

CITY OF HIGHLAND REGULAR MEETING OF THE CITY COUNCIL AGENDA

REGULAR MEETING

February 25, 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
FEBRUARY 25, 2020 - 6:00 p.m.**

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

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 – February 11, 2020 City Council Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Minutes – February 11, 2020 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
4. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 699 for February 25, 2020, in the amount of \$2,303,667.55 and Payroll of \$94,316.29.
5. Treasurer's Report for January 2020
RECOMMENDATION: That the City Council receive and file Treasurer's Report for January 2020.
6. Claim Consideration – Stephany Taylor
RECOMMENDATION: George Hills Company recommends Council reject claim.
7. Preparation of Annual Engineer's Reports for 2020/2021 Assessments
RECOMMENDATION: That the City Council:
 1. Adopt Resolution No. 2020-_____ ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and
 2. Adopt Resolution No. 2020-_____ ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.
8. Resolution No. 2020-_____ Establishing Employee Salaries
RECOMMENDATION: That the City Council approve Resolution No. 2020-_____ establishing employee salaries and adding the classification of Assistant Engineer.
9. Easement Acceptance/TREH Partners XV, LLC – Greenspot Road
RECOMMENDATION: That the City Council:
 1. Accept the Grant of Easement for Road and Drainage purposes from TREH Partners XV, LLC; and
 2. Direct the City Clerk to record the Grant of Easement.

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.

10. Fire Extension of Interim Ordinance No. 441 Prohibiting New Accessory Dwelling Units ("ADUs") Except Those that Satisfy Specified Standards, Finding There is an Immediate Threat to the Health, Safety and Welfare, and Declaring the Urgency Thereof and Making Findings Under CEQA
RECOMMENDATION: That the City Council:
 1. Conduct a public hearing and adopt Interim Ordinance No. _____ granting a first extension of Interim Ordinance No. 441 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.

CITY COUNCIL LEGISLATIVE

11. Vehicle Purchase for Public Works
RECOMMENDATION: That the City Council:
 1. Waive formal contract procedures per Municipal Code Section 2.40.100;
 2. Authorize the use of a "piggyback" contract through Sourcewell Contract No. 120716-NAF between Sourcewell and National Auto Fleet Group;
 3. Approve proposal in the amount of \$53,576.42 from National Auto Fleet Group; and
 4. Approve the following budget adjustment; transfer \$53,600 from 004-2100 (Gas Tax Fund balance) to be expended from 004-8310-6040 (Gas Tax-Vehicles).
12. Adoption of Resolution No. 2020-_____ Ordering the Sale of One Excess City Vehicle
RECOMMENDATION: That the City Council adopt Resolution No. 2020-_____ ordering the sale of one excess City vehicle.

13. New Logo for Highland Fire Department
RECOMMENDATION: The Public Safety Subcommittee recommends that the City Council approve the new logo for the Highland Fire Department.
14. City Manager Report and Comments (Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
15. 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.

ADJOURN

Regular Meetings

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

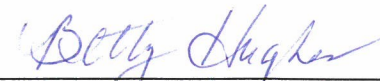
I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before February 20, 2020, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: February 20, 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: David Gendolfi Representing: Myself

Address: 7790 Oak Ct Phone: N/A
Highland

☒ Speaking to a matter on the agenda:

13 Item Number

☒ In favor

☐ In opposition

☐ Speaking to a matter not on the agenda regarding: _____

2.25.20
CC

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: David Gandolfi Representing: My Self-
Address: 7790 Oak Ct Highland Phone: N/A

☐

Speaking to a matter on the agenda:

_____ Item Number

☐

In favor

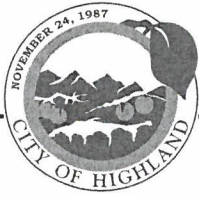
☐

In opposition

☒

Speaking to a matter not on the agenda regarding: _____

Public Comment



STAFF REPORT

TO THE CITY COUNCIL

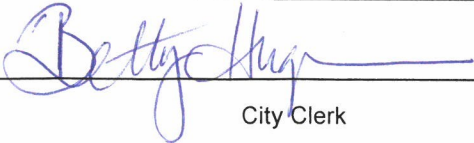
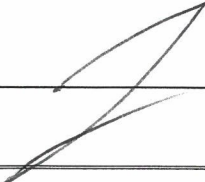
DATE: February 25, 2020

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

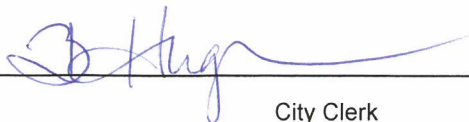
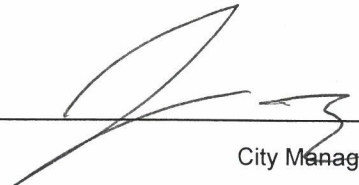
DATE: February 25, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – February 11, 2020 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
FEBRUARY 11, 2020**

CALL TO ORDER

The special meeting of the City Council of the City of Highland was called to order at 5:15 p.m. by Mayor McCallon 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 5:15 p.m., the City Council convened into closed session, regarding the following:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1):

Karas v. City of Highland, San Bernardino County Superior Court Case No. CIVDS1709696

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1):

Garay v. City of Highland et al, San Bernardino County Superior Court Case No. CIVDS1920292

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1):

Vaughn v. City of Highland et al, San Bernardino County Superior Court Case No. CIVDS1907642

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1):

Perez v. City of Highland et al, San Bernardino County Superior Court Case No. CIVDS1825970

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2):

One case.

At 5:45 p.m., the City Council adjourned closed session making no announcements.

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 5:45 p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor



STAFF REPORT

TO THE CITY COUNCIL

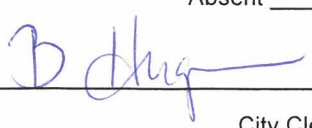
DATE: February 25, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – February 11, 2020 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
FEBRUARY 11, 2020**

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Albert Aguilar, Cornerstone Praise Center, and the Pledge of Allegiance was led by Mayor Pro Tem Lilburn.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer

Absent: None

REPORT FROM CLOSED SESSION

City Attorney Marroquin stated the City Council met in closed session on four cases, conference with legal counsel, existing litigation, pursuant to Government Code Section 54956.9(d)(1) Karas v. City of Highland, there was no reportable action taken on that case. The Council also met in conference with legal counsel, existing litigation, pursuant to Government Code Section 54956.9(d)(1) Garay v. City of Highland and there was no reportable action taken on that case. There was a conference with legal counsel, existing litigation, pursuant to Government Code Section 54956.9(d)(1) Vaughn v. City of Highland, no reportable action on that case. Conference with legal counsel, existing litigation, pursuant to Government Code Section 54956.9(d)(1) Perez v. City of Highland and there was no reportable action on that case.

SPECIAL PRESENTATIONS

Dennis Saylor, San Bernardino County Transportation Authority (SBCTA) Project Delivery Manager, gave a presentation regarding an update for the Base Line/SR 210 project.

PUBLIC COMMENT

Richard Zane spoke regarding a claim for a traffic incident which occurred at 3rd Street and Central.

CITY COUNCIL CONSENT CALENDAR

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

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Minutes – January 14, 2020 City Council Special Meeting
Approved the Minutes as submitted.
3. Minutes – January 14, 2020 City Council Regular Meeting
Approved the Minutes as submitted.
4. Minutes – January 28, 2020 City Council Regular Meeting
Approved the Minutes as submitted.
5. Warrant Register
Approved Warrant Register No. 698 for February 11, 2020, in the amount of \$1,030,024.38 and Payroll of \$174,267.86.
6. Claim Consideration – William Richardson
Rejected claim.
7. Claim Consideration – Alex Acevedo
Rejected claim.
8. Claim Consideration – Angelica Lopez
Rejected claim.
9. Easement Acceptance/Transition Properties L.P.
 1. Accepted the Grant of Easement for Sidewalk purposes from Transition Properties, L.P.; and
 2. Directed the City Clerk to record the Grant of Easement.
10. Request for a Special Event Permit (SEP-20-001) by the Redlands Bicycle Classic for its Annual Highland Circuit Bicycle Race on Wednesday, April 22, 2020
 1. Authorized the one-day Highland Circuit bicycle race as part of the Redlands Bicycle Classic on various streets in Highland subject to the Conditions of Approval; and
 2. Approved the Redlands Bicycle Classic request for co-sponsorship (waiving of City fees in the amount of approximately \$23,137.74).

CITY COUNCIL PUBLIC HEARING

11. Development Impact Fee Annual Adjustment for 2020

Mayor McCallon opened the public hearing.

Public Works Director/City Engineer Wong stated this is your annual review and update of the City's development impact fee schedule. As you know, the City Council has adopted a resolution that specifies that two different indexes be used for adjustments of various types of infrastructures. For this year, one of the indexes has a 6.47% increase applicable to the roadway and drainage improvements and then also a different index has 3.6% increase that is applicable for building type of infrastructures. The City's Finance Subcommittee discussed this and is recommending to the City Council that, such as the Council did for the last three years in a row, that you only use the index with the lower percentage increase and apply it to all nine infrastructure categories. This 3.6% increase has been used and reflected on the attached development impact fee schedule attached to the staff report. At the Finance Subcommittee meeting we had a representative from the BIA and from one developer, both of them were, in his opinion, quite happy to see that the committee is recommending a lower percentage increase. As a matter of fact, just before the meeting, Council received a written letter from both the BIA and from one development company, Sunland Communities, indicating their concurrence with using the lower index for adjustment. In the staff report, there are two resolutions. One has to do with the development impact fee for all categories and there is another resolution that has to do with the parks categories and we ask that you adopt both of these resolutions.

Roman Nava, Director of Government Affairs for the Building Industry Association Baldy View Chapter, stated as indicated by staff, a little bit earlier today you did receive an email letter from our CEO but it was so important that they wanted to thank the staff and the Council in person that he drove from Rancho Cucamonga to address the Council and use his three minutes. The Building Industry Association of Southern California had the opportunity to review the staff report and the Finance Subcommittee's recommendation for the development impact fee annual adjustments for 2020. The BIA supports the recommendations of the Finance Subcommittee for the 3.6% construction cost index and expresses their appreciation for the opportunity they had to comment at the Finance Subcommittee meeting on January 28. The BIA looks forward to working with the City Council and city staff on future issues that face our community.

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

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

1. Resolution No. 2020-005 amending Development Impact Fee for all developments; and
2. Resolution No. 2020-006 amending Park and Recreation Fee applicable to residential development pursuant to the Quimby Act. Motion carried, 5-0.

RESOLUTION NO. 2020-005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING DEVELOPMENT IMPACT FEES FOR ALL
DEVELOPMENTS WITHIN CITY OF HIGHLAND

RESOLUTION NO. 2020-006

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HIGHLAND, CALIFORNIA, AMENDING A FEE APPLICABLE TO
RESIDENTIAL NEW DEVELOPMENT WITHIN THE CITY OF HIGHLAND ON
PARK LAND ACQUISITION AND PARK FACILITIES DEVELOPMENT,
PURSUANT TO SECTION 16.40.200 OF THE HIGHLAND MUNICIPAL CODE
AND THE QUIMBY ACT (GOVERNMENT CODE SECTION 66477)

12. Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2020-2021

Mayor McCallon opened the public hearing.

Mayor Pro Tem Lilburn stated she will be recusing herself from this item as she is employed by one of the applicants who have applied for the CDBG. She is going to abstain and exit the room as well.

Mayor Pro Tem Lilburn left the dais.

Assistant Community Development Director Stater stated this is the time of year that the Council allocates our next fiscal year's CDBG grant funding. The City is expected to receive \$399,617 with a maximum of 15% of these funds being used towards public service projects which is \$59,943 and a minimum of 85% towards non-public services which is typically considered construction projects in the amount of \$339,674. The City has received six applications that are eligible for funding, two of these are categorized as construction, non-public service, which is the City's own enhanced Code Enforcement and construction of pavement improvements along Central from Ninth to the north edge of City Creek bypass. The remaining four are public service applications totaling \$65,000. Additionally, the County is allocating to the City some un-programmed funds of \$40,401.88. These funds can only be used for construction, true construction projects, so staff is recommending that those be used towards the public works pavement project on Central Avenue. For your use, if it's helpful, staff provided on pages 14 and 15 a summary of all the projects that are eligible.

Dylan Williamson spoke in support of Central Little League.

Latoya Courtney, Representative of the Highland Library, spoke in support of their programs and their request of CDBG funds.

Lindsay Cobaugh, Executive Director Highland YMCA, spoke in support of their programs and their request of CDBG funds.

Cassandra Rodriguez spoke in support of the Highland YMCA.

Irma Argota spoke in support of the Highland YMCA.

John Henry spoke in support of the Highland Senior Center.

Stan Logan spoke in support of the Highland Senior Center.

Rosetta Love spoke in support of the Highland Senior Center.

Flo Miyashiro spoke in support of the Highland Senior Center.

Gloria Peterson spoke in support of the Highland Senior Center.

Sharon Pierce spoke in support of the Highland Senior Center.

Junior Carrillo spoke in support of the Highland Senior Center.

Council Member Chavez stated this year the YMCA is asking for \$15,000, last year they received \$10,787. If we increased it this year how will that benefit your organization?

Lindsay Cobaugh stated we are seeing more of a need. The people are needing it more and more, as well as asking for more and more when they come in.

Council Member Chavez asked for membership, how much is charged?

Lindsay Cobaugh stated \$32 for a family.

Council Member Chavez asked do you give any discount for low income families?

Lindsay Cobaugh stated we offer financial assistance.

Council Member Chavez stated and that's what this grant is for?

Lindsay Cobaugh stated yes.

Council Member Chavez stated so if we give you more money, the \$5,000, that would help more families get involved in the YMCA?

Lindsay Cobaugh stated yes.

Council Member Chavez stated regarding the Highland Senior Center, can you please clarify a few things about what you do for health and wellness at the Senior Center.

(Unannounced speaker) stated we have aerobic exercises and other exercises there for the seniors. We offer meals at a very reasonable donation. We have food giveaway programs and many other classes such as Spanish, French, bible study and others.

Council Member Chavez stated can you talk more about the recreational stuff you do such as Valentine's Day dance or Poker night?

(Unannounced speaker) stated we have every third Tuesday, we have taco night and bingo. Every day of the week we have exercise programs.

Council Member Chavez asked how much is a membership to join?

(Unannounced speaker) stated a membership per member, per year is \$20.

Council Member Chavez asked do you have anything for the low income community?

(Unannounced speaker) stated not to his knowledge.

Council Member Chavez stated so it's just \$20 solid for whomever.

(Unannounced speaker) stated yes.

Council Member Chavez stated he has a couple questions that have to do with the application. Let's talk about first, the bus. Is it an electric bus or a gas bus?

(Unannounced speaker) stated it's gasoline.

Council Member Chavez stated darn, do you consider it a gas guzzler?

(Unannounced speaker) stated no.

Council Member Chavez stated no? It doesn't waste a lot of gas?

(Unannounced speaker) stated he doesn't think so.

Council Member Chavez stated do you think it's good for our environment.

(Unannounced speaker) stated it's very economical because it's used at minimal times.

Council Member Chavez stated he's just asking because we just got a few electric chargers and he would love to see the Highland Senior Center get an electric bus. It's really cheap out here to get the electricity.

(Unannounced speaker) stated yes, understandable.

Council Member Chavez stated so for the money that we are giving away today, it is going to go towards where? A general fund?

(Unannounced speaker) stated it would go in our general fund as far as upkeep for our facility and improvements and towards our seniors.

Council Member Chavez stated and through that general fund are there salaries being paid?

(Unannounced speaker) stated no.

Council Member Chavez asked no? There's no salary at all?

(Unannounced speaker) stated no, not out of what we would receive.

Council Member Chavez asked so the part-time driver for the bus is Jeff Novak, is that correct?

(Unannounced speaker) stated no.

Council Member Chavez asked who is Jeff? I heard Jeff earlier.

(Unannounced speaker) stated well Jeff is another volunteer there at our center. Do you need the name of the driver for the bus, the shuttle bus?

(Unannounced speaker) stated Jeff Novak is in charge of transportation program.

Council Member Chavez asked is that a paid position or volunteer?

(Unannounced speaker) stated no, he is not a volunteer.

(Unannounced speaker) stated you want to know more about the bus, instead of Jeff. Is that correct?

Council Member Chavez stated he is asking if Jeff Novak is a paid employee from the Highland Senior Center.

(Unannounced speaker) stated he is one that is paid, yes.

(Unannounced speaker) stated part-time.

(Unannounced speaker) stated and George is the one that drives bus. The bus was donated by Omnitrans to us.

Council Member Chavez stated so who would be the Executive Director.

(Unannounced speaker) stated the Executive Director is Penny.

Council Member Chavez asked and the outreach?

(Unannounced speaker) stated outreach, it is Jeff.

Council Member Chavez stated okay, so both full-time positions are Penny Lilburn, Executive Director and Jeff Novak, is transportation.

(Unannounced speaker) stated to other unannounced speaker, what is George's full name?

Council Member Chavez stated it's okay; he's the part time driver correct?

(Unannounced speakers) stated yes.

Council Member Chavez stated okay and then also in the application it says describe your method to sustain project viability over the multi-year process if funding decreases. So what was said here is as long as the center can continue to provide the programs and services it offers without going into a deficit, we will continue providing and improving programs and advocating for the seniors. He doesn't see anywhere where there is a multi-year process about if the funding decreases that would sustain the viability of this project. Can you explain a little bit?

(Unannounced speakers) stated he has no knowledge on that part.

(Unannounced speakers) stated the luncheons they provide are a \$3 donation. They do not have to pay. They are not turned away. If the homeless comes in, they don't have to pay. It's a donation.

Council Member Chavez stated the question was more of if for some reason you don't get the full funding, do you have a multi-year process in which you would be able to figure out how to sustain the organization.

(Unannounced speakers) stated again, we have no knowledge of that.

Council Member Chavez stated these are important questions that need to be answered if we're giving away money.

City Manager Hughes stated actually, if he could have staff explain what the funding goes for, as far as the application.

Assistant Community Development Director Stater stated she prepares the monthly monitoring reimbursement forms that come from the Senior Center. She processes those through our Finance Department who prepares the reimbursement. Typically what we would see on a monthly reimbursement would be a portion of the rent to Patton State Hospital, supplies from Staples, we do see two employees' wages but one is a CPA and one does membership and supplies, is typically is what we would pay for from this grant.

Council Member Chavez stated about the homeless, if they were to come in and ask for whatever they have to offer, they would get the services?

(Unannounced speakers) stated yes.

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

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez, to prioritize funding of FY 2020-2021 Community Development Block Grant Applications in the following allocation amounts, LOG Number HIGH20CN-003 City of Highland Street Improvements Central Avenue in the amount of \$227,000 and LOG Number HIGH20CN-004 for City of Highland Code Enforcement Officer in the amount of \$159,271. Motion carried, 4-0, with Mayor Pro Tem Lilburn abstaining.

Council Member Timmer stated actually there is another part of the un-program funds. We have to allocate at this point \$40,000, which was not spent in the past and staff's recommendation is we put it to the public works project on Central. It can only be used on projects, it can't be used elsewhere.

Mayor McCallon stated he agrees. He thought it was already included in that but he sees it's not.

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez, to apply the un-programmed funds in the amount of \$40,000 to be allocated to LOG Number HIGH20CN-003 City of Highland Street Improvements Central Avenue. Motion carried, 4-0, with Mayor Pro Tem Lilburn abstaining.

Council Member Solano stated before we get set, she wants to say something. With all due respect, with the fund fluctuations, she just wants to say we don't take funds away. We allocate to other benefiting programs. So she doesn't want to discredit any other programs and their impact on the community. They have a lot of impact on the community. That's what she wants to say. We don't take funds away and just keep it to ourselves. We give it to other people who really impact the community, just like the ones you heard from today. A lot of those people help out too so she just wants to give others a chance. So based on whatever outcomes come off of this, she just wants to say we want to give others a chance to have a good year. These funds aren't forever, they fluctuate every year. We don't know what next year is going to come so we just want to keep that in mind a little bit.

Council Member Chavez stated he proposes that we have the opportunity to fully fund three programs, the San Bernardino County Library, they want \$10,000, the Central Little League \$15,000, Highland YMCA \$15,000, the past year we gave them less, so he thinks we have the opportunity to really do it. We have \$65,000, no, the request is \$65,000 but we have \$59,943 to give. It looks like the Highland Senior Center is asking for \$25,000. If you look at their financial record, through their fundraising they make about \$300,000, they got \$50,000 from San Manuel. He believes Council Member Timmer gave them a couple thousand dollars at the last Council Meeting.

Council Member Timmer stated no, that is not correct.

Council Member Chavez asked how much did you give them?

Council Member Timmer stated it was \$500.

Council Member Chavez stated oh \$500, cool.

Council Member Timmer asked did you open your wallet to do that as well?

Council Member Chavez stated no. So Council Member Timmer gave them \$500 and he thinks the Highland Senior Center is able to make up their money. He would propose to give them \$19,943 and fully fund the other three.

Council Member Timmer stated he thinks he needs to say something here at this point. Why, over time, the City Council has funded the agencies that we have funded and why. He thinks there's a little history that is lacking. We have been doing this program, Community Development Block Grant Fund, for a long time, ever since the City incorporated. Those funds, as you said, could fluctuate up and down. However, in the past, the library is a City built facility and we provide that to them. We pay for the maintenance of that building and all those things. So we're ongoing throughout this whole time, since cityhood, since the library was built, we've been paying for those facilities. The Little League, for example, we had to purchase that land from Norton Air Force Base. Half was given to the

City, a transfer, and the other half we had to purchase, if he remembers right. Don't quote him on these numbers, it was about \$600,000. We had to buy that land which went to build, to acquire the land, and then the City had to build the facility. We maintain the facility annually, we pay for the lights, and ongoing, the City has been providing general fund money to the Little League and will continue to do that because that's what we do. The YMCA, that building was built by the City, through the help of Congressman Lewis. We pay, again, not exact but about \$400,000 a year, the ongoing YMCA for their programs, over and above what we've given through Community Development Block Grants. The Senior Center, a few years ago, got \$600,000 from the State to build a swimming pool at their facility. For some logistical reasons that did not happen or couldn't. The Senior Center voluntarily transferred that money to the YMCA so they could build the facility with an understanding the seniors could go there and use that facility on certain prearranged schedules and so forth. So, the City currently supports the YMCA, the Little League and the Library through our general fund monies. We give zero dollars to the Highland Senior Center. This is the only monies, and again, this is federal money which comes through the County to us. It's not our money, its federal money, tax dollars. So this is the only money the Senior Center has gotten from the City. That's why historically we've given a little more to the Senior Center, because they don't get other support from the City. Historically, that's why we have done what we have done over the years.

Council Member Chavez stated thank you so much. He's just taking your lead from what you said a couple years ago. You told us that we need to support people that are in our City and frankly, the Highland Senior Center is not in our city limits.

Council Member Timmer stated, however, most of the participants who go there are.

Council Member Chavez stated correct, they are but they are not in our city limits and so one year there was this program that was not within our city limits and you chose to deny them money because they were not in our city limits.

Council Member Timmer stated he's never denied the money for the Senior Center.

Council Member Chavez stated so what he is saying is since they are not within our reach, he's taking your advice. We should give money to our own, the County Library 100% free, and 100% Highland residents.

Council Member Timmer stated, however, the library, the YMCA, the Little League; he thinks the Little League is the only one that restricts where their donations can go within the City of Highland. People from all over the County go in to the Highland library. The YMCA, he believes, people can come from all over and use that facility just like the Highland Senior Center.

Council Member Chavez stated and that's okay. That means if anyone can come, that's money which is being generated in Highland. So, he sticks to his recommendation. He thinks we should allocate the full amounts to the three.

Council Member Timmer stated well he can't support what you're suggesting, your words. What he was going to suggest was, your words, last year, you don't have a problem with what we approved last year. We have \$1,300 more than we had the previous year. He was going to allocate that, splitting it between, in fact last year the YMCA, no the Senior Center, we cut funds. The library we increased funds significantly and the Central Little League we added significantly too. So, he is willing to maintain those allocations with the understanding that the \$1,300 extra we got allocated from the federal government to go to the Senior Center to get them back to the level that they've been getting in the past. Everyone else got an increase as well as of last year.

Mayor McCallon stated are you making a motion? What is your motion?

Council Member Chavez stated he made a recommendation.

Council Member Timmer stated then he'll make it as a motion.

Mayor McCallon stated you can't give more than they've asked for.

Assistant Community Development Director Stater stated we have \$266 that would need to go somewhere, to one of the other entities.

Council Member Timmer stated no, they put in a request for \$25,000. Last year they got \$23,890 and if you add \$1,300 onto that, that's still under \$25,000.

Mayor McCallon stated no, it's 25,1 something.

Assistant Community Development Director Stater stated we have \$1,376.

City Attorney Marroquin stated its \$25,190.

Council Member Timmer stated sorry, an addition error. So let's get it back to where it was and the remainder, he would think can go to, the 266 number can go to the YMCA.

Mayor McCallon asked so what are the numbers being proposed?

A MOTION was made by Councilman Timmer, seconded by Mayor McCallon, to prioritize funding of FY 2020-2021 Community Development Block Grant Applications in the following allocation amounts, LOG Number HIGH20PS-005 San Bernardino County Library in the amount of \$9,556, LOG NUMBER HIGH20PS-029 Central Little League in the amount of \$14,334, LOG NUMBER HIGH20PS-034 Highland Family YMCA in the amount of \$11,053, LOG NUMBER HIGH20PS-011 Highland Senior Center in the amount of \$25,000. Motion failed 2-2, with Council Member Chavez and Council Member Solano dissenting and with Mayor Pro Tem Lilburn abstaining.

Council Member Solano stated she respects everything that was said. She completely understands where a lot of our other allocations can go to but that's just when it comes to the location. She would like to support more of the programs in itself and she's not saying it's every year. We come back every year. She would like to support the programs itself, not what we provide for the maintenance, not for what we provide for the building, she completely understands and she respects that. She just would like to support the programs more itself. She would like to.

A MOTION was made by Council Member Chavez, seconded by Council Member Solano, to prioritize funding of FY 2020-2021 Community Development Block Grant Applications in the following allocation amounts, LOG Number HIGH20PS-005 San Bernardino County Library in the amount of \$10,000, LOG NUMBER HIGH20PS-029 Central Little League in the amount of \$15,000, LOG NUMBER HIGH20PS-034 Highland Family YMCA in the amount of \$15,000, LOG NUMBER HIGH20PS-011 Highland Senior Center in the amount of \$19,943. Motion failed 2-2, with Mayor McCallon and Council Member Timmer dissenting and with Mayor Pro Tem Lilburn abstaining.

Council Member Solano stated she is not discrediting anything. She fully sees what every program does and no one is shaking their head. She is just saying she doesn't discredit.

Council Member Chavez stated he is sorry Council Member Timmer feels this way and this is not against the seniors. They are getting \$19,000. That is more than any organization that we're giving away. The County Library is only getting \$10,000 and the Little League \$15,000, the YMCA \$15,000. The Senior Center, \$19,000 that's almost \$20,000, he doesn't see a problem with their fundraising. They make a lot of money fundraising, they've been getting grants, he thinks for the \$5,000, he thinks they'll be able to fundraise that and get that within the year.

Council Member Solano stated and when we come back next year and if we see this caused a hardship, she will completely consider the hardship that it does cause. She is just saying we have to give other programs a chance too.

Council Member Timmer stated the YMCA serves over 3,000. The library just said 41 and that's a high number for what it's been in the past. The YMCA doesn't give that many sponsors either. The Little League, that's an organization that is dear to his heart, and he will fight for them as well. He tried to give some analysis of why we've done what we've done and basically it fell on deaf ears.

Council Member Solano stated and she completely understands.

Council Member Chavez stated it's understandable, we totally get it.

Council Member Solano stated and she doesn't mind coming back next year.

Council Member Chavez stated and the library, they do the 41 and their goal is 42, but if you read through their paper, they're educating their adults and the adults are teaching their children. This is a lifetime of skills.

Council Member Solano stated and they also provide to seniors in that program too. It's not like we're taking away stuff.

Council Member Chavez stated it's open to the seniors. The YMCA, the pool is at the YMCA. We just saw the success story of the young man from the little league and if we keep investing in these youth and these little leagues they're going to be going to these scholarships. We just had a young lady who was in the...

Council Member Timmer stated last year we gave the little league over \$3,000 more than they got in the previous years.

Council Member Solano stated but that was after cutting them off for a long time. For fiscal year 11/12 they got 15 and the whole year down they got a \$4,000 cut.

Council Member Timmer stated yeah, that's when we had a lot more money.

Council Member Chavez stated we have money now and his motion is still on the table.

Council Member Timmer asked where do we go from here City Attorney.

City Attorney Marroquin stated we need to keep trying to reach a compromise. You're going to need three affirmative votes in order to get something passed.

Council Member Solano stated why do we have to get the Senior Center back to what they were?

Council Member Timmer stated why do we have to give the Senior Center less?

Council Member Solano stated she is not trying to give them less.

Council Member Chavez stated the Senior Center makes more money.

Council Member Solano stated maybe next year the Senior Center will get more, who knows.

Council Member Chavez stated let's look. Let's pull up their budget. They got \$50,000 from Sexual Assault Services, they get \$20,000 from Department of Aging, the San Manuel Band of Mission Indians gave them \$50,000 and through memberships, fundraisers and programs they get \$354,000. That's a total of \$474,000 that they're getting. So we're just fighting for \$5,000 and it's not that hard.

Council Member Timmer stated I'll tell you what if you put up \$2,500, I'll put up \$2,500.

Council Member Chavez stated I'm not putting up any money. It's not about me. This is about us putting the money from the federal grant. Our goal is to give back to the community and this is the perfect way to do it without any biases without any...

Mayor McCallon stated listen, we are at a stalemate. We have to compromise.

Council Member Chavez stated I've compromised for three years on the Highland Senior budget.

Mayor McCallon stated he understands. Last year we gave them \$23,890 and \$14,000 to the Central Little League. As he recalls the Central Little League, at that time, said if you're taking away from the Senior Center just to give it to us, give it to the Senior Center, at that time that's what they said. So, they recognize the importance of the Senior Center too.

Council Member Solano stated we're not saying that.

Council Member Chavez stated yes, we're not saying the seniors aren't important.

Mayor McCallon stated as Council Member Timmer stated all of the other facilities we provide support to in various ways. The Senior Center receives no support from the City of Highland whatsoever, other than through the CDBG Block Grant which is federal funded. He just can't support a motion that's going to take that much away from the Senior Center. So he doesn't know where we go from here.

Council Member Solano stated is there a meeting between us that we can probably find? Apparently we both have our own opinions. Is there maybe a meeting in between that we can get to?

Council Member Timmer stated let him throw something out here. He would recommend that we fund all four agencies the same as we did last year. We would have \$1,376 remaining. He would suggest we split that four ways and give it to all four organizations.

Council Member Solano asked what would the numbers would be on that?

Assistant Community Development Director Stater stated each organization would get \$344 more than they did last year.

Council Member Chavez stated the YMCA would get \$11,000 and we're trying to give them \$15,000 so they would be losing \$3,000 roughly. He's just estimating.

Council Member Timmer stated we're actually increasing them $\frac{1}{4}$ over from what they got last year. They're getting an increase. Lots of them ask for big numbers and we've never funded them for what they ask for. Historically, we used to get dozens and dozens of organizations that came in and tried to get funding but we focused on Highland activities within Highland and the Senior Center. The others just kind of disappeared over the years. He would suggest we fund what we did last year and split the remaining dollars between each of the four. That way everyone would get a little increase from what they had last year.

Council Member Chavez asked how does that benefit the YMCA?

Council Member Timmer stated they're getting more money than they got last year.

Council Member Chavez asked how much more, can you tell us the numbers?

Assistant Community Development Director Stater stated each organization would receive an additional \$344 over last year. The math on that would be the library, this year, would receive \$9,900, the Senior Center \$24,243, the Little League \$14,678, and the YMCA \$11,131.

Council Member Chavez stated he'll go with that but instead of 23 at the Highland Senior Center he'll give the extra \$1,000 to the YMCA so they can have 12 and the Highland Senior Center can have 22.

City Attorney Marroquin stated so we need a motion. We had Council Member Timmer make a proposal. We have a counterproposal so maybe we'll take one at a time. The proposal and she knows Assistant Community Development Director Stater is verifying the numbers and if you can read those that would be part of Council Member Timmer's motion.

Assistant Community Development Director Stater stated Council Member Timmer's motion would be for the San Bernardino County Library \$9,900,

Highland Senior Center \$24,243, Central Little League \$14,678 and Highland Family YMCA \$11,131.

Council Member Chavez stated can he add to the motion or would Council Member Timmer reconsider changing his motion with what he stated. We should do \$9,900 for the County Library, instead of \$24,243 he thinks we should do \$23,243, \$14,678 for the Little League and \$12,131 for the YMCA. It's just \$1,000.

Council Member Timmer stated are you going to make up the difference?

Council Member Chavez stated it's not up to me.

Council Member Timmer stated yes, it is. Get your check book out.

Council Member Chavez stated if it were up to him, honestly, the YMCA would be getting all the money.

Council Member Timmer stated even though we give them \$400,000.

City Attorney Marroquin stated so the question on the table, Council Member Timmer, is whether you would accept the amendment to your motion. Will you accept it or not, and if you don't accept it then we would have the roll call on the pending motion.

Council Member Timmer stated no, he doesn't accept it.

City Attorney Marroquin stated okay, so there was a first by Council Member Timmer, seconded by Mayor McCallon, and now we'll have the vote on that motion.

Council Member Solano stated she is going to comment on this. She feels like we really should look a lot more closely at this. The bait this is bringing upon is maybe, for next year, we should look at this scope. She feels like there is going to be a lot of back and forth. Honestly, it's not going to do any of us any service. So with that being said and keeping that into account, she will agree with the motion. Just because it keeps it fair to everyone with what they received last year and they all receive the same thing but she feels, as Council Members, we should probably, for next year, it will be beneficial, to look a little more into account to really... just so we don't have this kind of altercation when it comes to this.

A MOTION was made by Councilman Timmer, seconded by Mayor McCallon, to prioritize funding of FY 2020-2021 Community Development Block Grant Applications in the following allocation amounts, LOG Number HIGH20PS-005 San Bernardino County Library in the amount of \$9,900, LOG NUMBER HIGH20PS-029 Central Little League in the amount of \$14,678, LOG NUMBER HIGH20PS-034 Highland Family YMCA in the amount of \$11,131, LOG NUMBER HIGH20PS-011 Highland Senior Center in the amount of \$24,243. Motion carried 3-1, with Council Member Chavez dissenting and with Mayor Pro Tem Lilburn abstaining.

Assistant Community Development Director Stater stated if she could get clarification on the construction and non-public service. She understood the vote was for two approval projects.

Mayor McCallon stated two projects and to add the additional amount to the pavement projects.

Assistant Community Development Director Stater stated that's over the allocated amount. So, what we have here is a total request for \$386,000. So it's \$159,271 for code enforcement and \$227, she just needs a clarification.

Mayor McCallon stated he would suggest we take any reduction in the street project.

Assistant Community Development Director Stater stated so if you do that, you could fully fund code enforcement at \$159,271 and the public works would be funded with the City's current year allocation at \$180,403 plus the un-programmed funds of \$40,401.88. That would bring the total amount for the public works project to \$220,804.88, so it's short about \$7,000, if that's your wish.

Mayor McCallon asked is this agreeable?

All City Council Members concurred.

Mayor McCallon stated he thinks the pavement project, we can get other funds for that shortage.

City Attorney Marroquin stated so if we could just get a motion on that item again.

A MOTION was made by Mayor McCallon, seconded by Council Member Solano, to prioritize funding of FY 2020-2021 Community Development Block Grant Applications in the following allocation amounts, LOG Number HIGH20CN-003 City of Highland Street Improvements Central Avenue in the amount of \$220,804.88 and LOG Number HIGH20CN-004 for City of Highland Code Enforcement Officer in the amount of \$159,271. Motion carried, 4-0, with Mayor Pro Tem Lilburn abstaining.

City Council Members took a brief recess at 7:31 p.m.

Mayor McCallon reconvened the meeting at 7:37 p.m.

Mayor Pro Tem Lilburn returned to the dais.

CITY COUNCIL LEGISLATIVE

13. Contract Transfer – Facilities/Parks Landscape Maintenance Contract (Contract No. 2017-01)

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 authorize staff to issue the first amendment to contract with DLS Landscape, Inc., transferring existing Contract No. 2017-01, "Bid Schedule A – Facilities and Parks Landscape Maintenance" from DLS Landscape, Inc., to CM Landscape Management. Motion carried, 5-0.

14. Bid Award – Bid No. 2019-09, "City-wide Traffic Signal Battery Backup System Replacement" (Project sig19002)

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

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem Lilburn, to award the construction contract for Bid No. 2019-09, "City-wide Traffic Signal Battery Backup System Replacement" (Project sig19002) to the lowest bidder, Sierra Pacific Electrical, in the amount of \$86,601.00. Motion carried, 5-0.

15. Vehicle Purchase for Code Compliance Officer

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

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

1. Waive formal contract procedures per Municipal Code Section 2.40.100;
2. Authorize the use of a "piggyback" contract through Sourcewell Contract No. 120716-NAF between Sourcewell and National Auto Fleet Group;
3. Approve proposal in the amount of \$37,146.95 from National Auto Fleet Group; and
4. Approve the following budget adjustments: Transfer \$27,150 from 020-2100 (AB 2766-unreserved, undesignated) to be expended from 020-8440-6060; Transfer \$10,000 from 027-2100 (Misc. Grants-unreserved, undesignated) to be expended from 027-8490-6060 and \$10,000 be reimbursed to 027-8490-9210. Motion carried, 5-0.

16. Issuance of Government Code Section 65858(d) Report Regarding Interim Ordinance No. 441, Prohibiting New Accessory Dwelling Units ("ADUs") Except Those that Satisfy Specified Standards

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

A MOTION was made by Council Member Solano, seconded by Mayor McCallon, to issue and approve this report for Interim Ordinance No. 441 related to the prohibition of new accessory dwelling units in the City. Motion carried, 5-0.

17. Designation of Drummond Avenue and Crest Street as Through Streets

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 approve Resolution No. 2020-007 designating Drummond Avenue and Crest Street as through streets. Motion carried, 5-0.

RESOLUTION NO. 2020-007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, DESIGNATING DRUMMOND AVENUE AND CREST STREET
AS THROUGH STREETS AND RESCINDING RESOLUTION NO. 2014-010

18. Development Impact Fee Calculation and Nexus Report Update/Revenue & Cost Specialist

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

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

1. Approve proposal from Revenue & Cost Specialists to update the City's existing Development Impact Fee Calculation and Nexus Report for a fixed fee of \$38,500;
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount; and
3. Approve the following budget adjustments: for the DIF study update, transfer \$38,500 from 023-2100 (General Capital Financing-Fund Balance) to be expended from 023-3890-4582 (Contract Services-Studies); for Engineering support required for Revenue & Cost Specialists to complete the DIF study update, transfer \$30,000 from 023-2100 (General Capital Financing-Fund Balance) to be expended from 023-3890-4550 (Contract Services-Engineering). Motion carried, 5-0.

19. Resolution No. 2020-008 Adopting a Records Retention Schedule and Rescinding Resolution No. 1995-026

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

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Solano, to adopt Resolution No. 2020-008 adopting a Records Retention Schedule. Motion carried, 5-0.

RESOLUTION NO. 2020-008
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HIGHLAND, CALIFORNIA, ADOPTING A RECORDS RETENTION
SCHEDULE AND RESCINDING RESOLUTION 1995-026

20. Final Action on Amendment No. 2 to Employment Agreement between Joseph Hughes and the City of Highland

City Attorney Marroquin stated state law requires that there be an oral report summarizing final action on executive compensation. The recommendation, in respect to the City Manager contract, is an increase in base salary from \$195,856 to \$215,442. It should be noted that the City Manager has received cost of living adjustments similar to all the city employees but this would be the first raise to his salary in over a decade. The contract also offers a one-time opportunity to buy back 100 hours of accrued sick leave. In exchange, the contract would decrease the amount of severance the City Manager can receive. Currently if he's terminated without cause, then he can receive one year of severance. The amended contract is to decrease that to 9 months' severance. Additionally, the current contract provides that the City Manager requires a 4/5 vote of the City Council to terminate the City Manager, and that would be changed to a 3/5 vote. So the recommendation is that the City Council approves these changes and takes final action on the matter. If you concur with that recommendation, the motion would be a motion to approve final action on the City Manager contract.

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Timmer, to authorize the Mayor to execute Amendment No. 2 to the February 28, 2006 Employment agreement between Joseph Hughes and the City of Highland. Motion carried, 5-0.

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

City Manager Hughes stated staff met with the consultant regarding the fee for service study update and that is in process right now. We're estimating that we will be bringing the new fee schedule forward to the Finance Subcommittee in April and then on to the Council for consideration in May. The City of Highland was awarded the California Society of Municipal Finance Officers Excellence in Budgeting for the 2019-2021 budget. Highland has won this award every year since 1991. Last week, we met with CalFire to go over the next proposed five year contract and we expect that to come to the Finance Subcommittee in late February and on to Council in March for your consideration. We will be meeting with the Sheriff on March 18 to go over their proposed contract amendments for 20/21 fiscal year. The City of Highland was awarded Tree City USA again and this is our 30th consecutive year for Tree City USA. The active transportation plan document is under development. One of the components includes a process called walk audit of a major corridor in the city and the walk audit will be conducted for Palm Avenue, in the Historic District, on Friday, February 14 from 9am to 11am. The consultant retained by SCAG will be to detail existing conditions in Highland. Community volunteers and staff will help them to access safety, mobility ideas, to encourage safe walking and biking. Anyone looking to help with the walk audit, you can show up at City Hall on Friday, February 14 at 9am. Last week, February 5, the City received confirmation from HCD that the City's SB2 grant application was approved. The City was awarded \$160,000 to help fund the City's sixth cycling of the housing element as well as the safety element update. Also, we will be able to use those funds towards the accessory dwelling unit that was discussed tonight. The 7/11 on the southwest corner of Greenspot and Boulder expects to break ground in the next few weeks. Planning staff is working with the County to finalize the 2020 census outreach activities which will start shortly. HCD confirmed that SCAG's draft RHNA allocation methodology is in compliance with the statutory objectives with final approval to be expected on March 5. Planning staff has begun drafting a municipal code amendment to clean up certain inconsistencies within the municipal code. It's a long standing work program item. We will be bringing that forward to Council in the near future. CDBG pavement rehabilitation, a request for proposal is sent to Engineering Resources to provide professional engineering design services for two CDBG overlay projects. One will be on Elmwood Road and the second on Del Rosa Avenue. The design services proposal will be brought forward for the Council's consideration at the February 25 meeting. Sector E pavement rehabilitation, ERSC was also asked to submit a proposal to provide professional engineering design services for the Sector E pavement rehabilitation. This project will complete our five year \$15 million maintenance and preservation project that we've been performing in the city. In total, fourteen streets will be rehabilitated and Sector E, which is bound south of Base Line and east of the SR210. The most notable major arterial to be rehabilitated is Greenspot Road between Blossom Street and Plunge Creek Bridge. Design services proposal will be brought forward to the City Council for your consideration on March 10. The Base Line interchange, we already discussed that a little bit today. Just to reiterate there will be a ground breaking on Wednesday, February 26 at 10am.

There also will be two meetings held here at City Hall. One was a project open house which was discussed on the [February] 24th and there also will be a meeting with first responders on the [March] 4th as well. They will be briefed on the activities that are going to occur. The contractor is proposing to shut down freeway main lines for potentially up to four nights between 1am and 5am in late February. This will allow for the placement of K-rails and restriping of the freeway main lines. This will necessitate a rerouting of freeway traffic on the City streets during that time and will be working with SBCTA and the contractor on the safest, most effective route to detour the traffic through the City. SBCTA public relations consultant has requested the City's help to develop a list of individuals to receive project notifications and construction alerts. We've already provided the email addresses of City Council, City Committee Members, City staff, Chamber of Commerce, East Highlands Ranch HOA, but if you do have anyone else you'd like to make sure that information gets to please let staff know and we will relay it to SBCTA. Volunteers Services, the Highland Improvement Team will be holding a project this Saturday, February 15 and you can meet here at City Hall at 7:30. Citrus Harvest Festival Baking Contest will be on Thursday, March 5. Public Safety Appreciation Week will be Tuesday, March 10 through Friday, March 13. There will be a historic district clean up on March 21. The Blood Drive will be on March 23. A Used Oil Filter Exchange and Recycling event will be on March 7 at the Auto Zone. Free Compost Give Away will be here at City Hall on March 14 at 8am. Burrtec completed an illegal dumping work orders, he gave you the numbers but he'll go ahead and repeat them. For November 2019 were 94, December were 82 and January were 102. Since the last report, the Police had 1,836 calls, 201 total reports and 58 arrests. Fire responded to 206 medical emergencies, 5 structure fires, 28 vehicle collisions, 1 vehicle fire, 1 vegetation fire, 6 debris fires, 3 other fires, which he's not sure what those are, 12 ringing alarms, 14 public assistance, 3 fire minute standbys and 3 investigations for a total of 282 calls.

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

Mayor McCallon stated the HCD approval of the RHNA methodology is going to go before SCAG for a final approval. However, Orange County cities are up in arms, not happy, because the methodology puts more houses in Orange County because that's where the transit and jobs are located and in Los Angeles County. Los Angeles is willing to accept them but Orange County cities are trying to get SCAG to reverse their decision but he doesn't think it's going to be successful. The methodology and the numbers, if you follow on the website, you can calculate the numbers that Highland would be responsible for under the RHNA process.

Council Member Solano stated she will be handing out the business anniversary certificates this weekend.

Council Member Chavez stated he attended the COPS meeting this morning which was very informative.

Mayor Pro Tem Lilburn stated she attended the Real Journeys Academy this morning and they do have a great internship program. They are also having a Parents Night Out on February 28 and asked her to share the information with the Council. She also had the first Veterans Day event committee meeting which ten committee members attended about two weeks ago. Right now they are discussing locations. They also came up with an agenda, what their thought processes are, but right now they're working on the location and there are about four different locations that they are looking at. Also, the San Bernardino Airport and the Redlands Airport are going to combine their airshows this year. So Hangar 24 will no longer be doing it; they are bringing it over here to our airshow and they are going to move the date. She believes it's going to be moved to May so it'll be nice and will generate revenue for the airport.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor McCallon adjourned at 8:12 p.m. in memory of Jessica Filson, Walter Landreth and John Clairmont.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 25, 2020

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Senior Accountant

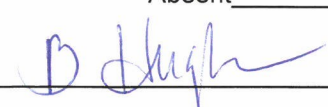
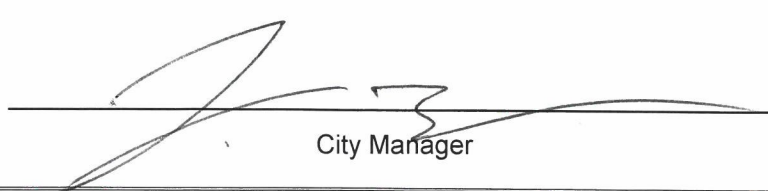
SUBJECT: Warrant Register #699

RECOMMENDATION: City Council to approve Warrant Register #699; Warrants in the amount of \$2,303,667.55 and Payroll in the amount of \$94,316.29.

FISCAL IMPACT: The total of Cash and Expenditures is \$2,397,983.84.

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 #699

February 25, 2020

Warrants:

2/11/2020 Ck#80158-80202	503,373.93
2/14/2020 Payroll Wire #472-473 & Ck #80203-80206	50,074.90
2/18/2020 Ck#80207-80242	1,750,218.72

Total Warrants \$ 2,303,667.55

Payroll:

2/14/2020 Direct Deposits #9405-9443	93,752.56
2/14/2020 Ck #557-558	563.73

Total Payroll \$ 94,316.29

Total Warrants & Payroll \$ 2,397,983.84

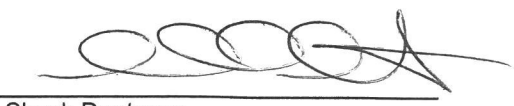
APPROVED BY:

Larry McCallon
Finance Subcommittee



Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee



Chuck Dantuono
Director of Administrative
Services/City Treasurer

02/10/2020 5:47:33PM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80158	2/11/2020	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD 01/12/20-01/25/20 CROSSING GUARD 01/12/20-01/25/20 002.8200.4530	2,371.68 Total : 2,371.68
80159	2/11/2020	000015 AMERICAN PLANNING ASSOCIATION	APA MEMBERSHIP-TAFOLLA APA MEMBERSHIP-TAFOLLA 001.4100.4310	95.00 Total : 95.00
80160	2/11/2020	000085 EAST VALLEY WATER DISTRICT	LMD'S-JAN LMD'S-JAN 012.8500.4030 CANYON OAKS PARK-JAN CANYON OAKS PARK-JAN 016.8540.4030 BEATTIE IRRIGATION-JAN BEATTIE IRRIGATION-JAN 001.6000.4030	3,202.80 308.35 Total : 336.54 3,847.69
80161	2/11/2020	000127 K & L HARDWARE	STATION #3 SUPPLIES STATION #3 SUPPLIES 028.2050.4203 STATION #3 SUPPLIES 029.2100.4203 STATION #1 SUPPLIES STATION #1 SUPPLIES 028.2050.4070 STATION #1 SUPPLIES 029.2100.4070 STATION #1 SUPPLIES STATION #1 SUPPLIES 028.2050.4203 STATION #1 SUPPLIES 029.2100.4203 STATION #1 SUPPLIES	39.09 39.09 29.40 29.39 26.92 26.92

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80161	2/11/2020	000127 K & L HARDWARE	(Continued)	
			STATION #1 SUPPLIES	
			028.2050.4203	6.45
			STATION #1 SUPPLIES	
			029.2100.4203	6.44
			STATION #3 SUPPLIES	
			STATION #3 SUPPLIES	
			028.2050.4070	14.52
			STATION #3 SUPPLIES	
			029.2100.4070	14.52
			POLICE SUPPLIES	
			POLICE SUPPLIES	
			001.2000.4070	3.64
			STATION #3 SUPPLIES	
			STATION #3 SUPPLIES	
			029.2100.4203	30.16
			STATION #3 SUPPLIES	
			028.2050.4203	30.16
			POLICE SUPPLIES	
			POLICE SUPPLIES	
			001.2000.4206	0.66
			POLICE SUPPLIES	
			POLICE SUPPLIES	
			001.2000.4206	214.35
			STATION #3 SUPPLIES	
			STATION #3 SUPPLIES	
			028.2050.4206	15.71
			STATION #3 SUPPLIES	
			029.2100.4206	15.71
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4206	26.32
			STATION #1 SUPPLIES	
			029.2100.4206	26.31
			LMD SUPPLIES	
			LMD SUPPLIES	
			012.8500.4206	17.23

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80161	2/11/2020	000127	000127 K & L HARDWARE	
			(Continued)	
			Total :	612.99
80162	2/11/2020	000165	AT&T	
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4060	215.05
			BASELINE LITTLE LEAGUE-JAN	
			BASELINE LITTLE LEAGUE-JAN	
			001.6000.4060	215.05
			POLICE ALARM-JAN	
			POLICE ALARM-JAN	
			001.2000.4060	453.52
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4060	214.98
			Total :	1,098.60
80163	2/11/2020	000203	SOUTHERN CALIFORNIA EDISON	
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4010	897.46
			POLICE STATION-JAN	
			POLICE STATION-JAN	
			001.2000.4010	3,380.12
			STATION #3-JAN	
			STATION #3-JAN	
			028.2050.4010	335.13
			STATION #3-JAN	
			029.2100.4010	335.13
			CORP YARD-JAN	
			CORP YARD-JAN	
			004.8310.4010	739.04
			LIBRARY/ELC-JAN	
			LIBRARY/ELC-JAN	
			001.6000.4010	2,891.97
			LS#3-JAN	
			LS#3-JAN	
			013.8510.4011	15.70
			LS#3-JAN	
			LS#3-JAN	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80163	2/11/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			013.8510.4011	15.81
			LS-3 METERS-JAN	
			LS-3 METERS-JAN	
			013.8510.4011	54.04
			LS-3 METERS-JAN	
			LS-3 METERS-JAN	
			013.8510.4011	260.91
			LS#3-JAN	
			LS#3-JAN	
			013.8510.4011	102.11
			SIGNALS-JAN	
			SIGNALS-JAN	
			004.8310.4580	43.00
			SIGNALS-JAN	
			013.8510.4011	37.37
			OAK CREEK PARK-JAN	
			OAK CREEK PARK-JAN	
			016.8540.4010	11.45
			LMD #55-JAN	
			LMD #55-JAN	
			012.8500.4010	10.87
			LMD #48 C-JAN	
			LMD #48 C-JAN	
			012.8500.4010	287.33
			LMD #48 C-JAN	
			LMD #48 C-JAN	
			012.8500.4010	11.01
			LMD #48 B-JAN	
			LMD #48 B-JAN	
			012.8500.4010	11.79
			UPLIGHTING LMD 48-JAN	
			UPLIGHTING LMD 48-JAN	
			012.8500.4010	2.86
			UPLIGHTING LMD 48-JAN	
			013.8510.4011	23.85
			HIGHLAND AVE ALPR-JAN	
			HIGHLAND AVE ALPR-JAN	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80163	2/11/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			001.2000.4062	10.66
			BASELINE MEDIAN-JAN	
			BASELINE MEDIAN-JAN	
			004.8310.4010	11.36
			BASELINE MEDIAN-JAN	
			BASELINE MEDIAN-JAN	
			004.8310.4010	10.36
			LMD 13-JAN	
			LMD 13-JAN	
			012.8500.4010	10.66
			EVC STATIONS-JAN	
			EVC STATIONS-JAN	
			042.9510.4012	592.38
			Total :	10,102.37
80164	2/11/2020	000208 STAPLES CREDIT PLAN	OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1700.4200	34.46
			Total :	34.46
80165	2/11/2020	000222 UNDERGROUND SERVICE ALERT	DIG ALERT TICKETS-FEB	
			DIG ALERT TICKETS-FEB	
			004.8310.4553	117.25
			DIG SAFE BOARD FEES-FEB	
			DIG SAFE BOARD FEES-FEB	
			004.8310.4553	67.69
			Total :	184.94
80166	2/11/2020	000233 WAXIE SANITARY SUPPLY	STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4055	29.40
			STATION #1 SUPPLIES	
			029.2100.4055	29.40
			FS#3: JANITORIAL SUPPLIES	
			FS#3: JANITORIAL SUPPLIES	
			028.2050.4055	205.93
			FS#3: JANITORIAL SUPPLIES	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80166	2/11/2020	000233 WAXIE SANITARY SUPPLY	(Continued)	
			029.2100.4055	205.91
			FS#2: JANITORIAL SUPPLIES	
			FS#2: JANITORIAL SUPPLIES	
			028.2050.4055	231.07
			FS#2: JANITORIAL SUPPLIES	
			029.2100.4055	231.06
			FS#1: JANITORIAL SUPPLIES	
			FS#1: JANITORIAL SUPPLIES	
			028.2050.4240	230.89
			FS#1: JANITORIAL SUPPLIES	
			029.2100.4240	230.88
			CITY HALL: JANITORIAL SUPPLIES	
			CITY HALL: JANITORIAL SUPPLIES	
			042.9510.4055	724.24
			PARKS: JANITORIAL SUPPLIES	
			PARKS: JANITORIAL SUPPLIES	
			001.6000.4055	529.77
			Total :	2,648.55
80167	2/11/2020	000294 CITY OF REDLANDS	STR15002 ART3 #22 REIMBURSEMENT	
			STR15002 ART3 #22 REIMBURSEMENT	
			027.8490.4450	9,438.09
			STR15002 ART3 #23 REIMBURSEMENT	
			STR15002 ART3 #23 REIMBURSEMENT	
			027.8490.4450	1,674.34
			STR15002 ART3 #24 REIMBURSEMENT	
			STR15002 ART3 #24 REIMBURSEMENT	
			027.8490.4450	4,077.65
			STR15002 ART3 #25 REIMBURSEMENT	
			STR15002 ART3 #25 REIMBURSEMENT	
			027.8490.4450	1,622.42
			STR15002 ART3 #26 REIMBURSEMENT	
			STR15002 ART3 #26 REIMBURSEMENT	
			027.8490.4450	2,948.18
			Total :	19,760.68
80168	2/11/2020	000342 EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS-STARKS	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80168	2/11/2020	000342 EMPLOYMENT DEVELOPMENT DEPT	(Continued) UNEMPLOYMENT INS-STARKS 041.9500.4360	1,358.00 Total : 1,358.00
80169	2/11/2020	000482 SB CO FLOOD CONTROL DISTRICT	TRA13001 ADDITIONAL INSP. FEE TRA13001 ADDITIONAL INSP. FEE 023.3890.4550	279.34 Total : 279.34
80170	2/11/2020	000824 J & M TROPHIES	CHF CAR SHOW DASH PLAQUES CHF CAR SHOW DASH PLAQUES 051.1471	242.44 Total : 242.44
80171	2/11/2020	000979 VERIZON WIRELESS	ALPR CARDS-DEC ALPR CARDS-DEC 001.2000.4061	114.03 Total : 114.03
80172	2/11/2020	001072 AUTO ZONE	POLICE SUPPLIES POLICE SUPPLIES 001.2000.4206 STATION #2 SUPPLIES STATION #2 SUPPLIES 028.2050.4240 STATION #2 SUPPLIES 029.2100.4240	41.15 23.15 23.15 Total : 87.45
80173	2/11/2020	001147 KOVATCH MOBILE EQUIPMENT	ME543: REPAIRS ME543: REPAIRS 028.2050.4240 ME543: REPAIRS 029.2100.4240	556.66 556.65 Total : 1,113.31
80174	2/11/2020	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES OFFICE SUPPLIES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80174	2/11/2020	001439 OFFICE SOLUTIONS	(Continued)	
			001.1700.4200	32.29
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1700.4200	38.24
Total :				70.53
80175	2/11/2020	001473 COUNTY OF SAN BERNARDINO	RADIO ACCESS-DEC	
			RADIO ACCESS-DEC	
			028.2050.4209	505.67
			RADIO ACCESS-DEC	
			029.2100.4209	505.66
Total :				1,011.33
80176	2/11/2020	001476 TIME WARNER CABLE	CORP YARD TELE/INT SERVICE-FEB	
			CORP YARD TELE/INT SERVICE-FEB	
			004.8310.4060	656.56
Total :				656.56
80177	2/11/2020	001679 MC CRAY'S ENTERPRISES	ME543: REPAIR EXHAUST LEAK	
			ME543: REPAIR EXHAUST LEAK	
			028.2050.4240	1,086.92
			ME543: REPAIR EXHAUST LEAK	
			029.2100.4240	1,086.91
Total :				2,173.83
80178	2/11/2020	001701 CSMFO	CSMFO DUES NAVA-CRUZ 2020	
			CSMFO DUES NAVA-CRUZ 2020	
			001.1700.4310	110.00
			CSMFO DUES GOMEZ 2020	
			CSMFO DUES GOMEZ 2020	
			001.1700.4310	110.00
Total :				220.00
80179	2/11/2020	001787 MOTOROLA, INC.	2017 HSGP: 800 MHZ RADIOS	
			2017 HSGP: 800 MHZ RADIOS	
			030.8495.6040	13,936.49
Total :				13,936.49

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80180	2/11/2020	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-JAN PARCEL MAP REVISIONS-JAN 001.4100.4310	2.00
Total :				2.00
80181	2/11/2020	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDER FEES-JAN DOCUMENT RECORDER FEES-JAN 001.1200.4506	20.00
			DOCUMENT RECORDER FEES-JAN DOCUMENT RECORDER FEES-JAN 001.1200.4506	212.00
			DOCUMENT RECORDER FEES-JAN DOCUMENT RECORDER FEES-JAN 001.1200.4506	100.00
			DOCUMENT RECORDER FEES-JAN DOCUMENT RECORDER FEES-JAN 001.1200.4506	113.00
Total :				445.00
80182	2/11/2020	002664 INLAND LIGHTING SUPPLIES, INC.	CITY HALL: PARKING LOT LIGHTS CITY HALL: PARKING LOT LIGHTS 042.9510.4070	951.56
			LIGHTING SUPPLIES CORP YARD LIGHTING SUPPLIES CORP YARD 004.8310.4206	96.79
			LIGHTING SUPPLIES PARKS LIGHTING SUPPLIES PARKS 001.6000.4206	248.69
			LIGHTING SUPPLIES YMCA LIGHTING SUPPLIES YMCA 001.6000.4206	70.69
			LIGHTING SUPPLIES POLICE LIGHTING SUPPLIES POLICE 001.2000.4070	84.83
Total :				1,452.56
80183	2/11/2020	002710 HERNANDEZ, KROONE & ASSOCIATES	SIG18001 CE REAL JOURNEY-OCT SIG18001 CE REAL JOURNEY-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80183	2/11/2020	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)	
			027.8490.6550	1,493.00
			SIG18001 CE REAL JOURNEY-NOV	
			SIG18001 CE REAL JOURNEY-NOV	
			027.8490.6550	1,428.25
			SIG18001 CE REAL JOURNEY-DEC	
			SIG18001 CE REAL JOURNEY-DEC	
			027.8490.6550	2,303.81
			SIG18001 CE REAL JOURNEY-OCT	
			SIG18001 CE REAL JOURNEY-OCT	
			027.8490.6550	87.50
			Total :	5,312.56
80184	2/11/2020	002756 CENTRAL LITTLE LEAGUE	CDBG REGISTRATION REIMB	
			CDBG REGISTRATION REIMB	
			006.8400.4348	1,300.00
			CDBG REGISTRATION REIMB	
			CDBG REGISTRATION REIMB	
			006.8400.4348	1,900.00
			Total :	3,200.00
80185	2/11/2020	003073 EWING IRRIGATION PRODUCTS INC	CORP YARD SUPPLIES	
			CORP YARD SUPPLIES	
			004.8310.4206	244.14
			TRAILS SUPPLIES	
			TRAILS SUPPLIES	
			016.8540.4206	216.21
			PARKS SUPPLIES	
			PARKS SUPPLIES	
			001.6000.4206	222.58
			Total :	682.93
80186	2/11/2020	003599 BAB STEERING HYDRALICS INC,	ME543: REAR BRAKES	
			ME543: REAR BRAKES	
			028.2050.4240	903.82
			ME543: REAR BRAKES	
			029.2100.4240	903.82
			ME543: REAR BRAKES	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80186	2/11/2020	003599 BAB STEERING HYDRALICS INC,	(Continued)	
			ME543: REAR BRAKES	
			028.2050.4240	-300.00
			ME543: REAR BRAKES	
			029.2100.4240	-300.00
			ME542: REAR BRAKES	
			ME542: REAR BRAKES	
			028.2050.4240	424.74
			ME542: REAR BRAKES	
			029.2100.4240	424.74
			Total :	2,057.12
80187	2/11/2020	003713 SATCOM GLOBAL LTD.	SATELLITE PHONES-FEB	
			SATELLITE PHONES-FEB	
			028.2050.4061	21.38
			SATELLITE PHONES-FEB	
			029.2100.4061	21.37
			SATELLITE PHONES-FEB	
			001.2000.4061	42.75
			SATELLITE PHONES-FEB	
			042.9510.4061	51.15
			Total :	136.65
80188	2/11/2020	004206 #1 SON PLUMBING	CITY HALL WATER LEAK REPAIR	
			CITY HALL WATER LEAK REPAIR	
			042.9510.4070	535.55
			Total :	535.55
80189	2/11/2020	004416 SIEMENS MOBILITY, INC.	STR18003-JAN	
			STR18003-JAN	
			023.3890.6550	136,699.10
			Total :	136,699.10
80190	2/11/2020	004623 SAN BERNARDINO COUNTY, FIRE PRO1	CESQG PROGRAM	
			CESQG PROGRAM	
			001.4200.4596	783.36
			Total :	783.36
80191	2/11/2020	004697 CHEMCO PRODUCTS COMPANY	WATER TREATMENT MONTHLY CHARGE-JAN	

Bank code : wfb

[illegible]

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80193	2/11/2020	005268	005268 CUSTOM CREATIONS (Continued)	Total : 300.00
80194	2/11/2020	005302	HARDY & HARPER, INC EVC19001 CON AB2766 & CALEVIP EVC19001 CON AB2766 020.8440.6700 EVC19001 CON CALEVIP 027.8490.6700	1,083.14 4,332.56 Total : 5,415.70
80195	2/11/2020	005324	CHARLES ABBOTT ASSOCIATES, INC FIRE MARSHALL SERVICES-DEC FIRE MARSHALL SERVICES-DEC 029.2100.4540	4,430.00 Total : 4,430.00
80196	2/11/2020	005358	FLEET SERVICES INC E541A REPAIR PARTS E541A REPAIR PARTS 028.2050.4240 E541A REPAIR PARTS 029.2100.4240	34.48 34.48 Total : 68.96
80197	2/11/2020	005449	AMERICAN ASPHALT SOUTH, INC EVC19001 CON AB2766 & CALEVIP EVC19001 CON AB2766 020.8440.6700 EVC19001 CON CALEVIP 027.8490.6700 STR17005D PPE#3-CON RDA LOAN NOV STR17005D PPE#3-CON RDA LOAN NOV 023.3890.6550	1,394.15 5,576.61 252,644.43 Total : 259,615.19
80198	2/11/2020	005516	BASE HILL INC., DBA JAN POINT MONTHLY JANITORIAL SERVICES-JAN CITY HALL- JAN 042.9510.4504 COUNCIL CHAMBERS-JAN 042.9510.4504 AURANTIA PARK-JAN 001.6000.4504 COMMUNITY PARK-JAN	1,562.00 311.00 1,454.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80198	2/11/2020	005516 BASE HILL INC., DBA JAN POINT	(Continued)	
			001.6000.4504	1,950.00
			POLICE DEPT-JAN	
			001.2000.4504	1,080.00
Total :				6,357.00
80199	2/11/2020	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL STATION #1	
			PEST CONTROL STATION #1	
			028.2050.4589	20.00
			PEST CONTROL STATION #1	
			029.2100.4589	20.00
			PEST CONTROL STATION #2	
			PEST CONTROL STATION #2	
			028.2050.4589	20.00
			PEST CONTROL STATION #2	
			029.2100.4589	20.00
			PEST CONTROL STATION #3	
			PEST CONTROL STATION #3	
			028.2050.4589	20.00
			PEST CONTROL STATION #3	
			029.2100.4589	20.00
			PEST CONTROL POLICE STATION	
			PEST CONTROL POLICE STATION	
			001.2000.4589	95.00
			PEST CONTROL CITY HALL	
			PEST CONTROL CITY HALL	
			042.9510.4589	60.00
			PEST CONTROL LMD 48 A	
			PEST CONTROL LMD 48 A	
			012.8500.4589	55.00
			PEST CONTROL LMD 48 B	
			PEST CONTROL LMD 48 B	
			012.8500.4589	55.00
Total :				385.00
80200	2/11/2020	005554 IMPERIAL SPRINKLER SUPPLY	LMD55: IRRIGATION MATERIAL	
			LMD55: IRRIGATION MATERIAL	
			012.8500.4585	1,096.90

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80200	2/11/2020	005554	005554 IMPERIAL SPRINKLER SUPPLY (Continued)	Total : 1,096.90
80201	2/11/2020	005590	FRISCO INVESTMENT GROUP DRA19002 PLANNING REFUND DRA19002 PLANNING REFUND 001.4100.4450	3,008.85 Total : 3,008.85
80202	2/11/2020	005591	ARNETTE, AMY DOG LICENSE 15835 REFUND DOG LICENSE 15835 REFUND 001.1450.7510	36.00 Total : 36.00
45 Vouchers for bank code : wfb				Bank total : 503,373.93
45 Vouchers in this report				Total vouchers : 503,373.93

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Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
472	2/14/2020	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	9,067.99
			FEDERAL TAXES: Payment	
			004.1120	1,833.18
			FEDERAL TAXES: Payment	
			006.1120	506.74
			FEDERAL TAXES: Payment	
			010.1120	716.13
			FEDERAL TAXES: Payment	
			012.1120	38.41
			FEDERAL TAXES: Payment	
			016.1120	38.41
			FEDERAL TAXES: Payment	
			023.1120	53.25
			FEDERAL TAXES: Payment	
			024.1120	14.29
			FEDERAL TAXES: Payment	
			041.1120	365.61
			FEDERAL TAXES: Payment	
			042.1120	207.18
			FEDERAL TAXES: Payment	
			070.1120	511.78
			SOCIAL SECURITY: Payment	
			001.1140	538.30
			SOCIAL SECURITY: Payment	
			070.1140	47.12
			MEDICARE: Payment	
			001.1140	2,513.14
			MEDICARE: Payment	
			004.1140	479.14
			MEDICARE: Payment	
			006.1140	130.88
			MEDICARE: Payment	
			010.1140	174.38
			MEDICARE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
472	2/14/2020	000119	INTERNAL REVENUE SERVICE	
			(Continued)	
			012.1140	40.36
			MEDICARE: Payment	
			016.1140	40.36
			MEDICARE: Payment	
			023.1140	18.26
			MEDICARE: Payment	
			024.1140	4.26
			MEDICARE: Payment	
			041.1140	68.46
			MEDICARE: Payment	
			042.1140	73.02
			MEDICARE: Payment	
			070.1140	130.80
			Total :	17,611.45
473	2/14/2020	000001	CALIF STATE EMPLOYMENT	
			STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			004.1130	761.51
			STATE TAXES: Payment	
			006.1130	189.17
			STATE TAXES: Payment	
			010.1130	333.15
			STATE TAXES: Payment	
			012.1130	24.35
			STATE TAXES: Payment	
			016.1130	24.37
			STATE TAXES: Payment	
			023.1130	13.81
			STATE TAXES: Payment	
			024.1130	4.64
			STATE TAXES: Payment	
			041.1130	147.40
			STATE TAXES: Payment	
			042.1130	76.81
			STATE TAXES: Payment	
			070.1130	225.19

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
473	2/14/2020	000001 CALIF STATE EMPLOYMENT	(Continued) STATE TAXES: Payment 001.1130	3,239.53
Total :				5,039.93
80203	2/14/2020	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT ICMA DEFERRED COMP 457: Payment 001.1170 ICMA DEFERRED COMP 457: Payment 004.1170 ICMA DEFERRED COMP 457: Payment 010.1170 ICMA DEFERRED COMP 457: Payment 012.1170 ICMA DEFERRED COMP 457: Payment 016.1170 ICMA DEFERRED COMP 457: Payment 041.1170 ICMA DEFERRED COMP 457: Payment 070.1170	6,576.44 925.86 790.00 12.50 12.50 298.83 235.83
Total :				8,851.96
80204	2/14/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT EPMC: Payment 041.1145 EPMC: Payment 042.1145 EPMC: Payment 070.1145 PERS: Payment 001.1145 PERS: Payment 004.1145 PERS: Payment 006.1145 PERS: Payment 010.1145 PERS: Payment	27.48 10.54 47.09 11,644.64 2,304.33 592.09 923.22

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80204	2/14/2020	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	17.30
			PERS: Payment	
			041.1145	392.46
			PERS: Payment	
			042.1145	287.40
			PERS: Payment	
			070.1145	672.64
			PERS SURVIVOR: Payment	
			001.1145	23.02
			PERS SURVIVOR: Payment	
			004.1145	4.07
			PERS SURVIVOR: Payment	
			006.1145	1.28
			PERS SURVIVOR: Payment	
			010.1145	1.08
			PERS SURVIVOR: Payment	
			012.1145	0.56
			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	0.33
			PERS SURVIVOR: Payment	
			042.1145	0.79
			PERS SURVIVOR: Payment	
			070.1145	0.62
			EPMC: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80204	2/14/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			001.1145	579.00
			EPMC: Payment	
			004.1145	122.41
			EPMC: Payment	
			006.1145	18.09
			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	0.51
			Total :	18,131.43
80205	2/14/2020	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	1.80
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.26
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.75
			Total :	21.00
80206	2/14/2020	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

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80206	2/14/2020	003804 AFLAC WWHQ	(Continued)	
			AFLAC DISABILITY INSURANCE: Payment 001.1181	182.52
			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 :				419.13

6 Vouchers for bank code : wfb

Bank total : 50,074.90

6 Vouchers in this report

Total vouchers : 50,074.90

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80207	2/18/2020	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-FEB POLICE SERVICES-FEB 001.2000.4560 POLICE SERVICES OCT-DEC Q2 POLICE SERVICES OCT-DEC Q2 001.2000.4560 CAL ID LIVESCAN JUL-DEC 2019 CAL ID LIVESCAN JUL-DEC 2019 001.2000.4236	807,704.00 100,156.25 30.00
			Total :	907,890.25
80208	2/18/2020	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SERVICES-JAN EMPLOYEE SUPPORT SERVICES-JAN 001.1600.4537	525.00 525.00
			Total :	525.00
80209	2/18/2020	000085 EAST VALLEY WATER DISTRICT	CORP YARD-JAN CORP YARD-JAN 004.8310.4030 CORP YARD-JAN CORP YARD-JAN 004.8310.4030 CORP YARD-JAN CORP YARD-JAN 004.8310.4030 ATHLETIC CENTER-JAN ATHLETIC CENTER-JAN 001.6000.4030 ATHLETIC CENTER-JAN ATHLETIC CENTER-JAN 001.6000.4030 YMCA COMMUNITY PARK-JAN YMCA COMMUNITY PARK-JAN 001.6000.4030 COMMUNITY PARK-JAN COMMUNITY PARK-JAN 001.6000.4030	70.27 126.75 629.62 35.14 488.32 299.04 4,140.54

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80209	2/18/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			COMMUNITY PARK-JAN	
			COMMUNITY PARK-JAN	
			001.6000.4030	52.70
			CUNNINGHAM PARK-JAN	
			CUNNINGHAM PARK-JAN	
			016.8540.4030	72.81
			OAK CREEK PARK-JAN	
			OAK CREEK PARK-JAN	
			016.8540.4030	480.40
			COMM CTR-JAN	
			COMM CTR-JAN	
			001.6000.4030	52.70
			COMM CTR-JAN	
			COMM CTR-JAN	
			001.6000.4030	289.98
			LIBRARY/ELC-JAN	
			LIBRARY/ELC-JAN	
			001.6000.4030	70.27
			LIBRARY/ELC-JAN	
			LIBRARY/ELC-JAN	
			001.6000.4030	396.35
			LIBRARY/ELC-JAN	
			LIBRARY/ELC-JAN	
			001.6000.4030	264.12
			LMDS-JAN	
			LMDS-JAN	
			012.8500.4030	1,770.67
			Total :	9,239.68
80210	2/18/2020	000108 HIGH TECH SECURITY	BURG SYSTEMS-MAR	
			CORP YARD MONIT-MAR	
			004.8310.4066	25.00
			CITY HALL MONIT-MAR	
			042.9510.4066	25.00
			CITY HALL MAINT-MAR	
			042.9510.4066	15.00
			COMMUNITY PARK MONIT-MAR	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80210	2/18/2020	000108	HIGH TECH SECURITY	
			(Continued)	
			001.6000.4066	25.00
			COMMUNITY PARK MAINT-MAR	
			001.6000.4066	15.00
			CORP YARD MAINT-MAR	
			004.8310.4066	20.00
			CITY HALL MONIT-MAR	
			042.9510.4066	25.00
			CITY HALL MAINT-MAR	
			042.9510.4066	15.00
			FIRE SYSTEMS-MAR	
			CORP YARD MONIT-MAR	
			004.8310.4066	35.00
			CORP YARD MAINT-MAR	
			004.8310.4066	15.00
			LIBRARY MONIT-MAR	
			001.6000.4066	35.00
			LIBRARY MAINT-MAR	
			001.6000.4066	15.00
			CITY HALL MONIT-MAR	
			042.9510.4066	35.00
			CITY HALL MAINT-MAR	
			042.9510.4066	15.00
			FIRE STATION #3 MONIT-MAR	
			028.2050.4066	17.50
			FIRE STATION #3 MONIT-MAR	
			029.2100.4066	17.50
			FIRE STATION #3 MAINT-MAR	
			028.2050.4066	7.50
			FIRE STATION #3 MAINT-MAR	
			029.2100.4066	7.50
			YMCA MONIT-MAR	
			001.6000.4066	35.00
			YMCA MAINT-MAR	
			001.6000.4066	15.00
			POLICE MONIT-MAR	
			001.2000.4066	35.00

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80210	2/18/2020	000108 HIGH TECH SECURITY	(Continued)	
			POLICE MAINT-MAR	
			001.2000.4066	15.00
			CCTV SYSTEMS-MAR	
			AURANTIA PARK MAINT-MAR	
			001.6000.4066	25.00
			COMMUNITY PARK MAINT-MAR	
			001.6000.4066	50.00
			CITY HALL MAINT-MAR	
			042.9510.4066	25.00
			CORP YARD MAINT-MAR	
			004.8310.4066	25.00
			CANYON OAKS PARK MAINT-MAR	
			016.8540.4066	25.00
			Total :	615.00
80211	2/18/2020	000127 K & L HARDWARE	STATION #3 SUPPLIES	
			STATION #3 SUPPLIES	
			028.2050.4070	38.66
			STATION #3 SUPPLIES	
			029.2100.4070	38.66
			CITY HALL SUPPLIES	
			CITY HALL SUPPLIES	
			042.9510.4070	30.15
			HOMELESS TRASH CLEAN UP	
			HOMELESS TRASH CLEAN UP	
			004.8310.4206	96.91
			CORP YARD SUPPLIES	
			CORP YARD SUPPLIES	
			004.8310.4206	25.78
			Total :	230.16
80212	2/18/2020	000143 COMMUNITY WORKS DESIGN GROUP	BRG04004A DE RDA04	
			BRG04004A DE RDA04	
			010.3830.6813	620.00
			DRA 16-010-DEC	
			DRA 16-010-DEC	
			001.4100.4547	166.55

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80212	2/18/2020	000143	000143 COMMUNITY WORKS DESIGN GRO (Continued)	
			Total :	786.55
80213	2/18/2020	000165 AT&T	WHITE PAGES LISTING- FEB	
			WHITE PAGES LISTING- FEB	
			042.9510.4060	18.00
			CORP YARD- JAN	
			CORP YARD- JAN	
			004.8310.4060	361.82
			Total :	379.82
80214	2/18/2020	000190 SAN BERNARDINO COUNTY	ICH09001 IVDA AGMT MITIGATION PYMT	
			ICH09001 IVDA AGMT MITIGATION PYMT	
			027.8490.6813	2,750.00
			Total :	2,750.00
80215	2/18/2020	000203 SOUTHERN CALIFORNIA EDISON	CITY HALL- JAN	
			CITY HALL- JAN	
			042.9510.4010	242.97
			STATION #2- JAN	
			STATION #2- JAN	
			028.2050.4010	142.53
			STATION #2- JAN	
			029.2100.4010	142.52
			AURANTIA PARK- JAN	
			AURANTIA PARK- JAN	
			001.6000.4010	55.57
			LS#2- JAN	
			LS#2- JAN	
			013.8510.4011	544.30
			LS#2 B- DEC & JAN	
			LS#2 B- DEC & JAN	
			013.8510.4011	19.79
			LS#3- JAN	
			LS#3- JAN	
			013.8510.4011	806.76
			SIGNALS- JAN	
			SIGNALS- JAN	
			004.8310.4580	2,114.64

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80215	2/18/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			CUNNINGHAM PARK- JAN	
			CUNNINGHAM PARK- JAN	
			016.8540.4010	10.94
			HIGHLAND COMMUNITY PARK- JAN	
			HIGHLAND COMMUNITY PARK- JAN	
			001.6000.4010	566.34
			CANYON OAK PARK- JAN	
			CANYON OAK PARK- JAN	
			016.8540.4010	15.13
			SEELEY PARK- JAN	
			SEELEY PARK- JAN	
			016.8540.4010	16.88
			LMDS- JAN	
			LMDS- JAN	
			012.8500.4010	453.58
			HIGHLAND AVE ALPR- JAN	
			HIGHLAND AVE ALPR- JAN	
			001.2000.4062	10.83
			LS#2 B CITY WIDE STREET LIGHTS-JAN	
			LS#2 B CITY WIDE STREET LIGHTS-JAN	
			013.8510.4011	16,851.67
			LS#3 METER- FEB	
			LS#3 METER- FEB	
			013.8510.4011	31.51
			Total :	22,025.96
80216	2/18/2020	000598 PR PRINTING	COH LETTERHEAD-PO19011	
			COH LETTERHEAD-PO19011	
			042.9510.4200	298.08
			COH LETTERHEAD & ENVELOPES-PO19256	
			COH LETTERHEAD & ENVELOPES-PO19256	
			042.9510.4200	635.04
			Total :	933.12
80217	2/18/2020	000662 HI WAY SAFETY INC	ROAD SIGNS	
			ROAD SIGNS	
			004.8310.4206	165.63

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80217	2/18/2020	000662	000662 HI WAY SAFETY INC	
			(Continued)	
			Total :	165.63
80218	2/18/2020	000774	ARROWHEAD CREDIT UNION-DEPT 91	
			ULTIMATE INTERNET ACCESS	
			ULTIMATE INTERNET ACCESS	
			042.9510.4208	40.00
			ADMIN ASST III: INTERVIEW PANEL LUNCH	
			ADMIN ASST III: INTERVIEW PANEL LUNCH	
			001.1600.4330	69.56
			BUILDING OFFICIAL: INTERVIEW PANEL LUNC	
			BUILDING OFFICIAL: INTERVIEW PANEL	
			001.1600.4330	45.92
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1200.4200	10.23
			LOCC ENV POLICY AIRFARE - M. MORGAN	
			LOCC ENV POLICY AIRFARE - M. MORGAN	
			001.1000.4320	350.96
			FS#1: DORM STORAGE CABINET	
			FS#1: DORM STORAGE CABINET	
			028.2050.4070	902.83
			FS#1: DORM STORAGE CABINET	
			029.2100.4070	902.82
			FY2019/20 RE ACADEMY	
			FY2019/20 RE ACADEMY	
			001.3200.4330	360.00
			OFFICE SUPPLY	
			OFFICE SUPPLY	
			001.1450.4200	37.65
			LOCC INCIDENTALS: M. MORGAN	
			LOCC INCIDENTALS: M. MORGAN	
			001.1000.4320	21.06
			LOCC ENV POLICY HOTEL: M. MORGAN	
			LOCC ENV POLICY HOTEL: M. MORGAN	
			001.1000.4320	274.32
			BATTERIES FOR SERVER	
			BATTERIES FOR SERVER	
			042.9510.4208	139.94
			LOCC: STRATEGIES FOR ADDRESSING HOMELESS	

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Voucher	Date	Vendor	Description/Account	Amount
80218	2/18/2020	000774	ARROWHEAD CREDIT UNION-DEPT 91	
			(Continued)	
			LOCC: STRATEGIES FOR ADDRESSING	
			001.4600.4330	25.00
			Total :	3,180.29
80219	2/18/2020	000979	VERIZON WIRELESS	
			CELL PHONES/AIR CARDS-FEB	
			CELL PHONES-FEB	
			001.4600.4061	132.48
			AIR CARDS-FEB	
			001.4600.4062	114.03
			CELL PHONES-FEB	
			001.6000.4061	74.59
			CELL PHONES-FEB	
			001.6010.4061	29.61
			CELL PHONES-FEB	
			004.8310.4061	113.36
			AIR CARDS-FEB	
			004.8310.4062	38.01
			CELL PHONES-FEB	
			028.2050.4061	144.63
			AIR CARDS-FEB	
			028.2050.4062	152.04
			CELL PHONES-FEB	
			042.9510.4061	314.73
			CELL PHONES-FEB	
			001.6020.4061	25.71
			CELL PHONES-FEB	
			001.2000.4061	180.96
			AIR CARDS-FEB	
			001.2000.4062	1,395.46
			CELL PHONES-FEB	
			001.3200.4061	25.22
			CELL PHONES-FEB	
			001.4200.4061	72.24
			AIR CARDS-FEB	
			001.4500.4062	114.03
			Total :	2,927.10

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80220	2/18/2020	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS-SHAMBLIN FINGERPRINT APPS-SHAMBLIN 001.1700.4236 FINGERPRINT APPS-WHELDON FINGERPRINT APPS-WHELDON 001.1700.4236	32.00 32.00 Total : 64.00
80221	2/18/2020	001320 HIGHLAND SENIOR CENTER	MONTHLY REIMBURSEMENT- JAN MONTHLY REIMBURSEMENT- JAN 006.8400.4348	 2,000.00 Total : 2,000.00
80222	2/18/2020	001414 RICHARDS, WATSON & GERSHON	GENERAL-DEC GENERAL-DEC 001.1450.4520 LCD GREENSPOT/HARMONY PROJECT-DEC LCD GREENSPOT/HARMONY PROJECT-DEC 001.4100.4554 ADV. KARAS-DEC ADV. KARAS-DEC 001.4600.4520	 10,445.22 102.00 386.85 Total : 10,934.07
80223	2/18/2020	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES OFFICE SUPPLIES 001.1200.4200	 75.13 Total : 75.13
80224	2/18/2020	001476 TIME WARNER CABLE	CITY HALL TELE/INT-FEB CITY HALL TELE/INT-FEB 042.9510.4065	 1,107.39 Total : 1,107.39
80225	2/18/2020	001677 YMCA OF THE EAST VALLEY	CDBG MONTHLY REIMB-JAN CDBG MONTHLY REIMB-JAN 006.8400.4348	 653.80 Total : 653.80

Bank code : wfb

[illegible]

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80230	2/18/2020	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued) AIRPORT GATEWAY SPECIFIC PLAN-DEC 023.3890.4582	2,039.25
Total :				2,678.00
80231	2/18/2020	002960 BURRTEC WASTE INDUSTRIES INC	DELINQUENT REFUSE 2012/2013 DELINQUENT REFUSE 2012/2013 051.1495	499.52
			DELINQUENT REFUSE 2013/2014 DELINQUENT REFUSE 2013/2014 051.1495	591.36
			DELINQUENT REFUSE 2014/2015 DELINQUENT REFUSE 2014/2015 051.1495	132.54
			DELINQUENT REFUSE 2014/2015 DELINQUENT REFUSE 2014/2015 051.1495	591.36
			DELINQUENT REFUSE 2015/2016 DELINQUENT REFUSE 2015/2016 051.1495	276.48
			DELINQUENT REFUSE 2015/2016 DELINQUENT REFUSE 2015/2016 051.1495	604.66
			DELINQUENT REFUSE 2016/2017 DELINQUENT REFUSE 2016/2017 051.1495	942.11
			DELINQUENT REFUSE 2016/2017 DELINQUENT REFUSE 2016/2017 051.1495	421.88
			DELINQUENT REFUSE 2017/2018 DELINQUENT REFUSE 2017/2018 051.1495	754.03
			DELINQUENT REFUSE 2018/2019 DELINQUENT REFUSE 2018/2019 051.1495	624.76
			DELINQUENT REFUSE 2018/2019 DELINQUENT REFUSE 2018/2019 051.1495	-156.06

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80231	2/18/2020	002960 BURRTEC WASTE INDUSTRIES INC	(Continued)	
			DELINQUENT REFUSE 2018/2019	
			DELINQUENT REFUSE 2018/2019	
			051.1495	1,022.72
			DELINQUENT REFUSE 2018/2019	
			DELINQUENT REFUSE 2018/2019	
			051.1495	512.88
			RECYCLE SERVICE-JAN	
			RECYCLE SERVICE-JAN	
			004.8310.4666	646.50
			EUCALYPTUS PROJECT-JAN	
			EUCALYPTUS PROJECT-JAN	
			004.8310.4666	263.12
			EUCALYPTUS PROJECT-JAN	
			024.8470.4666	87.71
			Total :	7,815.57
80232	2/18/2020	003144 REVENUE & COST SPECIALISTS,	CITY FEE STUDY UPDATE	
			CITY FEE STUDY UPDATE	
			001.1700.4621	5,318.00
			Total :	5,318.00
80233	2/18/2020	003673 JOHNSON CONTROLS, INC	LIBRARY: HVAC REPAIRS TO UNIT 9 & 11	
			LIBRARY: HVAC REPAIRS TO UNIT 9 & 11	
			001.6000.4588	1,675.24
			Total :	1,675.24
80234	2/18/2020	003689 TPX COMMUNICATIONS	CITY HALL/CORP YARD PHONES-FEB	
			CITY HALL PHONES-FEB	
			042.9510.4060	239.86
			CORP YARD PHONES-FEB	
			004.8310.4060	1,077.14
			Total :	1,317.00
80235	2/18/2020	004395 RIGHTWAY SITE SERVICES INC	CHF: PORTABLE TOILET DEPOSIT	
			CHF: PORTABLE TOILET DEPOSIT	
			051.1471	264.34
			Total :	264.34

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80236	2/18/2020	004920 TKE ENGINEERING	GENERAL ENG SVS CAPITAL PROJECTS-DEC	
			GENERAL ENG SVS CAPITAL PROJECTS-DEC	
			023.3890.4550	6,600.00
			SWK19001 PM GCF-DEC	
			SWK19001 PM GCF-DEC	
			023.3890.6545	275.00
			LRSP19001-DEC	
			LRSP19001-DEC	
			023.3890.6545	220.00
			STR20001 PM MSRI-DEC	
			STR20001 PM MSRI-DEC	
			017.8350.6550	220.00
			STR11005 PM RDA04-DEC	
			STR11005 PM RDA04-DEC	
			010.3830.6530	110.00
			STR11006 PM RDA04-DEC	
			STR11006 PM RDA04-DEC	
			010.3830.6530	220.00
			GENERAL ENG SERVICES-DEC	
			GENERAL ENG SERVICES-DEC	
			001.3200.4550	4,990.00
			STR12004 PM DIF LOC-DEC	
			STR12004 PM DIF LOC-DEC	
			007.8330.6530	165.00
			STR12005 PM MSRI-DEC	
			STR12005 PM MSRI-DEC	
			017.8350.6530	165.00
			STR07009 PM DIF-DEC	
			STR07009 PM DIF-DEC	
			007.8330.6530	165.00
			BRG04004A PM RDA04-DEC	
			BRG04004A PM RDA04-DEC	
			010.3830.6813	385.00
			BRG12001 PM DIF REG-DEC	
			BRG12001 PM DIF REG-DEC	
			007.8330.6813	110.00
			BRG07001 PM RDA07-DEC	
			BRG07001 PM RDA07-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80236	2/18/2020	004920 TKE ENGINEERING	(Continued)	
			010.3830.6813	55.00
			SWK16001 SCH I PM ART3-DEC	
			SWK16001 SCH I PM ART3-DEC	
			005.8320.6545	95.34
			SWK16001 SCH I PM RDA04-DEC	
			SWK16001 SCH I PM RDA04-DEC	
			010.3830.6545	51.33
			SWK16001 SCH II PM ART3-DEC	
			SWK16001 SCH II PM ART3-DEC	
			005.8320.6545	95.34
			SWK16001 SCH IIA PM DIF LOC-DEC	
			SWK16001 SCH IIA PM DIF LOC-DEC	
			007.8330.6545	51.32
			SWK16001 SCH IIB PM DIF LOC-DEC	
			SWK16001 SCH IIB PM DIF LOC-DEC	
			007.8330.6545	146.67
			SWK17001 SCH IV PM ART3-DEC	
			SWK17001 SCH IV PM ART3-DEC	
			005.8320.6545	178.75
			SWK17001 SCH IV PM RDA04-DEC	
			SWK17001 SCH IV PM RDA04-DEC	
			010.3830.6545	96.25
			SDR06002 PM RDA07-DEC	
			SDR06002 PM RDA07-DEC	
			010.3830.6600	110.00
			SIG15001 PM GCF-DEC	
			SIG15001 PM GCF-DEC	
			023.3890.6550	770.00
			STR17002 PM CCF 2017-DEC	
			STR17002 PM CCF 2017-DEC	
			027.8490.6550	110.00
			STR17005A PM MSRI-DEC	
			STR17005A PM MSRI-DEC	
			017.8350.6550	220.00
			STR19001 PM MSRI-DEC	
			STR19001 PM MSRI-DEC	
			017.8350.6550	60.50

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80236	2/18/2020	004920 TKE ENGINEERING	(Continued) STR19001 PM SB1 RMRA-DEC STR19001 PM SB1 RMRA-DEC 004.8310.6550 STR19001 PM COSB-DEC STR19001 PM COSB-DEC 027.8490.6550 SDR17001 PM RDA04-DEC SDR17001 PM RDA04-DEC 010.3830.6600 SWK19002 PM GCF-DEC SWK19002 PM GCF-DEC 023.3890.6545	5.50 385.00
			Total :	16,155.00
80237	2/18/2020	004984 CA DEPT OF FISH AND WILDLIFE	(H) STR15002 PE RDA04 2081 ITP APP (H) STR15002 PE RDA04 2081 ITP APP 010.3830.6550 (H) STR15002 PE ART3 2081 ITP APP (H) STR15002 PE ART3 2081 ITP APP 005.8320.6816 (R) STR15002 PE COR 2081 ITP APP (R) STR15002 PE COR 2081 ITP APP 027.8490.6816 (R) STR15002 PE ART3 2081 ITP APP (R) STR15002 PE ART3 2081 ITP APP 005.8320.6816	3,417.26 12,466.78
			Total :	32,669.75
80238	2/18/2020	005164 MIKE ROQUET CONSTRUCTION INC.	STREET PATCHING VARIOUS LOCATIONS STREET PATCHING VARIOUS LOCATIONS 004.8310.4570	8,200.00
			Total :	8,200.00
80239	2/18/2020	005302 HARDY & HARPER, INC	STR19001 PPE#2-CON MSRI DEC STR19001 PPE#2-CON MSRI DEC 017.8350.6550 STR19001 PPE#1-CON SB1 RMRA-NOV	197,605.61

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80239	2/18/2020	005302 HARDY & HARPER, INC	(Continued)	
			STR19001 PPE#1-CON SB1 RMRA-NOV	
			004.8310.6550	36,597.10
			STR19001 PPE#1-CON COSB-NOV	
			STR19001 PPE#1-CON COSB-NOV	
			027.8490.6550	3,230.00
			STR19001 PPE#2-CON SB1 RMRA-DEC	
			STR19001 PPE#2-CON SB1 RMRA-DEC	
			004.8310.6550	62,455.59
			STR19001 PPE#2-CON COSB-DEC	
			STR19001 PPE#2-CON COSB-DEC	
			027.8490.6550	375,983.36
			Total :	675,871.66
80240	2/18/2020	005513 CHERRY VALLEY NURSERY	MARGARET WRIGHT MEMORIAL BENCH	
			MARGARET WRIGHT MEMORIAL BENCH	
			051.1487	526.90
			Total :	526.90
80241	2/18/2020	005588 CARROLL, STEVEN JEFFREY	AERIAL PHOTOGRAPHY & VIDEOGRAPHY	
			AERIAL PHOTOGRAPHY & VIDEOGRAPHY	
			042.9510.4623	208.00
			Total :	208.00
80242	2/18/2020	005592 MARSHALL, REGINA	STAFF REVIEW APPLICATION REFUND	
			STAFF REVIEW APPLICATION REFUND	
			001.4100.4450	45.00
			Total :	45.00
36 Vouchers for bank code : wfb				Bank total : 1,750,218.72
36 Vouchers in this report				Total vouchers : 1,750,218.72



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 25, 2020

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Treasurer's Report for January 2020

RECOMMENDATION: City Council to receive and file the Treasurer's Report for January 2020.

FISCAL IMPACT:

Cash and Investments:	
General Fund	\$ 5,649,865.53
Special Revenue Funds	\$30,707,625.02
Internal Service Funds	\$ 4,444,408.51
Capital Projects Funds	\$23,189,734.84
Housing Authority Fund	\$ 3,614,187.20
Agency Funds	\$ 2,224,570.67
SARDA Funds	\$ 3,858,073.68

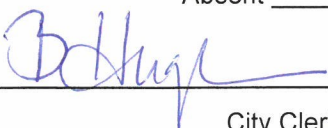
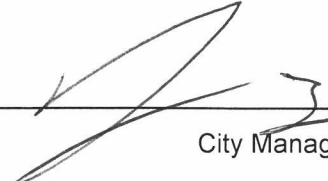
PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

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 January 31, 2020**

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking-Account #*****236	10,385,875.61

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	1.967%		
General Fund			4,934,461.83	
Special Revenue Funds			20,404,166.00	
Internal Service Funds			4,563,736.00	
Capital Projects Funds			13,387,779.00	
Total City LAIF Funds				43,290,142.83
Housing Authority Fund			3,500,519.82	
Total Housing Authority LAIF Funds				3,500,519.82
Total LAIF Funds				46,790,662.65

- 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 December 2019 on-line for listing of investments.
- 5) Market Value is based on the December 31, 2019 applicable percentage of 1.001770298.
- 6) Market Value is \$46,873,496.07 (\$46,790,662.65 x 1.001770298).

California Asset Management Program (CAMP)	n/a	1.780%		
General Fund			130,971.85	
Special Revenue Funds			1,544,511.00	
Capital Projects Funds			10,691,435.00	
Total CAMP Funds				12,366,917.85

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%	80,857.17	80,857.17
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	252,142.20	252,142.20
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	93,258.78	93,258.78

Community Facilities District (CFD) 2001-1

Special Tax Fund #149239000				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	258,179.44	258,179.44
Interest Account #149239001				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	1,191.82	1,191.82
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%	484,248.72	484,248.72
Administrative Expense Fund #149239004				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	31,737.38	31,737.38
Surplus Fund #149239006				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	1.15%	48,595.14	48,595.14

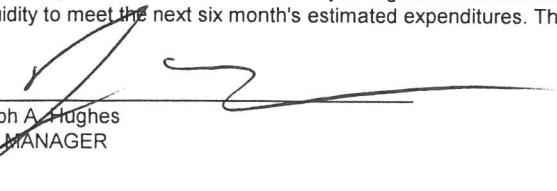
Community Facilities District (CFD) 2007-1

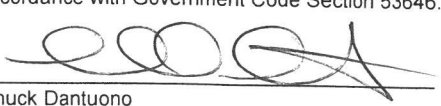
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	1.15%	8,810.15	8,810.15
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	1.15%	12,047.06	12,047.06
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	1.15%	4,456.34	4,456.34

TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				1,275,524.22
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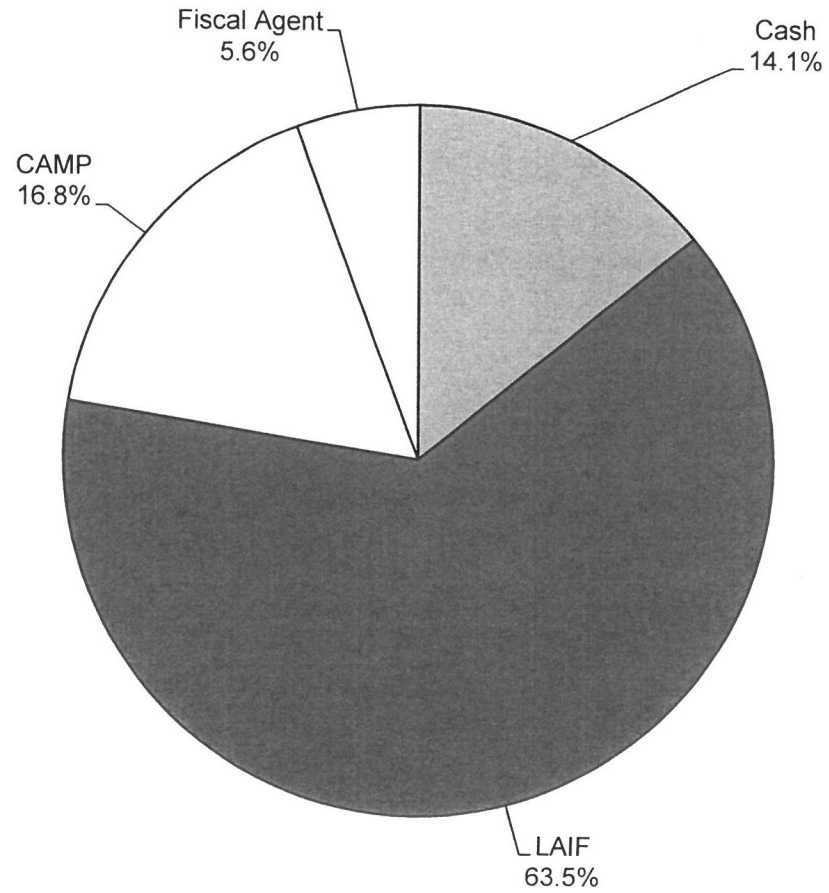
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
<u>US Bank Corporate Trust Services (SARDA)</u>				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.23%	762.33	762.33
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.23%	177,155.26	177,155.26
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.23%	387.98	387.98
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.17%	7.72	7.72
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.23%	960,813.88	960,813.88
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.23%	13,469.52	13,469.52
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.23%	1,715,738.43	1,715,738.43
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)				2,868,335.12
TOTAL CASH AND INVESTMENTS				73,688,465.45

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.

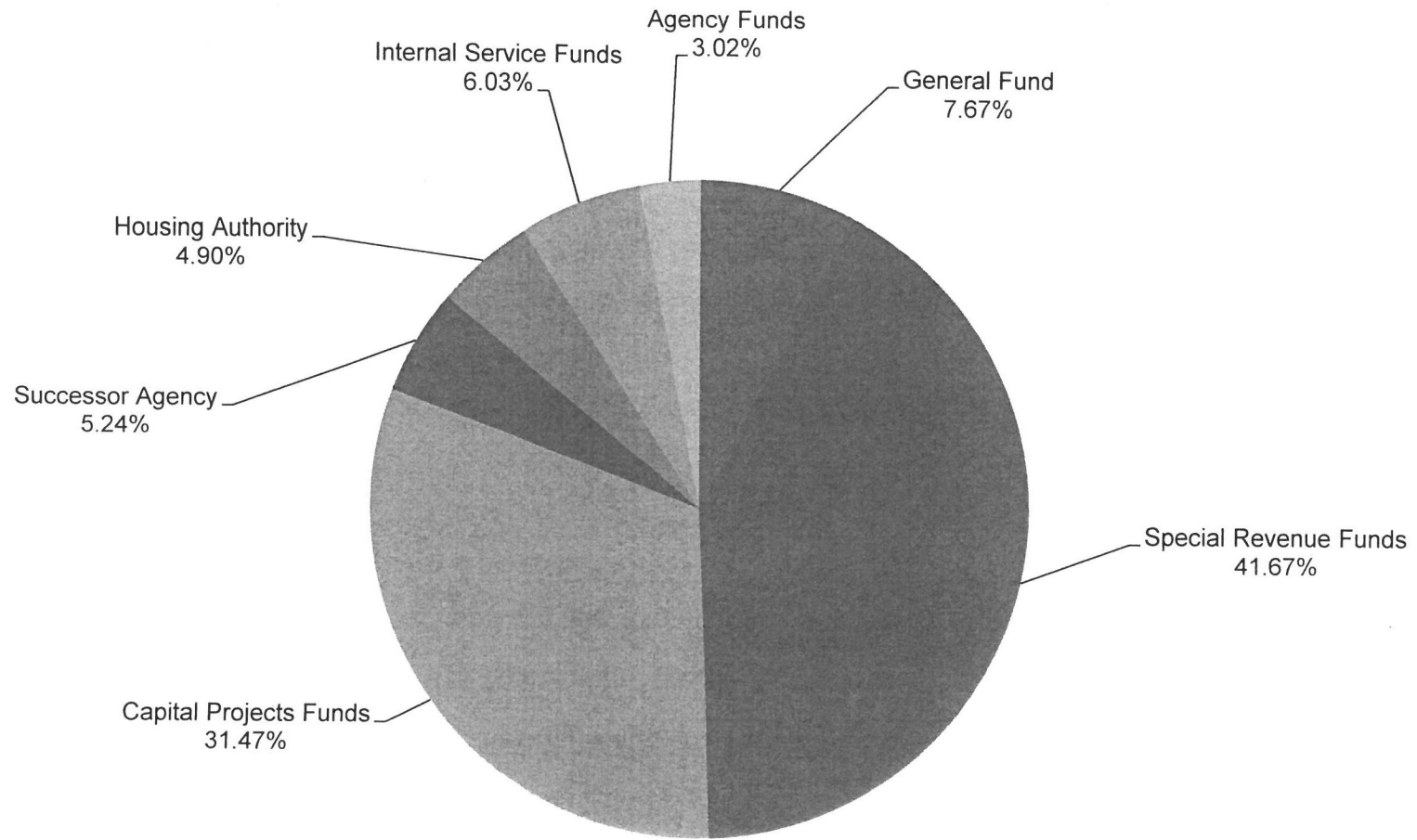
SIGNED: 
Joseph A. Hughes
CITY MANAGER

SIGNED: 
Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

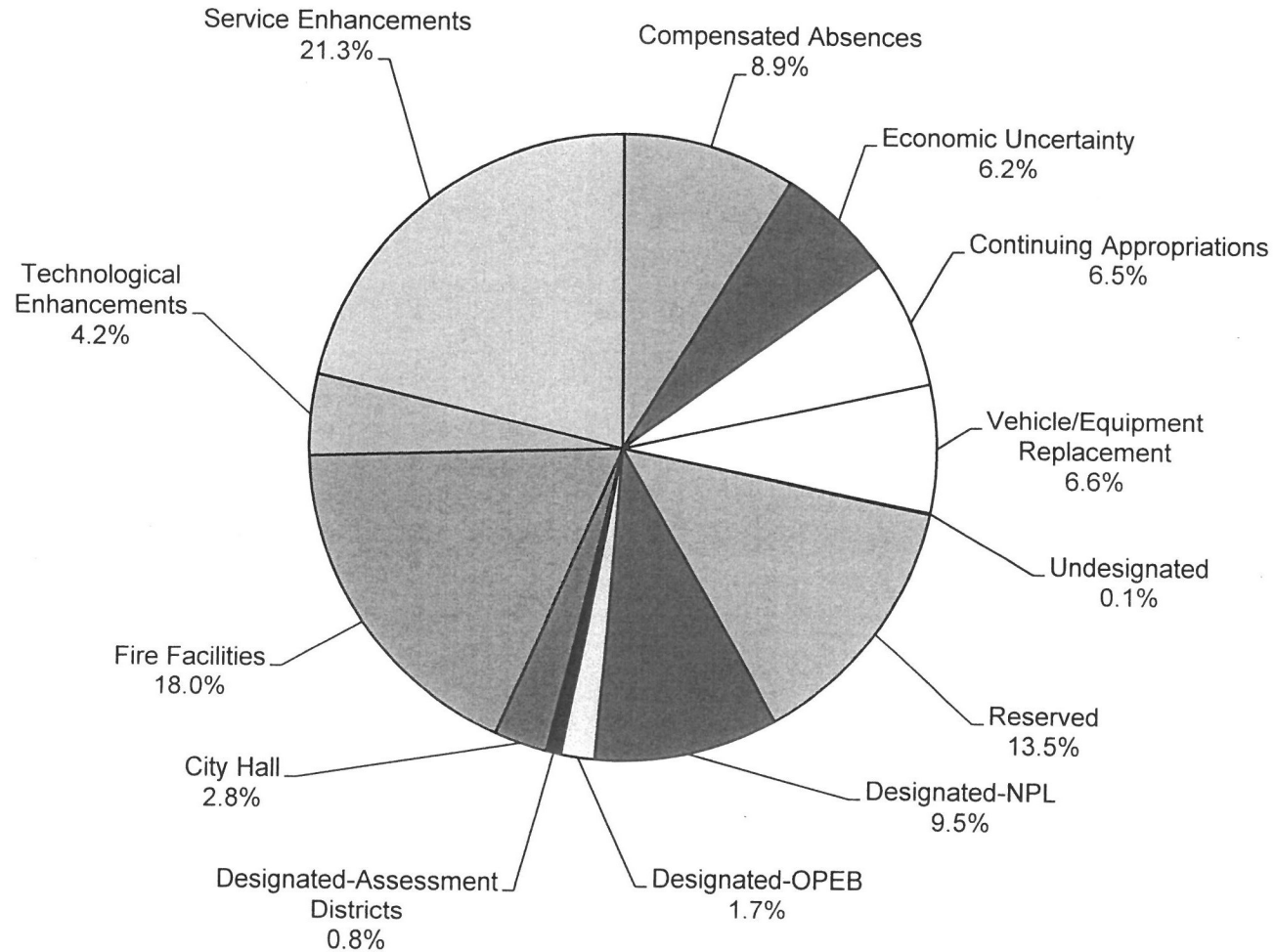
Treasurer's Report



Cash & Investments



General Fund Reserves





STAFF REPORT

TO THE CITY COUNCIL

DATE: February 25, 2020

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

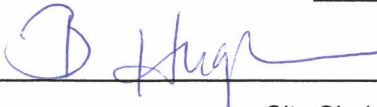
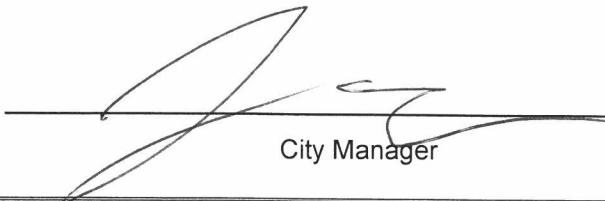
REVIEWED BY: Chuck Dantuono, Director of Administrator Services/City Treasurer
Nancy Wayne, George Hills Company, Claims Adjusters

SUBJECT: Claim Consideration – Stephany Taylor

RECOMMENDATION: George Hills Company recommends the City Council reject the claims.

BACKGROUND: The Claim was received in the City Clerk's Office on February 4, 2020. It was then sent to the City's claim adjuster, George Hills Company, who is recommending the claim be rejected.

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



February 4, 2020

Ms. Nancy Wayne
Account Manager/Senior Claims Adjuster
George Hills Company, Inc.
P. O. Box 1544
Wildomar, CA 92595

Re: Claimant(s): Stephany Taylor
Incident Date: August 4, 2019

Dear Ms. Wayne:

Enclosed is a copy of a Claim received and filed in the Office of the City Clerk on February 4, 2020, by the above referenced claimant(s). Note: The location stated in the claim is not within the City of Highland's jurisdiction. Please review and advise this office on the appropriate action to be taken. This item will be tentatively scheduled for the City Council regular meeting of Tuesday, February 25, 2020, pending your recommendation.

If you have any questions, please contact Chuck Dantuono at (909) 864-6861, ext. 224 or myself at ext. 226.

Sincerely,

Betty Hughes, MMC
City Clerk

cc: Joseph Hughes, City Manager
Chuck Dantuono, Director of Administrative Services
Maricela Marroquin, City Attorney

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Mayor
Larry McCallon

Mayor Pro Tem
Penny Lilburn

City Council
Jesse Chavez

City Council
Anaeli Solano

City Council
John P. Timmer

City Manager
Joseph A. Hughes

27215 Base Line, Highland, CA 92346

Tel: (909) 864-6861 • Fax: (909) 862-3180 • Web: www.cityofhighland.org

Do not write in this space.
For office use only:

RECEIVED
FEB - 4 2020
CITY OF HIGHLAND

Received: _____

By: E. Rodriguez

____ Mail

☒ In person

CLAIM AGAINST THE CITY OF HIGHLAND
(For damages to persons or personal property)

A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to:

CITY CLERK, CITY OF HIGHLAND
27215 EAST BASE LINE
HIGHLAND CA 92346
(909) 864-6861 X226

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

NOTICE: PER GOVERNMENT CODE SECTION 910.4, THIS FORM MUST BE USED IN ORDER TO COMPLY WITH SECTIONS 910 AND 910.2 OF THE GOVERNMENT CODE.

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF HIGHLAND:

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

1. Name of Claimant Stephany Nycole Taylor
 - a. Complete Address of Claimant, including City, State and Zip Code:
2018 Del Rosa Avenue, San Bernardino, CA 92404
 - b. Phone Number (909) 402-4321
 - c. Date of Birth 01/29/1984
 - d. Social Security Number _____

e. Driver's License/State Identification Card Number:

Issued by which State: California

X Driver's License _____ Identification Card

Expiration Date: Unknown

2. Name, telephone and address to which claimant desires notices to be sent, if other than above:

Law Offices of Eslamboly Hakim, 8730 Wilshire Blvd., Ste 310, Beverly Hills 90211
(310) 289-9100

3. Occurrence or event from which the claim arises:

a. Date of occurrence August 4, 2019

b. Time of occurrence 01:14 a.m.

c. Place of occurrence (Exact and specific location)

East Highland Avenue, 52 feet west of North Eucalyptus Drive, City of San Bernardino,

City of Highland, County of San Bernardino, State of California.

d. How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary).

See attachment.

e. What particular action by the City, or its employees, caused the alleged damage or injury?

See attachment.

4. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. If there were no injuries, state "no injuries".

Multiple fractures, right arm, right shoulder, right clavicle, ribs, hip, right leg, right knee, right ankle, punctured lung, residual scars, disfigurement, emotional distress, pain, suffering and general damages.

5. Give the name(s) of the City employee(s) causing the damage or injury:

See attached.

6. Name and address of any other person injured:

Not applicable.

7. Name and address of the owner of any damaged property:

Not applicable.

8. Damages Claimed:

a. Amount claimed as of this date: \$ 5,000,000.

b. Estimate amount of future costs: \$ 5,000,000.

c. Total amount claimed: \$ 10,000,000.

d. Basis for computation of amounts claimed. **Include copies of all bills, invoices, estimates, etc.:** Claimant Stephany Taylor claims damages based upon the nature and extent of the injuries suffered by claimant in excess of the jurisdictional limits of the Superior Court limited jurisdiction including economic damages, general damages and incidental damages. The exact amount will be stated according to proof, pursuant to Code of Civil Procedure Section 425.11

9. Names and addresses of all witnesses, hospitals, doctors, etc.

a. Adrian De La Vega, 1099 P.O. Box, Paramount, CA 90723

b. Loma Linda Medical Center, 11234 Andersen Street, Loma Linda, CA 92354.

c. _____

d. _____

e. _____

10. Any additional information which might be helpful in considering this claim:

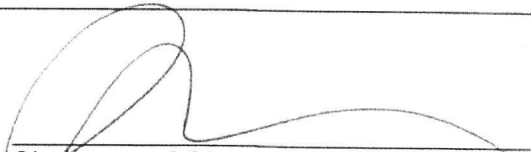
See Traffic Collision Report No.: 2019-00098640 attached hereto as Exhibit "A".

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signed at: Beverly Hills, CA
City and State

Date: 2-3-20


Signature of Claimant

Sharona Eslamboly Hakim, Esq.

Printed name of person signing above

**RE: STEPHANY TAYLOR
ATTACHMENT TO CITY OF HIGHLAND CLAIM FORM**

D. HOW AND UNDER WHAT CIRCUMSTANCES DID DAMAGE OR INJURY OCCUR? SPECIFY THE PARTICULAR OCCURRENCE, EVENT, ACT OR OMISSION YOU CLAIM CAUSED THE INJURY OR DAMAGE (USE ADDITIONAL PAPER IF NECESSARY):

On August 4, 2019, at approximately 1:14 a.m., claimant Stephany Taylor was a pedestrian walking across Highland Avenue when she was struck by motorist. (See Traffic Collision Report No. 2019-00098640 attached hereto as Exhibit "A").

E. WHAT PARTICULAR ACTION BY THE CITY, OR ITS EMPLOYEES, CAUSED THE ALLEGED DAMAGE OR INJURY?

The CITY OF SAN BERNARDINO, COUNTY OF SAN BERNARDINO, CITY OF HIGHLAND and/or its management, administrators, and /or other employees, staff, agents or contractors, acting within the course and scope of their duties and/or employment knew or should have known Highland Avenue where the incident occurred presented a dangerous condition to pedestrians crossing the street. Despite having said knowledge, CITY OF SAN BERNARDINO, COUNTY OF SAN BERNARDINO, CITY OF HIGHLAND were negligent, failed to exercise reasonable care, failed to take consideration for pedestrians crossing Highland Avenue in that said governmental entities failed to provide adequate street lights, failed to conduct inspections, failed to conduct adequate inspections, failed to implement safe traffic control in the area, failed to provide a safe passage for pedestrians crossing Highland Avenue where the incident occurred. The CITY OF SAN BERNARDINO, COUNTY OF SAN BERNARDINO, CITY OF HIGHLAND also failed to provide in the immediate area any of the following: 1. a marked cross walk; 2. A speed limit sign; 3. A stop sign; and 4. A watch for pedestrian sign. The lack and failure to provide the aforementioned safety considerations for pedestrians created a dangerous condition of public property, even more so for pedestrians attempting to cross Highland Avenue in the night time hours at or near the area where the subject incident occurred.

The CITY OF SAN BERNARDINO, COUNTY OF SAN BERNARDINO, CITY OF HIGHLAND and/or its management, administrators, and /or other employees, staff, agents or contractors, acting within the course and scope of their duties and/or employment failed to conduct inspection or conducted inadequate inspection and failed to notify the appropriate governmental agencies of the aforementioned dangerous condition so that Highland Avenue could have been made safe for pedestrians. This location created a trap for pedestrians. These failures, acts and omissions were inherently dangerous and created a peculiar risk and nuisance. The CITY OF SAN BERNARDINO, COUNTY OF SAN BERNARDINO, CITY OF HIGHLAND and/or its management, administrators, and /or other employees, staff, agents or contractors, acting within the course and scope of their duties and through negligent or wrongful acts or omissions created, or allowed to be created, a dangerous condition under Gov. Code § 835 et seq.

**RE: STEPHANY TAYLOR
ATTACHMENT TO CITY OF HIGHLAND CLAIM FORM**

5. ***GIVE THE NAME(S) OF THE CITY EMPLOYEE(S) CAUSING THE DAMAGE OR INJURY:***

The CITY OF SAN BERNARDINO, COUNTY OF SAN BERNARDINO, CITY OF HIGHLAND and/or its management, administrators, and /or other employees, staff, agents or contractors, acting within the course and scope of their duties and/or employment whose names and departments are presently unknown to claimant.

RESERVATION OF RIGHT TO AMEND AND/OR SUPPLEMENT THIS CLAIM:

Claimant reserves the right to amend and/or supplement this Claim for Damages, including asserting new claimants, theories of liability or causes of action, upon discovery of new or additional information or facts.

DATED: February 3, 2020

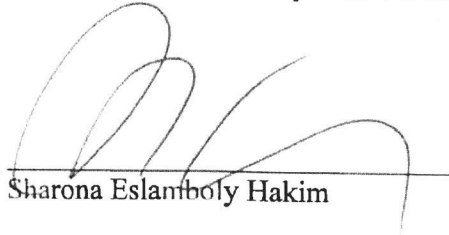

Sharona Eslamboly Hakim

EXHIBIT “A”

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
TRAFFIC COLLISION REPORT
CHP 555 Page 1 (Rev. 4-11) OPI 080

Page 1 of 5

SPECIAL CONDITIONS		NUMBER INJURED 1		HIT & RUN FELONY ☒		CITY SAN BERNARDINO		JUDICIAL DISTRICT SAN BERNARDINO SUPERIOR		LOCAL REPORT NUMBER 2019-00098640		
		NUMBER KILLED 0		HIT & RUN MISDEMEANOR ☐		COUNTY SAN BERNARDINO		REPORTING DISTRICT Police - Charlie		DAY OF WEEK MTWTFSS ☐ YES ☒ NO		
LOCATION	COLLISION OCCURRED ON E HIGHLAND AVE						MO. DAY YEAR 08/04/2019		TIME (2400) 0114		NCIC # 3610	
	MILEPOST INFORMATION FEET/MILES OF						GPS COORDINATES LATITUDE 34.135855342000 LONGITUDE -117.23495635		PHOTOGRAPHS BY: ☐ NONE		OFFICER I.D. 51118	
	☐ AT INTERSECTION WITH						STATE HWY REL. ☐ YES ☒ NO		Joshua Lesh			
	☒ OR: 52 FEET/MILES W OF N. EUCALYPTUS											
PARTY 01	DRIVER'S LICENSE NUMBER		STATE	CLASS	AIR BAG	SAFETY EQUIP.	VEH. YEAR	MAKE/MODEL/COLOR HONDA RED		LICENSE NUMBER UNKNOWN		
DRIVER	NAME (FIRST, MIDDLE, LAST) ☒ Unknown 2019-00098640						OWNER'S NAME ☒ SAME AS DRIVER					
PEDESTRIAN	STREET ADDRESS						OWNER'S ADDRESS ☒ SAME AS DRIVER					
PARKED VEHICLE	CITY/STATE/ZIP						DISPOSITION OF VEHICLE ON ORDERS OF: ☐ OFFICER ☒ DRIVER ☐ OTHER					
BICYCLIST	SEX	HAIR	EYES	HEIGHT	WEIGHT	Mo. BIRTHDATE Day Year	RACE	RETAINED BY DRIVER				
OTHER	HOME PHONE		BUSINESS PHONE				PRIOR MECHANICAL DEFECTS: ☒ NONE APPARENT ☐ REFER TO NARRATIVE					
	INSURANCE CARRIER		POLICY NUMBER				VEHICLE IDENTIFICATION NUMBER:					
	DIR OF TRAVEL	ON STREET OR HIGHWAY			SPEED LIMIT		VEHICLE TYPE		DESCRIBE VEHICLE DAMAGE		SHADE IN DAMAGED AREA	
	W	E. HIGHLAND AVE			45		01		☒ UNK. ☐ NONE ☐ MINOR			
							CA DOT		☐ MOD. ☐ MAJOR ☐ ROLL-OVER			
PARTY 02	DRIVER'S LICENSE NUMBER		STATE	CLASS	AIR BAG	SAFETY EQUIP.	VEH. YEAR	MAKE/MODEL/COLOR		LICENSE NUMBER		
DRIVER	NAME (FIRST, MIDDLE, LAST) ☐ STEPHANIE TAYLOR						OWNER'S NAME ☐ SAME AS DRIVER					
PEDESTRIAN	STREET ADDRESS ☒ 265 W 4TH ST						OWNER'S ADDRESS ☐ SAME AS DRIVER					
PARKED VEHICLE	CITY/STATE/ZIP ☐ SAN BERNARDINO CA 92415						DISPOSITION OF VEHICLE ON ORDERS OF: ☐ OFFICER ☐ DRIVER ☐ OTHER					
BICYCLIST	SEX	HAIR	EYES	HEIGHT	WEIGHT	Mo. BIRTHDATE Day Year	RACE	PRIOR MECHANICAL DEFECTS: ☐ NONE APPARENT ☐ REFER TO NARRATIVE				
OTHER	HOME PHONE ☐ (000)000-0000		BUSINESS PHONE				VEHICLE IDENTIFICATION NUMBER:					
	INSURANCE CARRIER		POLICY NUMBER				VEHICLE TYPE		DESCRIBE VEHICLE DAMAGE		SHADE IN DAMAGED AREA	
	DIR OF TRAVEL	ON STREET OR HIGHWAY			SPEED LIMIT		CA DOT		☐ UNK. ☐ NONE ☐ MINOR			
							CAL-T TCP/PSC MC/MX		☐ MOD. ☐ MAJOR ☐ ROLL-OVER			
PARTY	DRIVER'S LICENSE NUMBER		STATE	CLASS	AIR BAG	SAFETY EQUIP.	VEH. YEAR	MAKE/MODEL/COLOR		LICENSE NUMBER		
DRIVER	NAME (FIRST, MIDDLE, LAST) ☐						OWNER'S NAME ☐ SAME AS DRIVER					
PEDESTRIAN	STREET ADDRESS ☐						OWNER'S ADDRESS ☐ SAME AS DRIVER					
PARKED VEHICLE	CITY/STATE/ZIP ☐						DISPOSITION OF VEHICLE ON ORDERS OF: ☐ OFFICER ☐ DRIVER ☐ OTHER					
BICYCLIST	SEX	HAIR	EYES	HEIGHT	WEIGHT	Mo. BIRTHDATE Day Year	RACE	PRIOR MECHANICAL DEFECTS: ☐ NONE APPARENT ☐ REFER TO NARRATIVE				
OTHER	HOME PHONE ☐		BUSINESS PHONE				VEHICLE IDENTIFICATION NUMBER:					
	INSURANCE CARRIER		POLICY NUMBER				VEHICLE TYPE		DESCRIBE VEHICLE DAMAGE		SHADE IN DAMAGED AREA	
	DIR OF TRAVEL	ON STREET OR HIGHWAY			SPEED LIMIT		CA DOT		☐ UNK. ☐ NONE ☐ MINOR			
							CAL-T TCP/PSC MC/MX		☐ MOD. ☐ MAJOR ☐ ROLL-OVER			

An Internationally Accredited Agency

2005-05-10 04:51 Page 2 OF 2

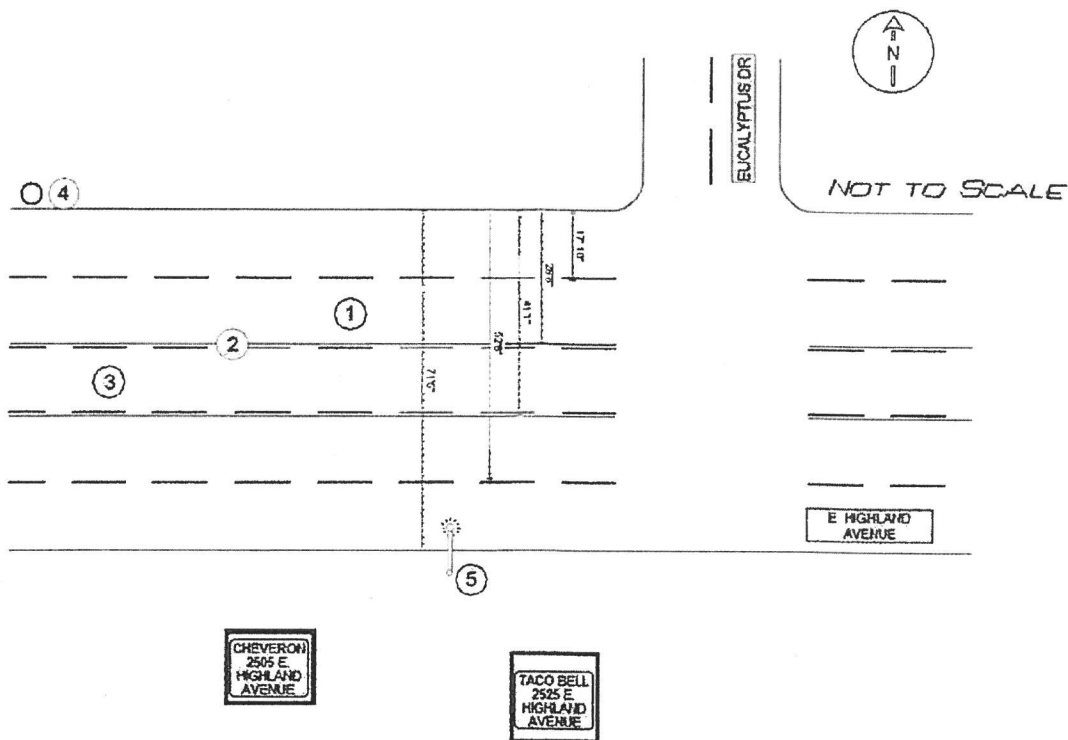
STATE OF CALIFORNIA
INJURED / WITNESS / PASSENGERS
CHP 555 Page 3 (Rev. 11-06) OPI 085

Page 3 of 5

DATE OF COLLISION (MO. DAY YEAR) 08/04/2019				TIME (2400) 0114		NCIC # 3610		OFFICER I.D. 51118				NUMBER 2019-00098640						
WITNESS ONLY	PASSENGER ONLY	AGE	SEX	EXTENT OF INJURY ("X" ONE)				INJURED WAS ("X" ONE)					PARTY NUMBER	SEAT POS.	AIR BAG	SAFETY EQUIP.	EJECTED	
				FATAL INJURY	SEVERE INJURY	OTHER VISIBLE INJURY	COMPLAINT OF PAIN	DRIVER	PASS.	PED.	BICYCLIST	OTHER						
☒ # 1	☐	38	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐					
NAME / D. O. B. / ADDRESS ADRIAN DE LA VEGA										10/22/1980				TELEPHONE (323)381-9897				
(INJURED ONLY) TRANSPORTED BY:										TAKEN TO:								
DESCRIBE INJURIES																		
☐ VICTIM OF VIOLENT CRIME NOTIFIED																		
☐ #	☐	35	F	☐	☒	☐	☐	☐	☐	☐	☒	☐	☐	02		M	P	0
NAME / D. O. B. / ADDRESS STEPHANIE TAYLOR										01/29/1984				TELEPHONE (000)000-0000				
(INJURED ONLY) TRANSPORTED BY: AMR										TAKEN TO: LLUMC								
DESCRIBE INJURIES BROKEN BONES AND COMPLAINT OF PAIN.																		
☐ VICTIM OF VIOLENT CRIME NOTIFIED																		
☐ #	☐			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐					
NAME / D. O. B. / ADDRESS										TELEPHONE								
(INJURED ONLY) TRANSPORTED BY:										TAKEN TO:								
DESCRIBE INJURIES																		
☐ VICTIM OF VIOLENT CRIME NOTIFIED																		
☐ #	☐			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐					
NAME / D. O. B. / ADDRESS										TELEPHONE								
(INJURED ONLY) TRANSPORTED BY:										TAKEN TO:								
DESCRIBE INJURIES																		
☐ VICTIM OF VIOLENT CRIME NOTIFIED																		
☐ #	☐			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐					
NAME / D. O. B. / ADDRESS										TELEPHONE								
(INJURED ONLY) TRANSPORTED BY:										TAKEN TO:								
DESCRIBE INJURIES																		
☐ VICTIM OF VIOLENT CRIME NOTIFIED																		
☐ #	☐			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐					
NAME / D. O. B. / ADDRESS										TELEPHONE								
(INJURED ONLY) TRANSPORTED BY:										TAKEN TO:								
DESCRIBE INJURIES																		
☐ VICTIM OF VIOLENT CRIME NOTIFIED																		
PREPARED BY NAME Davalos				I.D. NUMBER 51118		MO. DAY YEAR 08/04/2019		REVIEWER'S NAME Reid, Devon				MO. DAY YEAR 08/23/2019						

DATE OF COLLISION (MO. DAY YEAR)	TIME (2400)	NCIC #	OFFICER I.D.	NUMBER
08/04/2019	01:14	3610	51125	2019-00098640

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)



PREPARED BY	I.D. NUMBER	MO. DAY YEAR	REVIEWER'S NAME	MO. DAY YEAR
Lesh	51125	08/04/2019	Johnson, Christopher	08/09/2019

NARRATIVE/SUPPLEMENTAL

CHP 556 (Rev 7-90) OPI 042

Page 3 of 4

DATE OF INCIDENT/OCCURRENCE 08/04/2019	TIME (2400) 01:14	NCIC NUMBER 3610	OFFICER I.D. NUMBER 51125	NUMBER 2019-00098640
X ONE ☐ Narrative ☒ Supplemental	*X* ONE ☒ Collision report ☐ Other:	TYPE SUPPLEMENTAL (*X* APPLICABLE) ☐ BA update ☐ Hazardous materials ☐ Fatal ☐ School bus ☐ Hit and run update ☐ Other:		
CITY/COUNTY/JUDICIAL DISTRICT			REPORTING DISTRICT/BEAT	CITATION NUMBER
LOCATION/SUBJECT E. HIGHLAND AVENUE AND N. EUCALYPTUS DR.			STATE HIGHWAY RELATED ☐ Yes ☐ No	

NOTIFICATION:

On Sunday, 08/04/19, at approximately 0120 hours, I responded to the area of E. Highland Ave. and N. Eucalyptus Dr. regarding a traffic collision.

The collision was reported to police communications at about 0114 hours. I arrived on scene at approximately 0124 hours.

All measurements are approximations were obtained by Roll-A-Tape.

INVESTIGATION:

Upon my arrival Ofc. Davalos handled the main TC investigation. Please see his report for further information.

I assisted Ofc. Davalos by completing a factual diagram. I also checked the area for any security cameras that may have witnessed the incident.

I contacted the employees of the Chevron located at 2505 E. Highland Ave. which appeared to have external security cameras. However at the time of this report, the employees at the business did not have access to the security camera footage. I was unable to determine if any footage was available.

I contacted the employees of the Taco Bell located at 2525 E. Highland Ave. in order to determine if they had external security cameras. However at the time of this report, the employees at the business did not have access to the security camera footage. I was unable to determine if any footage was available.

FACTUAL DIAGRAM LEGEND:

ITEM #1: AOI #1/purse strap

Was located approximately 24'4" south of the north curb line of E. Highland Ave. and approximately 72'2" east of Edison pole #4554172E.

Item #2: black hat

Was located approximately 28'7" south of the north curb line of E. Highland Ave. and approximately 65'9" east of Edison pole #4554172E.

Item #3: red and black Nike shoe

Was located approximately 34 feet south of the north curb line of E. Highland Ave. and approximately

PREPARER'S NAME AND I.D. NUMBER Lesh 51125	DATE 08/04/2019	REVIEWER'S NAME Johnson, Christopher	DATE 08/09/2019
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Use previous editions until depleted.

OSP 98 10969

NARRATIVE/SUPPLEMENTAL

CHP 556 (Rev 7-90) OPI 042

Page 4

DATE OF INCIDENT/OCCURRENCE	TIME (2400)	NCIC NUMBER	OFFICER I.D. NUMBER	NUMBER
08/04/2019	01:14	3610	51125	2019-00098640

(Narrative Continued)

43 feet east of Edison pole #4554172E.

Item #4: Edison pole #4554172E

Item #5: streetlight

was located approximately 18 inches south of the south curb line of E. Highland Ave. and approximately hundred and 66'4" east of Edison pole #4554172E.

PREPARER'S NAME AND I.D. NUMBER
Lesh 51125

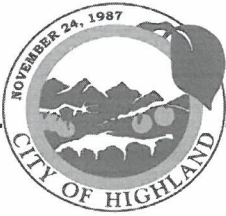
DATE
08/04/2019

REVIEWER'S NAME
Johnson, Christopher

DATE
08/09/2019

Use previous editions until depleted.

OSP 08 16969



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 25, 2020

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Melissa Morgan, Public Services Manager *[Signature]*

SUBJECT: Preparation of Annual Engineer's Reports for 2020/2021 Assessments

RECOMMENDATION: Staff recommends the City Council:

(1) Adopt Resolution No. 2020-__ ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and

(2) Adopt Resolution No. 2020-__ ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.

FISCAL IMPACT: The fee quoted by Harris & Associates for the preparation of an annual report and an assessment roll for both districts is \$12,500.00. The City will be reimbursed through assessments on the benefitting properties within the district.

PUBLIC NOTICE: Public notice is not required prior to the City Council taking action on this matter. However, the Agenda was posted at the three (3) locations within the City, as required by Council Resolution and on the City's Website.

BACKGROUND: The Landscaping and Lighting Act of 1972 requires that an Engineer's Report be prepared if the City intends to levy assessment within a district, regardless whether the proposed amount of assessment is different from that of the current assessment. The Act requires that the report include items such as a description of the properties proposed to be assessed, the types of maintenance or construction activities that are anticipated, an estimate of the costs to be incurred on behalf of the district, and the method for assessing the benefitting properties.

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

Furthermore, Proposition 218 approved by voters on November 5, 1996 specifically requires that the annual report be prepared by a registered civil engineer, that public agency parcels cannot be exempted from assessment, and that the report must distinguish between general benefit and special benefit, and only assess for special benefit.

The fee will be allocated to the various districts, based on the assessment amount, as follows:

Consolidated Landscape and Lighting District 96-1

Street Lighting	\$6,400
Landscaping	3,500
Trail	450
Park	<u>450</u>
Sub-Total:	\$10,800

Street and Drainage Maintenance District 96-1 \$1,700

Total: \$12,500

Attachment: Resolutions

RESOLUTION NO. 2020-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
COUNTY OF SAN BERNARDINO, CALIFORNIA
ORDERING THE PREPARATION OF ENGINEER'S REPORT
FOR CONSOLIDATED LANDSCAPE & LIGHTING DISTRICT NO. 96-1
FOR FISCAL YEAR 2020/2021**

WHEREAS, the City Council of the City of Highland, County of San Bernardino, California, has heretofore determined that the public interest, convenience and necessity required the installation, operation and maintenance of public street lights, landscape and irrigation facilities, community trails and public parks as set forth in Section 22525 of the Streets and Highways Code, State of California, and

WHEREAS, Section 22625 requires that an Engineer's Report be prepared for the assessment district and filed annually, outlining the assessments to be levied against the benefitting properties within the assessment district; and

WHEREAS, the City Council desires to appoint Harris & Associates as the "Engineer of Work" for the Consolidated Landscaping & Lighting District No. 96-1; and

NOW, THEREFORE, be it resolved by the City Council of the City of Highland that the Engineer of Work is ordered to prepare the annual report for fiscal year 2020/2021 in accordance with Article 4, Division 15, of the Streets and Highways Code, "Landscaping and Lighting Act of 1972" of the State of California.

APPROVED AND ADOPTED this 25th day of February, 2020.

Larry McCallon
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk

RESOLUTION NO. 2020-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
COUNTY OF SAN BERNARDINO, CALIFORNIA
ORDERING THE PREPARATION OF AN ENGINEER'S REPORT FOR
STREET AND DRAINAGE MAINTENANCE DISTRICT 96-1
FOR FISCAL YEAR 2020/2021**

WHEREAS, the City Council of the City of Highland, County of San Bernardino, California, has heretofore determined that the public interest, convenience and necessity required the operation and maintenance of certain streets as set forth in Section 54703 et seq of the government code, State of California known as the "Benefit Assessment Act of 1982" (the "Act"); and

WHEREAS, Section 54716 of the Act requires that a report be prepared and filed, outlining the assessments to be levied against the benefitting properties within the assessment district; and

WHEREAS, the City Council desires to appoint Harris & Associates as the "Engineer of Work" for the Street and Drainage Maintenance District 96-1; and

NOW, THEREFORE, be it resolved by the City Council of the City of Highland that the Engineer of Work is ordered to prepare the annual report for fiscal year 2020/2021 for the proposed assessment district in accordance with Section 54716 of the Act.

APPROVED AND ADOPTED this 25th day of February, 2020.

Larry McCallon
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 25, 2020

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Resolution No. 2020- ____ establishing employee salaries.

RECOMMENDATION: That the City Council approve Resolution No 2020- ____ establishing employee salaries and adding the classification of Assistant Engineer.

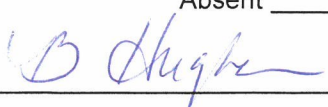
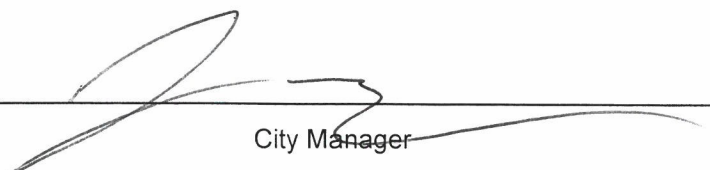
FISCAL IMPACT: The total fiscal impact (at the top step) of adding this position will be \$128,575-Salary of \$93,372 and Benefits of \$35,203. Funds will be moved from the Contract Services-Engineering line items to cover this cost. As a contracted position, we are currently paying \$179,904 per year –the City will recognize a savings of \$51,329.

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

BACKGROUND: The Senior Engineering Technician position has always been a contracted position. The primary duties of this position is counter coverage (much interaction with the public), issuance of all engineering permits, reviewing engineering conditions of approval and preparing and reviewing traffic control plans, etc. The City has never brought this position on as a full-time staff member because we always wanted the flexibility to reduce hours in times of economic slow-down. Staff recently did an analysis of this contracted position as a full-time staff member in other cities. Staff determined that this position is equal to the Assistant Engineer position in other cities across San Bernardino County.

Staff is proposing that the salary range for this position be A-step of \$6,402 per month (\$76,824 annually) and E-step of \$7,781 per month (\$93,372 annually). Salary and benefits calculated at the top E-step is \$128,575 (Salary of \$93,372 and Benefits of \$35,203). All steps are separated by 5%. The City is currently paying \$179,904 per year for this position as a contracted position.

This item was presented to the Finance/Personnel Subcommittee on February 11, 2020 and the subcommittee recommends that the City Council adopt the proposed Resolution adding the Assistant Engineer as a full-time City staff position.

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

RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF HIGHLAND, CALIFORNIA,
ESTABLISHING EMPLOYEE SALARIES**

WHEREAS, the City Council of the City of Highland has determined it is necessary for the efficient operation and management of the City that salary ranges be established for employees; and

WHEREAS, the City Council recognizes that it competes in a market place to obtain qualified personnel to perform and provide municipal service, and that compensation and conditions of employment must be sufficiently attractive to recruit and retain qualified employees.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Highland does hereby resolve to:

1. Add the salary range for the following position effective February 26, 2020.

<u>Position Title</u>	<u>Minimum Monthly</u>	<u>Maximum Monthly</u>
Assistant Engineer	\$6,402	\$7,781

PASSED, APPROVED AND ADOPTED this 25th day of February 2020.

Larry McCallon, Mayor

Attest:

Betty Hughes, City Clerk

CITY OF HIGHLAND

ASSISTANT ENGINEER

JOB SUMMARY

This is the entry level class. This position performs routine professional tasks and duties. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to procedures and guidelines as are positions allocated to a higher level in the Engineering series. Employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from the Public Work Director/City Engineer and/or Assistant Public Works Director.
2. May exercise technical and functional supervision over part-time employees, contract staff and volunteers.

TYPICAL DUTIES - Typical duties may include, but are not limited to, the following:

1. Perform routine professional level work in the field of civil engineering.
2. Provide service at the Engineering Department's front counter, interact with the public, and coordinate with other departments.
3. Confer with developers, contactors, engineers, the general public, regarding City engineering policies and standards.
4. Meet with engineers, developers and property owners to provide and discuss engineering procedures and requirements relative to proposed commercial/industrial/residential developments, including public improvement plans, engineering reports and other submittals/requirements.
5. Process/Issue engineering permits including construction permits, excavation permits, encroachment permits, transportation permits, voluntary permits, grading permits, haul permits, stockpile permits, etc.
6. Review traffic control plans, coordinate insurance requirements, calculate and process permit fees.
7. Respond to requests for City approved improvement plans, recorded maps, bench marks, centerline ties, City standards, FEMA/FIRM information, etc..

8. Perform Engineering inspections including rough and precise grading, street and storm drain improvements, excavations and trench repairs for wet and dry utilities, freestanding and retaining walls, WQMP BMP improvements and other items relative to development projects and City CIP projects.
9. Conduct document research and collect field data for preparation of technical reports and/or investigation of public complaints.
10. Prepare and or calculate various reports including but not limited to-Annual HPMS updated for SCAG and Cal-Trans, GASB 34, Bridge Inventory, Annual Street Mileage, Traffic Control Plans, City's Engineering Development Procedures and Policy Manual, etc.
11. Prepare a variety of word processing and spreadsheet documents, including staff reports, presentations, graphs and charts.
12. Build and maintain positive working relationships with co-workers, other City employees, contract staff and the public using principles of good customer service. Perform related duties as assigned.
13. Occasional attendance at evening meetings may be required. Occasional attendance on weekends may also be required.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of civil engineering as applied to a variety of public works projects including, building/facilities construction and traffic, drainage, and street improvements.
2. Basic methods, material and techniques used in the design, construction and inspection of public works and development projects.
3. Statistics and advanced mathematics, including algebra and analytic geometry.
4. Surveying, drafting, computer-aided design techniques and terminology.
5. Principles and practices of effective customer service.
6. Modern office equipment including use of applicable computer applications.

Ability to:

1. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

2. Sit at desk for long periods of time on a continuous basis; perform simple grasping and fine manipulation; and lift or carry weight of 10 pounds or less.
3. Demonstrate tact and diplomacy with the public.
4. Prepare reports and graphic presentations.
5. Prepare accurate maps, plans, charts and tables.
6. Learn applicable engineering/public works laws and regulations.
7. Analyze and compile technical and statistical information.
8. Prepare reports.
9. Operate and use modern office equipment including a computer and applicable software.
10. Establish and maintain effective work relationships with those contacted in the course of work.
11. Communicate clearly and concisely, both orally and in writing.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Experience: Some entry level engineering experience obtained in a technical position in engineering/public works is desired.
2. Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, or equivalent to an Associate degree from an accredited college or university with additional certificates/course work in construction technology, project management, or a closely related field.

License or Certificate:

Possession of, or ability to obtain a California driver's license.

Possession of an Engineer-in-Training certificate is highly desirable.

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 25, 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: Easement Acceptance/ TREH Partners XV, LLC
Greenspot Road

RECOMMENDATION: That the City Council (1) accept the Grant of Easement for Road and Drainage purposes from TREH Partners XV, LLC, and (2) direct the City Clerk to record the Grant of Easement.

FISCAL IMPACT: The easement is being granted at no cost to the City.

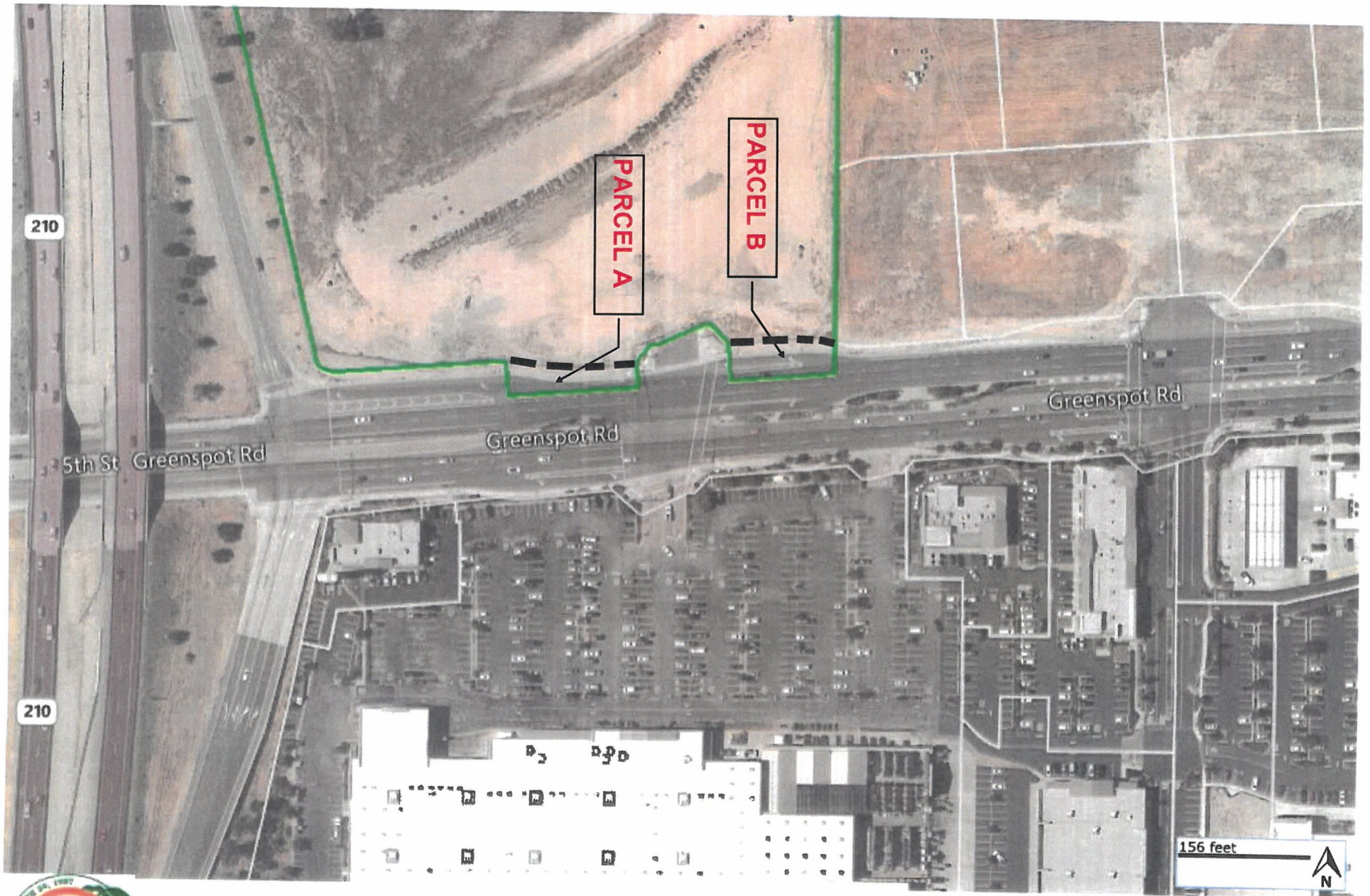
PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: In order to accommodate the ultimate widening of Greenspot Road in front of the vacant property (APN 1201-331-01) owned by San Bernardino County Flood Control District, since 2013, the City has been leasing two pieces of District properties along the north side of Greenspot Road in the annual amount of \$7,200. The lease areas are shown as Parcel A and Parcel B on the attached aerial photo, where roadway improvements have been constructed.

Pursuant to a Sale and Purchase Agreement approved by the City Council on January 17, 2018, and further amended on January 28, 2020, once the City receives ownership of District property, the City will be transferring the property ownership to TREH Partners XV, LLC. As a part of this property transfer, TREH Partners XV, LLC will be granting the City a permanent road and drainage easement over Parcels A and B.

The attached Grant of Easement is ready for Council's acceptance. It will be signed by TREH Partners XV, LLC as a part of the close of escrow procedure, and will be recorded by escrow.

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



RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

A.P.N. 1201-331-01

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

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

TREH PARTNERS XV, A CALIIFORNIA LIMITED LIABILITY COMPANY

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

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

TREH PARTNERS XV, LLC

DATED: _____

By: _____
THOMAS N. ROBINSON

By: _____
ED HOROVITZ

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE
IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS
ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY OR VALIDITY OF THAT DOCUMENT.

State of _____

County of _____

On _____ before me, _____ a Notary Public personally appeared _____
who proved to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the
same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entities upon
behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the forgoing paragraph is true and correct.

Witness my hand and official seal.

(This Area for Official Notary Seal)

Signature: _____, Notary Public

Commission Number: _____, Expires _____

Principal Place of Business: _____

Legal Description**PARCEL "A"**

That portion of the Southeast One-Quarter of Section 4, Township 1 South, Range 3 West, San Bernardino Meridian, situated in the City of Highland, County of San Bernardino, State of California, as described in a grant deed recorded May 6, 1942 in Book 1530, page 352, Official Records of said County, described as follows:

COMMENCING at the intersection of the Northerly line of a 100 foot wide County road, also known as Greenspot Road, as granted to the County of San Bernardino by instrument recorded November 7, 1929 in Book 555, page 291, Official Records with the Westerly line of the East 1452 feet of said Southeast One-Quarter of Section 4; thence South 85°58'41" West, 239.12 feet along said northerly line to the southwesterly corner of a grant of easement to the City of Highland, recorded October 15, 2008 as Document No. 2008-0459712, Official Records, said point being the **TRUE POINT OF BEGINNING**; thence South 85°58'41" West, 147.43 feet continuing along said Northerly line of 100 foot wide County road to the southeasterly corner of lands granted to the State of California recorded November 12, 2013 as Document No. 2013-0483535, Official Records; thence North 04°01'19" West, 41.69 feet along the easterly line of said lands granted to the State of California to the northeasterly corner thereof, said point being the beginning of a non-tangent curve, concave southerly, having a radius of 189.99 feet, a radial line through said point bears North 00°44'57" West; thence easterly along said curve an arc length of 41.67 feet, through a central angle of 12°34'02" to a point of reverse curvature, having a radius of 160.00 feet, a radial line through said point bears North 11°49'05" East; thence easterly along said curve an arc length of 44.23 feet, through a central angle of 15°50'24" to a point on a line that is parallel and distant 28.71 feet northerly of said northerly line of a 100 foot wide County road; thence North 85°58'41" East, 62.75 feet along said parallel line to the northwesterly corner of said aforementioned grant of easement document to City of Highland; thence South 04°01'19" East, 28.71 feet along the westerly line of said grant of easement document to City of Highland to the **POINT OF BEGINNING**.

PARCEL "B"

That portion of the Southeast One-Quarter of Section 4, Township 1 South, Range 3 West, San Bernardino Meridian, situated in the City of Highland, County of San Bernardino, State of California, as described in a grant deed recorded May 6, 1942 in Book 1530, page 352, Official Records of said County, described as follows:

BEGINNING at the southeasterly corner of a grant of easement to the City of Highland, recorded October 15, 2008 as Document No. 2008-0459712, Official Records, said point being on the northerly line of a 100 foot wide County road, also known as Greenspot Road, as granted to the County of San Bernardino by instrument recorded November 7, 1929 in Book 555, page 291, Official Records; thence North 04°01'19" West, 43.98 feet along the easterly line of said grant of easement to the City of Highland; thence North 85°15'07" East, 85.30 feet to the beginning of a curve, concave southerly, having a radius of 155.00 feet; thence easterly along said curve an arc length of 46.02 feet, through a central angle of 17°00'38" to a point on the West line of the East 1452 feet of the Southeast One-Quarter of said Section 4; thence South

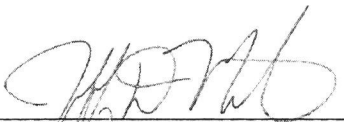
Quarter of Section 4 to a point of intersection with the said northerly line of a 100 foot wide County road; thence South 85°58'41" West, 127.68 feet along said northerly line of a 100 foot wide County road to the **POINT OF BEGINNING**.

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

The land described herein contains approximately 10,439 square feet or 0.239 acres.

Affects: A.P.N. 1201-331-01

Prepared under the direct Supervision of:



Jefferey Daniel Meiter, L.S. 8217
License Expires 03/31/21



SCALE 1"=100'

EXHIBIT "B"
SHEET 1 OF 1

WESTERLY LINE OF THE
EAST 1452 FEET OF THE
SE 1/4, SECTION 4

SE 1/4
SECTION 4
T.1S., R.3W., S.B.M.

A.P.N. 1201-331-01

WESTERLY & EASTERLY LINES OF-
ROAD AND UTILITY EASEMENT PER
DOC. NO. 2008-0459712, O.R.,
RECORDED 10/15/2008

ACQUISITION AREA:
PARCEL "A"—0.108 ACRES
PARCEL "B"—0.131 ACRES
TOTAL: 0.239 ACRES

COURSE & CURVE TABLE				
#	BEARING	LENGTH	RADIUS	DELTA
1	N04°01'19"W	41.69'		
2		41.67'	189.99'	12°34'02"
3		44.23'	160.00'	15°50'24"
4	N85°58'41"E	62.75'		
5	S04°01'19"E	28.71'		
6	S85°58'41"W	147.43'		
7	N04°01'19"W	43.98'		
8		46.02'	155.00'	17°00'38"

S00°26'59"W
38.97' ↘

PARCEL "B"

PARCEL "A"

N11°49'05"E (R)
PRC

R/W—
N00°44'57"W (R)

POC
PARCEL "A"

INT. OF N'LY
LINE OF GREENSPOT
WITH W'LY LINE OF
EAST 1452 FEET
OF SE 1/4, SEC 4

POB
PARCEL "B"

SE'LY COR
DOC. NO. 2008-
0459712. O.R.

TPOB
PARCEL "A"

NORTHERLY LINE OF
100' WIDE COUNTY
ROAD PER BK 555,
PG 191, O.R.

GREENSPOT ROAD

EASTERLY LINE OF —
LANDS GRANTED
11/12/2013 PER DOC.
NO. 2013-0483535, O.R.

STATE
ROUTE 210

VALUED

ENGINEERING, INC

CIVIL ENGINEERING • LAND SURVEYING • LAND PLANNING
600 N. MOUNTAIN AVE, STE C102, UPLAND, CA 91786
PHONE: (909) 982-4601

PLAT TO ACCOMPANY
LEGAL DESCRIPTION
GREENSPOT ROAD
A.P.N. 1201-331-01



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 25, 2020

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: First Extension of Interim Ordinance No. 441 Prohibiting New Accessory Dwelling Units ("ADUs") Except Those That Satisfy Specified Standards, Finding There is an Immediate Threat to the Health, Safety and Welfare, and Declaring the Urgency Thereof, and Making Findings Under CEQA

RECOMMENDATION: That the City Council:

1. Conduct a public hearing and adopt Interim Ordinance No. _____, granting a first extension of Interim Ordinance No. 441 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:

The City has incurred some costs for staff and attorney time spent 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 and was awarded \$160,000.00 which can be used to recoup the costs incurred to update the City's ADU ordinance, inclusive of the City's 6th Cycle Housing Element, and the General Plan Safety Element Updates. The funds can be used prospectively and retroactively to recoup the City's costs to prepare the initial interim ordinance, the extension to the interim ordinance, and the permanent ordinance.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>10</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>B. Hughes</i> _____ City Clerk		<i>[Signature]</i> _____ 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. In addition, on February 14, 2020, a display ad was published in the Highland Community News.

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 2019, 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 and JADUs.

On January 14, 2020, the City adopted Interim Ordinance No. 441 pertaining to ADUs. Interim Ordinance No. 441 temporarily prohibited all new ADUs, except those that satisfy the specified standards in the interim ordinance. Interim Ordinance No. 441 was effective immediately upon its adoption and remains in effect for a period of forty-five (45) days, pursuant to Government Code section 65858(a). Interim Ordinance No. 441 will expire on March 9, 2020.

DISCUSSION:

A. Interim Ordinance Extension

Under State law, the City may twice extend an interim ordinance that imposes a temporary moratorium on the approval of any building permit, conditional use permit, business license or other entitlement while contemplated zoning and permitting proposals are being considered upon a finding that there is a current and immediate threat to the public health, safety, or welfare. Pursuant to Government Code section 65858(a), this first extension of the interim ordinance must be adopted by not less than a four-fifths vote of this City Council and will be in effect for an additional ten (10) months and fifteen (15) days from its adoption. The City Council may consider one additional one-year extension to the interim ordinance, pursuant to all legal requirements, if necessary.

At least ten days prior to extending an interim ordinance, the City Council must issue a report describing the measures taken to alleviate the condition which led to the adoption of the ordinance. On February 11, 2020, the City Council issued this report in compliance with Government Code section 65858(d) and identified the various steps taken by staff to research, study and analyze possible permanent regulations pertaining to ADUs during the moratorium period. A copy of this report is attached as **Attachment 2**. As detailed in the February 11, 2020 report, staff still requires additional time to study whether ADUs should be constructed in high fire severity zones, and if so, under what conditions. Accordingly, an extension of the interim ordinance is warranted as the public health, safety and welfare are endangered if ADUs are permitted to be constructed before the City has permanent regulations in place. A copy of the interim ordinance extending Ordinance No. 441 is attached as **Attachment 1**.

As discussed in the January 14, 2020 City Council staff report (attached as **Attachment 3**) regarding Interim Ordinance No. 441, the interim ordinance 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 adoption of Interim Ordinance No. 441 was necessary to 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. Additionally, 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 is currently studying whether ADUs should be permitted to be constructed in high fire severity zones. The interim ordinance, attached as **Attachment 1**, contains findings supporting the adoption of the ordinance as an interim ordinance pursuant to Government Code Section 65858.

B. Revisions to Interim Ordinance

During the January 14, 2020 City Council meeting, Council member Timmer noted that the along with the various local fires identified Ordinance No. 441, the Old Fire was also of particular significance to the City. The extension of the interim ordinance includes a finding related to the Old Fire to further substantiate the need for establishing a moratorium on the construction of ADUs in high fire severity zones while staff studies the issue.

C. Next Steps

If the City Council extends Interim Ordinance 441, it will be in effect until January 14, 2021. In the meantime, staff will be working diligently on permanent ADU regulations.

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. Staff has sent Interim Ordinance 441 to HCD for review. The permanent regulations will be drafted to reflect any feedback obtained from HCD. In addition, staff and the City Attorney's office will be closely monitoring ADU legislation and any impact it may have on proposed permanent regulations.

Attachments:

- 1. Interim Ordinance**
- 2. February 11, 2020 Government Code section 65858(d) report**
- 3. January 14, 2020 staff report**

ATTACHMENT - 1

Interim Ordinance – Extending the Term of Ordinance No. 441

INTERIM ORDINANCE NO. _____

AN INTERIM ORDINANCE OF THE CITY OF HIGHLAND EXTENDING THE TERM OF INTERIM ORDINANCE NO. 441, ENACTED PURSUANT TO GOVERNMENT CODE SECTION 65858, PROHIBITING NEW ACCESSORY DWELLING UNITS EXCEPT THOSE THAT SATISFY SPECIFIED STANDARDS, FINDING THERE IS AN IMMEDIATE THREAT TO THE HEALTH SAFETY AND WELFARE AND DECLARING THE URGENCY THEREOF, AND FINDING THE ORDINANCE TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MCA-18-005-R1)

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 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. At its meeting on January 14, 2020, the City Council adopted Interim Ordinance No. 441, an interim ordinance of the City of Highland that temporarily prohibited all new ADUs, except those that satisfy the specified standards in the interim ordinance. Interim Ordinance No. 441 was effective immediately upon its adoption and remains in effect for a period of forty-five (45) days, pursuant to Government Code section 65858(a).

D. Under State law, the City may twice extend an interim ordinance that imposes a temporary moratorium on the approval of any building permit, conditional use permit, business license or other entitlement while contemplated zoning and permitting proposals are being considered upon a finding that there is a current and immediate threat to the public health, safety, or welfare. Pursuant to Government Code section 65858(a), this first extension of the interim ordinance must be adopted by not less than a four-fifths vote of the City Council and will be in effect for an additional ten (10) months and fifteen (15) days from its adoption. The City Council may consider one additional one-year extension to the interim ordinance, pursuant to all legal requirements, if necessary.

E. The City 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 Marshalls 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. In October 2003, there was a large wildfire, the Old Fire, that started in the San Bernardino Mountains that burned 91,281 acres, destroyed 993 homes and caused six deaths.

The fire threatened both Highland and San Bernardino, as well as other neighboring communities in the San Bernardino mountains. The Old Fire forced over 80,000 residents to evacuate their homes. 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.

F. 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.

G. Pursuant to State law, in the absence of a State-compliant ordinance, on January 1, 2020 a city's existing ADU ordinance becomes null and void, and a city is required to approve any ADU meeting minimal state criteria. Unless the City extends the term of the Interim Ordinance No. 441, the interim urgency ordinance will expire on March 9, 2020. If Interim Ordinance No. 441 is not extended, 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.

H. Staff is currently studying the issue of construction of ADUs in high fire severity zones as well as ADU regulations generally. Any proposed permanent ordinance would need to be considered both by the Planning Commission and City Council, after receiving input from residents at public hearings. The comprehensive ordinance, together with the necessary public outreach, legal research, and City processes for consideration of such enactments, will require, at minimum, ten (10) months and fifteen (15) days. The City Council finds that property owners are likely to submit applications for new ADUs before any permanent regulations become effective. Therefore, this Ordinance is necessary to protect the public safety, health, and welfare and its urgency is hereby declared.

I. 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 undertake the necessary study and planning, the City Council finds that it is necessary that this Interim Ordinance be immediately enacted and effective concurrent with the expiration of Interim Ordinance No. 441, to prevent the establishment of new ADUs that may be in conflict with any new City 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.

J. On February 11, 2020, at least ten (10) days prior to the expiration of Interim Ordinance No. 441, the City Council issued a report as described in California Government Code section 65858(d).

K. Pursuant to Government Code section 65858, a duly noticed public hearing was held on February 28, 2020 in the City Hall Council Chambers. Notice of the time, place and purpose of the aforesaid hearing was duly given as required by law. Evidence, both written and oral, was duly presented to, and considered by, the City Council at the aforesaid public hearing.

L. 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 interim urgency 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, 10 months and 15 days after the date of adoption of this Ordinance, unless further 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, no application for a permit shall be accepted for processing or approving new ADU unless it satisfies all the requirements in Section 4 of this Ordinance.

Section 3. Definitions.

The City Council hereby extends the current, interim prohibition on the establishment of ADUs that do not comply with the standards set forth in Interim Ordinance No. 441. For purposes of this Interim Ordinance, the following terms apply:

“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 chapter, means the existing or proposed single-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 is 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).

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 this Interim Ordinance to the Department of Housing and Community Development within 60 days after adoption of this Interim Ordinance.

PASSED, APPROVED AND ADOPTED by the Highland City Council on February 28, 2020.

Larry McCallon,
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:

Maricela Marroquin,
City Attorney

ATTACHMENT - 2

February 11, 2020 Government Code Section 65858(d) Status Report



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 11, 2020

FROM: Joseph A. Hughes, City Manager

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

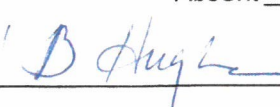
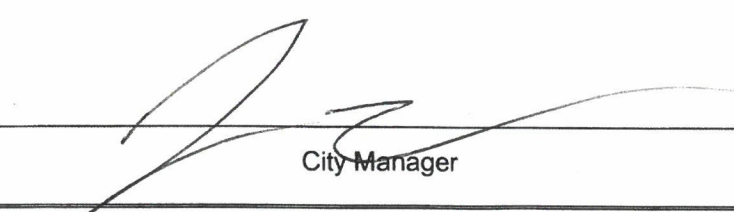
SUBJECT: Issuance of Government Code Section 65858(d) Report Regarding Interim Ordinance No. 441, Prohibiting New Accessory Dwelling Units ("ADUs") Except Those That Satisfy Specified Standards

RECOMMENDATION: That the City Council issue and approve this report for Interim Ordinance No. 441 related to the prohibition of new accessory dwelling units in the City.

FISCAL IMPACT:
There is no fiscal impact related to this action other than staff and attorney time to prepare this report, and staff time to study appropriate ADU regulations.

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.

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."

Approved _____	Motion _____	Second _____	Agenda Item No. <u>16</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

The New Legislation further limits the standards that the City can impose on ADUs, and preempts local regulations for certain types of ADUs.

On January 14, 2020, the City Council adopted Interim Ordinance No. 441 (**Exhibit A**), prohibiting new accessory dwelling units (ADUs) except those that satisfy specified standards, declared the urgency therefore, and made findings under CEQA. The City Council adopted the interim ordinance so that the City can preserve and enforce the City's allowable objective standards that are set forth in its ordinance that regulates ADUs, and to allow the City sufficient time to study whether ADUs should be allowed in high fire severity zones.

DISCUSSION:

A. Actions Taken Since Adoption of Ordinance No. 441

Government Code Section 65858(d) requires that ten days prior to the expiration or any extension of an interim ordinance, the legislative body shall issue a written report describing the measures taken to alleviate the condition which led to the adoption of the ordinance. This report is issued in compliance with Government Code Section 65858(d) and identifies the various steps taken by staff to research, study and analyze possible permanent regulations pertaining to ADUs during the moratorium period.

Since the adoption of the interim ordinance, City staff has taken the following action.

1. HCD Review and Comments. A copy of Interim Ordinance No.441 was submitted to the California Department of Housing and Community Development (HCD) for their comments. In accordance with Government Code Section 65852.2, local agencies are required to submit adopted ADU ordinances to HCD within sixty (60) day of adoption. The City plans to review and analyze any comments it receives from HCD and make an effort to incorporate any comments in its permanent ordinance.
2. Traffic, Emergency Access and Public Safety Study. Staff has commenced its review of traffic, emergency access, and public safety impacts that the new legislation will have on existing established neighborhoods (not located within the High Fire Severity Zones). The study will include a GIS mapping exercise with assumptions on an estimated ADU square footage of 800 square feet and 4 foot setbacks. Additional time will be required to complete this study and will include analysis of residentially zoned parcels, aerial photography, field reconnaissance, and consultation with the local water and sewer agency (East Valley Water District). The New Legislation mandates that the City must allow ADUs in all residential zones unless the City makes specific findings regarding the adequacy of water or sewer service or the impact of ADUs to traffic flow and public safety. The City's study will assist in determining whether there are particular areas in the City where the construction of ADUs would present a public safety risk or there is inadequate water or sewer service.

3. High Fire Severity Zone Study. Staff has commenced its review of existing and proposed residential tracts located within the High Fire Severity Zones (**Exhibit B**), which will include – but not limited to a detailed analysis of street designs, access points into and out of neighborhoods (both residents access and emergency access), utility services, topography/geology, and other potential constraints that may be determining factors in whether ADUs should be constructed in High Fire Severity Zones. Additional time will be required to complete this review and will include further consultation with the City's Fire Marshal, the City's Fire Battalion Chief, and the City's Engineering/Public Works staff.

B. Next Steps

Staff requires additional time to continue to study this issue. Ordinance No. 441 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.

Exhibits:

- A. **Interim Ordinance No. 441**
- B. **High Fire Severity Zone Map (Highland General Plan Figure 6-6)**

Exhibit A

Interim Ordinance No. 441

INTERIM URGENCY ORDINANCE NO. 441

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 health, safety, 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.

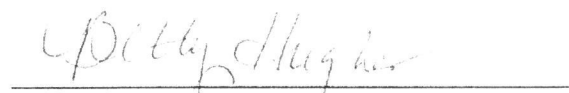
Section 8. Savings Clause Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall in any manner affect the prosecution for the violation 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.

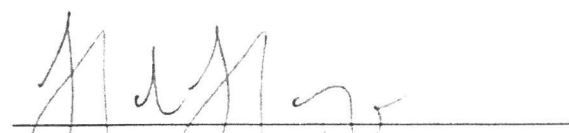
PASSED, APPROVED AND ADOPTED this 14th day of January, 2020.


Larry McCallon
Mayor

ATTEST:


Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:


Maricela Marroquin
City Attorney

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

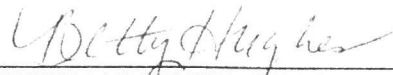
I, BETTY HUGHES, MMC, City Clerk of the City of Highland, California, do hereby certify that Urgency Ordinance No. 441 had its first reading on January 14, 2020, and was duly and regularly adopted as an Urgency Ordinance by the City Council of the City of Highland at a regular meeting of said Council thereof, held on the 14th day of January, 2020, by the following vote:

AYES: Chavez, Lilburn, McCallon, Solano, Timmer

NOES: None

ABSTAIN: None

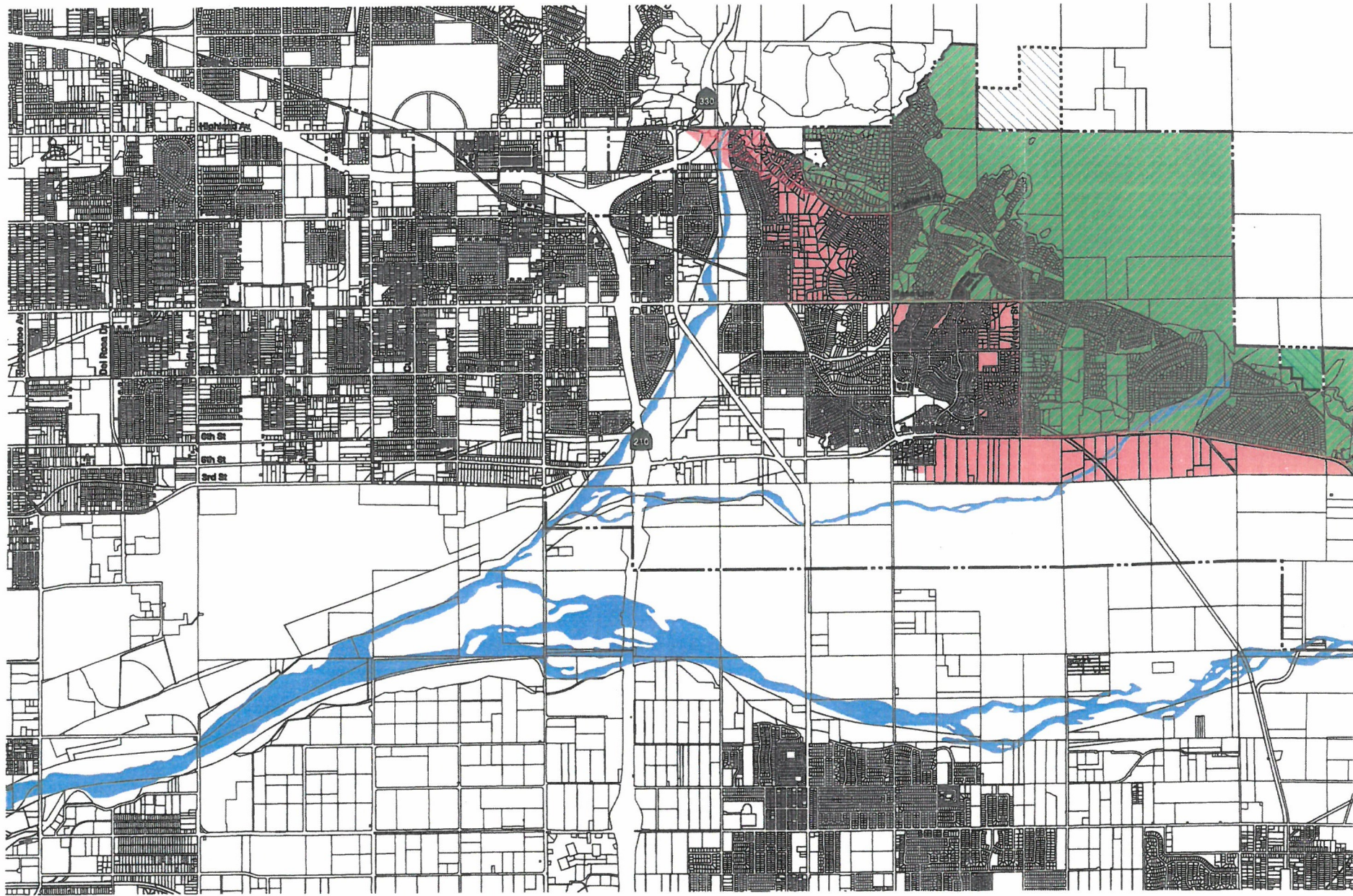
ABSENT: None



BETTY HUGHES, MMC
CITY CLERK

Exhibit B

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



ATTACHMENT - 3

January 14, 2020 City Council Staff Report adopting Ord. No. 441



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

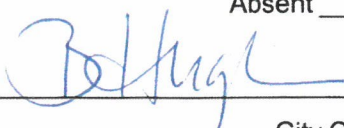
RECOMMENDATION: That the City Council:

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.

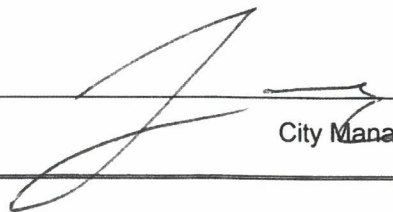
FISCAL IMPACT:

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:

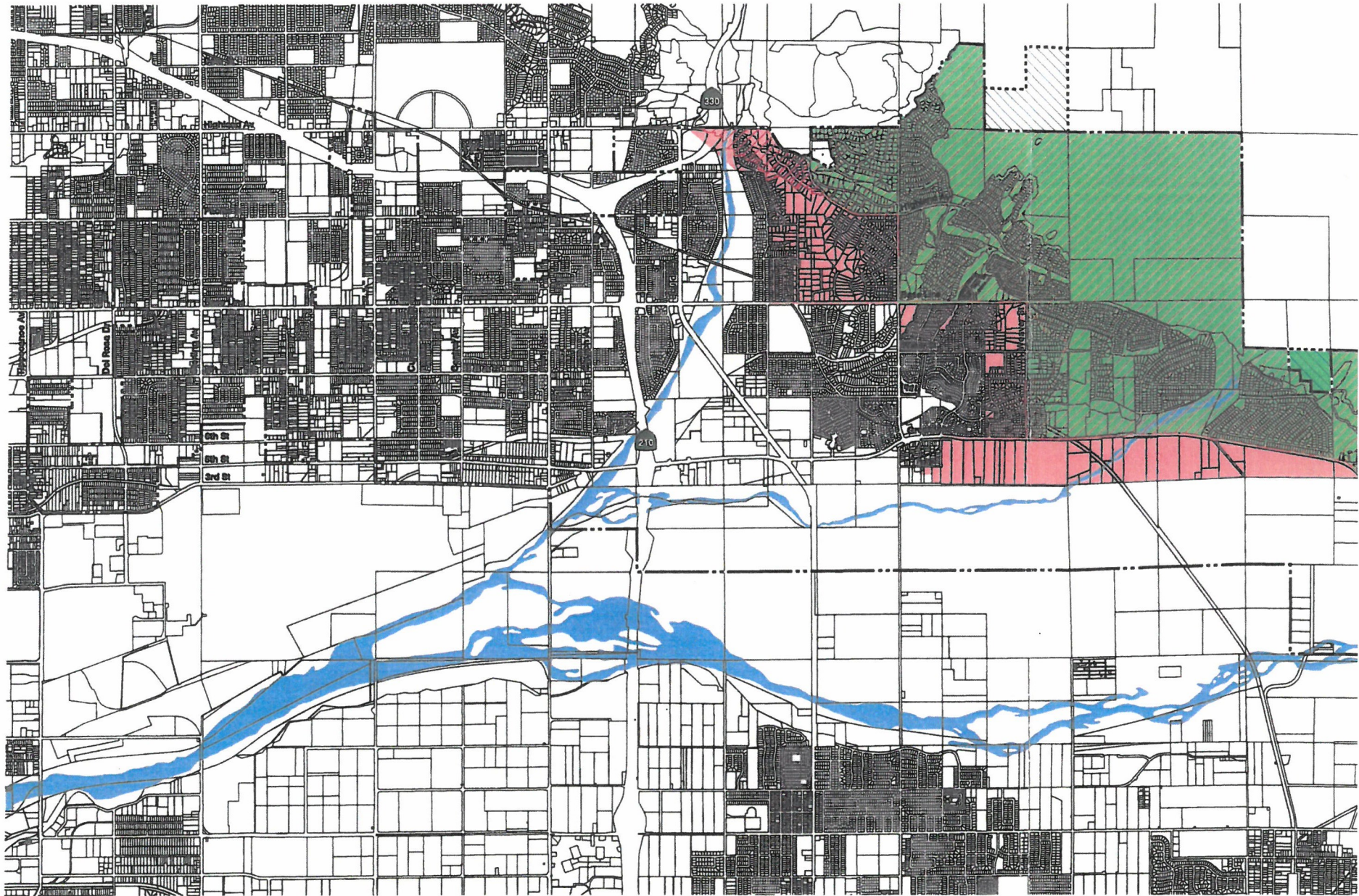
Betty Hughes
City Clerk

APPROVED AS TO FORM:

Maricela Marroquin
City Attorney

EXHIBIT B

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





STAFF REPORT

TO THE CITY COUNCIL

DATE: February 25, 2020

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager

SUBJECT: Vehicle Purchase for Public Works

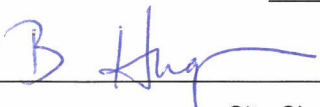
RECOMMENDATION: That the City Council (1) waive formal contract procedures per Municipal Code Section 2.40.100, (2) authorize the use of a "piggyback" contract through Sourcewell Contract No.120716-NAF between Sourcewell and National Auto Fleet Group, (3) approve proposal in the amount of \$53,576.42 from National Auto Fleet Group, and (4) approve the following budget adjustment; Transfer \$53,600 from 004-2100 (Gas Tax Fund balance) to be expended from 004-8310-6040 (Gas Tax-Vehicles).

FISCAL IMPACT: This vehicle purchase will be funded using Gas Tax funds. It will only be used for functions associated with Gas Tax regulations.

PUBLIC NOTICE: Notices of the City Council agenda were posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The City's Public Works Department has an immediate need to replace its 2000 Ford F450 with dump bed. This vehicle replacement was intended for fiscal year 2020/2021; however, the engine is deteriorating faster than expected. Due to the age of the vehicle and cost of repairs, it is no longer cost-effective to keep the truck in operation.

It is recommended that the City purchase a new gas-operated heavy duty truck from National Auto Fleet Group under its contract with Sourcewell (Contract No. 120716-NAF). Sourcewell (formerly known as NJPA) is a municipal contracting agency that operates as a public entity

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

under legislative authority through Minnesota Statute 123A.21. Through membership with Sourcewell, the City can take advantage of the competitive pricing of products that have been established through a competitive process conducted by Sourcewell. Quotes were compared between equivalent models from Dodge, Ford, and GM, and GM had the best fleet price through Sourcewell.

For a new 2020 Chevrolet Silverado 3500HD 2WD Crew Cab Work Truck cab and chassis with a sticker price of \$38,800 before tax and fee, the quoted price from National Auto Fleet Group is \$32,553.07. Including tax (\$3,967.85), California tire fee (\$10.50), two extra keys (\$400), and Dump Bed and traffic safety lighting package (\$16,645), total price of the vehicle purchase is \$53,576.42.



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

2/10/2020

2/11/2020 Re-Configured

Quote ID: 12850 R1

Order Cut Off Date: TBA

Mr Jim Richardson

City of Highland

7935 Central Ave

Highland, California, 92346

Dear Jim Richardson,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2020 Chevrolet Silverado 3500HD CC (CC31043) 2WD Crew Cab 177" WB, 60" CA Work Truck, Harbor ins.dump Per SQ34549) and delivered to your specified location, each for

One Unit

Contract Price	\$32,553.07
Harbor ins.dump Per SQ34549	\$16,645.00
2 additional key(s)	\$400.00
Tax (8.0000 %)	\$3,967.85
Tire fee	\$10.50
Total	\$53,576.42

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF**. Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



GMC

2020 Fleet/Non-Retail Chevrolet Silverado 3500HD CC 2WD Crew Cab 177" WB, 60" CA Work Truck

WINDOW STICKER

2020 Chevrolet Silverado 3500HD CC 2WD Crew Cab 177" WB, 60" CA Work Truck

CODE	MODEL	MSRP
CC31043	2020 Chevrolet Silverado 3500HD CC 2WD Crew Cab 177" WB, 60" CA Work Truck	\$38,800.00
OPTIONS		
YF5	EMISSIONS, CALIFORNIA STATE REQUIREMENTS	\$0.00
L8T	ENGINE, 6.6L V8, with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)	\$0.00
MYD	TRANSMISSION, 6-SPEED AUTOMATIC, HEAVY-DUTY, (STD)	\$0.00
GT4	REAR AXLE, 3.73 RATIO	\$0.00
1WT	WORK TRUCK PREFERRED EQUIPMENT GROUP, includes standard equipment	\$0.00
QZT	TIRES, LT235/80R17E ALL-TERRAIN, BLACKWALL	\$200.00
9L3	SPARE TIRE DELETE., Deletes the spare tire and wheel. (STD)	\$0.00
GAZ	SUMMIT WHITE	\$0.00
—	STANDARD PAINT	\$0.00
A52	SEATS, FRONT 40/20/40 SPLIT-BENCH, (no storage) (STD)	\$0.00
H2G	JET BLACK, VINYL SEAT TRIM	\$0.00
IOR	AUDIO SYSTEM, CHEVROLET INFOTAINMENT 3 SYSTEM, 7" DIAGONAL COLOR TOUCHSCREEN, AM/FM STEREO., Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	\$0.00
ZLQ	WT FLEET CONVENIENCE PACKAGE, includes (AQQ) Remote Keyless Entry, (K34) Cruise Control and (DBG) power trailer mirrors with heated upper glass and manual extending/folding	\$610.00
JL1	TRAILER BRAKE CONTROLLER, INTEGRATED	\$275.00
DBG	MIRRORS, OUTSIDE POWER-ADJUSTABLE VERTICAL TRAILERING, with heated upper glass, lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm])	INC
AQQ	REMOTE KEYLESS ENTRY, WITH 2 TRANSMITTERS	INC
9L7	UPFITTER SWITCH KIT, (5), Provides 3-30 amp and 2 - 20 amp configurable circuits to facilitate installation of aftermarket electrical accessories. Kit with all required parts will be shipped loose with the truck for installation by the dealer or upfitter at customer expense. Installation instructions and technical assistance available at www.gmupfitter.com .	\$150.00
K34	CRUISE CONTROL, ELECTRONIC, with set and resume speed, steering wheel-mounted	INC

Please note selected options override standard equipment

SUBTOTAL	\$40,035.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,595.00
TOTAL PRICE	\$41,630.00

Est City: N/A MPG
Est Highway: N/A MPG
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 25, 2020

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager

SUBJECT: Adoption of Resolution No. 2020 – _____ Ordering the sale of one excess City vehicle

RECOMMENDATION: That the City Council adopt Resolution No. 2020- _____ ordering the sale of one excess City vehicle.

FISCAL IMPACT: The City will receive the proceeds from the sale less ten percent (10%). All proceeds from this sale will be placed back into the Gas Tax fund.

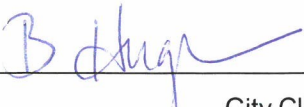
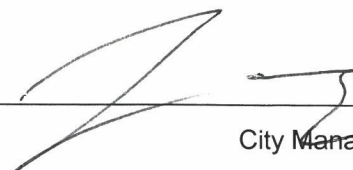
PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The Public Works Department has a truck that requires substantial repairs and has exceeded its useful lifecycle. Staff is recommending the auctioning of this excess city vehicle listed below through The Auction Company (4461 Wade Avenue, Perris CA 92571). Auction fees will be ten percent (10%) of sale price charged by The Auction Company for their services which include handling, detailing, storage, title transfer, and processing of the sale. The vehicles if sold for less than \$1,000 will have an additional processing fee up to \$100.00. In the event the vehicle is not sold at auction it may be held for next scheduled auction.

Excess Vehicle:

2000 Ford F-450 Super Duty (VIN 1FDXW46SXYED34608)

H:\Maintenance\Excess Vehicle Staff Report 2.25.20.doc

Approved _____	Motion _____	Second _____	Agenda Item No. <u>12</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

RESOLUTION NO. 2020-_____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF HIGHLAND, CALIFORNIA,
ORDERING THE SALE OF AN EXCESS CITY VEHICLE**

WHEREAS, the City Council of the City of Highland, California, has determined the need for the sale of one (1) excess City vehicle.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. Type of Sale

The sale shall be conducted through The Auction Company, 4461 Wade Avenue, Perris CA 92571.

Section 2. Sale Price

The City shall accept the highest responsible bid for the vehicle.

Section 3. Disposal of Unsold Vehicle

The vehicle if not sold during the auction may be stored for a second auction or shall be deemed, at the discretion of the City Manager, as unwanted surplus and may be traded for usable equipment.

Section 4. List of Excess Vehicle

	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Vehicle Identification No.</u>	<u>Department</u>
1.	2000	Ford	F-450 Super Duty	1FDXW46SXYED34608	Public Works

PASSED, APPROVED AND ADOPTED this 25th day of February, 2020.

Larry McCallon, Mayor

ATTEST:

Betty Hughes, City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 25, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer
Josh Janssen, Highland Fire Chief

SUBJECT: New logo for Highland Fire Department.

RECOMMENDATION: The Public Safety Subcommittee recommends that the City Council approve the new logo for the Highland Fire Department.

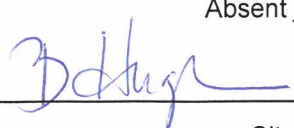
FISCAL IMPACT: \$400. The current logos need to be replaced because of cracking so the cost will be the same whether the new logo is approved or not. Cal Fire will provide the installation so there will be no installation cost.

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

BACKGROUND: The logos on the eight city owned fire department vehicles; six fire engines, one incident support (squad) vehicle and one utility vehicle have the current City logo and the Cal Fire logo placed next to each other with a small overlap. When it came time to replace them due to cracking, members of the Highland Fire Department (Cal Fire) came up with a new logo for the Highland Fire Department at their own expense. The logos on the vehicles need to be replaced whether or not the new logo is approved.

Attached are two pictures of the proposed logo, one set against a white background and one set against a red background. The one set against the red background is how the new logo would look applied to a fire engine. The proposed logo gives Highland and the Highland Fire Department a more prominent presence on the logo.

This item was presented to the Public Safety Subcommittee on February 11, 2020 and recommend approval of the new Highland Fire Department logo.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>13</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		 _____ City Manager	









STAFF REPORT

TO THE CITY COUNCIL

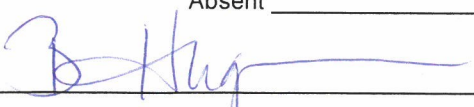
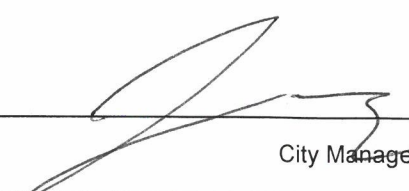
DATE: February 25, 2020

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>14</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

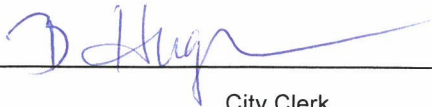
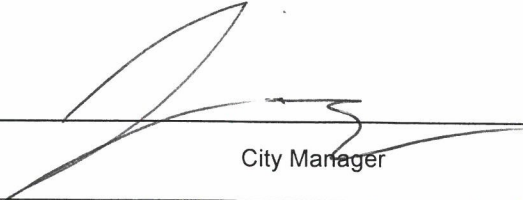
DATE: February 25, 2020

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>15</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	