

CITY OF HIGHLAND REGULAR MEETING OF THE CITY COUNCIL AGENDA

REGULAR MEETING

April 28, 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
Carlos Zamano - 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

The 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.

SPECIAL NOTICE REGARDING COVID-19

Pursuant to Governor Newsom's Executive Order N-25-20, members of the Highland City Council or staff may participate in this meeting via a teleconference in the interest of maintaining appropriate social distance. Highland City Council members are not required to attend in person.

In an effort to protect public health and prevent the spread of COVID-19, the City of Highland encourages the public to listen to the City Council meeting by dialing (844) 855-4444 (no charge/toll-free). When prompted for the Access Code, press 360803#. This will allow the public to listen to the meeting in real time.

Submission of Public Comments: For those wishing to make public comments at the April 28, 2020 Council meeting, please submit your comments by email to be read aloud at the meeting by the City Clerk. Email comments must be submitted by 5:00 p.m. on April 28, 2020 to the City Clerk at publiccomment@cityofhighland.org. If you are making a comment regarding an item on the agenda, please identify the agenda item in the subject line. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

CITY COUNCIL REGULAR MEETING APRIL 28, 2020 - 6:00 p.m.

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

The City Clerk shall read all email comments received before 5:00 p.m., provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting. The email comments submitted shall become part of the record of the Council Meeting.

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 – April 14, 2020 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 702 for April 28, 2020, in the amount of \$666,678.36 and Payroll of \$134,730.77.
4. Treasurer's Report for March 2020
RECOMMENDATION: That the City Council receive and file Treasurer's Report for March 2020.
5. Claim Consideration – Kathleen Olguin
RECOMMENDATION: George Hills Company recommends Council reject claim.
6. Notice of Completion – Project No. str17005D, "Pavement Management Program – Pavement Preventive Maintenance Sectors B, C, D and E Slurry Seal" (Bid No. 2019-03)
RECOMMENDATION: That the City Council:
 1. Accept Project No. str17005D, "Pavement Management Program – Pavement Preventive Maintenance Sectors B, C, D and E Slurry Seal" (Bid No. 2019-03) as complete;
 2. Authorize the Mayor to sign the Notice of Completion; and
 3. Direct the City Clerk to file the Notice of Completion.
7. Agreement with County of San Bernardino for Pavement Rehabilitation of Tippecanoe and Other Roads (Project str200003)
RECOMMENDATION: That the City Council approve:
 1. Agreement with County of San Bernardino for Pavement Rehabilitation of Tippecanoe and other Roads (Project str200003); and
 2. Authorize the City Manager to execute the agreement.
8. Development Impact Fee Reimbursement – Water Street Land, LLC (Tract 18935, Southeast Corner of Water Street and Aplin Street)
RECOMMENDATION: That the City Council approve Development Impact Fee reimbursement to Water Street Land, LLC, in the amount of \$68,361.88.

9. Agreement between the City of Highland, City of San Bernardino and County of San Bernardino for Grant Application to the Active Transportation Program (ATP), Cycle 5, to Fund Development of the Highland/San Bernardino Bi-City Bikeway and Walkway Connector

RECOMMENDATION: That the City Council:

1. Approve an agreement between the City of Highland, City of San Bernardino and County of San Bernardino for grant application to the Active Transportation Program (ATP), Cycle 5, to fund development of the Highland/San Bernardino Bi-city Bikeway and Walkway Connector; and
2. Authorize the City Manager to sign the agreement and approve amendments up to 10% of the estimated grant application cost.

10. HKA Contract Amendment for Professional Services – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)

RECOMMENDATION: That the City Council:

1. Approve the amendment to the professional services agreement with HKA; and
2. Authorize the City Manager to approve any future contract amendments up to 10% of the new contract amount.

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

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

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

No public hearing.

CITY COUNCIL LEGISLATIVE

11. Allocation of the City of Highland's Community Development Block Grant Covid-19 (CDBG-CV) Funds

RECOMMENDATION: That the City Council authorize the Finance/Personnel Subcommittee to approve the City's CDBG-CV application(s) no later than May 4, 2020, and to prioritize all eligible applications no later than May 12, 2020.

12. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
13. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

ADJOURN

Regular Meetings

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

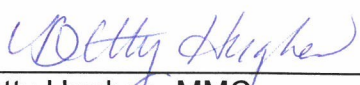
I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before April 23, 2020, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: April 23, 2020



Betty Hughes, MMC
City Clerk

Public Comment received via e-mail

Read by City Clerk

City Council Meeting

04-28-2020

Betty Hughes

From: Betty Hughes <bhughes@cityofhighland.org>
Sent: Monday, April 27, 2020 12:32 PM
To: 'tellygz.'
Subject: RE: Highland "Thank You Thursdays" -Public Comment for next Council Meeting

Your comment will be read with the addition. Thank you.

From: tellygz . [<mailto:tellygz@gmail.com>]
Sent: Monday, April 27, 2020 12:10 PM
To: Betty Hughes
Subject: Re: Highland "Thank You Thursdays" -Public Comment for next Council Meeting

That would be great with this addition:

Thank you to Council and City Staff for making this possible!

On Mon, Apr 27, 2020, 11:52 AM Betty Hughes <bhughes@cityofhighland.org> wrote:

Good morning:

Would you like your comment read under public comment at the April 28 Council meeting?

Betty Hughes, MMC | City Clerk

City of Highland

27215 Base Line

Highland, CA 92346

T: 909.864.6861, Ext: 226

F: 909.862.3180

E: bhughes@cityofhighland.org

W: cityofhighland.org

From: Public Comment [mailto:publiccomment@cityofhighland.org]
Sent: Wednesday, April 15, 2020 8:11 AM
To: Betty Hughes
Subject: FW: Highland "Thank You Thursdays" -Public Comment for next Council Meeting

From: tellygz . [mailto:tellygz@gmail.com]
Sent: Tuesday, April 14, 2020 6:22 PM
To: publiccomment@cityofhighland.org
Cc: eggzbenedict
Subject: Highland "Thank You Thursdays" -Public Comment for next Council Meeting

I missed the deadline of 5 p.m. for today's meeting and have to say that it might be helpful to include this email address, as well as the process for council meeting participation, wherever the "City Council" link is engaged. I had to leave the city's website and find contact information and the protocol in an article in the *Sun* newspaper.

I would like our City Council to move forward with an idea I originated on the community's NextDoor app. I would like to have "Highland's Thank You Thursdays" at 7:30 p.m. (maybe in a 10-minute time window) where the community recognizes medical personnel, essential workers, and other helpers through lawn signs, lights, maybe a community-selected song, and whatever else people have an interest in doing, of course, keeping in mind physical distancing and the general welfare and safety of our residents and individual neighborhoods. Other cities -even countries and states- have dedicated a time during the week for this special kind of community-sourced acknowledgment. It matters to those who bravely take on all that this pandemic requires. Just today, an ER physician commented on the fact that such appreciation is a morale-booster.

If anything more is needed from me, please feel free to use this email. I welcome communication from you.

Much obliged for your time and attention,

Additional comment

Estella Gutierrez-Zamano

4.28.20
OC

Public Comment

From: Jorge Heredia (Certificated Sub Employees) <jorge.heredia@sbcusd.k12.ca.us>
Sent: Tuesday, April 14, 2020 5:49 PM
To: publiccomment@cityofhighland.org
Subject: Access to City Council Meetings

My name is Jorge Osvaldo Heredia. I am asking the Highland City Council to make their city council more accessible by streaming or recording council meetings for online access. As a resident under the jurisdiction of Highland, I do not feel that communication with residents has been made a priority. Now, more than ever, considering the coronavirus and the stay at home orders, making council meetings accessible for the public should be of utmost importance. Help support communication and transparency in the city of Highland.

4.28.20
cc



STAFF REPORT

TO THE CITY COUNCIL

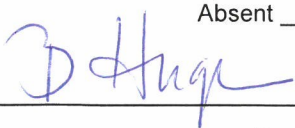
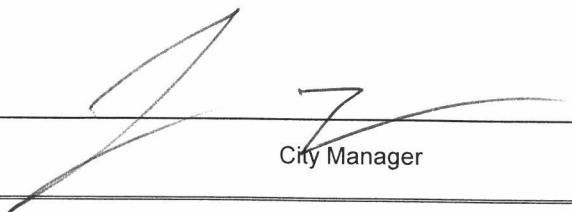
DATE: April 28, 2020

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

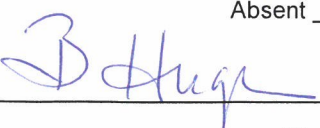
DATE: April 28, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – April 14, 2020 Regular 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 REGULAR MEETING
APRIL 14, 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.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer (6:01)
Absent: None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Received no public comment.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Chavez, seconded by Council Member Solano, 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 – March 10, 2020 City Council Regular Meeting
Approved the Minutes as submitted.
3. Minutes – March 24, 2020 City Council Special Meeting
Approved the Minutes as submitted.
4. Warrant Register
Approved Warrant Register No. 701 for April 14, 2020, in the amount of \$4,516,461.91 and Payroll of \$188,737.39.
5. Treasurer's Report for February 2020
Received and filed Treasurer's Report for February 2020.
6. Claim Consideration – Anthony Allen
Rejected claim.

7. Electronic Fund Transfers (EFT) for (1) Cal PERS Health and Retirement Invoices and (2) ICMA R/C Deferred Compensation (457) Plan Invoices
Approved electronic fund transfers for (1) Cal PERS health and retirement invoices and (2) ICMA R/C deferred compensation (457) plan invoices in lieu of City checks or warrants.

RESOLUTION NO. 2020-016

A RESOLUTION OF THE CITY OF HIGHLAND, CALIFORNIA, AUTHORIZING ELECTRONIC FUND TRANSFERS (EFT) TO THE CALIFORNIA PUBLIC EMPLOYEE RETIREMENT SYSTEM (CAL PERS) AND THE INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION RETIREMENT CORPORATION (ICMA R/C)

8. CAL-ID Contract through the San Bernardino County Sheriff's Department
Approved the proposed CAL-ID contract with San Bernardino County and authorizes the City Manager to sign the contract.
9. Records Destruction Authorization
Approved the destruction of certain records.
10. Review of the City's 2019 General Plan Implementation Annual Report in Accordance with Government Code Section 65400 and 65588
Received and filed the 2019 General Plan Annual Report.
11. Design Services Proposal/Engineering Resources of Southern California, Inc., Pavement Management Program, Sector E Pavement Rehabilitation (Project str20001)
1. Approved proposal from Engineering Resources of Southern California, Inc. (ERSC) to provide engineering design services for Sector E Pavement Rehabilitation (Project str20001); and
2. Authorized the City Manager to approve contract amendments up to 10% of the contract amount.
12. 5th Street Interchange Project/Request to SBCTA for Funding Under Measure I Valley Interchange Phasing Program
Authorized the City Manager to submit a letter to SBCTA requesting funding under the Measure I Valley Interchange Phasing Program for the 5th Street Interchange Project.
13. Designation of County Health Officer as the City Health Officer
Adopted Resolution No. 2020-015 designating the County Health Officer as the City's Health Officer, and providing for the enforcement of State laws, statutes, orders and regulations relating to public health by the San Bernardino County Health Officer.

RESOLUTION NO. 2020-015
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, DESIGNATING THE COUNTY HEALTH OFFICER AS THE
CITY'S HEALTH OFFICER, AND PROVIDING FOR THE ENFORCEMENT OF
STATE LAWS, STATUTES, ORDERS AND REGULATIONS RELATING TO
PUBLIC HEALTH BY THE SAN BERNARDINO COUNTY HEALTH OFFICER
WITHIN THE CITY OF HIGHLAND

CITY COUNCIL PUBLIC HEARING

No public hearing.

CITY COUNCIL LEGISLATIVE

14. Contract with San Bernardino County for Animal Control Services for FY 2020/2021 (Amendment No. 6)

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

City Clerk Hughes stated, for the record, public comment was attached to the staff report as a letter was received on April 6 from Mr. Anthony Serrano. This correspondence was included in the agenda packet and was distributed to City Council as well as posted online.

A MOTION was made by Council Member Chavez, seconded by Council Member Timmer, to approve the contract with San Bernardino County for Animal Care and Control Services for FY 2020/21 in the amount of \$467,172.00 and authorize the Mayor to sign the contract. Motion carried, 5-0.

15. Sheriff's Department Schedule A for FY 2020-2021

Director of Administrative Services Dantuono gave a brief review of the staff report.

City Attorney Marroquin stated for the record that was Director of Administrative Services Chuck Dantuono speaking for the public's knowledge.

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem Lilburn, to authorize the Mayor to execute the Schedule A contract (fiscal year 2020-2021) for Law Enforcement Services with the San Bernardino County Sheriff's Department and approve the budget adjustment in Attachment D. Motion carried, 5-0.

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

City Manager Hughes stated he will be focusing on the COVID-19 issue that we have been dealing with for a little over a month now. Just to give you the latest stats that the County had, just before the meeting, total tests conducted in San Bernardino County is 9,358 with 977 confirmed cases county-wide and we currently have 39 confirmed cases of COVID-19 in the City of Highland. Things that the City has been doing are; our City Hall is closed to the public, the lobby is closed, and that will be through April 30. We will make a determination at that time whether we will be reopening or not. We are conducting business via email, voicemail, telephone and we do allow appointments on an as-needed basis for construction related activities. We did have to, at the recommendation of the Public Health Department, close the parking lots at our parks, and we did fence off the playgrounds as well as the gazebos in our parks. We are currently running on split shifts for our non-management staff. We are doing this so that we have a set of staff members that are out of City Hall in case we do have somebody that gets sick. We will have people that are outside of the office that can come in and work. Those folks are working from home. We obtained laptops for people to work from home when they are not working their normal shift here at the City. City management is, however, working our normal work schedule. The police department and fire department are both holding up and doing well. We have not had any cases of COVID-19 in our Highland Sheriff station or with our Cal Fire employees here in the City of Highland. He would like the public, if they want to get the latest information from the city, to follow us on our Facebook page as well as our city website where we have links to the current information from the County, the State, as well as the Federal government. He would also like to point out the County of San Bernardino Public Health information number for people that have any questions regarding the pandemic is 909.387.3911.

Mayor Pro Tem Lilburn stated she would like to thank City Manager Hughes for his daily comments and updates' regarding what has been going on through this process. It is very helpful and she appreciates it.

Mayor McCallon stated he also echoes Mayor Pro Tem Lilburn's statement of appreciation for the information.

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

Mayor Pro Tem Lilburn stated she would like the Council to know that Omnitrans continues to meet via Zoom for their executive committee, programs and board meetings. The same for the airport, they are continuing to meet via Zoom with a meeting scheduled for next Wednesday. The Senior Center is operating on a skeleton crew with an average of 180 daily calls from seniors looking for various resources for food and health appointments. They are still transporting homebound seniors to vital medical appointments only and grocery shopping. We are not offering transportation for any other appointments but we still have to get them to the doctor and get their groceries for them. The Senior Center has

also teamed up with San Manuel who is providing a daily hot lunch. East Valley Water District is picking the meals up from San Manuel. They then bring the meals to the Senior Center where they have a crew to conduct traffic control and are dispersing the lunches to the seniors for free in the community.

Mayor McCallon stated he has also been attending several meetings via Zoom and WebEx for Metrolink, LAFCO and others who he is involved with regionally.

They have all been working fine. There have been no problems with any of them. Council Member Chavez stated the Wash Plan Task Force is meeting on April 28 via teleconference so he will be in attendance. He will have a report after this meeting. Just a quick comment on how he likes how the Council meeting is being held via teleconference but as he is hearing others are doing Zoom meetings maybe it will be easier for us to do it as well for our next Council meeting. He just received a text from a resident who stated he cannot call in because he has to pay. He does not want our residents paying to listen to our Council meetings. If there is any easier way for us to do these meetings and get the word to our public, it would be good.

Mayor McCallon stated he agrees. He likes both the Zoom and WebEx services as they have been working fine. Staff will review and discuss both services to see what we can do.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:27 p.m. in memory of Raymond "Earl" Bing, Jr., Mary Huff, John Rago, Robert Lange and John Rozzi.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: April 28, 2020

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Senior Accountant

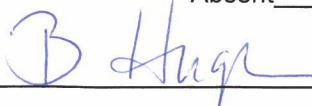
SUBJECT: Warrant Register #702

RECOMMENDATION: City Council to approve Warrant Register #702; Warrants in the amount of \$666,678.36 and Payroll in the amount of \$134,730.77.

FISCAL IMPACT: The total of Cash and Expenditures is \$801,409.13.

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>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		 _____ City Manager	

CITY OF HIGHLAND
WARRANT REGISTER #702

April 28, 2020

Warrants:

4/10/2020 Payroll Wire #480-481 & Ck #80603-80606	110,836.77
4/14/2020 Ck#80607-80639	432,444.76
4/21/2020 Ck#80640-80662	123,396.83

Total Warrants \$ 666,678.36

Payroll:

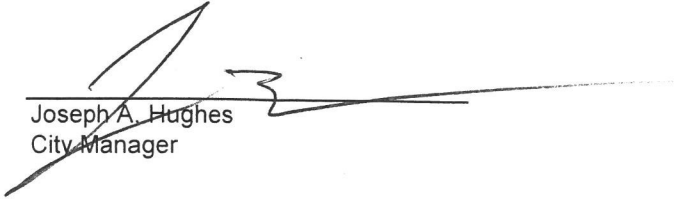
4/10/2020 Direct Deposits #9561-9598	134,167.04
4/10/2020 Ck #565-566	563.73

Total Payroll \$ 134,730.77

Total Warrants & Payroll \$ 801,409.13

APPROVED BY:

Larry McCallon
Finance Subcommittee



Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee



Chuck Dantuono
Director of Administrative
Services/City Treasurer

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
480	4/10/2020	000119	INTERNAL REVENUE SERVICE	
			FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	19,552.75
			FEDERAL TAXES: Payment	
			004.1120	12,002.21
			FEDERAL TAXES: Payment	
			006.1120	533.41
			FEDERAL TAXES: Payment	
			010.1120	9,341.79
			FEDERAL TAXES: Payment	
			012.1120	29.89
			FEDERAL TAXES: Payment	
			016.1120	29.88
			FEDERAL TAXES: Payment	
			023.1120	53.25
			FEDERAL TAXES: Payment	
			024.1120	15.73
			FEDERAL TAXES: Payment	
			041.1120	391.40
			FEDERAL TAXES: Payment	
			042.1120	201.79
			FEDERAL TAXES: Payment	
			070.1120	520.38
			SOCIAL SECURITY: Payment	
			001.1140	538.30
			MEDICARE: Payment	
			001.1140	3,542.76
			MEDICARE: Payment	
			004.1140	1,493.98
			MEDICARE: Payment	
			006.1140	130.88
			MEDICARE: Payment	
			010.1140	1,034.62
			MEDICARE: Payment	
			016.1140	38.72
			MEDICARE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
480	4/10/2020	000119	INTERNAL REVENUE SERVICE	
			(Continued)	
			023.1140	18.26
			MEDICARE: Payment	
			024.1140	4.42
			MEDICARE: Payment	
			041.1140	71.74
			MEDICARE: Payment	
			042.1140	70.48
			MEDICARE: Payment	
			070.1140	120.86
			MEDICARE: Payment	
			012.1140	38.70
			Total :	49,776.20
481	4/10/2020	000001	CALIF STATE EMPLOYMENT	
			STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	7,067.86
			STATE TAXES: Payment	
			004.1130	4,506.40
			STATE TAXES: Payment	
			006.1130	189.17
			STATE TAXES: Payment	
			010.1130	3,508.55
			STATE TAXES: Payment	
			012.1130	20.37
			STATE TAXES: Payment	
			016.1130	20.36
			STATE TAXES: Payment	
			023.1130	13.81
			STATE TAXES: Payment	
			024.1130	5.28
			STATE TAXES: Payment	
			041.1130	158.96
			STATE TAXES: Payment	
			042.1130	71.80
			STATE TAXES: Payment	
			070.1130	229.04

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
481	4/10/2020	000001	000001 CALIF STATE EMPLOYMENT (Continued)	
Total :				15,791.60
80603	4/10/2020	000003	ICMA RETIREMENT TRUST-457	
			ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	12,614.57
			ICMA DEFERRED COMP 457: Payment	
			004.1170	7,239.03
			ICMA DEFERRED COMP 457: Payment	
			010.1170	6,201.31
			ICMA DEFERRED COMP 457: Payment	
			012.1170	12.50
			ICMA DEFERRED COMP 457: Payment	
			016.1170	12.50
			ICMA DEFERRED COMP 457: Payment	
			041.1170	298.81
			ICMA DEFERRED COMP 457: Payment	
			070.1170	235.85
Total :				26,614.57
80604	4/10/2020	000004	PUBLIC EMPLOYEE RETIREMENT SYS	
			EPMC: PAYMENT	
			PERS: Payment	
			010.1145	852.27
			EPMC: Payment	
			001.1145	582.28
			EPMC: Payment	
			004.1145	116.96
			EPMC: Payment	
			006.1145	18.11
			EPMC: Payment	
			010.1145	51.97
			EPMC: Payment	
			012.1145	2.17
			EPMC: Payment	
			016.1145	2.17
			EPMC: Payment	
			023.1145	6.05
			EPMC: Payment	
			024.1145	0.52

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80604	4/10/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			041.1145	28.89
			EPMC: Payment	
			042.1145	10.54
			EPMC: Payment	
			070.1145	47.55
			PERS: Payment	
			001.1145	11,775.21
			PERS: Payment	
			004.1145	2,226.51
			PERS: Payment	
			006.1145	592.07
			PERS: Payment	
			012.1145	152.90
			PERS: Payment	
			016.1145	152.88
			PERS: Payment	
			023.1145	86.55
			PERS: Payment	
			024.1145	17.30
			PERS: Payment	
			041.1145	412.67
			PERS: Payment	
			042.1145	287.41
			PERS: Payment	
			070.1145	679.36
			PERS SURVIVOR: Payment	
			001.1145	23.00
			PERS SURVIVOR: Payment	
			004.1145	4.06
			PERS SURVIVOR: Payment	
			006.1145	1.29
			PERS SURVIVOR: Payment	
			010.1145	1.07
			PERS SURVIVOR: Payment	
			012.1145	0.57

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80604	4/10/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			016.1145	0.57
			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	0.77
			PERS SURVIVOR: Payment	
			070.1145	0.63
			Total :	18,134.89
80605	4/10/2020	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	13.34
			ARROWHEAD UNITED WAY: Payment	
			004.1180	2.85
			ARROWHEAD UNITED WAY: Payment	
			010.1180	1.79
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.25
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.77
			Total :	21.00
80606	4/10/2020	003804 AFLAC WWWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.48
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.48
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	109.94
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	12.82
			AFLAC ACCIDENT INSURANCE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80606	4/10/2020	003804 AFLAC WWHQ	(Continued)	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.26
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	182.52
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.70
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.50
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	73.59
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.71
			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	2.98
			Total :	498.51

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
6		Vouchers for bank code : wfb		Bank total : 110,836.77
6		Vouchers in this report		Total vouchers : 110,836.77

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80607	4/14/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	REPLACEMENT BENEFIT CONTRIBUTION 2020 REPLACEMENT BENEFIT CONTRIBUTION 2020 001.1450.3560	1,436.22
Total :				1,436.22
80608	4/14/2020	000015 AMERICAN PLANNING ASSOCIATION	APA MEMBERSHIP-QUINTANILLA APA MEMBERSHIP-QUINTANILLA 001.4100.4310	398.00
Total :				398.00
80609	4/14/2020	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SERVICES-MAR EMPLOYEE SUPPORT SERVICES-MAR 001.1600.4537	900.00
Total :				900.00
80610	4/14/2020	000108 HIGH TECH SECURITY	BURG SYSTEMS-MAY CITY HALL MONIT-MAY 042.9510.4066 CITY HALL MAINT-MAY 042.9510.4066 COMMUNITY PARK MONIT-MAY 001.6000.4066 COMMUNITY PARK MAINT-MAY 001.6000.4066 CORP YARD MONIT-MAY 004.8310.4066 CORP YARD MAINT-MAY 004.8310.4066 CITY HALL MONIT-MAY 042.9510.4066 CITY HALL MAINT-MAY 042.9510.4066 FIRE SYSTEMS-MAY CORP YARD MONIT-MAY 004.8310.4066 CORP YARD MAINT-MAY 004.8310.4066	25.00 15.00 25.00 15.00 25.00 20.00 25.00 15.00 35.00 15.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80610	4/14/2020	000108 HIGH TECH SECURITY	(Continued)	
			LIBRARY MONIT-MAY	
			001.6000.4066	35.00
			LIBRARY MAINT-MAY	
			001.6000.4066	15.00
			CITY HALL MONIT-MAY	
			042.9510.4066	35.00
			CITY HALL MAINT-MAY	
			042.9510.4066	15.00
			FIRE STATION #3 MONIT-MAY	
			028.2050.4066	17.50
			FIRE STATION #3 MONIT-MAY	
			029.2100.4066	17.50
			FIRE STATION #3 MAINT-MAY	
			028.2050.4066	7.50
			FIRE STATION #3 MAINT-MAY	
			029.2100.4066	7.50
			YMCA MONIT-MAY	
			001.6000.4066	35.00
			YMCA MAINT-MAY	
			001.6000.4066	15.00
			POLICE MONIT-MAY	
			001.2000.4066	35.00
			POLICE MAINT-MAY	
			001.2000.4066	15.00
			CCTV SYSTEMS-MAY	
			AURANTIA PARK MAINT-MAY	
			001.6000.4066	25.00
			COMMUNITY PARK MAINT-MAY	
			001.6000.4066	50.00
			CITY HALL MAINT-MAY	
			042.9510.4066	25.00
			CORP YARD MAINT-MAY	
			004.8310.4066	25.00
			CANYON OAKS PARK MAINT-MAY	
			016.8540.4066	25.00
			FIRE SYSTEMS-APR	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80610	4/14/2020	000108 HIGH TECH SECURITY	(Continued)	
			FIRE SYSTEMS-APR	
			028.2050.4244	63.00
			FIRE SYSTEMS-APR	
			029.2100.4244	63.00
			FIRE SYSTEMS-APR	
			FIRE SYSTEMS-APR	
			042.9510.4070	183.70
			FIRE SYSTEMS-APR	
			FIRE SYSTEMS-APR	
			004.8310.4070	649.25
			FIRE SYSTEMS-APR	
			FIRE SYSTEMS-APR	
			001.2000.4070	106.10
			FIRE SYSTEMS-APR	
			FIRE SYSTEMS-APR	
			029.2100.4244	113.95
			FIRE SYSTEMS-APR	
			028.2050.4244	113.95
			FIRE SYSTEMS-APR	
			FIRE SYSTEMS-APR	
			028.2050.4244	98.43
			FIRE SYSTEMS-APR	
			029.2100.4244	98.42
			Total :	2,104.80
80611	4/14/2020	000127 K & L HARDWARE	CORP YARD SUPPLIES	
			CORP YARD SUPPLIES	
			004.8310.4206	8.17
			YMCA SUPPLIES	
			YMCA SUPPLIES	
			001.6000.4070	38.77
			COMMUNITY PARK SNACK BAR SUPPLIES	
			COMMUNITY PARK SNACK BAR SUPPLIES	
			001.6000.4070	18.31
			POLICE SUPPLIES	
			POLICE SUPPLIES	
			001.2000.4224	11.17

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80611	4/14/2020	000127 K & L HARDWARE	(Continued) COVID-19 CITY HALL SUPPLIES COVID-19 CITY HALL SUPPLIES 042.9510.4070	17.22
Total :				93.64
80612	4/14/2020	000165 AT&T	CORP YARD-MAR CORP YARD-MAR 004.8310.4060	404.77
Total :				404.77
80613	4/14/2020	000165 AT&T	CITY HALL-MAR CITY HALL-MAR 042.9510.4060	256.59
Total :				256.59
80614	4/14/2020	000203 SOUTHERN CALIFORNIA EDISON	CITY HALL MAR CITY HALL MAR 042.9510.4010 LMD#13 MAR LMD#13 MAR 012.8500.4010 STATION#2 MAR STATION#2 MAR 029.2100.4010 STATION#2 MAR 028.2050.4010 AURANTIA PARK MAR AURANTIA PARK MAR 001.6000.4010 STATION#1 MAR STATION#1 MAR 029.2100.4010 STATION#1 MAR 028.2050.4010 LS#2 MAR LS#2 MAR 013.8510.4011	317.93
				10.73
				136.79
				136.79
				52.70
				225.48
				225.47
				540.60

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80614	4/14/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LS2-B MAR	
			LS2-B MAR	
			013.8510.4011	9.95
			LS#3 MAR	
			LS#3 MAR	
			013.8510.4011	14.50
			LS-3 METERS MAR	
			LS-3 METERS MAR	
			013.8510.4011	49.77
			LS-3 METERS MAR	
			LS-3 METERS MAR	
			013.8510.4011	193.60
			LS#3 MAR	
			LS#3 MAR	
			013.8510.4011	49.59
			SIGNALS MAR	
			SIGNALS MAR	
			004.8310.4580	41.16
			SIGNALS MAR	
			SIGNALS MAR	
			004.8310.4580	2,057.98
			SIGNALS MAR	
			SIGNALS MAR	
			004.8310.4580	37.99
			SIGNALS MAR	
			013.8510.4011	33.02
			OAK CREEK PARK MAR	
			OAK CREEK PARK MAR	
			016.8540.4010	11.06
			CUNNINGHAM PARK MAR	
			CUNNINGHAM PARK MAR	
			016.8540.4010	11.37
			HIGHLAND COMMUNITY PARK MAR	
			HIGHLAND COMMUNITY PARK MAR	
			001.6000.4010	577.30
			CANYON OAK MAR	
			CANYON OAK MAR	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80614	4/14/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			016.8540.4010	15.43
			SEELEY PARK MAR	
			SEELEY PARK MAR	
			016.8540.4010	16.25
			LMDS MAR	
			LMDS MAR	
			012.8500.4010	436.44
			LMD#55 MAR	
			LMD#55 MAR	
			012.8500.4010	10.94
			LMD#48C MAR	
			LMD#48C MAR	
			012.8500.4010	251.74
			LMD#48C MAR	
			LMD#48C MAR	
			012.8500.4010	11.02
			LMD#48B MAR	
			LMD#48B MAR	
			012.8500.4010	11.56
			UPLIGHTING LMD 48 MAR	
			UPLIGHTING LMD 48 MAR	
			012.8500.4010	2.86
			UPLIGHTING LMD 48 MAR	
			013.8510.4011	26.45
			HIGHLAND AVE ALPR MAR	
			HIGHLAND AVE ALPR MAR	
			001.2000.4062	10.06
			HIGHLAND AVE ALPR MAR	
			HIGHLAND AVE ALPR MAR	
			001.2000.4062	10.27
			LS#1-MAR	
			LS#1-MAR	
			013.8510.4011	5,874.11
			LS 2 B CITY WIDE STREET LIGHTS-MAR	
			LS 2 B CITY WIDE STREET LIGHTS-MAR	
			013.8510.4011	16,851.67

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80614	4/14/2020	000203	000203 SOUTHERN CALIFORNIA EDISON (Continued)	Total : 28,262.58
80615	4/14/2020	000222	UNDERGROUND SERVICE ALERT	
			DIG ALERT TICKETS-APR	
			DIG ALERT TICKETS-APR	
			004.8310.4553	94.15
			DIG BOARD SAFE FEES-APR	
			DIG BOARD SAFE FEES-APR	
			004.8310.4553	67.69
			Total :	161.84
80616	4/14/2020	000233	WAXIE SANITARY SUPPLY	
			POLICE SUPPLIES	
			POLICE SUPPLIES	
			001.2000.4055	28.64
			COVID-19 CITY HALL SUPPLIES	
			COVID-19 CITY HALL SUPPLIES	
			042.9510.4055	82.20
			Total :	110.84
80617	4/14/2020	000291	HIGHLAND COMMUNITY NEWS	
			2020 CENSUS AD-MAR	
			2020 CENSUS AD-MAR	
			001.4100.4349	4,423.50
			HIGHLAND SAFETY APPRECIATION AD-MAR	
			HIGHLAND SAFETY APPRECIATION AD-MAR	
			001.6020.4300	221.50
			LEGAL ADS MAR	
			LEGAL ADS MAR	
			001.1200.4300	1,456.35
			Total :	6,101.35
80618	4/14/2020	000623	HARBOR FREIGHT TOOLS	
			STATION 2 SUPPLIES	
			STATION 2 SUPPLIES	
			028.2050.4245	29.15
			STATION 2 SUPPLIES	
			029.2100.4545	29.14
			STATION 2 SUPPLIES CREDIT	
			STATION 2 SUPPLIES CREDIT	
			028.2050.4245	-29.15
			STATION 2 SUPPLIES CREDIT	
			029.2100.4245	-29.14

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80618	4/14/2020	000623 HARBOR FREIGHT TOOLS	(Continued)	
			ME542 BURN KIT BOX	
			ME542 BURN KIT BOX	
			029.2100.4245	30.48
			ME542 BURN KIT BOX	
			028.2050.4245	30.48
			COVID-19 POLICE SUPPLIES	
			COVID-19 POLICE SUPPLIES	
			001.2000.4206	46.66
			Total :	107.62
80619	4/14/2020	000774 ARROWHEAD CREDIT UNION-DEPT 91	ULTIMATE INTERNET ACCESS	
			ULTIMATE INTERNET ACCESS	
			042.9510.4208	40.00
			PD GYM EQUIPMENT	
			PD GYM EQUIPMENT	
			001.2000.4203	48.48
			PS APPRECIATION SUPPLIES	
			PS APPRECIATION SUPPLIES	
			001.6020.4336	77.92
			PD GYM EQUIPMENT	
			PD GYM EQUIPMENT	
			001.2000.4203	27.66
			LOCC-PW OFFICER INSTITUE & EXPO HOTEL	
			LOCC-PW OFFICER INSTITUE & EXPO HOTEL	
			001.3200.4320	-344.08
			2012 STANDARD PLANS FOR PW EBOOK	
			2012 STANDARD PLANS FOR PW EBOOK	
			001.3200.4200	219.80
			LOCC-PO OFFICER INSTITUTE & EXPO AIRFARE	
			LOCC-PO OFFICER INSTITUTE & EXPO AIRFARE	
			001.3200.4320	-255.98
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.6020.4200	34.56
			OCC-PW OFFICIER INSTITUTE & EXPO	
			OCC-PW OFFICIER INSTITUTE & EXPO	
			001.3200.4320	-625.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80619	4/14/2020	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)	
			COVID19: GLOVES	
			COVID19: GLOVES	
			042.9510.4200	96.86
			COVID19: LAPTOP W/CASES	
			COVID19: LAPTOP W/CASES	
			042.9510.4208	2,707.98
			COVID19: GLOVES	
			COVID19: GLOVES	
			042.9510.4200	96.86
			COVID 19: LAPTOP W/CASES CREDIT	
			COVID 19: LAPTOP W/CASES CREDIT	
			042.9510.4208	-2,707.98
			COVID19: DROP BOX - 4 USERS	
			COVID19: DROP BOX - 4 USERS	
			001.1200.4255	124.59
			COVID19: LAPTOPS W/CASES	
			COVID19: LAPTOPS W/CASES	
			042.9510.4208	613.38
			AMAZON PRIME MEMBERSHIP	
			AMAZON PRIME MEMBERSHIP	
			042.9510.4260	128.22
			INTEREST	
			INTEREST	
			001.1700.4400	12.04
			COVID19:DISPOSABLE PROTECTIVE GOWNS	
			COVID19:DISPOSABLE PROTECTIVE GOWNS	
			028.2050.4207	387.50
			COVID19: CAMCORDER & SUPPLIES	
			COVID19: CAMCORDER & SUPPLIES	
			042.9510.4208	199.79
			COVID19: DISPOSABLE GOWNS & GLOVES	
			COVID19: DISPOSABLE GOWNS & GLOVES	
			028.2050.4207	193.96
			COVID19: LAPTOPS W/CASES	
			COVID19: LAPTOPS W/CASES	
			042.9510.4208	31.65
			COVID19: LAPTOPS W/CASES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80619	4/14/2020	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)	
			COVID19: LAPTOPS W/CASES	
			042.9510.4208	694.16
			INTEREST	
			INTEREST	
			001.1700.4400	33.33
Total :				1,835.70
80620	4/14/2020	000979 VERIZON WIRELESS	AIR CARDS-FEB	
			AIR CARDS-FEB	
			001.2000.4061	114.07
			CELLS PHONES/AIR CARDS APR	
			COVID-19 3 IPADS & CASES	
			029.2100.4203	3,001.02
			CELL PHONES APR	
			029.2100.4061	136.14
			CELL PHONES APR	
			001.2000.4061	177.24
			AIR CARDS APR	
			001.2000.4062	1,064.40
			CELL PHONES APR	
			001.3200.4061	34.06
			CELL PHONES APR	
			001.4200.4061	77.58
			AIR CARDS APR	
			001.4500.4062	114.03
			CELL PHONES APR	
			001.4600.4061	144.46
			AIR CARDS APR	
			001.4600.4062	114.03
			CELL PHONES APR	
			001.6000.4061	65.70
			CELL PHONES APR	
			001.6010.4061	32.61
			CELL PHONES APR	
			001.6020.4061	29.43
			CELL PHONES APR	
			004.8310.4061	106.11

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80620	4/14/2020	000979 VERIZON WIRELESS	(Continued)	
			AIR CARDS APR	
			004.8310.4062	38.01
			CELL PHONES APR	
			028.2050.4061	142.75
			AIR CARDS APR	
			028.2050.4062	152.04
			CELL PHONES APR	
			042.9510.4061	323.07
			Total :	5,866.75
80621	4/14/2020	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.4600.4200	80.34
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.4100.4200	760.89
			Total :	841.23
80622	4/14/2020	001476 TIME WARNER CABLE	CITY HALL TELE/INT-APR	
			CITY HALL TELE/INT-APR	
			042.9510.4065	1,107.39
			Total :	1,107.39
80623	4/14/2020	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-APR	
			PARCEL MAP REVISIONS-APR	
			001.4100.4310	2.00
			Total :	2.00
80624	4/14/2020	002190 ENGINEERING RESOURCES OF SO CA	BRG04004A PM RDA04 MAR	
			BRG04004A PM RDA04 MAR	
			010.3830.6813	977.50
			BRG07001 PM RDA07 MAR	
			BRG07001 PM RDA07 MAR	
			010.3830.6813	793.50
			BRG12001 PM DIF REG MAR	
			BRG12001 PM DIF REG MAR	
			007.8330.6813	460.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80624	4/14/2020	002190 ENGINEERING RESOURCES OF SO CA	(Continued)	
			STR15002 PM RDA04 MAR	
			STR15002 PM RDA04 MAR	
			010.3830.6550	368.00
			STR17002 PM CCF 2017 MAR	
			STR17002 PM CCF 2017 MAR	
			027.8490.6550	253.00
			STR17001 PM RDA04 MAR	
			STR17001 PM RDA04 MAR	
			010.3830.6550	57.50
			ICH17004 PM IVDA AGMT MAR	
			ICH17004 PM IVDA AGMT MAR	
			027.8490.6813	241.50
			STR18001 PM RDA07 MAR	
			STR18001 PM RDA07 MAR	
			010.3830.6550	598.00
			ICH09001 PM RDA07 MAR	
			ICH09001 PM RDA07 MAR	
			010.3830.6813	2,875.00
			SDR19001 PM DIF FLOOD MAR	
			SDR19001 PM DIF FLOOD MAR	
			007.8330.6600	299.00
			STR19001 DE MSRI MAR	
			STR19001 DE MSRI MAR	
			017.8350.6550	44.50
			STR19001 DE COSB MAR	
			STR19001 DE COSB MAR	
			027.8490.6550	2,174.77
			STR19001 DE COSB MAR	
			STR19001 DE COSB MAR	
			027.8490.6550	3,123.47
			STR19001 DE MSRI MAR	
			STR19001 DE MSRI MAR	
			017.8350.6550	6,585.78
			Total :	18,851.52
80625	4/14/2020	002479 CAM SERVICES	BRG04005 RDA07 FEB	
			BRG04005 RDA07 FEB	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80625	4/14/2020	002479 CAM SERVICES	(Continued)	
			010.3830.6813	430.00
			BRG04005 RDA07 MAR	
			BRG04005 RDA07 MAR	
			010.3830.6813	430.00
			Total :	860.00
80626	4/14/2020	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROGRAM 02/22/20-03/20/20	
			SOLID WASTE PROGRAM 02/22/20-03/20/20	
			051.1496	258,760.70
			Total :	258,760.70
80627	4/14/2020	003073 EWING IRRIGATION PRODUCTS INC	PARKS SUPPLIES	
			PARKS SUPPLIES	
			001.6000.4206	136.62
			LMD SUPPLIES	
			LMD SUPPLIES	
			012.8500.4206	160.95
			Total :	297.57
80628	4/14/2020	003885 IWORQ	IWORQ SYSTEM SOFTWARE 05/2020-04/2021	
			IWORQ SYSTEM SOFTWARE 05/2020-04/2021	
			001.4100.4255	2,531.67
			IWORQ SYSTEM SOFTWARE 05/2020-04/2021	
			001.4500.4255	2,531.67
			IWORQ SYSTEM SOFTWARE 05/2020-04/2021	
			001.4600.4255	2,531.66
			Total :	7,595.00
80629	4/14/2020	004206 #1 SON PLUMBING	CORP YARD EMERGENCY REPAIR-VANDALISM	
			CORP YARD EMERGENCY REPAIR-VANDALISM	
			004.8310.4030	1,385.90
			YMCA EMERGENCY REPAIR-VANDALISM	
			YMCA EMERGENCY REPAIR-VANDALISM	
			001.6000.4030	3,130.17
			Total :	4,516.07
80630	4/14/2020	004416 SIEMENS MOBILITY, INC.	SIG18001 CON REAL JOURNEY	
			SIG18001 CON REAL JOURNEY	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80630	4/14/2020	004416 SIEMENS MOBILITY, INC.	(Continued) 027.8490.6550	802.24
Total :				802.24
80631	4/14/2020	004890 NCM ENGINEERING CORPORATION	BRG04004A DE RDA04 JAN-FEB BRG04004A DE RDA04 JAN-FEB 010.3830.6813	26,547.90
Total :				26,547.90
80632	4/14/2020	004920 TKE ENGINEERING	STR07009 CE DIF LOC-JAN STR07009 CE DIF LOC-JAN 007.8330.6530 STR07009 CE IN-LIEU DEV-JAN STR07009 CE IN-LIEU DEV-JAN 008.8340.6530 STR07009 CE MSRI-JAN STR07009 CE MSRI-JAN 017.8350.6530 SWK19001 DE MSRI JAN SWK19001 DE MSRI JAN 017.8350.6545 SWK19001 DE ART3 JAN SWK19001 DE ART3 JAN 005.8320.6545 SWK19002 DE MSRI JAN SWK19002 DE MSRI JAN 017.8350.6545 SWK19002 DE ART3 JAN SWK19002 DE ART3 JAN 005.8320.6545 STR07009 CE DIF LOC-FEB STR07009 CE DIF LOC-FEB 007.8330.6530 STR07009 CE IN-LIEU DEV-FEB STR07009 CE IN-LIEU DEV-FEB 008.8340.6530 STR07009 CE MSRI-FEB STR07009 CE MSRI-FEB	251.05 15.73 652.82 3,720.00 3,720.00 849.22 1,933.28 61.42 3.85

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80632	4/14/2020	004920 TKE ENGINEERING	(Continued)	
			017.8350.6530	159.73
			SWK19001 DE MSRI FEB	
			SWK19001 DE MSRI FEB	
			017.8350.6545	868.75
			SWK19001 DE ART3 FEB	
			SWK19001 DE ART3 FEB	
			005.8320.6545	868.75
			SWK19002 DE MSRI FEB	
			SWK19002 DE MSRI FEB	
			017.8350.6545	57.22
			SWK19002 DE ART3 FEB	
			SWK19002 DE ART3 FEB	
			005.8320.6545	130.28
			Total :	13,292.10
80633	4/14/2020	004923 BRIAN'S LIVE BEE REMOVAL SVC	BEE HIVE REMOVAL-26995 14TH STREET	
			BEE HIVE REMOVAL-26995 14TH STREET	
			004.8310.4570	150.00
			Total :	150.00
80634	4/14/2020	005015 UNITED PACIFIC SERVICES, INC.	CITYWIDE TREE MAINTENANCE	
			CITYWIDE TREE MAINTENANCE	
			004.8310.4680	12,000.00
			CITYWIDE TREE MAINTENANCE	
			CITYWIDE TREE MAINTENANCE	
			001.6000.4680	6,900.00
			CITYWIDE TREE MAINTENANCE	
			CITYWIDE TREE MAINTENANCE	
			016.8540.4680	4,500.00
			CITYWIDE TREE MAINTENANCE	
			CITYWIDE TREE MAINTENANCE	
			001.2000.4680	2,000.00
			CITYWIDE TREE MAINTENANCE	
			CITYWIDE TREE MAINTENANCE	
			024.8470.4680	998.26
			CITYWIDE TREE MAINTENANCE	
			CITYWIDE TREE MAINTENANCE	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80634	4/14/2020	005015 UNITED PACIFIC SERVICES, INC.	(Continued)	
			028.2050.4680	441.57
			CITYWIDE TREE MAINTENANCE	
			029.2100.4680	441.56
			CITYWIDE TREE MAINTENANCE	
			CITYWIDE TREE MAINTENANCE	
			042.9510.4680	500.00
			Total :	27,781.39
80635	4/14/2020	005121 NTS MIKEDON, LLC	PERMA PATCH FOR ASPHALT REPAIRS	
			PERMA PATCH FOR ASPHALT REPAIRS	
			004.8310.4206	1,858.69
			Total :	1,858.69
80636	4/14/2020	005310 KOA CORPORATION	STR17001 DE COSB FEB	
			STR17001 DE COSB FEB	
			027.8490.6530	8.15
			STR17001 DE RDA04 FEB	
			STR17001 DE RDA04 FEB	
			010.3830.6530	1,683.23
			STR17001 DE ART3 FEB	
			STR17001 DE ART3 FEB	
			005.8320.6530	3,101.42
			Total :	4,792.80
80637	4/14/2020	005394 DATA TICKET, INC.	PARKING CITATIONS FEB	
			PARKING CITATIONS FEB	
			001.1700.4516	142.46
			Total :	142.46
80638	4/14/2020	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL LMD 48A	
			PEST CONTROL LMD 48A	
			012.8500.4589	55.00
			PEST CONTROL LMD 48B	
			PEST CONTROL LMD 48B	
			012.8500.4589	55.00
			PEST CONTROL LMD 48A	
			PEST CONTROL LMD 48A	
			012.8500.4589	55.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80638	4/14/2020	005553 CLARK PEST CONTROL OF STOCKTON	(Continued) PEST CONTROL LMD 48B PEST CONTROL LMD 48B 012.8500.4589	
			Total :	55.00 220.00
80639	4/14/2020	005584 PAUL TOOR & ASSOCIATES	SDR06002 PM RDA07 FEB SDR06002 PM RDA07 FEB 010.3830.6600 STR20001 PM MSRI FEB STR20001 PM MSRI FEB 017.8350.6550 STR18002 PM MSRI FEB STR18002 PM MSRI FEB 017.8350.6545 SDR17001 PM RDA04 FEB SDR17001 PM RDA04 FEB 010.3830.6600 SWK19001 PM MSRI FEB SWK19001 PM MSRI FEB 017.8350.6545 SWK19001 PM ART 3 FEB SWK19001 PM ART 3 FEB 005.8320.6545 OLA18001 PM MSRI FEB OLA18001 PM MSRI FEB 017.8350.6550 OLA17001 NON PART PM MSRI FEB OLA17001 NON PART PM MSRI FEB 017.8350.6545 STR11005 NON PART PM RDA04 FEB STR11005 NON PART PM RDA04 FEB 010.3830.6530 STR11006 NON PART PM RDA04 FEB STR11006 NON PART PM RDA04 FEB 010.3830.6530 STR12004 DIF LOC PM FEB STR12004 DIF LOC PM FEB	
				230.00 6,095.00 115.00 230.00 115.00 115.00 920.00 920.00 230.00 230.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80639	4/14/2020	005584 PAUL TOOR & ASSOCIATES	(Continued)	
			007.8330.6530	5,060.00
			STR20002 PM RDA07 FEB	
			STR20002 PM RDA07 FEB	
			010.3830.6530	90.94
			STR20002 PM DIF LOC FEB	
			STR20002 PM DIF LOC FEB	
			007.8330.6530	44.39
			STR20002 PM COSB FEB	
			STR20002 PM COSB FEB	
			027.8490.6530	94.67
			SWK17001 SCH IV PM RDA04 FEB	
			SWK17001 SCH IV PM RDA04 FEB	
			010.3830.6545	40.25
			SWK17001 SCH IV PM ART3 FEB	
			SWK17001 SCH IV PM ART3 FEB	
			005.8320.6545	74.75
			SWK16001 SCH I PM ART3 FEB	
			SWK16001 SCH I PM ART3 FEB	
			005.8320.6545	446.57
			SWK16001 SCH I PM RDA04 FEB	
			SWK16001 SCH I PM RDA04 FEB	
			010.3830.6545	243.43
			SWK16001 SCH IIA PM ART3 FEB	
			SWK16001 SCH IIA PM ART3 FEB	
			005.8320.6545	299.00
			SWK16001 SCH IIA PM DIF LOC FEB	
			SWK16001 SCH IIA PM DIF LOC FEB	
			007.8330.6545	161.00
			SWK16001 SCH IIB PM DIF LOC FEB	
			SWK16001 SCH IIB PM DIF LOC FEB	
			007.8330.6545	115.00
			STREET WIDE SIGN REPLACEMENT FEB	
			STREET WIDE SIGN REPLACEMENT FEB	
			023.3890.6550	115.00

Total : 15,985.00

33 Vouchers for bank code : wfb

Bank total : 432,444.76

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
33 Vouchers in this report				Total vouchers : 432,444.76

04/21/2020 9:01:52AM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80640	4/21/2020	000056 DEPARTMENT OF CONSERVATION	SMIP 01/2020-03/2020	
			SMIP 01/2020-03/2020	
			001.4500.4542	610.00
			SMIP 01/2020-03/2020	
			051.1476	-30.50
			Total :	579.50
80641	4/21/2020	000085 EAST VALLEY WATER DISTRICT	LMD'S-MAR	
			LMD'S-MAR	
			012.8500.4030	931.56
			CORP YARD-MAR	
			CORP YARD-MAR	
			004.8310.4030	70.27
			CORP YARD-MAR	
			CORP YARD-MAR	
			004.8310.4030	125.97
			COPR YARD-MAR	
			COPR YARD-MAR	
			004.8310.4030	356.62
			ATHLETIC CTR-MAR	
			ATHLETIC CTR-MAR	
			001.6000.4030	35.14
			ATHLETIC CTR-MAR	
			ATHLETIC CTR-MAR	
			001.6000.4030	383.07
			YMCA COMMUNITY PARK-MAR	
			YMCA COMMUNITY PARK-MAR	
			001.6000.4030	211.14
			COMMUNITY PARK-MAR	
			COMMUNITY PARK-MAR	
			001.6000.4030	1,332.33
			COMMUNITY PARK-MAR	
			COMMUNITY PARK-MAR	
			001.6000.4030	52.70
			CUNNINGHAM PARK-MAR	
			CUNNINGHAM PARK-MAR	
			016.8540.4030	72.81

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80641	4/21/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			OAK CREEK PARK-MAR	
			OAK CREEK PARK-MAR	
			016.8540.4030	277.17
			COMM CTR-MAR	
			COMM CTR-MAR	
			001.6000.4030	52.70
			COMM CTR-MAR	
			COMM CTR-MAR	
			001.6000.4030	183.33
			LIBRARY/ELC-MAR	
			LIBRARY/ELC-MAR	
			001.6000.4030	70.27
			LIBRARY/ELC-MAR	
			LIBRARY/ELC-MAR	
			001.6000.4030	734.66
			LIBRARY/ELC-MAR	
			LIBRARY/ELC-MAR	
			001.6000.4030	217.14
			Total :	5,106.88
80642	4/21/2020	000127 K & L HARDWARE	COVID19: LOCKS TO SECURE PARK PARKING	
			COVID19: LOCKS TO SECURE PARK PARKING	
			001.6000.4206	96.03
			POLICE SUPPLIES	
			POLICE SUPPLIES	
			001.2000.4206	51.69
			CORP YARD SUPPLIES	
			CORP YARD SUPPLIES	
			004.8310.4206	9.69
			PARKS SUPPLIES	
			PARKS SUPPLIES	
			001.6000.4206	83.98
			Total :	241.39
80643	4/21/2020	000165 AT&T	WHITE PAGES LISTING-APR	
			WHITE PAGES LISTING-APR	
			042.9510.4060	18.00

04/21/2020 9:01:52AM

Voucher List
CITY OF HIGHLAND

Page: 3

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80643	4/21/2020	000165	000165 AT&T (Continued)	
			Total :	18.00
80644	4/21/2020	000203	SOUTHERN CALIFORNIA EDISON	
			LS#3-MAR	
			LS#3-MAR	
			013.8510.4011	719.14
			LS#3-APR	
			LS#3-APR	
			013.8510.4011	70.16
			LMD#76-APR	
			LMD#76-APR	
			012.8500.4010	10.94
			LS3 METER-APR	
			LS3 METER-APR	
			013.8510.4011	28.17
			LS#3-APR	
			LS#3-APR	
			013.8510.4011	53.01
			Total :	881.42
80645	4/21/2020	000233	WAXIE SANITARY SUPPLY	
			COVID19: CITY HALL EMERGENCY SUPPLIES	
			COVID19: CITY HALL EMERGENCY SUPPLIES	
			042.9510.4055	100.52
			COVID19: CITY HALL EMERGENCY SUPPLIES	
			COVID19: CITY HALL EMERGENCY SUPPLIES	
			042.9510.4055	347.58
			Total :	448.10
80646	4/21/2020	000291	HIGHLAND COMMUNITY NEWS	
			LEGAL.ADS-JAN	
			LEGAL.ADS-JAN	
			001.1200.4300	1,956.40
			LEGAL.ADS-DEC	
			LEGAL.ADS-DEC	
			001.1200.4300	2,269.05
			Total :	4,225.45
80647	4/21/2020	000338	COSTCO	
			MEMBERSHIP RENEWAL	
			MEMBERSHIP RENEWAL	
			042.9510.4310	120.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80647	4/21/2020	000338 000338 COSTCO	(Continued)	
			Total :	120.00
80648	4/21/2020	000598 PR PRINTING	PARKING VIOLATIONS BOOKS	
			PARKING VIOLATIONS BOOKS	
			001.2000.4250	1,307.75
			COH LETTERHEAD & WINDOW ENVELOPES	
			COH LETTERHEAD & WINDOW ENVELOPES	
			042.9510.4200	613.44
			BUS. CARDS: C. ZAMANO	
			BUS. CARDS: C. ZAMANO	
			001.3200.4200	39.96
			BUS. CARDS: MAINEZ & GORITZ	
			BUS. CARDS: MAINEZ & GORITZ	
			001.4100.4200	79.92
			Total :	2,041.07
80649	4/21/2020	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS	
			FINGERPRINT APPS-NOCK	
			001.1600.4236	32.00
			FINGERPRINT APPS-TUTTLE	
			001.1600.4236	32.00
			FINGERPRINT APPS-OCHOA	
			029.2100.4236	32.00
			Total :	96.00
80650	4/21/2020	001123 NATIONAL CONSTRUCTION RENTALS	COVID19: PARKS TEMPORARY FENCING	
			COVID19: PARKS TEMPORARY FENCING	
			001.6000.4206	650.00
			COVID19: PARKS TEMPORARY FENCING	
			COVID19: PARKS TEMPORARY FENCING	
			001.6000.4206	650.00
			COVID19: PARKS TEMPORARY FENCING	
			COVID19: PARKS TEMPORARY FENCING	
			001.6000.4206	650.00
			COVID19: PARKS TEMPORARY FENCING	
			COVID19: PARKS TEMPORARY FENCING	
			001.6000.4206	650.00
			Total :	2,600.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80651	4/21/2020	001320 HIGHLAND SENIOR CENTER	MONTHLY REIMBURSEMENT-MAR MONTHLY REIMBURSEMENT-MAR 006.8400.4348	2,000.00
Total :				2,000.00
80652	4/21/2020	001439 OFFICE SOLUTIONS	RECYCLED COPY PAPER & VARIOUS TONERS RECYCLED COPY PAPER & VARIOUS TONERS 042.9510.4200 TONERS TONERS 042.9510.4200	1,151.11
Total :				665.86
80653	4/21/2020	001476 TIME WARNER CABLE	STATION #1 TELE/INT-APR STATION #1 TELE/INT-APR 028.2050.4065 STATION #1 TELE/INT-APR 029.2100.4065 STATION #3 TELE/INT-APR STATION #3 TELE/INT-APR 028.2050.4065 STATION #3 TELE/INT-APR 029.2100.4065 STATION #2 TELE/INT-APR STATION #2 TELE/INT-APR 028.2050.4065 STATION #2 TELE/INT-APR 029.2100.4065	156.65 156.65 192.24 192.23 98.10 98.09
Total :				893.96
80654	4/21/2020	002664 INLAND LIGHTING SUPPLIES, INC.	LIGHTING SUPPLIES CORP YARD LIGHTING SUPPLIES CORP YARD 004.8310.4070 LIGHTING SUPPLIES YMCA LIGHTING SUPPLIES YMCA 001.6000.4070 LIGHTING SUPPLIES POLICE LIGHTING SUPPLIES POLICE	150.00 150.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80654	4/21/2020	002664 INLAND LIGHTING SUPPLIES, INC.	(Continued) 001.2000.4070	75.00
Total :				375.00
80655	4/21/2020	002960 BURRTEC WASTE INDUSTRIES INC	RECYCLE SERVICE-MAR RECYCLE SERVICE-MAR 004.8310.4666 RECYCLE SERVICE-MAR 024.8470.4666	697.58
Total :				123.10
Total :				820.68
80656	4/21/2020	003044 THOMSON REUTERS WEST	CODEBOOKS CODEBOOKS 001.1200.4626	1,162.14
Total :				1,162.14
80657	4/21/2020	003073 EWING IRRIGATION PRODUCTS INC	LMD SUPPLIES LMD SUPPLIES 012.8500.4206	70.96
Total :				70.96
80658	4/21/2020	003836 CALIFORNIA BUILDING	BSAR 01/01/2020-03/31/2020 BSAR 01/01/2020-03/31/2020 001.4500.4543 BSAR 01/01/2020-03/31/2020 051.1480	329.00
Total :				-32.90
Total :				296.10
80659	4/21/2020	004110 MONTGOMERY HARDWARE CO.	PARKS: BATHROOM DOOR HARDWARE PARKS: BATHROOM DOOR HARDWARE 001.6000.4070	818.90
Total :				818.90
80660	4/21/2020	004879 DIV OF THE STATE ARCHITECT	AB1379 01/01/2020-03/31/2020 AB1379 01/01/2020-03/31/2020 051.1493	358.70
Total :				358.70
80661	4/21/2020	005268 CUSTOM CREATIONS	VEH#112: REPLACE CATALYTIC CONVERTER	

04/21/2020 9:01:52AM

Voucher List
CITY OF HIGHLAND

Page: 7

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
80661	4/21/2020	005268 CUSTOM CREATIONS	(Continued) VEH#112: REPLACE CATALYTIC CONVERTER 004.8310.4240	800.38
Total :				800.38
80662	4/21/2020	005672 IE GENERAL ENGINEERING	SWK16001 SCH I RDA04 PPE1 SWK16001 SCH I RDA04 PPE1 010.3830.6545 SWK16001 SCH I ART3 PPE1 SWK16001 SCH I ART3 PPE1 005.8320.6545	64,748.01
Total :				32,877.22
23 Vouchers for bank code : wfb				Bank total : 123,396.83
23 Vouchers in this report				Total vouchers : 123,396.83



STAFF REPORT

TO THE CITY COUNCIL

DATE: April 28, 2020

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Treasurer's Report for March 2020

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

FISCAL IMPACT:

Cash and Investments:	
General Fund	\$ 3,845,595.41
Special Revenue Funds	\$26,784,428.94
Internal Service Funds	\$ 4,485,372.82
Capital Projects Funds	\$22,527,074.32
Housing Authority Fund	\$ 3,609,017.45
Agency Funds	\$ 2,231,536.30
SARDA Funds	\$ 2,145,402.03

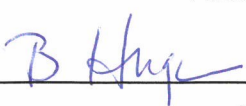
PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

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>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		 _____ City Manager	

**CITY OF HIGHLAND
Treasurer's Report
as of March 31, 2020**

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking-Account #*****236	3,985,619.73

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
<u>California Treasurer's Local Agency Investment Fund (LAIF)</u>	n/a	1.787%		
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 February 2020 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).

<u>California Asset Management Program (CAMP)</u>	n/a	1.500%		
General Fund			131,317.27	
Special Revenue Funds			1,548,602.00	
Capital Projects Funds			10,719,820.00	
Total CAMP Funds				12,399,739.27

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	0.02%	78,713.68	78,713.68
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.02%	263,548.89	263,548.89
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.02%	97,477.69	97,477.69

Community Facilities District (CFD) 2001-1

Special Tax Fund #149239000				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.02%	267,214.90	267,214.90
Interest Account #149239001				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.02%	3,987.51	3,987.51
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	0.02%	481,158.99	481,158.99
Administrative Expense Fund #149239004				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.02%	29,532.27	29,532.27
Surplus Fund #149239006				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.02%	48,685.13	48,685.13

Community Facilities District (CFD) 2007-1

Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.02%	7,571.62	7,571.62
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.02%	12,447.10	12,447.10
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.02%	4,604.31	4,604.31

TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				1,294,942.11
---	--	--	--	--------------

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	0.06%	1,121.99	1,121.99
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.06%	177,155.26	177,155.26
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.06%	388.76	388.76
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	7.74	7.74
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.06%	962,756.16	962,756.16
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.06%	13,496.75	13,496.75
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.06%	1,386.85	1,386.85
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)				<u>1,156,313.51</u>
TOTAL CASH AND INVESTMENTS				<u><u>65,628,427.27</u></u>

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

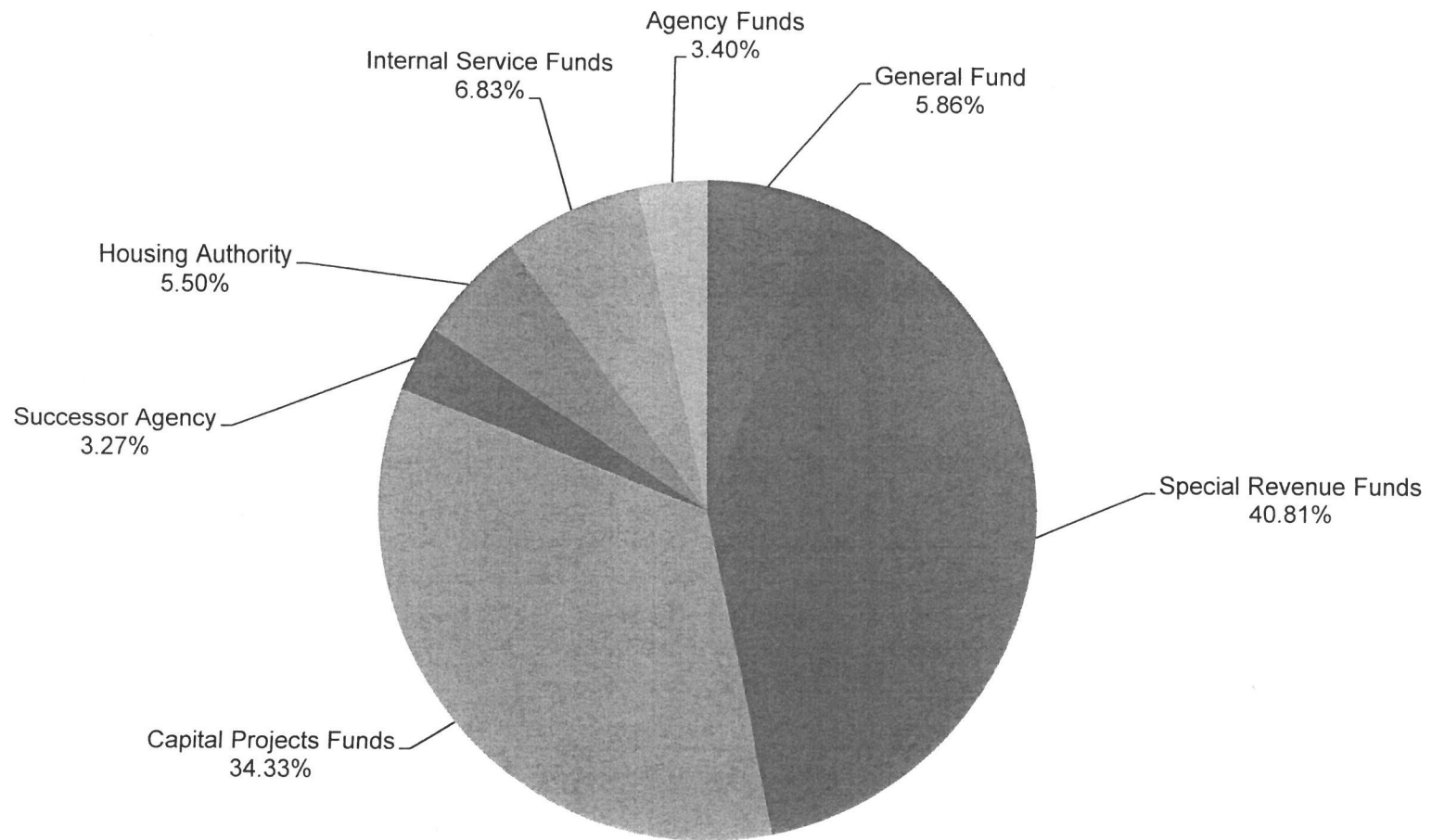
SIGNED:

Joseph A. Hughes
CITY MANAGER

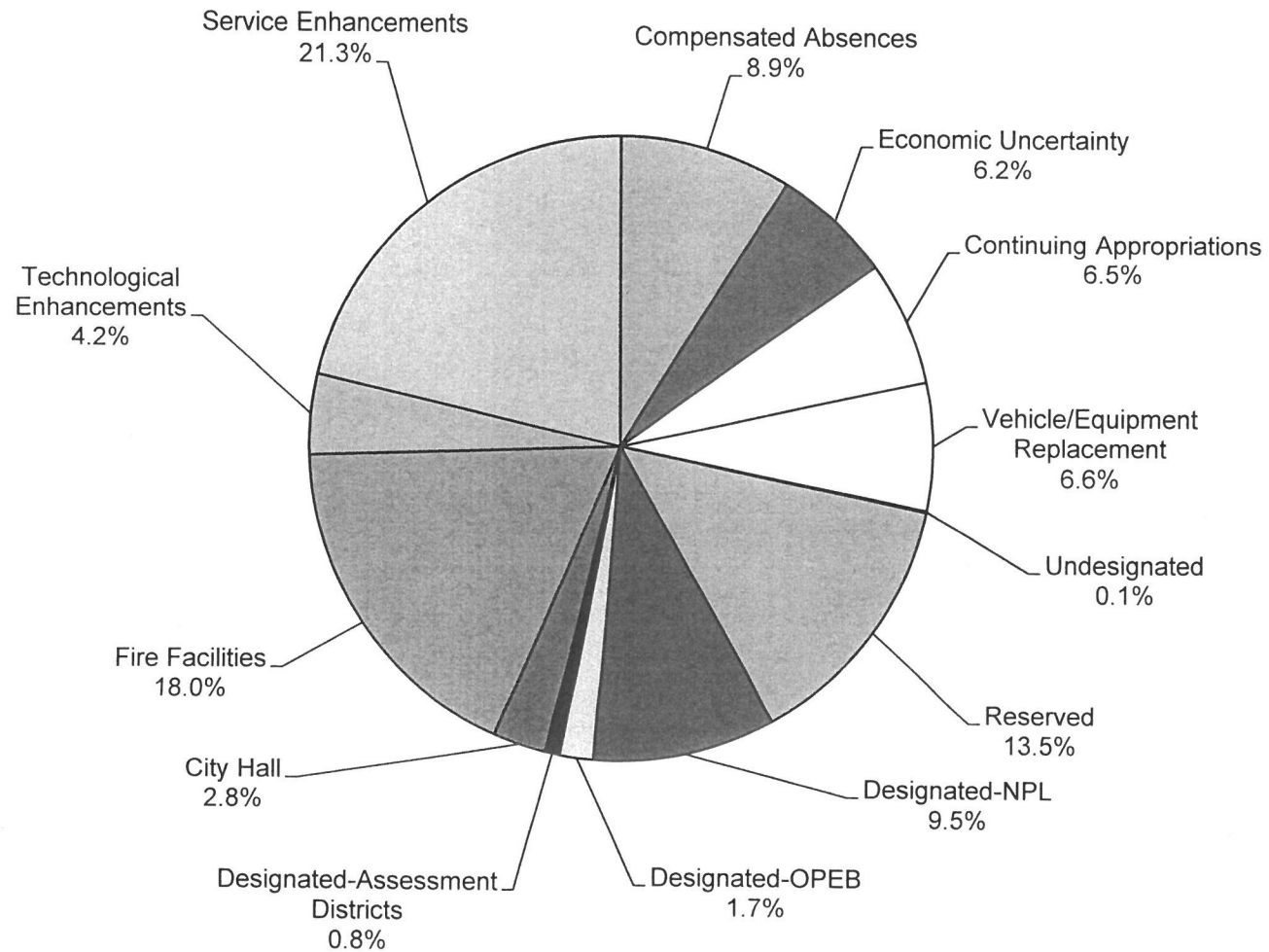
SIGNED:

Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

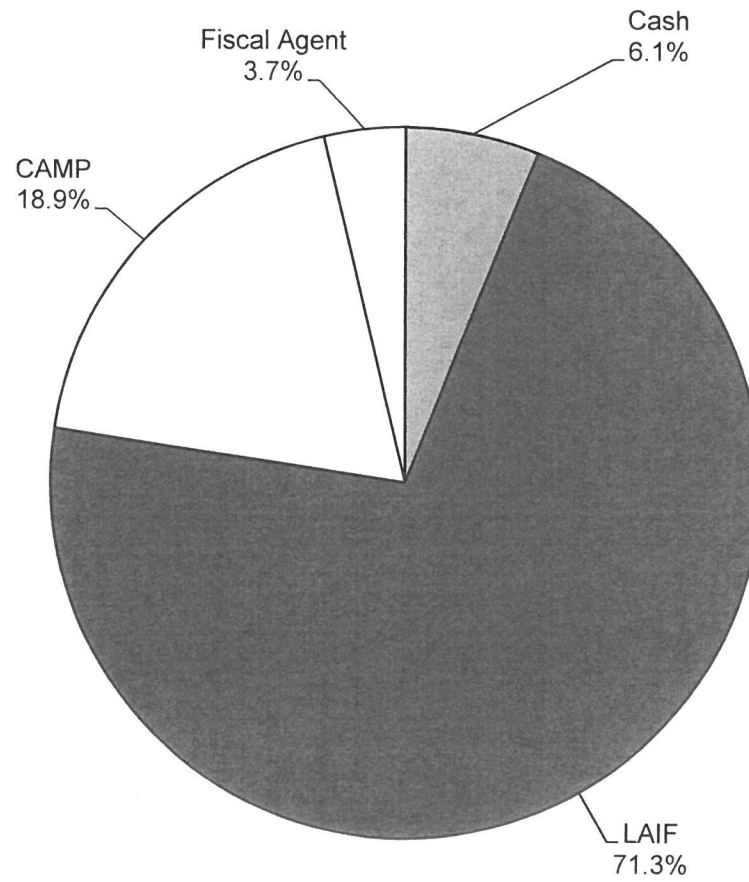
Cash & Investments



General Fund Reserves



Treasurer's Report





STAFF REPORT

TO THE CITY COUNCIL

DATE: April 28, 2020

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

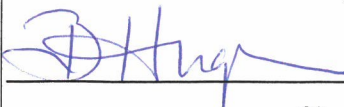
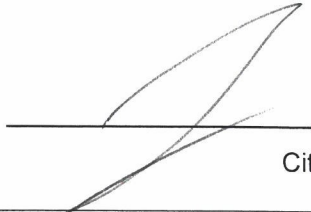
REVIEWED BY: Chuck Dantuono, Director of Administrator Services/City Treasurer
Nancy Wayne, George Hills Company, Claims Adjusters

SUBJECT: Claim Consideration – Kathleen Olguin

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

BACKGROUND: The Claim was received in the City Clerk's Office on March 31, 2020. It was then sent to the City's claim adjuster, George Hills Company, who is recommending the claim be rejected.

C:\MyFiles\WPDATA\StaffReports\cc special STF.wpd

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

April 1, 2020

TO: City of Highland

ATTN: Betty Hughes/Chuck Dantuono

RE: Our Client : City of Highland
Claimant : **Kathleen Olguin**
Date of Incident : 2/3/20
Our File No. : GHC0030476

We have reviewed the above captioned claim and request that you take the action indicated below:

- **CLAIM REJECTION:** Please send a standard Rejection Notice to the claimant to commence the six-month Statute of Limitations.

Please provide us with a copy of the notice sent, as requested above. Should you have any questions, please feel free to contact the undersigned.

Very truly yours,

GEORGE HILLS COMPANY, INC.



Nancy Wayne
Account Manager/Sr. Claims Adjuster
Nancy.wayne@georgehills.com

City of
HIGHLAND
Inc. 1987



March 31, 2020

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

Re: Claimant(s): Kathleen Olguin
Incident Date: February 3, 2020

Dear Ms. Wayne:

Enclosed is a copy of a Claim received and filed in the Office of the City Clerk on March 31, 2020, by the above referenced claimant(s). 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, April 28, 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

Betty Hughes, MMC
City Clerk

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

c:\users\bhughes\documents\my documents\claims\george hills letters\gh olguin ltr.doc.docx

Mayor	Mayor Pro Tem	City Council	City Council	City Council	City Manager
Larry McCallon	Penny Lilburn	Jesse Chavez	Anaeli Solano	John P. Timmer	Joseph A. Hughes
27215 Base Line • Highland, CA 92346					
Tel: 909.864.6861 • Fax: 909.862.3180 • www.cityofhighland.org					





RECEIVED

CITY OF HIGHLAND
CITY CLERK

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

Received: 15d1142

By: _____
☒ 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 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, ext. 226

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 Kathleen Cisneros Alguin
- a. Complete Address of Claimant, including City, State and Zip Code:
3541 Sage Lane
San Bernardino, Calif. 92404
- b. Phone Number (909) 732-3012
- c. Date of Birth 7-3-56
- d. Social Security Number _____

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

Issued by which State:

California

☒

Driver's License

☐ Identification Card

Expiration Date:

7-3-2024

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

(SAME)

3. Occurrence or event from which the claim arises:

a. Date of occurrence Sunday, February 3, 2020

b. Time of occurrence 9pm

c. Place of occurrence (Exact and specific location)

7512 Sterling Ave. SB 92410 - on private driveway during construction of dedicated property for public sidewalk outside metal sliding gate

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 attached testimonial paper

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

General Engineering - Gio Nanci IE (Construction) placed unstable/unsafe metal stakes that shifted beyond reflector, tall deliniators.

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".

Car damage to 2017 Toyota Camry SE
License plate: CALIFORNIA 8E0J113
"No injuries"

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

Contractor hired by Public Works Dept. - City of
Highland IE General Engineering, Inc. at:
7512 Sterling Ave SB, 92410

6. Name and address of any other person injured:

No injuries occurred in this claim,
only car damage.

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

Kathleen C. Olguin
3541 Sage Lane, S.B. 92404

8. Damages Claimed:

- a. Amount claimed as of this date: \$ estimates have been
b. Estimate amount of future costs: \$ e-mailed
c. Total amount claimed: \$ to Gio Nanci
(owner of IE General Engineering, Inc)
d. Basis for computation of amounts claimed. Include copies of all bills, invoices, estimates, etc.:

* (3) ^(copies) estimates enclosed for car damage
caused by unstable/unsafe metal stakes placed
by laborers (IE GENERAL, INC.) that shifted
beyond tall deliniators.

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

- a. Margaret B. Cisneros 7512 Sterling Ave. SB 92410
b. Fabian Sanchez 3643 Citrus St. Highland, Ca 92346
c. _____
d. _____
e. _____

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

My request from Public Works Dept. in Highland to
act as a Mediator in this claim against IE
General Engineering, Inc. 36590 Artisan Pl. Beaumont,
Ca. 92223 GIO @ IE GENERAL.COM
To date: No response from GIO Nanci, After
mailing + e-mailing (3) estimates for car damage.

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: _____

City and State

Date: _____

3-17-2020

Signature of Claimant

Kathleen C. Olguin

Printed name of person signing above

Attachment for Damages of Personal Property **

Testimonial: On Sunday, February 3, 2020 at 9pm at 7512 Sterling Ave., after Caregiving for my Mother, Margaret B. Cisneros; while backing out of the temporary driveway created by the laborers employed by (IE Engineering General Foreman: Carlos, 2 heavy metal stakes (part of the ditch) caught my Right Rear Bumper (passenger side) and made a loud noise. I stopped my vehicle and observed the reflector sticks had not moved. The stakes were shifted within the dirt beyond the Reflectors and were caught under the corner of the bumper. I drove forward to disengage the metal Stakes. The site was unsafe and caused damage to my car. I called my mother and reported the incident — she said she would get me in touch with Carlos the foreman, to report the incident to him.

Spoke with Carlos on February 5, 2020 when he and his crew were still working on the project at 7512 Sterling Ave. I explained the incident that caused damage to my vehicle. He asked me to send to his cell phone pictures of damage to my car. I sent the pictures and he informed me the owner was on vacation in Costa Rica, but would submit information of incident to Company's office. I continued communication with Carlos at the job site and was told owner was still out on vacation as of mid-March; did not have any idea his return date. I told Carlos I had secured (3) Auto Body estimates & he recommended I go talk to his friend, "Tony" who had a business of car repairs on 9th + Waterman Ave in S.B. This was not a Certified Auto Body Repair business and stated he could not give me a written estimate. Since reporting the incident to Public Works director, Carlos Zamora at City of Highland office, Gio Nanci was contacted by me, relating all details of incident, he did not feel any responsibility to my claim because I did not take any pictures, that late night, of his work area when damage occurred. He did instruct me to e-mail the (3) estimates — so I e-mailed + sent through Postal service. To date — NO response from GIO Nanci.

CALIBER COLLISION

CALIBER - SAN BERNARDINO
RESTORING THE RHYTHM OF YOUR LIFE
1197 E 3RD ST, SAN BERNARDINO, CA 92410
Phone: (909) 889-2121
FAX: (909) 384-0186

Workfile ID: 71f65e70
Federal ID: 33-0728858
State EPA: CAL000190975
BAR: ARD218608

Preliminary Estimate

Customer: Cisneros, Kathleen

Written By: Alejandro Rangel

Insured: Cisneros, Kathleen
Type of Loss:
Point of Impact: 06 Rear

Policy #:
Date of Loss:

Claim #:
Days to Repair: 3

Owner:
Cisneros, Kathleen
3541 Sage Lane
San Bernardino, CA 92404
(909) 732-3012 Cell

Inspection Location:
CALIBER - SAN BERNARDINO
1197 E 3RD ST
SAN BERNARDINO, CA 92410
Repair Facility
(909) 889-2121 Business

Insurance Company:
CUSTOMER PAY

VEHICLE

2017 TOYO Camry SE Automatic 4D SED 4-2.5L Gasoline Sequential MPI White

VIN: 4T1BF1FK5HU713160	Interior Color: Black	Mileage In: 57,621	Vehicle Out:
License: 8EOJ113	Exterior Color: White	Mileage Out:	
State: CA	Production Date: 12/2016	Condition:	Job #:

TRANSMISSION

Automatic Transmission

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Tinted Glass
Console/Storage

Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Keyless Entry
Steering Wheel Touch Controls
Telescopic Wheel
Backup Camera

RADIO

AM Radio
FM Radio

Stereo

Search/Seek

CD Player

Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Front Side Impact Air Bags
Head/Curtain Air Bags
Hands Free Device
Rear Side Impact Air Bags

SEATS

Cloth Seats

Bucket Seats

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Traction Control
Stability Control
Rear Spoiler
Power Trunk/Gate Release

Preliminary Estimate

Customer: Cisneros, Kathleen

2017 TOYO Camry SE Automatic 4D SED 4-2.5L Gasoline Sequential MPI White

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	***ADDITIONAL DAMAGE TO BE DETERMINED AFTER TEARDOWN***		1			
2	#	Pre-repair scan		1	40.00 X	0.5	
3	#	Post-repair scan		1	80.00 X	0.5	
4	REAR BUMPER						
5		O/H rear bumper				1.2	
6	Repl	Bumper cover	5215906989	1	306.37	Incl.	3.2
7		Add for Clear Coat					1.3
8	Repl	Lower cover SE, XSE, Special Edition	5216906020	1	168.52	Incl.	
9	#	Flex Additive		1	10.00 T		
10	#	Tint Color to Match					0.5
11	#	De-Nib and Polish		1	15.00 T	1.0	
12			OTHER CHARGES				
13	#		E.P.C.	1	5.00		
SUBTOTALS					624.89	3.2	5.0

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			474.89
Body Labor	3.2 hrs @	\$ 60.00 /hr	192.00
Paint Labor	5.0 hrs @	\$ 60.00 /hr	300.00
Paint Supplies	5.0 hrs @	\$ 50.00 /hr	250.00
Miscellaneous			145.00
Other Charges			5.00
Subtotal			1,366.89
Sales Tax	\$ 749.89 @	8.0000 %	59.99
Grand Total			1,426.88

ROUNSVILLE'S AUTO BODY
24137 E. WARD ST, SAN BERNARDINO, CA 92410
Phone: (909) 888-5584

Workfile ID: eb7c0ebc
PartsShare: 5KYTZQ
Federal ID: 952891147
State ID: AK082811
Resale Number: SR EH 23663397
BAR: ARD00082811

Preliminary Estimate

Customer: OLGUIN, KATHLEEN C.

Job Number:

Insured: OLGUIN, KATHLEEN C.
Type of Loss:
Point of Impact: 06 Rear

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:

OLGUIN, KATHLEEN C.
3541 SAGE LN.
SAN BERNARDINO, CA 92404
(951) 781-6760 Business

Inspection Location:

ROUNSVILLE'S AUTO BODY
24137 E. WARD ST
SAN BERNARDINO, CA 92410-4949
Repair Facility
(909) 888-5584 Business

Insurance Company:

VEHICLE

2017 TOYO Camry SE Automatic 4D SED 4-2.5L Gasoline Sequential MPI White

VIN: 4T1BF1FK5HU713160
License:
State:

Interior Color:
Exterior Color: White
Production Date:

Mileage In:
Mileage Out:
Condition:
Vehicle Out:
Job #:

TRANSMISSION

Automatic Transmission

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Tinted Glass
Console/Storage

Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Keyless Entry
Steering Wheel Touch Controls
Telescopic Wheel
Backup Camera

RADIO

AM Radio
FM Radio

Stereo

Search/Seek

CD Player

Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Front Side Impact Air Bags
Head/Curtain Air Bags
Hands Free Device
Rear Side Impact Air Bags

SEATS

Cloth Seats

Bucket Seats

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Traction Control
Stability Control
Rear Spoiler
Power Trunk/Gate Release

Preliminary Estimate

Customer: OLGUIN, KATHLEEN C.

Job Number:

2017 TOYO Camry SE Automatic 4D SED 4-2.5L Gasoline Sequential MPI White

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		REAR BUMPER					
2		O/H bumper assy				1.2	
3	Repl	Bumper cover	5215906989	1	306.37	Incl.	3.2
4		Add for Clear Coat					1.3
5	Repl	Lower cover SE, XSE, Special Edition	5216906020	1	168.52	Incl.	
6	#	Flex Additive		1	8.00 X		
7	#	Tint Color		1		0.5	
8	#	Hazardous Waste Removal		1	5.00 X		
SUBTOTALS					487.89	1.7	4.5

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			474.89
Body Labor	1.7 hrs @	\$ 52.00 /hr	88.40
Paint Labor	4.5 hrs @	\$ 52.00 /hr	234.00
Paint Supplies	4.5 hrs @	\$ 40.00 /hr	180.00
Miscellaneous			13.00
Subtotal			990.29
Sales Tax	\$ 654.89 @	7.7500 %	50.75
Grand Total			1,041.04
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			1,041.04

THIS ESTIMATE IS BASED ON OUR INSPECTION AND DOES NOT COVER ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED AFTER THE WORK HAS BEEN STARTED. AFTER WORK HAS STARTED, WORN OR DAMAGED PARTS WHICH WERE NOT EVIDENT ON FIRST INSPECTION MAY BE DISCOVERED. NATURALLY, THIS ESTIMATE CANNOT COVER SUCH CONTINGENCIES.

[illegible]



STAFF REPORT

TO THE CITY COUNCIL

DATE: April 28, 2020

FROM: Joseph Hughes, City Manager

PREPARED BY: Carlos Zamano, Public Works Director/City Engineer *CZ*

SUBJECT: Notice of Completion – Project No. str17005D, "Pavement Management Program - Pavement Preventive Maintenance Sectors B, C, D and E Slurry Seal" (Bid No. 2019-03)

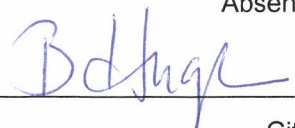
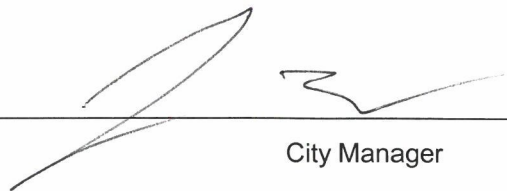
RECOMMENDATION: It is recommended that the City Council:

1. Accept Project No. str17005D, "Pavement Management Program - Pavement Preventive Maintenance Sectors B, C, D and E Slurry Seal" (Bid No. 2019-03) as complete;
2. Authorize the Mayor to sign the Notice of Completion; and
3. Direct the City Clerk to file the Notice of Completion

FISCAL IMPACT: The original contract amount was \$1,722,684.66. The final contract amount is \$1,901,414.53, with a \$178,730.30 or 10.38% increase. Construction of the project is funded by the following:

Measure I Local Street Pass-thru	\$671,238.44 (35.31%)
SB-1	\$502,385.00 (26.42%)
RDA Load	\$422,913.33 (22.24%)
Mining Tax	\$146,526.00 (7.71%)
MOE	\$145,023.00 (7.63%)
City of San Bernardino	\$6,358.00 (0.33%)
State CALeVIP Grant	\$5,576.61 (0.29%)
AB2766 Fund	\$1,394.15 (0.07%)
	<u>\$1,901,414.53(100.00%)</u>

It should be noted that in order to take advantage of the excellent low bid unit cost of slurry seal, City staff added 14 street segments from the Entrada Ventana residential subdivision at the east of the City in Sector E not included in the Contract. The extra cost to slurry seal and stripe these

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

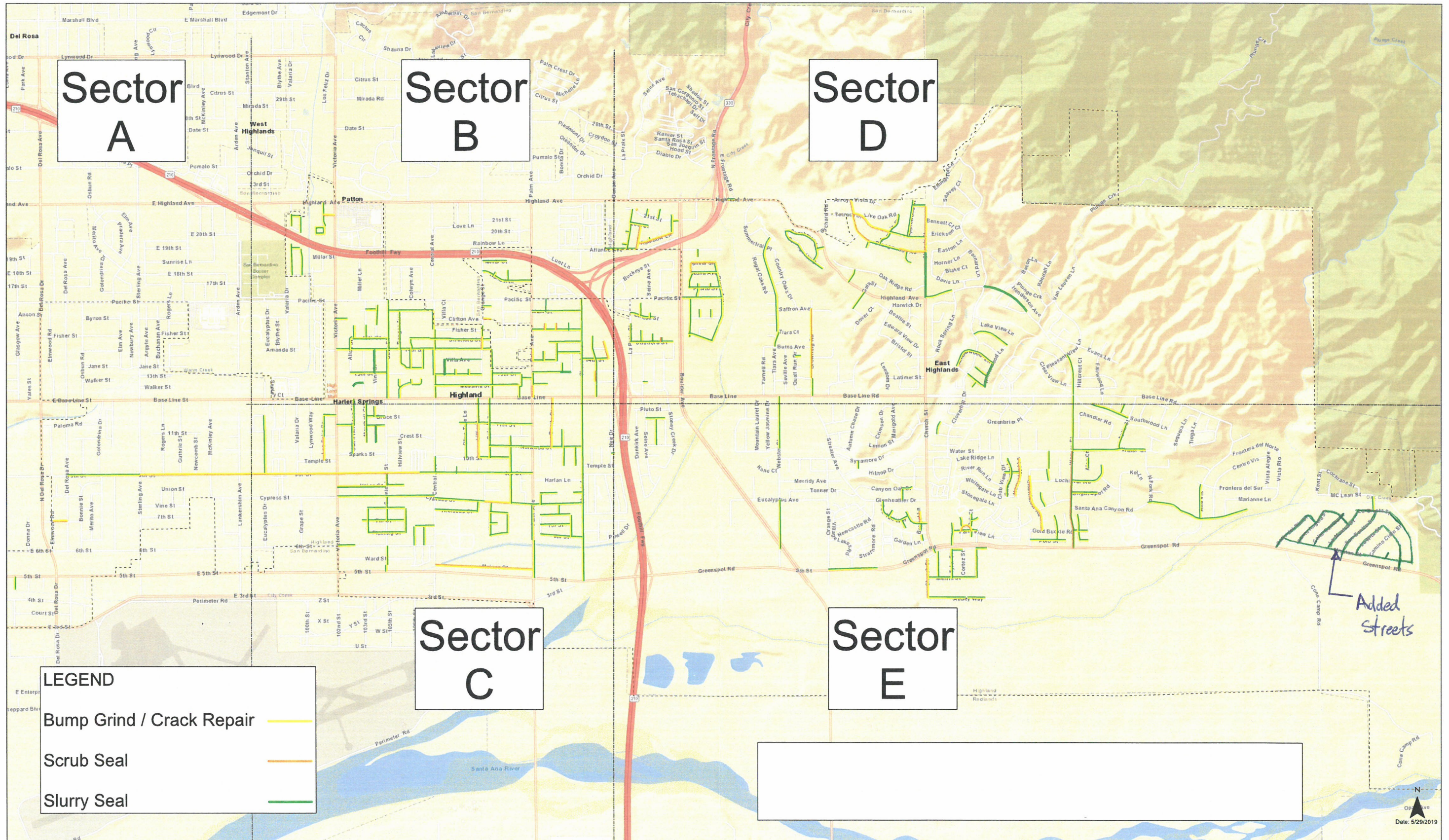
additional streets was \$91,053 (5.3% contingency). Furthermore, the final contract amount includes work funded by the Electric Charging Station at City Hall Project at a cost of \$6,970.76 as shown herein. Separating the Electric Charging Station cost from the project, the final contract contingency is 9.97%.

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: This project consists of application of slurry seal treatment on 117 street segments in Sector B, 94 street segments in Sector C, 76 street segments in Sector D, and 108 street segments in Sector E (see attached location map). The project also includes slurry seal treatment on parking lots at five public facilities including the City Hall, Police Station, Community Center/YMCA, Library and the Corporate Yard.

Construction of the project has been completed by American Asphalt South, and the project is ready for City Council acceptance.

Sectors B, C, D, & E Pavement Preventive Maintenance Projects STR 17005 B, C & D



RECORDING REQUESTED BY &
WHEN RECORDED MAIL TO:

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

No APN

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner or agent of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is City of Highland.
3. The full address of the owner is 27215 Base Line, Highland, CA 92346.
4. All work of improvement on the property hereinafter described was substantially completed on or before November 28, 2019.
5. The work of improvement completed is described as follows: Project No. str17005D, "Pavement Management Program - Pavement Preventive Maintenance Sectors B, C, D and E" (Bid No. 2019-03).
6. The name of the original contractor for such work of improvement is American Asphalt South.
7. The property on which said work of improvement is located on various streets throughout the City of Highland.

DATE: _____

Larry McCallon
Mayor, City of Highland

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the Mayor of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

Larry McCallon
Mayor, City of Highland



STAFF REPORT

TO THE CITY COUNCIL

DATE: April 28, 2020

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer *CZ*

PREPARED BY: Paul Toor, Program Manager/Project Manager *PT*

SUBJECT: Agreement with County of San Bernardino for Pavement Rehabilitation of Tippecanoe and other Roads (Project str20003)

RECOMMENDATION: It is recommended that the City Council approve:

1. Agreement with County of San Bernardino for Pavement Rehabilitation of Tippecanoe and other Roads (Project str20003).
2. Authorize the City Manager to execute the agreement.

FISCAL IMPACT: Funding sources for this Agreement consists of:

City of Highland	\$3,977,180
County of San Bernardino	1,477,310
CalRecycle Grant	<u>159,510</u>
	\$5,614,000

City of Highland's share of the project cost will come out of the City Measure I Local Pass-Through Funds that are primarily used for pavement management projects.

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 proposed Agreement covers 20 roadway segments of pavement rehabilitation within the jurisdictions of Highland (15) and County (5). The roadway segment list and project cost estimates are shown on Exhibits A and B, respectively in the Agreement.

Twelve of the fifteen roadway segments in Highland are for Sector E which is the last phase of the approved 5-year Pavement Management Program (PMP).

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

The segment for Boulder Avenue and Alabama Street are included with two separate federal grant projects. Therefore 14 of 15 projects have already been budgeted in the City's 5-year Capital Improvement Program. The segment for Tippecanoe Avenue will be done in fiscal year 2022-23 with Sector A in the 2nd Cycle 5-year PMP.

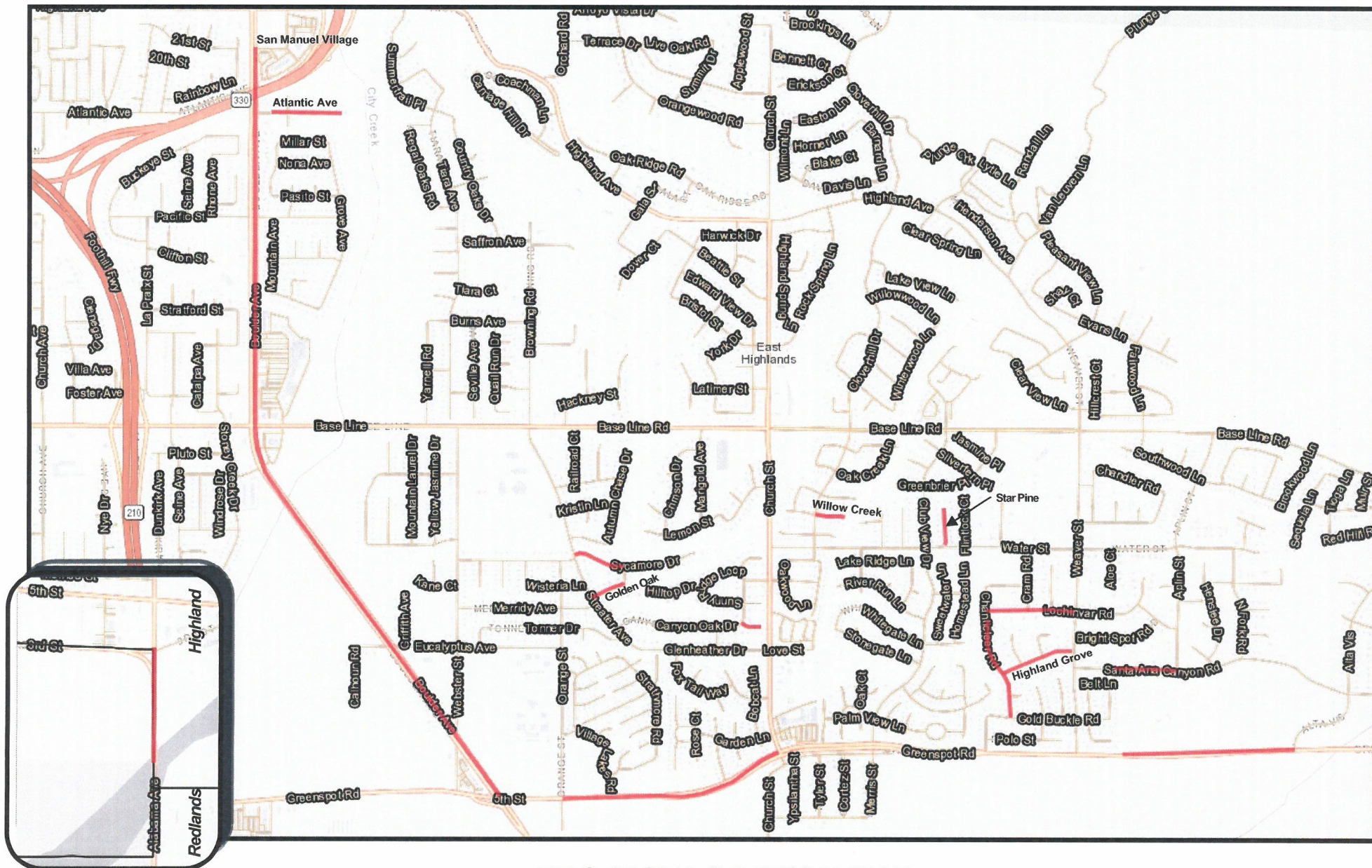
The City of Highland will be lead agency for this project. The Agreement has been prepared to formalize each agency's responsibility relative to implementation and project funding.

It should be noted that the County has also included pavement rehabilitation of four roadway segments entirely within their jurisdiction. These additional streets were included with this project for the following reasons:

- 1) 3 streets are located within the vicinity of Tippecanoe Avenue and County does not have other planned projects in this area.
- 2) In order for the County to take advantage of economy of scale with this joint project.

The Agreement is scheduled for approval by the County Board of Supervisors on May 19, 2020. Staff recommends approval of the Agreement by the Highland Council.

ATTACHMENT "A"



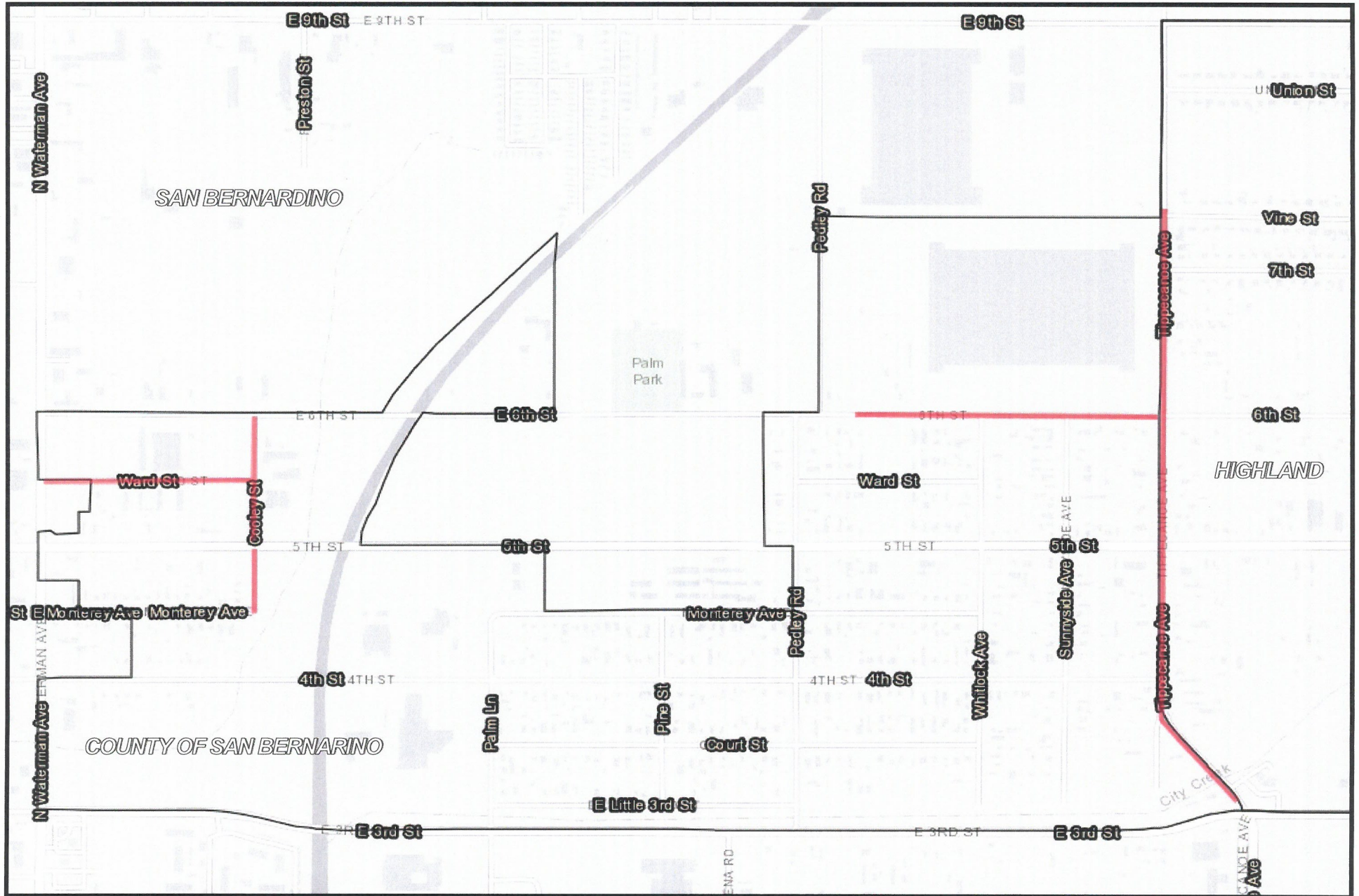
PROJECT LOCATION MAP

City of Highland Streets
str20003

LEGEND

- Pavement Rehabilitation
- City Boundary

ATTACHMENT "A"



LEGEND

-  Pavement Rehabilitation
-  Boundary Line

PROJECT LOCATION MAP

County of San Bernardino Streets
str20003



Contract Number

SAP Number

Public Works

Department Contract Representative	Sundaramoorthy (Sri) Srirajan, M.S., P.E., Engineering Manager – Transportation Planning Division
Telephone Number	(909) 387-8166
Project	Pavement Rehabilitation Tippecanoe and Other Roads
Contractor	City of Highland
Contractor Representative	
Telephone Number	
Contract Term	4/28/2020 – 6/30/2023
Original Contract Amount	\$1,516,000
Amendment Amount	
Total Contract Amount	\$1,516,000
Cost Center	6650002000/H15056

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the County of San Bernardino (COUNTY) and the City of Highland (CITY) (COUNTY and CITY are also each referred to herein as “Party” and collectively referred to herein as “Parties”) desire to cooperate and jointly participate in pavement rehabilitation on Tippecanoe Avenue and other roads as described in Exhibit “A”, which is attached hereto and incorporated herein by this reference (PROJECT); and

WHEREAS, the PROJECT is located in the unincorporated area of the COUNTY and the incorporated area of the CITY; and

WHEREAS, CITY has secured approval of a grant from the California Department of Resources Recycling and Recovery (CalRecycle) promoting the use of rubberized asphalt hot mix for pavement rehabilitation, hereafter CalRecycle grant, in the amount of \$190,000 that will benefit the City of San Bernardino, County of San Bernardino and City of Highland, to pay a portion of the Project costs;

WHEREAS, CalRecycle grant amounts will be used proportionately to reduce the Parties cost share for the Project;

WHEREAS, California Streets and Highways Code section 1710 authorizes COUNTY to contract with CITY for CITY's maintenance, construction or repair of COUNTY highways, the cost being paid by COUNTY; and

WHEREAS, COUNTY determines that it is necessary for the more efficient maintenance, construction, or repair of the COUNTY roads identified herein to contract with CITY for the PROJECT; and

WHEREAS, it is anticipated that the funding for the design and construction phase of the PROJECT will be from COUNTY's Senate Bill 1 Road Maintenance and Rehabilitation Account (RMRA) and CalRecycle grant funds and CITY Measure I, RMRA, Community Development Block Grant, General fund, and CalRecycle grant funds; and

WHEREAS, the total estimated cost for the PROJECT is \$5,614,000; and

WHEREAS, COUNTY's share of cost is estimated at \$1,516,000 and CITY's share of cost is estimated at \$4,098,000,000 as set forth in Exhibit "B", attached hereto and incorporated herein by this reference; and

WHEREAS, the above-described costs are proportioned based on work done in each Party's jurisdiction; and

WHEREAS, COUNTY and CITY desire to set forth responsibilities and obligations of each as they pertain to such participation and to the design, construction, and funding of the PROJECT.

1.0 CITY AGREES TO:

- 1.1 Act as the Lead Agency in the CalRecycle grant management, design, construction, construction engineering, inspection and California Environmental Quality Act (CEQA) compliance (Public Resources Code section 21000 et seq.) of the PROJECT. Right-of-way activities are not anticipated for the PROJECT and therefore are not part of this Agreement.
- 1.2 Provide plans and specifications and all necessary construction engineering for the PROJECT to COUNTY, for COUNTY's prior review and approval pursuant to paragraph 2.3, below.
- 1.3 Construct the PROJECT by contract in accordance with the plans and specifications of CITY, which have been reviewed and approved by COUNTY pursuant to paragraphs 1.2 and 2.3, to the satisfaction of and subject to concurrence of COUNTY.
- 1.4 Arrange for relocation of all utilities which interfere with construction of the PROJECT within the entire PROJECT limits, pursuant to paragraph 3.9 below.
- 1.5 Obtain a no-cost permit from COUNTY for work within the COUNTY's right-of-way, which permit approval shall not be unreasonably withheld, delayed or conditioned.
- 1.6 Advertise, award, administer, and initially fund the construction of the PROJECT, in accordance with the provisions of California Public Contract Code applicable to cities and require, as well as reasonably enforce, CITY's contractors to comply with all applicable laws and regulations, including Labor Code sections 1720 et seq. and 1770 et seq. that concern the payment of prevailing wages. CITY shall indemnify, defend (with counsel reasonably approved by COUNTY), and hold harmless COUNTY and its officers, employees, volunteers, and agents as provided in paragraphs 3.2 and 3.4, below.
- 1.7 CITY shall require all contractors and vendors working on the PROJECT to have appropriate and adequate insurance coverage for the mutual protection and benefit of the Parties. Except for Workers' Compensation, Errors and Omissions and Professional Liability policies, CITY shall require and ensure that all CITY contractors/subcontractors for the PROJECT shall have insurance policies that contain endorsements naming the COUNTY and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the COUNTY to vicarious liability but shall allow coverage for the COUNTY to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.
- 1.8 Reserved.

- 1.9 Provide adequate inspection of all items of work performed under the construction contract(s) with CITY's contractors or subcontractors for the PROJECT and maintain adequate records of inspection and materials testing for review by COUNTY. CITY shall provide copies of any records of inspection and materials testing to COUNTY within ten (10) business days of CITY's receipt of written demand from COUNTY for such records. This shall be included as a PROJECT cost.
- 1.10 The City Manager shall designate and provide a qualified representative who shall have the authority to discuss and resolve issues concerning the PROJECT with the COUNTY. The PROJECT Resident Engineer shall be a qualified Professional Engineer currently licensed in the State of California with relevant experience with similar project.
- 1.11 Be responsible for its proportionate share of the costs of the PROJECT. The full cost of the PROJECT shall include the cost of CalRecycle grant management, design, construction, construction engineering, inspection, and CEQA compliance for the PROJECT. CITY's proportionate share of cost for the PROJECT is estimated at \$4,098,000 (see Exhibit B). CITY shall be responsible for the sum of \$4,098,000 plus its share of any PROJECT cost increases pursuant to paragraphs 3.7, 3.9 and 3.11 below.
- 1.12 Upon CITY's and COUNTY's acceptance of the PROJECT, submit to the COUNTY an itemized accounting of actual PROJECT costs incurred by CITY and statement for COUNTY's proportionate share of PROJECT costs, as provided herein. Costs shall be amended following CITY and COUNTY acceptance of the final construction cost accounting. In no event shall COUNTY's proportionate share of cost of PROJECT exceed \$1,895,000 (which is COUNTY's estimated share of cost for PROJECT plus twenty-five percent) absent a written amendment to this Agreement approved pursuant to paragraph 3.16.
- 1.13 Include compliance with any applicable requirements of CEQA, as well as completing the required CEQA documentation.
- 1.14 Accept all payments from COUNTY via electronic funds transfer (EFT) directly deposited into the CITY's designated checking or other bank account. The CITY shall promptly comply with directions and accurately complete forms provided by COUNTY required to process EFT payments.

2.0 COUNTY AGREES TO:

- 2.1 Pay to the CITY its proportionate share of the cost of the PROJECT. The full cost of the PROJECT shall include the cost of PROJECT CalRecycle grant management, design, construction, construction engineering, inspection, and CEQA compliance. COUNTY's proportionate share of costs for the PROJECT is estimated at \$1,516,000 (see Exhibit B).
- 2.2 Pay to CITY, on a reimbursement basis, its proportionate share of PROJECT costs, including its jurisdictional share of any PROJECT cost increases pursuant to paragraphs 3.7, 3.9 and 3.11 below, within ninety (90) calendar days after receipt of an itemized statement as set forth in paragraph 1.11 of this Agreement, setting forth all actual PROJECT costs incurred by CITY, together with adequate documentation of said expenditures. In no event shall COUNTY's proportionate share of cost of PROJECT exceed \$1,895,000 (which is COUNTY's estimated share of cost for the PROJECT plus twenty-five percent) absent a written amendment to this Agreement approved pursuant to Paragraph 3.16.
- 2.3 Provide a no-cost permit to the CITY for its work in COUNTY's right-of-way, which permit approval shall not be unreasonably withheld, delayed or conditioned.
- 2.4 Review and approve the plans and specifications of the PROJECT pursuant to paragraph 2.3, above, which review and approval shall not be unreasonably withheld, delayed or conditioned.

3.0 IT IS MUTUALLY AGREED:

- 3.1 After CITY's and COUNTY's acceptance of completed PROJECT, the COUNTY shall be responsible for performing any maintenance for the PROJECT that is in the County Maintained Road System and within the COUNTY's jurisdictional territory that is not incorporated into the CITY and the CITY shall be responsible for performing any maintenance for the PROJECT that is in the CITY's incorporated area.
- 3.2 CITY agrees to indemnify, defend (with counsel approved by COUNTY) and hold harmless the COUNTY, its officers, employees, agents, and volunteers from any and all claims, actions, or

- losses, damages, and/or liability resulting from CITY's negligent acts or omissions that arise from CITY's performance of its obligations under this Agreement.
- 3.3 COUNTY agrees to indemnify and hold harmless the CITY, its officers, employees, agents, and volunteers from any and all claims, actions, or losses, damages, and/or liability resulting from COUNTY's negligent acts or omissions which arise from COUNTY's performance of its obligations under this Agreement.
- 3.4 In the event the CITY and/or the COUNTY is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under the Agreement, the CITY and/or COUNTY shall indemnify the other to the extent of its comparative fault.
- 3.5 In the event of litigation arising from this Agreement, each Party to the Agreement shall bear its own costs, including attorney(s) fees. This paragraph shall not apply to the costs or attorney(s) fees relative to paragraphs 3.2, 3.3 and 3.4.
- 3.6 CITY and COUNTY are authorized self-insured public entities for purposes of Professional Liability, Automobile Liability, General Liability, and Workers' Compensation and warrant that through their programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this Agreement.
- 3.7 The Parties acknowledge that final PROJECT costs may ultimately exceed current estimate of PROJECT costs. Any additional PROJECT costs resulting from increased bid prices, change orders, or arising from unforeseen site conditions, including Utility relocation (but not from requested additional work by the COUNTY or CITY, which is addressed in paragraph 3.8 below) over the estimated total of PROJECT cost of \$5,614,000 (which is the sum of \$4,098,000 ,000 from CITY and \$1,516,000 from COUNTY), shall be borne by each Party in proportion to where the work actually lies (based on jurisdiction), as part of the Parties' respective obligations to pay the cost for the PROJECT.
- 3.8 If either CITY or COUNTY requests additional work that is beyond the scope of the original PROJECT, and not considered by all parties to be a necessary part of the PROJECT, said work, if approved by all parties, will be paid solely by the agency requesting the work.
- 3.9 In the case where one of the Parties owns a utility that needs to be relocated for a PROJECT and that Party does not have prior rights for that utility, it will be the sole responsibility of that Party to relocate the utility at that Party's cost. This shall not be included as a PROJECT cost. In the case that a utility relocation is determined to be a PROJECT cost based on that utility having prior rights, the relocation of the utility will be included as a project cost for which the COUNTY and CITY will be responsible for funding within their jurisdictional boundaries.
- 3.10 CITY shall notify COUNTY of the bids received and the amounts thereof. Within ten (10) business days thereafter, CITY and COUNTY shall determine the cost of the PROJECT. In the event that either Party intends to cancel this Agreement based upon the bids or amount thereof, said Party shall notify the other Party prior to the awarding of a contract so as to avoid detrimental reliance by any Party, contractor or potential contractor.
- 3.11 If after opening bids for the PROJECT, it is found that a cost overrun of 25% or less of the estimated PROJECT costs will occur, CITY may award the contract.
- 3.12 If, upon opening of bids, it is found that a cost overrun exceeding 25% of the estimated PROJECT costs will occur, CITY shall not award any contracts for the PROJECT. Rather CITY and COUNTY shall endeavor to agree upon an alternative course of action, including re-bidding of the PROJECT. If, after thirty (30) calendar days, an alternative course of action is not mutually agreed upon in writing, this Agreement shall be deemed to be terminated by mutual consent.
- 3.13 In the event that change orders are required during the course of the PROJECT, said change orders must be in form and substance as set forth in attached Exhibit "C" of this Agreement and approved by both CITY and COUNTY. Contract change order forms will be delivered by fax and must be returned within fifteen (15) business days. The COUNTY shall not unreasonably withhold, delay or condition approval of change orders. If a COUNTY disapproved or modified change order is later found to be a cost of the PROJECT, then the COUNTY shall be responsible for any costs, awards, judgments or settlements associated with the disapproval or modified change order. For COUNTY, contract change orders (Exhibit C) must be approved by COUNTY in accordance with paragraph 2.3, above.

- 3.14 This Agreement may be cancelled upon thirty (30) calendar days advance written notice of either Party, provided however, that neither Party may cancel this Agreement after CITY awards a contract to construct the PROJECT. In the event of cancellation as provided herein, including termination pursuant to paragraph 3.10 or 3.12 above, all PROJECT costs required to be paid by the Parties prior to the effective date of cancellation shall be paid by the Parties in the same proportion to their contribution for the PROJECT. The Parties recognize and agree that the provisions governing utility relocation and construction are dependent upon the Parties first satisfying CEQA. As provided in this paragraph, the Agreement may be cancelled with or without cause, before, during or after CEQA review/approval.
- 3.15 Except as provided in Paragraph 3.14, and except for the Parties' operation, maintenance and indemnification obligations contained herein (which shall survive Agreement termination), this Agreement shall terminate upon completion of the PROJECT and payment of final billing by the COUNTY for its proportional share of the PROJECT costs.
- 3.16 This Agreement contains the entire agreement of the Parties with respect to subject matter hereof, and supersedes all prior negotiations, understandings, or agreements. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
- 3.17 This Agreement shall be governed by the laws of the State of California. Any action or proceeding between CITY and COUNTY concerning the interpretation or enforcement of this Agreement, or which arises out of or is in any way connected with this Agreement or the PROJECT, shall be instituted and tried in the appropriate state court, located in the County of San Bernardino, California.
- 3.18 Time is of the essence for each and every provision of this Agreement.
- 3.19 Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for any or against any party. Any term referencing business days shall be deemed COUNTY business days. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 3.20 No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
- 3.21 If a court of competent jurisdiction declares any portion of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions shall continue in full force and effect, unless the purpose of this agreement is frustrated.
- 3.22 This Agreement may be signed in counterparts, each of which shall constitute an original.
- 3.23 This Agreement will be effective on the date it is signed by both Parties and shall conclude upon satisfaction of the terms identified in paragraph 3.15 or June 30, 2023 (whichever occurs first).
- 3.24 The Recitals are incorporated into the body of this Agreement.

THIS AGREEMENT shall inure to the benefit of and be binding upon the successors and assigns of both Parties.

IN WITNESS WHEREOF, the Parties to these presents have hereunto set their hands.

COUNTY OF SAN BERNARDINO

▶
Curt Hagman, Chairman, Board of Supervisors

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

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

By _____
Deputy

CITY OF HIGHLAND

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

By _____
(Authorized signature - sign in blue ink)

Name Joseph A. Hughes
(Print or type name of person signing contract)

Title City Manager
(Print or Type)

Dated: _____

Address 27215 Base Line Street
Highland, CA 92346

FOR COUNTY USE ONLY

Approved as to Legal Form
▶
Suzanne Bryant, Deputy County Counsel
Date _____

Reviewed for Contract Compliance
▶
Andy Silao, P.E.
Date _____

Reviewed/Approved by Department
▶
Brendon Biggs, Interim Director
Date _____

EXHIBIT A**ROAD REHABILITATION LIST (County)**

Road Number	Road Name	Limits
867950010	WARD STREET	WATERMAN AVE E/COOLEY STREET
254100010	COOLEY STREET	MONTEREY AVE N/FIFTH STREET
254100020	COOLEY STREET	FIFTH STREET N/SIXTH STREET
758250016	SIXTH STREET	0.03M W,PEDLEY RD E/TIPPECANOE AVENUE
818750040	TIPPECANOE AVENUE	THIRD STREET N/VINE STREET

ROAD REHABILITATION LIST (City)

Road Number	Road Name	Limits
1	Atlantic Avenue	255' East of Boulder Ave to East End
2	Alabama Street (east half)	3rd Street to South City Limit
3	Tippecanoe Avenue (east half)	3rd Street to Vine Street
4	Chanticleer Road	Gold Buckle Road to 1567' n/o Gold Buckle Road
5	Santa Ana Canyon Road	585' e/o Weaver Street to Aplin Street
6	Golden Oak Lane	Streater Street to Autumn Chase Drive
7	Sycamore Drive	Streater Street to Autumn Chase Drive
8	Highland Grove Lane	Chanticleer Road to Weaver Street
9	Lochnivar Court	Chanticleer Road to Weaver Street
10	Starpine Circle	Water Street to North End
11	Willow Creek Lane	West End to Clover Hill Road
12	Willow Oak Lane	Canyon Oak Drive to East End
13	Greenspot Road	Orange Street to Church Street
14	Greenspot Road	630' e/o Weaver Street to Alta Vista
15	Boulder Avenue	San Manuel Village Entrance to Greenspot Road

EXHIBIT B

ESTIMATE OF PROJECT COSTS AND
ESTIMATED CALRECYCLE REIMBURSEMENT
FOR COUNTY OF SAN BERNARDINO/CITY OF HIGHLAND
PAVEMENT REHABILITATION
IN THE HIGHLAND/SAN BERNARDINO AREA

DESCRIPTION	AMOUNT	COUNTY OF SAN BERNARDINO SHARE	CITY OF HIGHLAND SHARE
Construction	\$4,678,053	\$1,263,000	\$3,415,053
All Other Costs Such as Preliminary Engineering, Design, Environmental Clearance, Construction Engineering and Project Management etc..	\$935,947	\$253,000	682,947
TOTAL	\$5,614,000	\$1,516,000	\$4,098,000
CalRecycle Reimbursement	-\$159,510	-\$38,690	-\$120,820
NET TOTAL COST AFTER CalRecycle REIMBURSEMENT	\$5,454,490	\$1,477,310	\$3,977,180

EXHIBIT C

**CONTRACT CHANGE ORDER REVIEW/APPROVAL
PROJECT: TIPPECANOE AVENUE AND OTHER ROADS
CITY OF HIGHLAND CONTRACT #
File: XXXXX**

Proposed Contract Change Order No. _____ has been reviewed in accordance with the existing agreements with the City of Highland and County of San Bernardino for the above project and the following shall apply:

DATE OF CITY OF HIGHLAND ACTION: ____/____/____

☐ APPROVED for Implementation with 100% Participation by COUNTY OF SAN BERNARDINO

☐ APPROVED Subject to Comments/Revisions Accompanying This Document

☐ APPROVED With Limited Funding Participation by COUNTY OF SAN BERNARDINO

☐ _____% of Actual Cost to be Funded by COUNTY OF SAN BERNARDINO

☐ COUNTY OF SAN BERNARDINO Participation Not to Exceed \$ _____

☐ DISAPPROVED -Not Acceptable to COUNTY OF SAN BERNARDINO

Note: Approval under any of the above conditions shall in no case be construed as agreement to increase the total financial participation beyond that prescribed in the existing CITY OF HIGHLAND and COUNTY agreement without a separate amendment to said agreement. Net increases in costs deriving from this and previously approved Contract Change Orders shall not cause the total construction costs to exceed the sum of the authorized contract total and contingency amounts.

Comments, as follows and/or attached, are conditions of the above action? ☐ YES ☐ NO

SIGNED: _____

TITLE: _____

Distribution:

Signed Original Returned to CITY OF HIGHLAND

Signed Original for COUNTY OF SAN BERNARDINO File



STAFF REPORT

TO THE CITY COUNCIL

DATE: April 28, 2020

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer *CZ*

PREPARED BY: Matt Bennett, Engineering Project Manager

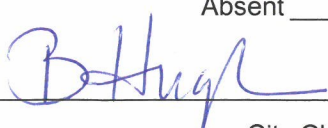
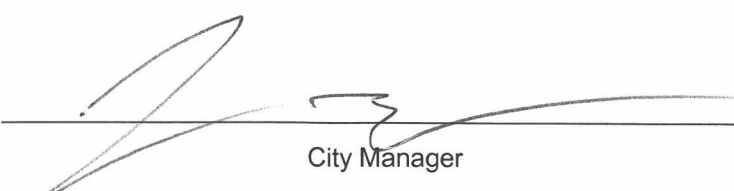
SUBJECT: Development Impact Fee Reimbursement/ Water Street Land, LLC (Tr. 18935 southeast corner of Water Street and Aplin Street)

RECOMMENDATION: It is recommended that the City Council approve Development Impact Fee reimbursement to Water Street Land, LLC in the amount of \$68,361.88.

FISCAL IMPACT: Reimbursement of City DIF revenue is offset by construction of street improvements in conjunction with Tr. 18935 by Water Street Land, LLC residential development.

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

BACKGROUND: Under TTM 14-001, Tr. 18935 as approved by the Planning Commission on June 16, 2015, the Engineering Conditions of Approval required the construction of the Tr. 18935 Santa Ana Canyon Road project frontage roadway improvements. The developer, Water Street Land, LLC, widened Santa Ana Canyon Road, which is identified as a DIF eligible Street Project by Development Impact Fees Ordinance No. 151, to a local street width of 36-feet curb to curb. This local street width constructed between North Fork Road and Aplin Street has been determined to be the ultimate width of roadway along the project frontage and therefore the improvements on the south side of Santa Ana Canyon Road are DIF eligible for reimbursement of related construction, engineering, and contract administration costs for the curb and gutter, one lane width of asphalt paving, and drainage improvements. In March of 2020 the City received the final and complete submittal of the developer's cost records pertaining to the DIF eligible street and drainage improvements for such street widening work on the south side of Santa Ana Canyon Road. This DIF reimbursement request, dated April 8, 2020 has been reviewed

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

according to the Development Impact Fee Credit Policy and it was determined the maximum reimbursement amount is \$68,361.88.

Prior to occupancy of each single family residence, Water Street Land, LLC, the developer paid \$284,044.69 in total the Development Impact Fees (DIF) under the DIF Park Land Acquisition & Park Facilities Development category. The DIF reimbursement amount of \$68,361.88 is to be paid from the DIF Park Land Acquisition & Park Facilities Development category as Aurantia Park fronts this portion of Santa Ana Canyon Road and the improvements along the south side complete the Park's frontage improvements along its northern boundary of Aurantia Park.

Pursuant to the City's DIF Credit Policy, the developer's cost to widen the south side of Santa Ana Canyon Road, including construction of curb and gutter, one lane width of asphalt paving, and drainage improvements, is eligible for DIF reimbursement. Since the cost of \$68,361.88, to widen the south side of Santa Ana Canyon Road, is less than \$284,044.69 of DIF the developer has paid under the DIF Park Land Acquisition & Park Facilities Development category, the entire requested amount of \$68,361.88 is eligible for reimbursement.

VICINITY MAP

SAN BERNARDINO
NATIONAL FOREST

92346

TR. 18935

East
Highlands

City of
HIGHLAND

92346

CITY OF
REDLANDS

395
15
66
138
15
66
215
210
66
10
115

TO LAS VEGAS
225 mi. - 3 hr. 40 min.

SILVERWOOD LAKE
33 mi.
50 min.

DEVORE CRE

TO LOS ANGELES
65 mi. - 1 hr. 15 min.

TO SAN DIEGO
115 mi. - 2 hr.

1 inch = 0.426

0 0.25

MICHIGAN AVE

1ST ST

ORANGE ST
N ORANGE ST

CHURCH ST

5TH ST

10TH ST

16TH ST

19TH ST

22ND ST

25TH ST

28TH ST

31ST ST

34TH ST

37TH ST

40TH ST

43RD ST

46TH ST

49TH ST

52ND ST

55TH ST

58TH ST

61ST ST

64TH ST

67TH ST

70TH ST

73RD ST

76TH ST

79TH ST

82ND ST

85TH ST

88TH ST

91ST ST

94TH ST

97TH ST

100TH ST

103RD ST

106TH ST

109TH ST

112TH ST

115TH ST

118TH ST

121ST ST

124TH ST

127TH ST

130TH ST

133RD ST

136TH ST

139TH ST

142ND ST

145TH ST

148TH ST

151ST ST

154TH ST

157TH ST

160TH ST

163RD ST

166TH ST

169TH ST

172ND ST

175TH ST

178TH ST

181ST ST

184TH ST

187TH ST

190TH ST

193RD ST

196TH ST

199TH ST

202ND ST

205TH ST

208TH ST

211ST ST

214TH ST

217TH ST

220ND ST

223TH ST

226TH ST

229ST ST

232TH ST

235TH ST

238TH ST

241ST ST

244TH ST

247TH ST

250ND ST

253TH ST

256TH ST

259ST ST

262TH ST

265TH ST

268TH ST

271ST ST

274TH ST

277TH ST

280ND ST

283TH ST

286TH ST

289ST ST

292TH ST

295TH ST

298TH ST

301ST ST

304TH ST

307TH ST

310ND ST

313TH ST

316TH ST

319ST ST

322TH ST

325TH ST

328TH ST

331ST ST

334TH ST

337TH ST

340ND ST

343TH ST

346TH ST

349ST ST

352TH ST

355TH ST

358TH ST

361ST ST

364TH ST

367TH ST

370ND ST

373TH ST

376TH ST

379ST ST

382TH ST

385TH ST

388TH ST

391ST ST

394TH ST

397TH ST

400ND ST

403TH ST

406TH ST

409ST ST

412TH ST

415TH ST

418TH ST

421ST ST

424TH ST

427TH ST

430ND ST

433TH ST

436TH ST

439ST ST

442TH ST

445TH ST

448TH ST

451ST ST

454TH ST

457TH ST

460ND ST

463TH ST

466TH ST

469ST ST

472TH ST

475TH ST

478TH ST

481ST ST

484TH ST

487TH ST

490ND ST

493TH ST

496TH ST

499ST ST

502TH ST

505TH ST

508TH ST

511ST ST

514TH ST

517TH ST

520ND ST

523TH ST

526TH ST

529ST ST

532TH ST

535TH ST

538TH ST

541ST ST

544TH ST

547TH ST

550ND ST

553TH ST

556TH ST

559ST ST

562TH ST

565TH ST

568TH ST

571ST ST

574TH ST

577TH ST

580ND ST

583TH ST

586TH ST

589ST ST

592TH ST

595TH ST

598TH ST

601ST ST

604TH ST

607TH ST

610ND ST

613TH ST

616TH ST

619ST ST

622TH ST

625TH ST

628TH ST

631ST ST

634TH ST

637TH ST

640ND ST

643TH ST

646TH ST

649ST ST

652TH ST

655TH ST

658TH ST

661ST ST

664TH ST

667TH ST

670ND ST

673TH ST

676TH ST

679ST ST

682TH ST

685TH ST

688TH ST

691ST ST

694TH ST

697TH ST

700ND ST

703TH ST

706TH ST

709ST ST

712TH ST

715TH ST

718TH ST

721ST ST

724TH ST

727TH ST

730ND ST

733TH ST

736TH ST

739ST ST

742TH ST

745TH ST

748TH ST

751ST ST

754TH ST

757TH ST

760ND ST

763TH ST

766TH ST

769ST ST

772TH ST

775TH ST

778TH ST

781ST ST

784TH ST

787TH ST

790ND ST

793TH ST

796TH ST

799ST ST

802TH ST

805TH ST

808TH ST

811ST ST

814TH ST

817TH ST

820ND ST

823TH ST

826TH ST

829ST ST

832TH ST

835TH ST

838TH ST

841ST ST

844TH ST

847TH ST

850ND ST

853TH ST

856TH ST

859ST ST

862TH ST

865TH ST

868TH ST

871ST ST

874TH ST

877TH ST

880ND ST

883TH ST

886TH ST

889ST ST

892TH ST

895TH ST

898TH ST

901ST ST

904TH ST

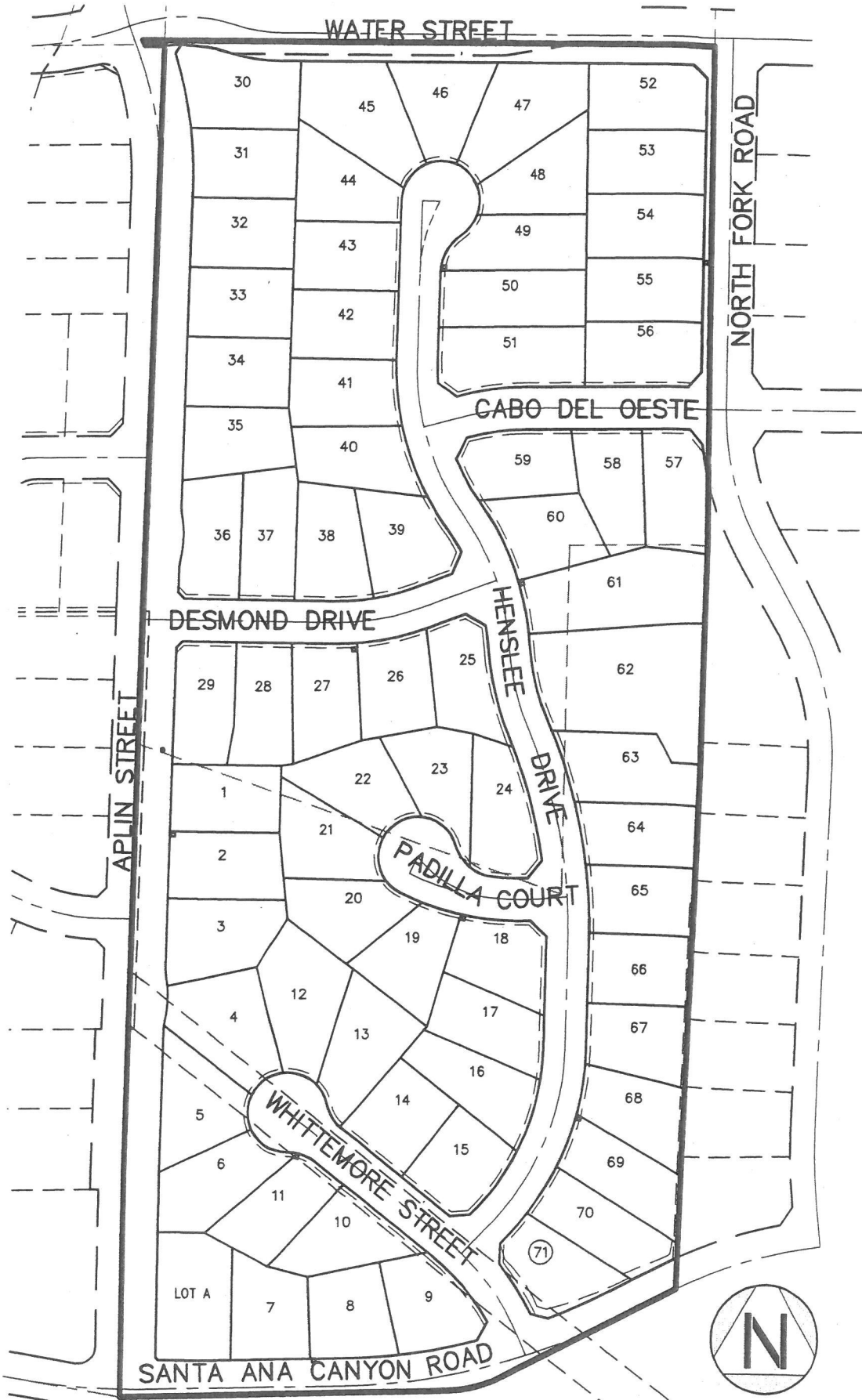
907TH ST

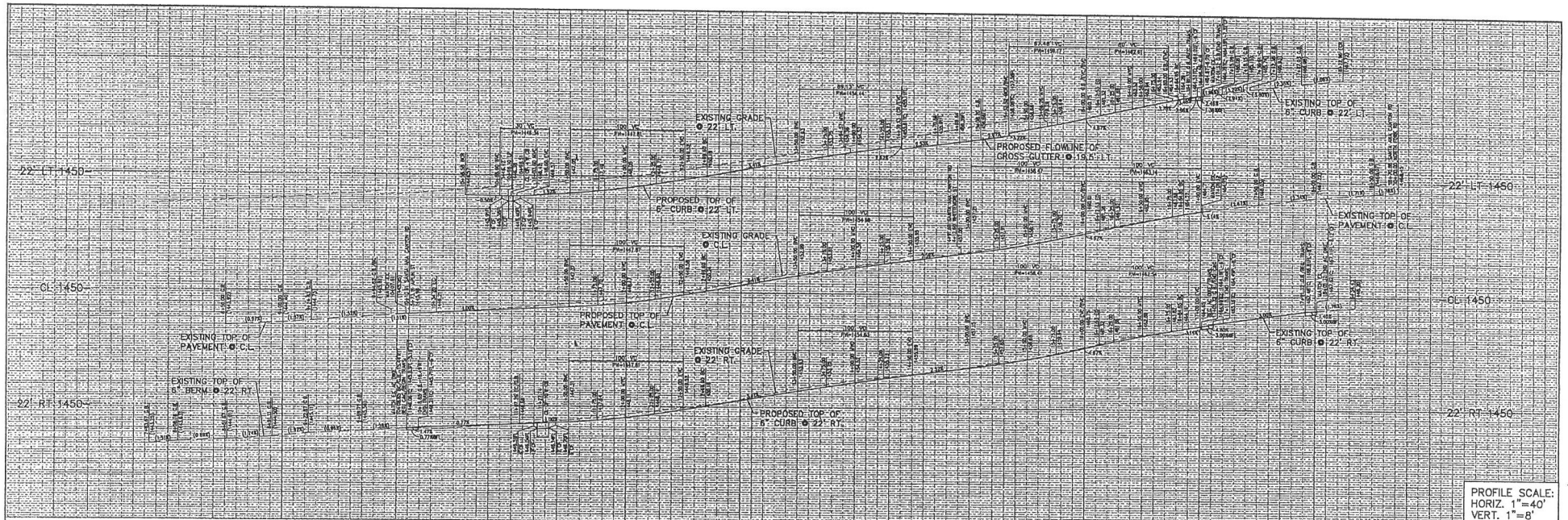
910ND ST

913TH ST

91

TRACT 18935



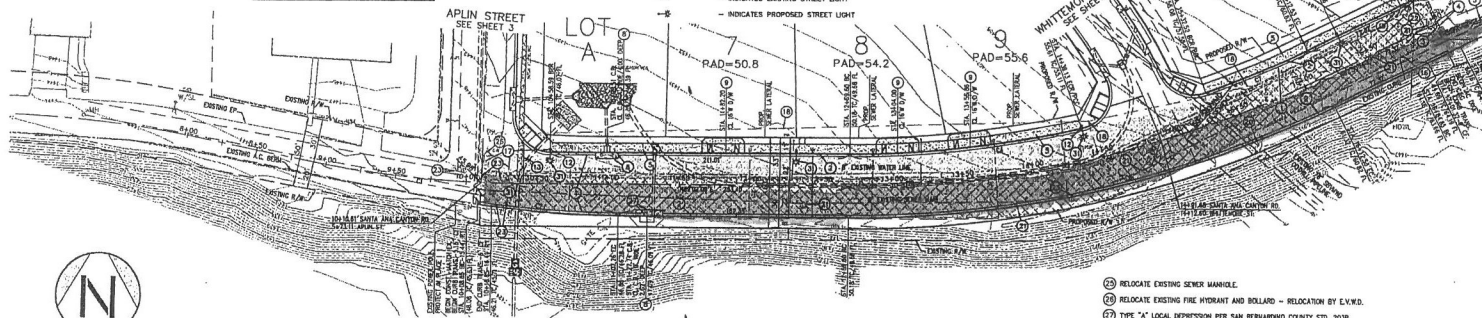


PROFILE SCALE:
HORIZ. 1"=40'
VERT. 1"=8'

CURVE	LENGTH	RADIUS	DELTA	TANGENT
CL	137.87	200.00	114.54	68.14
CR	89.37	200.00	87.40	48.73
CL	164.57	200.00	127.07	82.64
CR	342.94	200.00	261.14	174.57
CR	343.00	200.00	261.14	174.64
CR	77.87	200.00	63.43	36.87
CR	127.07	200.00	114.54	68.14
CR	165.04	200.00	127.07	82.64

LEGEND:

- INDICATES STREET CENTERLINE
- INDICATES CURB LINE
- INDICATES PROPERTY LINE
- - - INDICATES EXISTING R/W
- TC — INDICATES TOP OF CURB
- FL — INDICATES FLOW LINE
- FS — INDICATES FINISH SURFACE
- INDICATES EXISTING STREET LIGHT
- - - INDICATES PROPOSED STREET LIGHT
- INDICATES LIMITS OF NEW A.C. PAVEMENT
- INDICATES EXISTING PAVING TO BE REMOVED
- INDICATES LIMITS OF PAVEMENT GRIND AND OVERLAY
- INDICATES PROPOSED CONCRETE SURFACE



STREET CONSTRUCTION NOTES:

1. CONSTRUCT A.C. PAVEMENT OVER CL 8 BASE. SOLS ENGINEER TO PROVIDE FINAL PAVEMENT SECTION TO CITY FOR APPROVAL.
2. CONSTRUCT 8" CURB AND GUTTER PER SAN BERNARDINO CO. STD. 118.
3. SAWCUT AND REMOVE EXISTING A.C. PAVEMENT.
4. RECONSTRUCT 4" THICK TYPE C CONCRETE SIDEWALK PER SAN BERNARDINO COUNTY STD. 109.
5. TYPE "B" LOCAL DEPRESSION PER SAN BERNARDINO COUNTY STD. 203B.
6. CATCH BASIN PER SAN BERNARDINO COUNTY STD. 206 & 208A - APPLY STENCIL "DRAINS TO DRAIN" PER WMP.
7. CONSTRUCT CONCRETE RETENTION WALL APPROACH WITH SIDEWALK PER CITY STANDARDS.
8. INSTALL STREET NAME SIGN PER CITY STANDARDS.
9. INSTALL 8" STOP SIGN AND 12" WIDE LIMIT LINE PER M.U.T.C.D. 2012 CA SUPP., FIG. 30-20(CA).
10. REMOVE EXISTING A.C. DKE.
11. RELOCATE EXISTING SIGN.
12. REMOVE EXISTING POWER POLE AND GUY WIRE - REMOVAL BY S.C.E.
13. RELOCATE EXISTING WATER METER PER WATER PLANS - RELOCATION BY E.W.M.D.
14. RELOCATE EXISTING WATER VAULT/STRUCTURE - RELOCATION BY E.W.M.D.
15. ADJUST SEWER MANHOLE TO GRADE.
16. CONSTRUCT CURB OUTLET STRUCTURE PER SAN BERNARDINO COUNTY STD. 210. (NOTH PER PLAN)
17. ADJUST WATER VALVE TO GRADE.
18. RELOCATE EXISTING WATERLINE MARKER PER WATER PLANS - RELOCATION BY E.W.M.D.



SCALE: 1"=40'



NOTE:
RELOCATE AND OR RELOCATE ANY
CONFLICTING FENCING, UTILITIES,
CONCRETE CHANNELS AND
STRUCTURES PER GRADING AND
UTILITY PLANS.

SANTA ANA CANYON ROAD

"CONSTRUCT ROADWAY PER TYPICAL SECTION ON SHEET 2"

PLAN PREPARED UNDER THE SUPERVISION OF:

SEAL:



SITETECH INC.

39246 POTATO CANYON RD., OAK GLEN, CALIFORNIA 92389
PH: (909) 864-0160, FAX: (909) 864-0550

BENCH MARK:

MONUMENT: 1-1/2" BRASS CAP IN SOUTH
END OF CONCRETE CATCH BASIN, 78' NORTH
OF CENTERLINE OF GREENSPOT ROAD AND
32.5' EAST OF CENTERLINE OF CHURCH ST.
ELEVATION = 1327.363

REVISIONS

CITY OF HIGHLAND

DRAWN: B.A.M. DESIGNED: J.B.M. CHECKED: B.K.M.
RECOMMENDED BY:
APPROVED BY:
DATE: 7-11-14
DATE: 7-11-14

STREET IMPROVEMENT PLANS

TRACT 18935
APN 1210-371-03 & APN 1210-371-37
SANTA ANA CANYON DRIVE
HIGHLAND, CA. 92348

W.O.

SCALE:

FILE NO.

15-90

SHEET

5 of 19

Water Street Land, LLC

April 8, 2020

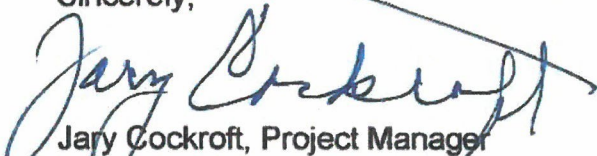
Mr. Matt Bennett, Project Manager
City of Highland
27215 Base Line
Highland, CA 92346

RE: Final Billing for the Improvements to the South Side of Santa Ana Canyon Road
Adjacent to the Tract 18935 Frontage

Dear Mr. Bennett:

This invoice in the amount of \$68,361.88 is being submitted to the City of Highland for payment by Water Street Land, LLC for improvements made to the southside of Santa Ana Canyon Road adjacent to Tract 18935. All improvements have been completed and accepted by the City. Please contact me if you have any questions or need any additional information.

Sincerely,



Jary Cockroft, Project Manager
Diversified Pacific Communities, LLC
Water Street Land, LLC
Cayman Construction, Inc.

City of Highland

Invoice Summary

Project No.: _____

By: Jary Cockroft

Project Description: **Southside of Santa Ana Canyon Road @Tract 18935**[illegible]

	\$62,147.17
	\$0.00
TOTAL DIRECT COSTS:	\$62,147.17
10% ADMINISTRATION & CONSTRUCTION	\$6,214.71
TOTAL COSTS:	\$68,361.88

TOTAL DIRECT COSTS:	\$62,147.17
10% ADMINISTRATION & CONSTRUCTION	\$6,214.71
TOTAL COSTS:	\$68,361.88

10% ADMINISTRATION & CONSTRUCTION	\$6,214.71
TOTAL COSTS:	\$68,361.88

TOTAL COSTS: \$68,361.88

Approved By: _____

City of Highland

Itemized Costs for Reimbursement
Grading & Demolition

Date: 4/8/2020
Project No.: _____
By: Jary Cockcroft

Project Description: Southside of Santa Ana Canyon Road @Tract 18935

Item	Description	Qty	Unit	Unit Price	Cost	Check Number	Notes
1	Remove Abandoned Pipe	1	LS	\$1,025.00	\$1,025.00		See Larry Jacinto Const. CO #53, WSL40110
2	Remove Rock in Subgrade	1	LS	\$460.00	\$460.00		See Larry Jacinto Const. CO #34, Contract 40110
3	Remake Grade	1	LS	\$2,333.00	\$2,333.00		See Larry Jacinto Const. CO #25, WSL 40110 (price includes raising water cans)
4					\$0.00		
5					\$0.00		
6					\$0.00		
7					\$0.00		
8					\$0.00		
9					\$0.00		
10					\$0.00		
11					\$0.00		
12					\$0.00		
13					\$0.00		
14					\$0.00		
15					\$0.00		
16					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		

SUBTOTAL:	\$3,818.00
10% CONTINGENCIES:	\$0.00
TOTAL DIRECT COSTS:	\$3,818.00
25% INFLATION ADJUSTMENT	\$0.00
10% ADMINISTRATION AND INSPECTION	\$381.80
TOTAL COSTS	\$4,199.80
(100%) FAITHFUL PERFORMANCE BOND	\$0
(50%) LABOR AND MATERIAL BOND	\$0
(25%) WARRANTY BOND	\$0

Approved By: _____

Date: _____

City of Highland

Itemized Costs for Reimbursement **Street Improvements**

Date: _____
Project No.: _____
By: _____

4/8/2020

Jary Cockcroft

Project Description: Southside of Santa Ana Canyon Road @Tract 18935

[illegible]

SUBTOTAL:	\$49,962.17
10% CONTINGENCIES:	\$0.00
TOTAL DIRECT COSTS:	\$49,962.17
25% INFLATION ADJUSTMENT	\$0.00
10% ADMINISTRATION AND INSPECTION	\$4,996.22
TOTAL COSTS:	\$54,958.39
(100%) FAITHFUL PERFORMANCE BOND	\$0
(50%) LABOR AND MATERIAL BOND	\$0
(25%) WARRANTY BOND	\$0

Approved By: _____

Date: _____

City of Highland

Itemized Costs for Reimbursement **Storm Drain Improvements**

Date:
Project No.:
By:

4/8/2020

Jary Cockroft

Project Description: Southside of Santa Ana Canyon Road @Tract 18935

Item	Description	Qty	Unit	Unit Price	Cost	Check Number	Notes
1	10' Catch Basin	1	EA	\$4,005.00	\$4,005.00		BT Pipeline Contract WSL40505
2	LD on 10' Catch Basin	1	EA	\$1,192.00	\$1,192.00		BT Pipeline Contract WSL40505
3	Stencil Catch Basin	1	EA	\$180.00	\$180.00		BT Pipeline Contract WSL40505
4	Traffic Control Santa Ana Canyon Road	1	LS	\$1,300.00	\$1,300.00		BT Pipeline Contract WSL40505
5	Adjust Storm Drain Manhole to Grade	1	EA	\$400.00	\$400.00		BT Pipeline Contract WSL40505
6				\$0.00	\$0.00		
7				\$0.00	\$0.00		
8				\$0.00	\$0.00		
9				\$0.00	\$0.00		
10				\$0.00	\$0.00		
11				\$0.00	\$0.00		
12				\$0.00	\$0.00		
13				\$0.00	\$0.00		
14				\$0.00	\$0.00		
15				\$0.00	\$0.00		
16				\$0.00	\$0.00		

	SUBTOTAL:	\$7,077.00
	10% CONTINGENCIES:	\$0.00
	TOTAL DIRECT COSTS;	\$7,077.00
	25% INFLATION ADJUSTMENT	\$0.00
	10% ADMINISTRATION AND INSPECTION	\$707.70
	TOTAL COSTS;	\$7,784.70
(100%) FAITHFUL PERFORMANCE BOND		\$0
(50%) LABOR AND MATERIAL BOND		\$0
(25%) WARRANTY BOND		\$0

Approved By: _____

Date: _____

City of Highland

Itemized Costs for Reimbursement Water Improvements

Date:
Project No.:
By:

4/8/2020

Jary Cockroft

Project Description: **Southside of Santa Ana Canyon Road @Tract 18935**

Item	Description	Qty	Unit	Unit Price	Cost	Check Number	Notes
1	Adjust Water Boxes	1	LS	\$400.00	\$400.00		See Larry Jacinto Const. PO #017118
2				\$0.00	\$0.00		
3				\$0.00	\$0.00		
4				\$0.00	\$0.00		
5				\$0.00	\$0.00		
6				\$0.00	\$0.00		
7				\$0.00	\$0.00		
8				\$0.00	\$0.00		
9				\$0.00	\$0.00		
10				\$0.00	\$0.00		
11				\$0.00	\$0.00		
12				\$0.00	\$0.00		
13				\$0.00	\$0.00		
14				\$0.00	\$0.00		
15				\$0.00	\$0.00		
16				\$0.00	\$0.00		
17				\$0.00	\$0.00		
18				\$0.00	\$0.00		
19				\$0.00	\$0.00		
20				\$0.00	\$0.00		
21				\$0.00	\$0.00		
22				\$0.00	\$0.00		
23				\$0.00	\$0.00		
24				\$0.00	\$0.00		
25				\$0.00	\$0.00		
26				\$0.00	\$0.00		
27				\$0.00	\$0.00		

SUBTOTAL: \$400.00
 10% CONTINGENCIES: \$0.00
TOTAL DIRECT COST: \$400.00
 25% INFLATION ADJUSTMENT \$0.00
 10% ADMINISTRATION AND INSPECTION \$40.00
TOTAL COST \$440.00
 (100%) FAITHFUL PERFORMANCE BOND \$0
 (50%) LABOR AND MATERIAL BOND \$0
 (25%) WARRANTY BOND \$0

Approved By: _____

Date: _____

City of Highland

Itemized Costs for Reimbursement
Sewer Improvements

Date: 4/8/2020
Project No.:
By: Jary Cockroft

Project Description: Southside of Santa Ana Canyon Road @Tract 18935

Item	Description	Qty	Unit	Unit Price	Cost	Check Number	Notes
1	Excavate Existing Manhole to Rotate Shaft	1	LS	\$890.00	\$890.00		See Rekceb Industries Contract WSL50109P2A, Invoice #470700786
2				\$0.00	\$0.00		
3				\$0.00	\$0.00		
4				\$0.00	\$0.00		
5				\$0.00	\$0.00		
6				\$0.00	\$0.00		
7				\$0.00	\$0.00		
8				\$0.00	\$0.00		
9				\$0.00	\$0.00		
10				\$0.00	\$0.00		
11				\$0.00	\$0.00		
12				\$0.00	\$0.00		
13				\$0.00	\$0.00		
14				\$0.00	\$0.00		
15				\$0.00	\$0.00		
16				\$0.00	\$0.00		
17				\$0.00	\$0.00		

	SUBTOTAL:	\$890.00
	10% CONTINGENCIES:	\$0.00
	TOTAL DIRECT COSTS:	\$890.00
	25% INFLATION ADJUSTMENT	\$0.00
	10% ADMINISTRATION AND INSPECTION	\$89.00
	TOTAL COSTS:	\$979.00
(100%) FAITHFUL PERFORMANCE BOND		\$0
(50%) LABOR AND MATERIAL BOND		\$0
(25%) WARRANTY BOND		\$0

Approved By: _____

Date: _____



STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: April 28, 2020

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer *CZ*

PREPARED BY: David Kinzle, Project Manager

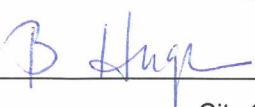
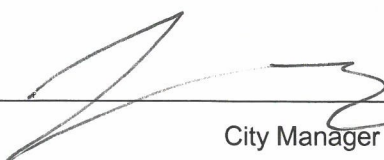
SUBJECT: Agreement between the City of Highland, City of San Bernardino and County of San Bernardino for Grant Application to the Active Transportation Program (ATP), Cycle 5, to fund development of the Highland/San Bernardino Bi-City Bikeway and Walkway Connector

RECOMMENDATION: It is recommended that the City Council:

1. Approve Agreement between the City of Highland, City of San Bernardino and County of San Bernardino for Grant Application to the Active Transportation Program (ATP), Cycle 5, to fund development of the Highland/San Bernardino Bi-City Bikeway and Walkway Connector, and;
2. Authorize the City Manager to sign the Agreement and approve amendments up to 10% of the estimated grant application cost.

FISCAL IMPACT: The total estimated grant application preparation cost for the Highland/San Bernardino Bi-City Bikeway and Walkway Connector ATP Grant is \$50,000. Funding sources include:

• City of Highland	\$22,500	(45%)
• City of San Bernardino	\$23,000	(46%)
• County of San Bernardino	\$4,500	(9%)
Total	\$50,000	(100%)

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

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 proposed Highland/San Bernardino Bi-City Bikeway and Walkway Connector involves design and construction of approximately 13-miles of active transportation improvements in the cities of Highland and San Bernardino and the County of San Bernardino, connecting Highland's Town Center and Historic District and California State University at San Bernardino, and improve parking in Highland's Historic District, and include pavement rehabilitation, bikeway, sidewalk, and pedestrian improvements and amenities on the following streets listed by jurisdiction:

In the City of Highland:

- Palm Avenue (Base Line to Atlantic Avenue)
- Pacific Street (Del Rosa Drive to Boulder Avenue)
- Del Rosa Drive (3rd Street to Pacific Street)

In the City of San Bernardino:

- Palm Avenue (Base Line to Piedmont Drive)
- Pacific Street (Perris Hill Park Road to Boulder Avenue)
- Perris Hill Park Road (Pacific Street to 21st Street)
- 21st Street (Valencia Avenue to Perris Hill Park Road)
- Valencia Avenue (21st Street to Parkdale Drive)
- Parkdale Drive (Valencia Avenue to Mountain View Drive)
- Mountain View Drive/Electric Avenue (Parkdale Drive to Northpark Blvd.)
- Northpark Blvd (Electric Avenue to University Parkway/CSUSB entrance)
- 40th Street (Kendall Drive to Sierra Way)

In the County of San Bernardino:

- Pacific Street (Perris Hill Park Road to Sterling Avenue)
- Mountain View Drive/Electric Avenue (Parkdale Drive to Northpark Blvd.)

Proposed improvements would include pavement rehabilitation and widening, new curbs, gutters, sidewalks, traffic signal modifications, drainage catch basins, storm drain pipes, pedestrian-level street lighting, Class I, Class II, and Class III bike lanes and appurtenances, pavement markings, pedestrian plazas, roundabout, enhanced and lighted crosswalks, center medians with pedestrian refuge, bulb-outs, signage, striping, wayfinding signs, speed feedback signs, etc., at an estimated cost of approximately \$17,500,000 which, if awarded, would be funded 90% with ATP funds, 10% local funds, with the local fund shares being approximately 45% City of Highland, 46% City of San Bernardino, and 9% County of San Bernardino.

It is now appropriate for the 3 parties to enter into an Agreement that takes into account each parties cost share for preparation and funding of the grant application. The primary provisions of the Agreement are:

1. City of Highland will act as lead agency in preparing and submitting the application to the ATP.
2. All parties will pay their share of actual costs for preparation of the grant application, even if grant funds are not awarded.

The Agreement is scheduled for approval by the City of San Bernardino and County Board of Supervisors in May of 2020. Staff recommends approval of the Agreement by the Highland Council.

K:\07-010\grant apps\MAP-21 ATP\Cycle 5 2020\Staff-Reso\ATP 5 stf rpt.doc

AGREEMENT

between

City of Highland, City of San Bernardino and County of San Bernardino

for

GRANT APPLICATION

to the

Active Transportation Cycle 5 Grant Program

to fund development of the

HIGHLAND/SAN BERNARDINO BI-CITY BIKEWAY AND WALKWAY CONNECTOR

This AGREEMENT is made by and between the City of Highland (HIGHLAND), the City of San Bernardino (SAN BERNARDINO) and the County of San Bernardino (COUNTY), sometimes individually referred to as a PARTY and, collectively referred to as the PARTIES.

Whereas, HIGHLAND, SAN BERNARDINO and COUNTY wish to work cooperatively in the preparation of a GRANT APPLICATION to secure funding from the Cycle 5 Active Transportation Program (ATP) for development and construction of a bikeway and walkway facilities project entitled HIGHLAND/SAN BERNARDINO BI-CITY BIKEWAY AND WALKWAY CONNECTOR (PROJECT); and

Whereas, the project description, scope and location are shown in Attachments "A" and "B";

Whereas, HIGHLAND will be the Lead Agency and SAN BERNARDINO and COUNTY will be Partnering Agencies in the PROJECT; and

Whereas, the PARTIES desire to implement this effort on a cost-shared basis in a manner deemed most efficient and effective to the PARTIES;

Whereas, the PROJECT includes bikeway and walkway components that are eligible for grant reimbursements and pavement rehabilitation that is not eligible for grant reimbursements; and

Whereas, a preliminary cost estimate indicates that development of the portion of the PROJECT that is eligible for grant reimbursements may cost \$12,849,031, the non-eligible portion which consists of pavement rehabilitation may cost \$4,503,774, for a total preliminary cost estimate of \$17,532,805; and

Whereas, assuming a 10% match to the grant eligible portion of PROJECT, the estimated local match cost would be approximately \$1,284,903, (\$461,107 HIGHLAND, \$705,979 SAN BERNARDINO, \$117,818 COUNTY); and

Whereas, the non-eligible portion of the PROJECT funded by 100% local funds for pavement rehabilitation in the motorized vehicular travel lanes, would be approximately \$4,503,774 (\$2,158,991 HIGHLAND, \$1,972,949 SAN BERNARDINO, \$371,834 COUNTY); and

Whereas, the total estimated development cost of the PROJECT to the PARTIES (grant eligible and non-eligible) would be \$5,788,678 (HIGHLAND \$2,620,098, SAN BERNARDINO \$2,678,928, and COUNTY \$489,652); and

Whereas, based on total estimated development costs (eligible and non-eligible), HIGHLAND's proportional share of the HIGHLAND/SAN BERNARDINO BI-CITY BIKEWAY AND WALKWAY CONNECTOR is 45%, SAN BERNARDINO's proportional share is 46%, and the COUNTY's proportional share is 9%; and

Now therefore, in consideration of the mutual covenants contained herein, the PARTIES agree as follows:

Section 1 – Purpose. The purpose of this agreement is to formalize a commitment by the PARTIES to financially support preparation of the ATP Cyle 5 Grant Application. This is a cost-sharing Agreement only, and does not commit any of the PARTIES to any work or resources beyond preparation of the grant application which is due June 15, 2020 and as outlined herein.

Section 2 – Administration. This Agreement will be administered by HIGHLAND, by designee of the City Manager. HIGHLAND will manage preparation of the Grant Application and provide progress reports to the other PARTIES. HIGHLAND will retain consultants to provide support data, organize stakeholders, lead public outreach efforts, prepare and submit final grant application documents as required by the grant program, be the single point of contact with the grant program administrator, and be responsible for obtaining and/or submitting all forms, reports, correspondence, etc., either from or to the grant program as may become necessary, and include SAN BERNARDINO and COUNTY in the PROJECT's development team meetings and related communications on the Grant Application.

Section 3 Funding – Each Party hereby commits to provide funding as set forth below:

- | | |
|------------------------------|----------|
| (a) City of Highland | \$22,500 |
| (b) City of San Bernardino | \$23,000 |
| (c) County of San Bernardino | \$4,500 |

The PARTIES acknowledge that final Grant Application costs may ultimately exceed the current estimate of costs. Any additional administrative cost resulting from PROJECT scope of work changes shall not exceed 10% of the estimate herein, and be borne by each Party in proportion to where the work actually lies (based on jurisdiction).

SAN BERNARDINO AND COUTY will pay its proportional share of actual time-and-material of administrative costs within 30 days of invoice receipt, even if grant funding is denied.

Section 3 – Termination. Except as set forth above, this Agreement may be terminated or modified only by unanimous written consent of each Party signed hereto.

Section 4 – Term of Agreement. This Agreement is effective upon execution of the Agreement by the PARTIES through December 31, 2020.

In Witness Whereof, the PARTIES have signed this Agreement as of the day and year written below.

City of Highland

Joseph Hughes, City Manager	Date
-----------------------------	------

City of San Bernardino

John Valdivia, Executive Director	Date
-----------------------------------	------

County of San Bernardino

Gerry Newcombe, Director of Public Works	Date
--	------

ATTACHMENT "A"

PROJECT DESCRIPTION

GRANT APPLICATION preparation to the ATP for grant funding to develop the HIGHLAND/SAN BERNARDINO BI-CITY BIKEWAY AND WALKWAY CONNECTOR, including meetings, public outreach, data collection, communications, consultations, mapping, exhibits, cost estimating, data analysis, grant writing, submittals, program coordination, and any and all efforts directly related to the HIGHLAND/SAN BERNARDINO BI-CITY BIKEWAY AND WALKWAY CONNECTOR GRANT APPLICATION(S).

The HIGHLAND/SAN BERNARDINO BI-CITY BIKEWAY AND WALKWAY CONNECTOR is intended to close the gaps between the non-motorized transportation networks in the cities of Highland and San Bernardino (see attached Vicinity Map), and will include bikeway and/or sidewalk improvements along the following alignments in the Cities of Highland and San Bernardino and the County of San Bernardino.

1. Northpark Blvd (University Drive to Electric Avenue)
2. Electric Avenue (Northpark Blvd to Mountain View Avenue)
3. Mountain View Avenue (Electric Avenue to Parkdale Drive)
4. Parkdale Drive (Mountain View Avenue to Valencia Avenue)
5. Valencia Avenue (Parkdale Drive to 21st Street)
6. 21st Street (Valencia Avenue to Perris Hill Park Road)
7. Perris Hill Park Road (21st Street to Pacific Street)
8. Pacific Street (Perris Hill Park Road to Del Rosa Drive)
9. Pacific Street (Del Rosa Drive to Boulder Avenue)
10. Del Rosa Drive (3rd Street to Pacific Street)
11. Palm Avenue (Base Line to Piedmont Drive)

PROJECT SCOPE

The PROJECT involves preparation of a GRANT APPLICATION to the ATP for grant funding to develop the HIGHLAND/SAN BERNARDINO BI-CITY BIKEWAY AND WALKWAY CONNECTOR, including:

Meetings, public outreach, data collection, communications, consultations, mapping, exhibits, cost estimating, data analysis, grant writing, submittals, program coordination, and any and all efforts directly related to the HIGHLAND/SAN BERNARDINO BI-CITY BIKEWAY AND WALKWAY CONNECTOR GRANT APPLICATION).

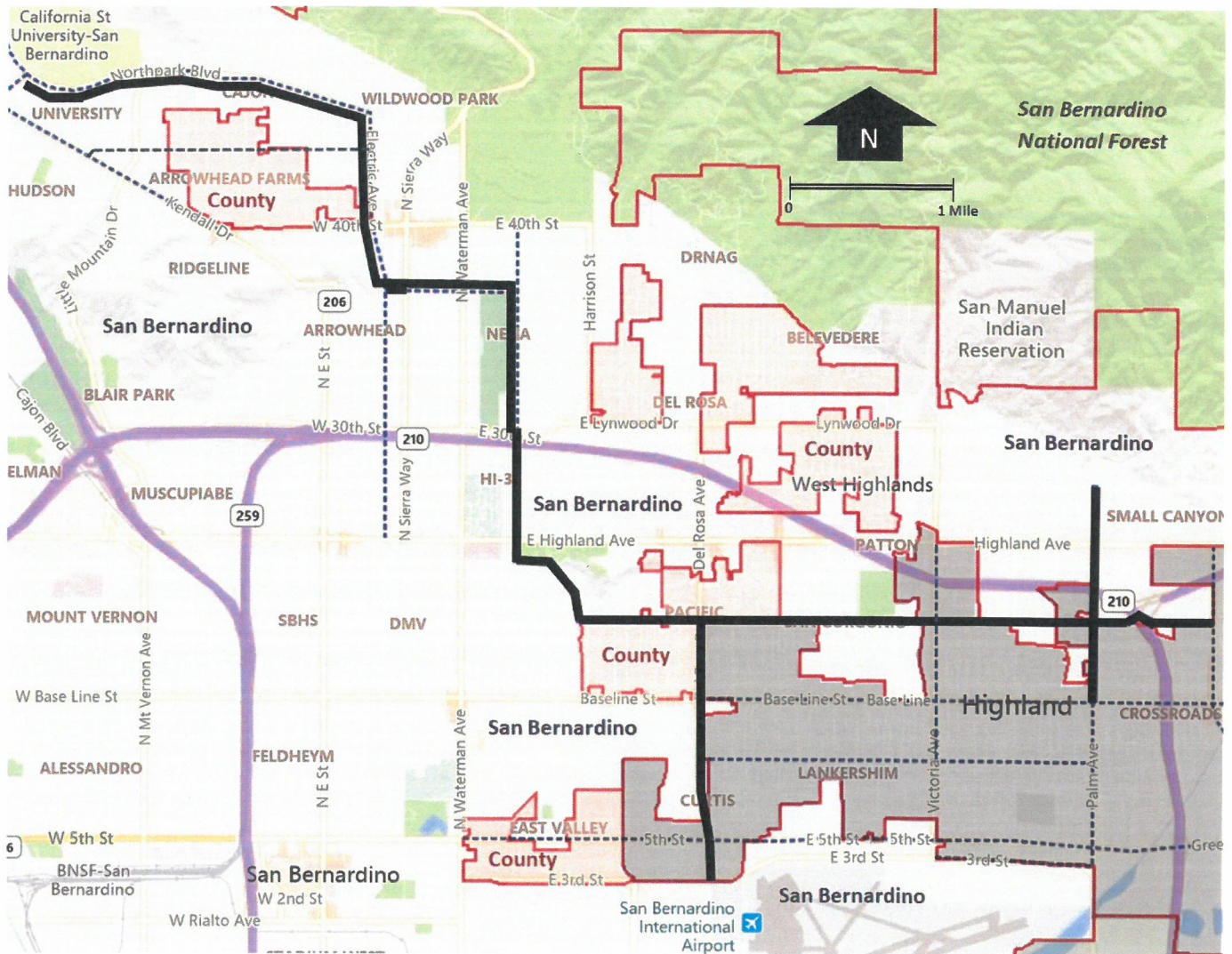
AGENCY SHARES BASED ON TOTAL PROJECT COST

AGENCY	Eligible Project Cost	Non-Eligible Pavement Rehab	TOTAL COST	Total Project Share %
COSB	\$ 705,979	\$ 1,972,949	\$ 2,678,928	46.28%
SBCo	\$ 117,818	\$ 371,834	\$ 489,652	8.46%
COH	\$ 461,107	\$ 2,158,991	\$ 2,620,098	45.26%
ATP	\$ 11,564,128	\$ -	\$ 11,564,128	
TOTALS:	\$ 12,849,031	\$ 4,503,774	\$ 17,352,805	

ATTACHMENT "B"

PROJECT VICINITY MAP

HIGHLAND/SAN BERNARDINO BI-CITY BIKEWAY AND WALKWAY CONNECTOR



Legend:

- Existing/Funded Bikeway
- Proposed Bikeway/Walkway



STAFF REPORT TO THE CITY COUNCIL

DATE: April 28, 2020

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer *CZ*

PREPARED BY: Dennis D. Barton, Principal Project Manager

SUBJECT: HKA Contract Amendment for Professional Services – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)

RECOMMENDATION: It is recommended that the City Council (1) approve the amendment to the professional services agreement with HKA, and (2) authorize the City Manager to approve any future contract amendments up to 10% of the new contract amount.

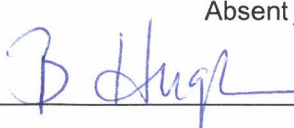
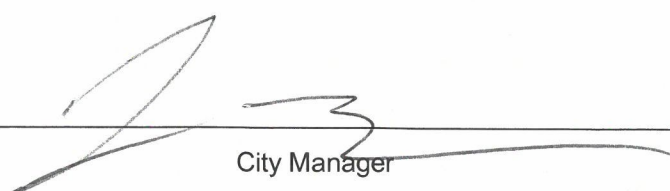
FISCAL IMPACT: The amendment will increase the fee for professional services by \$195,860.00, for a total fee of \$1,474,789.58, 15.3% increase. Funding sources for the fee increase are:

• Federal Economic Development Administration (EDA) Grant	\$ 82,229.81 (42%)
• San Manuel Band of Mission Indians	37,851.82 (19.33%)
• Inland Valley Development Agency	37,851.82 (19.33%)
• City of Highland (RDA 07)	37,851.82 (19.33%)
Total	\$ 195,785.27 (100%)

A 10% contingency is also requested. It will be used to cover any additional services if needed and requested by City staff during the course of the project. The contingency amount, if used, will be provided by the funds listed above.

PUBLIC NOTICE: Notices of Council Meeting agenda were posted at the three locations required by resolution. The Notice inviting bids was advertised in two newspapers and a number of trade papers.

BACKGROUND: The 3rd Street and 5th Street Corridors Improvement Project will construct curbs and gutters, sidewalks, storm drain, traffic signal, street lights and pavement improvements along 3rd Street, 5th Street, Palm Avenue and Central Avenue. Improvements also include extending 3rd Street to 5th Street at the Church Avenue intersection. (See attached project location map.)

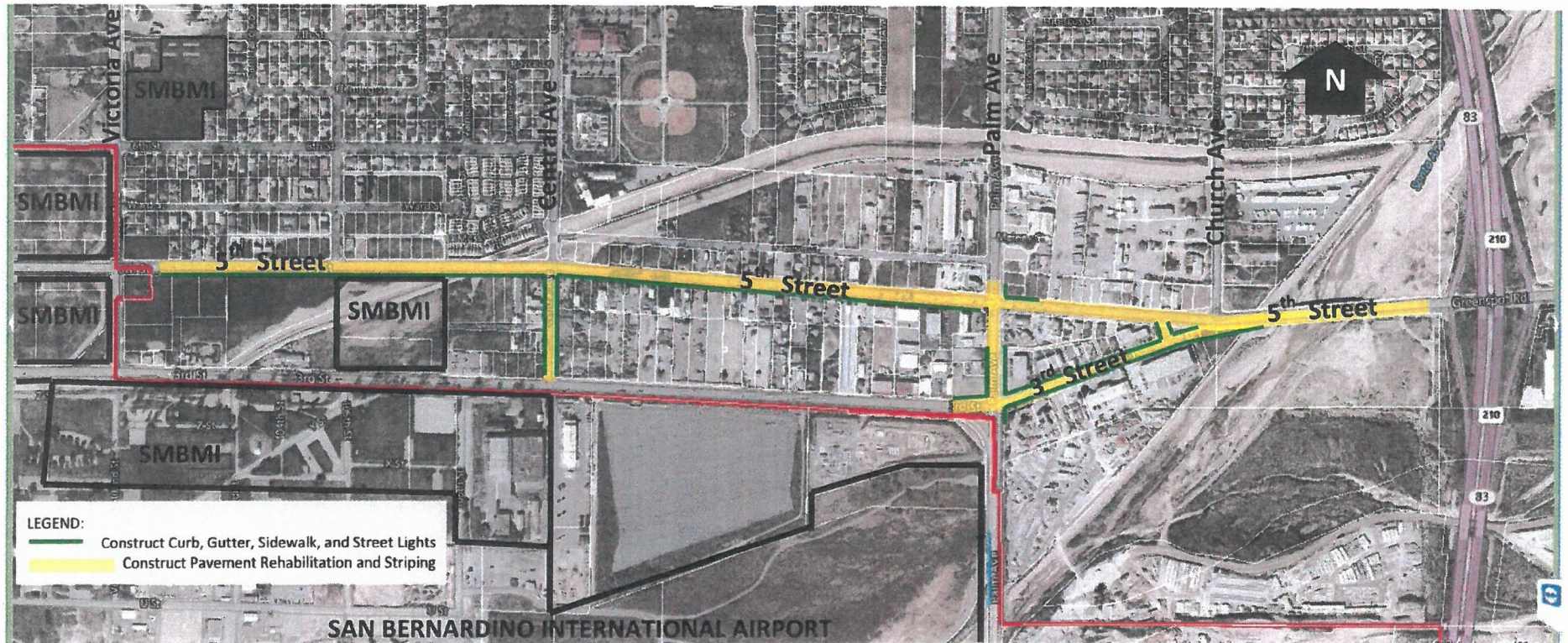
Approved _____	Motion _____	Second _____	Agenda Item No. <u>10</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

Several challenges have arisen during the design of the project that resulted in a change in the scope of services and additional effort by the design consultant. Additional services include:

- Additional effort to research and secure Right of Way on Central Avenue and coordination with the City Attorney
- The need for a retaining wall at the southeast corner of Palm Avenue and 3rd Street
- Addition of a median in 5th Street from Church Avenue to Palm Avenue

It is recommended that the amendment for additional professional services with HKA be approved.

Attachments: Location Map
Cost Spreadsheet



5th Street • Victoria Avenue to Palm Avenue includes striping reconfiguration, south side pavement widening, curb, gutter, sidewalk and street lights (1.0 miles) • Palm Avenue to Church Avenue includes right turn lane to northbound Palm Ave, pavement rehabilitation and striping (0.25 miles) • Church Avenue to SR-210 includes pavement rehabilitation, raised center median and striping reconfiguration (0.25 miles)	Central Avenue • 3rd Street to 5th Street includes pavement rehabilitation, pavement widening, curbs, gutters, sidewalks and street lights (0.13 miles)
3rd Street • Palm Avenue/3rd Street intersection reconfiguration/realignment • Palm Avenue to 5th Street includes pavement rehabilitation, pavement widening, curb, gutter sidewalks, bike lane, striping and street lights (0.40 miles) • 3rd Street/5th Street intersection improvements	Palm Avenue • 3rd Street to 5th Street includes pavement rehabilitation, addition of turn pockets (0.13 miles)

LOCATION MAP

EXHIBIT "A"

3.8a	Signal Pole Adjustment - Median (West End - Palm/5th) - Poles related to the WB Approach must be moved and reanalyzed for ADA Compliance on Pedestrian push button; Land Widths and transitions shifted due to incorporation of median barrier at 5th Street / Palm Avenue. Signal head placement needed to be extended resulting in a longer mast arm and an increase in pole foundation. Additional Configuration of Pole Schedule, and Pole Specifications need to be changed and altered; Pole Sizing must change and foundation size change from longer mast arms.	Subtask	2.50	4.00	16.00															\$ 100.00	22.50	\$ 2,567.68
3.8b	Signal Pole Adjustment - Median (East End - Church/5th) - Poles related to the EB Approach must be moved and reanalyzed for ADA Compliance on Pedestrian push button; Lane Width's Locations and transitions changed due to incorporation of median barrier, this impacted signal head placement in the East and West bound direction. Additional Configuration of Pole Schedule, and Pole Specifications need to be changed and altered; Pole Sizing must change and foundation size change from longer mast arms.	Subtask	2.50	4.00	16.00															\$ 100.00	22.50	\$ 2,567.68
3.8c	Signal Pole Adjustment - Triangle - Southbound Approach Church Street; Median barrier required a shift of the lanes on 5th street and lane transitions. The slip lane also needed to be modified due to future driveways on 3rd street. The poles on the south side of 5th street had to be relocated and adjusted. In conjunction with "The Signal Pole Addition for Bike Lane Conflict" the bike lane crossing and future bike trail had to be redesigned and changed for safety purposes. The bike lane crossing was in conflict with the two eastbound lanes on 3rd street merging and the location of the future Forteza driveway. The MUTCD required two primary signal heads per approach the signal poles/heads now controlling the bike/slip lanes are now placed as two separate signal poles and heads, and two signal system has expanded; From the island relocation and shortening the pedestrian curb ramp locations have changed and now have moved further south and west; New grade calculated for curb ramp approach;	Subtask	1.50	3.00	10.00															\$ 100.00	14.50	\$ 1,689.86
3.8d	Signal Pole Addition for Bike Lane Conflict - Add a new pole for new bike lane location due to driveway conflict; Bike Lane to be reconfigured to not cross slip near slip lane entrance due to longer bike lane approach from island redesign; Bike Lane now is included and incorporated to be included in and along side walk on south side of 3rd street due to an upcoming bike lane project	Subtask	1.00	2.00	6.00																9.00	\$ 997.94
Street Improvement Plan (Civil) - 5th Street Median Island																						
3.9a	Surface Generation - For Additional Topography - Original Scope of Work did not include a need for vertical geometry consideration of the roadway through most of 5th street between Palm Avenue and Church Street; Additional information was needed to develop vertical geometry for this information; - HKA reviewed existing data obtained from the 3d Laser scanning and incorporated this data into the Civil 3D Surface to develop a new vertical surface; No additional field surveying was required for development of the vertical geometry.	Subtask	2.50	9.00	26.00	20.00															57.50	\$ 6,388.35
3.9b	Roadway Modeling and Roadway Grading - 3D Drainage Modeling to determine and ensure no ponding occurs along either side of the median island; 3D Model involves grading and calculations into and across the intersection of 5th and Palm and 5th and Church; Grading modifications made to note and cross sections as approaching the intersection. - Cross Section Development are produced for checking effectiveness and ease of plan checking; Cross sections relieves the plan checker from developing cross sections on from plan information	Subtask	4.00	26.00	40.00	4.00														\$ 100.00	74.00	\$ 8,448.16
3.9c	Street Improvement Plan - Plan Development includes providing construction notes and geometric information such as stationing, stationing offset, curve information such as radius, delta and length for the Median Island; - Develop 1 new Plan Sheets and Modification to existing construction notes; - Annotation changes and incorporation of geometrics to 2 existing sheets ; - Draft additional relevant information related to the base map such as APN Numbers	Subtask	8.00	8.00	40.00															\$ 100.00	56.00	\$ 6,589.04
3.9d	5th Street Median Profile - Profile along 5th Street for Median Island must be developed according to City of Highland and Highway Design Manual criteria and be reviewed for grade and grade changes in relationship to the roadway profile	Subtask	4.00	8.00	24.00															\$ 100.00	36.00	\$ 4,225.32
3.9e	Drainage Plan Development - Connection of Drain on Median Island into existing Storm Drain System; If connection cannot be achieved an appropriately sized sump drain and infiltration rate will be used for capturing stormwater inside the median area.	Subtask	1.00	6.00	20.00															\$ 100.00	27.00	\$ 2,972.73
3.9f	Signing and Striping Plan (1000 feet West of Palm to I-210) Striping Plans modified to incorporate median island improvements; included extra sheets and sheet match line modifications to existing plan sheets; Incorporation of City's Master Striping Plan with construction notes and signage updates along 5th street corridor access.	Subtask	4.00	20.00	40.00															\$ 100.00	64.00	\$ 7,251.96
3.9i	Geometrics 3rd Street/5th Street /Church Intersection Modifications must be made to accommodate the reconfiguration of the drive approach from the Forteza Property with the new alignment and slip lane alignment from the median incorporation. Since the Median incorporation shifted the island located to the south of 3rd Street/ 5th Street / Church Avenue intersection, Truck turning movements needed to be reanalyzed in and out of the Forteza Driveway along with changes in the vertical profile design of the roadway on the slip lane and the north curb along the island.	Subtask	4.00	8.00	20.00																32.00	\$ 3,741.08
Landscape Median Island - 5th Street Median Island																						
3.10a	HKA Cost to administer / coordinate / review subconsultant; Project Management HKA's additional cost to manage subconsultant billing and contract, product review and meetings to ensure design is relative to median island grades, HKA to ensure proper drainage from and plant selection along corridor;	Subtask	2.00	8.00	4.00																14.00	\$ 1,790.74
3.10b	PS&E Planting Palette, Irrigation Design and Water Conservation Calculations; Plans of Planting and Irrigation Design along Median Island	Subtask														\$ 8,160.00				\$ 100.00	0.00	\$ 8,260.00
3.10c	Utility Coordination / Source of Power / Edison - Landscape consultants do not normally provide a service connection point and do not review power or water plans; - HKA as the Civil Engineer will coordinate with utility companies and provide a connection point for Utility Service required for Design Plans	Subtask	1.00	6.00	20.00																27.00	\$ 2,872.73
3.10d	Utility Coordination / Source of Water / EVWD - Landscape consultants do not normally provide a service connection point and do not review power or water plans; - HKA as the Civil Engineer will coordinate with utility companies and provide a connection point for Utility Service required for Design Plans; HKA will be adding Plans into PS&E to included EVWD Details as Required	Subtask	1.00	7.50	24.00																32.50	\$ 3,443.18
3.10e	Revise WQMP due to Landscaping - HKA's Preliminary WQMP will need minor revision to include landscape water conservation calculation for additional credit onto transportation project WQMP	Subtask	4.00																		4.00	\$ 826.76
3.10f	Specification (Incorporation of Subs) - Landscape Design Incorporating new materials and new sections from greenbook specifications with Median Island Landscaping; HKA to Verify Subconsultant specifications meet City of Highland and Greenbook Standards;	Subtask	2.00	6.00	4.00																12.00	\$ 1,542.46
3.10g	Estimate (Incorporation of Subs) - Landscape Design Incorporation of new Materials and new sections into construction engineering estimate in coordination with special provisions and green book specification; HKA to review and verify subconsultant construction cost estimate values and quantities;	Subtask	2.00	6.00	4.00																12.00	\$ 1,542.46
Street Improvement Plan (Civil) - Retaining Wall Design																						

3.11a	HKA Cost to administor / coordinate / review subconsultant; Project Management HKA's additional cost to manage subconsultant billing, review and meetings to ensure design is in R/W and inside Corridor footprint; Verification of certified Payroll for Material Testers (Design)	Subtask	4.00			16.00			8.00																	28.00	\$ 3,581.48
3.11b	Subconsultant Design Cost (Terracon); - Includes Design, Testing, and Drilling (also required for design and determination of soil conditions) - No Soil data exists in the area on the portion of the soil material where the proposed wall is located. This information needs to be verified in order to incorporate a proper soil nail wall design along Palm Avenue	Subtask																\$ 29,745.90							\$ 100.00	0.00	\$ 29,845.90
3.11c	QAP Update (Hilltop Geotechnical) Quality Assurance Plan needs update from the additional testing required for the retaining wall; New construction test intervals and analysis for material testing in and along the wall	Subtask																\$ 1,500.00								0.00	\$ 1,500.00
3.11d	Additional Utility Coordination / Edison Additional Coordination will be required between Edison and Southern California Gas for the relocation of the utilities in and along Palm Avenue on the East Side where the wall will be placed. Coordination includes the placement of laterals and relocation of vault structures along the corridor.	Subtask	2.00			4.00							8.00		16.00											30.00	\$ 3,797.14
3.11e	Specification (Incorporation of Subs) - Retaining Wall Design Incorporating new materials and new sections from greenbook specifications with Median Island Landscaping; HKA to Verify Subconsultant specifications meet City of Highland and Greenbook Standards;	Subtask	2.00			6.00			4.00																	12.00	\$ 1,542.46
3.11f	Estimate (Incorporation of Subs) - Retaining Wall Design Incorporation of new Materials and new sections into construction engineering estimate in coordination with special provisions and green book specification; HKA to review and verify subconsultant construction cost estimate values and quantities;	Subtask	2.00			6.00			4.00																	12.00	\$ 1,542.46
Sub Total		Sub Total	57.00	0.00	0.00	163.50	0.00	0.00	330.00	0.00	0.00	24.00	0.00	8.00	0.00	16.00	0.00	0.00	29745.90	1500.00	0.00	8160.00	0.00	0.00	1000.00	598.50	\$ 109,209.80

		AH	RH	Joel	JH	OS	SM	KC	RD	2 Man	Jfig	RB	TG	JAH	TG	JR	RB	Terracon Geotechnical Engineers	Hilltop Geotechnical	CFS	Landscape Architect	Vendor Expense (Title Report)	Mileage	Other Direct Costs			
		Project Manager (CH)	Quality Control	Quality Control	Assistant PM	Assistant PM	Project Engineer	Project Engineer	Assistant Project Engineer	2 Man Survey Crew	Office Surveyor	Assist Office Surveyor	Engineering Tech	Student Assistant	Field Inspector	Accounting	Assistant Office Engineer										
Summary of Proposal Total		Total	83.75	0.50	0.00	275.75	0.00	0.00	376.00	64.25	12.00	118.50	0.00	8.75	0.00	16.00	0.25	0.00	29745.90	1500.00	40000.00	8160.00	2500.00	100.00	1000.00	955.75	\$ 195,785.27
		Percentage of Work Based on Hours	9%	0%	0%	29%	0%	0%	39%	7%	1%	12%	0%	1%	0%	2%	0%	0%									
		Percent of Contract	9%	0%	0%	17%	0%	0%	18%	3%	2%	7%	0%	0%	0%	1%	0%	0%	15%	1%	20%	4%	1%	0%	1%	100%	



STAFF REPORT

TO THE CITY COUNCIL

DATE: April 28, 2020

FROM: Joseph A. Hughes, City Manager

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

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

SUBJECT: Allocation of the City of Highland's Community Development Block Grant Covid-19 (CDBG-CV) Funds.

RECOMMENDATION: The City Council authorize the Finance Subcommittee to approve the City's CDBG-CV Application(s) no later than May 4, 2020, and to prioritize all eligible applications no later than May 12, 2020.

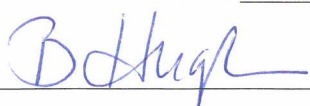
FISCAL IMPACT: In response to the COVID-19 Crisis, the U.S. Department of Housing and Urban Development released a special allocation of Community Development Block Grant funds to the County who subsequently released the funding to individual cities. Highland will receive an allocation of \$277,080. The funds will be available for a two-year period between June 1, 2020 and June 30, 2022.

PUBLIC NOTICE: The Council Agenda was posted in three places as set forth in the Highland Municipal Code and on the City's Website.

PROJECT REVIEW: The CDBG-CV funds must serve populations who are primarily of low-or moderate-income for the purposes of 1) Preventing or responding to the spread of COVID-19 or other infectious diseases; or 2) Assisting in COVID related recovery efforts such as business loan activities, food assistance, and short term sustenance.

Application Submission – Deadline May 4, 2020:

The CDBG-CV Notice of Funding Availability (NOFA), its guidelines and schedule were released on Monday, April 20, 2020. The necessary work to vet projects and prepare the application(s) required more time than available to make the April 28, 2020 Council Agenda.

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

Due to the time constraints, staff recommends the Council authorize the Finance Subcommittee to approve the submission of City's application(s).

The City may submit up to four (4) applications. Eligible activities include increased Public Service Activities such as COVID testing and diagnostics, meal delivery, and job training for health care workers. It also includes Building and Improvements Projects such as constructing testing facilities, rehabilitation of buildings to establish an infectious disease treatment clinic or expand capacity of hospitals to accommodate isolation of patients. Projects eligible for retroactive payment include facility improvements, benefits to low and moderate-income residents, housing, and job creation or retention.

Staff is currently vetting projects and will present these to the Finance Subcommittee in advance of the May 4, 2020 deadline.

Project Prioritization – Deadline May 12, 2020

The County will review all applications received from the City and other eligible organizations by May 4th and will return to the City those eligible for funding no later than May 10th. In turn, the City must prioritize the eligible projects and return to the County the list of funding recommendations no later than May 12th. Staff recommends the Finance Subcommittee meet on May 11th to prioritize the applications.

Attachments: 1. NOFA Guidelines

G:\CITY COUNCIL\REPORTS\COVID CDBG

Kim Stater

From: CDBG, Info <CDBG.Info@cdh.sbcounty.gov>
Sent: Monday, April 20, 2020 1:47 PM
To: jhughes@cityofhighland.org
Cc: kstater@cityofhighland.org
Subject: CDBG-CV NOFA
Attachments: CDBG-CV Guidelines and Schedule-4-20-20.pdf; CDBG-CV Application 4-20-20.pdf; Highland CDBG-CV Prioritization Funding Form.xlsx

Good Afternoon,

The U. S. Department of Housing and Urban Development (HUD) released a special allocation of Community Development Block Grant (CDBG) funds to the County to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

More now than ever, we have a unique opportunity to impact the lives of our residents. Given the immediate needs faced by our CDBG participating cities, the City of Highland will receive a CDBG-CV allocation in the amount of \$277,080.

Attached to this email please find the CDBG-CV guidelines, application, and the guidance sheet to prioritize and summarize to assisting in applying for CDBG-CV funding. Applications must be submitted to the County at CDBG.Info@cdh.sbcounty.gov no later than 4:00 pm on May 4, 2020. All proposed activities must serve populations who are primarily of low- or moderate-income and should either:

- Prevent or respond to the spread of COVID-19 or other infectious diseases; or
- Assist in COVID related recovery efforts (i.e. business loan activities, food assistance, and short term sustenance for no more than 90 consecutive days.)

To apply for these funds, the County must submit an application to HUD. The County has created an abbreviated NOFA schedule with the goal of having the HUD application approved by the Board of Supervisors and submittal to HUD by May 21, 2020.

Below is a timeline of important Notice of Funding Availability (NOFA) milestones/due dates. We will need the City to take quick action to adhere to the timeline outlined below to help apply for these funds given the urgent need.

Action	Milestones / Due Dates
Availability of CDBG-CV applications	April 20, 2020
Deadline to submit CDBG-CV applications is May 4, 2020 by or	May 4, 2020

before 4:00 p.m. (no exceptions)	
Notification of eligible CDBG-CV activities to Participating Cities.	May 4 thru May 10, 2020
Participating Cities' deadline to submit list of funding recommendations (Prioritization List) to County CDHA. Minutes	May 12, 2020
Release of San Bernardino County Public Hearing Notice	May 13, 2020
San Bernardino County Board of Supervisor Meeting to approve San Bernardino County Substantial Amendment of its FY 2020-25 Consolidated Plan and FY 2020-21 Annual Action Plan	May 19, 2020
CDH submittal of Final 2020-21 Annual Action Plan to HUD by or before May 21, 2020.	May 21, 2020

(Note: Subject to change per further notice from HUD).

Let's put these funds to good use. Should you have any questions regarding the application process please contact the ECD Analyst assigned to your city.

County ECD Analyst	Email Address
Diane Cotto	Diane.Cotto@cdh.sbcounty.gov
Kelly Graham	Kelly.Graham@cdh.sbcounty.gov
Tom Ramirez	Tom.Ramirez@cdh.sbcounty.gov

We value your participation and contribution to our CDBG Consortium program.

Thank you.

CONFIDENTIALITY NOTICE: This communication contains legal privileged and confidential information sent solely for the use of the intended recipient. If you are not the intended recipient of this communication you are not authorized to use it in any manner, except to immediately destroy it and notify the sender.

Gary Hallen

Director | Community Development and Housing

Phone: 909.387.4411 | FAX: 909.387.4415

Gary.Hallen@cdh.sbcounty.gov

www.sbcountyadvantage.com

Our job is to create a county in which those who reside and invest can prosper and achieve well-being.

For the health and safety of the public, the County employees in the Community Development and Housing Agency offices are temporarily closed to the public at this time. Staff is still conducting business and are available by phone or email. If you require assistance, please call (909) 387-4705, email info@cdh.sbcounty.gov or visit www.SBCountyCDHA.com.

For information about the coronavirus crisis, visit the County's coronavirus website at <http://wp.sbcounty.gov/dph/coronavirus/>, email the County at coronavirus@dph.sbcounty.gov, or contact the coronavirus public information line from 9 a.m. to 5 p.m., Monday through Friday at (909) 387-3911. Additional information is available at the following websites:

California Department of Public Health – COVID-19 Updates

US HHS – Centers for Disease Control and Prevention - (CDC) Coronavirus Disease 2019 (COVID19)

WE HAVE A NEW WEBSITE

We are very excited to announce the launch of our newly designed website. Visit us at <http://sbcountycdha.com/community-development-and-housing-department/>.

We are delighted to officially announce the launch on December 5, 2019. For any questions, suggestions, feedback or comments, please E-mail us at: info@cdh.sbcounty.gov.



Our job is to create a county in which those who reside and invest can prosper and achieve well-being.
www.SBCounty.gov



County of San Bernardino Confidentiality Notice: This communication contains confidential information sent solely for the use of the intended recipient. If you are not the intended recipient of this communication, you are not authorized to use it in any manner, except to immediately destroy it and notify the sender.

CDBG-CV NOTICE OF FUNDING AVAILABILITY (NOFA) GUIDELINES

The County is currently seeking applications for its CDBG-CV program that supports activities that prevent and/or respond to the spread of COVID-19 or other infectious diseases and primarily benefit low- and moderate- income San Bernardino County residents. These funds are provided by the U.S. Department of Housing and Urban Development (HUD) and are administered by the County through its Urban County/entitlement status.

This Notice of Funding Availability (NOFA) notice will cover a two-year period beginning June 1, 2020 and ending June 30, 2022. Final expenditure and performance data will be due to the County no later than June 10, 2022 in order to closeout the program within the given timeframe.

CDBG-CV Application Guidelines

All proposed programs and/or projects must meet the CDBG eligibility requirements (24 CFR 570), primarily benefit low- and moderate-income persons, and have the purpose of preventing or responding to the spread of COVID-19 and other infectious diseases.

Public service programs and capital projects that benefit low and moderate-income residents and that meet the County's priority needs are strongly encouraged. The County's priority needs can be found in the 2020-25 Consolidated Plan at <http://sbcountycdha.com/community-development-and-housing-department/hud-plans-reports/>.

For this NOFA process, your City will be limited to submitting **no more than four (4)** CDBG-CV applications. Under the CDBG-CV program, the 15% public service spending cap has been waived therefore you will not be limited to a certain number of public services funded by CDBG-CV.

To apply for CDBG-CV funds please:

- Prepare one (1) CDBG-CV application for each proposed CDBG-CV eligible activity. Each activity must specifically address an effect(s) of the COVID-19 disease or other infectious diseases within your community;
- Submit your CDBG-CV application(s) and e-Signature forms to the County email address at CDBG.Info@cdh.sbcounty.gov.
 - Your appointed County ECD Analyst will review your application for CDBG threshold eligibility and may contact you if further detail regarding your application is required. The threshold review process will be completed between May 4 through May 10, 2020;

- Prepare one (1) CDBG-CV Prioritization Form that summarizes the distribution of your allocation of CDBG-CV funds to activities and submit it to the County by May 12, 2020;
 - This document must be signed by a person with the authority to enter into an agreement with the County. Please refer to your City's procurement policy for contract approval and signatory thresholds. Additional City required levels of approval may be necessary (e.g. City Council approval).

Eligible CDBG-CV Activities

All activities must meet the requirements of the CDBG program (24 CFR 570). Examples of the range of eligible activities that prevent and respond to the spread of infectious diseases include but are not limited to:

- **New or Quantifiable Increased Public Services Activities (CDBG-CV funds are not subject to the 15% Public Service spending cap)**
 - Provide testing, diagnosis or other services at a fixed or mobile location
 - Meal delivery to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
 - Job training to expand the pool of health care workers and technicians that are available to treat disease within the community. Provide equipment, supplies or materials necessary to carry out a public services.
 - Retroactive costs associated with the implementation of eligible CDBG-CV public service activity.
 - Eligible costs for reimbursement must:
 - Be related to public services activities designed to address the COVID-19 pandemic
 - Have documentation to substantiate that the public service is:
 - Available to all residents in a particular primarily residential area, and at least 51% of those residents
 - Limited to a specific group of people, at least 51% of whom are L/M income persons.
- **Building and Improvements, including Public Facilities**
 - Acquisition, construction, reconstruction, or installation of public works, facilities and site or other improvements
 - Construct a facility for testing, diagnosis or treatment.
 - Rehabilitate a community facility to establish an infectious disease clinic.
 - Rehabilitation of Building and improvements (including interim assistance)
 - Rehabilitate a commercial building or closed school building to establish and infectious disease treatment clinic.

- Acquire and quickly rehabilitate a motel/hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
- Retroactive costs associated with the implementation of the public facility/improvement.
 - Eligible costs for reimbursement must:
 - Be related to public facility/improvements designed to address the COVID-19 pandemic
 - Benefit a particular area that is primarily residential, and at least 51% of those residents are L/M income persons; or
 - Be used for an activity designed to benefit a particular group of persons at least 51% of whom are L/M income persons;
 - Exclusively assists in the provision of housing to be occupied by L/M income persons; or
 - Be needed by one or more businesses to allow creation or retention of jobs, primarily for L/M income persons; or
 - Be associated with facilities that are located in a designated slum or blighted area and are designed to address one or more conditions which contributed to the deterioration of the area.

San Bernardino County Use of CDBG-CV Funds

It is our intent to use its CDBG-CV funding in the most efficient and effective way possible to address the COVID-19 outbreak. The County proposes to use its portion of the CDBG-CV allocation to provide the following programs:

- 1) Small Business Grant/Loan Program
- 2) Food Distribution Program
 - Participating Cities may use their CDBG-CV allocation to fund City-sponsored food distribution programs.

These activities will be available in the unincorporated areas of the County as well as the jurisdictions of our 13 CDBG Participating Cities. Details of these proposed programs are forthcoming and will be available by or before the May 13, 2020 Board of Supervisors meeting.

CDBG-CV APPLICATION SUBMITTAL PROCESS

Given the immediate timeline in which to apply, you will be allowed to submit your signed applications via email to CDBG.Info@cdh.sbcounty.gov. **These applications are due by 4:00 p.m. on May 4, 2020, no exceptions.**

Should you have any questions please contact your designated ECD Analyst before 12:00 noon on May 4, 2020.

County ECD Analyst	Email Address
Diane Cotto	Diane.Cotto@cdh.sbcounty.gov
Kelly Graham	Kelly.Graham@cdh.sbcounty.gov
Tom Ramirez	Tom.Ramirez@cdh.sbcounty.gov

CDBG-CV NOFA Timeline and Deadlines

Important milestones and due dates within the application process are as follows:

Action	Milestones / Due Dates
Availability of CDBG-CV Applications	April 20, 2020
Deadline to submit CDBG-CV Applications. Due by or before 4:00 p.m. on May 4, 2020,	May 4, 2020
County CDHA staff threshold review period and notification of eligible CDBG-CV activities	May 4 - May 10, 2020
Participating Cities' deadline to submit Prioritization Form to County CDHA. Minutes	May 12, 2020
Release of San Bernardino County Public Hearing Notice	May 13, 2020
San Bernardino County Board of Supervisor Meeting to approve San Bernardino County Substantial Amendment of its FY 2020-25 Consolidated Plan and FY 2020-21 Annual Action Plan	May 19, 2020
CDH submittal of Final 2020-2021 Annual Action Plan to HUD by or before May 21, 2020.	May 21, 2020

(Note: Subject to change per further notice from HUD).

Thank you for your interest in our program, should you have any questions regarding the CDBG-CV application, please contact Diane Cotto, CDH Analyst by email at Diane.Cotto@cdh.sbcounty.gov.



STAFF REPORT

TO THE CITY COUNCIL

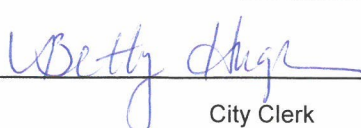
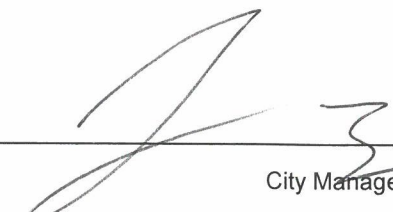
DATE: April 28, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

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

RECOMMENDATION: Discussion and possible action.

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



STAFF REPORT

TO THE CITY COUNCIL

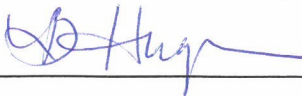
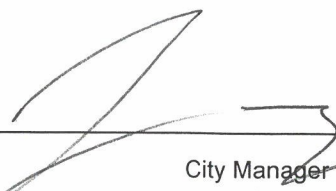
DATE: April 28, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Council Member Comments
(Agency/Committee/AB1234 Reports, District Updates, etc.)

RECOMMENDATION: Discussion and possible action.

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