.50
			Total :	425.50
79934	12/24/2019	005523 G.J GENTRY GENERAL ENGINEERING	STR07009 PPE#7-DIF LOC CON NOV-DEC STR07009 PPE#7-DIF LOC CON NOV-DEC 007.8330.6530	87,363.99
			STR07009 PPE#7-IN-LIEU CON NOV-DEC STR07009 PPE#7-IN-LIEU CON NOV-DEC 008.8340.6530	5,472.25
			STR07009 PPE#7-MSRI CON NOV-DEC STR07009 PPE#7-MSRI CON NOV-DEC 017.8350.6530	227,178.35

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Voucher	Date	Vendor	Description/Account	Amount
79934	12/24/2019	005523	005523 G.J GENTRY GENERAL ENGINEERII (Continued)	Total : 320,014.59
79935	12/24/2019	005553	CLARK PEST CONTROL OF STOCKTON PEST CONTROL POLICE STATION PEST CONTROL POLICE STATION 001.2000.4589	95.00 Total : 95.00
79936	12/24/2019	005554	IMPERIAL SPRINKLER SUPPLY HYDROMETER & MISC IRRIGATION PARTS HYDROMETER & MISC IRRIGATION PARTS 016.8540.4206	2,608.37 Total : 2,608.37
79937	12/24/2019	005574	STAR COMMERICAL REFRIGERATION FS#2&3 : ICE MACHINE FS#3: ICE MACHINE 028.2050.4203 FS#3: ICE MACHINE 029.2100.4203 FS#2: ICE MACHINE 028.2050.4203 FS#2: ICE MACHINE 029.2100.4203	2,823.83 2,823.83 1,616.49 1,616.48 Total : 8,880.63
79938	12/24/2019	005579	ZAVALETA, LUIS BUS LIC #012324 REFUND BUS LIC #012324 REFUND 001.1450.7450 BUS LIC #012324 REFUND 051.1493	120.00 4.00 Total : 124.00
41 Vouchers for bank code : wfb				Bank total : 2,439,752.29
41 Vouchers in this report				Total vouchers : 2,439,752.29

Voucher	Date	Vendor	Description/Account	Amount
79939	12/31/2019	000004 PUBLIC EMPLOYEE RETIREMENT SYS	REPLACEMENT BENEFIT CONTRIBUTION 2020 REPLACEMENT BENEFIT CONTRIBUTION 2020 001.1450.3560	6,173.16
			Total :	6,173.16
79940	12/31/2019	000030 SAN BERNARDINO COUNTY SHERIFFS	FACILITIES MGMT CREDIT 07/2019-09/2019 FACILITIES MGMT CREDIT 07/2019-09/2019 001.2000.4560	-2,609.46
			VEHICLE MAINTENANCE 07/2019-09/2019 VEHICLE MAINTENANCE 07/2019-09/2019 001.2000.4240	16,274.79
			CELL PHONES 07/2019-09/2019 CELL PHONES 07/2019-09/2019 001.2000.4061	789.94
			TRANSCRIPTIONS 07/2019-09/2019 TRANSCRIPTIONS 07/2019-09/2019 001.2000.4560	4,830.48
			O/T & ON-CALL 07/2019-09/2019 O/T & ON-CALL 07/2019-09/2019 001.2000.4560	49,314.63
			ADDITIONAL O/T 07/2019-09/2019 ADDITIONAL O/T 07/2019-09/2019 001.2000.4560	660.06
			PERSONNEL CREDITS 07/2019-09/2019 PERSONNEL CREDITS 07/2019-09/2019 001.2000.4560	-44,058.40
			Total :	25,202.04
79941	12/31/2019	000085 EAST VALLEY WATER DISTRICT	CITY HALL-DEC CITY HALL-DEC 042.9510.4030	123.00
			CITY HALL-DEC CITY HALL-DEC 042.9510.4030	35.14
			POLICE STATION-DEC POLICE STATION-DEC 001.2000.4030	1,539.52

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79941	12/31/2019	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	52.70
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	52.70
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	95.12
			FIRE STATION #1-DEC	
			FIRE STATION #1-DEC	
			029.2100.4030	57.45
			FIRE STATION #1-DEC	
			028.2050.4030	57.44
			FIRE STATION #2-DEC	
			FIRE STATION #2-DEC	
			028.2050.4030	62.89
			FIRE STATION #2-DEC	
			029.2100.4030	62.88
			FIRE STATION #2-DEC	
			FIRE STATION #2-DEC	
			028.2050.4030	17.57
			FIRE STATION #2-DEC	
			029.2100.4030	17.57
			FIRE STATION #3-DEC	
			FIRE STATION #3-DEC	
			029.2100.4030	143.53
			FIRE STATION #3-DEC	
			028.2050.4030	143.52
			FIRE STATION #3-DEC	
			FIRE STATION #3-DEC	
			029.2100.4030	26.35
			FIRE STATION #3-DEC	
			028.2050.4030	26.35
			FIRE STATION #3-DEC	
			FIRE STATION #3-DEC	
			029.2100.4030	30.70

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79941	12/31/2019	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			FIRE STATION #3-DEC	
			028.2050.4030	30.69
			AURANTIA PARK-DEC	
			AURANTIA PARK-DEC	
			001.6000.4030	853.05
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4030	75.63
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4030	71.71
			LMD 04- DEC	
			LMD 04- DEC	
			012.8500.4030	46.63
			LMD 07- DEC	
			LMD 07- DEC	
			012.8500.4030	86.93
			LMD 15 A-DEC	
			LMD 15 A-DEC	
			012.8500.4030	58.93
			LMD 15 B-DEC	
			LMD 15 B-DEC	
			012.8500.4030	104.79
			LMD 21 A-DEC	
			LMD 21 A-DEC	
			012.8500.4030	29.27
			LMD 21 B-DEC	
			LMD 21 B-DEC	
			012.8500.4030	185.59
			LMD 29-DEC	
			LMD 29-DEC	
			012.8500.4030	36.65
			LMD 37-DEC	
			LMD 37-DEC	
			012.8500.4030	74.65
			LMD 44-DEC	
			LMD 44-DEC	

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79941	12/31/2019	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030	638.63
			LMD 73-DEC	
			LMD 73-DEC	
			012.8500.4030	53.51
Total :				4,891.09
79942	12/31/2019	000108 HIGH TECH SECURITY	FIRE ALARM ISSUE-CORP YARD	
			FIRE ALARM ISSUE-CORP YARD	
			004.8310.4070	80.00
Total :				80.00
79943	12/31/2019	000127 K & L HARDWARE	CITY HALL SUPPLIES	
			CITY HALL SUPPLIES	
			042.9510.4070	15.05
			CITY HALL SUPPLIES	
			CITY HALL SUPPLIES	
			042.9510.4070	22.81
			YMCA SUPPLIES	
			YMCA SUPPLIES	
			001.6000.4070	19.58
			FIRE STATION #3 SUPPLIES	
			FIRE STATION #3 SUPPLIES	
			028.2050.4070	11.85
			FIRE STATION #3 SUPPLIES	
			029.2100.4070	11.84
			PARKS SUPPLIES	
			PARKS SUPPLIES	
			001.6000.4206	72.17
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	49.27
			STATION #1 SUPPLIES	
			029.2100.4203	49.26
			STATION #1 SUPPLIES CREDIT	
			STATION #1 SUPPLIES CREDIT	
			028.2050.4203	-8.08
			STATION #1 SUPPLIES CREDIT	

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79943	12/31/2019	000127 K & L HARDWARE	(Continued)	
			029.2100.4203	-8.08
			CITY HALL SUPPLIES	
			CITY HALL SUPPLIES	
			042.9510.4070	49.52
Total :				285.19
79944	12/31/2019	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-DEC	
			PETTY CASH-DEC	
			001.0020	107.00
Total :				107.00
79945	12/31/2019	000203 SOUTHERN CALIFORNIA EDISON	TRAFFIC SIGNAL PALM/CYPRESS-DEC	
			TRAFFIC SIGNAL PALM/CYPRESS-DEC	
			013.8510.4011	26.46
			SMART AND FINAL SCE FEES-DEC	
			SMART AND FINAL SCE FEES-DEC	
			013.8510.4011	19.58
			REAL JOURNEY ACADEMY LMD ZONE 73-DEC	
			REAL JOURNEY ACADEMY LMD ZONE 73-DEC	
			012.8500.4010	0.96
Total :				47.00
79946	12/31/2019	000204 SOCALGAS	FIRE STATION #3-NOV	
			FIRE STATION #3-NOV	
			028.2050.4020	31.41
			FIRE STATION #3-NOV	
			029.2100.4020	31.41
Total :				62.82
79947	12/31/2019	000207 KONICA MINOLTA	COPIER LEASE-JAN	
			COPIER LEASE-JAN	
			042.9510.4205	1,054.54
			COPIER LEASE-JAN	
			001.2000.4205	625.29
Total :				1,679.83
79948	12/31/2019	000598 PR PRINTING	VEHICLE RELEASE FORMS	
			VEHICLE RELEASE FORMS	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79948	12/31/2019	000598 PR PRINTING	(Continued) 001.2000.4200	238.68
Total :				238.68
79949	12/31/2019	000662 HI WAY SAFETY INC	SOLAR BEACON: BASE LINE AT TIOGA SOLAR BEACON: BASE LINE AT TIOGA 004.8310.4206	1,296.19
Total :				1,296.19
79950	12/31/2019	001072 AUTO ZONE	VEHICLE #110 MAINTENANCE SUPPLIES VEHICLE #110 MAINTENANCE SUPPLIES 004.8310.4240 VEHICLE #123 MAINTENANCE SUPPLIES VEHICLE #123 MAINTENANCE SUPPLIES 001.4200.4240	35.53
Total :				15.06
79951	12/31/2019	001098 TY LIN INTERNATIONAL	ENR19.002: SNRC OFF-SITE PIPELINE ENR19.002: SNRC OFF-SITE PIPELINE 001.3200.4551	3,537.50
Total :				3,537.50
79952	12/31/2019	001404 LOWE'S	TRAILS SUPPLIES TRAILS SUPPLIES 015.8530.4206 BENCHES FOR WEAPON MAINTENANCE BENCHES FOR WEAPON MAINTENANCE 001.2000.4203 FS#1: WOOD SHED FS#1: WOOD SHED 028.2050.4203 FS#1: WOOD SHED 029.2100.4203	124.81
Total :				571.18
Total :				660.80
Total :				660.80
Total :				2,017.59
79953	12/31/2019	001527 SHRED-IT USA	SHREDDING SERVICE 12/11/19 SHREDDING SERVICE 12/11/19 001.1200.4626	85.09

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Voucher	Date	Vendor	Description/Account	Amount
79953	12/31/2019	001527	001527 SHRED-IT USA	
			(Continued)	
			Total :	85.09
79954	12/31/2019	002190	ENGINEERING RESOURCES OF SO CA	
			ENGINEERING SERVICES-NOV	
			ENGINEERING SERVICES-NOV	
			001.3200.4550	7,241.80
			ENGINEERING SERVICES-NOV	
			ENGINEERING SERVICES-NOV	
			023.3890.4550	462.00
			PLAN CHECK/INSP/PERMITS-NOV	
			PLAN CHECK/INSP/PERMITS-NOV	
			001.3200.4551	26,629.95
			CWQ19-005 NOV	
			CWQ19-005 NOV	
			001.3200.4551	77.00
			FWQ16-014 NOV	
			FWQ16-014 NOV	
			001.3200.4551	99.00
			FWQ17-003 NOV	
			FWQ17-003 NOV	
			001.3200.4551	88.00
			Total :	34,597.75
79955	12/31/2019	002480	CASC ENGINEERING & CONSULTING	
			SDR17001 PM RDA04-JUL	
			SDR17001 PM RDA04-JUL	
			010.3830.6600	287.50
			STR18001 PM RDA07-JUL	
			STR18001 PM RDA07-JUL	
			010.3830.6550	172.50
			ENGINEERING MANAGER-JUL	
			ENGINEERING MANAGER-JUL	
			001.3200.4550	1,207.50
			SDR06002 PM RDA04-AUG	
			SDR06002 PM RDA04-AUG	
			010.3830.6600	115.00
			STR18001 PM RDA07-AUG	
			STR18001 PM RDA07-AUG	
			010.3830.6550	402.50
			ENGINEERING MANAGER-AUG	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79955	12/31/2019	002480 CASC ENGINEERING & CONSULTING	(Continued) ENGINEERING MANAGER-AUG 001.3200.4550	1,265.00
Total :				3,450.00
79956	12/31/2019	002710 HERNANDEZ, KROONE & ASSOCIATES	AIRPORT GATEWAY SPECIFIC PLAN AIRPORT GATEWAY SPECIFIC PLAN 023.3890.4582	587.50
Total :				587.50
79957	12/31/2019	003445 BOOT BARN, INC.	UNIFORM: R. RAMOS UNIFORM: R. RAMOS 004.8310.4249 UNIFORM: K. LAYNE UNIFORM: K. LAYNE 004.8310.4249 UNIFORM: B. COLEMAN UNIFORM: B. COLEMAN 001.6000.4249	150.00 102.58
Total :				118.74 371.32
79958	12/31/2019	004206 #1 SON PLUMBING	LMD 7 BACKFLOW PREVENTER LMD 7 BACKFLOW PREVENTER 012.8500.4030	185.00
Total :				185.00
79959	12/31/2019	004298 ZOLL MEDICAL CORPORATION	FS#1-3: HEART MONITOR SUPPLIES FS#1-3: HEART MONITOR SUPPLIES 028.2050.4207 FS#1-3: HEART MONITOR SUPPLIES FS#1-3: HEART MONITOR SUPPLIES 028.2050.4207	767.72 21.21
Total :				788.93
79960	12/31/2019	004453 HARRIS & ASSOCIATES	LMD RESTRUCTURE-NOV LMD RESTRUCTURE-NOV 012.8500.4550 ADMIN SERVICES-NOV ADMIN SERVICES-NOV	1,200.00

12/30/2019 7:51:24AM

Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79960	12/31/2019	004453 HARRIS & ASSOCIATES	(Continued)	
			024.8470.4550	900.00
			ADMIN SERVICES-NOV	
			013.8510.4550	3,300.00
			ADMIN SERVICES-NOV	
			012.8500.4550	5,300.00
			Total :	10,700.00
79961	12/31/2019	005516 BASE HILL INC., DBA JAN POINT	MONTHLY JANITORIAL SERVICES-DEC	
			CITY HALL-DEC	
			042.9510.4504	1,562.00
			COUNCIL CHAMBERS-DEC	
			042.9510.4504	311.00
			AURANTIA PARK-DEC	
			001.6000.4504	1,454.00
			COMMUNITY PARK-DEC	
			001.6000.4504	1,950.00
			POLICE DEPT-DEC	
			001.2000.4504	1,080.00
			Total :	6,357.00
23 Vouchers for bank code : wfb				Bank total : 102,791.27
23 Vouchers in this report				Total vouchers : 102,791.27

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
466	1/3/2020	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	14,096.73
			FEDERAL TAXES: Payment	
			004.1120	2,432.09
			FEDERAL TAXES: Payment	
			006.1120	710.31
			FEDERAL TAXES: Payment	
			008.1120	14.19
			FEDERAL TAXES: Payment	
			010.1120	810.56
			FEDERAL TAXES: Payment	
			012.1120	75.41
			FEDERAL TAXES: Payment	
			016.1120	75.39
			FEDERAL TAXES: Payment	
			023.1120	53.25
			FEDERAL TAXES: Payment	
			024.1120	18.47
			FEDERAL TAXES: Payment	
			041.1120	615.69
			FEDERAL TAXES: Payment	
			042.1120	235.57
			FEDERAL TAXES: Payment	
			070.1120	1,007.96
			SOCIAL SECURITY: Payment	
			001.1140	538.30
			SOCIAL SECURITY: Payment	
			008.1140	35.72
			SOCIAL SECURITY: Payment	
			070.1140	13.00
			MEDICARE: Payment	
			001.1140	3,778.32
			MEDICARE: Payment	
			004.1140	554.22
			MEDICARE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
466	1/3/2020	000119 INTERNAL REVENUE SERVICE	(Continued)	
			006.1140	154.46
			MEDICARE: Payment	
			008.1140	8.36
			MEDICARE: Payment	
			010.1140	183.02
			MEDICARE: Payment	
			012.1140	50.02
			MEDICARE: Payment	
			016.1140	49.94
			MEDICARE: Payment	
			023.1140	18.26
			MEDICARE: Payment	
			024.1140	4.72
			MEDICARE: Payment	
			041.1140	110.74
			MEDICARE: Payment	
			042.1140	74.26
			MEDICARE: Payment	
			070.1140	189.68
			Total :	25,908.64
467	1/3/2020	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			024.1130	6.65
			STATE TAXES: Payment	
			041.1130	255.02
			STATE TAXES: Payment	
			042.1130	88.07
			STATE TAXES: Payment	
			070.1130	447.18
			STATE TAXES: Payment	
			001.1130	5,888.32
			STATE TAXES: Payment	
			004.1130	1,031.60
			STATE TAXES: Payment	
			006.1130	280.07

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
467	1/3/2020	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			010.1130	376.41
			STATE TAXES: Payment	
			012.1130	41.94
			STATE TAXES: Payment	
			016.1130	41.92
			STATE TAXES: Payment	
			023.1130	13.82
			Total :	8,471.00
79962	1/3/2020	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	23,132.31
			ICMA DEFERRED COMP 457: Payment	
			004.1170	932.07
			ICMA DEFERRED COMP 457: Payment	
			010.1170	663.68
			ICMA DEFERRED COMP 457: Payment	
			012.1170	12.50
			ICMA DEFERRED COMP 457: Payment	
			016.1170	12.50
			ICMA DEFERRED COMP 457: Payment	
			041.1170	698.26
			ICMA DEFERRED COMP 457: Payment	
			070.1170	370.21
			Total :	25,821.53
79963	1/3/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment	
			001.1145	606.40
			EPMC: Payment	
			004.1145	122.44
			EPMC: Payment	
			006.1145	18.10
			EPMC: Payment	
			010.1145	56.94
			EPMC: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79963	1/3/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			012.1145	2.18
			EPMC: Payment	
			016.1145	2.18
			EPMC: Payment	
			023.1145	6.05
			EPMC: Payment	
			024.1145	0.50
			EPMC: Payment	
			041.1145	27.47
			EPMC: Payment	
			042.1145	10.51
			EPMC: Payment	
			070.1145	47.07
			PERS: Payment	
			001.1145	11,789.06
			PERS: Payment	
			004.1145	2,293.83
			PERS: Payment	
			006.1145	603.02
			PERS: Payment	
			010.1145	923.19
			PERS: Payment	
			012.1145	152.90
			PERS: Payment	
			016.1145	152.90
			PERS: Payment	
			023.1145	86.56
			PERS: Payment	
			024.1145	17.08
			PERS: Payment	
			041.1145	392.45
			PERS: Payment	
			042.1145	287.38
			PERS: Payment	
			070.1145	672.61
			PERS SURVIVOR: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79963	1/3/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			001.1145	23.92
			PERS SURVIVOR: Payment	
			004.1145	4.03
			PERS SURVIVOR: Payment	
			006.1145	1.29
			PERS SURVIVOR: Payment	
			010.1145	1.06
			PERS SURVIVOR: Payment	
			012.1145	0.60
			PERS SURVIVOR: Payment	
			016.1145	0.58
			PERS SURVIVOR: Payment	
			023.1145	0.23
			PERS SURVIVOR: Payment	
			024.1145	0.03
			PERS SURVIVOR: Payment	
			041.1145	0.34
			PERS SURVIVOR: Payment	
			042.1145	0.77
			PERS SURVIVOR: Payment	
			070.1145	0.63
			Total :	18,304.30
79964	1/3/2020	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	13.35
			ARROWHEAD UNITED WAY: Payment	
			004.1180	2.85
			ARROWHEAD UNITED WAY: Payment	
			010.1180	1.81
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.27
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.72
			Total :	21.00
79965	1/3/2020	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79965	1/3/2020	003804 AFLAC WWHQ	(Continued)	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	102.80
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	255.62
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.29
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.29
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	60.18
			AFLAC DENTAL: Payment	
			001.1181	27.91
			AFLAC DENTAL: Payment	
			004.1181	0.55
			AFLAC DENTAL: Payment	
			041.1181	1.67
			AFLAC DENTAL: Payment	
			070.1181	0.53
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.98
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.48
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.48
			Total :	492.21
6 Vouchers for bank code :	wfb		Bank total :	79,018.68
6 Vouchers in this report			Total vouchers :	79,018.68

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79966	1/7/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS RETIREMENT-JAN	
			PERS RETIREMENT-JAN	
			001.1200.3560	1,726.96
			PERS RETIREMENT-JAN	
			001.1450.3560	3,060.33
			PERS RETIREMENT-JAN	
			001.1600.3560	221.41
			PERS RETIREMENT-JAN	
			001.1700.3560	3,985.29
			PERS RETIREMENT-JAN	
			001.3200.3560	309.97
			PERS RETIREMENT-JAN	
			001.4100.3560	4,472.38
			PERS RETIREMENT-JAN	
			001.4200.3560	2,656.86
			PERS RETIREMENT-JAN	
			001.4500.3560	1,815.52
			PERS RETIREMENT-JAN	
			001.4600.3560	2,568.30
			PERS RETIREMENT-JAN	
			001.6000.3560	1,018.46
			PERS RETIREMENT-JAN	
			001.6010.3560	885.62
			PERS RETIREMENT-JAN	
			001.6020.3560	664.22
			PERS RETIREMENT-JAN	
			004.8310.3560	3,852.45
			PERS RETIREMENT-JAN	
			006.8400.3560	1,239.87
			PERS RETIREMENT-JAN	
			012.8500.3560	531.37
			PERS RETIREMENT-JAN	
			016.8540.3560	531.37
			PERS RETIREMENT-JAN	
			023.3890.3560	221.41
			PERS RETIREMENT-JAN	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79966	1/7/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			041.9500.3560	309.97
			PERS RETIREMENT-JAN	
			042.9510.3560	752.78
			PERS RETIREMENT-JAN	
			070.7000.3560	619.93
			PERS RETIREMENT-JAN	
			024.8470.3560	44.28
			PERS RETIREMENT-JAN	
			010.3830.3560	1,018.46
			PERS RETIREMENT-JAN	
			PERS RETIREMENT-JAN	
			001.1450.3560	260.75
			Total :	32,767.96
79967	1/7/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH-JAN	
			PERS HEALTH-JAN	
			001.1150	11,989.73
			PERS HEALTH-JAN	
			004.1150	1,822.62
			PERS HEALTH-JAN	
			006.1150	700.16
			PERS HEALTH-JAN	
			010.1150	1,437.08
			PERS HEALTH-JAN	
			012.1150	167.08
			PERS HEALTH-JAN	
			016.1150	167.08
			PERS HEALTH-JAN	
			041.1150	359.36
			PERS HEALTH-JAN	
			070.1150	293.55
			PERS HEALTH-JAN	
			001.1450.3511	60.04
			PERS HEALTH-JAN	
			041.9500.3515	2,000.00
			Total :	18,996.70

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79968	1/7/2020	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-JAN POLICE SERVICES-JAN 001.2000.4560	807,704.00 Total : 807,704.00
79969	1/7/2020	000068 CITY CLERK'S ASSOCIATION OF CA	ANNUAL MEMBERSHIP-HUGHES ANNUAL MEMBERSHIP-HUGHES 001.1200.4310	85.00 Total : 85.00
79970	1/7/2020	000085 EAST VALLEY WATER DISTRICT	CANYON OAKS PARK-DEC CANYON OAKS PARK-DEC 016.8540.4030 BEATTIE IRRIGATION-DEC BEATTIE IRRIGATION-DEC 001.6000.4030 LMD 00 BASELINE-DEC LMD 00 BASELINE-DEC 012.8500.4030 LMD 01 A-DEC LMD 01 A-DEC 012.8500.4030 LMD 01 B-DEC LMD 01 B-DEC 012.8500.4030 LMD 02 A-DEC LMD 02 A-DEC 012.8500.4030 LMD 02 B-DEC LMD 02 B-DEC 012.8500.4030 LMD 02 C-DEC LMD 02 C-DEC 012.8500.4030 LMD 02 D-DEC LMD 02 D-DEC 012.8500.4030 LMD 02 E-DEC	144.15 375.90 29.27 46.63 41.71 44.17 87.57 223.21 80.19

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79970	1/7/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 02 E-DEC	
			012.8500.4030	72.81
			LMD 03 BASELINE-DEC	
			LMD 03 BASELINE-DEC	
			012.8500.4030	101.19
			LMD 03 YARNELL-DEC	
			LMD 03 YARNELL-DEC	
			012.8500.4030	39.11
			LMD 06-DEC	
			LMD 06-DEC	
			012.8500.4030	41.71
			LMD 08-DEC	
			LMD 08-DEC	
			012.8500.4030	90.03
			LMD 13-DEC	
			LMD 13-DEC	
			012.8500.4030	77.73
			LMD 20 BASELINE-DEC	
			LMD 20 BASELINE-DEC	
			012.8500.4030	63.85
			LMD 20 STREATER-DEC	
			LMD 20 STREATER-DEC	
			012.8500.4030	34.19
			LMD 22-DEC	
			LMD 22-DEC	
			012.8500.4030	39.11
			LMD 30-DEC	
			LMD 30-DEC	
			012.8500.4030	134.73
			LMD 31-DEC	
			LMD 31-DEC	
			012.8500.4030	41.57
			LMD 35-DEC	
			LMD 35-DEC	
			012.8500.4030	44.17
			LMD B 39-DEC	
			LMD B 39-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79970	1/7/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030	140.13
			LMD B 39-DEC	
			LMD B 39-DEC	
			012.8500.4030	165.71
			LMD B 39-DEC	
			LMD B 39-DEC	
			012.8500.4030	138.67
			LMD 48-DEC	
			LMD 48-DEC	
			012.8500.4030	175.05
			LMD 48 B-DEC	
			LMD 48 B-DEC	
			012.8500.4030	160.29
			Total :	2,632.85
79971	1/7/2020	000100 GOVERNMENT FINANCE OFFICERS, AS	GFOA CAFR AWARD REVIEW	
			GFOA CAFR AWARD REVIEW	
			001.1700.4310	610.00
			Total :	610.00
79972	1/7/2020	000127 K & L HARDWARE	STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	4.31
			STATION #1 SUPPLIES	
			029.2100.4203	4.31
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	9.31
			STATION #1 SUPPLIES	
			029.2100.4203	9.31
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	20.40
			STATION #1 SUPPLIES	
			029.2100.4203	20.39
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79972	1/7/2020	000127 K & L HARDWARE	(Continued)	
			028.2050.4203	20.82
			STATION #1 SUPPLIES	
			029.2100.4203	20.81
			Total :	109.66
79973	1/7/2020	000155 NEW YORK LIFE	NEW YORK LIFE-JAN	
			NEW YORK LIFE-JAN	
			001.1180	9.75
			NEW YORK LIFE-JAN	
			004.1180	0.65
			NEW YORK LIFE-JAN	
			041.1180	1.95
			NEW YORK LIFE-JAN	
			070.1180	0.65
			Total :	13.00
79974	1/7/2020	000165 AT&T	BASELINE LITTLE LEAGUE-DEC	
			BASELINE LITTLE LEAGUE-DEC	
			001.6000.4060	215.63
			CITY HALL-DEC	
			CITY HALL-DEC	
			042.9510.4060	215.63
			POLICE ALARM-DEC	
			POLICE ALARM-DEC	
			001.2000.4060	456.63
			Total :	887.89
79975	1/7/2020	000175 THE PRESS ENTERPRISE	NIB 2019-09	
			NIB 2019-09	
			001.1200.4300	453.20
			Total :	453.20
79976	1/7/2020	000176 PRINCIPAL LIFE GROUP	PRINCIPAL-JAN	
			PRINCIPAL-JAN	
			001.1200.3590	40.66
			PRINCIPAL-JAN	
			001.1450.3590	79.70

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79976	1/7/2020	000176	PRINCIPAL LIFE GROUP	
			(Continued)	
			PRINCIPAL-JAN	
			001.1600.3590	7.76
			PRINCIPAL-JAN	
			001.1700.3590	88.02
			PRINCIPAL-JAN	
			001.3200.3590	14.44
			PRINCIPAL-JAN	
			001.4100.3590	110.84
			PRINCIPAL-JAN	
			001.4200.3590	62.71
			PRINCIPAL-JAN	
			001.4500.3590	46.06
			PRINCIPAL-JAN	
			001.4600.3590	44.96
			PRINCIPAL-JAN	
			001.6000.3590	14.98
			PRINCIPAL-JAN	
			001.6010.3590	15.68
			PRINCIPAL-JAN	
			001.6020.3590	10.52
			PRINCIPAL-JAN	
			004.8310.3590	91.41
			PRINCIPAL-JAN	
			006.8400.3590	27.36
			PRINCIPAL-JAN	
			010.3830.3590	32.99
			PRINCIPAL-JAN	
			012.8500.3590	7.39
			PRINCIPAL-JAN	
			016.8540.3590	7.39
			PRINCIPAL-JAN	
			023.3890.3590	3.51
			PRINCIPAL-JAN	
			024.8470.3590	0.78
			PRINCIPAL-JAN	
			041.9500.3590	13.79

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79976	1/7/2020	000176 PRINCIPAL LIFE GROUP	(Continued)	
			PRINCIPAL-JAN	
			042.9510.3590	12.98
			PRINCIPAL-JAN	
			070.7000.3590	26.26
			Total :	760.19
79977	1/7/2020	000197 U.S. BANK	2017 TARB ADMIN 10/19-09/20	
			2017 TARB ADMIN 10/19-09/20	
			089.8090.4554	2,200.00
			Total :	2,200.00
79978	1/7/2020	000203 SOUTHERN CALIFORNIA EDISON	CITY HALL-DEC	
			CITY HALL-DEC	
			042.9510.4010	965.86
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4010	3,468.44
			CORP YARD-DEC	
			CORP YARD-DEC	
			004.8310.4010	763.31
			LIBRARY/ELC-DEC	
			LIBRARY/ELC-DEC	
			001.6000.4010	3,115.58
			LS#3-DEC	
			LS#3-DEC	
			013.8510.4011	15.94
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4010	11.71
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4010	10.59
			TRAFFIC SIG PALM/CYPRESS-DEC	
			TRAFFIC SIG PALM/CYPRESS-DEC	
			004.8310.4580	44.77
			STATION #3-DEC	
			STATION #3-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79978	1/7/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			028.2050.4010	307.44
			STATION #3-DEC	
			029.2100.4010	307.44
			LS#3-DEC	
			LS#3-DEC	
			013.8510.4011	92.32
			Total :	9,103.40
79979	1/7/2020	000204 SOCALGAS	CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4020	190.17
			STATION #2-NOV	
			STATION #2-NOV	
			028.2050.4020	172.30
			STATION #2-NOV	
			029.2100.4020	172.30
			STATION #1-NOV	
			STATION #1-NOV	
			028.2050.4020	34.86
			STATION #1-NOV	
			029.2100.4020	34.85
			POLICE-NOV	
			POLICE-NOV	
			001.2000.4020	1,468.44
			Total :	2,072.92
79980	1/7/2020	000207 KONICA MINOLTA	COPIER MAINT-NOV	
			COPIER MAINT-NOV	
			042.9510.4205	530.82
			COPIER MAINT-NOV	
			001.2000.4205	9.01
			Total :	539.83
79981	1/7/2020	000208 STAPLES CREDIT PLAN	OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.4100.4200	26.93
			Total :	26.93

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79982	1/7/2020	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-JAN LONG TERM DISABILITY-JAN 001.1180 LONG TERM DISABILITY-JAN 004.1180 LONG TERM DISABILITY-JAN 006.1180 LONG TERM DISABILITY-JAN 010.1180 LONG TERM DISABILITY-JAN 041.1180 LONG TERM DISABILITY-JAN 070.1180	536.65 44.40 18.50 37.00 25.37 51.80
			Total :	713.72
79983	1/7/2020	000487 SMART & FINAL	COMMUNITY EVENT SUPPLIES COMMUNITY EVENT SUPPLIES 001.6020.4336 COMMUNITY EVENT SUPPLIES COMMUNITY EVENT SUPPLIES 001.6020.4336 BREAKROOM SUPPLIES BREAKROOM SUPPLIES 042.9510.4200	17.23 17.11 81.45
			Total :	115.79
79984	1/7/2020	000598 PR PRINTING	COH LETTERHEAD COH LETTERHEAD 042.9510.4200 COH LETTERHEAD & ENVELOPES COH LETTERHEAD & ENVELOPES 042.9510.4200	298.08 635.04
			Total :	933.12
79985	1/7/2020	000623 HARBOR FREIGHT TOOLS	STATION #3 SUPPLIES STATION #3 SUPPLIES 028.2050.4203 STATION #3 SUPPLIES	21.20

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79985	1/7/2020	000623 HARBOR FREIGHT TOOLS	(Continued) 029.2100.4203	21.20
Total :				42.40
79986	1/7/2020	000727 JP COOKE COMPANY	2020, 2021 & 2023 DOG TAGS 2020, 2021 & 2023 DOG TAGS 001.2200.4200	466.02
Total :				466.02
79987	1/7/2020	001072 AUTO ZONE	ME541 REPAIRS/MAINT ME541 REPAIRS/MAINT 028.2050.4240 ME541 REPAIRS/MAINT 029.2100.4240	15.88
Total :				31.76
79988	1/7/2020	001439 OFFICE SOLUTIONS	RECYLCED COPY PAPER RECYLCED COPY PAPER 042.9510.4200 RECYLCED COPY PAPER 001.1700.4200	551.58
Total :				14.54
Total :				566.12
79989	1/7/2020	001476 TIME WARNER CABLE	POLICE TELE/INT SERVICE-JAN POLICE TELE/INT SERVICE-JAN 001.2000.4065 CORP YARD TELE/INT SERVICE-JAN CORP YARD TELE/INT SERVICE-JAN 004.8310.4060	981.60
Total :				656.56
Total :				1,638.16
79990	1/7/2020	001756 AIRFLOW APPLIANCE REPAIR	FS#3: ICE MACHINE DIAGNOSIS FS#3: ICE MACHINE DIAGNOSIS 029.2100.4070 FS#3: ICE MACHINE DIAGNOSIS 028.2050.4070	37.50
Total :				37.50
Total :				75.00
79991	1/7/2020	002106 CODE PUBLISHING, INC.	HIGHLAND MUNICIPAL CODE UPDATE	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79991	1/7/2020	002106 CODE PUBLISHING, INC.	(Continued) HIGHLAND MUNICIPAL CODE UPDATE 001.1200.4625	681.50
			Total :	681.50
79992	1/7/2020	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 PE RDA07-SEP STR18001 PE RDA07-SEP 010.3830.6550 STR18001 PE IVDA-SEP STR18001 PE IVDA-SEP 027.8490.6550 STR18001 PE SMBMI-SEP STR18001 PE SMBMI-SEP 027.8490.6550 STR18001 PE EDA-SEP STR18001 PE EDA-SEP 030.8495.6550 STR18001 PS&E RDA07-SEP STR18001 PS&E RDA07-SEP 010.3830.6550 STR18001 PS&E IVDA-SEP STR18001 PS&E IVDA-SEP 027.8490.6550 STR18001 PS&E SMBMI-SEP STR18001 PS&E SMBMI-SEP 027.8490.6550 STR18001 PS&E EDA-SEP STR18001 PS&E EDA-SEP 030.8495.6550 STR18001 R/W RDA07-SEP STR18001 R/W RDA07-SEP 010.3830.6550 STR18001 R/W IVDA-SEP STR18001 R/W IVDA-SEP 027.8490.6550 STR18001 R/W SMBMI-SEP STR18001 R/W SMBMI-SEP 027.8490.6550	343.01 342.84 342.84 744.91 3,149.85 3,148.22 3,148.22 6,840.42 1,340.61 1,339.91 1,339.91

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79992	1/7/2020	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)	
			STR18001 R/W EDA-SEP	
			STR18001 R/W EDA-SEP	
			030.8495.6550	2,911.35
			STR18001 PE RDA07-OCT	
			STR18001 PE RDA07-OCT	
			010.3830.6550	366.78
			STR18001 PE IVDA-OCT	
			STR18001 PE IVDA-OCT	
			027.8490.6550	366.59
			STR18001 PE SMBMI-OCT	
			STR18001 PE SMBMI-OCT	
			027.8490.6550	366.59
			STR18001 PE EDA-OCT	
			STR18001 PE EDA-OCT	
			030.8495.6550	796.51
			STR18001 PS&E RDA07-OCT	
			STR18001 PS&E RDA07-OCT	
			010.3830.6550	4,260.34
			STR18001 PS&E IVDA-OCT	
			STR18001 PS&E IVDA-OCT	
			027.8490.6550	4,258.12
			STR18001 PS&E SMBMI-OCT	
			STR18001 PS&E SMBMI-OCT	
			027.8490.6550	4,258.12
			STR18001 PS&E EDA-OCT	
			STR18001 PS&E EDA-OCT	
			030.8495.6550	9,252.00
			STR18001 R/W RDA07-OCT	
			STR18001 R/W RDA07-OCT	
			010.3830.6550	613.81
			STR18001 R/W IVDA-OCT	
			STR18001 R/W IVDA-OCT	
			027.8490.6550	613.50
			STR18001 R/W SMBMI-OCT	
			STR18001 R/W SMBMI-OCT	
			027.8490.6550	613.50
			STR18001 R/W EDA-OCT	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79992	1/7/2020	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)	
			STR18001 R/W EDA-OCT	
			030.8495.6550	1,333.01
			STR18001 PE RDA07-NOV	
			STR18001 PE RDA07-NOV	
			010.3830.6550	196.33
			STR18001 PE IVDA-NOV	
			STR18001 PE IVDA-NOV	
			027.8490.6550	196.23
			STR18001 PE SMBMI-NOV	
			STR18001 PE SMBMI-NOV	
			027.8490.6550	196.23
			STR18001 PE EDA-NOV	
			STR18001 PE EDA-NOV	
			030.8495.6550	426.37
			STR18001 PS&E RDA07-NOV	
			STR18001 PS&E RDA07-NOV	
			010.3830.6550	3,410.31
			STR18001 PS&E IVDA-NOV	
			STR18001 PS&E IVDA-NOV	
			027.8490.6550	3,408.55
			STR18001 PS&E SMBMI-NOV	
			STR18001 PS&E SMBMI-NOV	
			027.8490.6550	3,408.55
			STR18001 PS&E EDA-NOV	
			STR18001 PS&E EDA-NOV	
			030.8495.6550	7,406.05
			STR18001 R/W RDA07-NOV	
			STR18001 R/W RDA07-NOV	
			010.3830.6550	3,453.36
			STR18001 R/W IVDA-NOV	
			STR18001 R/W IVDA-NOV	
			027.8490.6550	3,451.58
			STR18001 R/W SMBMI-NOV	
			STR18001 R/W SMBMI-NOV	
			027.8490.6550	3,451.58
			STR18001 R/W EDA-NOV	
			STR18001 R/W EDA-NOV	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79992	1/7/2020	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued) 030.8495.6550	7,499.55
Total :				88,595.65
79993	1/7/2020	002912 CHAMPION ELECTRIC, INC.	EVC19001 ELECTRICAL INF. & INSTALLATION EVC19001 CON AB2766-INSTALLATION 020.8440.6700 EVC19001 CON CALEVIP-INSTALLATION 027.8490.6700	2,799.30
Total :				11,197.20
79994	1/7/2020	003689 TPX COMMUNICATIONS	CORP YARD/CITY HALL PHONES-JAN CITY HALL PHONES-JAN 042.9510.4060 CORP YARD PHONES-JAN 004.8310.4060	240.72
Total :				1,080.56
79995	1/7/2020	003690 DELL COMPUTERS	DELL MONITOR DELL MONITOR 042.9510.4627	207.76
Total :				207.76
79996	1/7/2020	003713 SATCOM GLOBAL LTD.	SATELLITE PHONES-JAN SATELLITE PHONES-JAN 042.9510.4061 SATELLITE PHONES-JAN 028.2050.4061 SATELLITE PHONES-JAN 029.2100.4061 SATELLITE PHONES-JAN 001.2000.4061	42.75
Total :				128.25
79997	1/7/2020	004206 #1 SON PLUMBING	FS#1: PLUMBING & VENTING FOR WASHER & DR FS#1: PLUMBING & VENTING FOR WASHER & 028.2050.4070 FS#1: PLUMBING & VENTING FOR WASHER & 029.2100.4070	500.00
				500.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79997	1/7/2020	004206 004206 #1 SON PLUMBING	(Continued)	
			Total :	1,000.00
79998	1/7/2020	004939 GUARDIAN	DENTAL-JAN	
			DENTAL-JAN	
			001.1160	1,021.85
			DENTAL-JAN	
			004.1160	379.70
			DENTAL-JAN	
			006.1160	14.13
			DENTAL-JAN	
			010.1160	137.81
			DENTAL-JAN	
			012.1160	9.63
			DENTAL-JAN	
			016.1160	9.63
			DENTAL-JAN	
			023.1160	14.13
			DENTAL-JAN	
			024.1160	3.24
			DENTAL-JAN	
			041.1160	30.27
			DENTAL-JAN	
			042.1160	28.64
			DENTAL-JAN	
			070.1160	15.71
			Total :	1,664.74
79999	1/7/2020	004956 FIDELITY SECURITY	VISION-JAN	
			VISION-JAN	
			001.1160	218.27
			VISION-JAN	
			001.1700.4400	30.42
			VISION-JAN	
			004.1160	46.55
			VISION-JAN	
			006.1160	7.61
			VISION-JAN	
			010.1160	15.21

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
79999	1/7/2020	004956 FIDELITY SECURITY	(Continued)	
			VISION-JAN	
			012.1160	5.18
			VISION-JAN	
			016.1160	5.18
			VISION-JAN	
			023.1160	7.61
			VISION-JAN	
			024.1160	0.52
			VISION-JAN	
			041.1160	1.64
			VISION-JAN	
			042.1160	8.50
			VISION-JAN	
			070.1160	3.57
			Total :	350.26
80000	1/7/2020	004988 VIGILANT SOLUTIONS	ALPR SYSTEM @ VARIOUS LOCATIONS	
			ALPR SYSTEM @ VARIOUS LOCATIONS	
			023.3890.6040	323,879.95
			Total :	323,879.95
80001	1/7/2020	005358 FLEET SERVICES INC	ME543: ANNUAL SERVICE	
			ME543: ANNUAL SERVICE	
			028.2050.4240	293.79
			ME543: ANNUAL SERVICE	
			029.2100.4240	293.79
			ME541 REPAIR PARTS	
			ME541 REPAIR PARTS	
			028.2050.4240	30.89
			ME541 REPAIR PARTS	
			029.2100.4240	30.89
			Total :	649.36
80002	1/7/2020	005377 LIEBERT CASSIDY WHITMORE	HARASSMENT TRAINING 11/22/19	
			HARASSMENT TRAINING 11/22/19	
			041.9500.4349	1,800.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80002	1/7/2020	005377	005377 LIEBERT CASSIDY WHITMORE (Continued)	
			Total :	1,800.00
80003	1/7/2020	005567	FIRE APPARATUS SOLUTIONS	
			E543A: PUMP PACKING REPAIR/REPLACEMENT	
			E543A: PUMP PACKING REPAIR/REPLACEMENT	
			028.2050.4240	4,923.42
			E543A: PUMP PACKING REPAIR/REPLACEMENT	
			029.2100.4240	4,923.01
			E543A: PUMP PACKING REPAIR/REPLACEMENT	
			E543A: PUMP PACKING REPAIR/REPLACEMENT	
			028.2050.4240	312.88
			E543A: PUMP PACKING REPAIR/REPLACEMENT	
			029.2100.4240	313.29
			Total :	10,472.60
80004	1/7/2020	005580	CIVICPLUS, LLC.	
			NEW CITY WEBSITE	
			NEW CITY WEBSITE	
			042.9510.4623	3,220.00
			Total :	3,220.00
80005	1/7/2020	005581	BRIGHTVIEW LANDSCAPE	
			BUS LIC #011370 REFUND-DUP PYMT	
			BUS LIC #011370 REFUND-DUP PYMT	
			001.1450.7450	60.00
			BUS LIC #011370 REFUND-DUP PYMT	
			051.1493	4.00
			Total :	64.00
40 Vouchers for bank code : wfb				Bank total : 1,331,577.47
40 Vouchers in this report				Total vouchers : 1,331,577.47



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 14, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer 

SUBJECT: Treasurer's Report for November 2019

RECOMMENDATION: City Council to receive and file the Treasurer's Report for November 2019.

FISCAL IMPACT:

Cash and Investments:	
General Fund	\$ 2,629,403.92
Special Revenue Funds	\$29,672,483.35
Internal Service Funds	\$ 4,258,880.59
Capital Projects Funds	\$23,720,491.64
Housing Authority Fund	\$ 3,549,201.92
Agency Funds	\$ 1,791,614.34
SARDA Funds	\$ 3,011,881.30

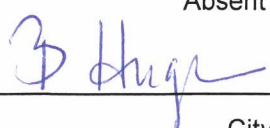
PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

BACKGROUND: Increases in the checking account were due to revenues received plus funds wired from LAIF and CAMP. Decreases in the checking account were a result of payments to vendors, payroll and funds wired to LAIF, CAMP and U.S. Bank.

Increases in the fiscal agent accounts (US Bank) resulted from interest and bond payment receipt. Decreases resulted in vendor payments and debt service payments.

Increases in the CAMP account were due to interest received. Decreases were a result of funds being wired to the city's checking account primarily for payment of public works projects.

The maximum limit on regular accounts is \$65M.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

CITY OF HIGHLAND
Treasurer's Report
as of November 30, 2019

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking-Account #2833979236	7,037,856.33

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	2.103%		
General Fund			4,906,282.46	
Special Revenue Funds			20,287,616.00	
Internal Service Funds			4,537,668.00	
Capital Projects Funds			13,311,307.00	
Total City LAIF Funds				43,042,873.46
Housing Authority Fund			3,480,525.17	
Total Housing Authority LAIF Funds				3,480,525.17
Total LAIF Funds				46,523,398.63

- 1) Maximum limits on accounts are \$65M City and \$65M Housing Authority.
- 2) Quarterly interest earnings are deposited directly to accounts.
- 3) Funds are available within 24 hours or less depending on time of wire.
- 4) Pooled Money Investment Board Report dated October 2019 on-line for listing of investments.
- 5) Market Value is based on the September 30, 2019 applicable percentage of 1.001642817.
- 6) Market Value is \$46,599,828.06 (\$46,523,398.63 x 1.001642817).

California Asset Management Program (CAMP)	n/a	1.880%		
General Fund			130,577.07	
Special Revenue Funds			1,539,836.00	
Capital Projects Funds			10,659,007.00	
Total CAMP Funds				12,329,420.07

INVESTMENTS: FISCAL AGENT ACCOUNTS

US Bank Corporate Trust Services (Community Facilities Districts)

Community Facilities District (CFD) 90-1

Administrative Expense Fund #128262-011				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	74,307.80	74,307.80
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	42,511.76	42,511.76
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	15,724.24	15,724.24

Community Facilities District (CFD) 2001-1

Special Tax Fund #149239000				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	46,070.05	46,070.05
Interest Account #149239001				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	1,189.54	1,189.54
Principal Account #149239002				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	0.02	0.02
Reserve Fund #149239003				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	483,319.45	483,319.45
Administrative Expense Fund #149239004				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	24,204.06	24,204.06
Surplus Fund #149239006				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	48,501.89	48,501.89

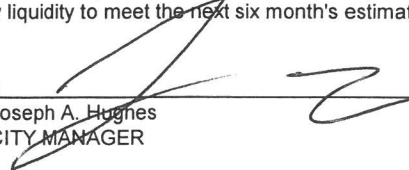
Community Facilities District (CFD) 2007-1

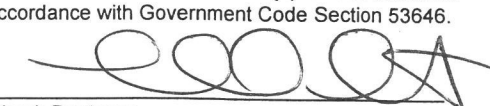
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	1.15%	7,183.03	7,183.03
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	1.15%	765.67	765.67
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	1.15%	283.76	283.76

TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)	744,061.27
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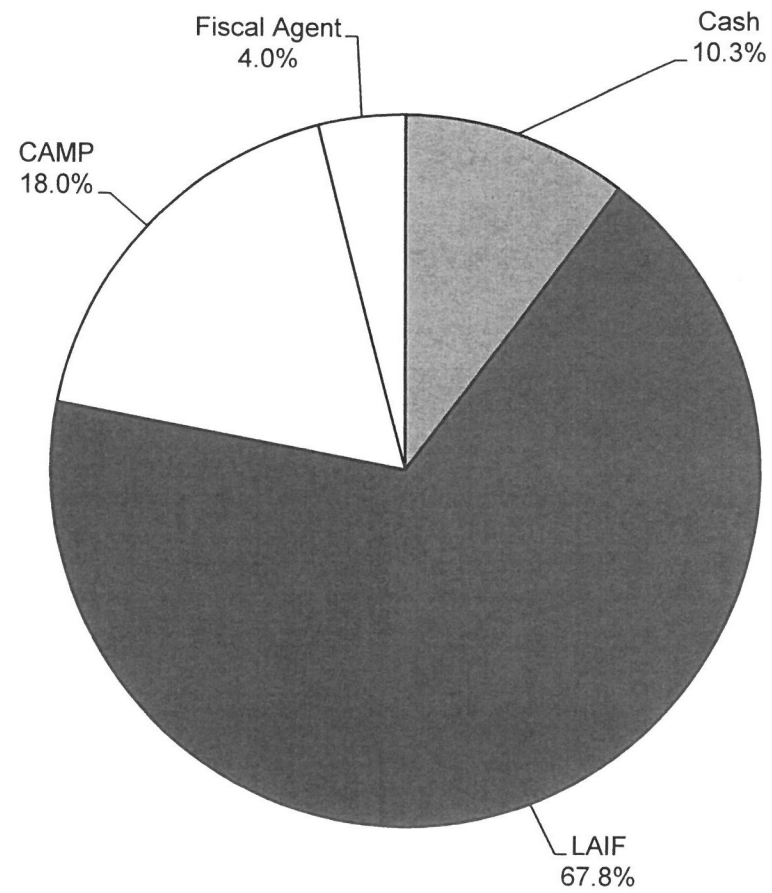
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
<u>US Bank Corporate Trust Services (SARDA)</u>				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.27%	245,007.42	245,007.42
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.27%	899.17	899.17
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.27%	177,155.26	177,155.26
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.27%	595,556.12	595,556.12
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.27%	7,015.21	7,015.21
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.27%	958,770.00	958,770.00
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.27%	13,440.86	13,440.86
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.27%	226.72	226.72
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,998,070.76
TOTAL CASH AND INVESTMENTS				68,633,957.06

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

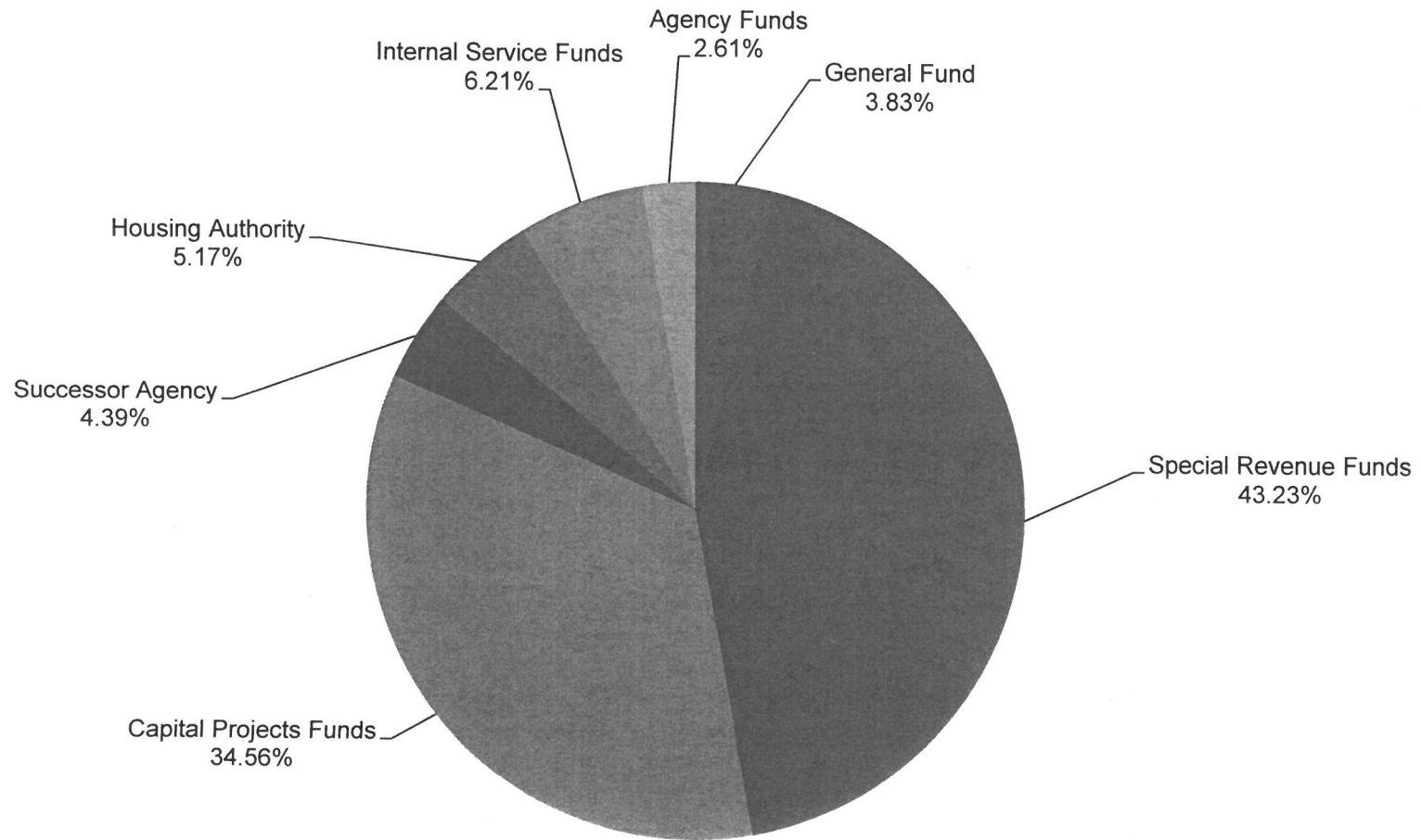
SIGNED: 
Joseph A. Hughes
CITY MANAGER

SIGNED: 
Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

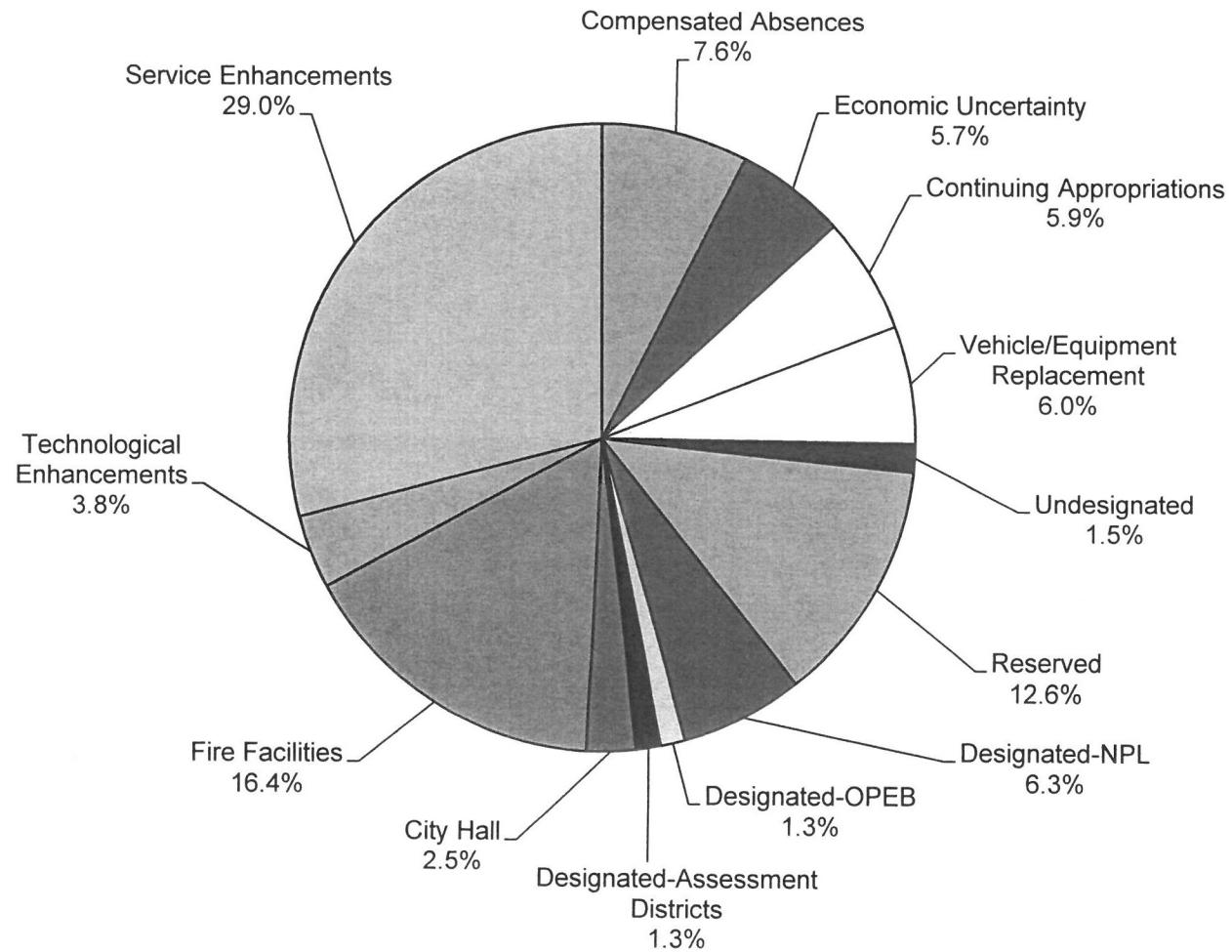
Treasurer's Report



Cash & Investments



General Fund Reserves





STAFF REPORT

TO THE CITY COUNCIL

DATE: January 14, 2020

FROM: Joseph Hughes, City Manager ✓

PREPARED BY: Joseph Hughes, City Manager ✓

SUBJECT: Highland Sam J. Racadio Library and Environmental Learning Center – 7863 Central Ave. – LEASE AGREEMENT NO. 08-403 Permission Request (Consent to Enter into an Agreement with the University OF California, Cooperative Extension for Additional Space)

RECOMMENDATION: That the City Council Authorize the City Manager to Sign the Permission Letter

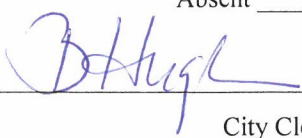
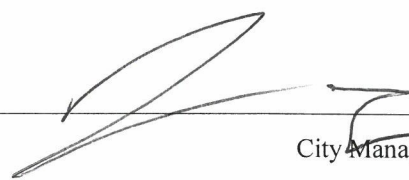
FISCAL IMPACT: No Fiscal Impact to the City

PUBLIC NOTICE: As Required by Council Resolution

BACKGROUND: San Bernardino County's Real Estate Services Department, working on behalf of the County Library is requesting written approval from the City of Highland to allow the County to enter into an agreement with the University of California, Cooperative Extension (UCCE) for the use of certain area within the Library located at 7863 Central Ave, Highland. The lease agreement between the City and the County for the Library requires that the City approve any sub-lease of space.

The space that will be occupied is currently used for storage at the facility and will not impact ongoing Library activities.

University of California, Cooperative Extension (UCCE) creates, develops and extends high-quality, science-based knowledge to residents throughout the state. UCCE in San Bernardino County provides research and educational programs to county residents in the areas of food and nutrition education, gardening and horticulture, food preservation, natural resources and youth development/4-H. UCCE San Bernardino has 6 programs available in the county: food and nutrition education, environmental horticulture, Master Gardeners, Master Food Preservers, 4-H, and natural resources.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>6</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

Expanded Food & Nutrition Education Program

The Expanded Food and Nutrition Education Program (EFNEP) is a federally-funded program through the United States Department of Agriculture National Institute of Food and Agriculture (USDA NIFA) that offers nutrition education to limited-resource families and children in all 50 states and U.S. territories. In California, EFNEP is administered by UCCE. EFNEP assists limited-resource participants to gain the knowledge, skills, attitudes, and changes in behavior necessary to choose nutritionally sound diets and improve well-being.

Master Food Preserver Program

The mission of the UCCE Master Food Preserver Program is to extend UC research-based information about home food safety and preservation to the public by trained volunteers.

4-H Youth Development

4-H is a positive youth development organization (5 to 19 years old) that empowers youth to reach their full potential. 4-H youth are more likely to give back to their community, engage in STEM activities, are more likely to make healthy lifestyle choices, and 4-H prepares youth for career and college. 4-H enables youth to emerge as leaders through hands-on learning, research-based 4-H youth programs and adult mentorship, in order to give back to their local communities. 4-H youth are more likely to become productive citizens and the 4-H program enables youth to have fulfilling lives and careers which benefits San Bernardino County.

Horticulture Program

Provide oversight and direction for the UCCE Master Gardener Program in San Bernardino County and has the overall responsibility for beginning and continuing training classes and supervising the Master Gardener Coordinator and volunteer activities.

Provide training for public and private landscapers, arborists, city foresters, water district personnel, landscape architects, and other decision makers at annual workshops in the Redlands/San Bernardino area, Ontario, and Victorville covering professional tree care and pest management. Obtain CEUs through various accrediting agencies such as the Department of Pesticide Regulations, Irrigation Association, and the Western Chapter of International Society of Arboriculture, presents a talk at each workshop, and help promote the workshops.

Continue collecting data on the 'climate ready trees for the inland empire' research project in which 12 cultivars of low-maintenance shade trees hypothesized to be resilient to future climate change stressors such as heat, drought, salinity and pests and do not pose hazards to people or infrastructure are being evaluated at Chino Basin Water Conservation District and at UCR field station.

Continue collecting data on the mulch/no mulch research project at Chino Basin Water Conservation District in which four of the 12 tree species from the 'climate ready trees for the inland empire' research project are being evaluated. Size, overall health and appearance, and damage from diseases and insects are being measured bimonthly. The total number and species of weeds are also being recorded in all plots.

Natural Resources Program

The Natural Resources program will work with regional parks to educate and/or evaluate the maintenance and restoration of native species. This can include conducting two extension, outreach, research, web-based outputs or creative activities that improves land management with Regional Parks. The Natural Resources program will collaborate with Department of Agriculture Weights and Measures on improving management of Yellow Star Thistle (*Centaurea solstitialis*) in western San Bernardino County on roadsides, rights-of way, flood control basins and other infested areas and with other agencies and land owners.

The services provided the UCCE is in line with and will enhance the environmental education programs that are provided by the Highland Sam J. Racadio Library and Environmental Learning Center.

The request has been reviewed and approved by the City Attorney.



Real Estate Services Department Leasing and Acquisitions Division

Terry W. Thompson
Director

Jennifer Costa
Assistant Director

December 16, 2019

Joe Hughes
City of Highland
27215 Base Line Street
Highland, CA 92346

**RE: HIGHLAND – LIBRARY – 7863 CENTRAL AVE. – LEASE AGREEMENT NO. 08-403
PERMISSION REQUEST (CONSENT TO ENTER INTO AN AGREEMENT WITH THE
UNIVERSITY OF CALIFORNIA, COOPERATIVE EXTENSION FOR ADDITIONAL
SPACE)**

San Bernardino County's Real Estate Services Department, working on behalf of the County Library (collectively referred to as "COUNTY"), seeks written approval from The City of Highland (herein referred to as "LANDLORD") to allow the COUNTY to enter into an agreement with The University of California, Cooperative Extension (UCCE) for the use of certain area within the Library located at 7863 Central Ave, Highland.

Based on internal procedures, kindly acknowledge below:

- ☒ LANDLORD grants COUNTY permission to enter into an agreement with (UCCE) to lease a certain area at the leased facility within the Library located at 7863 Central Ave, Highland.

Please acknowledge your approval in the space provided below by signing the acknowledgment and returning the original to my attention at the address listed above or to Ricardo.TejadaAmaya@res.sbcounty.gov. Please retain a duplicated copy for your records. If you have any questions, please do not hesitate to contact me at (909) 266-6533.

Sincerely,

Ricardo Tejada Amaya
Real Property Agent II
County of San Bernardino

RTA:ct

cc: Michael Jimenez – Director, County Library
Melanie Orosco – Services Manager, County Library
Joe Hughes – City Manager, City of Highland, Landlord

BOARD OF SUPERVISORS

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Gary McBride
Chief Executive Officer

CITY OF HIGHLAND
7863 CENTRAL AVE. – LEASE NO. 08-403
RE: PERMISSION REQUEST (CONSENT TO ENTER INTO AN AGREEMENT WITH THE
UNIVERSITY OF CALIFORNIA, COOPERATIVE EXTENSION FOR ADDITIONAL SPACE
OCTOBER 28, 2019

Page 2 of 2

LANDLORD'S ACKNOWLEDGMENT

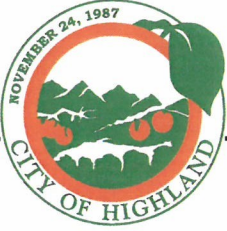
City of Highland

By: _____

Name: _____
Please print

Date: _____

Project: **CONSENT – FOR ADDITIONAL SPACE**



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 14, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Lawrence A. Mainez, Community Development Director 
Maricela E. Marroquin, City Attorney

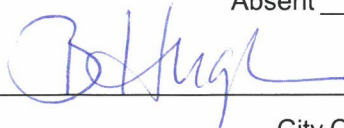
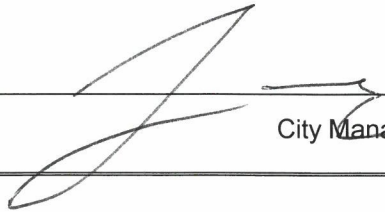
SUBJECT: An Interim Ordinance Prohibiting New Accessory Dwelling Units ("ADUs") Except Those That Satisfy Specified Standards, Declaring the Urgency Therefore, and Making Findings Under CEQA

RECOMMENDATION: That the City Council:

1. Adopt the Interim Ordinance No. _____ prohibiting new ADUs except those that satisfy specified standards, and making the findings required by Government Code Section 65858, to become effective immediately; and
2. Direct staff to study appropriate regulations pertaining to ADUs.
3. Direct staff to file a Notice of Exemption.

FISCAL IMPACT:

There is no fiscal impact related to this action other than staff and attorney time to prepare the staff report and interim ordinance, and staff time to study appropriate ADU regulations. However, the City recently applied for SB 2 grant funds to offset the cost of preparing this ADU ordinance, including City Attorney time. The City should learn within 30 days whether the grant funds will be awarded. If awarded, the funds can be used retroactively to recoup the City's costs.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>7</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

PUBLIC NOTICE: The agenda was posted at the City's three (3) designated posting locations as required by Resolution and on the City's Website.

ENVIRONMENTAL REVIEW: The adoption of this ordinance is exempt from environmental review under the California Environmental Quality Act, (California Public Resources Code §§ 21000, *et seq.*, ("CEQA") and the CEQA Guidelines (14 California Code of Regulations §§ 15000, *et seq.*) because this zoning ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from CEQA pursuant to Public Resources Code Section 21080.17 and California Code of Regulations Section 15282(h). To the extent that any provisions of this ordinance are not exempt pursuant to Section 15282(h), the amendments are not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

BACKGROUND:

The California State Legislature adopted several bills in 2019 relating to the planning for and permitting of accessory dwelling units (ADUs). In October of this year, among other bills, the Governor signed into law Assembly Bill (AB) 68, AB 881, and Senate Bill (SB) 13 amending the section of the California Government Code related to ADUs (Government Code Section 65852.2). Additionally, AB 68 amended standards for Junior ADUs (JADUs), and SB 13 made additions to the State Health and Safety Code (Health and Safety Code Section 1790.12). Collectively, these bills will be referred to as "New Legislation."

The New Legislation further limits the standards that the City can impose on ADUs, and preempts local regulations for certain types of ADUs. Discussed below are some of the highlights of the State-mandated changes with a discussion of how the interim ordinance addresses these changes. This report also highlights the additional provisions that are included in the City's existing ADU regulations that are incorporated into the interim ordinance because they are allowed, but are not required, by State law. The attached interim ordinance has been prepared so that the City can preserve and enforce the City's allowable objective standards that are set forth in the existing ordinance that regulates ADUs.

DISCUSSION:

A. Building Permit Only ADUs

Previously, cities were required to approve certain converted ADUs with only a building permit (i.e., without a separate ADU permit, even if that permit was ministerial). Under the New Legislation, cities must approve the following ADUs and JADUs under this streamlined "building-permit-only" process, without applying any additional standards:

- Attached ADUs/JADUs on single-family lots: Where certain requirements are met, cities must approve, with only a building permit, one ADU or one Junior ADU ("JADU"), which is a unit that is no more than 500 square feet in size that is located entirely within a single family residence. [Government Code ("GC") §§ 65852.2(e)(1)(A) and 65852.22(a)(2)]. The ADU/JADU may expand the existing or proposed space up to 150 square feet beyond the physical dimensions of the dwelling or accessory structure to allow for ingress and egress. Rear and side yard setbacks must be sufficient for fire and safety. A JADU must also

comply with the requirements in Government Code Section 65852.22, including owner-occupancy of either the primary dwelling or the JADU. [GC § 65852.2(e)(1)(A), GC § 65852.22(a)(2)]

- Detached ADUs on single-family lots: One detached, new construction ADU, so long as the ADU maintains at least 4-foot rear and side yard setbacks. Cities may limit floor area to 800 square feet and height to 16 feet. [GC § 65852.2(e)(1)(B)]. A detached ADU may be combined with a JADU that complies with the requirements described above, such that two additional units (one detached and one attached) are allowed on the lot. Given the size limitations, this means that under the New Legislation, a property could have a 500-square-foot JADU attached to the house and an up to an 800-square-foot detached ADU.
- Converted ADUs in multifamily dwellings: Multiple ADUs within the portions of the existing multifamily dwelling, in spaces not used as livable space. The New Legislation provides examples including storage rooms, boiler rooms, attics, basements, and garages, but each unit must comply with building standards. The number of ADUs that may be created in a multifamily dwelling is equal to 25% of the number of existing units, or one ADU, whichever is greater. [GC § 65852.2(e)(1)(C)]. For example, if there are eight units on the lot, two ADUs can be created in spaces not used as liveable space.
- Detached ADUs on multifamily lots: Not more than two detached ADUs, on a lot with an existing multifamily dwelling. The ADUs are subject to a 16-foot height limit and must maintain at least 4-foot rear and side yard setbacks. [GC § 65852.2(e)(1)(D)].
- Nonconforming zoning conditions: Cities cannot require, as a condition of approval of an ADU or JADU approved under this building permit only approval process, the correction of nonconforming zoning conditions. [GC § 65852.2(e)(2)].
- Short term rentals: Whereas cities have the option of allowing other ADUs to be used as short term rentals, a rental of an ADU approved under this building permit only process must be for a term longer than 30 days. [GC § 65852.2(e)(4)].
- As with other ADUs, fire sprinklers are not required if not required for the primary residence. [GC § 65852.2(e)(3)].

The City does not have any discretion with respect to ‘building permit only’ ADUs and JADUs. Instead, Section 4(D) of the interim ordinance provides that an applicant shall not be required to submit an application for an ADU or JADU permit under this ordinance, and may instead seek building permit approval for an ADU or JADU that satisfies the requirements of Government Code Section 65852.2(e)(1), as the same may be amended from time to time, and the California Building Standards Code, as amended by the City. The requirements set forth above are incorporated into the interim ordinance.

B. State-Mandated Requirements for Local Ordinance:

Cities are allowed, but are not required, to adopt an ordinance regulating ADUs that do not qualify for the building permit only process set forth above. If a city does **not** adopt a local ordinance, the city would be required to approve ADUs through a ministerial approval process in accordance with the minimal standards set forth in GC 65852.2(a). In adopting local standards, however, the City’s

ability to use floor area ratio or lot coverage, height, open space, or other requirements to limit the size of ADUs is significantly limited. Under the New Legislation, at least an 800 square foot, 16 foot tall ADU must be allowed. The New Legislation also prohibits restrictions based on lot size. In order to comply with the New Legislation, an ADU ordinance must provide for the following:

1. Ministerial review. The application process for an ADU must be ministerial, meaning that it must be approved without any discretionary review or public input. This precludes the application of a conditional use permit requirement or design review of ADUs that comply with the objective requirements of the Municipal Code and the New Legislation. This requirement was already included in the Municipal Code pursuant to existing state law, which provided for a ministerial permit process for ADUs that met certain criteria. However, the New Legislation shortens the time period to conduct such review from 120 days to 60 days and, therefore, the existing 120 day review period found in Highland Municipal Code section 16.44.180(B)(5) has not been incorporated into the interim ordinance.

2. Location. Under the New Legislation, the ordinance must allow ADUs in all residential zones, including in multi-family zones, unless the City makes specific findings regarding the adequacy of water and sewer service or the impact of ADUs to traffic flow and public safety. Highland Municipal Code section 16.44.180(C)(3) currently allows ADUs in various residential zones but provides that ADUs may only be constructed on lots that contain no more than one legally established single-family residence either existing, or proposed to be constructed, concurrent with the ADU. This requirement that ADUs can only be constructed on lots with one single family residence has not been incorporated into the interim ordinance as this type of regulation is no longer permissible.

In addition, for public safety reasons, the City is, through this interim ordinance, prohibiting the construction of ADUs in areas located in high fire severity zones. Concerns have been raised about allowing the construction of ADUs in areas that have been designated by the State Fire Marshal as high fire severity zones. Staff is currently studying the potential public safety and traffic impacts of allowing new ADUs to be built on lots in various areas of the City. These areas are prone to fires, and the increase of the population in these areas can increase the risk of people not being able to evacuate quickly in event of a fire emergency. On June 27, 2017 there was a 900-acre wildfire in Highland that forced the evacuation of about 200 residents. On July 12, 2017 there was a 33-acre fire that burned in the City. A few days later on July 14, 2017, there was a 450-acre brush fire that burned around homes in the City. In the neighboring city of San Bernardino, there was a brush fire on October 21, 2019 that destroyed or damaged nine homes. On October 24, 2019 there was a wildfire in San Bernardino that burned 145 acres. According to CalFire, there have been 7,860 fires that have been recorded to CalFire and the US Forest Service in 2019, an increase from the 7,571 fires in 2018. The City is prone to strong winds which help fuel brush fires and can create a dangerous situation, particularly if there is only one escape route from the fire. Increasing the population in high fire severity zone areas could have devastating consequences if there is not sufficient infrastructure to account for the additional people that must be moved from the area in the event of an emergency. According to most fuel modification and defensible space plans, there are generally areas where no combustible construction is to occur adjacent to development in the high fire hazard severity zones. Should construction of an ADU (or any combustible construction) occur in these areas, it will compromise the design of any fuel modification and defensible space plan. The City plans to study this issue and determine whether to allow for the construction of ADUs in high fire severity zones, and if so, under what conditions.

Attached to this report as Exhibit B is the map showing the High Fire Severity Zones in the City. The City will be studying the areas depicted on this map to determine whether ADUs should be constructed in these areas. However, it should be noted that pursuant to Government Code 65858.2(e) the City does not have discretion to prohibit the construction of ADUs that are approved by a building permit only process.

3. Minimum/maximum unit size. If there is an existing primary dwelling, the total floor area of an attached ADU shall not exceed 50% of the existing primary dwelling. For detached ADUs, the New Legislation provides that the total floor area shall not exceed 1,200 square feet. [GC § 65852.2(a)(1)(D)(iv), (v)]. The City is permitted to further restrict the floor area requirements as long as it allows for a studio or one bedroom ADU (attached or detached) that is at least 850 square feet in size, and a two or more bedroom ADU (attached or detached) that has a floor area of at least 1,000 square feet in size. Staff has opted to draft the ordinance to be more restrictive and only allow up to an 850 square foot ADU (for studios and one bedrooms) and a 1,000 square foot ADU (with two or more bedrooms), instead of the 1,200 square foot maximum allowed under State law.

4. Other development standards. Other development standards, including limits on lot coverage, floor area ratio, or open space requirements, cannot be applied to the extent they would prohibit an ADU that is at least 800 square feet and 16 feet tall, with 4-foot rear yard and side setbacks. [GC § 65852.2(c)(2)(C)]. This language has been added by the ordinance.

5. Setbacks. No setbacks can be required for an ADU that is located in the same location and with the same dimensions as an existing structure, regardless of whether the ADU is a conversion or a new structure in the same location. A city may still apply building or fire code standards. The maximum rear yard and side setback for all other ADUs is now reduced to 4 feet. [GC § 65852.2(a)(1)(D)(vii)]. Highland Municipal Code section 16.44.180(C)(7) currently provides that the construction of a detached ADU shall be subject to the same minimum required front, side and rear yard setbacks as required by the lot's zoning designation except under specified conditions. This regulation has been modified in the interim ordinance to be consistent with the New Legislation. In addition, the interim ordinance provides that an ADU shall comply with all required front yard setbacks otherwise required by the Municipal Code

6. Parking Requirements. The New Legislation provides that the City can require a maximum of one parking space per ADU, which is consistent with the City's current standard. The interim ordinance continues to require only one parking space per ADU.

Notwithstanding the general requirement that a property owner provide one off-street parking space per ADU, the City cannot require parking for an ADU in any of the following circumstances:

- The ADU is located within one half-mile of public transit, which is measured by walking distance. Notably, "public transit" is defined broadly to include any bus stop, train station, or other location where the public can access buses, trains, subways, and other forms of public transportation, and is not limited to high frequency public transit stops. [GC § 65852.2(d)(1), (j)(10)].
- The ADU is located within an architecturally or historically significant historic district.

- The ADU is part of a proposed or existing single family dwelling or accessory structure (i.e., an attached ADU or a converted accessory structure).
- The ADU is located in an area where off-street parking permits are required but not offered to an ADU occupant.
- The ADU is located within one block of a city-approved and dedicated parking space for a car share vehicle.

The interim ordinance contains language that is consistent with these requirements. In addition, when a garage or carport is demolished or converted to an ADU, the City can no longer require those parking spaces to be replaced. The interim ordinance incorporates this new restriction, which is a significant change from Highland Municipal Code section 16.44.180(D)(1)(c), which requires that there be replacement parking.

7. Fees and Utility Connections.

Cities can consider an ADU a new residential use for the purpose of calculating connection fees or capacity charges only if it is constructed in conjunction a new single-family dwelling. [GC § 65852.2(f)(2)]. Separately, the City cannot impose any impact fee on an ADU less than 750 square feet. For larger ADUs (i.e., 750 square feet or more), the impact fee must be charged proportionally to the square footage of the primary dwelling unit. For example, if a primary dwelling is 1,600 square feet and a proposed ADU is 800 square feet, the applicable impact fee for the ADU is 50% of the amount of the fee for the single-family dwelling. [GC § 65852.2(f)(3)]. Where an ADU will be within the space of an existing single-family dwelling or accessory structure, and qualifies for approval with just a building permit, an agency cannot require the applicant to install a new or separate utility connection. A new or separate utility connection can be required for any other ADUs. [GC 65852.2(f)(4), (5)].

C. JADUs

Previously, State law authorized, but did not require, a city to adopt an ordinance to provide for the creation of JADUs in single-family residential zones. As amended by AB 68 and AB 881, Government Code Sections 65852.2 and 65852.22 now require a city to permit the construction of certain JADUs through the building-permit-only process, whether or not the city has a JADU ordinance in place. A city must ministerially approve a building permit for a JADU, if it meets both the criteria in Government Code section 65852.2(e)(1)(A) and Government Code section 65852.22 requirements described below. [GC § 65852.22(g)]. If a city adopts a JADU ordinance, the ordinance must include the following standards:

- One JADU is allowed on a lot with a proposed or existing single-family home. [GC § 65852.22(a)(1), (a)(4), (h)(1)].
- A JADU must have a separate entrance from the main entrance of the residence, and must include an efficiency kitchen with cooking appliances and a small food preparation and storage area. [GC § 65852.22(a)(5), (6)].
- In contrast to ADUs, owner-occupancy of the JADU or the primary dwelling is required, unless the owner is a governmental agency, land trust, or housing organization. [GC

§ 65852.22(a)(2)].

- A deed restriction must be recorded to prohibit separate conveyance and restrict the size and attributes of the JADU. [GC § 65852.22(a)(3)].
- No additional parking can be required. [GC 65852.22(b)(1)].

The interim ordinance contains standards consistent with these requirements.

D. Local Permitted Regulations

The New Legislation does allow cities to regulate certain characteristics of ADUs in their ordinances, provided that the criteria are objective. Accordingly, the interim ordinance preserves the additional objective regulations that the City adopted previously, which are:

- **Architectural Features.** The City still may regulate architectural features of ADUs, but such regulations must be ministerial and objective in nature. The interim ordinance continues to require that ADUs have the same design, architecture, colors and materials of the primary dwelling unit and the ADU comply with the objective design standards adopted by the City that are applicable to the zoning district or Specific Plan area where the ADU is located.
- **Deed Restriction.** The legislation allows the City to require that a deed restriction be recorded ensuring that any ADU will not be sold separately from the single family residence; only a property with a JADU must remain owner-occupied (the owner can live in the primary residence or in the JADU), and any ADU shall not be rented for less than 31 days (i.e., no short-term rentals). Like the existing Code, the interim ordinance requires a deed restriction to be recorded for any approved ADU.

E. Interim Zoning Ordinance Process

Government Code Section 65858 allows the City to adopt an interim zoning ordinance on an urgency basis in order to “protect the public safety, health, and welfare.” An interim zoning ordinance prohibits a use or uses that may be in conflict with the general plan or zoning code pending additional study by staff and preparation of a permanent ordinance. Interim ordinances are effective for 45 days, at which time they may be renewed by the City Council pursuant to Government Code Section 65858(a). A four-fifths vote of the City Council is required to approve an interim ordinance.

The interim ordinance for ADUs is intended to reinstate the City’s allowable objective ADU regulations, and ensure that the City can regulate ADUs to the maximum extent allowed by State law during the time that staff studies and prepares a permanent ordinance, which must be noticed and approved at Planning Commission and City Council public hearings. The interim ordinance is required in order avoid confusion regarding the applicable regulations, unfairness to applicants, and an inability to enforce the City’s reasonable regulations that are intended to mitigate the impacts of ADUs on traffic, emergency access, and public safety. Government Code section 65852.2 (a)(1) allows a City to designate areas within the City where ADUs may be permitted based on the adequacy of water and sewer services, and the impact of ADUs on traffic flow and public safety. Staff will be studying whether ADUs should be permitted to be constructed in high fire severity zones. The interim ordinance contains findings supporting the adoption of the

ordinance as an interim ordinance pursuant to Government Code Section 65858.

F. Next Steps

An interim ordinance is only effective for 45 days. After the initial 45-day period, the interim ordinance may be extended after notice and a public hearing, for an additional 10 months and 15 days. [GC 65858(a)]. Staff anticipates returning to the City Council on February 25, 2020 to request an extension of the interim ordinance.

Any ordinance that is adopted by the City that regulates ADUs is required to be submitted to the State Department of Housing and Community Development (HCD) for the Department's review within 60 days of adoption. HCD will advise the City if it finds that the interim ordinance violates the provisions of state law. Given the breadth of the new state regulations and some ambiguities in the new laws, additional revisions to the state laws regulating ADUs should be expected in the future.

Exhibits:

- A. Interim Ordinance**
- B. High Fire Severity Zone Map (Highland General Plan Figure 6-6)**

EXHIBIT A

Interim Urgency Ordinance

INTERIM ORDINANCE NO. _____

**AN INTERIM ORDINANCE OF THE CITY OF HIGHLAND PROHIBITING NEW
ACCESSORY DWELLING UNITS EXCEPT THOSE THAT SATISFY SPECIFIED
STANDARDS, DECLARING THE URGENCY THEREOF, AND FINDING THE
ORDINANCE TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL
QUALITY ACT**

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES
HEREBY ORDAIN AS FOLLOWS:

Section 1. Purpose, Findings, and Intent.

A. Effective January 1, 2020, AB 881, AB 68, SB 13, AB 587, and AB 670 amend Government Code Sections 65852.2 and 65852.22, and other provisions of State law, to further limit the application of local development standards, fees, and discretionary approval processes to accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”).

B. As amended, Government Code Section 65852.2 allows the City to designate, under a ministerial review process, areas where new ADUs may be permitted and to establish objective standards related to parking, height, setback, landscaping, architectural review, and maximum size of units.

C. The City of Highland is currently studying the potential public safety and traffic impacts of allowing new ADUs to be built on lots in various areas of the City. Concerns have been raised about allowing the construction of ADUs in areas that have been designated by the State Fire Marshall as high fire severity zones. These areas are prone to fires, and the increase of the population in these areas can increase the risk of people being able to evacuate quickly in event of a fire emergency. On June 27, 2017 there was a 900-acre wildfire in Highland that forced the evacuation of about 200 residents. On July 12, 2017 there was a 33-acre fire that burned in the City. A few days later on July 14, 2017, there was a 450-acre brush fire that burned around homes in the City. In the neighboring city of San Bernardino, there was a brush fire on October 21, 2019 that destroyed or damaged nine homes. On October 24, 2019 there was a wildfire in San Bernardino that burned 145 acres. According to CalFire, 7,860 fires have been recorded to CalFire and the US Forest Service in 2019, an increase from the 7,571 fires in 2018. The City is prone to strong winds which help fuel brush fires and can create a dangerous situation, particularly if there is only one escape route from the fire. Increasing the population in high fire severity zone areas could have devastating consequences if there is not sufficient infrastructure to account for the additional people that must be moved from the area in the event of an emergency. According to most fuel modification and defensible space plans, there are generally areas where no combustible construction is to occur adjacent to development in the high fire hazard severity zones. Should construction of an ADU (or any combustible construction) occur in these areas, it will compromise the design of any fuel modification and defensible space plan. The City plans to study this issue and determine whether to allow for the construction of ADUs in high fire severity zones, and if so, under what conditions.

D. In the absence of a State-compliant ordinance, on January 1, 2020 the City's existing ADU ordinance becomes null and void pursuant to Government Code Section 65852.2(a)(4), and the City is required to approve any ADU meeting minimal state criteria. Unless the City adopts this interim urgency ordinance, the City would be required to either approve new ADUs in locations and under standards that may have severe negative impacts on the surrounding community or adopt permanent standards for the entire City without the benefit of an inquiry and study on the appropriate locations and standards for ADUs in the City and in particular areas.

E. Staff is studying, revising, and drafting proposed permanent regulations, which both the Planning Commission and City Council must then consider after receiving input from residents at public hearings. The City Council finds that property owners are likely to submit applications for new ADUs before the new regulations become effective. Therefore, this Ordinance is necessary to protect the public safety, health, and welfare and its urgency is hereby declared.

F. The City intends to consider the adoption of permanent regulations within a reasonable time. The Planning Commission, the City Council, and the people of Highland require a reasonable, limited, yet sufficient period of time to establish permanent regulations for new ADUs. Given the time required to schedule and conduct duly noticed public hearings before the Planning Commission and the City Council, the City Council finds that this Ordinance is necessary to prevent the establishment of new ADUs with a reasonable potential to conflict with the City's permanent regulations. The City Council has the authority to adopt an interim ordinance pursuant to Government Code Section 65858 in order to protect the public health, safety, or welfare.

G. All legal prerequisites to the adoption of this Ordinance have occurred.

Section 2. In accordance with Government Code Section 65858(a), and pursuant to the findings stated herein, the City Council hereby: (1) declares that the findings and determinations in Section 1 are true and correct; (2) finds that there exists a current and immediate threat to the public health, safety, and welfare requiring this Ordinance; (3) finds that this Ordinance is necessary for the immediate preservation of the public peace, health, and safety as set forth herein; and (4) declares and imposes a temporary moratorium with interim regulations for the immediate preservation of the public health, safety, and welfare as set forth below:

A. This Ordinance shall expire, and its standards and requirements shall terminate, 45 days after the date of adoption of this Ordinance, unless extended by the City Council at a regularly noticed public hearing, pursuant to Government Code Section 65858.

B. Notwithstanding any other ordinance or provision of the Highland Municipal Code or any Specific Plan or Planned Unit Development, no application for a permit shall be accepted for processing or approving a new ADU unless it satisfies the requirements in Section 4 of this Ordinance.

Section 3. Definitions.

Hereinafter in this Ordinance the following words shall have the meanings set forth below, unless the context otherwise permits or requires:

“Accessory Dwelling Unit” or “ADU” has the meaning ascribed in Government Code Section 65852.2, as the same may be amended from time to time.

“Attached ADU” means an ADU that is constructed as a physical expansion (i.e. addition) of the Primary Dwelling and shares a common wall with the Primary Dwelling.

“Detached ADU” means an ADU that is constructed as a separate structure from the Primary Dwelling, which does not share any walls with the Primary Dwelling.

“Existing Structure” means an existing single-family dwelling, multi-family dwelling, or other accessory structure that can be safely converted into habitable space under the California Building Standards Code, as amended by the City, and other applicable law.

“Junior Accessory Dwelling Unit” or “JADU” has the meaning ascribed in Government Code Section 65852.22, as the same may be amended from time to time.

“Primary Dwelling”, for purposes of this ordinance, means the existing or proposed single-family dwelling or multi-family dwelling on the lot where an ADU would be located.

“Public Transit”, for purposes of this chapter, has the meaning ascribed in Government Code Section 65852.2(j), as the same may be amended from time to time.

Section 4. Imposition of Moratorium and Interim Regulations.

Except as otherwise set forth in Section D below, the City shall not approve an application for a new ADU unless the ADU satisfies all of the standards below. An application for a new ADU that satisfies each of the below standards shall be approved by the Community Development Director, or his or her designee, following a ministerial review for compliance.

A. General Requirements and Application Procedure.

1. Before constructing an ADU or converting an Existing Structure to an ADU that does not fall under the “building permit approval only” requirements in Section D below, the applicant shall obtain permits in accordance with the requirements of Subsection A through C below.

2. All ADUs shall satisfy the requirements of the California Building Standards Code, as amended by the City.

3. In accordance with State law, ADUs are an accessory use or an accessory structure to the Primary Dwelling on the lot. ADUs shall not be considered to exceed the allowable density for the lot.

4. The application for the ADU must be signed by the owner(s) of the parcel of land.

5. The Director of Community Development or his/her designee shall ministerially review and approve an ADU permit application and shall not require a public hearing, provided that the submitted application is complete and demonstrates that the ADU complies with the requirements contained in this ordinance and any other applicable law.

6. ADU permit applications subject to ministerial approval shall be processed within the timelines established by California Government Code Section 65852.2. The City shall approve the ADU permit within 60 days of receiving the application, or as the deadline required by Government Code Section 65852.2 may be amended from time to time.

7. Where an ADU permit application is submitted with an application for a single-family dwelling that is subject to discretionary review under this Code, the ADU permit application will be considered separately without discretionary review or a public hearing, following action on the portion of the project subject to discretionary review.

8. In addition to obtaining an ADU permit, the applicant shall be required to obtain a building permit and any other applicable construction permits prior to the construction of the ADU.

B. ADU Standards

Except those ADUs approved pursuant to Section D below, ADUs shall comply with the following standards:

1. Location Restrictions: One ADU shall be allowed on a lot with a proposed or existing Primary Dwelling that is zoned residential, except as otherwise set forth herein. To protect the public safety, no ADUs shall be constructed in an area designated as a high fire severity zone.

2. Development Standards:

a. Size restrictions. The total floor area of an Attached ADU or Detached ADU that is a studio or 1-bedroom shall not exceed 850 square feet. The total floor area of an Attached ADU or Detached ADU that has two or more bedrooms shall not exceed 1,000 square feet. For an attached ADU where there is an existing Primary Dwelling, the total floor area shall not exceed 50 percent of the size of the existing Primary Dwelling, or the size restrictions stated above, whichever is less.

In no case shall an ADU be less than an “efficiency unit” as defined in Section 17958.1 of Health and Safety Code.

b. Height restrictions. A Detached ADU shall not exceed 16 feet in height, and an Attached ADU shall not exceed the height of the Primary Dwelling.

c. Transfer. An ADU shall not be sold, transferred, or assigned separately from the Primary Dwelling, but may be rented. The ADU shall not be used for short term rentals for less than 31 days.

d. Setback. No setback shall be required for an ADU that is within an Existing Structure or within a structure constructed in the same location and that has the same dimensions as an Existing Structure. For all other ADUs, the required setback from side and rear lot lines shall be four feet. An ADU shall comply with all required front yard setbacks otherwise required by the Municipal Code.

e. Lot Coverage. An ADU shall conform to all lot coverage requirements applicable to the zoning district in which the property is located, except where the application of the lot coverage regulations would not permit construction of an 800 square foot ADU that is 16 feet in height with four-foot side and rear yard setbacks.

f. Historic Resources. An ADU that has the potential to adversely impact any historical resource listed on the California Register of Historic Resources, shall be designed and constructed in accordance with the “Secretary Of The Interior’s Standards For The Treatment Of Historic Properties With Guidelines For Preserving, Rehabilitating, Restoring, And Reconstructing Historic Buildings” found at 36 CFR 68.3, as amended from time to time.

3. Design and Features:

a. Design. The ADU shall have the same design, architecture, colors and materials of the Primary Dwelling, and shall comply with any objective design standards adopted by the City that are applicable to the zoning district, Specific Plan area, or Planned Unit Development where the ADU is located.

b. Fire Sprinklers. ADUs are required to provide fire sprinklers if they are required for the Primary Dwelling, or as required under the existing California Residential Code.

4. Covenant Required: The property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the ADU is to be rented only for terms of 31 days or longer; and (ii) the ADU is not to be sold or conveyed separately from the Primary Dwelling. Proof of recordation of the covenant shall be provided to the City at a time deemed appropriate by the Director of Community Development.

5. Parking Requirements:

a. In addition to the off-street parking space(s) required for the Primary Dwelling, one off-street parking space shall be provided for each ADU, except when:

i. The ADU is located within one-half mile walking distance of Public Transit;

ii. The ADU is located within an architecturally and historically significant historic district;

iii. The ADU is part of a proposed or existing Primary Dwelling or accessory structure;

iv. The ADU is located in an area where on-street parking permits are required but not offered to an ADU occupant; or

v. The ADU is located within one block of a city-approved and dedicated parking space for a car share vehicle.

b. When the ADU is created by converting or demolishing a garage, carport or covered parking structure, replacement of parking space(s) eliminated by the construction of the ADU shall not be required as long as the ADU remains in use as a legal ADU.

C. Fees and Utility Connections.

1. ADUs and JADUs shall have adequate water and sewer services. These services may be provided from the water and sewer points of connection for the Primary Dwelling and need not be a separate set of services, unless the local water and sewer service provider requires a new or separate utility connection directly between the ADU and the utility if the ADU is constructed with a new single family residence.

2. The owner of an ADU or JADU shall be subject to the payment of all sewer, water and other applicable fees, including impact fees set forth in Government Code section 66000 *et seq.*, except as specifically provided in California Government Code Sections 65852.2 and 65852.22.

3. Prior to receiving a building permit, the owner of an ADU or JADU must submit letters of service availability for water and sewer disposal to the Building Official.

D. Projects Exempt - Building Permit Approval Only

1. An applicant shall not be required to submit an application for an ADU or JADU permit under this ordinance, and may instead seek building permit approval for an ADU or JADU that satisfies the requirements of Government Code Section 65852.2(e)(1), as the same may be amended from time to time, and the California Building Standards Code, as amended by the City.

2. In accordance with State law, ADUs and JADUs are an accessory use or an accessory structure to the Primary Dwelling on the lot. ADUs and JADUs shall not be considered to exceed the allowable density for the lot.

3. The application for the ADU or JADU must be signed by the owner(s) of the parcel of land.

4. Where a building permit application is submitted to construct an ADU or JADU in conjunction with an application for a single-family dwelling or multi-family dwelling that is subject to discretionary review under this Code, the building permit application will be considered separately without discretionary review or a public hearing, following action on the portion of the project subject to discretionary review.

5. In addition to obtaining a building permit under this process, the applicant shall be required to obtain all other applicable construction permits prior to the construction of the ADU or JADU.

6. An ADU or JADU approved by a building permit only process shall be rented only for terms of 31 days or longer.

7. The property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the ADU or JADU is to be rented only for terms of 31 days or longer, unless State law and the City's Municipal Code are both amended to allow short-term rentals; (ii) the ADU or JADU is not to be sold or conveyed separately from the Primary Dwelling, and (iii) the JADU or single family residence shall be occupied by the owner of record. Proof of recordation of the covenant shall be provided to the City before a Certificate of Occupancy may be issued for the ADU and JADU.

8. Pursuant to Government Code section 65858.2(e), the City shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

a. One ADU or JADU per lot with a proposed or existing single-family dwelling if all of the following apply:

(i) The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(ii) The space has exterior access from the proposed or existing single-family dwelling.

(iii) The side and rear setbacks are sufficient for fire and safety.

(iv) The JADU complies with the requirements of Section 65852.22 and with the requirements set forth in subsection 9 below.

b. One detached, new construction, ADU that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The ADU may be combined with a JADU described in subparagraph (A) above. The ADU shall be no more than 800 square feet in size, with a height limit of 16 feet.

c. Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

d. One ADU within an existing multifamily dwelling and up to 25 percent of the existing multifamily dwelling units.

e. Not more than two ADUs that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

9. In addition, in accordance with the standards set forth in Government Code section 65852.22, JADUs shall comply with the following requirements, unless State law is amended to set forth different standards in which case State law standards will govern:

a. A JADU shall be a minimum of 220 square feet and a maximum of 500 square feet of gross floor area. The gross floor area of a shared sanitation facility shall not be included in the maximum gross floor area of a JADU.

b. A JADU must be contained entirely within the walls of the existing or proposed single-family dwelling.

c. A separate exterior entry from the main entrance to the single-family dwelling shall be provided to serve a JADU.

d. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing single-family dwelling.

e. A JADU shall include an efficiency kitchen meeting the requirements of Government Code Section 65852.22.

f. No additional parking is required for a JADU.

g. Unless State law is amended, the JADU or single family residence shall be occupied by the owner of record.

Section 5. CEQA. The City Council hereby finds that this interim zoning ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080.17 and California Code of Regulations, Title 14, Chapter 3, Section 15282(h). To the extent that

any provisions of this ordinance are not exempt pursuant to Section 15282(h), the amendments are not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The Community Development Director is hereby directed to file a Notice of Exemption.

Section 6. **Penalty.** Violation of any provision of this Ordinance shall constitute a misdemeanor and a civil violation subject to the penalties provided for under Municipal Code Chapter 1.24, including, but not limited to, a fine not to exceed \$1,000 or by imprisonment for a period not to exceed six months, or by both such fine and imprisonment. Each and every day such a violation exists shall constitute a separate and distinct violation of this Ordinance. In addition to the foregoing, any violation of this Ordinance shall constitute a public nuisance and shall be subject to abatement as provided by all applicable provisions of law.

Section 7. **Severability.** If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance, is for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 8. **Savings Clause** Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

Section 9. **Submittal of Ordinance.** The Community Development Director, or his designee, shall submit a copy of the Ordinance to the Department of Housing and Community Development within 60 days after adoption of this Ordinance.

PASSED, APPROVED AND ADOPTED by the Highland City Council on January 14, 2020.

Larry McCallon
Mayor

ATTEST:

Betty Hughes
City Clerk

APPROVED AS TO FORM:

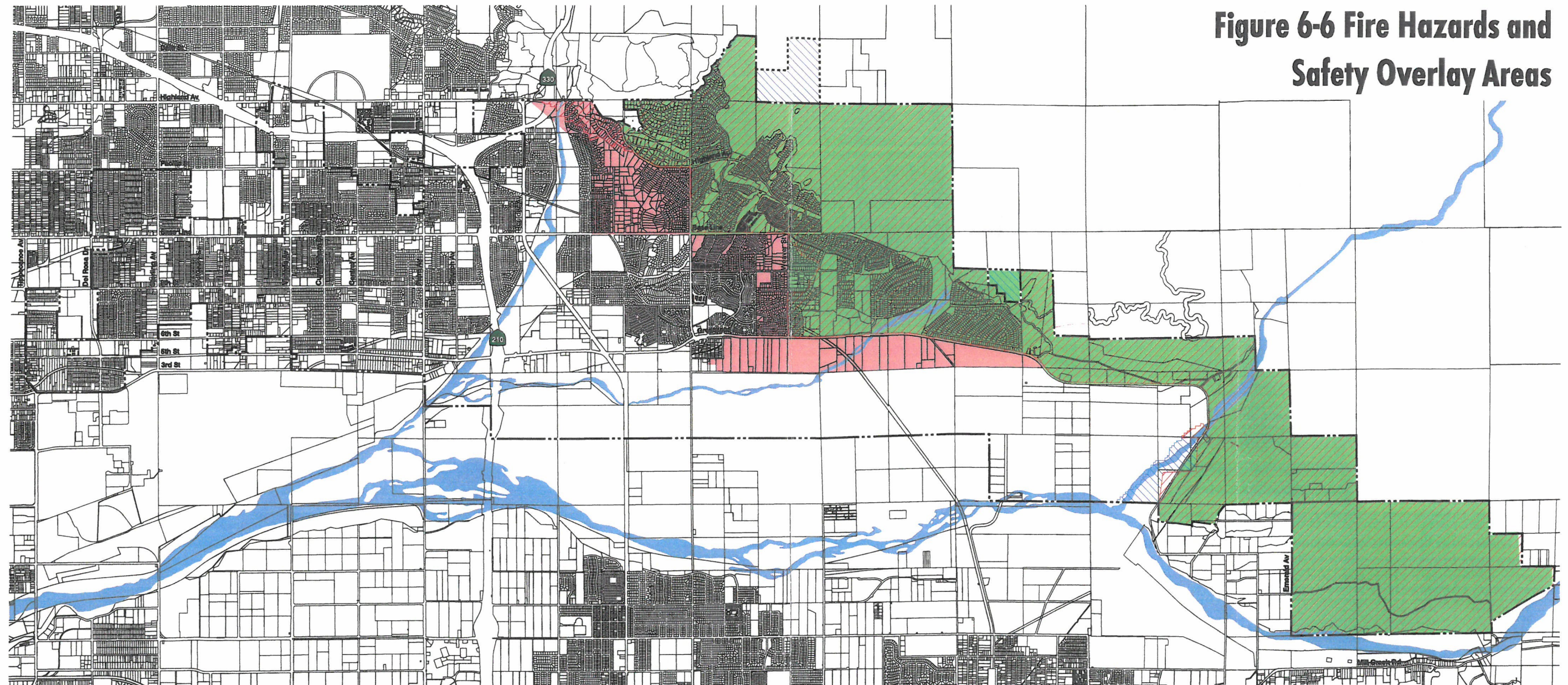
Maricela Marroquin
City Attorney

EXHIBIT B

**High Fire Hazard Severity Zone Map
(Highland General Plan Figure 6-6)**



Figure 6-6 Fire Hazards and Safety Overlay Areas



- Fire Severity Zone 1
- Fire Severity Zone 2
- Very High Fire Hazard Severity Zone* - Local Responsibility Area
- Very High Fire Hazard Severity Zone* - State or Federal Responsibility Area
- City Boundary
- Sphere of Influence

*Figure reflects 2009 State Fire Severity Zones



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 14, 2020

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director *Lamy*

PREPARED BY: Kim Stater, Assistant Community Development Director *KS*

SUBJECT: Contract with the County of San Bernardino to fund the City's efforts to provide outreach activities for the 2020 Census targeting "Hard to Count" populations within the City.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 2020 - ____, approving a Contract with the San Bernardino County Administrative Office authorizing the City to provide Census outreach activities.

FISCAL IMPACT: The State of California allocated resources to counties and non-profits for Census outreach activities. The County of San Bernardino has been designated to receive close to \$1.4 million. The City's share of the allocation will be \$29,068.70.

BACKGROUND: The U.S. Census Bureau will conduct its 10-year count beginning in March 2020. Population totals will determine the number of seats each state has in the House of Representatives and will be used to draw legislative and school district boundaries. It will affect federal funding allocations for transportation, housing, government planning and services, emergency response and facilities for people with disabilities, the elderly and children. The 2020 Census will attempt to build a more accurate address list, allow responses online, phone or mail, and will reduce the number of in-person follow up visits by Census takers.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>8</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>B. Hughes</i>		<i>[Signature]</i>	
City Clerk		City Manager	

The City is partnering with the Inland Empire CCC to identify opportunities and efforts in the region. Additionally, Highland will have its own CCC to focus on local efforts. The State, through the County, had made available \$29,068.70 to fund Highland's work.

The CCCs serve as a local ambassador group to ensure a complete and accurate count. It is typically formed by the mayor and three (3) to five (5) additional members. The City's CCC will provide local knowledge, influence and resources to educate the community through targeted outreach efforts. Some activities include holding kickoff meetings with media briefings, participating in or hosting community events, incorporate census information in newsletters, social media posts, mailings and websites.

ATTACHMENT: The attached Agreement outlines the City's responsibilities. Sections IV and V describe the required reporting, collaborating, monitoring, outreach, and management of action centers. The County will provide training, support materials, marketing, reporting tools, and Census materials.

The maximum funding available to the City for its efforts is \$29,068.70 which will be made in five (5) installments as defined in Section VII *Fiscal Provisions*. Activities will commence upon approval of the Contract with the County. The term of the agreement runs through September 2020, however, most activities should be completed by May 2020.

The City has requested several minor edits to the attached Contract. If approved by the County, these will be incorporated into the final document.

RESOLUTION NO. 2020- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND
TO OPT-IN TO THE 2020 CENSUS OUTREACH ACTIVITIES WITH THE
COUNTY OF SAN BERNARDINO COUNTY ADMINISTRATIVE OFFICE.**

A. RECITALS

1. The U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every ten years;
2. The next enumeration will be April 1, 2020 and will be the first to rely heavily on online responses;
3. The primary and perpetual challenge facing the U.S. Census Bureau is the undercount of certain population groups;
4. That challenge is amplified in California, given the size of the state and the diversity of communities;
5. California has a large percentage of individuals that are considered traditionally hard to count;
6. These diverse communities and demographic populations are at risk of being missed in the 2020 Census;
7. California receives nearly \$77 billion in federal funding that relies, in part, on census data;
8. A complete and accurate count of California's population is essential;
9. The data collected by the decennial Census determines the number of seats each state has in the U.S. House of Representatives and is used to distribute billions of dollars in federal funds to state and local governments;
10. The data is also used in the redistricting of state legislatures, county boards of supervisors and city councils;
11. The decennial census is a massive undertaking that requires cross-sector collaboration and partnership in order to achieve a complete and accurate count;
12. California's leaders have dedicated a historic amount of funding and resources to ensure every Californian is counted once, only once and in the right place;
13. This includes coordination between tribal, city, county, state governments, community-based organizations, education, and many more;
14. The U.S. Census Bureau is facing several challenges with Census 2020, including constrained fiscal environment, rapidly changing use of technology, declining response rates, increasingly diverse and mobile population, thus support from partners and stakeholders is critical;

15. California is kicking-off its outreach and engagement efforts in April 2019 for the 2020 Census; and
16. The City of Highland, in partnership with other local governments, the State, businesses, schools, and community organizations, is committed to robust outreach and communication strategies, focusing on reaching the hardest-to-count individuals.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the City Council of the City of Highland as follows:

1. The City Council recognizes the importance of the 2020 U.S. Census and supports helping to ensure a complete, fair, and accurate count of all Californians.
2. The City of Highland City Council hereby approves the Contract with the San Bernardino County Administrative Office for the California Complete Count Census 2020 to provide outreach services.

C. ADOPTION OF RESOLUTION.

The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 14th day of January, 2020.

Penny Lilburn
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk



Contract Number

SAP Number

San Bernardino County Administrative Office

Department Contract Representative	Danette Tealer
Telephone Number	909.387.5420
Contractor	City of Highland
Contractor Representative	Kim Stater
Telephone Number	(909) 864-8732, ext 204
Contract Term	January ____ through September 30, 2020
Original Contract Amount	\$29,068.70
Amendment Amount	0
Total Contract Amount	\$29,068.70
Cost Center	1100001000

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, The County of San Bernardino, hereafter referred to as "County," desires census outreach activities; and

WHEREAS, County has been allocated funds by California Complete Count Census 2020 to provide such services; and

WHEREAS, County finds City of Highland, hereafter referred to as "Contractor," qualified to provide census outreach activities; and

WHEREAS, County desires that such services be provided by Contractor and Contractor agrees to perform these services as set forth below;

NOW THEREFORE, County and Contractor mutually agree to the following terms and conditions:

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ATTACHMENTS

ATTACHMENT A – MONTHLY REPORT

I. DEFINITIONS

- A. California Complete Count Committee (CCC) – The committee is an advisory panel that helps to develop, recommend, and assist in the administration of a Census outreach strategy to encourage full participation in the 2020 Census.
- B. Census Bureau – An agency within the U.S. Department of Commerce and the preeminent statistical collection and dissemination agency in the United States. The Census Bureau conducts approximately 200 different annual surveys in addition to the decennial census of the U.S. population and publishes a wide variety of statistical data about people, housing, and the economy of the nation.
- C. Census Champion – A trusted messenger who is recommended by a local community organization, institution, or agency involved in census outreach. Selected volunteers are required to complete Census 2020 training and participate in meetings or webinars to be equipped to disseminate accurate and up-to-date information to community members, collect pledge cards, aid peers in filling out the census form, and serve as Census spokespersons.
- D. Get Out The Count (GOTC) – Collaborative organizing campaign featuring the nonprofit and public sectors, community based organizations and other partners to educate communities about the importance of and to maximize participation in Census 2020.
- E. Hard To Count (HTC) – Groups or populations who historically have not responded well to the decennial census questionnaire, or are expected to be undercounted, hard to locate/reach or persuade for purposes of Census 2020 completion. HTC populations include, but are not limited to:
- Racial/Ethnic minorities,
 - Immigrants and Refugees,
 - People with disabilities,
 - Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQIA+),
 - Seniors/Older Adults,
 - Children Ages 0 – 5,
 - Veterans,
 - Areas with low broadband subscription rates and limited or no internet access,
 - Households with low income or limited English proficiency,
 - Farm-workers and rural residents,
 - Renters, and
 - Those who are homeless or have unstable/nontraditional housing.
- F. Household (HH) – A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.
- G. Inland Empire Complete Count Committee (IECCC) – The IECCC seeks to coordinate efforts and link services to streamline the work of various stakeholders and meet the County's 2020 Census goals. Stakeholders encompass the public, non-profit and for-profit sectors from both San Bernardino and Riverside counties, include organizations that represent each state's identified HTC communities, and are considered trusted messengers. The goal of the IECCC is to increase the HTC population response rate in the Inland Empire via information sharing, education outreach, and coordination of work to avoid duplication.
- H. Limited English Proficiency (LEP) – Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be considered limited English proficient. These individuals may be entitled to language assistance with respect to a particular type or service, benefit, or encounter. Executive Order 13166 states that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.

- I. Outreach Plan – The Contractors’ plan describing how and when outreach activities will be provided for the 2020 Census.
- J. Pledge Card – Written commitments collected by trusted messengers in their communities which allow residents to opt into future communications through mail, phone, texts, or email. All residents who have opted into future communications will receive two (2) contacts, one before self-reporting begins and one during the months of March and April 2020 while census is live. Pledge card drives will begin in July 2019 with a concentrated push and continue until February, 2020.
- K. Privacy Act – The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, each respondent must know under which law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering.
- L. Questionnaire Assistance Center (QAC) – Staffed location where local residents can get support for census questionnaire completion in multiple languages. QACs can be established at a public venue such as a library, school or post office, and house staff who can provide support to local residents for census questionnaire completion in multiple languages. The QACs must be targeted in the HTC communities, deliver trustworthy information, be culturally and linguistically competent, provide questionnaire assistance and options for self-respondents, and address barriers to promote complete self-response.
- M. Self-Response – When a household completes and returns the census questionnaire in a timely manner via internet, mail, or phone, directly to the Census Bureau without requiring a census worker to visit in person to obtain a response. Self-response will be available online from March 12, 2020 through April 30, 2020.
- N. Statewide Outreach and Rapid Deployment (SwORD) – An interactive mapping portal to foster data sharing, coordination and collaboration to help identify language gaps and redundancies. SwORD will be utilized to identify and locate hard-to-count populations and the languages that need to be covered in the region and enable partners to upload data and information to identify where outreach occurred. Partners will be able to see where gaps in services exist locally and regionally, as well as resources such as libraries, community centers, and businesses.
- O. Title 13 (US Code) – The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting census in Puerto Rico and the Island Areas.
- P. Trusted Messengers – An individual who is well-integrated in his or her community and has a history of volunteering there. These individuals communicate clearly and persuasively within their institutions and circles of influence, and are able to bring others on board to commit to completion of Census 2020 goals.

II. PURPOSE

Large portions of the County of San Bernardino have historically been hard to count or are anticipated to be less likely to respond due to the current political climate. In order to ensure a thorough count of all residents in Census 2020, the County strives to work with trusted community partners to educate, motivate, and activate residents in participating in the census. The County will collaborate with cities and local community-based organizations to inform the general public of the importance of completing the census questionnaire. Critical to this goal is to avoid duplication, identify outreach gaps and fill them accordingly. Contractor will implement outreach to encourage full participation and avoid an undercount as stated in the Governor's Executive Order B-49-18. The County's vision is to ensure that HTC communities and populations in the County are accurately counted in the 2020 Census, thereby achieving the highest self-response rate possible for California.

III. BACKGROUND

The U.S. Constitution requires the federal government to count all people residing in the United States through a national census every ten (10) years, to ensure equal representation and fair allocation of government resources. The next National Census Day is April 1, 2020. The results of the census serve to assist in important community decisions like where to build homes, parks, schools, and roads and where to offer health, childcare, and transportation services. Businesses also rely on census data to determine where to open facilities, what products to develop, and how to market their services.

California has historically been the hardest-to-count state in the nation. In 2016, about 75% of all Californians belonged to one or more groups that tend to be undercounted. The County of San Bernardino is home to many of these hard to count groups. Approximately 34% (or 717,591 people) of census tracts in the County are likely to be very hard to count, according to Census Bureau estimates that draw on demographic characteristics and historical trends.

- 20.9% of residents are foreign born
- 41.1% speak a language other than English at home
- 7.3% of children are under 5 years old
- 7.6% of persons have a disability
- 14.5% of residents are at or below the federal poverty rate

The County will not only face challenges from HTC populations that are least likely to respond to the census but also from a growing distrust in government, including the following challenges: the concern over whether a citizenship question may be reinstated might discourage immigrants who are facing an uncertain climate; an online survey that has security challenges and poses barriers for vulnerable communities and populations without digital access and computer literacy; and concerns about what the census data will be used for and whether it will remain confidential.

Undercounting the population could have significant and negative impacts not only for San Bernardino County, but the State of California in terms of federal funding for critical community programs, representation at all levels of government, and data used for decision-making across sectors. If segments of the County are not counted in 2020, their voices may not be fully considered when making important budget, program and policy decisions.

In July 2018, the County began collaborating with Riverside County, University of California (UCR), the non-profit sector, and other stakeholders to begin 2020 Census activities and create a strong, community based Complete Count Committee. Self-response will be available online from March 12, 2020 through April 30, 2020. Beginning in May, the Census Bureau will begin sending enumerators out door-to-door to count people who did not self-respond.

IV. CONTRACTOR SERVICE RESPONSIBILITIES

- A. All activities provided by the Contractor will require, but may not be limited to:
1. Updating SwORD in a timely manner to identify activities completed in HTC areas such as:
 - a. Name of event,
 - b. Type of event (e.g., QACs, meeting, public event, hiring event, etc.),
 - c. Type of activity (e.g., email or text contact, distribution of pledge cards, etc.),
 - d. Local Media outreach (e.g., ethnic radio/television spots, culturally and linguistically appropriate flyers, local ethnic newspapers/flyers, etc.), and
 - e. Result of event;
 2. Collaborating with County partners and organizations who have conducted pledge card drives to direct residents to QAC locations;
 3. Being culturally and linguistically competent and responsive to a rapidly changing climate;
 4. Providing outreach activities that are not duplicated;
 5. Identifying demographic and geographic service gaps; and
 6. Using a grassroots approach that is community-based and led.

- B. Contractor must complete background checks on all employees.
- C. Monitoring methods may include, but are not limited to:
 - 1. Review of reports drawn from SwORD and other reporting databases; and
 - 2. Review of monthly reports (Attachment A) from Contractor;
- D. An Outreach Plan must be submitted to the County within thirty (30) days of contract execution. The County Census Representative will review and approve the submitted Outreach Plan prior to initiation of outreach activities. Other outreach activities as described in Contractor's Outreach Plan may be approved by the County Census Representative.
- E. Contractor shall adhere to the requirements outlined by the State within the QAC/QAK Guide for Contracted Outreach Partners, which shall be provided to Contractor by the County Census Representative following execution of the Contract.
- F. **QUESTIONNAIRE ACTION CENTERS (QACs)**

Contractors will manage, staff, organize and set up QACs at a variety of accessible locations, providing necessary technology and infrastructure that meets IT and security requirements as outlined by the County.

 - 1. QACs will provide access and support to residents in completing the Census 2020 questionnaire. This will include:
 - a. Information on census process, timeline, and other details.
 - b. Language access through in-person interpretation, phone assistance, and glossaries/guides. Individuals requesting assistance in completing forms should be directed to the response option that best suits their needs (e.g., online, mail/paper, or phone, if language or vision assistance is needed for instance).
 - c. Location access in areas that are convenient for residents and are reachable by public transportation.
 - d. Contractors may, subject to the Census Bureau's permission and brand guidelines, co-brand materials using the 2020 Census official tagline and logo on certain outreach materials to promote the 2020 Census. Use of the Census Bureau's 2020 Census logo to imply that the Contractor in any way represents the Census Bureau is unauthorized.
 - e. Assistance and clarification in accessing and completing questionnaire in residents' preferred modality (e.g., paper, online, or phone). Unless they are sworn employees of the U.S. Census Bureau, contractor staff must not:
 - i. Imply affiliation with, representation of, or employment by the U.S. Census Bureau; or
 - ii. Enter or watch the individual enter responses for them or collect responses to later enter into the Census Bureau's 2020 response site. If assistance is still requested with online response, staff must inform the individual that he or she is not a sworn Census Bureau employee and therefore answers are not protected by law until received by the Census Bureau.
 - f. Digital access in the form of dedicated device(s) securely connected to the internet. Devices must:
 - i. Be made available at an event or other public location such as, but not limited to, a community center, place of worship, library, or senior center;
 - ii. Have the latest software updates installed, including one of the most recent versions of the following Internet browsers: Internet Explorer, Edge, Chrome, Safari, Firefox, and Samsung Native browser;
 - iii. If using wireless connection (WiFi), the WiFi network must be password-protected;

- iv. Not use any kind of creative interface for the 2020 Census response Web site. Instead, devices should link directly to 2020census.gov; and
 - v. Follow best practices, located on the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency's Website, to secure devices and networks.
- 2. QACs will launch prior to April 1, 2020, National Census Day, and are to be staffed at the following weekly quotas, unless otherwise approved by the County:
 - a. March 2020: 20 to 30 hours per week
 - b. April 2020: 20 to 30 hours per week
- 3. Exact technological resources, services, and staffing plan should be proposed by applicants based on ability and needs of local residents.
- 4. Contractor shall:
 - a. Participate in County-sponsored training;
 - b. Use HTC and language proficiency data to target populations;
 - c. Provide accessible and culturally competent materials to publicize QAC locations, and implement additional strategies to ensure services are utilized; and
 - d. Provide monthly reports (Attachment A) with detailed metrics on the number and characteristics of residents who accessed support as well as the types of support provided, including, but not limited to:
 - i. Number of QAC locations implemented;
 - ii. Number of residents receiving hands-on, in-person support to complete Census forms online or via paper copy;
 - iii. Number of Full Time Employees supporting number of hours of operation per week in March and April during the self-response period;
 - iv. Outreach plan publicizing QAC locations and services, including use of local media, social media, and Trusted Messengers/Census Champions; and
 - v. Noted issues, limitations or obstacles should be shared within one (1) business day.

G. PLEDGE CARDS

Contractors will collect resident contact information via Pledge Cards using existing experience delivering public education and services where residents gather (e.g., schools, churches, or house visits). Contractor shall:

- 1. Use approved messaging and materials, including CensusIE pledge card.
- 2. Identify and train at least one (1) Census Champion for every 250 pledge cards collected. Census Champions must:
 - a. Be active in their communities and recommended by a local community organization, institution, or agency involved in census outreach;
 - b. Successfully complete an application and other possible requirements as indicated by the County and its partners (TCF);
 - c. Complete Census 2020 training as approved by the County and its partners (TCF);
 - d. Participate in monthly webinars/meetings to ensure that information provided to communities remains accurate and up-to-date; and
 - e. Return to outreach locations to provide census updates and additional resources.
- 3. Collect **XX** unduplicated CensusIE Pledge Cards, which must include a name and an opt-in to future communication, and could include an address, email, and/or telephone number.
- 4. Ensure residents who have opted into future communications via pledge cards receive a follow-up mail, text, or email reminder in March 2020 to maintain communication and a Get Out the Count (GOTC) via the preferred communication method during the months of March and April.

V. CONTRACTOR GENERAL RESPONSIBILITIES

- A. In the performance of this Contract, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County of San Bernardino. Contractor agrees to comply with the applicable federal suspension and debarment regulations. By signing this Contract, Contractor certifies that:
1. Neither it nor any principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
 2. Have not within a three-year period preceding this Contract been convicted of or had a judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; or a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction or records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph (A)(2) herein; and
 4. Have not within a three-year period preceding this Contract had one (1) or more public transactions (Federal, State or local) terminated for cause or default.
- B. Contractor shall not be identified as suspended or debarred on the federal System for Award Management's (SAM) excluded list (<https://www.sam.gov>). If at any time during the term of this Contract, the County determines Contractor is identified as either suspended or debarred on the SAM, Contractor shall be considered in material breach of this Contract, and the County may proceed under the Correction of Performance Deficiencies at Section IX of this Contract, including immediate termination of this Contract. If Contractor becomes aware, at any point during the term of this Contract, that it is identified as suspended or debarred on the SAM excluded list, Contractor must immediately inform County. Such inclusion will be considered a material breach of the Contract and be sufficient grounds for immediate termination.
- C. Without the prior written consent of the Chief Executive Officer (CEO) of the County, this Contract is not assignable by Contractor either in whole or in part.
- D. This is not an exclusive Contract. The County reserves the right to enter into a contract with other Contractors for the same or similar services. The County does not guarantee or represent that the Contractor will be permitted to perform any minimum amount of work, or receive compensation, under the terms of this Contract.
- E. Contractor agrees to provide or has already provided information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former County administrative officials who terminated County employment within the last five (5) years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "County Administrative Official" is defined as a member of the Board of Supervisors or such member's staff, Chief Executive Officer of the County or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.
- F. If during the course of the administration of this Contract, the County determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the County is entitled to pursue any available legal remedies.

- G. Failure by a party to insist upon the strict performance of any of the provisions of this Contract by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Contract thereafter.
- H. Contractor agrees not to enter into any subcontracts for work contemplated under this Contract without first obtaining written approval from the CEO of the County. The County may withhold such consent in its sole discretion.

At County's request, Contractor shall provide information regarding the subcontractor's qualifications and a listing of a subcontractor's key personnel including, if requested by the County, resumes of proposed subcontractor personnel. Contractor shall remain directly responsible to County for its subcontractors and shall indemnify County for the actions or omissions of its subcontractors under the terms and conditions specified in Paragraph Z of this Section V. All approved subcontractors shall be subject to the provision of this Contract applicable to Contractor Personnel, including removal pursuant to Paragraphs U and V of this Section V.

For any subcontractor, Contractor shall:

1. Be responsible for subcontractor compliance with the Contract and the subcontract terms and conditions;
 2. Ensure that the subcontractor follows County's reporting formats and procedures as specified by County; and
 3. Include in the subcontractor's subcontract substantially similar terms as are provided in this Contract.
- I. Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

All records relating to the Contractor's personnel, contractors, subcontractors, service/scope of work and expenses pertaining to this Contract shall be kept in generally acceptable accounting format. Records should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Code of Federal Regulations (CFR) that state the administrative requirements, cost principles and other standards for accountancy. Please refer to http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl for further information.

All records shall be complete and current and comply with all contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

- J. Contractor shall notify County in writing of any change in mailing address and/or physical location within ten (10) days of the change, and shall immediately notify County of changes in telephone or fax numbers.
- K. Contractor shall notify County of any continuing vacancies and any positions that become vacant during the term of this Contract that will result in reduction of services to be provided under this Contract. Upon notice of vacancies, the Contractor shall apprise County of the steps being taken to provide the services and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to County on each periodically required report for the duration of said vacancies and/or problems.
- L. Contractor shall designate an individual to serve as the primary point of contact for the Contract. Contractor shall notify the County when the primary contact will be unavailable/out of the office

for one (1) or more workdays. Contractor or designee must respond to County inquiries within two (2) County business days. Contractor shall not change the primary contact without written notice to the County. Contractor will also designate a back-up point of contact in the event the primary contact is not available.

- M. Contractor shall repair, or cause to be repaired, at its own cost, all damage to County property, vehicles, facilities, buildings or grounds caused by the willful or negligent acts of Contractor or employees or agents of the Contractor. Contractor shall also be responsible for damage caused by his/her staff to personal property of County employees. Such repairs shall be made immediately after Contractor becomes aware of such damage, but in no event later than thirty (30) days after the occurrence.

If the Contractor fails to make timely repairs, the County may make any necessary repairs. For such repairs, the Contractor shall repay all costs incurred by the County, by cash payment upon demand or County may deduct such costs from any amounts due to the Contractor from the County, as determined at County's sole discretion.

- N. Contractor shall notify the County of all upcoming meetings of the Board of Directors or other governing party and shall keep the County apprised of any and all actions taken by its Board of Directors which may impact on the Contract. Board of Directors' minutes shall be submitted to the County upon request. Further, a County representative shall have the option of attending Board meetings during the term of this Contract.
- O. Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving services pursuant to this Contract, except for statistical information not identifying any participant. The Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.
- P. Contractor shall hold as confidential and use reasonable care to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, confidential information that is either: (1) provided by the County to Contractor or an agent of Contractor or otherwise made available to Contractor or Contractor's agent in connection with this Contract; or, (2) acquired, obtained, or learned by Contractor or an agent of Contractor in the performance of this Contract. For purposes of this provision, confidential information means any data, files, software, information or materials in oral, electronic, tangible or intangible form and however stored, compiled or memorialized and includes, but is not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data.
- Q. Contractor shall obtain from the Department of Justice (DOJ) records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment or volunteers for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code section 11105.3 prior to providing any services. This includes licensed personnel who are not able to provide documentation of prior DOJ clearance. A copy of a license from the State of California, which requires a DOJ clearance, is sufficient proof. The County must be immediately notified of any records showing a conviction. The County may instruct Contractor to take action to deny/terminate employment or terminate internship and/or volunteer services where the records show the person is unsuitable for employment, internship, or volunteer services.
- R. Contractor shall notify the County of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the County. In the County's discretion, the County may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or

volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship, or volunteer services.

Contractor shall immediately notify the County concerning the arrest and/or conviction, for other than minor traffic offenses, of any paid employee, agent, consultant, intern, or volunteer staff, when such information becomes known to Contractor.

- S. In recognition of individual rights to work in a safe, healthful and productive workplace, as a material condition of this Contract, Contractor agrees that the Contractor and the Contractor's employees, while performing service for the County, on County property, or while using County equipment:
1. Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.
 2. Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal or controlled substance.
 3. Shall not sell, offer, or provide alcohol or an illegal or controlled substance to another person, except where Contractor or Contractor's employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

Contractor shall inform all employees that are performing service for the County on County property, or using County equipment, of the County's objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

The County may terminate for default or breach of this Contract and any other Contract the Contractor has with the County, if the Contractor or Contractor's employees are determined by the County not to be in compliance with above.

- T. Contractor shall make every reasonable effort to prevent employees, consultants or members of its governing bodies from using their positions for purposes that are or give the appearance of being motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties. In the event County determines a conflict of interest exists, any increase in costs associated with the conflict of interest may be disallowed by County and such conflict may constitute grounds for termination of the Contract. This provision shall not be construed to prohibit employment of persons with whom Contractor's officers, agents, or employees have family, business or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicants and such persons have successfully competed for employment with other applicants on a merit basis.
- U. Contractor shall adhere to the County's Travel Management Policy (08-02 and 08-02SP1) when travel is pursuant to this Contract and for which reimbursement is sought from the County. In addition, Contractor is encouraged to utilize local transportation services, including but not limited to, the Ontario International Airport.
- V. Contractor agrees to and shall comply with the following indemnification and insurance requirements:
1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the County's "active"

as well as “passive” negligence but does not apply to the County’s “sole negligence” or “willful misconduct” within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers’ Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the County and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.1185.
3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor’s employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.
4. Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.
5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.
6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the County Department administering the Contract evidencing the insurance coverage, including endorsements, as required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.
7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum “Best” Insurance Guide rating of “A-VII”.
8. Deductibles and Self-Insured Retention – Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to Risk Management.
9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the County has the right but not the obligation or duty to cancel the Contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.
10. Insurance Review – Insurance requirements are subject to periodic review by the County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of

insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

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

If Contractor has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

- b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

1. Premises operations and mobile equipment.
2. Products and completed operations.
3. Broad form property damage (including completed operations).
4. Explosion, collapse and underground hazards.
5. Personal injury.
6. Contractual liability.
7. \$2,000,000 general aggregate limit.

- c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned

automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one (1) or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

- d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.
- e. Abuse/Molestation Insurance – The Contractor shall have abuse or molestation insurance providing coverage for all employees for the actual or threatened abuse or molestation by anyone of any person in the care, custody, or control of any insured, including negligent employment, investigation and supervision. The policy shall provide coverage for both defense and indemnity with liability limits of not less than one million dollars (\$1,000,000) with a two million dollars (\$2,000,000) aggregate limit.
- f. Cyber (internet) and Electronic Data Processing (EDP) Insurance – Cyber Liability Insurance with limits of no less than \$1,000,000 for each occurrence or event with an annual aggregate of \$2,000,000 covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. The policy shall protect the involved County entities and cover breach response cost as well as regulatory fines and penalties.

W. Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all licenses and pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

X. Contractor shall comply with all applicable local health and safety clearances, including fire clearances, for each site where services are provided under the terms of this Contract.

Y. Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program, Employment Discrimination, and Civil Rights Compliance requirements:

- 1. Equal Employment Opportunity Program – The Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and all rules and regulations adopted pursuant thereto: Executive Orders 11246, as amended by Executive Order 11375, 11625, 12138, 12432, 12250; Title VII of the Civil Rights Act of 1964; Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000), the California Fair Employment and Housing Act; and other applicable federal, state, and county laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.
- 2. Employment Discrimination – During the term of the Contract, Contractor shall not discriminate against any employee or applicant for employment or service recipient because of race, religious creed, color, national origin, ancestry, physical disability,

mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VII of the Civil Rights Act of 1964, the California Fair Housing and Employment Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

3. Civil Rights Compliance – The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by state regulation. The policies and procedures must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, and complaints of discrimination. Contractor is required to maintain Civil Rights policies and procedures for the duration of the Contract.
- Z. Contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA).
- AA. Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations title 20, section 1401 et seq.).
- BB. If the amount available to Contractor under this Contract, as specified in Section VII, Paragraph A, exceeds \$100,000, Contractor agrees to comply with the Clean Air Act (42 U.S.C. Section 7606), section 508 of the Clean Water Act (33 U.S.C. section 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 C.F.R. section 1.1 et seq.).
- CC. In accordance with County Policy 11-08, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials must perform satisfactorily and be available at a reasonable price. The County requires Contractor to use recycled paper for any printed or photocopied material created as a result of this Contract. Contractor is also required to use both sides of paper sheets for reports submitted to the County whenever practicable.

To assist the County in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB 939), Contractor must be able to annually report the County's environmentally preferable purchases. Contractors must also be able to report on environmentally preferable goods used in the provision of Services to the County, utilizing a County approved form.
- DD. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the County shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.
- EE. Contractor shall register with 211 San Bernardino County Inland Empire United Way within thirty (30) days of contract effective date and follow necessary procedures to be included in the 211 database. The Contractor shall notify the 211 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 211 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the County.
- FF. Contractor agrees that any news releases, advertisements, public announcements or photographs arising out of the Contract or Contractor's relationship with County shall not be made or used without prior written approval of the (*appropriate dept.) Director or their designee, and shall include County approved branding.
- GG. IRAN CONTRACTING ACT 2010, Public Contract Code sections 2200 et seq. (Applicable for all Contracts of one million dollars (\$1,000,000) or more). In accordance with Public Contract

Code section 2204(a), the Contractor certifies that at the time the Contract is signed, the Contractor signing the Contract is not identified on a list created pursuant to subdivision (b) of Public Contract Code section 2203 (<https://www.documents.dgs.ca.gov/pd/poliproc/IRAN%20CONTRACTING%20ACT.pdf>) as a person (as defined in Public Contract Code section 2202(e)) engaging in investment activities in Iran described in subdivision (a) of Public Contract Code section 2202.5, or as a person described in subdivision (b) of Public Contract Code section 2202.5, as applicable.

Contractors are cautioned that making a false certification may subject the Contractor to civil penalties, termination of existing contract, and ineligibility to bid on a contract for a period of three (3) years in accordance with Public Contract Code section 2205. Contractor agrees that signing the Contract shall constitute signature of this Certification.

- HH. Contractor shall comply with the Environmental Tobacco Smoke/Pro-Children Act of 1994 (20 U.S.C 6081 et seq.).

VI. COUNTY RESPONSIBILITIES

County shall:

- A. Provide training for QAC staff and supporting materials on Census 2020 process and the questionnaire.
- B. Share/publicize information about QACs.
- C. Furnish State QAC kits for each of the languages identified in Scope of Work.
- D. Provide weekly tracking and reporting tools.
- E. Authorize electronic database and platform access, such as for SwORD.
- F. Administer applications, training, gear, and monthly webinars for Census Champions selected by Contractors.
- G. Provide CensusIE pledge cards.

VII. FISCAL PROVISIONS

- A. The maximum amount of payment under this Contract shall not exceed \$29,068.70 and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.
- B. Contractor's payment will be paid in five (5) installments as follows:
 - 1. One initial start-up payment of \$17,441.22 (Sixty percent (60%) of total contract amount) will be paid once Contract is finalized and a complete invoice is received and approved by the CEO's County Census Representative; and
 - 2. Four (4) installments of \$2,906.87 (Ten percent (10%) each of the remaining contract amount), not to exceed the overall contract amount will be paid upon receipt and approval of the Monthly Report (Attachment A).
 - 3. The Monthly Report shall be submitted to the CEO's County Census Representative within five (5) County business days of the end of each month.
 - 4. The Monthly Report shall outline the completion of deliverables which meet project benchmarks as determined and approved by the County Census Representative.
- C. Monthly reports shall be submitted to:
County Administrative Office
Attn: Danette Tealer, County Census Representative
385 N. Arrowhead Avenue
San Bernardino, CA 92415
- D. Contractor shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.

- E. Costs for services under the terms of this Contract shall be incurred during the contract period except as approved by County. Contractor shall not use current year funds to pay prior or future year obligations.
- F. Funds made available under this Contract shall not supplant any federal, state or any governmental funds intended for services of the same nature as this Contract. Contractor shall not claim reimbursement or payment from County for, or apply sums received from County with respect to that portion of its obligations that have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining funds from another revenue source without prior written approval of the County.
- G. County is not liable for the payment of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless County would otherwise be liable for the payment of such taxes in the course of its normal business operations.

VIII. RIGHT TO MONITOR AND AUDIT

- A. County shall have the absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract.
- B. County or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract. Full cooperation shall be given by Contractor in any auditing or monitoring conducted. Contractor shall repay to the County within thirty (30) days of receipt of audit findings any reimbursements made by County to Contractor that are determined by subsequent audit to be unallowable pursuant to the terms of this Contract or by law.
- C. Contractor shall cooperate with County in the implementation, monitoring and evaluation of this Contract and comply with any and all reporting requirements established by this Contract.
- D. All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by county, federal and state representatives for a period of three (3) years after final payment under the Contract or until all pending county, state, and federal audits are completed, whichever is later. Records of the Contractor which do not pertain to the services under this Contract may be subject to review or audit unless provided in this or another Contract. Technical program data shall be retained locally and made available upon the County's reasonable advance written notice or turned over to County. If said records are not made available at the scheduled monitoring visit, Contractor may, at County's option, be required to reimburse County for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and may be deducted from the following month's claim for reimbursement.
- E. Contractor shall provide all reasonable facilities and assistance for the safety and convenience of County's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.
- F. Upon County request, Contractor shall hire a licensed Certified Public Accountant, approved by the County, who shall prepare and file with County, within sixty (60) days after the termination of the Contract, a certified fiscal audit of related expenditures during the term of the Contract and a program compliance audit.
- G. Pursuant to Code of Federal Regulations (CFR) – Title 2 CFR 200.501, Contractors expending \$750,000 or more in federal funds within the Contractor's fiscal year must have a single audit or program-specific audit performed. A copy of the audit performed in accordance with Code of Federal Regulations (CFR) – Title 2 CFR 200.501 shall be submitted to the County within thirty (30) days of completion, but no later than nine (9) months following the end of the Contractor's

IX. CORRECTION OF PERFORMANCE DEFICIENCIES

- A. In the event of a problem or potential problem that could impact the quality or quantity of work, services, or the level of performance under this Contract, Contractor shall notify the County within one (1) working day, in writing and by telephone.
- B. Failure by Contractor to comply with any of the provisions, covenants, requirements or conditions of this Contract shall be a material breach of this Contract.
- C. In the event of a non-cured breach, County may, at its sole discretion and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract.
 - 1. Afford Contractor thereafter a time period within which to cure the breach, which period shall be established at sole discretion of County; and/or
 - 2. Discontinue reimbursement to Contractor for and during the period in which Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or
 - 3. Withhold funds pending duration of the breach; and/or
 - 4. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to Item "2" of this paragraph; and/or
 - 5. Terminate this Contract immediately and be relieved of the payment of any consideration to Contractor. In event of such termination, the County may proceed with the work in any manner deemed proper by the County. The cost to the County shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.
- D. Unless a remedy is specifically designated as exclusive, no remedy conferred by any of the specific provision of the Contract is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder, now or hereafter existing at law or in equity or by statute or otherwise. The election of any one (1) or more remedies by either Party shall not constitute a waiver of the right to pursue other available remedies.

X. TERM

This Contract is effective as of January ____, 2020 and expires September 30, 2020, but may be terminated earlier in accordance with provisions of Section XI of the Contract.

XI. EARLY TERMINATION

- A. The County may terminate the Contract immediately under the provisions of Section IX, Paragraph C, Item 5 of the Contract. In addition, the Contract may be terminated without cause by the County by serving a written notice to the Contractor thirty (30) days in advance of termination. The CEO of the County is authorized to exercise the County's rights with respect to any termination of this Contract.
- B. Contractor shall only be reimbursed for costs and uncancelable obligations incurred prior to the date of termination. Contractor shall not be reimbursed for costs incurred after the date of termination.
- C. Upon receipt of termination notice Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall deliver promptly to County and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.

XII. GENERAL PROVISIONS

- A. When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: City of Highland
Attn: Kim Stater
27215 Base Line
Highland, CA 92346

County: County Administrative Office
Attn: Danette Tealer
385 N. Arrowhead Avenue
San Bernardino, CA 92415

- B. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the Parties hereto, nor shall either Party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the other Party hereto.
- C. Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate any contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once a contract has been awarded.

Contractor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

- D. Time is of the essence in performance of this Contract and each of its provisions. Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within twenty-four (24) hours, give notice thereof, including all relevant information with respect thereto, to the other party.
- E. County discourages the purchase of equipment with funds received under this Contract. All equipment, materials, supplies or property of any kind (including publications and copyrights, etc.) which have a single unit cost of five hundred dollars (\$500) or more, including tax, purchased with funds received under the terms of this Contract and not fully consumed in one (1) year shall be the property of County and shall be subject to the provisions of this paragraph. The disposition of equipment or property of any kind shall be determined by County upon Contract termination.
- F. The State and County shall have all ownership rights in software or modifications thereof and associated documentation designed, developed or installed with Federal financial participation. The Federal Government (Department of Health and Human Services) reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use for Federal Government purposes, such software modification, and documentation. Proprietary software packages that are sold or leased to the general public are not subject to the ownership provisions.
- G. County shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under the Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of the Contract shall acknowledge San Bernardino County as the

funding agency and Contractor as the creator of the publication. No such materials or properties produced in whole or in part under the Contract shall be subject to private use, copyright or patent right by Contractor in the United States or in any other country without the express written consent of County. Copies of all educational and training materials, curricula, audio/visual aids, printed material, and periodicals, assembled pursuant to the Contract must be filed with County prior to publication. Contractor shall receive written permission from County prior to publication of said training materials.

- H. All documents, data, products, graphics, computer programs and reports prepared by Contractor pursuant to the Contract shall be considered property of the County upon payment for services (and product, if applicable). All such items shall be delivered to County at the completion of work under the Contract, subject to the requirements of Section X, Term. Unless otherwise directed by County, Contractor may retain copies of such items.
- I. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under the Contract shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- J. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this Contract. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.
- K. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable (giving effect to the intention of the Parties) and the remaining provisions of the Contract shall not be affected.
- L. This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The Parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.
- M. In the event the County determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this Contract or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.
- N. The parties actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. The provisions of this Contract are specifically made severable. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity and enforceability of the remaining provisions shall remain in full effect.
- O. In the event that a subpoena or other legal process commenced by a third party in any way concerning the services provided under this Contract is served upon Contractor or County, such party agrees to notify the other party in the most expeditious fashion possible following receipt of such subpoena or other legal process. Contractor and County further agree to cooperate with the other party in any lawful effort by such other party to contest the legal validity of such subpoena or other legal process commenced by a third party as may be reasonably required and at the expense of the party to whom the legal process is directed, except as otherwise proceed herein in connection with defense obligations by Contractor for County.

P. The County desires that Municipalities, School Districts, and other Tax Districts within the County of San Bernardino requiring the same services provided herein may at their option and through the County Purchasing agent, avail themselves of this Contract. Upon notice, in writing, the Contractor agrees to the extension of the terms of a resultant contract with such governmental bodies as though they have been expressly identified in this Contract, with the provisions that:

1. Such governmental body does not have and will not have in force any other contract for like purchases.
2. Such governmental body does not have under consideration for award any other bides or quotations for like purchases.

Such governmental body shall make purchases directly through and to the Contractor. The County will not be liable for any such purchase made between the Contractor and another governmental body who avails themselves of this Contract.

XIII. CONCLUSION

- A. This Contract, consisting of 23 pages and Attachment A state designation of attachments if applicable, is the full and complete document describing services to be rendered by Contractor to County, including all covenants, conditions, and benefits.
- B. The signatures of the Parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.
- C. IN WITNESS WHEREOF, the Board of Supervisors of the County of San Bernardino has caused this Contract to be subscribed to by the Clerk thereof, and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officers, the day, month, and year written.

OR

**If Purchasing is executing Contract* IN WITNESS WHEREOF, the County of San Bernardino and Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

COUNTY OF SAN BERNARDINO



Curt Hagman, Chairman, Board of Supervisors

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
of the County of San Bernardino

By _____
Deputy

(Print or type name of corporation, company, contractor, etc.)

By _____
(Authorized signature - sign in blue ink)

Name _____
(Print or type name of person signing contract)

Title _____
(Print or Type)

Dated: _____

Address _____

FOR COUNTY USE ONLY

Approved as to Legal Form



_____, County Counsel

Date _____

Reviewed for Contract Compliance

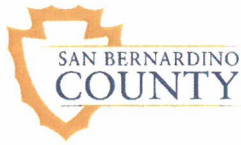


Date _____

Reviewed/Approved by Department



Date _____

**CENSUS 2020
MONTHLY REPORT****AGENCY:****REPORT MONTH/YEAR:****CONTRACT #:****MONTHLY TOTALS:****Questionnaire Assistance Centers (QACs):**

1. Total number of outreach hours _____
2. Total number of residents who received support _____

Pledge Card Drives:

1. Total number of events _____
2. Total number of pledge cards received _____
3. Total number of Census Champions in attendance _____
4. Total number of residents who pledged to received follow up contact _____
5. Total number of residents who received follow up contact _____

Additional Information:

1. Describe any obstacles or challenges encountered during the reporting month and whether they have been reported to the County:
2. Indicate how the Statewide Outreach and Rapid Deployment (SwORD) system was utilized to plan and coordinate outreach activities:
3. Provide an example of a successful outreach effort made during the reporting month (do not use any personally identifiable information, e.g. client name, DOB, etc.):

Submitted by:

Date: Click or tap to enter a date.

Title:

Phone Number:

This report is due by the 5th county business day of each month, following the report month.
Send the report via email to: danette.tealer@cao.sbcounty.gov



CENSUS 2020 MONTHLY REPORT

Questionnaire Assistance Centers (QACs) – Outreach Location

Name:	Address:	
Type of Location:	Date:	Hours:
Number of Employees:	Number of Volunteers:	
Languages:	Vision Assistance: ☐ Yes ☐ No	Hearing Assistance: ☐ Yes ☐ No
Devices Used for Self-Reporting: ☐ Computers ☐ Tablets ☐ Other		
Outreach ☐ Census Champion ☐ Flyer ☐ Newspaper ☐ Radio ☐ Social Media		
Medium: ☐ Television ☐ Trusted Messengers ☐ Other		

Name:	Address:	
Type of Location:	Date:	Hours:
Number of Employees:	Number of Volunteers:	
Languages:	Vision Assistance: ☐ Yes ☐ No	Hearing Assistance: ☐ Yes ☐ No
Devices Used for Self-Reporting: ☐ Computers ☐ Tablets ☐ Other		
Outreach ☐ Census Champion ☐ Flyer ☐ Newspaper ☐ Radio ☐ Social Media		
Medium: ☐ Television ☐ Trusted Messengers ☐ Other		

Name:	Address:	
Type of Location:	Date:	Hours:
Number of Employees:	Number of Volunteers:	
Languages:	Vision Assistance: ☐ Yes ☐ No	Hearing Assistance: ☐ Yes ☐ No
Devices Used for Self-Reporting: ☐ Computers ☐ Tablets ☐ Other		
Outreach ☐ Census Champion ☐ Flyer ☐ Newspaper ☐ Radio ☐ Social Media		
Medium: ☐ Television ☐ Trusted Messengers ☐ Other		

Name:	Address:	
Type of Location:	Date:	Hours:
Number of Employees:	Number of Volunteers:	
Languages:	Vision Assistance: ☐ Yes ☐ No	Hearing Assistance: ☐ Yes ☐ No
Devices Used for Self-Reporting: ☐ Computers ☐ Tablets ☐ Other		
Outreach ☐ Census Champion ☐ Flyer ☐ Newspaper ☐ Radio ☐ Social Media		
Medium: ☐ Television ☐ Trusted Messengers ☐ Other		



CENSUS 2020 MONTHLY REPORT

Pledge Card Drives – Event or Outreach Location

Name:	Address:		
Type of Location:	Date:	Hours:	
Number of Census Champions:	Unduplicated Pledge Cards Collected:		
Unduplicated Resident Information Collected:	Addresses:	Emails:	Phone:
Number of unduplicated resident pledge card follow up conducted:			
Phone Call:	Email:	Text:	Mail:

Name:	Address:		
Type of Location:	Date:	Hours:	
Number of Census Champions:	Unduplicated Pledge Cards Collected:		
Unduplicated Resident Information Collected:	Addresses:	Emails:	Phone:
Number of unduplicated resident pledge card follow up conducted:			
Phone Call:	Email:	Text:	Mail:

Name:	Address:		
Type of Location:	Date:	Hours:	
Number of Census Champions:	Unduplicated Pledge Cards Collected:		
Unduplicated Resident Information Collected:	Addresses:	Emails:	Phone:
Number of unduplicated resident pledge card follow up conducted:			
Phone Call:	Email:	Text:	Mail:

Name:	Address:		
Type of Location:	Date:	Hours:	
Number of Census Champions:	Unduplicated Pledge Cards Collected:		
Unduplicated Resident Information Collected:	Addresses:	Emails:	Phone:
Number of unduplicated resident pledge card follow up conducted:			
Phone Call:	Email:	Text:	Mail:

Distributed at City Council Meeting

Item No. 8

Revised Attachment

01-14-2020

AGENDA ITEM #8 – Census Contract

Based on comments received from cities, the attached contract has been revised as noted:

- Page 7: IV.G.3. Removed “XX” as that number will be provided in the City’s Strategic Plan if they are doing a Pledge Card drive.
- Page 9: V.L. Changed from 2 business days to 5 business days.
- Page 9: V.M. Added “reasonable” in front of the word “costs”.
- Page 10: V.N. Changed Board of Directors to City Council.
- Page 11&12: V.V. Changed indemnification and insurance requirements in its entirety based on self-insurance of public entities. Language was reduced from multiple pages to a half a page.
- Page 15: VIII.F. Added second sentence clarifying when the cost would be responsibility of contractor.



Contract Number

SAP Number

San Bernardino County Administrative Office

Department Contract Representative	Danette Tealer
Telephone Number	909.387.5420
Contractor	City of Highland
Contractor Representative	Kim Stater
Telephone Number	(909) 864-8732, x204
Contract Term	January, 2020 through September 30, 2020
Original Contract Amount	\$29,068.70
Amendment Amount	
Total Contract Amount	\$29,068.70
Cost Center	1100001000

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, The County of San Bernardino, hereafter referred to as "County," desires census outreach activities; and

WHEREAS, County has been allocated funds by California Complete Count Census 2020 to provide such services; and

WHEREAS, County finds City of Highland, hereafter referred to as "Contractor," qualified to provide census outreach activities; and

WHEREAS, County desires that such services be provided by Contractor and Contractor agrees to perform these services as set forth below;

NOW THEREFORE, County and Contractor mutually agree to the following terms and conditions:

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ATTACHMENTS

ATTACHMENT A – MONTHLY REPORT

I. DEFINITIONS

- A. California Complete Count Committee (CCC) – The committee is an advisory panel that helps to develop, recommend, and assist in the administration of a Census outreach strategy to encourage full participation in the 2020 Census.
- B. Census Bureau – An agency within the U.S. Department of Commerce and the preeminent statistical collection and dissemination agency in the United States. The Census Bureau conducts approximately 200 different annual surveys in addition to the decennial census of the U.S. population and publishes a wide variety of statistical data about people, housing, and the economy of the nation.
- C. Census Champion – A trusted messenger who is recommended by a local community organization, institution, or agency involved in census outreach. Selected volunteers are required to complete Census 2020 training and participate in meetings or webinars to be equipped to disseminate accurate and up-to-date information to community members, collect pledge cards, aid peers in filling out the census form, and serve as Census spokespersons.
- D. Get Out The Count (GOTC) – Collaborative organizing campaign featuring the nonprofit and public sectors, community based organizations and other partners to educate communities about the importance of and to maximize participation in Census 2020.
- E. Hard To Count (HTC) – Groups or populations who historically have not responded well to the decennial census questionnaire, or are expected to be undercounted, hard to locate/reach or persuade for purposes of Census 2020 completion. HTC populations include, but are not limited to:
- Racial/Ethnic minorities,
 - Immigrants and Refugees,
 - People with disabilities,
 - Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQIA+),
 - Seniors/Older Adults,
 - Children Ages 0 – 5,
 - Veterans,
 - Areas with low broadband subscription rates and limited or no internet access,
 - Households with low income or limited English proficiency,
 - Farm-workers and rural residents,
 - Renters, and
 - Those who are homeless or have unstable/nontraditional housing.
- F. Household (HH) – A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.
- G. Inland Empire Complete Count Committee (IECCC) – The IECCC seeks to coordinate efforts and link services to streamline the work of various stakeholders and meet the County's 2020 Census goals. Stakeholders encompass the public, non-profit and for-profit sectors from both San Bernardino and Riverside counties, include organizations that represent each state's identified HTC communities, and are considered trusted messengers. The goal of the IECCC is to increase the HTC population response rate in the Inland Empire via information sharing, education outreach, and coordination of work to avoid duplication.
- H. Limited English Proficiency (LEP) – Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be considered limited English proficient. These individuals may be entitled to language assistance with respect to a particular type or service, benefit, or encounter. Executive Order 13166 states that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.

- I. Outreach Plan – The Contractors' plan describing how and when outreach activities will be provided for the 2020 Census.
- J. Pledge Card – Written commitments collected by trusted messengers in their communities which allow residents to opt into future communications through mail, phone, texts, or email. All residents who have opted into future communications will receive two (2) contacts, one before self-reporting begins and one during the months of March and April 2020 while census is live. Pledge card drives will begin in July 2019 with a concentrated push and continue until February, 2020.
- K. Privacy Act – The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, each respondent must know under which law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering.
- L. Questionnaire Assistance Center (QAC) – Staffed location where local residents can get support for census questionnaire completion in multiple languages. QACs can be established at a public venue such as a library, school or post office, and house staff who can provide support to local residents for census questionnaire completion in multiple languages. The QACs must be targeted in the HTC communities, deliver trustworthy information, be culturally and linguistically competent, provide questionnaire assistance and options for self-respondents, and address barriers to promote complete self-response.
- M. Self-Response – When a household completes and returns the census questionnaire in a timely manner via internet, mail, or phone, directly to the Census Bureau without requiring a census worker to visit in person to obtain a response. Self-response will be available online from March 12, 2020 through April 30, 2020.
- N. Statewide Outreach and Rapid Deployment (SwORD) – An interactive mapping portal to foster data sharing, coordination and collaboration to help identify language gaps and redundancies. SwORD will be utilized to identify and locate hard-to-count populations and the languages that need to be covered in the region and enable partners to upload data and information to identify where outreach occurred. Partners will be able to see where gaps in services exist locally and regionally, as well as resources such as libraries, community centers, and businesses.
- O. Title 13 (US Code) – The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting census in Puerto Rico and the Island Areas.
- P. Trusted Messengers – An individual who is well-integrated in his or her community and has a history of volunteering there. These individuals communicate clearly and persuasively within their institutions and circles of influence, and are able to bring others on board to commit to completion of Census 2020 goals.

II. PURPOSE

Large portions of the County of San Bernardino have historically been hard to count or are anticipated to be less likely to respond due to the current political climate. In order to ensure a thorough count of all residents in Census 2020, the County strives to work with trusted community partners to educate, motivate, and activate residents in participating in the census. The County will collaborate with cities and local community-based organizations to inform the general public of the importance of completing the census questionnaire. Critical to this goal is to avoid duplication, identify outreach gaps and fill them accordingly. Contractor will implement outreach to encourage full participation and avoid an undercount as stated in the Governor's Executive Order B-49-18. The County's vision is to ensure that HTC communities and populations in the County are accurately counted in the 2020 Census, thereby achieving the highest self-response rate possible for California.

III. BACKGROUND

The U.S. Constitution requires the federal government to count all people residing in the United States through a national census every ten (10) years, to ensure equal representation and fair allocation of government resources. The next National Census Day is April 1, 2020. The results of the census serve to assist in important community decisions like where to build homes, parks, schools, and roads and where to offer health, childcare, and transportation services. Businesses also rely on census data to determine where to open facilities, what products to develop, and how to market their services.

California has historically been the hardest-to-count state in the nation. In 2016, about 75% of all Californians belonged to one or more groups that tend to be undercounted. The County of San Bernardino is home to many of these hard to count groups. Approximately 34% (or 717,591 people) of census tracts in the County are likely to be very hard to count, according to Census Bureau estimates that draw on demographic characteristics and historical trends.

- 20.9% of residents are foreign born
- 41.1% speak a language other than English at home
- 7.3% of children are under 5 years old
- 7.6% of persons have a disability
- 14.5% of residents are at or below the federal poverty rate

The County will not only face challenges from HTC populations that are least likely to respond to the census but also from a growing distrust in government, including the following challenges: the concern over whether a citizenship question may be reinstated might discourage immigrants who are facing an uncertain climate; an online survey that has security challenges and poses barriers for vulnerable communities and populations without digital access and computer literacy; and concerns about what the census data will be used for and whether it will remain confidential.

Undercounting the population could have significant and negative impacts not only for San Bernardino County, but the State of California in terms of federal funding for critical community programs, representation at all levels of government, and data used for decision-making across sectors. If segments of the County are not counted in 2020, their voices may not be fully considered when making important budget, program and policy decisions.

In July 2018, the County began collaborating with Riverside County, University of California (UCR), the non-profit sector, and other stakeholders to begin 2020 Census activities and create a strong, community based Complete Count Committee. Self-response will be available online from March 12, 2020 through April 30, 2020. Beginning in May, the Census Bureau will begin sending enumerators out door-to-door to count people who did not self-respond.

IV. CONTRACTOR SERVICE RESPONSIBILITIES

- A. All activities provided by the Contractor will require, but may not be limited to:
1. Updating SwORD in a timely manner to identify activities completed in HTC areas such as:
 - a. Name of event,
 - b. Type of event (e.g., QACs, meeting, public event, hiring event, etc.),
 - c. Type of activity (e.g., email or text contact, distribution of pledge cards, etc.),
 - d. Local Media outreach (e.g., ethnic radio/television spots, culturally and linguistically appropriate flyers, local ethnic newspapers/flyers, etc.), and
 - e. Result of event;
 2. Collaborating with County partners and organizations who have conducted pledge card drives to direct residents to QAC locations;
 3. Being culturally and linguistically competent and responsive to a rapidly changing climate;
 4. Providing outreach activities that are not duplicated;
 5. Identifying demographic and geographic service gaps; and
 6. Using a grassroots approach that is community-based and led.

- B. Contractor must complete background checks on all employees.
- C. Monitoring methods may include, but are not limited to:
 - 1. Review of reports drawn from SwORD and other reporting databases; and
 - 2. Review of monthly reports (Attachment A) from Contractor.
- D. An Outreach Plan must be submitted to the County within thirty (30) days of contract execution. The County Census Representative will review and approve the submitted Outreach Plan prior to initiation of outreach activities. Other outreach activities as described in Contractor's Outreach Plan may be approved by the County Census Representative.
- E. Contractor shall adhere to the requirements outlined by the State within the QAC/QAK Guide for Contracted Outreach Partners, which shall be provided to Contractor by the County Census Representative following execution of the Contract.
- F. **QUESTIONNAIRE ACTION CENTERS (QACs)**

Contractors will manage, staff, organize and set up QACs at a variety of accessible locations, providing necessary technology and infrastructure that meets IT and security requirements as outlined by the County.

 - 1. QACs will provide access and support to residents in completing the Census 2020 questionnaire. This will include:
 - a. Information on census process, timeline, and other details.
 - b. Language access through in-person interpretation, phone assistance, and glossaries/guides. Individuals requesting assistance in completing forms should be directed to the response option that best suits their needs (e.g., online, mail/paper, or phone, if language or vision assistance is needed for instance).
 - c. Location access in areas that are convenient for residents and are reachable by public transportation.
 - d. Contractors may, subject to the Census Bureau's permission and brand guidelines, co-brand materials using the 2020 Census official tagline and logo on certain outreach materials to promote the 2020 Census. Use of the Census Bureau's 2020 Census logo to imply that the Contractor in any way represents the Census Bureau is unauthorized.
 - e. Assistance and clarification in accessing and completing questionnaire in residents' preferred modality (e.g., paper, online, or phone). Unless they are sworn employees of the U.S. Census Bureau, contractor staff must not:
 - i. Imply affiliation with, representation of, or employment by the U.S. Census Bureau; or
 - ii. Enter or watch the individual enter responses for them or collect responses to later enter into the Census Bureau's 2020 response site. If assistance is still requested with online response, staff must inform the individual that he or she is not a sworn Census Bureau employee and therefore answers are not protected by law until received by the Census Bureau.
 - f. Digital access in the form of dedicated device(s) securely connected to the internet. Devices must:
 - i. Be made available at an event or other public location such as, but not limited to, a community center, place of worship, library, or senior center;
 - ii. Have the latest software updates installed, including one of the most recent versions of the following Internet browsers: Internet Explorer, Edge, Chrome, Safari, Firefox, and Samsung Native browser;
 - iii. If using wireless connection (WiFi), the WiFi network must be password-protected;

- iv. Not use any kind of creative interface for the 2020 Census response Web site. Instead, devices should link directly to 2020census.gov; and
 - v. Follow best practices, located on the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency's Website, to secure devices and networks.
2. QACs will launch prior to April 1, 2020, National Census Day, and are to be staffed at the following weekly quotas, unless otherwise approved by the County:
 - a. March 2020: 20 to 30 hours per week
 - b. April 2020: 20 to 30 hours per week
 3. Exact technological resources, services, and staffing plan should be proposed by applicants based on ability and needs of local residents.
 4. Contractor shall:
 - a. Participate in County-sponsored training;
 - b. Use HTC and language proficiency data to target populations;
 - c. Provide accessible and culturally competent materials to publicize QAC locations, and implement additional strategies to ensure services are utilized; and
 - d. Provide monthly reports (Attachment A) with detailed metrics on the number and characteristics of residents who accessed support as well as the types of support provided, including, but not limited to:
 - i. Number of QAC locations implemented;
 - ii. Number of residents receiving hands-on, in-person support to complete Census forms online or via paper copy;
 - iii. Number of Full Time Employees supporting number of hours of operation per week in March and April during the self-response period;
 - iv. Outreach plan publicizing QAC locations and services, including use of local media, social media, and Trusted Messengers/Census Champions; and
 - v. Noted issues, limitations or obstacles should be shared within one (1) business day.

G. PLEDGE CARDS

Contractors will collect resident contact information via Pledge Cards using existing experience delivering public education and services where residents gather (e.g., schools, churches, or house visits). Contractor shall:

1. Use approved messaging and materials, including CensusIE pledge card.
2. Identify and train at least one (1) Census Champion for every 250 pledge cards collected. Census Champions must:
 - a. Be active in their communities and recommended by a local community organization, institution, or agency involved in census outreach;
 - b. Successfully complete an application and other possible requirements as indicated by the County and its partners (TCF);
 - c. Complete Census 2020 training as approved by the County and its partners (TCF);
 - d. Participate in monthly webinars/meetings to ensure that information provided to communities remains accurate and up-to-date; and
 - e. Return to outreach locations to provide census updates and additional resources.
3. Collect unduplicated CensusIE Pledge Cards, which must include a name and an opt-in to future communication, and could include an address, email, and/or telephone number.
4. Ensure residents who have opted into future communications via pledge cards receive a follow-up mail, text, or email reminder in March 2020 to maintain communication and a Get Out the Count (GOTC) via the preferred communication method during the months of March and April.

V. CONTRACTOR GENERAL RESPONSIBILITIES

- A. In the performance of this Contract, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County of San Bernardino. Contractor agrees to comply with the applicable federal suspension and debarment regulations. By signing this Contract, Contractor certifies that:
1. Neither it nor any principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
 2. Have not within a three-year period preceding this Contract been convicted of or had a judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; or a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction or records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph (A)(2) herein; and
 4. Have not within a three-year period preceding this Contract had one (1) or more public transactions (Federal, State or local) terminated for cause or default.
- B. Contractor shall not be identified as suspended or debarred on the federal System for Award Management's (SAM) excluded list (<https://www.sam.gov>). If at any time during the term of this Contract, the County determines Contractor is identified as either suspended or debarred on the SAM, Contractor shall be considered in material breach of this Contract, and the County may proceed under the Correction of Performance Deficiencies at Section IX of this Contract, including immediate termination of this Contract. If Contractor becomes aware, at any point during the term of this Contract, that it is identified as suspended or debarred on the SAM excluded list, Contractor must immediately inform County. Such inclusion will be considered a material breach of the Contract and be sufficient grounds for immediate termination.
- C. Without the prior written consent of the Chief Executive Officer (CEO) of the County, this Contract is not assignable by Contractor either in whole or in part.
- D. This is not an exclusive Contract. The County reserves the right to enter into a contract with other Contractors for the same or similar services. The County does not guarantee or represent that the Contractor will be permitted to perform any minimum amount of work, or receive compensation, under the terms of this Contract.
- E. Contractor agrees to provide or has already provided information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former County administrative officials who terminated County employment within the last five (5) years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "County Administrative Official" is defined as a member of the Board of Supervisors or such member's staff, Chief Executive Officer of the County or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.
- F. If during the course of the administration of this Contract, the County determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the County is entitled to pursue any available legal remedies.

- G. Failure by a party to insist upon the strict performance of any of the provisions of this Contract by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Contract thereafter.
- H. Contractor agrees not to enter into any subcontracts for work contemplated under this Contract without first obtaining written approval from the CEO of the County. The County may withhold such consent in its sole discretion.

At County's request, Contractor shall provide information regarding the subcontractor's qualifications and a listing of a subcontractor's key personnel including, if requested by the County, resumes of proposed subcontractor personnel. Contractor shall remain directly responsible to County for its subcontractors and shall indemnify County for the actions or omissions of its subcontractors under the terms and conditions specified in Paragraph Z of this Section V. All approved subcontractors shall be subject to the provision of this Contract applicable to Contractor Personnel, including removal pursuant to Paragraphs U and V of this Section V.

For any subcontractor, Contractor shall:

1. Be responsible for subcontractor compliance with the Contract and the subcontract terms and conditions;
 2. Ensure that the subcontractor follows County's reporting formats and procedures as specified by County; and
 3. Include in the subcontractor's subcontract substantially similar terms as are provided in this Contract.
- I. Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

All records relating to the Contractor's personnel, contractors, subcontractors, service/scope of work and expenses pertaining to this Contract shall be kept in generally acceptable accounting format. Records should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Code of Federal Regulations (CFR) that state the administrative requirements, cost principles and other standards for accountancy. Please refer to http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl for further information.

All records shall be complete and current and comply with all contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

- J. Contractor shall notify County in writing of any change in mailing address and/or physical location within ten (10) days of the change, and shall immediately notify County of changes in telephone or fax numbers.
- K. Contractor shall notify County of any continuing vacancies and any positions that become vacant during the term of this Contract that will result in reduction of services to be provided under this Contract. Upon notice of vacancies, the Contractor shall apprise County of the steps being taken to provide the services and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to County on each periodically required report for the duration of said vacancies and/or problems.
- L. Contractor shall designate an individual to serve as the primary point of contact for the Contract. Contractor shall notify the County when the primary contact will be unavailable/out of the office

for one (1) or more workdays. Contractor or designee must respond to County inquiries within five (5) County business days. Contractor shall not change the primary contact without written notice to the County. Contractor will also designate a back-up point of contact in the event the primary contact is not available.

- M. Contractor shall repair, or cause to be repaired, at its own cost, all damage to County property, vehicles, facilities, buildings or grounds caused by the willful or negligent acts of Contractor or employees or agents of the Contractor. Contractor shall also be responsible for damage caused by his/her staff to personal property of County employees. Such repairs shall be made immediately after Contractor becomes aware of such damage, but in no event later than thirty (30) days after the occurrence.

If the Contractor fails to make timely repairs, the County may make any necessary repairs. For such repairs, the Contractor shall repay all reasonable costs incurred by the County, by cash payment upon demand or County may deduct such costs from any amounts due to the Contractor from the County, as determined at County's sole discretion.

- N. Contractor shall notify the County of all upcoming meetings of the City Council or other governing party and shall keep the County apprised of any and all actions taken by its City Council which may impact on the Contract. City Council minutes shall be submitted to the County upon request. Further, a County representative shall have the option of attending Council meetings during the term of this Contract.
- O. Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving services pursuant to this Contract, except for statistical information not identifying any participant. The Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.
- P. Contractor shall hold as confidential and use reasonable care to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, confidential information that is either: (1) provided by the County to Contractor or an agent of Contractor or otherwise made available to Contractor or Contractor's agent in connection with this Contract; or, (2) acquired, obtained, or learned by Contractor or an agent of Contractor in the performance of this Contract. For purposes of this provision, confidential information means any data, files, software, information or materials in oral, electronic, tangible or intangible form and however stored, compiled or memorialized and includes, but is not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data.
- Q. Contractor shall obtain from the Department of Justice (DOJ) records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment or volunteers for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code section 11105.3 prior to providing any services. This includes licensed personnel who are not able to provide documentation of prior DOJ clearance. A copy of a license from the State of California, which requires a DOJ clearance, is sufficient proof. The County must be immediately notified of any records showing a conviction. The County may instruct Contractor to take action to deny/terminate employment or terminate internship and/or volunteer services where the records show the person is unsuitable for employment, internship, or volunteer services.
- R. Contractor shall notify the County of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the County. In the County's discretion, the County may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or

volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship, or volunteer services.

Contractor shall immediately notify the County concerning the arrest and/or conviction, for other than minor traffic offenses, of any paid employee, agent, consultant, intern, or volunteer staff, when such information becomes known to Contractor.

- S. In recognition of individual rights to work in a safe, healthful and productive workplace, as a material condition of this Contract, Contractor agrees that the Contractor and the Contractor's employees, while performing service for the County, on County property, or while using County equipment:

1. Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.
2. Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal or controlled substance.
3. Shall not sell, offer, or provide alcohol or an illegal or controlled substance to another person, except where Contractor or Contractor's employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

Contractor shall inform all employees that are performing service for the County on County property, or using County equipment, of the County's objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

The County may terminate for default or breach of this Contract and any other Contract the Contractor has with the County, if the Contractor or Contractor's employees are determined by the County not to be in compliance with above.

- T. Contractor shall make every reasonable effort to prevent employees, consultants or members of its governing bodies from using their positions for purposes that are or give the appearance of being motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties. In the event County determines a conflict of interest exists, any increase in costs associated with the conflict of interest may be disallowed by County and such conflict may constitute grounds for termination of the Contract. This provision shall not be construed to prohibit employment of persons with whom Contractor's officers, agents, or employees have family, business or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicants and such persons have successfully competed for employment with other applicants on a merit basis.
- U. Contractor shall adhere to the County's Travel Management Policy (08-02 and 08-02SP1) when travel is pursuant to this Contract and for which reimbursement is sought from the County. In addition, Contractor is encouraged to utilize local transportation services, including but not limited to, the Ontario International Airport.
- V. Contractor agrees to and shall comply with the following indemnification and insurance requirements:
1. Indemnification
 - a. The Contractor agrees to indemnify, defend and hold harmless the County and its officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of its negligent acts or omissions in performing its obligations under this Contract.
 - b. The County agrees to indemnify and hold harmless the Contractor, its officers, agents and volunteers from any and all claims, actions or losses, damages

and/or liability resulting from the County's negligent acts or omissions in performing its obligations under this Contract.

- c. In the event the County and Contractor are found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Contract, the County and Contractor shall each indemnify the other to the extent of its comparative fault or negligence.

2. Insurance

- a. County and Contractor are authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Worker's Compensation and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms and conditions of this Contract.
 - b. Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor, its employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of against the County.
- W. Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all licenses and pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Failure to comply with the provisions of this section may result in immediate termination of this Contract.
- X. Contractor shall comply with all applicable local health and safety clearances, including fire clearances, for each site where services are provided under the terms of this Contract.
- Y. Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program, Employment Discrimination, and Civil Rights Compliance requirements:
1. Equal Employment Opportunity Program – The Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and all rules and regulations adopted pursuant thereto: Executive Orders 11246, as amended by Executive Order 11375, 11625, 12138, 12432, 12250; Title VII of the Civil Rights Act of 1964; Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000), the California Fair Employment and Housing Act; and other applicable federal, state, and county laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.
 2. Employment Discrimination – During the term of the Contract, Contractor shall not discriminate against any employee or applicant for employment or service recipient because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VII of the Civil Rights Act of 1964, the California Fair Housing and Employment Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.
 3. Civil Rights Compliance – The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by state regulation. The policies and procedures must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of

information, and complaints of discrimination. Contractor is required to maintain Civil Rights policies and procedures for the duration of the Contract.

- Z. Contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA).
- AA. Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations title 20, section 1401 et seq.).
- BB. If the amount available to Contractor under this Contract, as specified in Section VII, Paragraph A, exceeds \$100,000, Contractor agrees to comply with the Clean Air Act (42 U.S.C. Section 7606), section 508 of the Clean Water Act (33 U.S.C. section 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 C.F.R. section 1.1 et seq.).
- CC. In accordance with County Policy 11-08, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials must perform satisfactorily and be available at a reasonable price. The County requires Contractor to use recycled paper for any printed or photocopied material created as a result of this Contract. Contractor is also required to use both sides of paper sheets for reports submitted to the County whenever practicable.

To assist the County in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB 939), Contractor must be able to annually report the County's environmentally preferable purchases. Contractors must also be able to report on environmentally preferable goods used in the provision of Services to the County, utilizing a County approved form.

- DD. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the County shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.
- EE. Contractor shall register with 211 San Bernardino County Inland Empire United Way within thirty (30) days of contract effective date and follow necessary procedures to be included in the 211 database. The Contractor shall notify the 211 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 211 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the County.
- FF. Contractor agrees that any news releases, advertisements, public announcements or photographs arising out of the Contract or Contractor's relationship with County shall not be made or used without prior written approval of the (*appropriate dept.) Director or their designee, and shall include County approved branding.
- GG. IRAN CONTRACTING ACT 2010, Public Contract Code sections 2200 et seq. (Applicable for all Contracts of one million dollars (\$1,000,000) or more). In accordance with Public Contract Code section 2204(a), the Contractor certifies that at the time the Contract is signed, the Contractor signing the Contract is not identified on a list created pursuant to subdivision (b) of Public Contract Code section 2203 (<https://www.documents.dgs.ca.gov/pd/poliproc/IRAN%20CONTRACTING%20ACT.pdf>) as a person (as defined in Public Contract Code section 2202(e)) engaging in investment activities in Iran described in subdivision (a) of Public Contract Code section 2202.5, or as a person described in subdivision (b) of Public Contract Code section 2202.5, as applicable.

Contractors are cautioned that making a false certification may subject the Contractor to civil penalties, termination of existing contract, and ineligibility to bid on a contract for a period of three (3) years in accordance with Public Contract Code section 2205. Contractor agrees that signing the Contract shall constitute signature of this Certification.

HH. Contractor shall comply with the Environmental Tobacco Smoke/Pro-Children Act of 1994 (20 U.S.C 6081 et seq.).

VI. COUNTY RESPONSIBILITIES

County shall:

- A. Provide training for QAC staff and supporting materials on Census 2020 process and the questionnaire.
- B. Share/publicize information about QACs.
- C. Furnish State QAC kits for each of the languages identified in Scope of Work.
- D. Provide weekly tracking and reporting tools.
- E. Authorize electronic database and platform access, such as for SwORD.
- F. Administer applications, training, gear, and monthly webinars for Census Champions selected by Contractors.
- G. Provide CensusIE pledge cards.

VII. FISCAL PROVISIONS

- A. The maximum amount of payment under this Contract shall not exceed \$29,068.70, and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.
- B. Contractor's payment will be paid in five (5) installments as follows:
 - 1. One initial start-up payment of \$17,441.22 (Sixty percent (60%) of total contract amount) will be paid once Contract is finalized and a complete invoice is received and approved by the CEO's County Census Representative; and
 - 2. Four (4) installments of \$2,906.87 (Ten percent (10%) each of the remaining contract amount), not to exceed the overall contract amount will be paid upon receipt and approval of the Monthly Report (Attachment A).
 - 3. The Monthly Report shall be submitted to the CEO's County Census Representative within five (5) County business days of the end of each month.
 - 4. The Monthly Report shall outline the completion of deliverables which meet project benchmarks as determined and approved by the County Census Representative.
- C. Monthly reports shall be submitted to:
County Administrative Office
Attn: Danette Tealer, County Census Representative
385 N. Arrowhead Avenue
San Bernardino, CA 92415
- D. Contractor shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.
- E. Costs for services under the terms of this Contract shall be incurred during the contract period except as approved by County. Contractor shall not use current year funds to pay prior or future year obligations.
- F. Funds made available under this Contract shall not supplant any federal, state or any governmental funds intended for services of the same nature as this Contract. Contractor shall not claim reimbursement or payment from County for, or apply sums received from County with respect to that portion of its obligations that have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining funds from another revenue source without prior written approval of the County.

- G. County is not liable for the payment of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless County would otherwise be liable for the payment of such taxes in the course of its normal business operations.

VIII. RIGHT TO MONITOR AND AUDIT

- A. County shall have the absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract.
- B. County or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract. Full cooperation shall be given by Contractor in any auditing or monitoring conducted. Contractor shall repay to the County within thirty (30) days of receipt of audit findings any reimbursements made by County to Contractor that are determined by subsequent audit to be unallowable pursuant to the terms of this Contract or by law.
- C. Contractor shall cooperate with County in the implementation, monitoring and evaluation of this Contract and comply with any and all reporting requirements established by this Contract.
- D. All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by county, federal and state representatives for a period of three (3) years after final payment under the Contract or until all pending county, state, and federal audits are completed, whichever is later. Records of the Contractor which do not pertain to the services under this Contract may be subject to review or audit unless provided in this or another Contract. Technical program data shall be retained locally and made available upon the County's reasonable advance written notice or turned over to County. If said records are not made available at the scheduled monitoring visit, Contractor may, at County's option, be required to reimburse County for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and may be deducted from the following month's claim for reimbursement.
- E. Contractor shall provide all reasonable facilities and assistance for the safety and convenience of County's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.
- F. Upon County request, Contractor shall hire a licensed Certified Public Accountant, approved by the County, who shall prepare and file with County, within sixty (60) days after the termination of the Contract, a certified fiscal audit of related expenditures during the term of the Contract and a program compliance audit. The County's request for an audit by the Contractor, the cost of which will be the responsibility of the Contractor, will only be made in the event that the County is required by the State or Federal request to provide this audit information.
- G. Pursuant to Code of Federal Regulations (CFR) – Title 2 CFR 200.501, Contractors expending \$750,000 or more in federal funds within the Contractor's fiscal year must have a single audit or program-specific audit performed. A copy of the audit performed in accordance with Code of Federal Regulations (CFR) – Title 2 CFR 200.501 shall be submitted to the County within thirty (30) days of completion, but no later than nine (9) months following the end of the Contractor's fiscal year. Please refer to http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1501&rgn=dv8 for further information.

IX. CORRECTION OF PERFORMANCE DEFICIENCIES

- A. In the event of a problem or potential problem that could impact the quality or quantity of work, services, or the level of performance under this Contract, Contractor shall notify the County within one (1) working day, in writing and by telephone.
- B. Failure by Contractor to comply with any of the provisions, covenants, requirements or conditions of this Contract shall be a material breach of this Contract.

- C. In the event of a non-cured breach, County may, at its sole discretion and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract.
1. Afford Contractor thereafter a time period within which to cure the breach, which period shall be established at sole discretion of County; and/or
 2. Discontinue reimbursement to Contractor for and during the period in which Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or
 3. Withhold funds pending duration of the breach; and/or
 4. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to Item "2" of this paragraph; and/or
 5. Terminate this Contract immediately and be relieved of the payment of any consideration to Contractor. In event of such termination, the County may proceed with the work in any manner deemed proper by the County. The cost to the County shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.
- D. Unless a remedy is specifically designated as exclusive, no remedy conferred by any of the specific provision of the Contract is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder, now or hereafter existing at law or in equity or by statute or otherwise. The election of any one (1) or more remedies by either Party shall not constitute a waiver of the right to pursue other available remedies.

X. TERM

This Contract is effective as of January ____, 2020 and expires September 30, 2020, but may be terminated earlier in accordance with provisions of Section XI of the Contract.

XI. EARLY TERMINATION

- A. The County may terminate the Contract immediately under the provisions of Section IX, Paragraph C, Item 5 of the Contract. In addition, the Contract may be terminated without cause by the County by serving a written notice to the Contractor thirty (30) days in advance of termination. The CEO of the County is authorized to exercise the County's rights with respect to any termination of this Contract.
- B. Contractor shall only be reimbursed for costs and uncancelable obligations incurred prior to the date of termination. Contractor shall not be reimbursed for costs incurred after the date of termination.
- C. Upon receipt of termination notice Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall deliver promptly to County and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.

XII. GENERAL PROVISIONS

- A. When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor:	City of Highland Attn: Kim Stater 27215 Base Line Highland, CA 92346
County:	County Administrative Office Attn: Danette Tealer 385 N. Arrowhead Avenue San Bernardino, CA 92415

- B. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the Parties hereto, nor shall either Party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the other Party hereto.
- C. Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate any contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once a contract has been awarded.

Contractor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

- D. Time is of the essence in performance of this Contract and each of its provisions. Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within twenty-four (24) hours, give notice thereof, including all relevant information with respect thereto, to the other party.
- E. County discourages the purchase of equipment with funds received under this Contract. All equipment, materials, supplies or property of any kind (including publications and copyrights, etc.) which have a single unit cost of five hundred dollars (\$500) or more, including tax, purchased with funds received under the terms of this Contract and not fully consumed in one (1) year shall be the property of County and shall be subject to the provisions of this paragraph. The disposition of equipment or property of any kind shall be determined by County upon Contract termination.
- F. The State and County shall have all ownership rights in software or modifications thereof and associated documentation designed, developed or installed with Federal financial participation. The Federal Government (Department of Health and Human Services) reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use for Federal Government purposes, such software modification, and documentation. Proprietary software packages that are sold or leased to the general public are not subject to the ownership provisions.
- G. County shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under the Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of the Contract shall acknowledge San Bernardino County as the funding agency and Contractor as the creator of the publication. No such materials or properties produced in whole or in part under the Contract shall be subject to private use, copyright or patent right by Contractor in the United States or in any other country without the express written consent of County. Copies of all educational and training materials, curricula, audio/visual aids, printed material, and periodicals, assembled pursuant to the Contract must be filed with County prior to publication. Contractor shall receive written permission from County prior to publication of said training materials.
- H. All documents, data, products, graphics, computer programs and reports prepared by Contractor pursuant to the Contract shall be considered property of the County upon payment

for services (and product, if applicable). All such items shall be delivered to County at the completion of work under the Contract, subject to the requirements of Section X, Term. Unless otherwise directed by County, Contractor may retain copies of such items.

- I. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under the Contract shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- J. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this Contract. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.
- K. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable (giving effect to the intention of the Parties) and the remaining provisions of the Contract shall not be affected.
- L. This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The Parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.
- M. In the event the County determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this Contract or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.
- N. The parties actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. The provisions of this Contract are specifically made severable. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity and enforceability of the remaining provisions shall remain in full effect.
- O. In the event that a subpoena or other legal process commenced by a third party in any way concerning the services provided under this Contract is served upon Contractor or County, such party agrees to notify the other party in the most expeditious fashion possible following receipt of such subpoena or other legal process. Contractor and County further agree to cooperate with the other party in any lawful effort by such other party to contest the legal validity of such subpoena or other legal process commenced by a third party as may be reasonably required and at the expense of the party to whom the legal process is directed, except as otherwise proceed herein in connection with defense obligations by Contractor for County.
- P. The County desires that Municipalities, School Districts, and other Tax Districts within the County of San Bernardino requiring the same services provided herein may at their option and through the County Purchasing agent, avail themselves of this Contract. Upon notice, in writing, the Contractor agrees to the extension of the terms of a resultant contract with such governmental bodies as though they have been expressly identified in this Contract, with the provisions that:
 - 1. Such governmental body does not have and will not have in force any other contract for like purchases.

2. Such governmental body does not have under consideration for award any other bides or quotations for like purchases.

Such governmental body shall make purchases directly through and to the Contractor. The County will not be liable for any such purchase made between the Contractor and another governmental body who avails themselves of this Contract.

XIII. CONCLUSION

- A. This Contract, consisting of nineteen (19) pages and Attachment A state designation of attachments if applicable, is the full and complete document describing services to be rendered by Contractor to County, including all covenants, conditions, and benefits.
- B. The signatures of the Parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.
- C. IN WITNESS WHEREOF, the County of San Bernardino and Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

COUNTY OF SAN BERNARDINO

►

Laurie Rozko, Director of Purchasing

Dated: _____

(Print or type name of corporation, company, contractor, etc.)

By ► _____
(Authorized signature - sign in blue ink)

Name _____
(Print or type name of person signing contract)

Title _____
(Print or Type)

Dated: _____

Address _____

FOR COUNTY USE ONLY

Approved as to Legal Form

►

Penny Alexander-Kelley, Chief Assistant
County Counsel

Date _____

Reviewed for Contract Compliance

►

Date _____

Reviewed/Approved by Department

►

Date _____



CENSUS 2020 MONTHLY REPORT

AGENCY:

REPORT MONTH/YEAR:

CONTRACT #:

MONTHLY TOTALS:**Questionnaire Assistance Centers (QACs):**

1. Total number of outreach hours _____
2. Total number of residents who received support _____

Pledge Card Drives:

1. Total number of events _____
2. Total number of pledge cards received _____
3. Total number of Census Champions in attendance _____
4. Total number of residents who pledged to received follow up contact _____
5. Total number of residents who received follow up contact _____

Additional Information:

1. Describe any obstacles or challenges encountered during the reporting month and whether they have been reported to the County:
2. Indicate how the Statewide Outreach and Rapid Deployment (SwORD) system was utilized to plan and coordinate outreach activities:
3. Provide an example of a successful outreach effort made during the reporting month (do not use any personally identifiable information, e.g. client name, DOB, etc.):

Submitted by:

Date: Click or tap to enter a date.

Title:

Phone Number:

*This report is due by the 5th county business day of each month, following the report month.
Send the report via email to: danette.tealer@cao.sbcounty.gov*



CENSUS 2020 MONTHLY REPORT

Questionnaire Assistance Centers (QACs) – Outreach Location

Name:	Address:	
Type of Location:	Date:	Hours:
Number of Employees:	Number of Volunteers:	
Languages:	Vision Assistance: ☐ Yes ☐ No	Hearing Assistance: ☐ Yes ☐ No
Devices Used for Self-Reporting: ☐ Computers ☐ Tablets ☐ Other		
Outreach ☐ Census Champion ☐ Flyer ☐ Newspaper ☐ Radio ☐ Social Media		
Medium: ☐ Television ☐ Trusted Messengers ☐ Other		

Name:	Address:	
Type of Location:	Date:	Hours:
Number of Employees:	Number of Volunteers:	
Languages:	Vision Assistance: ☐ Yes ☐ No	Hearing Assistance: ☐ Yes ☐ No
Devices Used for Self-Reporting: ☐ Computers ☐ Tablets ☐ Other		
Outreach ☐ Census Champion ☐ Flyer ☐ Newspaper ☐ Radio ☐ Social Media		
Medium: ☐ Television ☐ Trusted Messengers ☐ Other		

Name:	Address:	
Type of Location:	Date:	Hours:
Number of Employees:	Number of Volunteers:	
Languages:	Vision Assistance: ☐ Yes ☐ No	Hearing Assistance: ☐ Yes ☐ No
Devices Used for Self-Reporting: ☐ Computers ☐ Tablets ☐ Other		
Outreach ☐ Census Champion ☐ Flyer ☐ Newspaper ☐ Radio ☐ Social Media		
Medium: ☐ Television ☐ Trusted Messengers ☐ Other		

Name:	Address:	
Type of Location:	Date:	Hours:
Number of Employees:	Number of Volunteers:	
Languages:	Vision Assistance: ☐ Yes ☐ No	Hearing Assistance: ☐ Yes ☐ No
Devices Used for Self-Reporting: ☐ Computers ☐ Tablets ☐ Other		
Outreach ☐ Census Champion ☐ Flyer ☐ Newspaper ☐ Radio ☐ Social Media		
Medium: ☐ Television ☐ Trusted Messengers ☐ Other		



CENSUS 2020 MONTHLY REPORT

Pledge Card Drives – Event or Outreach Location

Name:	Address:		
Type of Location:	Date:	Hours:	
Number of Census Champions:	Unduplicated Pledge Cards Collected:		
Unduplicated Resident Information Collected:	Addresses:	Emails:	Phone:
Number of unduplicated resident pledge card follow up conducted:			
Phone Call:	Email:	Text:	Mail:

Name:	Address:		
Type of Location:	Date:	Hours:	
Number of Census Champions:	Unduplicated Pledge Cards Collected:		
Unduplicated Resident Information Collected:	Addresses:	Emails:	Phone:
Number of unduplicated resident pledge card follow up conducted:			
Phone Call:	Email:	Text:	Mail:

Name:	Address:		
Type of Location:	Date:	Hours:	
Number of Census Champions:	Unduplicated Pledge Cards Collected:		
Unduplicated Resident Information Collected:	Addresses:	Emails:	Phone:
Number of unduplicated resident pledge card follow up conducted:			
Phone Call:	Email:	Text:	Mail:

Name:	Address:		
Type of Location:	Date:	Hours:	
Number of Census Champions:	Unduplicated Pledge Cards Collected:		
Unduplicated Resident Information Collected:	Addresses:	Emails:	Phone:
Number of unduplicated resident pledge card follow up conducted:			
Phone Call:	Email:	Text:	Mail:



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 14, 2020

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Ernest Wong, Public Works Director/City Engineer *EW*

PREPARED BY: Matt Bennett, Engineering Project Manager *MB*

SUBJECT: Development Impact Fee Credit/ Transition Properties L.P.

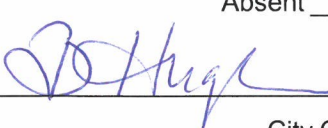
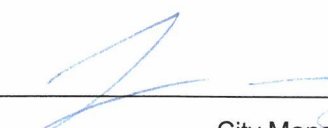
RECOMMENDATION: It is recommended that the City Council approve Development Impact Fee credits under the Regional Circulation category in the amount of \$17,239.97 for Phase 1 and \$90,267.97 for Phase 2 of the Transition Properties Project.

FISCAL IMPACT: The City's loss of \$107,507 Regional Circulation DIF will be offset by the developer's payment of \$229,000 median in-lieu fee.

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

BACKGROUND: Under DRA 16-014 approved by the Planning Commission on December 19, 2017, Transition Properties is in the process of redeveloping its property on the north side of 5th Street west of Church Avenue. Phase 1 of the project, located in Parcel 2 of Parcel Map 19797, consists of demolition of 13,989 sq. ft. of existing buildings, and construction of a new 33,750 sq. ft. building for Master Halco. Phase 2 of the project, located in Parcel 1 of Parcel Map 19797, consists of demolition of a 17,817 sq. ft. existing building and construction of a 121,285 sq. ft. future building. (See attached Site Plan.)

Engineering Conditions of Approval No. 11 requires the project to construct a raised landscaped median across the entire 5th Street project frontage of Phases 1 and 2 prior to any building occupancy within the project. (See attached Condition No. 11.) Accordingly, the developer has initiated and completed its design of the required landscaped median.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>9</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

In the meanwhile, the City is in the process of designing the grant-funded 3rd Street/5th Street Corridor Project, which among other things, will extend 3rd Street northeasterly to 5th Street, and modify the existing 5th Street/Church Avenue signalized intersection.

Seeing that the City's 3rd Street/5th Street Corridor Project is scheduled to go to construction in mid-2020, City staff proposed to the developer that his project pays an in-lieu fee instead of constructing the required median. The in-lieu fee payment will be used by the City to partially offset the cost of a longer landscaped median to be constructed between Church Avenue and Palm Avenue as a part of the 3rd Street/5th Street Corridor Project. The developer has agreed to a \$229,000 in-lieu fee amount. (See attached in-lieu fee calculation.) The developer's payment of the in-lieu fee is considered compliance of Engineering Condition of Approval No. 11.

According to the City's DIF Credit Policy, with payment of the median in-lieu fee, the developer will be entitled to a credit of DIF under the Regional Circulation category.

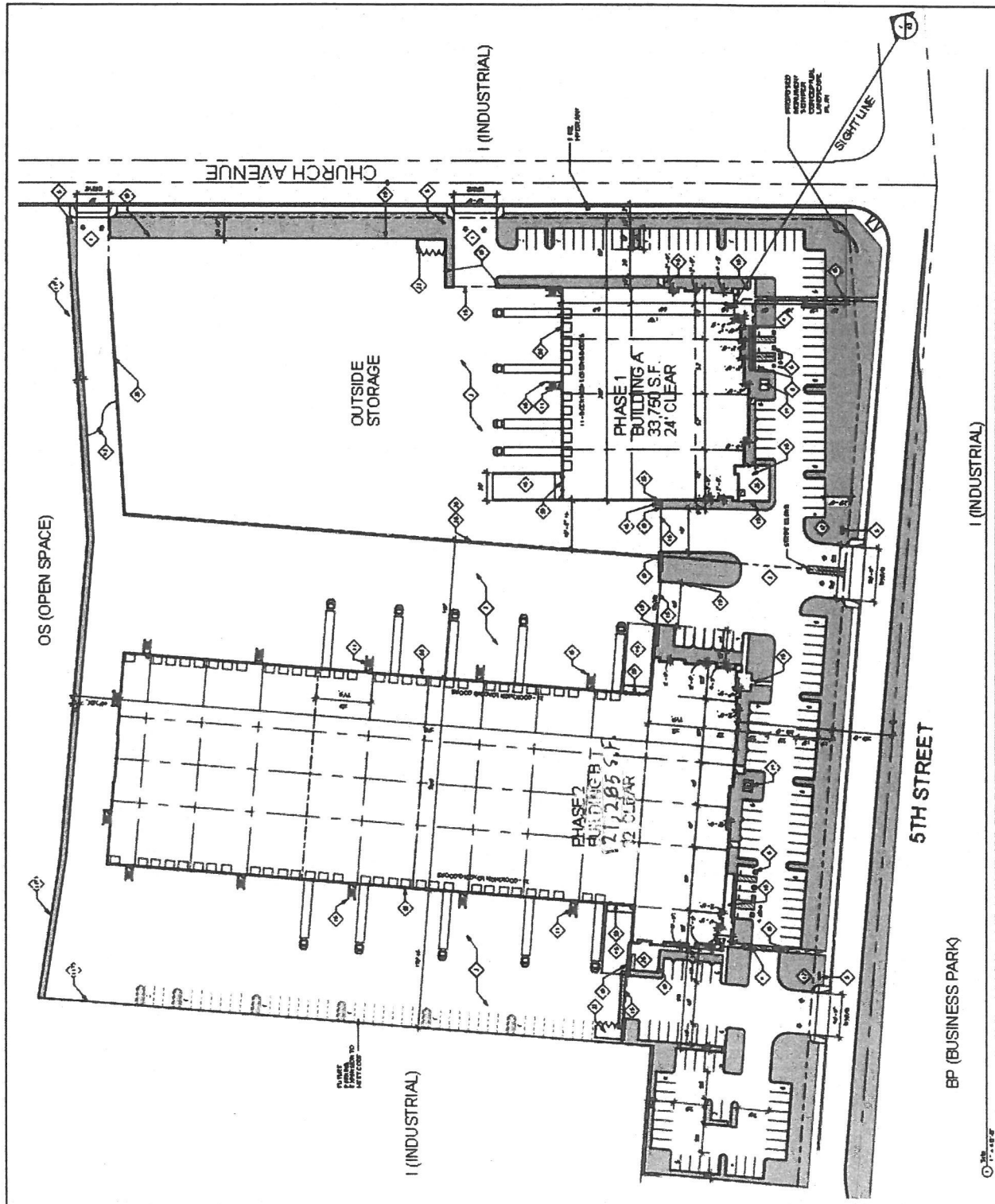
Based on (1) the DIF schedule prevailing when the project building plans were submitted for City plan check on February 5, 2017, (2) the net increase of building square footage in each project phase, and (3) the 12.6% allocation of Regional Circulation DIF to the Median sub-category as established in the City's DIF Study, the amount of DIF credits for this project resulting from payment of median in-lieu fee are calculated as follows:

Phase 1- $\$6.924/\text{sq.} \times (33,750 \text{ sq.ft.} - 13,989 \text{ sq. ft.}) \times 12.6\% = \$17,239.97$

Phase 2 - $\$6.924/\text{sq.} \times (121,285 \text{ sq.ft.} - 17,817 \text{ sq.ft.}) \times 12.6\% = \$90,267.97$

Since DIF credits are applicable only when DIFs are paid, and since the developer has recently paid its project DIF for Phase 1, the \$17,239.97 DIF credit is therefore available to Phase 1 (the Master Halco building) at this time. The remaining \$90,267.97 DIF credit will be available to Phase 2 in the future when the developer pays its project DIF for a future building in Phase 2.

Exhibit D – Site Plan



City of Highland

Engineering Department

Conditions of Approval

DRA 16-014/TPM 16-002 – Parcel Map 19797

Transition Properties

NWC Church Avenue and 5th Street

- A – Required Prior to Final Map Approval
- B – Required Prior to Building Permit/Construction
- C – Required Prior to Occupancy
- D – Ongoing
- E – Required Prior to Grading Permit
- * – Non-Standard Conditions

December 19th, 2017

STREET IMPROVEMENTS

- C* 11. Construct during the first phase, a 6-inch raised curb landscaped median on Fifth Street from the westerly project boundary to Church Avenue, including a 2-foot wide median nose to accommodate a 150-foot long left turn pocket with a 90 foot bay taper at Church Avenue, as approved by the City Engineer and the City Planner. The landscaped median curb shall be extended 4 inches below the street structural section.

City of Highland

STREET AND LANDSCAPING IMPROVEMENTS

Project No.: TTM 19797 - 677

By: _____ MB

Project Description: FIFTH STREET MEDIAN IN-LIEU FEE

Item	Description	Qty	Unit	Unit Price	Cost
1	Traffic Control	1	LS	\$5,000.00	\$5,000.00
2	SAWCUT	1900	LF	\$1.00	\$1,900.00
3	COLD PLANE	4100	SF	\$0.50	\$2,050.00
4	REMOVE AC PAVEMENT	15500	SF	\$0.70	\$10,850.00
5	STREET EXCAVATION	365	CY	\$12.00	\$4,380.00
6	PCC CURB - 6"CF	1900	LF	\$18.00	\$34,200.00
7	AGGREGATE BASE	45.0	CY	\$62.00	\$2,790.00
8	ASPHALT CONCRETE	170	T	\$70.00	\$11,900.00
9	AC OVERLAY - 1" THICK	4100	SF	\$0.60	\$2,460.00
10	LANDSCAPING AND IRRIGATION	12600	SF	\$7.00	\$88,200.00
11	TYPE II SLURRY SEAL	80000	SF	\$0.60	\$48,000.00
12	STRIPING (CHURCH TO FIFTH)	6100	LF	\$2.00	\$12,200.00
13	SCE METER	1	LS	\$5,000.00	\$5,000.00
*14	EVWD WATER METER	0	LS	\$0.00	\$0.00
TOTAL					\$229,000.00

***14 Contractor, Carniello Enterprises, confirmed on 10-25-19 the water meter, backflow preventer and 1" water line has been installed for future raised landscaped median.**



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 14, 2020

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Veterans Day

RECOMMENDATION: That the City Council discuss Veterans Day and direct staff accordingly.

FISCAL IMPACT: None

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

BACKGROUND: At the December 10, 2019 City Council meeting, Council directed staff to bring an item forward to discuss Veterans Day.

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Approved _____	Motion _____	Second _____	Agenda Item No. <u>10</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

Distributed at City Council Meeting

Regarding Item No. 10

01-14-2020

Veterans Day 2020
A Highland Based
Community Event



Goals and Objectives

- ❑ Inform about Veterans day
- ❑ Appreciation for sacrifice.
- ❑ Honor local Veterans.
- ❑ Positive quality of life event.
- ❑ Increase community bonds.



MEMORIAL DAY WEEKEND IN HISTORIC SMILEY PARK

FRIDAY, MAY 24

6:30 to 9:00 pm

**Veterans Salute & Concert
Redlands Bowl Stage
Highland Music Company**

SAT & SUN, MAY 25-26

10 am - 5 pm

**Juried Art Show & Sale, Art in the Park
Youth Art Expo & Kids Zone
Food, Beer, Wine & Live Music**

**Over 130 Artists Exhibiting & Selling Their Works
FREE ADMISSION**



FIND US ON

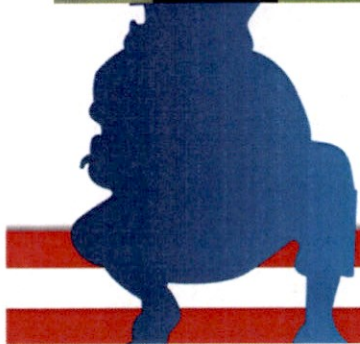


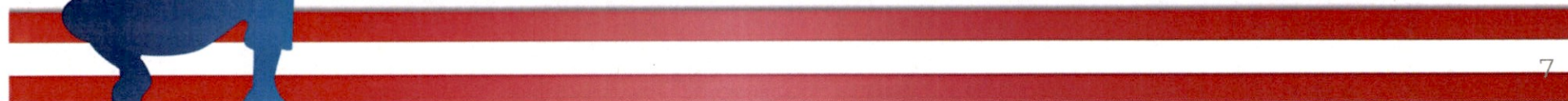
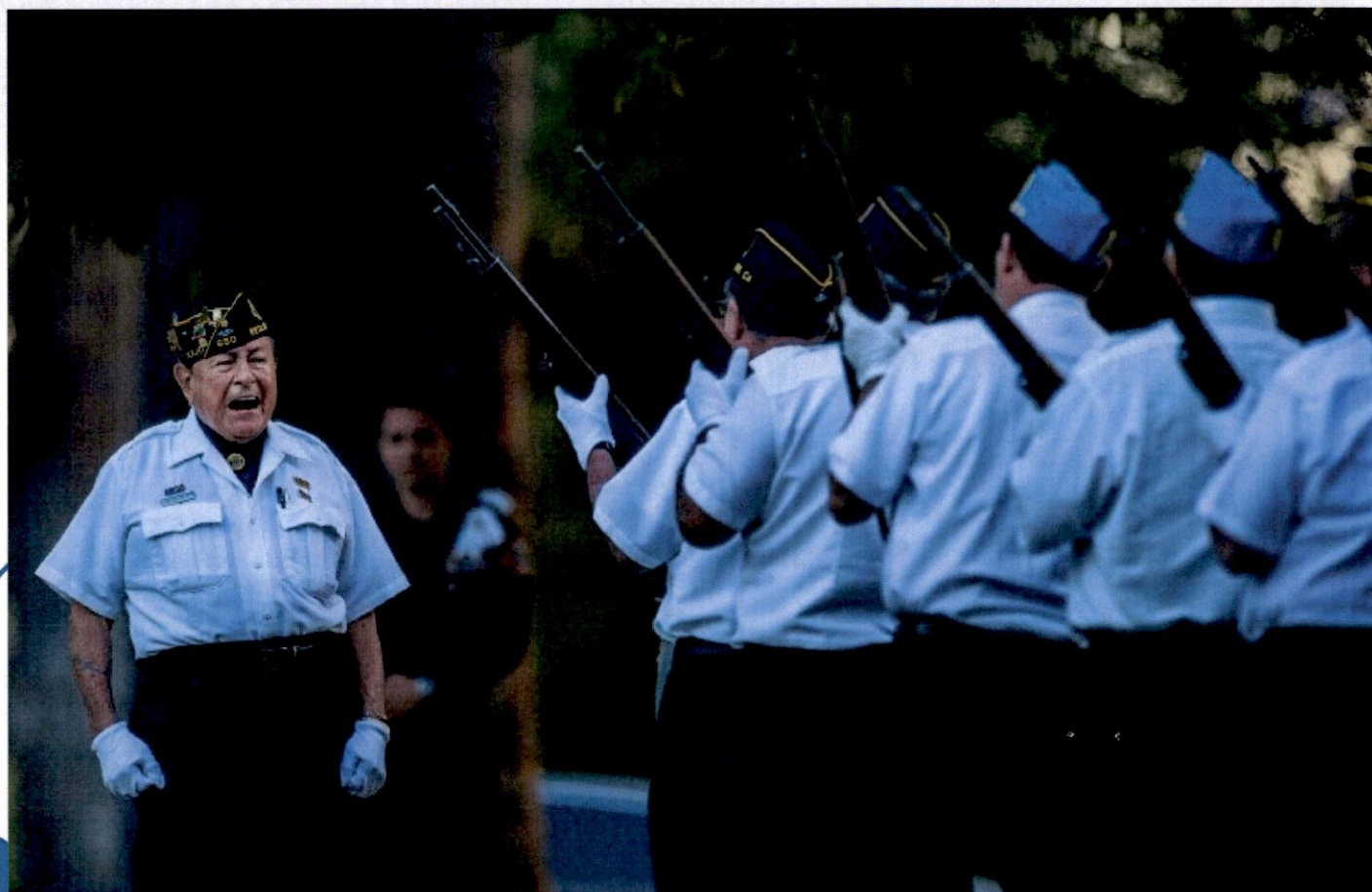
www.RedlandsFestivalArts.com



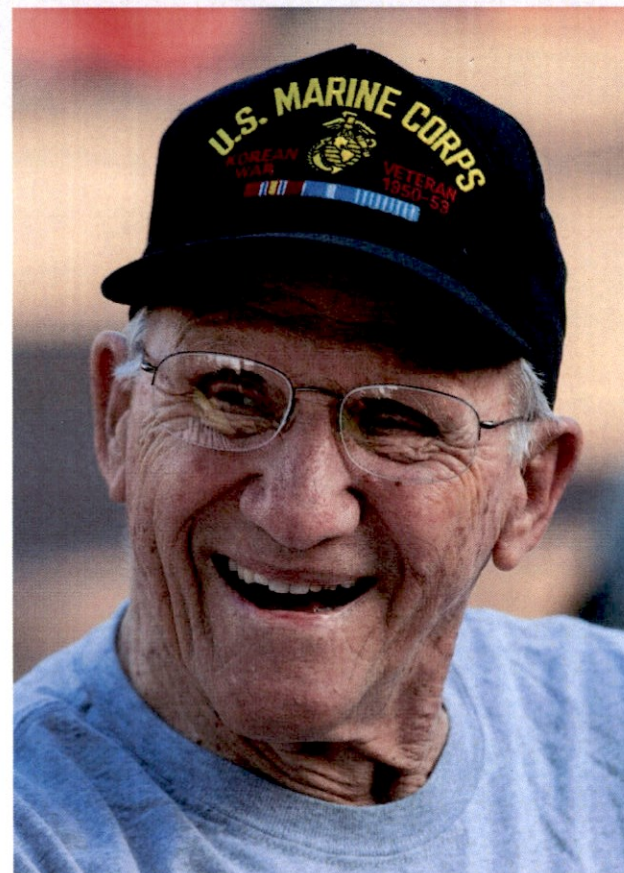


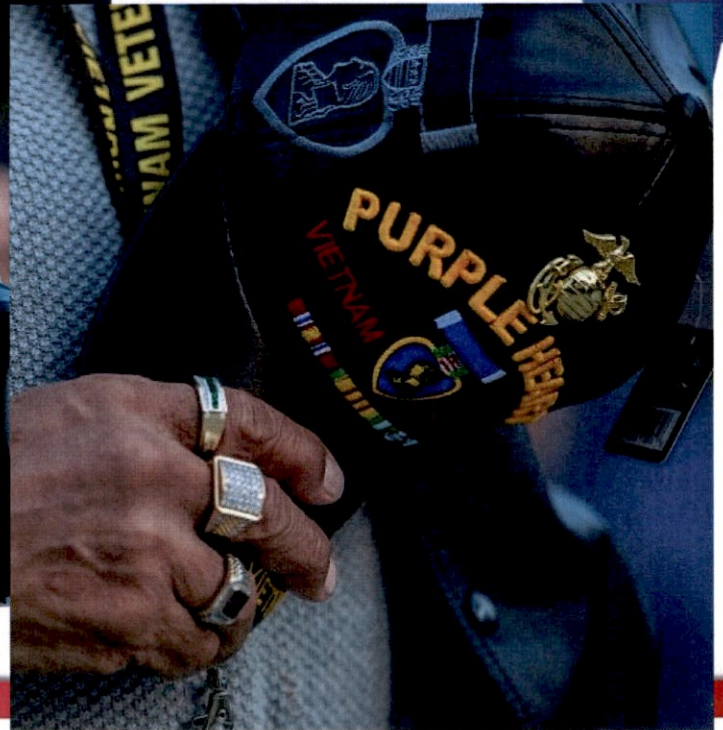
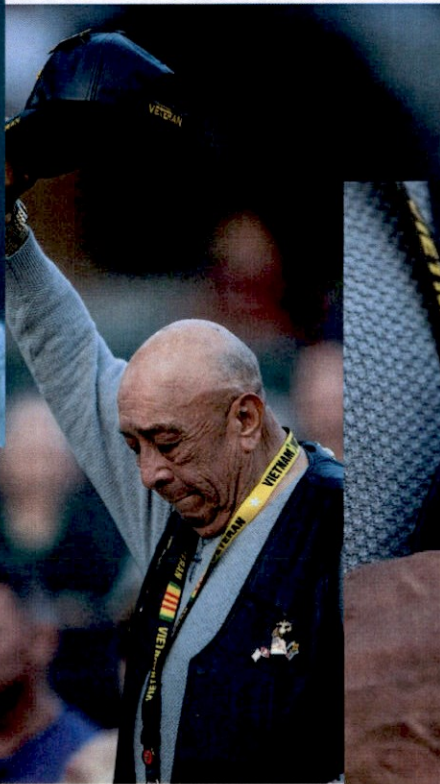
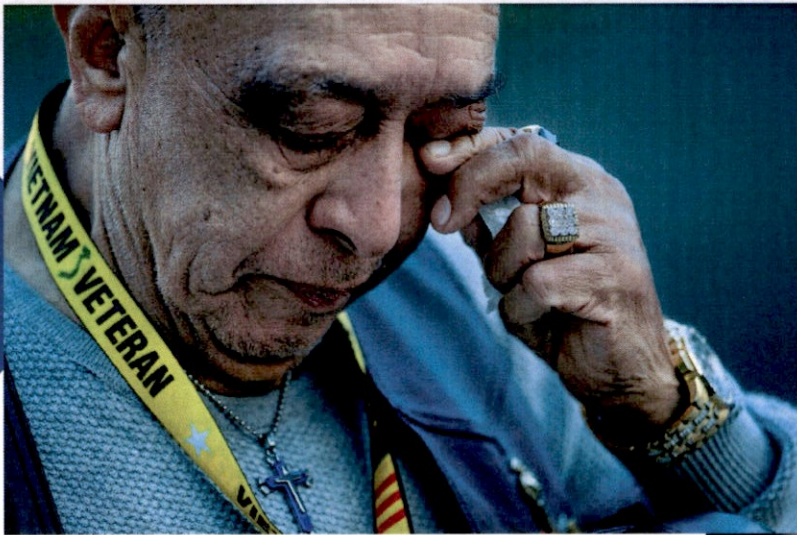


















Current status update

Participation opportunities

Questions?



THANK YOU!

James Morales Jr





STAFF REPORT

TO THE CITY COUNCIL

DATE: January 14, 2020

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Resolution in Support for the "Reducing Crime and Keeping California Safe Act of 2020"

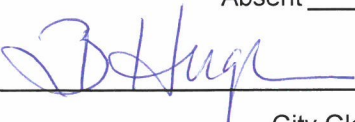
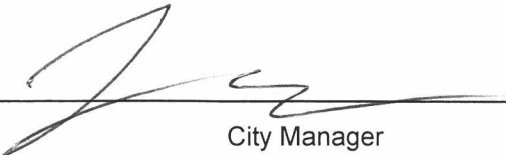
RECOMMENDATION: That the City Council review a request to approve a resolution in support for the "Reducing Crime and Keeping California Safe Act of 2020."

FISCAL IMPACT: None

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

BACKGROUND: Attached is a request from FSB Core Strategies to adopt a resolution in support for the "Reducing Crime and Keeping California Safe Act of 2020." Also attached is their fact sheet, text of the initiative measure and proposed resolution.

c:\users\bhughes\documents\my documents\staffreports\2020 keep ca safe act stf rep.doc

Approved _____	Motion _____	Second _____	Agenda Item No. <u>11</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

Betty Hughes

Subject:

RE: Request for City Council Proclamation/Resolution Follow up

From: Betty Martinez [<mailto:bmartinez@fsbcorestrategies.com>]

Sent: Wednesday, December 11, 2019 10:25 AM

To: information@cityofhighland.org

Cc: Bill Romanelli

Subject: Request for City Council Proclamation/Resolution Follow up

Dear Mr. Hughes:

My name is Betty Martinez. A few months ago, my colleague Nancy emailed you requesting the City's support for the "Reducing Crime and Keeping California Safe Act of 2020," and I was wondering if the City had approved the resolution already. I am sending you the sample text attached and the original email for your records, below:

This initiative, which is already supported by dozens of cities, counties, law enforcement agencies and victims' rights groups, would help improve public safety in California by:

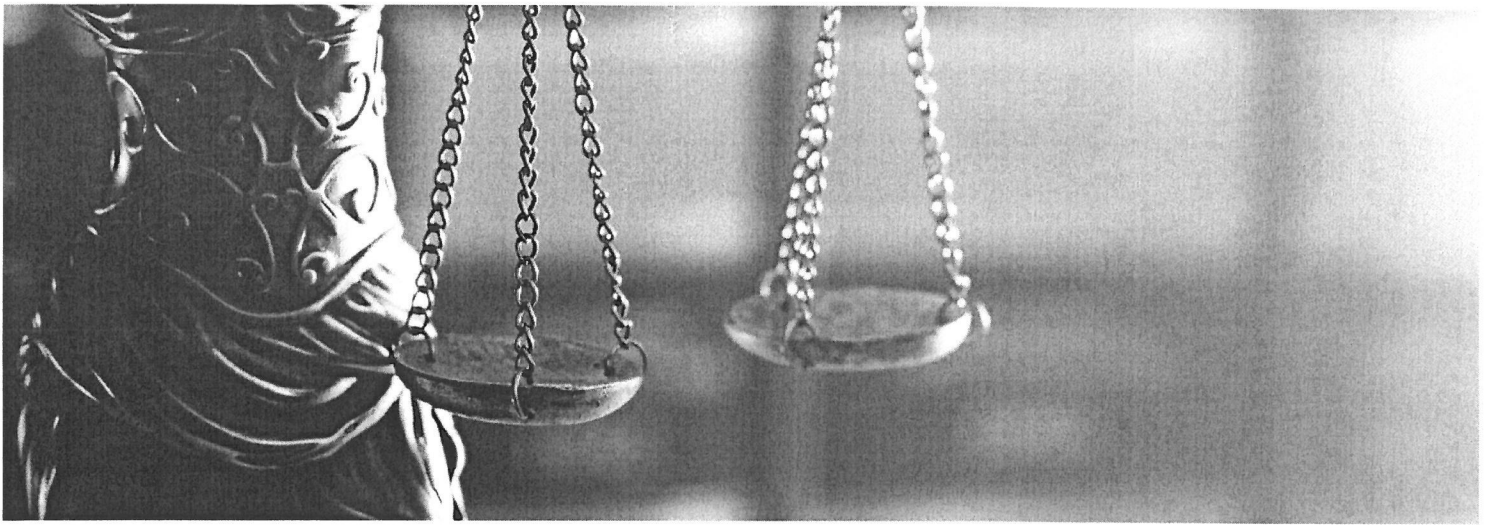
- Reclassifying crimes that are currently listed as "non-violent"—including rape of an unconscious person, sex trafficking of a child, and 14 other serious crimes—as "violent" to help prevent the early release of inmates convicted of these crimes,
- Reforming the parole system to stop the early release of violent felons, expand parolee oversight, and strengthen penalties for parole violations,
- Reforming theft laws to restore accountability for serial thieves and organized theft gangs, and
- Expanding DNA collection to include those convicted of drug, theft, domestic violence and other serious crimes to help solve rape, murder and other violent crimes — and to exonerate those wrongly accused.

You can also find a list of [current coalition supporters here](#) and you can find much more information, fact sheets and other resources on the [Keep California Safe website](#) if you need them. Of course I would also be happy to answer any questions.

Thank you very much for your consideration. I look forward to hearing from you.

Best,

Betty Martinez



An Initiative for Public Safety

VIOLENT CRIME

What is a 'violent crime'? For California's new parole law, the definition is murky — and it matters *(Los Angeles Times)*

- Expands the list of violent crimes for which early release is not an option
- Under current law, rape of an unconscious person, trafficking a child for sex, assault of a peace officer, felony domestic violence and other similar crimes are not classified as “violent felonies” — making criminals convicted of these crimes eligible for early release
- Gives victims reasonable notice of inmates' release and the right to submit a confidential statement to the Board of Parole Hearings

DNA COLLECTION

California's DNA database gets fewer hits due to Prop. 47 (KCRA)

- Reinstates DNA collection for certain crimes that were reduced to misdemeanors as part of Proposition 47
- Multiple studies have shown that DNA collected from theft and drug crimes has helped solve other violent crimes, including robbery, rape and murder. Since passage of Prop. 47, cold case hits have dropped over 2,000, with more than 450 of those hits connected to violent crimes

SERIAL THEFT

An explosion of California property crimes — due to Prop. 47 *(San Francisco Chronicle)*

- Revises the theft threshold by adding a felony for serial theft — when a person is caught for the 3rd time stealing with a value of \$250
- Prop. 47 changed the dollar threshold for theft to be considered a felony — from \$450 to \$950. As a result, there has been an explosion of serial theft and an inability of law enforcement to prosecute these crimes effectively. Theft has increased by 12% to 25%, with losses of a billion dollars since the law was passed.
- This problem won't be solved legislatively

PAROLE VIOLATIONS

Suspect in Whittier police officer shooting death arrested 5 times in last 7 months *(Whittier Daily News)*

- Requires the Board of Parole Hearings to consider an inmate's entire criminal history when deciding parole, not just his most recent commitment offense; and requires a mandatory hearing to determine whether parole should be revoked for any parolee who violates the terms of his parole for the third time
- AB 109 bases parole solely on an offender's commitment offense, resulting in the release of inmates with serious and violent criminal histories. Moreover, parolees who repeatedly violate the terms of their parole currently face few consequences, allowing them to remain on the street

Keep California Safe

A Project of the California Public Safety Partnership Issues Committee

Paid for by Keep California Safe, a Project of the California Public Safety Partnership Issues Committee
Committee major funding from
California Correctional Peace Officers Association
FSB Core Strategies
McNally Temple Associates
Funding details at www.fppc.ca.gov

INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS

The Attorney General of California has prepared the following circulating title and summary of the chief purpose and points of the proposed measure:

(17-0044.) RESTRICTS PAROLE FOR NON-VIOLENT OFFENDERS. AUTHORIZES FELONY SENTENCES FOR CERTAIN OFFENSES CURRENTLY TREATED ONLY AS MISDEMEANORS. INITIATIVE STATUTE. Imposes restrictions on parole program for non-violent offenders who have completed the full term for their primary offense. Expands list of offenses that disqualify an inmate from this parole program. Changes standards and requirements governing parole decisions under this program. Authorizes felony charges for specified theft crimes currently chargeable only as misdemeanors, including some theft crimes where the value is between \$250 and \$950. Requires persons convicted of specified misdemeanors to submit to collection of DNA samples for state database. Summary of estimate by Legislative Analyst and Director of Finance of fiscal impact on state and local government: Increased state and local correctional costs likely in the tens of millions of dollars annually, primarily related to increases in penalties for certain theft-related crimes and the changes to the nonviolent offender release consideration process. Increased state and local court-related costs of around a few million dollars annually related to processing probation revocations and additional felony theft filings. Increased state and local law enforcement costs not likely to exceed a couple million dollars annually related to collecting and processing DNA samples from additional offenders.

To the Honorable Secretary of State of California:

We, the undersigned, registered, qualified voters of California, residents of the County (or City and County) referenced on the signature page of this petition, hereby propose amendments to the California Penal Code relating to parole, serial theft, and DNA collection from convicted criminals, and petition the Secretary of State to submit the same to the voters of California for their adoption or rejection at the next succeeding general election or at any special statewide election held prior to that general election or as otherwise provided by law. The proposed statutory amendments (full title and text of the measure) read as follows:

SEC. 1. TITLE

This act shall be known and may be cited as the Reducing Crime and Keeping California Safe Act of 2018.

SEC. 2. PURPOSES

This measure will fix three related problems created by recent laws that have threatened the public safety of Californians and their children from violent criminals. This measure will:

- A. Reform the parole system so violent felons are not released early from prison, strengthen oversight of post release community supervision and tighten penalties for violations of terms of post release community supervision;
- B. Reform theft laws to restore accountability for serial thieves and organized theft rings; and
- C. Expand DNA collection from persons convicted of drug, theft and domestic violence related crimes to help solve violent crimes and exonerate the innocent.

SEC. 3. FINDINGS AND DECLARATIONS

A. Prevent Early Release of Violent Felons

1. Protecting every person in our state, including our most vulnerable children, from violent crime is of the utmost importance. Murderers, rapists, child molesters and other violent criminals should not be released early from prison.
2. Since 2014, California has had a larger increase in violent crime than the rest of the United States. Since 2013, violent crime in Los Angeles has increased 69.5%. Violent crime in Sacramento rose faster during the first six months of 2015 than in any of the 25 largest U.S. cities tracked by the FBI.
3. Recent changes to parole laws allowed the early release of dangerous criminals by the law's failure to define certain crimes as "violent." These changes allowed individuals convicted of sex trafficking of children, rape of an unconscious person, felony assault with a deadly weapon, battery on a police officer or firefighter, and felony domestic violence to be considered "non-violent offenders."
4. As a result, these so-called "non-violent" offenders are eligible for early release from prison after serving only a fraction of the sentence ordered by a judge.
5. Violent offenders are also being allowed to remain free in our communities even when they commit new crimes and violate the terms of their post release community supervision, like the gang member charged with the murder of Whittier Police Officer, Keith Boyer.
6. Californians need better protection from such violent criminals.
7. Californians need better protection from felons who repeatedly violate the terms of their post release community supervision.
8. This measure reforms the law so felons who violate the terms of their release can be brought back to court and held accountable for such violations.
9. Californians need better protection from such

violent criminals. This measure reforms the law to define such crimes as "violent felonies" for purposes of early release.

10. Nothing in this act is intended to create additional "strike" offenses which would increase the state prison population.
11. Nothing in this act is intended to affect the ability of the California Department of Corrections and Rehabilitation to award educational and merit credits.
- B. Restore Accountability for Serial Theft and Organized Theft Rings
 1. Recent changes to California law allow individuals who steal repeatedly to face few consequences, regardless of their criminal record or how many times they steal.
 2. As a result, between 2014 and 2016, California had the 2nd highest increase in theft and property crimes in the United States, while most states have seen a steady decline. According to the California Department of Justice, the value of property stolen in 2015 was \$2.5 billion with an increase of 13 percent since 2014, the largest single-year increase in at least ten years.
 3. Individuals who repeatedly steal often do so to support their drug habit. Recent changes to California law have reduced judges' ability to order individuals convicted of repeated theft crimes into effective drug treatment programs.
 4. California needs stronger laws for those who are repeatedly convicted of theft related crimes, which will encourage those who repeatedly steal to support their drug problem to enter into existing drug treatment programs. This measure enacts such reforms.
- C. Restore DNA Collection to Solve Violent Crime
 1. Collecting DNA from criminals is essential to solving violent crimes. Over 450 violent crimes including murder, rape and robbery have gone unsolved because DNA is being collected from fewer criminals.
 2. DNA collected in 2015 from a convicted child molester solved the rape-murders of two six-year-old boys that occurred three decades ago in Los Angeles County. DNA collected in 2016 from an individual caught driving a stolen car solved the 2012 San Francisco Bay Area rape-murder of an 83-year-old woman.
 3. Recent changes to California law unintentionally eliminated DNA collection for theft and drug crimes. This measure restores DNA collection from persons convicted for such offenses.
 4. Permitting collection of more DNA samples will help identify suspects, clear the innocent and free the wrongly convicted.
 5. This measure does not affect existing legal safeguards that protect the privacy of individuals by allowing for the removal of their DNA profile if they are not charged with a crime, are acquitted or are found innocent.

SEC. 4. PAROLE CONSIDERATION

Section 3003 of the Penal Code is amended to read: [language added to an existing section of law is designated in underlined type and language deleted is designated in strikethrough type]

- (a) Except as otherwise provided in this section, an inmate who is released on parole or postrelease supervision as provided by Title 2.05 (commencing with Section 3450) shall be returned to the county that was the last legal residence of the inmate prior to his or her incarceration. For purposes of this subdivision, "last legal residence" shall not be construed to mean the county wherein the inmate committed an offense while confined in a state prison or local jail facility or while confined for treatment in a state hospital.
- (b) Notwithstanding subdivision (a), an inmate may be returned to another county if that would be in the best interests of the public. If the Board of Parole Hearings setting the conditions of parole for inmates sentenced pursuant to subdivision (b) of Section 1168, as determined by the parole consideration panel, or the Department of Corrections and Rehabilitation setting the conditions of parole for inmates sentenced pursuant to Section 1170, decides on a return to another county, it shall place its reasons in writing in the parolee's permanent record and include these reasons in the notice to the sheriff or chief of police pursuant to Section 3058.6. In making its decision, the paroling authority shall consider, among others, the following factors, giving the greatest weight to the protection of the victim and the safety of the community:
 - (1) The need to protect the life or safety of a victim, the parolee, a witness, or any other person.
 - (2) Public concern that would reduce the chance that the inmate's parole would be successfully completed.
 - (3) The verified existence of a work offer, or an educational or vocational training program.
 - (4) The existence of family in another county with whom the inmate has maintained strong ties and whose support would increase the chance that the inmate's parole would be successfully completed.
 - (5) The lack of necessary outpatient treatment programs for parolees receiving treatment pursuant to Section 2960.
- (c) The Department of Corrections and Rehabilitation, in determining an out-of-county commitment, shall give priority to the safety of the community and any witnesses and victims.
- (d) In making its decision about an inmate who participated in a joint venture program pursuant to Article 1.5 (commencing with Section 2717.1) of Chapter 5, the paroling authority shall give serious consideration to releasing him or her to the county where the joint venture program employer is located if that employer states to the paroling authority that he or she intends to employ the inmate upon release.
- (e)(1) The following information, if available, shall be released by the Department of Corrections and Rehabilitation to local law enforcement agencies regarding a paroled inmate or inmate placed on postrelease community supervision pursuant to Title 2.05 (commencing with Section 3450) who is released in their jurisdictions:
 - (A) Last, first, and middle names.
 - (B) Birth date.
 - (C) Sex, race, height, weight, and hair and eye color.
 - (D) Date of parole or placement on postrelease community supervision and discharge.

(E) Registration status, if the inmate is required to register as a result of a controlled substance, sex, or arson offense.

(F) California Criminal Information Number, FBI number, social security number, and driver's license number.

(G) County of commitment.

(H) A description of scars, marks, and tattoos on the inmate.

(I) Offense or offenses for which the inmate was convicted that resulted in parole or postrelease community supervision in this instance.

(J) Address, including all of the following information:

(i) Street name and number. Post office box numbers are not acceptable for purposes of this subparagraph.

(ii) City and ZIP Code.

(iii) Date that the address provided pursuant to this subparagraph was proposed to be effective.

(K) Contact officer and unit, including all of the following information:

(i) Name and telephone number of each contact officer.

(ii) Contact unit type of each contact officer such as units responsible for parole, registration, or county probation.

(L) A digitized image of the photograph and at least a single digit fingerprint of the parolee.

(M) A geographic coordinate for the inmate's residence location for use with a Geographical Information System (GIS) or comparable computer program.

(N) Copies of the record of supervision during any prior period of parole.

(2) Unless the information is unavailable, the Department of Corrections and Rehabilitation shall electronically transmit to the county agency identified in subdivision (a) of Section 3451 the inmate's tuberculosis status, specific medical, mental health, and outpatient clinic needs, and any medical concerns or disabilities for the county to consider as the offender transitions onto postrelease community supervision pursuant to Section 3450, for the purpose of identifying the medical and mental health needs of the individual. All transmissions to the county agency shall be in compliance with applicable provisions of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Public Law 104-191), the federal Health Information Technology for Clinical Health Act (HITECH) (Public Law 111-005), and the implementing of privacy and security regulations in Parts 160 and 164 of Title 45 of the Code of Federal Regulations. This paragraph shall not take effect until the Secretary of the United States Department of Health and Human Services, or his or her designee, determines that this provision is not preempted by HIPAA.

(3) Except for the information required by paragraph (2), the information required by this subdivision shall come from the statewide parolee database. The information obtained from each source shall be based on the same timeframe.

(4) All of the information required by this subdivision shall be provided utilizing a computer-to-computer transfer in a format usable by a desktop computer system. The transfer of this information shall be continually available to local law enforcement agencies upon request.

(5) The unauthorized release or receipt of the information described in this subdivision is a violation of Section 11143.

(f) Notwithstanding any other law, an inmate who is released on parole shall not be returned to a location within 35 miles of the actual residence of a victim of, or a witness to, a violent felony as defined in paragraphs (1) to (7), inclusive; and paragraph (16) of subdivision (c) of Section 667.5 or a felony in which the defendant inflicts great bodily injury on a person other than an accomplice that has been charged and proved as provided for in Section 12022.53, 12022.7, or 12022.9; if the victim or witness has requested additional distance in the placement of the inmate on parole, and if the Board of Parole Hearings or the Department of Corrections and Rehabilitation finds that there is a need to protect the life, safety, or well-being of a victim or witness: the victim or witness, an inmate who is released on parole, shall not be returned to a location within 35 miles of the actual residence of a victim of, or a witness to, any of the following crimes:

(1) A violent felony as defined subdivision (c) of Section 667.5 or subdivision (a) of Section 3040.1.

(2) A felony in which the defendant inflicts great bodily injury on a person other than an accomplice, that has been charged and proved as provided for in Section 12022.53, 12022.7, or 12022.9.

(g) Notwithstanding any other law, an inmate who is released on parole for a violation of Section 288 or 288.5 whom the Department of Corrections and Rehabilitation determines poses a high risk to the public

shall not be placed or reside, for the duration of his or her parole, within one-half mile of a public or private school including any or all of kindergarten and grades 1 to 12, inclusive.

(h) Notwithstanding any other law, an inmate who is released on parole or postrelease community supervision for a stalking offense shall not be returned to a location within 35 miles of the victim's or witness' actual residence or place of employment if the victim or witness has requested additional distance in the placement of the inmate on parole or postrelease community supervision, and if the Board of Parole Hearings or the Department of Corrections and Rehabilitation, or the supervising county agency, as applicable, finds that there is a need to protect the life, safety, or well-being of the victim.

If an inmate who is released on postrelease community supervision cannot be placed in his or her county of last legal residence in compliance with this subdivision, the supervising county agency may transfer the inmate to another county upon approval of the receiving county.

(i) The authority shall give consideration to the equitable distribution of parolees and the proportion of out-of-county commitments from a county compared to the number of commitments from that county when making parole decisions.

(j) An inmate may be paroled to another state pursuant to any other law. The Department of Corrections and Rehabilitation shall coordinate with local entities regarding the placement of inmates placed out of state on postrelease community supervision pursuant to Title 2.05 (commencing with Section 3450).

(k)(1) Except as provided in paragraph (2), the Department of Corrections and Rehabilitation shall be the agency primarily responsible for, and shall have control over, the program, resources, and staff implementing the Law Enforcement Automated Data System (LEADS) in conformance with subdivision (e). County agencies supervising inmates released to postrelease community supervision pursuant to Title 2.05 (commencing with Section 3450) shall provide any information requested by the department to ensure the availability of accurate information regarding inmates released from state prison. This information may include all records of supervision, the issuance of warrants, revocations, or the termination of postrelease community supervision. On or before August 1, 2011, county agencies designated to supervise inmates released to postrelease community supervision shall notify the department that the county agencies have been designated as the local entity responsible for providing that supervision.

(2) Notwithstanding paragraph (1), the Department of Justice shall be the agency primarily responsible for the proper release of information under LEADS that relates to fingerprint cards.

(l) In addition to the requirements under subdivision (k), the Department of Corrections and Rehabilitation shall submit to the Department of Justice data to be included in the supervised release file of the California Law Enforcement Telecommunications System (CLETS) so that law enforcement can be advised through CLETS of all persons on postrelease community supervision and the county agency designated to provide supervision. The data required by this subdivision shall be provided via electronic transfer.

Section 3040.1 is added to the Penal Code to read:

(a) For purposes of early release or parole consideration under the authority of Section 32 of Article I of the Constitution, Sections 12838.4 and 12838.5 of the Government Code, Sections 3000.1, 3041.5, 3041.7, 3052, 5000, 5054, 5055, 5076.2 of this Code and the rulemaking authority granted by Section 5058 of this Code, the following shall be defined as "violent felony offenses":

(1) Murder or voluntary manslaughter;

(2) Mayhem;

(3) Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262;

(4) Sodomy as defined in subdivision (c) or (d) of Section 286;

(5) Oral copulation as defined in subdivision (c) or (d) of Section 288a;

(6) Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288;

(7) Any felony punishable by death or imprisonment in the state prison for life;

(8) Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in

subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55;

(9) Any robbery;

(10) Arson, in violation of subdivision (a) or (b) of Section 451;

(11) Sexual penetration as defined in subdivision (a) or (j) of Section 289;

(12) Attempted murder;

(13) A violation of Section 18745, 18750, or 18755;

(14) Kidnapping;

(15) Assault with the intent to commit a specified felony, in violation of Section 220;

(16) Continuous sexual abuse of a child, in violation of Section 288.5;

(17) Carjacking, as defined in subdivision (a) of Section 215;

(18) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1;

(19) Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22;

(20) Threats to victims or witnesses, as defined in subdivision (c) of Section 136.1;

(21) Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary;

(22) Any violation of Section 12022.53;

(23) A violation of subdivision (b) or (c) of Section 11418;

(24) Solicitation to commit murder;

(25) Felony assault with a firearm in violation of subsections (a)(2) and (b) of Section 245;

(26) Felony assault with a deadly weapon in violation of paragraph (1) of subdivision (a) of Section 245;

(27) Felony assault with a deadly weapon upon the person of a peace officer or firefighter in violation of subdivisions (c) and (d) of Section 245;

(28) Felony assault by means of force likely to produce great bodily injury in violation of paragraph (4) of subdivision (a) of Section 245;

(29) Assault with caustic chemicals in violation of Section 244;

(30) False imprisonment in violation of Section 210.5;

(31) Felony discharging a firearm in violation of Section 246;

(32) Discharge of a firearm from a motor vehicle in violation of subsection (c) of Section 26100;

(33) Felony domestic violence resulting in a traumatic condition in violation of Section 273.5;

(34) Felony use of force or threats against a witness or victim of a crime in violation of Section 140;

(35) Felony resisting a peace officer and causing death or serious injury in violation of Section 148.10;

(36) A felony hate crime punishable pursuant to Section 422.7;

(37) Felony elder or dependent adult abuse in violation of subdivision (b) of Section 368;

(38) Rape in violation of paragraphs (1), (3), or (4) of subdivision (a) of Section 261;

(39) Rape in violation of Section 262;

(40) Sexual penetration in violation of subdivision (b), (d) or (e) of Section 289;

(41) Sodomy in violation of subdivision (f), (g), or (i) of Section 286;

(42) Oral copulation in violation of subdivision (f), (g), or (i) of Section 288a;

(43) Abduction of a minor for purposes of prostitution in violation of Section 267;

(44) Human trafficking in violation of subdivision (a), (b), or (c) of Section 236.1;

(45) Child abuse in violation of Section 273ab;

(46) Possessing, exploding, or igniting a destructive device in violation of Section 18740;

(47) Two or more violations of subsection (c) of Section 451;

(48) Any attempt to commit an offense described in this subdivision;

(49) Any felony in which it is pled and proven that the Defendant personally used a dangerous or deadly weapon;

(50) Any offense resulting in lifetime sex offender registration pursuant to Sections 290 through 290.009.

(51) Any conspiracy to commit an offense described in this Section.

(b) The provisions of this section shall apply to any inmate serving a custodial prison sentence on or after the effective date of this section, regardless of when the sentence was imposed.

Section 3040.2 is added to the Penal Code to read:

(a) Upon conducting a nonviolent offender parole consideration review, the hearing officer for the Board of Parole

Hearings shall consider all relevant, reliable information about the inmate.

- (b) The standard of review shall be whether the inmate will pose an unreasonable risk of creating victims as a result of felonious conduct if released from prison.
- (c) In reaching this determination, the hearing officer shall consider the following factors:
 - (1) Circumstances surrounding the current conviction;
 - (2) The inmate's criminal history, including involvement in other criminal conduct, both juvenile and adult, which is reliably documented;
 - (3) The inmate's institutional behavior including both rehabilitative programming and institutional misconduct;
 - (4) Any input from the inmate, any victim, whether registered or not at the time of the referral, and the prosecuting agency or agencies;
 - (5) The inmate's past and present mental condition as documented in records in the possession of the Department of Corrections and Rehabilitation;
 - (6) The inmate's past and present attitude about the crime;
 - (7) Any other information which bears on the inmate's suitability for release.
- (d) The following circumstances shall be considered by the hearing officer in determining whether the inmate is unsuitable for release:
 - (1) Multiple victims involved in the current commitment offense;
 - (2) A victim was particularly vulnerable due to age or physical or mental condition;
 - (3) The inmate took advantage of a position of trust in the commission of the crime;
 - (4) The inmate was armed with or used a firearm or other deadly weapon in the commission of the crime;
 - (5) A victim suffered great bodily injury during the commission of the crime;
 - (6) The inmate committed the crime in association with a criminal street gang;
 - (7) The inmate occupied a position of leadership or dominance over other participants in the commission of the crime, or the inmate induced others to participate in the commission of the crime;
 - (8) During the commission of the crime, the inmate had a clear opportunity to cease but instead continued;
 - (9) The inmate has engaged in other reliably documented criminal conduct which was an integral part of the crime for which the inmate is currently committed to prison;
 - (10) The manner in which the crime was committed created a potential for serious injury to persons other than the victim of the crime;
 - (11) The inmate was on probation, parole, post release community supervision, mandatory supervision or was in custody or had escaped from custody at the time of the commitment offense;
 - (12) The inmate was on any form of pre- or post-conviction release at the time of the commitment offense;
 - (13) The inmate's prior history of violence, whether as a juvenile or adult;
 - (14) The inmate has engaged in misconduct in prison or jail;
 - (15) The inmate is incarcerated for multiple cases from the same or different counties or jurisdictions.
- (e) The following circumstances shall be considered by the hearing officer in determining whether the inmate is suitable for release:
 - (1) The inmate does not have a juvenile record of assaulting others or committing crimes with a potential of harm to victims;
 - (2) The inmate lacks any history of violent crime;
 - (3) The inmate has demonstrated remorse;
 - (4) The inmate's present age reduces the risk of recidivism;
 - (5) The inmate has made realistic plans if released or has developed marketable skills that can be put to use upon release;
 - (6) The inmate's institutional activities demonstrate an enhanced ability to function within the law upon release;
 - (7) The inmate participated in the crime under partially excusable circumstances which do not amount to a legal defense;
 - (8) The inmate had no apparent predisposition to commit the crime but was induced by others to participate in its commission;
 - (9) The inmate has a minimal or no criminal history;
 - (10) The inmate was a passive participant or played a minor role in the commission of the crime;
 - (11) The crime was committed during or due to an unusual situation unlikely to reoccur.

Section 3040.3 is added to the Penal Code to read:

- (a) An inmate whose current commitment includes a concurrent, consecutive or stayed sentence for an offense or allegation defined as violent by subdivision (c) of

Section 667.5 or 3040.1 shall be deemed a violent offender for purposes of Section 32 of Article I of the Constitution.

- (b) An inmate whose current commitment includes an indeterminate sentence shall be deemed a violent offender for purposes of Section 32 of Article I of the Constitution.
- (c) An inmate whose current commitment includes any enhancement which makes the underlying offense violent pursuant to subdivision (c) of Section 667.5 shall be deemed a violent offender for purposes of Section 32 of Article I of the Constitution.
- (d) For purposes of Section 32 of Article I of the Constitution, the "full term" of the "primary offense" shall be calculated based only on actual days served on the commitment offense.

Section 3040.4 is added to the Penal Code to read:

- Pursuant to subsection (b) of Section 28 of Article I of the Constitution, the Department shall give reasonable notice to victims of crime prior to an inmate being reviewed for early parole and release. The Department shall provide victims with the right to be heard regarding early parole consideration and to participate in the review process. The Department shall consider the safety of the victims, the victims' family, and the general public when making a determination on early release.
- (a) Prior to conducting a review for early parole, the Department shall provide notice to the prosecuting agency or agencies and to registered victims, and shall make reasonable efforts to locate and notify victims who are not registered.
 - (b) The prosecuting agency shall have the right to review all information available to the hearing officer including, but not limited to the inmate's central file, documented adult and juvenile criminal history, institutional behavior including both rehabilitative programming and institutional misconduct, any input from any person or organization advocating on behalf of the inmate, and any information submitted by the public.
 - (c) A victim shall have a right to submit a statement for purposes of early parole consideration, including a confidential statement.
 - (d) All prosecuting agencies, any involved law enforcement agency, and all victims, whether or not registered, shall have the right to respond to the board in writing.
 - (e) Responses to the Board by prosecuting agencies, law enforcement agencies, and victims must be made within 90 days of the date of notification of the inmate's eligibility for early parole review or consideration.
 - (f) The Board shall notify the prosecuting agencies, law enforcement agencies, and the victims of the Nonviolent Offender Parole decision within 10 days of the decision being made.
 - (g) Within 30 days of the notice of the final decision concerning Nonviolent Offender Parole Consideration, the inmate and the prosecuting agencies may request review of the decision.
 - (h) If an inmate is denied early release under the Nonviolent Offender Parole provisions of Section 32 of Article I of the Constitution, the inmate shall not be eligible for early Nonviolent Offender parole consideration for two (2) calendar years from the date of the final decision of the previous denial.

Section 3041 of the Penal Code is amended to read:

- [language added to an existing section of law is designated in underlined type and language deleted is designated in ~~strikeout~~ type]
- (a)(1) In the case of any inmate sentenced pursuant to any law, other than Chapter 4.5 (commencing with Section 1170) of Title 7 of Part 2, the Board of Parole Hearings shall meet with each inmate during the sixth year before the inmate's minimum eligible parole date for the purposes of reviewing and documenting the inmate's activities and conduct pertinent to parole eligibility. During this consultation, the board shall provide the inmate information about the parole hearing process, legal factors relevant to his or her suitability or unsuitability for parole, and individualized recommendations for the inmate regarding his or her work assignments, rehabilitative programs, and institutional behavior. Within 30 days following the consultation, the board shall issue its positive and negative findings and recommendations to the inmate in writing.
 - (2) One year before the inmate's minimum eligible parole date a panel of two or more commissioners or deputy commissioners shall again meet with the inmate and shall normally grant parole as provided in Section 3041.5. No more than one member of the panel shall be a deputy commissioner.
 - (3) In the event of a tie vote, the matter shall be referred for an en banc review of the record that was before the panel that rendered the tie vote. Upon en banc review, the

board shall vote to either grant or deny parole and render a statement of decision. The en banc review shall be conducted pursuant to subdivision (e).

- (4) Upon a grant of parole, the inmate shall be released subject to all applicable review periods. However, an inmate shall not be released before reaching his or her minimum eligible parole date as set pursuant to Section 3046 unless the inmate is eligible for earlier release pursuant to his or her youth offender parole eligibility date or elderly parole eligibility date.

(5) At least one commissioner of the panel shall have been present at the last preceding meeting, unless it is not feasible to do so or where the last preceding meeting was the initial meeting. Any person on the hearing panel may request review of any decision regarding parole for an en banc hearing by the board. In case of a review, a majority vote in favor of parole by the board members participating in an en banc review is required to grant parole to any inmate.

- (b)(1) The panel or the board, sitting en banc, shall grant parole to an inmate unless it determines that the gravity of the current convicted offense or offenses, or the timing and gravity of current or past convicted offense or offenses, is such that consideration of the public safety requires a more lengthy period of incarceration for this individual. The panel or the board, sitting en banc, shall consider the entire criminal history of the inmate, including all current or past convicted offenses, in making this determination.

(2) After July 30, 2001, any decision of the parole panel finding an inmate suitable for parole shall become final within 120 days of the date of the hearing. During that period, the board may review the panel's decision. The panel's decision shall become final pursuant to this subdivision unless the board finds that the panel made an error of law, or that the panel's decision was based on an error of fact, or that new information should be presented to the board, any of which when corrected or considered by the board has a substantial likelihood of resulting in a substantially different decision upon a rehearing. In making this determination, the board shall consult with the commissioners who conducted the parole consideration hearing.

- (3) A decision of a panel shall not be disapproved and referred for rehearing except by a majority vote of the board, sitting en banc, following a public meeting.

(c) For the purpose of reviewing the suitability for parole of those inmates eligible for parole under prior law at a date earlier than that calculated under Section 1170.2, the board shall appoint panels of at least two persons to meet annually with each inmate until the time the person is released pursuant to proceedings or reaches the expiration of his or her term as calculated under Section 1170.2.

- (d) It is the intent of the Legislature that, during times when there is no backlog of inmates awaiting parole hearings, life parole consideration hearings, or life rescission hearings, hearings will be conducted by a panel of three or more members, the majority of whom shall be commissioners. The board shall report monthly on the number of cases where an inmate has not received a completed initial or subsequent parole consideration hearing within 30 days of the hearing date required by subdivision (a) of Section 3041.5 or paragraph (2) of subdivision (b) of Section 3041.5, unless the inmate has waived the right to those timeframes. That report shall be considered the backlog of cases for purposes of this section, and shall include information on the progress toward eliminating the backlog, and on the number of inmates who have waived their right to the above timeframes. The report shall be made public at a regularly scheduled meeting of the board and a written report shall be made available to the public and transmitted to the Legislature quarterly.

(e) For purposes of this section, an en banc review by the board means a review conducted by a majority of commissioners holding office on the date the matter is heard by the board. An en banc review shall be conducted in compliance with the following:

- (1) The commissioners conducting the review shall consider the entire record of the hearing that resulted in the tie vote.
- (2) The review shall be limited to the record of the hearing. The record shall consist of the transcript or audiotape of the hearing, written or electronically recorded statements actually considered by the panel that produced the tie vote, and any other material actually considered by the panel. New evidence or comments shall not be considered in the en banc proceeding.
- (3) The board shall separately state reasons for its decision to grant or deny parole.
- (4) A commissioner who was involved in the tie vote shall be recused from consideration of the matter in the

en banc review.

Section 3454 of the Penal Code is amended to read:
[language added to an existing section of law is designated in underlined type and language deleted is designated in ~~strikeout~~ type]

(a) Each supervising county agency, as established by the county board of supervisors pursuant to subdivision (a) of Section 3451, shall establish a review process for assessing and refining a person's program of postrelease supervision. Any additional postrelease supervision conditions shall be reasonably related to the underlying offense for which the offender spent time in prison, or to the offender's risk of recidivism, and the offender's criminal history, and be otherwise consistent with law.

(b) Each county agency responsible for postrelease supervision, as established by the county board of supervisors pursuant to subdivision (a) of Section 3451, may determine additional appropriate conditions of supervision listed in Section 3453 consistent with public safety, including the use of continuous electronic monitoring as defined in Section 1210.7, order the provision of appropriate rehabilitation and treatment services, determine appropriate incentives, and determine and order appropriate responses to alleged violations, which can include, but shall not be limited to, immediate, structured, and intermediate sanctions up to and including referral to a reentry court pursuant to Section 3015, or flash incarceration in a city or county jail. Periods of flash incarceration are encouraged as one method of punishment for violations of an offender's condition of postrelease supervision.

(c) As used in this title, "flash incarceration" is a period of detention in a city or county jail due to a violation of an offender's conditions of postrelease supervision. The length of the detention period can range between one and 10 consecutive days. Flash incarceration is a tool that may be used by each county agency responsible for postrelease supervision. Shorter, but if necessary more frequent, periods of detention for violations of an offender's postrelease supervision conditions shall appropriately punish an offender while preventing the disruption in a work or home establishment that typically arises from longer term revocations.

(d) Upon a decision to impose a period of flash incarceration, the probation department shall notify the court, public defender, district attorney, and sheriff of each imposition of flash incarceration.

Section 3455 of the Penal Code is amended to read:
[language added to an existing section of law is designated in underlined type and language deleted is designated in ~~strikeout~~ type]

(a) If the supervising county agency has determined, following application of its assessment processes, that intermediate sanctions as authorized in subdivision (b) of Section 3454 are not appropriate, or if the supervised person has violated the terms of his or her release for a third time, the supervising county agency shall petition the court pursuant to Section 1203.2 to revoke, modify, or terminate postrelease community supervision. At any point during the process initiated pursuant to this section, a person may waive, in writing, his or her right to counsel, admit the violation of his or her postrelease community supervision, waive a court hearing, and accept the proposed modification of his or her postrelease community supervision. The petition shall include a written report that contains additional information regarding the petition, including the relevant terms and conditions of postrelease community supervision, the circumstances of the alleged underlying violation, the history and background of the violator, and any recommendations. The Judicial Council shall adopt forms and rules of court to establish uniform statewide procedures to implement this subdivision, including the minimum contents of supervision agency reports. Upon a finding that the person has violated the conditions of postrelease community supervision, the revocation hearing officer shall have authority to do all of the following:

(1) Return the person to postrelease community supervision with modifications of conditions, if appropriate, including a period of incarceration in a county jail.

(2) Revoke and terminate postrelease community supervision and order the person to confinement in a county jail.

(3) Refer the person to a reentry court pursuant to Section 3015 or other evidence-based program in the court's discretion.

(b) (1) At any time during the period of postrelease community supervision, if a peace officer, including a probation officer, has probable cause to believe a

person subject to postrelease community supervision is violating any term or condition of his or her release, or has failed to appear at a hearing pursuant to Section 1203.2 to revoke, modify, or terminate postrelease community supervision, the officer may, without a warrant or other process, arrest the person and bring him or her before the supervising county agency established by the county board of supervisors pursuant to subdivision (a) of Section 3451. Additionally, an officer employed by the supervising county agency may seek a warrant and a court or its designated hearing officer appointed pursuant to Section 71622.5 of the Government Code shall have the authority to issue a warrant for that person's arrest.

(2) The court or its designated hearing officer shall have the authority to issue a warrant for a person who is the subject of a petition filed under this section who has failed to appear for a hearing on the petition or for any reason in the interests of justice, or to remand to custody a person who does appear at a hearing on the petition for any reason in the interests of justice.

(3) Unless a person subject to postrelease community supervision is otherwise serving a period of flash incarceration, whenever a person who is subject to this section is arrested, with or without a warrant or the filing of a petition for revocation, the court may order the release of the person under supervision from custody under any terms and conditions the court deems appropriate.

(c) The revocation hearing shall be held within a reasonable time after the filing of the revocation petition. Except as provided in paragraph (3) of subdivision (b), based upon a showing of a preponderance of the evidence that a person under supervision poses an unreasonable risk to public safety, or that the person may not appear if released from custody, or for any reason in the interests of justice, the supervising county agency shall have the authority to make a determination whether the person should remain in custody pending the first court appearance on a petition to revoke postrelease community supervision, and upon that determination, may order the person confined pending his or her first court appearance.

(d) Confinement pursuant to paragraphs (1) and (2) of subdivision (a) shall not exceed a period of 180 days in a county jail for each custodial sanction.

(e) A person shall not remain under supervision or in custody pursuant to this title on or after three years from the date of the person's initial entry onto postrelease community supervision, except when his or her supervision is tolled pursuant to Section 1203.2 or subdivision (b) of Section 3456.

SEC. 5. DNA COLLECTION

Section 296 of the Penal Code is amended to read:
[language added to an existing section of law is designated in underlined type and language deleted is designated in ~~strikeout~~ type]

(a) The following persons shall provide buccal swab samples, right thumbprints, and a full palm print impression of each hand, and any blood specimens or other biological samples required pursuant to this chapter for law enforcement identification analysis:

(1) Any person, including any juvenile, who is convicted of or pleads guilty or no contest to any felony offense, or is found not guilty by reason of insanity of any felony offense, or any juvenile who is adjudicated under Section 602 of the Welfare and Institutions Code for committing any felony offense.

(2) Any adult person who is arrested for or charged with any of the following felony offenses:

(A) Any felony offense specified in Section 290 or attempt to commit any felony offense described in Section 290, or any felony offense that imposes upon a person the duty to register in California as a sex offender under Section 290.

(B) Murder or voluntary manslaughter or any attempt to commit murder or voluntary manslaughter.

(C) Commencing on January 1, 2009, any adult person arrested or charged with any felony offense.

(3) Any person, including any juvenile, who is required to register under Section 290 through 290.009 or 457.1 because of the commission of, or the attempt to commit, a felony or misdemeanor offense, or any person, including any juvenile, who is housed in a mental health facility or sex offender treatment program after referral to such facility or program by a court after being charged with any felony offense.

(4) Any person, excluding a juvenile, who is convicted of, or pleads guilty or no contest to, any of the following offenses:

(A) A misdemeanor violation of Section 459.5;

(B) A violation of subdivision (a) of Section 473 that is punishable as a misdemeanor pursuant to subdivision (b) of Section 473;

(C) A violation of subdivision (a) of Section 476a that is

punishable as a misdemeanor pursuant to subdivision (b) of Section 476a;

(D) A violation of Section 487 that is punishable as a misdemeanor pursuant to Section 490.2;

(E) A violation of Section 496 that is punishable as a misdemeanor;

(F) A misdemeanor violation of subdivision (a) of Section 11350 of the Health and Safety Code;

(G) A misdemeanor violation of subdivision (a) of Section 11377 of the Health and Safety Code;

(H) A misdemeanor violation of paragraph (1) of subdivision (c) of Section 243;

(I) A misdemeanor violation of Section 273.5;

(J) A misdemeanor violation of paragraph (1) of subdivision (b) of Section 368;

(K) Any misdemeanor violation where the victim is defined as set forth in Section 6211 of the Family Code;

(L) A misdemeanor violation of paragraph (3) of subdivision (b) of Section 647.

~~(4)(5) The term "felony" as used in this subdivision includes an attempt to commit the offense.~~

~~(5)(6) Nothing in this chapter shall be construed as prohibiting collection and analysis of specimens, samples, or print impressions as a condition of a plea for a non-qualifying offense.~~

(b) The provisions of this chapter and its requirements for submission of specimens, samples and print impressions as soon as administratively practicable shall apply to all qualifying persons regardless of sentence imposed, including any sentence of death, life without the possibility of parole, or any life or indeterminate term, or any other disposition rendered in the case of an adult or juvenile tried as an adult, or whether the person is diverted, fined, or referred for evaluation, and regardless of disposition rendered or placement made in the case of juvenile who is found to have committed any felony offense or is adjudicated under Section 602 of the Welfare and Institutions Code.

(c) The provisions of this chapter and its requirements for submission of specimens, samples, and print impressions as soon as administratively practicable by qualified persons as described in subdivision (a) shall apply regardless of placement or confinement in any mental hospital or other public or private treatment facility, and shall include, but not be limited to, the following persons, including juveniles:

(1) Any person committed to a state hospital or other treatment facility as a mentally disordered sex offender under Article 1 (commencing with Section 6300) of Chapter 2 of Part 2 of Division 6 of the Welfare and Institutions Code.

(2) Any person who has a severe mental disorder as set forth within the provisions of Article 4 (commencing with Section 2960) of Chapter 7 of Title 1 of Part 3 of the Penal Code.

(3) Any person found to be a sexually violent predator pursuant to Article 4 (commencing with Section 6600) of Chapter 2 of Part 2 of Division 6 of the Welfare and Institutions Code.

(d) The provisions of this chapter are mandatory and apply whether or not the court advises a person, including any juvenile, that he or she must provide the data bank and database specimens, samples, and print impressions as a condition of probation, parole, or any plea of guilty, no contest, or not guilty by reason of insanity, or any admission to any of the offenses described in subdivision (a).

(e) If at any stage of court proceedings the prosecuting attorney determines that specimens, samples, and print impressions required by this chapter have not already been taken from any person, as defined under subdivision (a) of Section 296, the prosecuting attorney shall notify the court orally on the record, or in writing, and request that the court order collection of the specimens, samples, and print impressions required by law. However, a failure by the prosecuting attorney or any other law enforcement agency to notify the court shall not relieve a person of the obligation to provide specimens, samples, and print impressions pursuant to this chapter.

(f) Prior to final disposition or sentencing in the case the court shall inquire and verify that the specimens, samples, and print impressions required by this chapter have been obtained and that this fact is included in the abstract of judgment or dispositional order in the case of a juvenile. The abstract of judgment issued by the court shall indicate that the court has ordered the person to comply with the requirements of this chapter and that the person shall be included in the state's DNA and Forensic Identification Data Base and Data Bank program and be subject to this chapter.

However, failure by the court to verify specimen, sample, and print impression collection or enter these facts in the abstract of judgment or dispositional order in the case of

a juvenile shall not invalidate an arrest, plea, conviction, or disposition, or otherwise relieve a person from the requirements of this chapter.

SEC. 6. SHOPLIFTING

Section 459.5 of the Penal Code is amended to read: [language added to an existing section of law is designated in underlined type and language deleted is designated in ~~strikeout~~ type]

(a) Notwithstanding Section 459, shoplifting is defined as entering a commercial establishment with intent to ~~commit larceny~~ steal retail property or merchandise while that establishment is open during regular business hours, where the value of the property that is taken or intended to be taken does not exceed nine hundred fifty dollars (\$950). Any other entry into a commercial establishment with intent to commit larceny is burglary. Shoplifting shall be punished as a misdemeanor, except that a person with one or more prior convictions for an offense specified in clause (iv) of subparagraph (C) of paragraph (2) of subdivision (e) of Section 667 or for an offense requiring registration pursuant to subdivision (c) of Section 290 may be punished pursuant to subdivision (h) of Section 1170.

(b) Any act of shoplifting as defined in subdivision (a) shall be charged as shoplifting. No person who is charged with shoplifting may also be charged with burglary or theft of the same property.

(c) ~~"Retail property or merchandise" means any article, product, commodity, item or component intended to be sold in retail commerce.~~

(d) ~~"Value" means the retail value of an item as advertised by the affected retail establishment, including applicable taxes.~~

(e) ~~This section shall not apply to theft of a firearm, forgery, the unlawful sale, transfer, or conveyance of an access card pursuant to Section 484e, forgery of an access card pursuant to Section 484f, the unlawful use of an access card pursuant to Section 484g, theft from an elder pursuant to subdivision (e) of Section 368, receiving stolen property, embezzlement, or identity theft pursuant to Section 530.5, or the theft or unauthorized use of a vehicle pursuant to Section 10851 of the Vehicle Code.~~

Section 490.2 of the Penal Code is amended to read: [language added to an existing section of law is designated in underlined type and language deleted is designated in ~~strikeout~~ type]

(a) Notwithstanding Section 487 or any other provision of law defining grand theft, obtaining any property by theft where the value of the money, labor, real or personal property taken does not exceed nine hundred fifty dollars (\$950) shall be considered petty theft and shall be punished as a misdemeanor, except that such person may instead be punished pursuant to subdivision (h) of Section 1170 if that person has one or more prior convictions for an offense specified in clause (iv) of subparagraph (C) of paragraph (2) of subdivision (e) of Section 667 or for an offense requiring registration pursuant to subdivision (c) of Section 290.

(b) This section shall not be applicable to any theft that may be charged as an infraction pursuant to any other provision of law.

(c) ~~This section shall not apply to theft of a firearm, forgery, the unlawful sale, transfer, or conveyance of an access card pursuant to Section 484e, forgery of an access card pursuant to Section 484f, the unlawful use of an access card pursuant to Section 484g, theft from an elder pursuant to subdivision (e) of Section 368, receiving stolen property, embezzlement, or identity theft pursuant to Section 530.5, or the theft or unauthorized use of a vehicle pursuant to Section 10851 of the Vehicle Code.~~

SEC. 7. SERIAL THEFT

Section 490.3 is added to the Penal Code to read:

(a) This section applies to the following crimes:

- (1) petty theft;
- (2) shoplifting;
- (3) grand theft;
- (4) burglary;
- (5) carjacking;
- (6) robbery;
- (7) a crime against an elder or dependent adult within the meaning of subdivision (d) or (e) of Section 368;
- (8) any violation of Section 496;
- (9) unlawful taking or driving of a vehicle within the meaning of Section 10851 of the Vehicle Code;
- (10) Forgery;
- (11) The unlawful sale, transfer, or conveyance of an

access card pursuant to Section 484e.

(12) Forgery of an access card pursuant to Section 484f.

(13) The unlawful use of an access card pursuant to Section 484g.

(14) Identity theft pursuant to Section 530.5.

(15) The theft or unauthorized use of a vehicle pursuant to Section 10851 of the Vehicle Code.

(b) Notwithstanding subsection (3) of subdivision (h) of Section 1170, subsections (2) and (4) of subdivision (a) of Section 1170.12, subsections (2) and (4) of subdivision (c) of Section 667, any person who, having been previously convicted of two or more of the offenses specified in subdivision (a), which offenses were committed on separate occasions, and who is subsequently convicted of petty theft or shoplifting where the value of the money, labor, or real or personal property taken exceeds two hundred fifty dollars (\$250) shall be punished by imprisonment in the county jail not exceeding one year, or imprisonment pursuant to subdivision (h) of Section 1170.

(c) This section does not prohibit a person or persons from being charged with any violation of law arising out of the same criminal transaction that violates this section.

SEC. 8. ORGANIZED RETAIL THEFT

Section 490.4 is added to the Penal Code to read:

(a) "Retail property or merchandise" means any article, product, commodity, item or component intended to be sold in retail commerce.

(b) "Value" means the retail value of an item as advertised by the affected retail establishment, including applicable taxes.

(c) Any person, who, acting in concert with one or more other persons, commits two (2) or more thefts pursuant to Sections 459.5 or 490.2 of retail property or merchandise having an aggregate value exceeding two hundred fifty dollars (\$250) and unlawfully takes such property during a period of one hundred eighty days (180) is guilty of organized retail theft.

(d) Notwithstanding subsection (3) of subdivision (h) of Section 1170, subsections (2) and (4) of subdivision (a) of Section 1170.12, subsections (2) and (4) of subdivision (c) of Section 667, organized retail theft shall be punished by imprisonment in the county jail not exceeding one year, or imprisonment pursuant to subdivision (h) of Section 1170.

(e) For purposes of this section, the value of retail property stolen by persons acting in concert may be aggregated into a single count or charge, with the sum of the value of all of the retail merchandise being the values considered in determining the degree of theft.

(f) An offense under this section may be prosecuted in any county in which an underlying theft could have been prosecuted as a separate offense.

(g) This section does not prohibit a person or persons from being charged with any violation of law arising out of the same criminal transaction that violates this section.

SEC. 9. AMENDMENTS

This act shall not be amended by the Legislature except by a statute that furthers the purposes, findings and declarations of the Act and is passed in each house by roll call vote entered in the journal, three-fourths of the membership of each house concurring, or by a statute that becomes effective only when approved by the voters.

SEC. 10. SEVERABILITY

If any provision of this Act, or any part of any provision, or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remaining provisions and applications which can be given effect without the invalid or unconstitutional provision or application shall not be affected, but shall remain in full force and effect, and to this end the provisions of this Act are severable.

SEC. 11. CONFLICTING INITIATIVES

(a) In the event that this measure and another measure addressing parole consideration pursuant to Section 32 of Article I of the Constitution, revocation of parole and post release community supervision, DNA collection, or theft offenses shall appear on the same statewide ballot, the provisions of the other measure or measures shall be deemed to be in conflict with this measure. In the event that this measure receives a greater number of affirmative votes than a measure deemed to be in conflict with it, the provisions of this measure shall prevail in their entirety, and the other measure or measures shall be null and void.

(b) If this measure is approved by voters but superseded by law by any other conflicting measure approved by voters at the same election, and the conflicting ballot

measure is later held invalid, this measure shall be self-executing and given full force and effect.

RESOLUTION NO. 2020-_____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, SUPPORTING THE REDUCING CRIME AND KEEPING CALIFORNIA
SAFE ACT OF 2020

WHEREAS, protecting every person in our state, including our most vulnerable children, from violent crime is of the utmost importance. Murderers, rapists, child molesters and other violent criminals should not be released early from prison; and

WHEREAS, since 2014, California has had a larger increase in violent crime than the rest of the United States. Since 2013, violent crime in Los Angeles has increased 69.5%. Violent crime in Sacramento rose faster during the first six months of 2015 than in any of the 25 largest U.S. cities tracked by the FBI; and

WHEREAS, The FBI Preliminary Semiannual Uniform Crime Report for 2017, which tracks crimes committed during the first six months of the past year in U. S. cities with populations over 100,000, indicates that last year violent crime increased again in most of California's largest cities; and

WHEREAS, recent changes to parole laws allowed the early release of dangerous criminals by the law's failure to define certain crimes as "violent." These changes allowed individuals convicted of sex trafficking of children, rape of an unconscious person, felony assault with a deadly weapon, battery on a police officer or firefighter, and felony domestic violence to be considered "nonviolent offenders."; and

WHEREAS, as a result, these so-called "non-violent" offenders are eligible for early release from prison after serving only a fraction of the sentence ordered by a judge; and

WHEREAS, violent offenders are also being allowed to remain free in our communities even when they commit new crimes and violate the terms of their post release community supervision, like the gang member charged with the murder of Whittier Police Officer, Keith Boyer; and

WHEREAS, this measure reforms the law so felons who violate the terms of their release can be brought back to court and held accountable for such violations; and

WHEREAS, nothing in this act is intended to create additional "strike" offenses which would increase the state prison population, nor is it intended to affect the ability of the California Department of Corrections and Rehabilitation to award educational and merit credits; and

WHEREAS, recent changes to California law allow individuals who steal repeatedly to face few consequences, regardless of their criminal record or how many times they steal; and

WHEREAS, as a result, between 2014 and 2016, California had the 2nd highest increase in theft and property crimes in the United States, while most states have seen a steady decline. According to the California Department of Justice, the value of property stolen in 2015 was \$2.5 billion with an increase of 13 percent since 2014, the largest single-year increase in at least ten years; and

WHEREAS, grocery store operators around the state have seen unprecedented increases in the amount of losses associated with shoplifting in their stores, with some reporting up to 150% increases in these losses from 2012 to present, with the largest jumps occurring since 2014; and

WHEREAS, shoplifting incidents have started to escalate in such a manner that have endangered innocent customers and employees; and

WHEREAS, individuals who repeatedly steal often do so to support their drug habit. Recent changes to California law have reduced judges' ability to order individuals convicted of repeated theft crimes into effective drug treatment programs; and

WHEREAS, California needs stronger laws for those who are repeatedly convicted of theft related crimes, which will encourage those who repeatedly steal to support their drug problem to enter into existing drug treatment programs. This measure enacts such reforms; and

WHEREAS, collecting DNA from criminals is essential to solving violent crimes. Over 450 violent crimes including murder, rape and robbery have gone unsolved because DNA is being collected from fewer criminals; and

WHEREAS, DNA collected in 2015 from a convicted child molester solved the rape-murders of two six-year-old boys that occurred three decades ago in Los Angeles County. DNA collected in 2016 from an individual caught driving a stolen car solved the 2012 San Francisco Bay Area rape/murder of an 83-year-old woman; and

WHEREAS, recent changes to California law unintentionally eliminated DNA collection for theft and drug crimes. This measure restores DNA collection from persons convicted for such offenses; and

WHEREAS, permitting collection of more DNA samples will help identify suspects, clear the innocent and free the wrongly convicted; and

WHEREAS, this measure does not affect existing legal safeguards that protect the privacy of individuals by allowing for the removal of their DNA profile if they are not charged with a crime, are acquitted or are found innocent.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Highland, California, does hereby support the Reducing Crime and Keeping California Safe Act of 2020.

PASSED, APPROVED AND ADOPTED this 14th day of January, 2020.

Larry McCallon
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

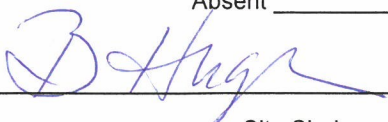
DATE: January 14, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

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

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>12</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

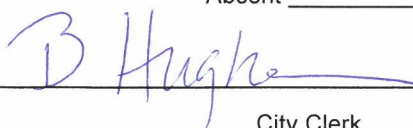
DATE: January 14, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Council Member Comments
(Agency/Committee/AB1234 Reports, District Updates, etc.)

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>13</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	