

CITY OF HIGHLAND CITY COUNCIL STUDY SESSION AGENDA

CITY COUNCIL MEMBERS

LARRY McCALLON, MAYOR
PENNY LILBURN, MAYOR PRO TEM
JESSE CHAVEZ, COUNCIL MEMBER
ANAELI SOLANO, COUNCIL MEMBER
JOHN P. TIMMER, COUNCIL MEMBER

STUDY SESSION

October 20, 2020
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

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.

Submission of Public Comments: The public is encouraged to make public comments by email rather than in person. For those wishing to make public comments by email on items on the October 20, 2020 City Council Study Session meeting agenda, 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 October 20, 2020 to the City Clerk at publiccomment@cityofhighland.org. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

Members of the public will also be permitted to make public comments in person for any items on the agenda.

This meeting is being held in person. Please be advised, facial coverings or masks must be worn in the Council Chambers. If you do not have a facial covering or mask, one will be provided to you. The number of persons permitted in the Council Chambers will be limited to the available seats in order to adhere to social distancing guidelines. Temperature checks will be taken prior to entering the Council Chambers.

**CITY COUNCIL STUDY SESSION
OCTOBER 20, 2020 - 6:00 p.m.**

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

To address the City Council, please complete a speaker form located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Those wishing to speak on an item **ON THE AGENDA** will be heard at this time. State Law prohibits the City Council from taking action on any item not on the agenda. Individual speakers are limited to three minutes each.

BUSINESS ITEM

1. Interviews for the Highland Planning Commission
RECOMMENDATION: That the City Council conduct interviews of all applicants that applied for the Planning Commission.

ADJOURN

Regular Meetings

October 27; November 10, 24; December 8, 22 (no meeting December 22)

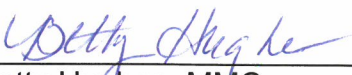
I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before October 15, 2020, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: October 15, 2020



Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: October 20, 2020

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence Mainez, Community Development Director 

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Interviews for the Highland Planning Commission

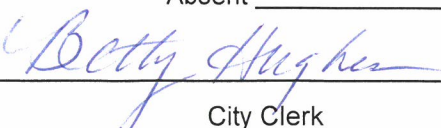
RECOMMENDATION: Staff recommends the City Council interview all applicants that applied for the Planning Commission.

PUBLIC NOTICE: No public hearing notice is required. All agendas are posted in three locations per City Council resolution, as well as on the City's website.

BACKGROUND: On September 8, 2020, the City Council declared five (5) seats vacant on the Planning Commission. The Notice of Vacancies was published twice in the Highland Community Newspaper and posted on the City's website and Facebook. Additionally, members of the City's various boards/committees were notified of the vacancies as well as applicants that have applied in the last year. The deadline for submitting public service applications was October 14, 2020. Attached are 13 applications that have been submitted for consideration.

During this Study Session, the City Council will have the opportunity to meet and ask the applicants questions. After the Study Session is over, the Council Members will each select five (5) individuals, from the 13 applicants that were interviewed, and submit their votes to the City Clerk in a sealed envelope, prior to the October 27 City Council meeting.

Appointments will be made at the October 27 City Council meeting. At said meeting, the City Clerk will open each of the sealed envelopes, state the Council Member's name and read aloud each vote. Each applicant receiving three or more votes will be appointed to the Planning Commission. If there are less than five appointments, the City Council will need to discuss and vote until five (5) appointments are made.

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

Once all five (5) appointments have been made, the five (5) new Planning Commissioners' names will be placed in an envelope and blindly drawn by the City Clerk to determine the Planning Commissioners' terms. Two members will serve until May 1, 2021, and three members will serve until May 1, 2023. The Planning Commissioners will be eligible to continue to serve on the Planning Commission, past their initial terms, at the pleasure of the City Council.

Attachments: Public Service Applications

Public Service Application
Edward Amaya



RECEIVED

OCT 13 2020

CITY OF HIGHLAND

For Office Use Only:

Expires: 10/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Edward Amay
Address: 28748 Live Oak Rd. Highland
How long have you resided in Highland? 7 years
Home phone: 909-907-5465 Cell phone: 909-522-2734
Work phone: 909-383-2418
Email address: edward1421@att.net
Occupation/Employer: San Bernardino County Preschool Services Dept.
Employer address: 662 S. Tipperance Ave, San Bernardino
Position held: Administrative Supervisor
Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

- 1) Capital Improvement Projects
- 2) Code Enforcement
- 3) Economic Revitalization
- 4) Public Safety
- 5) Grant Opportunities
- 6) Budget Planning
- 7) Small Business Growth

Education, training or special knowledge which might be relevant to this appointment:

- 1) B.A. in Business Administration
- 2) 20 years county experience in budgets
- 3) Retired military officer
- 4) Capital Improvement Projects experience

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

- 1) American Legion Post 421 Highland member
- 2) Volunteer grant writer
- 3) Worked 2020 Census

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

Community Advisory Commission -
East Valley Water District - 2015 to 2017

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

It would be an honor and a
privilege to serve the city of
Highland on the Planning Commission.
I think my county and military experience
will help in discharging my duties as
a Planning Commissioner.

SIGNATURE: _____

DATE: _____

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application
Richard Bowman



RECEIVED

OCT 18 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Richard D. Bowman

Address: 29842 Cabo Del Oeste, Highland, CA 92346

How long have you resided in Highland? 20+ years

Home phone: 909.425.1233 Cell phone: 909.645.9071

Work phone: 909.425.0110

Email address: rdbowman@advanceteleco.com

Occupation/Employer: Advance Teleco USA, Inc.

Employer address: 29842 Cabo Del Oeste, Highland, CA 92346

Position held: CEO

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

With my background and working with the various City of Highland Departments, I feel
I would be an asset to sit on the Planning Commission Board. I could be a resource
for making sound decisions within the guidelines of the Planning Department as well
as the Engineering Department.

Education, training or special knowledge which might be relevant to this appointment:

I hold the General Contracting Classification Licenses as follows: #684664; A General
Engineering; B General Building; C-7 Communications and C-10 Electrical.

My experience over the past 30 years in the construction industry should make me a
qualified candidate to sit as a Planning Commissioner.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

I have been a "Subject Matter Expert" (SME) for the past 20+ years for the Contractors
State License Board.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

I have been a volunteer consultant to the California State License Board for the past
20+ years.

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

SIGNATURE: R. D. Brown

DATE: October 13, 2020

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application
John Gamboa



RECEIVED

SEP 15 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 09/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: John T. Gamboa

Address: 28659 Bradbury Circle, Highland, CA 92346

How long have you resided in Highland? 33 Years

Home phone: N/A Cell phone: (909) 240-3183

Work phone: (909) 252-4580

Email address: jtgamboa@att.net

Occupation/Employer: San Bernardino County Superintendent of Schools

Employer address: 670 E. Carnegie Drive, San Bernardino, CA 92408

Position held: Office Specialist I

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

Planning Commission - To maintain the High Standards that the Citizens of Highland
have come to expect.

Education, training or special knowledge which might be relevant to this appointment:

Have worked on the General Plan and the Housing Element for the City of Highland.

16 years of experience with the City of Highland, serving on the following committees;

Design & Review Committee & Planning Commission

Attended multiple Planning Commissioner Trainings & Planner Institute Conferences

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

Former Board Member of the Highland Mobile Estates Homeowners Association

Former Board Member of the Village Lakes HOA Architectural Review Committee

Former Board Member of the Highland YMCA

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

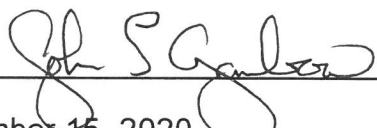
City of Highland, Design & Review Board - August 2004 to October 2005

City of Highland, Planning Commission - October 2005 to September 2020

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

Volunteer with the Redlands Bicycle Classic since 1998 and a Trustee since 2008.

SIGNATURE: 

DATE: September 15, 2020

☒ **Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.**

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application
Gilda Gularte



RECEIVED

OCT 14 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Gilda Gularte

Address: 27828 Pluto St Highland CA 92343

How long have you resided in Highland? 22 yrs

Home phone: 909 649-6031 Cell phone: _____

Work phone: _____

Email address: ggularte19@gmail.com

Occupation/Employer: Acct Supervisor, Otto Instrument Service Inc

Employer address: 1441 Valencia Pl Ontario CA 91761

Position held: Supervisor

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

Planning Commission

Education, training or special knowledge which might be relevant to this appointment:

Administrative experience in government construction projects

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

ASR Construction, Arid Construction

Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☒ No

If so, please list the name and dates served:

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

SIGNATURE: _____



DATE: 09/29/2020 _____

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application
Randall Hamerly



RECEIVED

SEP 14 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 9/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, will have to submit an FPPC Statement of Economic Interests form and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: DAVIDALL HAMERLY

Address: 7353 SILKWOOD LN

How long have you resided in Highland? 25 yrs

Home phone: 909 862 5533 Cell phone: 909 499 5822

Work phone: 909 862 5533

Email address: RHAMERLY@SBCGLOBAL.NET

Occupation/Employer: D.A. HAMERLY & ARCHITECT, INC.

Employer address: 7353 SILKWOOD LN HIGHLAND CA 92346

Position held: PRESIDENT

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

HIGHLAND IS MY HOME. I HAVE RAISED A FAMILY AND BUILT A BUSINESS IN THIS CITY. ARCHITECTURE IS A SERVICE PROFESSION. USING MY PROFESSIONAL TRAINING TO SERVE THE COMMUNITY IS A CIVIC RESPONSIBILITY. SERVING ON THE PLANNING COMMISSION PROVIDES A MEANINGFUL OPPORTUNITY TO ACTIVELY PARTICIPATE IN THE PROCESS OF MAKING HIGHLAND A BETTER PLACE TO LIVE, WORK, AND VISIT. MY GOAL IS TO RUN EACH PROJECT TO BE ATTRACTIVE, FIT WELL WITHIN THE CONTEXT OF THE IMMEDIATE NEIGHBORHOOD, BE CONSISTENT WITH THE GENERAL PLAN'S VISION FOR THE COMMUNITY, AND IMPROVE THE QUALITY OF THE BUILT ENVIRONMENT. THE MOST REWARDING ACTIVITIES ARE PARTICIPATING IN REVISIONS AND UPDATES TO ELEMENTS OF THE GENERAL PLAN. WORKING WITH STAFF AND MEMBERS OF THE COMMUNITY TO DEVELOP A VISION FOR THE FUTURE OF HIGHLAND AND THEN CRAFT POLICY GOALS, OBJECTIVES, AND ORDINANCES TO ESTABLISH A FRAMEWORK TO IMPLEMENT THAT VISION IS BOTH CHALLENGING AND SATISFYING. ULTIMATELY IT HELPS ENSURE THAT HIGHLAND GROWS RESPONSIBLY, SUSTAINABLY, AND THAT THE QUALITY OF LIFE THAT DREW US TO THIS CITY IS PRESERVED AND IMPROVED.

Education, training or special knowledge which might be relevant to this appointment:

- LICENSED ARCHITECT IN CA, NV, ID, AND TX
- HOLD A NATIONAL CERTIFICATION THROUGH LEEDS
- COMPLETE 18 HRS OF CONTINUING EDUCATION EACH YEAR TO MAINTAIN PROFESSIONAL LICENSE. AREAS OF TRAINING INCLUDE: ACCESSIBILITY, SUSTAINABLE DESIGN, CONSTRUCTION METHODS AND MATERIALS, DESIGN, AND BUILDING CODES.
- SERVED AS THE RETAINED DESIGN REVIEW CONSULTANT TO 12 HOA'S THROUGHOUT SOUTHERN CALIFORNIA.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

- HAVE RUN AN ARCHITECTURAL PRACTICE SINCE 1990.
- HAVE CHAIRED THE CHURCH BUILDING COMMITTEE FOR SEVERAL YEARS AND HELPED COMPLETE A \$35 MIL MASTER PLAN / ADDITION TO THE CHURCH COMPLEX.
- SERVED ON THE BIG INLAND CALIFORNIA BOARD OF DIRECTORS FOR SEVERAL YEARS, INCLUDING FIVE AS TREASURER.
- SERVED ON THE CITY OF LONG BEACH PLANNING COMMISSION FOR THREE YEARS.
- SERVED ON THE CITY OF HIGHLAND PLANNING COMMISSION FOR MORE THAN FIFTEEN YEARS.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

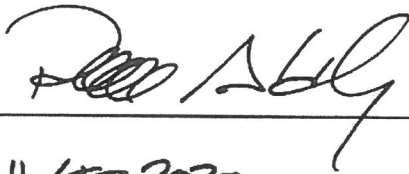
If so, please list the name and dates served:

CITY OF HIGHLAND DESIGN REVIEW BOARD [2005? - 2008?]
CITY OF HIGHLAND PLANNING COMMISSION [2004? - PRESENT]
URBAN DEVELOPMENT AD HOC COMMITTEE [~ 1 1/2 yrs]

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

HOPEFULLY MY CONTRIBUTIONS HAVE MADE A POSITIVE DIFFERENCE
IN THE CITY. I AM GRATEFUL TO BE CONSIDERED FOR THE OPPORTUNITY
TO CONTINUE MY SERVICE.

SIGNATURE: 
DATE: 11 SEP 2020

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board, or commission you are apply for.

When you have filled out this application please return it in person or mail to:

**CITY CLERK, CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226**

This application will be kept on file for a period of one (1) year from the date signed.

Public Service Application
Jason Lim



RECEIVED
SEP 21 2020
CITY OF HIGHLAND

For Office Use Only:

Expires: _____

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Jason Lim

Address: 28770 Copper Ct., Highland, CA 92346

How long have you resided in Highland? 30 Years

Home phone: _____ Cell phone: 909-672-4750

Work phone: 909-363-4722

Email address: jason_lim@live.com

Occupation/Employer: Realtor / Loan Originator - New Horizon Mortgage Concepts

Employer address: 1255 W. Colton Ave #120, Redlands, CA 92374

Position held: Realtor and Loan Originator

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

My principal area of interest is in legislation. I'm interested in laws and
regulation that ensures the public's safety and well being. In addition, I find finance
and budgeting interesting as well.

Education, training or special knowledge which might be relevant to this appointment:

B.A. in Business Administration from Cal State San Bernardino classes include:
Public Administration, Logistics, Strategic Management, Macro + Micro Economics.
Data Science Courses: Intro to Business Analytics, Data Visualization, and SQL
Education and Training in Residential Real Estate and Annual Ethics Training

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

Disposition Agent for an Acquisition Firm that worked with Distress Real Estate.
During my time at the firm, I worked with investors that specialized in building and restoring.
Spent 3 years as C.E.O of my own Trucking company, so I understand the importance
of following sets of rules and codes.

Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☒ No

If so, please list the name and dates served:

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

Being a resident of Highland for over 30 years, I've watched the city grow from orange groves and dirt lots to what it is today. I want to bring my knowledge and experience to help continue the growth of our city. After watching our country struggle with COVID-19, I felt like it was time to do my part to contribute to growth to our city and to our country.

SIGNATURE: _____

DATE: _____


9/21/2020

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application
Tony Mauricio



RECEIVED

SEP 28 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 09/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Tony Mauricio

Address: 7811 Village Lakes Rd. Highland Ca. 92346

How long have you resided in Highland? 18 years

Home phone: (909) 862-2412 Cell phone: (909) 312-9805

Work phone: (909) 882-2678

Email address: 52010-tm@gmail.com

Occupation/Employer: Stater Bros. Receiver

Employer address: 1522 E. Highland Ave. San Bernardino 92404

Position held: Receiver / CSR

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

Currently my Main interest in City Govt. is the Highland Historic & Preservation Board. For this is the Board I currently Preside over in my Current Position as Chairman.

Education, training or special knowledge which might be relevant to this appointment:

Well in Serving on the Preservation Board I've — over seen many Projects Specifically Pertaining to Residential & Property Values. Currently the — Historic Board is Working to Re-vamp the Historic District.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

For the Past 8 years I've Served on the Kiwanis Board of Highland, Street Naming Committee, Citizen of the Year Committee and Currently Serving as Chairman of the Highland Cultural & Preservation Board. — I've also the Supported the Ymca & Highland Police Dept.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

Highland Cultural & Preservation Board (12-8-14-2020-)
Citizen of Year Committee for the last 4 years. —

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

Its my intention to Continue to Serve in some Capacity for the City. In my past and Current Experience I feel that its every Citizens Sale — duty to give Back in some way. In only Public Service does an Active Citizen feel there full Potential in there Community & City. —

SIGNATURE: _____

DATE: _____

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application
Jarrod Miller



RECEIVED
OCT 14 2020
CITY OF HIGHLAND

For Office Use Only:

Expires: 10/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Jarrold Miller

Address: 7696 Newman Court, Highland, CA 92346

How long have you resided in Highland? 10 Years

Home phone: 909-851-9628 Cell phone: 909-851-9628

Work phone: 909-851-9628

Email address: hydrosolutionsinc@yahoo.com

Occupation/Employer: Hydrologist&Stormwater Consultant/Hydrosolutions

Employer address: 7696 Newman Court, Highland, CA 92346

Position held: Principal

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

My principal areas of interest in city government include supporting the City of Highland Planning Commission with determining if projects are consistent with the City's General Plan, meet the City's landuse and development code standards and guidelines, to approve or deny applications for design review, and impose conditions on projects as it relates to open space, screening, buffering, fences and walls, installation and maintenance of landscaping, erosion control measures, stormwater, drainage, signs, grading, and hours of operation.

Education, training or special knowledge which might be relevant to this appointment:

BA, Environmental Science. Masters, Hydrology and Water Quality.

20 years experience supporting civil engineering design teams

including local projects on Greenspot Road, EVWD Headquarters,

Sterling Natural Resource Center.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

4 years as Board Member at Highland Estates Home Owners Association.

5 years experience volunteer program coordinator for a local

clean up event on Plunge Creek.

Volunteer Event coordinator for green stormwater practices

at EVWD Head quarters grand opening.

Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☒ No

If so, please list the name and dates served:

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

SIGNATURE: 

DATE: 10-14-20

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application
Jody Scott



RECEIVED
SEP 24 2020
CITY OF HIGHLAND

For Office Use Only:

Expires: 09/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Jody Scott

Address: 7132 Dundee Avenue

How long have you resided in Highland? Since May 1956

Home phone: 909/862.3839 Cell phone: 909/838-7210

Work phone: Same

Email address: Jodytax@yahoo.com or highland87@twc.com

Occupation/Employer: Self employed

Employer address: 7132 Dundee Avenue - Office in home

Position held: Owner

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

Proper growth in our family community -
Growth that looks forward and plans
ahead for future growth

Education, training or special knowledge which might be relevant to this appointment:

Served 6 months on Original Highland Planning
Commission. Served 23 years on Highland
City Council

Employment, membership in service or community organizations or volunteer work
which might be relevant to this appointment:

Active in my Community through various organizations
through these activities, know "The pulse" of the
Citizens.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

Original Councilmember City of Highland - Planning Commissioner
1st 6 mos., Commissioner SBIAA; Representative Valley MWD,

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

I care about Highland, and have dedicated
many years - even prior to Cityhood - to projects
and causes to make Highland CA "THE PLACE"
to live and raise a family.
I still care.

SIGNATURE: Jody Scott

DATE: September 22, 2020

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application
Gail Shelton



RECEIVED

OCT 14 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: GAIL M. Shelton

Address: 29255 Silverfern Place, Highland, CA 92346

How long have you resided in Highland? 5 Years

Home phone: Mobile only Cell phone: 860.394.9366

Work phone: 860.394.9366

Email address: gail.shelton@coldwellbanker.com

Occupation/Employer: Self-Employed

Employer address: Brokerage: 27880 Baseline-St A, Highland

Position held: Realtor - licensed with: Coldwell Banker Kivett-Teeters

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

see attached.

Education, training or special knowledge which might be relevant to this appointment:

see attached.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

see attached.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

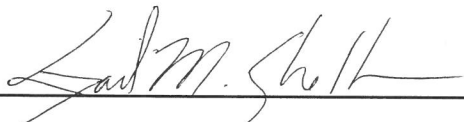
If so, please list the name and dates served:

see attached

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

see attached

SIGNATURE: 

DATE: 10.13.20

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Principle Areas of Interest in Your City Government

Community design as it influences land use, circulation, and conservation/open space elements. As stated in City Plan documents, "Land use designations shape urban form and the circulation system sets the stage from which the City is viewed." It is difficult for me to separate these four elements, as I see them as completely interrelated forces impacting the future of Highland.

As a member of the Planning Commission, I would welcome the opportunity to help insure that projects are consistent with the City's General Plan and meet land use and design requirements.

As a resident of Highland for five years, I can see it is a community in transition, and I appreciate the work the City and City Council have done to balance economic initiatives with quality of life. I also admire its low ratio of staff to population and the extent to which it embraces volunteerism to insure it continues to represent the values residents associate with living in Highland.

The centerpiece of the City's vision – the idea of home, for individuals, families and the entire community also reflects the mission of Coldwell Banker as it has been leading people "home" since 1906. While I work throughout the Inland Empire in my capacity as a Realtor, Highland is my home base. In addition to my personal interest in supporting the City's vision for Highland, I can better service the real estate needs of people interested in relocating to Highland, for personal or business reasons, if I am fully versed in the City's ongoing development.

Education, training or special knowledge which might be relevant to this appointment:

Bachelor of Science Degree – Business Administration/Marketing – CSULB

As a Strategic Planning Consultant, I joined Hartford Mayor's initiative to develop leadership and had the opportunity to work directly with City officials, gaining hands-on insight to urban development for the City. As a consultant with Leadership Greater Hartford, I worked with School Governance Councils on consensus building.

As Director of Public Relations for a retail chain of 70+ stores based in the Northeast, I partnered with the Real Estate Department in new site development. As such, I helped develop and make presentations to various Planning and Zoning Boards, and led consumer focus groups. Key components of presentations involved adherence to City's land use requirements and architectural design, as well as traffic and ingress and egress studies. One focus group initiative I led became instrumental in having the City of New York reverse its decision to condemn one of the Company's stores. As a Realtor, I perform needs assessments, matching requirements to property availability. It is imperative that I see the big picture, while paying attention to the details. I believe this same set of skills would be equally as important as a member of the planning commission.

Employment, membership in service or community organizations or volunteer work, which might be relevant to this appointment

Highland Area Chamber of Commerce Board Member

Highland Ambassador of the Year – 2019

Past President of Chamber of Commerce located in CT

- Airport for Western MA and Northern CT housed in Chamber City

Became very involved in mass transportation issues for the State and the CFTE (Center for Transportation Excellence) and continue to get updates for issues affecting transportation across the country. Believe the Airport Element will continue to be one of increasing importance to City Planning.

EVWD – Ran for appointment to Board when position vacated by Nanette Shelton.

While I was not appointed, I was a finalist and have attended monthly Board meetings for the last year

EVWD – Conservation Workshop Volunteer

Attended groundbreaking for SNRC

Planning Commission – Have attended one meeting a month for the last year

SBCTA – Attended groundbreaking for SR210 Lane Addition and Base Line

Interchange Project and continue to get weekly updates

Election Poll Worker

Community Sponsorships:

- Chamber events supporting business community and public safety personnel
- Highlanders Boxing Club – supporting at-risk youth in community

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

John Mura, CEO, East Valley Water District will be recommending my appointment to the EVWD Community Advisory Commission at the October 14, 2020 meeting of the Board of Directors. He has requested my presence at that virtual meeting, and I expect to receive the approval of the Board.

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment:

Having lived and worked in SoCal during my years as a student at Cal State University in Long Beach, I have long been a fan. My husband's family grew up in Riverside, CA and when we returned in 2015 to live in Highland, I thought this area to be a treasure nestled up against the San Bernardino National Forest, the mountains, and the upper region of the Santa Ana River. The views are always invigorating! Likewise, it's been a pleasure getting to know the people of this City through my community involvement. While I have been actively attending Planning Commission and EVWD meetings, as well as Chamber events, I thought it important in applying for a seat on the Planning Commission that I review the City Plan.

The vision for a place in which small town values and heritage combine with contemporary standards and practices to sustain an economically vibrant and environmentally sound future is one that I heartily embrace. I also share the same view on development that pays homage to Highland's historic roots through integrated symbols (so pleased with the design of the new overpass on the 210), as well as enhancing scenic vistas through careful corridor planning in both public and private development, encouraging low profile massing and natural colors and building materials. I have long had a passion for architect and design, and get to feed that a bit through my real estate business. However, having the opportunity to assist Highland leadership in addressing the challenge of linking policy detail to its vision for open space planning and future development, would be an incredible honor. Thank you for this opportunity to present my capabilities and interest in serving the Planning Commission and our Highland community.



SIGNATURE

DATE: October 13, 2020

☒ Yes, I have read the attached roles and responsibilities related to the committee, board, or commission you are applying for.

GAIL M SHELTON

www.gailshelton.com

29255 Silverfern Place
Highland, CA 92346

gail.shelton@coldwellbanker.com
860.394.9366

STRATEGIC PLANNING and REAL ESTATE PROFESSIONAL

Lead Communication Strategies ► Deliver Quality Service ► Execute Marketing Programs

Especially skilled in strategic planning and communications; demonstrating competency in demanding, customer/client focused businesses and non-profit development positions. Over thirty years experience in high-profile roles within the community. Strengths in consultative needs identification, solution design, executing consumer-driven and cause-related marketing programs, proposal preparation, and development of best practices.

Key Accomplishments...Value Offered

- **Rainmaker:** As Executive Director for the Juvenile Diabetes Foundation International (JDRF), consistently exceeded revenue goals by forming strategic alliances with area's largest employers. Increased Chapter's net income in region from \$260,000 to \$1.5 Million; repeatedly ranked in top ten among all U.S. chapters for revenue generated. Persuasive presentation secured membership for previously excluded non-profit in the nation's most lucrative, employee giving campaign, generating a 25% increase in revenue.
- **Business Strategist:** Hired by closely held business to lead organization from entrepreneurial to planning mode. Process included review of core business strategy, benchmarking against similar-size businesses and consideration of external changes in the industry. Action plan developed included a geographical move from an urban to suburban location, partner acquisition, sharing of administrative support and more targeted client approach. Result: Net profit increase of 15% in six-month time frame.
- **Solution Architect:** Reengineered archival data management system by initiating retention policy, designing financial tracking component, restructuring data, and developing standard operating procedures. Significantly increased efficiency of operations, enhanced communications and stimulated use of data system as tool to service clients and generate leads.
- **Collaborative Leader:** Experienced in creating customer-centric culture and employee loyalty amidst intense change environment. Led cross-functional teams in executing consumer-driven marketing programs. Successful in linking business strategy decisions to socially responsible profitability.
- **Project Manager:** Created cultural change, taking company from zero-contribution policy to philanthropic community leader. Accomplished by creating an *Our Kids* marketing initiative and partnering with vendors, employees and customers to raise money for children's charities. Raised \$450,000 for 10 charities in one year.

ENDORSEMENTS

Intellectual Property Attorney

- "Gail is a dynamic marketing professional. Her ability to assess needs, design creative solutions, deliver and implement product, and build consensus have significantly improved the operations of our firm, which has been serving clients around the world for over one-hundred years."

Entrepreneur

- "Your (Gail Shelton) consulting work has been invaluable...I recommend you and your work to anyone, without reservation. Your "Reality-Based Structuring" approach has enabled my partnership to develop joint ventures with industry-leading firms during this very difficult economy."

Director, Non Profit Board

- "Just a few short weeks after recommending Gail for a fund raising position within our organization, I received accolades from staff attending our Board of Directors meeting. Her ability to formulate proposals, develop strategy, and communicate mission has already proven to be a tremendous asset."

GAIL M SHELTON

29255 Silverfern Place
Highland, CA 92346

gail.shelton@coldwellbanker.com
860.394.9366

PROFESSIONAL EXPERIENCE

Real Estate

2017 - Present

Coldwell Banker Kivett-Teeters, Highland, CA

- Joined as Realtor/Consultant in June 2017. Brokerage is consistently ranked in the top 100 out of 3000+ Coldwell Banker offices nationwide.

Consulting

2002 - 2015

- *Highlights:* Strategic planning and business process consultant for **Shoher & Associates**, charged with evaluating work flow and designing organizational framework to support pursuit of entrepreneurial interests and profit producing partnership. Marketing and organizational consultant for **Alix, Yale and Ristas** (intellectual property law firm); analyzed systems, implemented new archival infrastructure, wrote best practices and created strategic marketing plan. Consultant for **PLAN of CT** charged with organizational restructuring and increasing funding through grant writing. Strategic planning consultant for **LPL Financial**, engaged to analyze business and recommend growth strategies in an economically challenged environment. Business Process Coach for **Leadership Greater Hartford** - contract position working with School Governance Council to build group process skills and develop and sustain a collaborative group culture and Hartford Mayor's Initiative to develop leadership. Volunteer Leadership – As **President of The Ethel Walker School Parents Association**, led the organization through cultural shift and strategic planning process, merging two separate entities into one organization with singular mission.

Executive Director & Regional Manager Major Gifts

1993 - 2002

Juvenile Diabetes Research Foundation International (JDRF)

- *Highlights:* Recruited as change agent in volunteer-driven regional office to dramatically increase funding for diabetes research. Successfully managed culture change by retaining committed volunteers and engaging them in new initiatives directed by local and regional staff. Cultivated corporate and volunteer leadership, spearheaded single events generating over \$300,000, expanded territory into Litchfield County and Western Massachusetts with minimal payroll increases, redesigned communication vehicles, delivered multimedia presentations to large groups, and conducted research briefings. Direct accountability for operations, strategic planning, finance, marketing, and general management decisions.

Director Public Relations & Consumer Affairs

1982 - 1992

First National Supermarkets, Inc. [Ahold USA]

- *Highlights:* Given substantial latitude to rebuild chain's public image as first public relations officer appointed for company's eastern division (72 stores). Company became first point of contact for media on industry-related issues and positive press included full-color, front page positioning in *Hartford Courant* for community outreach program – *Convoy Against Hunger*. Counseled senior executives to engage in consumer focus group initiative as solution to key real estate issue. Conducted focus groups, generated research study and presented recommendations. Strategy connecting internal and external stakeholders resulted in the city of New York reversing decision to condemn property housing highly profitable store. Strategy was catalyst in developing in-house market research department.

EDUCATION & LEADERSHIP AFFILIATIONS

CALIFORNIA STATE UNIVERSITY, Long Beach, California

- **Bachelor of Science Degree, Marketing and Business Administration.** Specialized training in American Management Association crisis management and public relations programs. Professional seminars in strategic planning, fund raising and consumer affairs.

AFFILIATIONS – Past and Present

- *Highland Chamber of Commerce*, Board of Trustees, *The Ethel Walker School*, Board of Governors, *CT Children's Medical Center*, Government Relations Liaison, *CT Coalition for Organ & Tissue Donation* and past President of *Windsor Locks Chamber of Commerce*.

Public Service Application
Jessica Sutorus

RECEIVED

SEP 24 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 09/2021



PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☒ Community Trails Committee (see attached roles and responsibilities)
- ☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Jessica Sutorus

Address: 28855 Terrace Dr.

How long have you resided in Highland? 20 years

Home phone: 909-641-8697 Cell phone: 909-641-8697

Work phone: 909-370-5561

Email address: sjstorus@coltonca.gov

Occupation/Employer: City of Colton

Employer address: 160 S. 10th Street

Position held: None

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

My principle areas of interest in City Government is planning and landuse. I have experience reviewing new development plans in my current job to make sure plans meet the intent of the City's General plan and local ordinances. I also have an interest in the trails committee. I have hiked all our Highland trails and created a native plant trails guide for the trails years ago when I worked at the Sam J. Racadio Racadio Environmental Learning Center.

Education, training or special knowledge which might be relevant to this appointment:

I have a Masters Degree from California State University in Environmental Education, Bachelors Degree from the University of California Riverside in Political Science with an emphasis on Environmental Policy, University of California Riverside extension Planning and Landuse classes, and Stanford Center for Professional Development

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

I work at the City of Colton as the Environmental Conservation Supervisor overseeing GHG mitigation, Energy and water conservation, Recycling and organics reduction and Climate Action planning.

As mentioned above I currently participate in plan checks for all new development PRE's and DAP's comments.

I also track legislation to make sure the City is in compliance with all regulatory mandates. I have served in the City of Highland Chamber of Commerce for 3 years as board member and ultimately Vice President years ago. I volunteer across the Inland Empire.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

Street Naming Committee - I do not recall the exact date but it was back in
2011-12 when serving as the VP of the Highland
Area Chamber

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

I have attached my resume for further incite into my background.

SIGNATURE: Jessica Sitorius

DATE: 9/24/2020

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Jessica A. Sutorus
28855 Terrace Dr.
Highland CA 92346
909-641-8697
sjsutorus@yahoo.com

Professional Experience

City of Colton, Colton CA
June 2013-Present

Environmental Conservation Supervisor- City of Colton, Electric Department,
Sustainability Division

- Lead, oversee, and review the work of staff responsible for customer related energy and water conservation programs.
- Supervise the development and implementation of new conservation and environmental programs, including energy and water conservation and customized consumer programs and document the success of these programs.
- Develop Low Income programs to assist residents in energy conservation.
- Assist in the training of lower level personnel in the areas of work; ensure adherence to safe work methods, procedures and practices; identify training opportunities and needs; make recommendations to higher level staff.
- Promote and market existing energy conservation and new water conservation programs and the various services available to customers through various organizations including developing programs to reach schools and civic organizations within the City.
- Develop plans to bring the City into compliance with State, and Federal regulations; interact with State, Federal and local officials. Includes regulatory obligations specific to Energy Conservation AB 1890, Water Conservation, AB 32, AB 939, AB 1826, SB 350, and AB 1890.
- Assist the Planning Department in developing a City wide plan for meeting state greenhouse gas reduction requirements.
- File necessary state, county and federal reports documenting the success of the City in meeting environmental goals.
- Perform or supervise energy and water audit programs for residential, commercial, industrial, and public customers.
- Prepare work plans and operating forecasts and assist with preparation of division budget; prepare statistical and narrative reports; prepare energy and water conservation and management grant proposals; and prepare agenda reports relating to energy and water conservation and management programs.
- Respond to questions and concerns from the general public; provide information as is appropriate and resolve service complaints.
- Evaluate assigned work projects; estimate time, materials and equipment necessary for the successful completion of the project; acquire necessary resources as is appropriate.

- Perform related duties and responsibilities as necessary.
- Submit recommendations to the Utilities Director on the budget. May participate in organizational and community group meetings; respond to questions and inquiries.
- Complete GHG inventory for the City of Colton every two years.
- Develop and manage projects to reduce GHG emissions in the City of Colton.
- Develop Electric Vehicle plan for GHG mitigation.
- Developed Climate Action Plan adopted November 3, 2015.
- Grant writing- awarded over \$500,000 in grant funds to the City of Colton for Electric Vehicles, Curb side multifamily low income charging grant, Urban forest management plan, tree planting grants, Household Hazardous Waste Grants, and Electric commercial yard equipment grant.

PROFESSIONAL CERTIFICATES/TRAININGS:

City of Colton Leadership Academy Completion- February 1, 2017

Best Best & Krieger- Certificate of Sexual Harassment avoidance training completion April 10, 2017

Best Best & Krieger – Certificate of Ethics completion March 13, 2017

American Public Power Association- Completed Public Power Leadership Workshop October 7, 2018

The Associations of Energy Engineers- Fundamentals of Water Efficiency July 27, 2016

The Association of Energy Services Professionals- Principles of Research & Evaluation (EM&V)-March 2, 2016

The Association of Energy Engineers- Fundamentals of Residential Energy Auditing – November 15, 2015

Utility Accounting 101- August 11, 2015

Electric Utility Basics: Generation, Delivery, Operations, Regulation, and Economics October 24, 2014

Southern CA Gas Company: Energy Smart Landscapes- July 23, 2014

American Red Cross CPR/Aid/AED- June 30, 2015

PROFESSIONAL MEMBERSHIPS

- Association of Women in Water Energy and the Environment (AWWEE) and the Association of Energy Engineers
- Association of Energy Engineers (AEE)
- Smart Electric Power Alliance (SEPA)
- American Public Power Authority (APPA) member
- Southern California Public Power Authority

ENVIRONMENTAL

LSSI, Santa Clarita CA

August 2012-June 2013

Services Coordinator – City of Santa Clarita

- LEED Green Building Closeout
- Coordinate facility contracts
- Prepare construction project reports and correspondence for Director and City
- Coordinate purchasing reports. Create quantitative statistical analysis on programming services to the community

- Prepare financial and statistical reports for management
- Represent LSSI in Community and professional meetings
- Grant Writer
- Developer of community partnerships between city and public agencies

San Bernardino County, Highland, CA

February 2010 – June 2012

Manager –Highland Sam J. Racadio Library and Environmental Learning Center

- Manage the Library and Environmental Learning Center staff
- Prepare monthly financial and statistical reports for management
- Develop staff work expectations and foster growth and professional development to fulfill the mission of the San Bernardino County Library Environmental Learning Center
- Project Coordinator for Special projects system-wide: Construction of LEED green building projects; Crestline Branch Library, Yucaipa and Rialto Remodel, serving as a liaison between the City and County
- Serve as a system-wide program specialist in reference, cataloging, youth services, literacy, green building knowledge and other specialized services for the library and environmental specialty center
- Liaison to the City of Highland: Updating the City Manager Joe Hughes, and the Highland City Council on Library programs and events.
- Public speaker for community events
- Presenter to the local groups such as Kiwanis, Red Hats and the Highland Chamber of Commerce on programs and resources available to the public and businesses.
- Manage facility maintenance for the library and environmental learning center
- Developed partnerships with local government and Non-governmental agencies and organizations to provide quality services to the community
 - English as a Second Language classes partnering with the local school district
 - ESRI - Developing an interactive exhibit to educate the public on the reduction of our carbon footprint in San Bernardino County
 - AARP - Providing free tax help for senior citizens in our community
 - CREEC - California Regional Environmental Education Community network- Youth Leadership Conference
 - Inland Empire Resource Conservation District - Youth Leadership Conference
 - Highland YMCA- Providing teen programs to keep the teens off the street
 - Great California Shakeout - Providing training to staff and public in the largest statewide earthquake drill
 - City of Highland - Annual Earth Day event
 - Highland Chamber of Commerce - adopt a book program for sponsors
 - University of Redlands internship program - providing work experience and community service
- Founder of the Nonprofit 501c3 Highland Environmental Education Coalition
- Board of Director for the Highland Area Chamber of Commerce

- Coordinate media advertising in library and to the press- write media press and use social networking to advertise library services online.
- Provide green building expertise to other county departments
- Grant writer- Secured, state and local agency grants securing over 6 million dollars in funding
- Developed a strong volunteer program providing an additional 450 hours of volunteer work for the County Library and Environmental Learning Center
- Develop community needs assessments through surveying and census statistical analysis
- Partnered with the California Conservation Corp for rooftop garden and pond maintenance

San Bernardino County, Highland, CA

July 2003 - February 2010

Highland Environmental Learning Center Director

- Supervisor of 1 full-time environmental assistant and 5 student environmental interns
- Fiscal Administrator and Liaison for clients of the EPA funds awarded to the Highland Environmental Learning Center for equipment and exhibits
- Prepare financial and statistical reports for management
- Co-writer of the State Library Bond Act awarding Highland with \$5.3 million of matching funds to the City of Highland to construct the first LEED certified green San Bernardino County Environmental Learning Center and Library
- Wrote the Highland Environmental Learning Center Strategic Plan as part of the Master Plan
- Chair of the Inland Youth Leadership Conference
- Grant Writer, (awarded California ReLeaf Grant 2005) Union Bank Foundation grant awarded in 2008 and 2010, Edison community grant awarded in 2010
- Master planner of programs and staffing for the Environmental Learning Center
- Fundraiser coordinator for HEEC for the new library and environmental center
- Coordinator of the HEEC website: www.ecoheec.com

San Bernardino County, Highland, CA

July 2001 - July 2003

Environmental Program Specialist

- Coordinator of all Environmental Education programs for the public from infants to senior citizens
- Developed and implemented policies & procedures for environmental staff interns
- Coordinated relationships with local chamber of commerce and city officials
- Coordinated in the LSTA RELI project grant receiving an award from the San Bernardino County Library
- Prepare financial and statistical reports for management
- Coordinated environmental education classroom programs for local schools
- Board member of the Inland Area Environmental Youth Leadership Conference
- Conducted and tabulated survey for environmental education needs in the community of Highland

- Project Learning Tree Teacher Facilitator
- Population Connection Teacher Facilitator

The Keith Companies/Stantec, Moreno Valley, CA

June 1999 - July 2001

Planning Technician

- Assisted in Drafting Environmental Impact Reports (EIR)
- Submitter of Fees and Permits to the County of Riverside and County of San Bernardino
- Participated in the San Bernardino County Traffic Study EIR
- Operations Support for the Planning Department

Professional Skills

Public Speaking Skills – 20 years

Customer Service Expert – 17 years

Budget Management Skilled - 15 years

Creating and executing programs for customers - 15 years

Live and Static exhibit design and fabrication Skilled - 10 years

Facilities Management Skilled – 15 years

Organized Expert - 20 years

Personnel Relations Skilled - 16 years

Project Management Expert - 17 years

Conflict Resolutions Skilled - 16 years

Staff Manager Skilled - 16 years

Grant Writer Skilled - 18 years

Regional New Hire Trainer-2 years

Community Relations Expert – 18 years

Computer Skills- 20 years

Social Networking-18 years

Education

Bachelor's of Arts Degree – Political Science

University of California Riverside-Environmental Politics Focus

August 2002

Master's Degree – Environmental Education

California State University, San Bernardino

December 2006

Certificate in Planning and Land Use Management
University of California Riverside Extension
16 Quarter Units Completed

Master's Degree – Information Science
San Jose State University
13 Semester Units Completed

Harvard Extension- Sustainability Certificate
Completed 4 Semester units- Calculations for GHG inventory 2016

Professional affiliations:

Board of Director for the Highland Chamber of Commerce, Founder of the Highland Environmental Education Coalition 2004-2012, Lifetime Alumni of the University of California Riverside, Member of CaReleaf and CREEC

Past Certificates:

Designing Sustainable Buildings- November 8, 2001
Green Buildings-Energy Efficiency and Sustainable Design- September 30, 2002
Customer Service Training- October 9, 2002
E-Resource Training- May 18, 2002
Construction 101- March 5, 2003
Partner for Education Recognized by Cole elementary school October 8, 2003
Project Learning Tree Professional Development-October 5, 2004
Population Education Workshop and lobbyist training- October 28, 2004
Certificate of Appreciation for 2005 Service Learning Conference
Certificate of Appreciation for the 2007 Environmental Youth Experience for Leaders Conference Board Chair
Certificate of Participation from CREEC Network Region 10
Certificate of Recognition in the 12th annual Career Awareness Week, June 2006 from Lankershim Elementary School
Certificate of Recognition in the 13th annual Career Awareness Week, June 2007 from Lankershim Elementary School
Completed Online training Certificate for preventing workplace harassment—California Supervisors Edition for San Bernardino County 2008 and 2010

Professional References:

1. David X. Kolk., Ph.D.

Utilities Director: 951-283-1097

dkolk@coltonca.gov

2. Todd Warden,

South Coast Air Quality Management District (SCAQMD)

Senior Public Information Specialist: 909-396-3370

twarden@aqmd.gov

3. Marvin Moon

City of Pasadena Water and Power

Assistance General Manager of Power Supply: 562-431-1021

mmoon@cityofpasadena.net

4. Chuck Dantuono

City of Highland

Director of Administrative Services: 909-633-5267

cdantuono@cityofhighland.org

5. Mary E. Petit

Founder and Co-Executive Director

The Incredible Edible Community Garden: 941-276-1150

mary_petit@yahoo.com

Public Service Application
Chandra Thomas



RECEIVED

SEP 22 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 09/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Chandra Thomas

Address: 28971 Easton Lane, Highland Ca 92346

How long have you resided in Highland? Since December 2009

Home phone: N/A

Cell phone: 951-255-4075

Work phone: 951-355-4498

Email address: ChaChaChandraThomas@Yahoo.com

Occupation/Employer: Riverside County Fire Dept / Cal Fire

Employer address: 16902 Bundy Ave, Riverside Ca 92518

Position held: Emergency Medical Services, Training and Health and Safety Bureaus - Analyst II

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

My primary interests are in Land Development as it relates to Planning, Transportation,
Buidling and Safety, and Envrionmental Impacts. I also have interest in Policies, and
legal enforcment. I have over 20 years experience with Land Development and regulatory
compliance. Over ten years experince in Grading Permits and inspections, Land Use requirments,
and regulation for new and re-development. I also have worked on the private side of
development for builders, and have experience on the challenges for them to meet
local requirments, and the difficulty of navigating though bureaucracy.

Education, training or special knowledge which might be relevant to this appointment:

Masters Degree in Public Administration. With a Master's Certificate in Water Resource
Management. Professional Licenses/Certificates as CPESC, CESSWI. QSD/QSP.

Working for TLMA, Transporation Land Management Agency within Rlverside County

I have vast experience as it realtes to public government and its processes. Ten years
experience in Grading, Land Use requirments, Hearings, and Building requirements.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

I have worked for Riverside County TLMA. Transporation Land Management Agency as a
Program Division Manager within Building and Safety. I worked writing planning conditions for
projects, and clearing conditions, and conducting inceptions for Planning, Building and Safety,
Environmental, Code Enforcment and Mutli Species Habitat, Water courses, Rivers and Streams.

Land use and General Plan experience, as well final inspections for landscaping, drainage, building.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

I have served on various Technical Advisory Committees for Land Development, including
TAC Committees for Public Outreach, Hydro-Modification and Building Commission, and
Cal State University Public Administration Committee member.

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

I am interested in using my skillset to serve my community. As a resident of Highland,
and active community member, I care what happens in our City. I serve in leadership
positions at my Church also located in Highland Ca. I am also involved with issues relating
to water quality and resources which also can serve our community. We have an opportunity
for growth within Highland Ca, while residents still value a smaller tight knit community.

SIGNATURE: Chandra Thomas

DATE: 09/22/2020

☒ **Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.**

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application
Tamara Zaman



RECEIVED

SEP 14 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 9/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, will have to submit an FPPC Statement of Economic Interests form and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☐ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Tamara Zaman

Address: 7383 Olive Tree Lane, Highland, Ca. 92346

How long have you resided in Highland? 19 years

Home phone: _____ Cell phone: 909-855-3365

Work phone: _____

Email address: Tamara_zaman@yahoo.om

Occupation/Employer: Architectural Designer/Drafter

Employer address: N/A (Currently unemployed due to Covid-19)

Position held: Last position held - Assistant Project Manager

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

My principal areas of interest within the City of Highland Government include bringing much needed businesses to the city. I feel the current direction of the city, regarding business, is going in the direction of warehouses. I have sat through many Planning Commission meetings hearing that the future of business is away from the traditional brick and mortar that we're all so used to. With the current trend hurdling toward online purchases and the warehouses it inevitably brings, I can see from where this belief may come. I believe the City of Highland has a wonderful opportunity to project its future in a different direction. I think the City of Highland should aim toward a more interactive retail/office/warehouse environment. An example of this would be IKEA, it allows for people to come, walk through its showrooms, market place, eat a light lunch or dinner at its restaurant and spend time and money (if they choose) at their facility and within the City of Highland. Another example of interactive retail would be something similar to the Sketchers warehouse/ store in Moreno Valley. It again allows people to come, shop for items, purchase a light lunch at the cafe and eat next to their reflection pond. This building is LEED Certified and is beautiful. Businesses like these, are good examples of warehouse, retail, office and sustainability the world is needing so much right now. They provide the traditional brick and mortar, the warehouse space that is inevitable with today's online lifestyle, it will provide more than just low paying warehouse jobs and will provide the citizens of Highland with an opportunity for job growth and will also provide a reason for citizens of other cities to come and visit and spend their money in Highland rather than somewhere else.

Education, training or special knowledge which might be relevant to this appointment:

I hold a Bachelor of Science degree in Interior Design, I graduated with honors in 2006. I have been LEED (Leadership in Energy and Environmental Design) Accredited since December 2016. I am well versed in ADA requirements, California Building Codes and I am familiar with the City of Highland Municipal Code and General Plan. I am also on track to obtain my real estate license this year.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

I have been employed for nearly 20 in the field of architectural design with emphasis on K-12, commercial and tenant improvement design and construction. I have also taught various courses, in sustainability, architectural drafting and design, and facilities planning for almost 9 years at a local college. I was also on the Site Council at my son's charter school in San Bernardino which involved reviewing budgets, fundraising opportunities and planning for the future of the school and the students.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

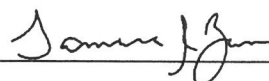
City of Highland Planning Commission - June 2018 to September 2020

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

Thank you for allowing me to be a participant on the Planning Commission for the last 2 years.

In those 2 years, I don't believe I have missed any meetings, even attending just days after undergoing a heart surgery. I hope, that the members of the current City Council, find that my dedication is deserving of another opportunity to be on the next Planning Commission. With that being said, I would also hope that the current City Council also reinstate the previous Planning Commission members as well. It was a pleasure working with, and learning from them. They are all very knowledgeable and dedicated to the City, its citizens and the City staff. Thank you.

SIGNATURE: 

DATE: September 13, 2020

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board, or commission you are apply for.

When you have filled out this application please return it in person or mail to:

**CITY CLERK, CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226**

This application will be kept on file for a period of one (1) year from the date signed.