CITY OF HIGHLAND
REGULAR MEETING OF THE CITY COUNCIL
AGENDA

REGULAR MEETING

February 9, 2021
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

CITY COUNCIL MEMBERS

PENNY LILBURN, MAYOR
LARRY McCALLON, 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

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861☎ • (909) 862-3180 🖷

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

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference/Zoom. Anyone can join the meeting virtually or by phone.

Join the Zoom Meeting online: https://zoom.us/j/98802036599

Listen to the meeting by calling:
(669) 900-9128

Toll free phone numbers:
(877) 853-5247
(888) 788-0099

Meeting ID: 988 0203 6599#

If you encounter problems with the toll-free numbers, please use the other number listed above.

Submission of Public Comments: For those wishing to make public comments at the February 9, 2021 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 February 9, 2021 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.

For those wishing to make a public comment regarding a public hearing item (No. 5), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered part of the record. Please email your comments to publiccomment@cityofhighland.org.

All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

CITY COUNCIL REGULAR MEETING
FEBRUARY 9, 2021 - 6:00 p.m.

AGENDA

CALL TO ORDER

ROLL CALL

REPORT FROM CLOSED SESSION

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 – January 26, 2021 City Council Regular Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

3. Warrant Register
   RECOMMENDATION: Approve Warrant Register No. 717 for February 9, 2021, in the amount of $1,472,613.09 and Payroll of $106,648.98.

4. Notice of Completion – Bid No. 2020-02, "Fire Station #2 Roof Top Coat Over Existing Poly Foam Roof System" (Project No. 2020-02)
   RECOMMENDATION: That the City Council:
   1. Accept Project No. 2020-02, "Fire Station #2 Roof Top Coat Over Existing Poly Foam Roof System" as complete;
   2. Authorize the Mayor to sign the Notice of Completion; and
   3. Direct the City Clerk to file the Notice of Completion.

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.

For those wishing to make a public comment regarding a public hearing item (No. 5), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered as part of the record. Please email your comments to publiccomment@cityofhighland.org. The City Clerk shall read all email comments provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting.

5. Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2021-2022
RECOMMENDATION: That the City Council prioritize funding of FY 2021-2022 Community Development Block Grant applications.

CITY COUNCIL LEGISLATIVE

6. 2021/2022 Work Program
RECOMMENDATION: That the City Council adopt the 2021/2022 Work Program.

7. Public Improvement Reimbursement Agreement between City of Highland and Lumar Devco IV, LLC, for Roadway Improvements at the Northeast Corner of Base Line and Buckeye Street
RECOMMENDATION: That the City Council:
   1. Approve the Public Improvement Reimbursement Agreement between City of Highland and Lumar Devco IV, LLC (Lumar) for roadway improvements at the northeast corner of Base Line and Buckeye Street; and
   2. Authorize the Mayor to sign the Agreement.

8. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.

9. 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
February 23; March 9, 23; April 13, 27; May 11, 25; June 8, 22; July (no meetings); August 10, 24; September 14, 28; October 12, 26; November 9, 23; December 14, (December 28 - no meeting)

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before February 4, 2021, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library 7863 Central Avenue	Fire Station No. 1 26974 Base Line	City Hall 27215 Base Line

Date: February 4, 2021

Betty Hughes, MMC
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 9, 2021

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. 1

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 9, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – January 26, 2021 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. 2
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

MINUTES
CITY COUNCIL REGULAR MEETING
JANUARY 26, 2021

This meeting was conducted as a videoconference meeting in the Donahue Council Chambers, 27215 Base Line, Highland, California. All votes during the meeting were conducted by roll call.

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 Lilburn.

ROLL CALL

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

REPORT FROM CLOSED SESSION

No meeting.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, 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 – January 12, 2021 City Council Special Meeting
   Approved the Minutes as submitted.

3. Minutes – January 12, 2021 City Council Regular Meeting
   Approved the Minutes as submitted.

4. Warrant Register
   Approved Warrant Register No. 716 for January 26, 2021, in the amount of $581,026.50 and Payroll of $131,444.96.

5. Treasurer's Report for December 2020
   Received and filed Treasurer's Report for December 2020.

6. Ordinance No. 446 Establishing a Fee and Service Charge Revenue/Cost Comparison System and Resolution No. 2021- 001 Establishing a Schedule of Fees and Charges for City Services

Adopted Ordinance No. 446, read by title only, and waived further reading of Ordinance No. 446, establishing a fee and service charge revenue/cost comparison system and Resolution No. 2021-001 establishing a schedule of fees and charges for City services.

ORDINANCE NO. 446
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING CHAPTER 2.36 ("FEES AND SERVICE CHARGES") OF THE HIGHLAND MUNICIPAL CODE TO PROVIDE ADDITIONAL CATEGORIES OF FEES AND CHARGES, AND TO UPDATE AND AMEND OTHER PROVISIONS AS APPROPRIATE

RESOLUTION NO. 2021-001
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING A REVISED SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES

7. Easement Acceptance Hector & Margarita Alarcon – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)
   1. Accepted the Grant of Easement for Road and Drainage Purposes from Hector & Margarita Alarcon; and
   2. Directed the City Clerk to record the Grant of Easement.

8. Preparation of Annual Engineer's Reports for 2021/2022 Assessments
   1. Adopted Resolution No. 2021-002 ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and
   2. Adopted Resolution No. 2021-003 ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.

RESOLUTION NO. 2021-002
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ORDERING THE PREPARATION OF ENGINEER'S REPORT FOR CONSOLIDATED LANDSCAPE & LIGHTING DISTRICT NO. 96-1 FOR FISCAL YEAR 2021/2022

RESOLUTION NO. 2021-003
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ORDERING THE PREPARATION OF AN ENGINEER'S REPORT FOR STREET AND DRAINAGE MAINTENANCE DISTRICT 96-1 FOR FISCAL YEAR 2021/2022

CITY COUNCIL PUBLIC HEARING

No public hearing.

CITY COUNCIL LEGISLATIVE

9. Appoint Three (3) Members of the Public to the Community Trails Committee

City Clerk Hughes opened the floor for nominations.

Mayor Pro Tem McCallon nominated Brent Merideth.

Mayor Lilburn nominated Richard Bowman.

Council Member Solano nominated Matt Myers.

Mayor Lilburn also nominated Gail Shelton.

Council Member Timmer closed the nominations.

City Clerk Hughes called for the vote in order of the nominations.

Brent Merideth received five votes, Richard Bowman received four votes and Matt Myers received five votes, therefore, all three were appointed to the Community Trails Committee.

10. Multi-Use Trail Common Use Agreement – Amendment No. 1

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

A MOTION was made by Council Member Solano, seconded by Council Member Timmer, to approve Amendment No. 1 to the Multi-Use Trail Common Use Agreement between the City and San Bernardino County Flood Control District. Motion carried on a roll call vote, 5-0.

11. Mediterra Development – Request for Parkland Acquisition and Park Facilities Development Impact Fee Credit in Accordance with Highland Municipal Code Section 16.40.200, Park and Recreational Facilities; and Request for Regional Circulation System Development Impact Fee Credit in Accordance with City of Highland Ordinance No. 309

Community Development Director Mainez and Assistant Public Works Director Bennett gave a brief review of the staff report.

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

1. Approve Mediterra Development request for a one hundred percent (100%) Parkland Acquisition & Park Facilities Development Impact Fee credit in the amount of $1,445,194.40 (or $4,573.40 credit per unit); and
2. Approve a credit for the Regional Circulation System Development Impact Fee in the amount of $996,968.00. Motion carried on a roll call vote, 5-0.

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

City Manager Hughes stated he would like to update the Council on a few items. A brief Covid update, county-wide there has been 268,000 confirmed cases of COVID-19 and the County has now done 2.3 million tests. Unfortunately, there has been 1,719 deaths. The hospitalization rate in the County is coming down. Currently, there are 1,274 persons hospitalized, but that is down from a peak of 1,785. The ICUs is also down from a peak of 363 down to 297 and ventilators in-use is down as well from a peak of 435 down to 311. He is sure the Council has heard that the Governor made an announcement on Monday that we are no longer in the region system and we are back into the old tier system. The stay-a-home order was lifted with San Bernardino County is still in the purple tier and we are solidly in that purple tier. While numbers are coming down, we are still in that highest tier level. With that being said, and with the stay-at-home order being lifted, this allows for outdoor dining at restaurants, hair and nail salons can reopen, grocery stores have had their capacities raised up to fifty percent and retail capacity is at twenty to twenty-five percent. Hotels can also now have non-essential patrons. The County is still maintaining their hotline at (909) 387-3911 and they also have a very good website at www.sbcovid19.com. On that website residents can get information regarding vaccines. On Monday, February 8, San Manuel will be holding another testing event at the San Manuel Center at 27923 Highland Avenue from 9 a.m. to 4 p.m. People that are interested can make a reservation at the SBCOVID19 County website for that event. That concludes the COVID update and he would like to bring Council up to speed on a couple of other issues. On January 19, the Planning Commission approved a project to redevelop the commercial center on the southwest corner of Palm Avenue and 5th Street which formerly housed Nitro-to-Go. The Planning Commission approved a Conditional Use Permit and Land Use Entitlement for a Gas Station and Convenience Store. Only the Use was approved at this point and a future design application is required to review the site layout, number of pumps, circulation, building elevation, lighting, and signage. On January 12, the City received ten bids for the Boulder Avenue Improvement Project which consists of street and landscape improvements within a two mile stretch of Boulder Avenue, between San Manuel Village entrance and Greenspot Road. The project includes median parkway landscape, median drainage, new sidewalks, curb ramps, bus stop landing areas, trail entrances, bridge and street lighting, any graffiti coatings, pavement rehabilitation, slurry seal, bike detection and way finding signs. The bid award is anticipated to be recommended at the February 9 City Council meeting. Construction will be funded by Federal and AQMD grants. The Sheriff's Department, in the last two weeks, have responded to 1,663 calls for service, taken 117 reports, and made 45 arrests. The Fire Department, for their year-end stats, last year the Fire Department answered calls for 7,844 incidents, 6,270 of those were for advanced life support paramedic services. They also responded to 646 fire suppression incidents, 108 structure fires, 162 vegetation fires, 58 vehicle fires,

24 hazardous material emergencies, 256 rubbish debris fires, 3 remote rescues and 35 fire stand-by emergencies. They also responded to 319 miscellaneous calls, which included 100 ringing alarms, 129 public assists and 90 false alarms. A final year update regarding Burrtec illegal dumping work orders; in 2019, there were 727; for 2020, the final tally was 1,984 work orders, and that is for Burrtec going out and picking up illegal dumping in the right-of-way.

Staff received direction from Council for future Level 2 Electric Vehicle chargers to be required at any new gas station within the City.

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

Mayor Lilburn stated she had a three-hour Airport Zoom meeting which was very informative.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:34 p.m. in memory of Billy Chacon, Steve Featherstone, Gertrude Hernandez, Jose Medina and Bruce Alarid.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Penny Lilburn
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 9, 2021

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Senior Accountant

SUBJECT: Warrant Register #717

RECOMMENDATION: City Council to approve Warrant Register #717; Warrants in the amount of $1,472,613.09 and Payroll in the amount of $106,648.98.

FISCAL IMPACT: The total of Cash and Expenditures is $1,579,262.07.

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

BACKGROUND: See Printouts Attached.

Approved _____	Motion _____	Second _____	Agenda Item No. 3
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

CITY OF HIGHLAND

WARRANT REGISTER #717

February 9, 2021

Warrants:

1/26/2021	Ck#82286-82314	144,504.72
1/29/2021	Payroll Wire #543-546 & Ck #82315-82316	57,162.59
2/2/2021	Ck#82317-82370 & Wire 1001776069, 1001776074, 1001776076	1,270,945.78
	Total Warrants	$ 1,472,613.09

Payroll:

1/29/2021	Direct Deposits #10399-10438	103,551.86
1/29/2021	Ck #613-615	3,097.12
	Total Payroll	$ 106,648.98
	Total Warrants & Payroll	**$ 1,579,262.07**

APPROVED BY:

Larry McCallon
Finance Subcommittee

Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82286	1/26/2021	000085 EAST VALLEY WATER DISTRICT	LMD #76-JAN	
			LMD #76-JAN	
			012.8500.4030	69.80
			LMD 11-JAN	
			LMD 11-JAN	
			012.8500.4030	227.55
			LMD 17 A-JAN	
			LMD 17 A-JAN	
			012.8500.4030	121.85
			LMD 17 B-JAN	
			LMD 17 B-JAN	
			012.8500.4030	515.05
			LMD 17 C-JAN	
			LMD 17 C-JAN	
			012.8500.4030	177.01
			LMD 17 D-JAN	
			LMD 17 D-JAN	
			012.8500.4030	69.32
			LMD 25-JAN	
			LMD 25-JAN	
			012.8500.4030	179.90
			LMD 16-JAN	
			LMD 16-JAN	
			012.8500.4030	34.49
			LMD 43-JAN	
			LMD 43-JAN	
			012.8500.4030	67.26
			LMD 47-JAN	
			LMD 47-JAN	
			012.8500.4030	79.21
			LMD 55-JAN	
			LMD 55-JAN	
			012.8500.4030	520.26
			SEELEY PARK-JAN	
			SEELEY PARK-JAN	
			016.8540.4030	141.71

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82286	1/26/2021	000085 000085 EAST VALLEY WATER DISTRICT	(Continued)	Total :	2,203.41
82287	1/26/2021	000090 FEDEX	OVERNIGHT MAIL OVERNIGHT MAIL 001.4100.4210		31.85
				Total :	31.85
82288	1/26/2021	000127 K & L HARDWARE	STATION #3 SUPPLIES STATION #3 SUPPLIES 028.2050.4070		0.86
			STATION #3 SUPPLIES 029.2100.4070		0.85
			STATION #1 SUPPLIES STATION #1 SUPPLIES 028.2050.4070		18.31
			STATION #1 SUPPLIES 029.2100.4070		18.31
				Total :	38.33
82289	1/26/2021	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-JAN PETTY CASH-JAN 001.0020		100.00
				Total :	100.00
82290	1/26/2021	000203 SOUTHERN CALIFORNIA EDISON	LS#3-JAN LS#3-JAN 013.8510.4011		66.14
			LS#3-JAN LS#3-JAN 013.8510.4011		105.35
			LMD#76-JAN LMD#76-JAN 012.8500.4010		13.03
			TRAFFIC SIG PALM/CYPRESS-JAN TRAFFIC SIG PALM/CYPRESS-JAN 013.8510.4011		33.31
			SMART N FINAL SCE FEES-JAN SMART N FINAL SCE FEES-JAN 013.8510.4011		24.35

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82290	1/26/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			REAL JOURNEY ACADEMY LMD ZONE 73-JAN		
			REAL JOURNEY ACADEMY LMD ZONE 73-JAN		
			012.8500.4010		13.66
				Total :	**255.84**
82291	1/26/2021	000207 KONICA MINOLTA	COPIER LEASE-FEB		
			COPIER LEASE-FEB		
			042.9510.4205		1,054.54
			COPIER LEASE-FEB		
			001.2000.4205		625.29
				Total :	**1,679.83**
82292	1/26/2021	000233 WAXIE SANITARY SUPPLY	FS#3: JANITORIAL SUPPLIES		
			FS#3: JANITORIAL SUPPLIES		
			029.2100.4055		147.50
			FS#3: JANITORIAL SUPPLIES		
			028.2050.4055		147.49
				Total :	**294.99**
82293	1/26/2021	001320 HIGHLAND SENIOR CENTER	MONTHLY REIMBURSEMENT-DEC		
			MONTHLY REIMBURSEMENT-DEC		
			006.8400.4348		2,019.50
			CDBG CV SENIOR CENTER MEAL PROGRAM		
			CDBG CV SENIOR CENTER MEAL PROGRAM		
			006.8400.4353		5,260.89
				Total :	**7,280.39**
82294	1/26/2021	001476 TIME WARNER CABLE	STATION #1 TELE/INT-DEC		
			STATION #1 TELE/INT-DEC		
			028.2050.4065		160.06
			STATION #1 TELE/INT-DEC		
			029.2100.4065		160.06
			STATION #2 TELE/INT-DEC		
			STATION #2 TELE/INT-DEC		
			028.2050.4065		196.97
			STATION #2 TELE/INT-DEC		
			029.2100.4065		196.97

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82294	1/26/2021	001476 TIME WARNER CABLE	(Continued)		
			STATION #3 TELE/INT-DEC		
			STATION #3 TELE/INT-DEC		
			028.2050.4065		99.21
			STATION #3 TELE/INT-DEC		
			029.2100.4065		99.21
				Total :	**912.48**
82295	1/26/2021	001527 SHRED-IT, C/O STERICYLCE INC.	SHREDDING SERVICES		
			SHREDDING SERVICES		
			001.1200.4200		89.34
				Total :	**89.34**
82296	1/26/2021	001764 DEPENDABLE COFFEE & WATER SVC.	BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		13.44
			BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		10.45
			BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		13.44
			BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		13.44
			BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		88.26
				Total :	**139.03**
82297	1/26/2021	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-JAN		
			PARCEL MAP REVISIONS-JAN		
			001.4100.4310		4.00
				Total :	**4.00**
82298	1/26/2021	002533 CALVARY CHAPEL OF, SAN BERNARDIN	CALVARY CHAPEL E/C DEP REFUND		
			CALVARY CHAPEL E/C DEP REFUND		
			051.1440		18,000.00

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
82298	1/26/2021	002533	002533 CALVARY CHAPEL OF, SAN BERNAI	(Continued)	Total :	18,000.00
82299	1/26/2021	002710	HERNANDEZ, KROONE & ASSOCIATES	STR18001 PS&E RDA07-DEC		
				STR18001 PS&E RDA07-DEC		
				010.3830.6550		2,034.37
				STR18001 PS&E IVDA-DEC		
				STR18001 PS&E IVDA-DEC		
				027.8490.6550		2,033.31
				STR18001 PS&E SMBMI-DEC		
				STR18001 PS&E SMBMI-DEC		
				027.8490.6550		2,033.31
				STR18001 PS&E EDA-DEC		
				STR18001 PS&E EDA-DEC		
				030.8495.6550		4,417.96
				STR18001 R/W RDA07-DEC		
				STR18001 R/W RDA07-DEC		
				010.3830.6550		2,208.20
				STR18001 R/W IVDA-DEC		
				STR18001 R/W IVDA-DEC		
				027.8490.6550		2,207.05
				STR18001 R/W SMBMI-DEC		
				STR18001 R/W SMBMI-DEC		
				027.8490.6550		2,207.05
				STR18001 R/W EDA-DEC		
				STR18001 R/W EDA-DEC		
				030.8495.6550		4,795.46
					Total :	21,936.71
82300	1/26/2021	002960	BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 1/5/21-1/11/21		
				SOLID WASTE PROG 1/5/21-1/11/21		
				051.1496		14,908.79
					Total :	14,908.79
82301	1/26/2021	003360	DIRECTV	POLICE SATELLITE CABLE-JAN		
				POLICE SATELLITE CABLE-JAN		
				001.2000.4065		1,157.88
					Total :	1,157.88
82302	1/26/2021	004174	BMI	BMI LICENSE 2021		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82302	1/26/2021	004174 BMI	(Continued)		
			BMI LICENSE 2021		
			001.1450.4310		733.00
				Total :	**733.00**
82303	1/26/2021	004193 AECOM USA INC.	BRG07001 DES HBP-SEP		
			BRG07001 DES HBP-SEP		
			030.8495.6813		49,081.11
			BRG07001 DES RDA07-SEP		
			BRG07001 DES RDA07-SEP		
			010.3830.6813		6,358.98
				Total :	**55,440.09**
82304	1/26/2021	004298 ZOLL MEDICAL CORPORATION	RAINBOW DCI SENSOR & LIFEBAND		
			RAINBOW DCI SENSOR & LIFEBAND		
			029.2100.4203		577.13
			RAINBOW DCI SENSOR & LIFEBAND		
			028.2050.4207		577.12
			RAINBOW DCI SENSOR & LIFEBAND		
			RAINBOW DCI SENSOR & LIFEBAND		
			029.2100.4203		365.04
			RAINBOW DCI SENSOR & LIFEBAND		
			028.2050.4207		365.04
				Total :	**1,884.33**
82305	1/26/2021	004453 HARRIS & ASSOCIATES	ADMIN SERVICES NOV TO JAN		
			ADMIN SERVICES NOV TO JAN		
			024.8470.4550		1,700.00
			ADMIN SERVICES NOV TO JAN		
			012.8500.4550		4,536.00
				Total :	**6,236.00**
82306	1/26/2021	004767 MOBILE AIR	ME541: SERVICE & REPAIR A/C		
			ME541: SERVICE & REPAIR A/C		
			029.2100.4240		516.82
			ME541: SERVICE & REPAIR A/C		
			028.2050.4240		516.82
				Total :	**1,033.64**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82307	1/26/2021	005358 FLEET SERVICES INC	ME541 BELT REPLACEMENTS FOR A/C		
			ME541 BELT REPLACEMENTS FOR A/C		
			028.2050.4240		57.73
			ME541 BELT REPLACEMENTS FOR A/C		
			029.2100.4240		57.72
				Total :	**115.45**
82308	1/26/2021	005394 DATA TICKET, INC.	PARKING CITATIONS-DEC		
			PARKING CITATIONS-DEC		
			001.1700.4516		13.23
				Total :	**13.23**
82309	1/26/2021	005412 CALIFORNIA DEPARTMENT OF TAX	SALES TAX 2020		
			SALES TAX 2020		
			007.1050		1,315.96
			SALES TAX 2020		
			001.1700.4200		-84.96
				Total :	**1,231.00**
82310	1/26/2021	005558 GENERAL DOOR	LIFTMASTER PUSH BUTTON STATIONS		
			LIFTMASTER PUSH BUTTON STATIONS		
			029.2100.4224		456.35
			LIFTMASTER PUSH BUTTON STATIONS		
			028.2050.4224		456.34
				Total :	**912.69**
82311	1/26/2021	005739 GORITZ, CAMILLE	MILEAGE REIMB-GORITZ		
			MILEAGE REIMB-GORITZ		
			001.4100.4332		8.05
				Total :	**8.05**
82312	1/26/2021	005771 AMAZON CAPITAL SERVICES	IT SUPPLIES		
			IT SUPPLIES		
			001.1450.4200		153.32
			CVS: MONITORS		
			CVS: MONITORS		
			001.6020.4200		325.01
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82312	1/26/2021	005771 AMAZON CAPITAL SERVICES	(Continued)	
			042.9510.4200 PS: MONITORS PS: MONITORS	37.44
			001.4200.4200 ENG: MONITORS ENG: MONITORS	1,158.21
			001.3200.4203 IT SUPPLIES IT SUPPLIES	1,300.04
			001.1450.4200	17.23
			Total :	**2,991.25**
82313	1/26/2021	005859 COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS-DEC RADIO ACCESS-DEC	
			028.2050.4209 RADIO ACCESS-DEC	598.18
			029.2100.4209	598.18
			Total :	**1,196.36**
82314	1/26/2021	005861 GREAT AMERICAN CHICKEN CORP	DRA20007 REMAINING BAL DEP REFUND DRA20007 REMAINING BAL DEP REFUND	
			001.4100.4450	3,676.76
			Total :	**3,676.76**
29	**Vouchers for bank code :**	wfb	**Bank total :**	**144,504.72**
29	**Vouchers in this report**		**Total vouchers :**	**144,504.72**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
543	1/29/2021	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	6,931.77
			ICMA DEFERRED COMP 457: Payment 004.1170	937.11
			ICMA DEFERRED COMP 457: Payment 010.1170	800.00
			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	311.33
			ICMA DEFERRED COMP 457: Payment 070.1170	237.05
			Total :	**9,242.26**
544	1/29/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment 001.1145	596.76
			EPMC: Payment 004.1145	94.40
			EPMC: Payment 006.1145	19.59
			EPMC: Payment 010.1145	23.75
			EPMC: Payment 012.1145	2.35
			EPMC: Payment 016.1145	2.35
			EPMC: Payment 023.1145	6.55
			EPMC: Payment 024.1145	0.56
			EPMC: Payment 041.1145	31.22

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
544	1/29/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			042.1145	11.36
			EPMC: Payment	
			070.1145	51.37
			PERS: Payment	
			001.1145	14,280.97
			PERS: Payment	
			004.1145	2,326.34
			PERS: Payment	
			006.1145	672.77
			PERS: Payment	
			010.1145	832.32
			PERS: Payment	
			012.1145	169.04
			PERS: Payment	
			016.1145	169.00
			PERS: Payment	
			023.1145	93.53
			PERS: Payment	
			024.1145	18.78
			PERS: Payment	
			041.1145	445.95
			PERS: Payment	
			042.1145	311.53
			PERS: Payment	
			070.1145	734.07
			PERS SURVIVOR: Payment	
			001.1145	25.78
			PERS SURVIVOR: Payment	
			004.1145	4.04
			PERS SURVIVOR: Payment	
			006.1145	1.29
			PERS SURVIVOR: Payment	
			010.1145	1.08
			PERS SURVIVOR: Payment	
			012.1145	0.58

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
544	1/29/2021	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	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.32
			PERS SURVIVOR: Payment	
			042.1145	0.75
			PERS SURVIVOR: Payment	
			070.1145	0.65
			Total :	**20,929.90**
545	1/29/2021	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	11,423.88
			FEDERAL TAXES: Payment	
			004.1120	1,679.51
			FEDERAL TAXES: Payment	
			006.1120	572.36
			FEDERAL TAXES: Payment	
			010.1120	514.04
			FEDERAL TAXES: Payment	
			012.1120	75.59
			FEDERAL TAXES: Payment	
			016.1120	75.58
			FEDERAL TAXES: Payment	
			023.1120	56.96
			FEDERAL TAXES: Payment	
			024.1120	14.83
			FEDERAL TAXES: Payment	
			041.1120	409.20
			FEDERAL TAXES: Payment	
			042.1120	184.00
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
545	1/29/2021	000119 INTERNAL REVENUE SERVICE	(Continued)	
			070.1120 SOCIAL SECURITY: Payment	546.73
			001.1140 MEDICARE: Payment	615.44
			001.1140 MEDICARE: Payment	3,024.06
			004.1140 MEDICARE: Payment	477.56
			006.1140 MEDICARE: Payment	141.38
			010.1140 MEDICARE: Payment	164.84
			012.1140 MEDICARE: Payment	43.64
			016.1140 MEDICARE: Payment	43.62
			023.1140 MEDICARE: Payment	19.30
			024.1140 MEDICARE: Payment	4.38
			041.1140 MEDICARE: Payment	74.50
			042.1140 MEDICARE: Payment	70.76
			070.1140	124.98
			Total :	**20,357.14**
546	1/29/2021	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT STATE TAXES: Payment	
			001.1130 STATE TAXES: Payment	4,356.10
			004.1130 STATE TAXES: Payment	707.84
			006.1130 STATE TAXES: Payment	218.71
			010.1130	255.58

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
546	1/29/2021	000001 CALIF STATE EMPLOYMENT	(Continued)		
			STATE TAXES: Payment		
			012.1130		27.45
			STATE TAXES: Payment		
			016.1130		27.45
			STATE TAXES: Payment		
			023.1130		15.16
			STATE TAXES: Payment		
			024.1130		5.08
			STATE TAXES: Payment		
			041.1130		166.46
			STATE TAXES: Payment		
			042.1130		70.11
			STATE TAXES: Payment		
			070.1130		241.04
				Total :	**6,090.98**
82315	1/29/2021	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT		
			ARROWHEAD UNITED WAY: Payment		
			001.1180		11.26
			ARROWHEAD UNITED WAY: Payment		
			004.1180		0.76
			ARROWHEAD UNITED WAY: Payment		
			041.1180		2.26
			ARROWHEAD UNITED WAY: Payment		
			070.1180		0.72
				Total :	**15.00**
82316	1/29/2021	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT		
			AFLAC ACCIDENT INSURANCE: Payment		
			001.1181		109.94
			AFLAC ACCIDENT INSURANCE: Payment		
			004.1181		12.81
			AFLAC ACCIDENT INSURANCE: Payment		
			012.1181		3.58
			AFLAC ACCIDENT INSURANCE: Payment		
			016.1181		3.55
			AFLAC ACCIDENT INSURANCE: Payment		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82316	1/29/2021	003804 AFLAC WWHQ	(Continued)	
			023.1181 AFLAC ACCIDENT INSURANCE: Payment	5.81
			024.1181 AFLAC CANCER INSURANCE: Payment	0.27
			001.1181 AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181 AFLAC DISABILITY INSURANCE: Payment	211.30
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.70
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.50
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	73.59
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.72
			016.1181 AFLAC DENTAL: Payment	6.69
			001.1181 AFLAC DENTAL: Payment	27.88
			004.1181 AFLAC DENTAL: Payment	0.55
			041.1181 AFLAC DENTAL: Payment	1.66
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.57
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.98
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.48
			016.1181	1.48
			Total :	**527.31**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
6 Vouchers for bank code : wfb			Bank total :	57,162.59
6 Vouchers in this report			Total vouchers :	57,162.59

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82317	2/2/2021	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-JAN		
			POLICE SERVICES-JAN		
			001.2000.4560		891,763.00
				Total :	**891,763.00**
82319	2/2/2021	000085 EAST VALLEY WATER DISTRICT	CITY HALL-JAN		
			CITY HALL-JAN		
			042.9510.4030		251.40
			LMD 02 A-JAN		
			LMD 02 A-JAN		
			012.8500.4030		57.85
			POLICE STATION-JAN		
			POLICE STATION-JAN		
			001.2000.4030		1,483.63
			LMD 02 B-JAN		
			LMD 02 B-JAN		
			012.8500.4030		292.45
			POLICE STATION-JAN		
			POLICE STATION-JAN		
			001.2000.4030		68.07
			LMD 02 C-JAN		
			LMD 02 C-JAN		
			012.8500.4030		207.63
			STATION #1-JAN		
			STATION #1-JAN		
			029.2100.4030		153.82
			STATION #1-JAN		
			028.2050.4030		153.81
			LMD 02 D-JAN		
			LMD 02 D-JAN		
			012.8500.4030		153.72
			STATION #2-JAN		
			STATION #2-JAN		
			029.2100.4030		65.09
			STATION #2-JAN		
			028.2050.4030		65.09
			LMD 02 E-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82319	2/2/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 02 E-JAN	
			012.8500.4030	72.81
			STATION #2-JAN	
			STATION #2-JAN	
			029.2100.4030	17.57
			STATION #2-JAN	
			028.2050.4030	17.57
			LMD 03 BASELINE-JAN	
			LMD 03 BASELINE-JAN	
			012.8500.4030	156.75
			STATION #3-JAN	
			STATION #3-JAN	
			029.2100.4030	121.40
			STATION #3-JAN	
			028.2050.4030	121.39
			LMD 03 YARNELL-JAN	
			LMD 03 YARNELL-JAN	
			012.8500.4030	81.47
			STATION #3-JAN	
			STATION #3-JAN	
			029.2100.4030	26.35
			STATION #3-JAN	
			028.2050.4030	26.35
			LMD 06-JAN	
			LMD 06-JAN	
			012.8500.4030	41.71
			STATION #3-JAN	
			STATION #3-JAN	
			029.2100.4030	33.91
			STATION #3-JAN	
			028.2050.4030	33.90
			LMD 08-JAN	
			LMD 08-JAN	
			012.8500.4030	181.26
			AURANTIA PARK-JAN	
			AURANTIA PARK-JAN	
			001.6000.4030	762.63

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82319	2/2/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			BASELINE MEDIAN-JAN	
			BASELINE MEDIAN-JAN	
			004.8310.4030	39.51
			LMD 13-JAN	
			LMD 13-JAN	
			012.8500.4030	207.22
			BASELINE MEDIAN-JAN	
			BASELINE MEDIAN-JAN	
			004.8310.4030	167.12
			LMD 20 BASELINE-JAN	
			LMD 20 BASELINE-JAN	
			012.8500.4030	91.30
			LMD 04-JAN	
			LMD 04-JAN	
			012.8500.4030	49.54
			LMD 20 STREATER-JAN	
			LMD 20 STREATER-JAN	
			012.8500.4030	57.98
			LMD 07-JAN	
			LMD 07-JAN	
			012.8500.4030	107.78
			LMD 22-JAN	
			LMD 22-JAN	
			012.8500.4030	128.17
			LMD 15 A-JAN	
			LMD 15 A-JAN	
			012.8500.4030	80.86
			LMD 30-JAN	
			LMD 30-JAN	
			012.8500.4030	417.89
			LMD 15 B-JAN	
			LMD 15 B-JAN	
			012.8500.4030	148.50
			LMD 31-JAN	
			LMD 31-JAN	
			012.8500.4030	138.89
			LMD 21 A-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82319	2/2/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 21 A-JAN	
			012.8500.4030	67.25
			LMD 35-JAN	
			LMD 35-JAN	
			012.8500.4030	65.68
			LMD 21 B-JAN	
			LMD 21 B-JAN	
			012.8500.4030	309.21
			LMD B 39-JAN	
			LMD B 39-JAN	
			012.8500.4030	1,216.94
			LMD 29-JAN	
			LMD 29-JAN	
			012.8500.4030	60.59
			LMD B 39-JAN	
			LMD B 39-JAN	
			012.8500.4030	261.61
			LMD 37-JAN	
			LMD 37-JAN	
			012.8500.4030	148.37
			LMD 48-JAN	
			LMD 48-JAN	
			012.8500.4030	869.08
			LMD 44-JAN	
			LMD 44-JAN	
			012.8500.4030	1,428.17
			LMD 48B-JAN	
			LMD 48B-JAN	
			012.8500.4030	592.40
			LMD 73-JAN	
			LMD 73-JAN	
			012.8500.4030	97.89
			CANYON OAKS PARK-JAN	
			CANYON OAKS PARK-JAN	
			016.8540.4030	481.19
			BEATTIE-IRRIGATION-JAN	
			BEATTIE-IRRIGATION-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82319	2/2/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			001.6000.4030 LMD 00 BASELINE-JAN LMD 00 BASELINE-JAN		2,052.69
			012.8500.4030 LMD 01 A-JAN LMD 01 A-JAN		112.79
			012.8500.4030		65.20
				Total :	**14,111.45**
82320	2/2/2021	000090 FEDEX	OVERNIGHT MAIL OVERNIGHT MAIL		
			001.4100.4210 OVERNIGHT MAIL		69.56
			001.1700.4210		50.51
				Total :	**120.07**
82321	2/2/2021	000127 K & L HARDWARE	TRAILS SUPPLIES TRAILS SUPPLIES		
			001.6100.4206 CORP YARD SUPPLIES CORP YARD SUPPLIES		38.04
			004.8310.4203 CORP YARD SUPPLIES CORP YARD SUPPLIES		10.33
			004.8310.4070 CORP YARD SUPPLIES CORP YARD SUPPLIES		30.07
			004.8310.4206		16.56
				Total :	**95.00**
82322	2/2/2021	000155 NEW YORK LIFE	NEW YORK LIFE-FEB NEW YORK LIFE-FEB		
			001.1180 NEW YORK LIFE-FEB		9.75
			004.1180 NEW YORK LIFE-FEB		0.65
			041.1180		1.95

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82322	2/2/2021	000155 NEW YORK LIFE	(Continued)		
			NEW YORK LIFE-FEB		
			070.1180		0.65
				Total :	**13.00**
82323	2/2/2021	000165 AT&T	POLICE ALARM-JAN		
			POLICE ALARM-JAN		
			001.2000.4060		649.58
				Total :	**649.58**
82324	2/2/2021	000165 AT&T	BASELINE LITTLE LEAGUE-JAN		
			BASELINE LITTLE LEAGUE-JAN		
			001.6000.4060		311.79
				Total :	**311.79**
82325	2/2/2021	000165 AT&T	CITY HALL-JAN		
			CITY HALL-JAN		
			042.9510.4060		311.79
				Total :	**311.79**
82326	2/2/2021	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-FEB		
			PRINCIPAL-FEB		
			042.9510.3590		13.41
			PRINCIPAL-FEB		
			001.1200.3590		42.54
			PRINCIPAL-FEB		
			001.1450.3590		55.45
			PRINCIPAL-FEB		
			001.1600.3590		7.81
			PRINCIPAL-FEB		
			001.1700.3590		89.94
			PRINCIPAL-FEB		
			001.3200.3590		35.23
			PRINCIPAL-FEB		
			001.4100.3590		113.04
			PRINCIPAL-FEB		
			001.4200.3590		66.28
			PRINCIPAL-FEB		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82326	2/2/2021	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)	
			001.4500.3590 PRINCIPAL-FEB	42.76
			001.4600.3590 PRINCIPAL-FEB	46.70
			001.6000.3590 PRINCIPAL-FEB	15.87
			001.6010.3590 PRINCIPAL-FEB	15.95
			001.6020.3590 PRINCIPAL-FEB	10.73
			004.8310.3590 PRINCIPAL-FEB	84.05
			006.8400.3590 PRINCIPAL-FEB	28.95
			010.3830.3590 PRINCIPAL-FEB	23.64
			012.8500.3590 PRINCIPAL-FEB	7.83
			016.8540.3590 PRINCIPAL-FEB	7.83
			023.3890.3590 PRINCIPAL-FEB	3.58
			024.8470.3590 PRINCIPAL-FEB	0.83
			041.9500.3590 PRINCIPAL-FEB	13.83
			070.7000.3590	26.79
			Total :	**753.04**
82327	2/2/2021	000203 SOUTHERN CALIFORNIA EDISON	CITY HALL-JAN CITY HALL-JAN 042.9510.4010 POLICE STATION-JAN POLICE STATION-JAN 001.2000.4010 STATION #3-JAN STATION #3-JAN	751.61 3,986.26

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82327	2/2/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			028.2050.4010 STATION #3-JAN	475.14
			029.2100.4010 CORP YARD-JAN CORP YARD-JAN	475.13
			004.8310.4010 LIBRARY/ELC-JAN LIBRARY/ELC-JAN	832.29
			001.6000.4010 LS#3-JAN LS#3-JAN	2,952.41
			013.8510.4011 TRAFFIC SIG PALM/CYPRESS-JAN TRAFFIC SIG PALM/CYPRESS-JAN	17.94
			004.8310.4580 BASELINE MEDIAN-JAN BASELINE MEDIAN-JAN	56.59
			004.8310.4010 BASELINE MEDIAN-JAN BASELINE MEDIAN-JAN	13.03
			004.8310.4010 EVC STATIONS-JAN EVC STATIONS-JAN	11.91
			042.9510.4012	229.35
			Total :	**9,801.66**
82328	2/2/2021	000204 SOCALGAS	POLICE-JAN POLICE-JAN	
			001.2000.4020 STATION #1-JAN STATION #1-JAN	1,457.08
			028.2050.4020 STATION #1-JAN	56.07
			029.2100.4020 CITY HALL-JAN CITY HALL-JAN	56.06
			042.9510.4020	397.90

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82328	2/2/2021	000204 SOCALGAS	(Continued)		
			STATION #3-JAN		
			STATION #3-JAN		
			029.2100.4020		114.22
			STATION #3-JAN		
			028.2050.4020		114.22
			STATION #2-JAN		
			STATION #2-JAN		
			028.2050.4020		96.82
			STATION #2-JAN		
			029.2100.4020		96.81
				Total :	**2,389.18**
82329	2/2/2021	000207 KONICA MINOLTA	COPIER MAINT-JAN		
			COPIER MAINT-JAN		
			042.9510.4205		475.18
			COPIER MAINT-JAN		
			001.2000.4205		9.26
				Total :	**484.44**
82330	2/2/2021	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-FEB		
			LONG TERM DISABILITY-FEB		
			001.1180		600.44
			LONG TERM DISABILITY-FEB		
			004.1180		33.30
			LONG TERM DISABILITY-FEB		
			006.1180		18.50
			LONG TERM DISABILITY-FEB		
			010.1180		22.20
			LONG TERM DISABILITY-FEB		
			041.1180		25.46
			LONG TERM DISABILITY-FEB		
			070.1180		51.80
				Total :	**751.70**
82331	2/2/2021	000233 WAXIE SANITARY SUPPLY	PD: JANITORIAL SUPPLIES		
			PD: JANITORIAL SUPPLIES		
			001.2000.4055		259.83

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82331	2/2/2021	000233 WAXIE SANITARY SUPPLY	(Continued)		
			CITY HALL JANITORIAL SUPPLIES		
			CITY HALL JANITORIAL SUPPLIES		
			042.9510.4055		36.64
				Total :	**296.47**
82332	2/2/2021	000237 WILLDAN ASSOCIATES	BUILDING AND SAFETY PLAN CHECK-DEC		
			BUILDING AND SAFETY PLAN CHECK-DEC		
			001.4500.4540		4,180.00
			INSPECTION SERVICES-DEC		
			INSPECTION SERVICES-DEC		
			001.4500.4540		19,459.55
			PERMIT TECHNICIAN SERVICES-DEC		
			PERMIT TECHNICIAN SERVICES-DEC		
			001.4500.4540		5,032.95
				Total :	**28,672.50**
82333	2/2/2021	000487 SMART & FINAL	BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		142.73
				Total :	**142.73**
82334	2/2/2021	000598 PR PRINTING	COH WINDOW ENVELOPES		
			COH WINDOW ENVELOPES		
			042.9510.4200		737.50
				Total :	**737.50**
82335	2/2/2021	000662 HI WAY SAFETY INC	REPLACEMENT TRAFFIC SIGNS		
			REPLACEMENT TRAFFIC SIGNS		
			004.8310.4206		792.99
				Total :	**792.99**
82336	2/2/2021	000744 D&T AUTO REPAIR	VEH#130: SERVICE		
			VEH#130: SERVICE		
			004.8310.4240		305.31
				Total :	**305.31**
82337	2/2/2021	001123 NATIONAL CONSTRUCTION RENTALS	TEMP FENCING RENTAL FOR COVID19		
			TEMP FENCING RENTAL FOR COVID19		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82337	2/2/2021	001123 NATIONAL CONSTRUCTION RENTALS	(Continued)	
			001.6000.4070 TEMP FENCING RENTAL FOR COVID19	653.40
			TEMP FENCING RENTAL FOR COVID19 001.6000.4070 TEMP FENCING RENTAL FOR COVID19	244.20
			TEMP FENCING RENTAL FOR COVID19 001.6000.4070 TEMP FENCING RENTAL FOR COVID19	52.80
			TEMP FENCING RENTAL FOR COVID19 001.6000.4070 TEMP FENCING RENTAL FOR COVID19	66.00
			TEMP FENCING RENTAL FOR COVID19 001.6000.4070 TEMP FENCING RENTAL FOR COVID19	653.40
			TEMP FENCING RENTAL FOR COVID19 001.6000.4070 TEMP FENCING RENTAL FOR COVID19	244.20
			TEMP FENCING RENTAL FOR COVID19 001.6000.4070 TEMP FENCING RENTAL FOR COVID19	52.80
			TEMP FENCING RENTAL FOR COVID19 001.6000.4070	66.00
			Total :	**2,032.80**
82338	2/2/2021	001404 LOWE'S	TRAILS SUPPLIES TRAILS SUPPLIES 001.6100.4206 D. JOHNSON MEMORIAL SUPPLIES	9.58
			D. JOHNSON MEMORIAL SUPPLIES 051.1487 D. JOHNSON MEMORIAL SUPPLIES	105.14
			D. JOHNSON MEMORIAL SUPPLIES 051.1487 FS#1: LEVOLOR BLINDS	30.39
			FS#1: LEVOLOR BLINDS 029.2100.4203 FS#1: LEVOLOR BLINDS	57.30

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82338	2/2/2021	001404 LOWE'S	(Continued)		
			028.2050.4203 FS#1-2: ELECT PRESSURE WASHER FS#1-2: ELECT PRESSURE WASHER		57.30
			029.2100.4203 FS#1-2: ELECT PRESSURE WASHER		357.25
			028.2050.4203		357.24
				Total :	**974.20**
82339	2/2/2021	001414 RICHARDS, WATSON & GERSHON	GENERAL-DEC GENERAL-DEC		
			001.1450.4520 CODE ENFORCEMENT ACTIONS-GENERAL CODE ENFORCEMENT ACTIONS-GENERAL		7,208.86
			001.4600.4520 PERSONNEL & LABOR RELATIONS-DEC PERSONNEL & LABOR RELATIONS-DEC		1,416.50
			001.1450.4520 COVID-19 DECLARATION OF EMERGENCY-DEC COVID-19 DECLARATION OF EMERGENCY-DEC		207.00
			001.1450.4520		357.00
				Total :	**9,189.36**
82340	2/2/2021	001439 OFFICE SOLUTIONS	TONER TONER		
			001.1700.4200 APPROVED FOR PAYMENT STAMPS APPROVED FOR PAYMENT STAMPS		242.11
			004.8310.4200 APPROVED FOR PAYMENT STAMPS		29.09
			001.2000.4200 APPROVED FOR PAYMENT STAMPS		29.09
			001.4100.4200 APPROVED FOR PAYMENT STAMPS		29.09
			042.9510.4200 APPROVED FOR PAYMENT STAMPS		29.09
			028.2050.4200 APPROVED FOR PAYMENT STAMPS		14.55

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82340	2/2/2021	001439 OFFICE SOLUTIONS	(Continued)		
			029.2100.4200		14.55
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1700.4200		56.84
			RECYCLE COPY PAPER & TONERS		
			RECYCLE COPY PAPER & TONERS		
			042.9510.4200		784.58
			RECYCLE COPY PAPER & TONERS		
			RECYCLE COPY PAPER & TONERS		
			042.9510.4200		212.26
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1700.4200		113.68
				Total :	**1,554.93**
82341	2/2/2021	001476 TIME WARNER CABLE	POLICE TELE/INT SERVICES-FEB		
			POLICE TELE/INT SERVICES-FEB		
			001.2000.4065		1,001.11
			CORP YARD TELE/INT-FEB		
			CORP YARD TELE/INT-FEB		
			004.8310.4060		669.77
				Total :	**1,670.88**
82342	2/2/2021	001478 BELL ROOF COMPANY, INC.	STATION #2 ROOF TOP COAT PROJECT		
			STATION #2 ROOF TOP COAT PROJECT		
			028.2050.4070		18,838.03
			STATION #2 ROOF TOP COAT PROJECT		
			029.2100.4070		18,838.02
				Total :	**37,676.05**
82343	2/2/2021	001954 PACIFIC PRODUCTS & SERVICE LLC	SIGN REPLACEMENT HARDWARE		
			SIGN REPLACEMENT HARDWARE		
			004.8310.4206		967.06
				Total :	**967.06**
82344	2/2/2021	002617 FERGUSON ENTERPRISES LLC	POLICE STATION TOILET REPAIR		
			POLICE STATION TOILET REPAIR		
			001.2000.4070		152.84

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82344	2/2/2021	002617 002617 FERGUSON ENTERPRISES LLC	(Continued)	Total :	152.84
82345	2/2/2021	003445 BOOT BARN, INC.	UNIFORM: PECK UNIFORM: PECK 001.6000.4249 UNIFORM: RAMOS UNIFORM: RAMOS 004.8310.4249	 Total :	 200.00 198.66 398.66
82346	2/2/2021	003673 JOHNSON CONTROLS, INC	LIBRARY HVAC ANNUAL SERVICE AGREEMENT LIBRARY HVAC ANNUAL SERVICE AGREEMENT 001.6000.4588	 Total :	 7,176.00 7,176.00
82347	2/2/2021	003821 DIGITAL MAP PRODUCTS	GIS RENEWAL 21/22 GIS RENEWAL 21/22 001.4100.4534 GIS RENEWAL 21/22 001.4500.4534 GIS RENEWAL 21/22 001.4600.4534	 Total :	 10,925.00 10,925.00 10,925.00 32,775.00
82348	2/2/2021	004162 SUPERCO SPECIALTY PRODUCTS	GRAFFITI REMOVAL PRODUCTS GRAFFITI REMOVAL PRODUCTS 001.6010.4206	 Total :	 861.57 861.57
82349	2/2/2021	004193 AECOM USA INC.	BRG07001 DES HBP NOV & DEC BRG07001 DES HBP NOV & DEC 030.8495.6813 BRG07001 DES RDA07 NOV & DEC BRG07001 DES RDA07 NOV & DEC 010.3830.6813	 Total :	 74,595.25 9,664.60 84,259.85
82350	2/2/2021	004323 UNITED RENTALS (NORTH AMERICA)	VEH#115 SERVICE & REPAIR VEH#115 SERVICE & REPAIR		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82350	2/2/2021	004323 UNITED RENTALS (NORTH AMERICA)	(Continued)		
			004.8310.4245		1,901.69
				Total :	**1,901.69**
82351	2/2/2021	004416 SIEMENS MOBILITY, INC.	STREET LIGHT MAINTENANCE-DEC		
			STREET LIGHT MAINTENANCE-DEC		
			013.8510.4664		2,528.50
			TRAFFIC SIGNAL MAINTENANCE-DEC		
			TRAFFIC SIGNAL MAINTENANCE-DEC		
			004.8310.4580		3,283.64
			TRAFFIC SIGNAL RESPONSE CALL OUTS-DEC		
			TRAFFIC SIGNAL RESPONSE CALL OUTS-DEC		
			004.8310.4580		7,649.92
				Total :	**13,462.06**
82352	2/2/2021	004431 ALTERNATIVE HOSE INC.	HOSE ASSEMBLY		
			HOSE ASSEMBLY		
			001.2000.4070		14.97
				Total :	**14.97**
82353	2/2/2021	004860 CRIME SCENE STERI-CLEAN, LLC	COVID CLEANING PD ROOM/PD UNITS		
			COVID CLEANING PD ROOM/PD UNITS		
			001.2000.4070		300.00
			COVID CLEANING PD ROOM/PD UNITS		
			COVID CLEANING PD ROOM/PD UNITS		
			001.2000.4070		150.00
			COVID CLEANING PD ROOM/PD UNITS		
			COVID CLEANING PD ROOM/PD UNITS		
			001.2000.4070		300.00
				Total :	**750.00**
82354	2/2/2021	004939 GUARDIAN	DENTAL-FEB		
			DENTAL-FEB		
			001.1160		241.95
			DENTAL-FEB		
			004.1160		124.73
			DENTAL-FEB		
			006.1160		-0.08

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82354	2/2/2021	004939 GUARDIAN	(Continued)	
			DENTAL-FEB	
			010.1160	35.02
			DENTAL-FEB	
			012.1160	-4.58
			DENTAL-FEB	
			016.1160	-4.58
			DENTAL-FEB	
			023.1160	-0.08
			DENTAL-FEB	
			024.1160	0.40
			DENTAL-FEB	
			041.1160	13.22
			DENTAL-FEB	
			042.1160	-5.46
			DENTAL-FEB	
			070.1160	4.38
			Total :	**404.92**
82355	2/2/2021	004945 ABOVE ALL NAMES CONSTRUCTION	CONCRETE REPAIR WORK-VARIOUS LOCATIONS	
			CONCRETE REPAIR WORK-VARIOUS LOCATIONS	
			004.8310.4591	12,365.00
			Total :	**12,365.00**
82356	2/2/2021	004956 FIDELITY SECURITY	VISION-FEB	
			VISION-FEB	
			001.1160	220.74
			VISION-FEB	
			001.1700.4400	30.42
			VISION-FEB	
			004.1160	41.98
			VISION-FEB	
			006.1160	15.79
			VISION-FEB	
			010.1160	9.13
			VISION-FEB	
			012.1160	5.18
			VISION-FEB	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82356	2/2/2021	004956 FIDELITY SECURITY	(Continued)		
			016.1160 VISION-FEB		5.18
			023.1160 VISION-FEB		7.61
			024.1160 VISION-FEB		0.52
			041.1160 VISION-FEB		1.64
			042.1160 VISION-FEB		8.50
			070.1160		3.57
				Total :	**350.26**
82357	2/2/2021	005018 FLYERS ENERGY, LLC	FUEL-JAN		
			FUEL-JAN		
			001.2000.4220 FUEL-JAN		1,015.96
			004.8310.4220 FUEL-JAN		68.63
			001.4200.4220 FUEL-JAN		6.23
			001.4500.4220 FUEL-JAN		4.64
			001.4600.4220 FUEL-JAN		53.24
			001.6000.4220 FUEL-JAN		46.77
			001.6010.4220 FUEL-JAN		23.45
			042.9510.4220 FUEL-JAN		2.20
			004.8310.4220 FUEL-JAN		4.76
			001.6000.4220 FUEL-JAN		19.76
			028.2050.4220		168.07

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82357	2/2/2021	005018 FLYERS ENERGY, LLC	(Continued)	
			FUEL-JAN	
			029.2100.4220	168.07
			FUEL-JAN	
			FUEL-JAN	
			001.2000.4220	4,382.75
			FUEL-JAN	
			004.8310.4220	296.05
			FUEL-JAN	
			001.4200.4220	26.87
			FUEL-JAN	
			001.4500.4220	20.02
			FUEL-JAN	
			001.4600.4220	229.67
			FUEL-JAN	
			001.6000.4220	201.75
			FUEL-JAN	
			001.6010.4220	101.14
			FUEL-JAN	
			042.9510.4220	9.48
			FUEL-JAN	
			004.8310.4220	20.54
			FUEL-JAN	
			001.6000.4220	85.26
			FUEL-JAN	
			028.2050.4220	725.05
			FUEL-JAN	
			029.2100.4220	725.05
			FUEL-JAN	
			FUEL-JAN	
			001.2000.4220	2,790.70
			FUEL-JAN	
			004.8310.4220	188.51
			FUEL-JAN	
			001.4200.4220	17.11
			FUEL-JAN	
			001.4500.4220	12.75

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82357	2/2/2021	005018 FLYERS ENERGY, LLC	(Continued)		
			FUEL-JAN		
			001.4600.4220		146.24
			FUEL-JAN		
			001.6000.4220		128.47
			FUEL-JAN		
			001.6010.4220		64.40
			FUEL-JAN		
			042.9510.4220		6.04
			FUEL-JAN		
			004.8310.4220		13.08
			FUEL-JAN		
			001.6000.4220		54.29
			FUEL-JAN		
			028.2050.4220		461.67
			FUEL-JAN		
			029.2100.4220		461.66
				Total :	**12,750.33**
82358	2/2/2021	005268 CUSTOM CREATIONS	VEH#122 REPAIRS		
			VEH#122 REPAIRS		
			001.6000.4240		195.00
				Total :	**195.00**
82359	2/2/2021	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL SERVICES-DEC		
			FIRE MARSHALL SERVICES-DEC		
			029.2100.4540		4,930.00
				Total :	**4,930.00**
82360	2/2/2021	005326 RP LANDSCAPE & IRRIGATION	LANDSCAPING-JAN		
			LANDSCAPING-JAN		
			012.8500.4585		17,515.00
			LANDSCAPING-JAN		
			MEMORIAL PARK LANDSCAPING-JAN		
			001.6000.4585		400.00
			POLICE STATION LANDSCAPING-JAN		
			001.2000.4585		500.00
			CITY HALL LANDSCAPING-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82360	2/2/2021	005326 RP LANDSCAPE & IRRIGATION	(Continued)		
			042.9510.4585 LIBRARY LANDSCAPING-JAN		500.00
			001.6000.4585 YMCA LANDSCAPING-JAN		600.00
			001.6000.4585 CORP YARD LANDSCAPING-JAN		600.00
			004.8310.4585 AURANTIA PARK LANDSCAPING-JAN		400.00
			001.6000.4585 COMMUNITY PARK LANDSCAPING-JAN		933.00
			001.6000.4585 CANYON OAK PARK LANDSCAPING-JAN		3,691.00
			016.8540.4585 CUNNINGHAM PARK LANDSCAPING-JAN		356.00
			016.8540.4585 SEELEY PARK LANDSCAPING-JAN		453.00
			016.8540.4585 OAK CREEK PARK LANDSCAPING-JAN		299.00
			016.8540.4585		556.00
				Total :	**26,803.00**
82361	2/2/2021	005340 FORTIN LAW GROUP	LOPEZ-OCT LOPEZ-OCT		
			041.9500.4390 LOPEZ-NOV LOPEZ-NOV		297.15
			041.9500.4390		432.15
				Total :	**729.30**
82362	2/2/2021	005351 FORTEZA, PETER	STR18001 R/W IVDA FORTEZA STR18001 R/W IVDA FORTEZA		
			027.8490.6550 STR18001 R/W RDA07 FORTEZA STR18001 R/W RDA07 FORTEZA		96.65
			010.3830.6550 STR18001 R/W SMBMI FORTEZA STR18001 R/W SMBMI FORTEZA		96.70

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82362	2/2/2021	005351 FORTEZA, PETER	(Continued)		
			027.8490.6550		96.65
			STR18001 R/W EDA FORTEZA		
			STR18001 R/W EDA FORTEZA		
			030.8495.6550		210.00
				Total :	**500.00**
82363	2/2/2021	005416 INTER-CITY ENERGY SYSTEMS	REIMB BP#20200846		
			REIMB BP#20200846		
			001.1450.7600		85.00
			REIMB BP#20200106		
			REIMB BP#20200106		
			001.1450.7600		85.00
				Total :	**170.00**
82364	2/2/2021	005516 BASE HILL INC., DBA JAN POINT	MONTHLY JANITORIAL SERVICES-JAN		
			CITY HALL-JAN		
			042.9510.4504		1,562.00
			COUNCIL CHAMBERS-JAN		
			042.9510.4504		311.00
			AURANTIA PARK-JAN		
			001.6000.4504		1,454.00
			COMMUNITY PARK-JAN		
			001.6000.4504		1,950.00
			POLICE DEPT-JAN		
			001.2000.4504		1,080.00
				Total :	**6,357.00**
82365	2/2/2021	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL FIRE STATION #1		
			PEST CONTROL FIRE STATION #1		
			028.2050.4589		23.00
			PEST CONTROL FIRE STATION #1		
			029.2100.4589		23.00
			PEST CONTROL FIRE STATION #3		
			PEST CONTROL FIRE STATION #3		
			028.2050.4589		20.50
			PEST CONTROL FIRE STATION #3		
			029.2100.4589		20.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82365	2/2/2021	005553 CLARK PEST CONTROL OF STOCKTON	(Continued)		
			PEST CONTROL ATHLETIC CENTER/YMCA		
			PEST CONTROL ATHLETIC CENTER/YMCA		
			001.6000.4589		89.00
			PEST CONTROL CITY HALL		
			PEST CONTROL CITY HALL		
			042.9510.4589		60.00
			PEST CONTROL POLICE DEPARTMENT		
			PEST CONTROL POLICE DEPARTMENT		
			001.2000.4589		95.00
			PEST CONTROL LMD 48B		
			PEST CONTROL LMD 48B		
			012.8500.4589		55.00
				Total :	**386.00**
82366	2/2/2021	005554 IMPERIAL SPRINKLER SUPPLY	IRRIGATION SUPPLIES		
			IRRIGATION SUPPLIES		
			012.8500.4206		242.24
			IRRIGATION SUPPLIES		
			IRRIGATION SUPPLIES		
			012.8500.4206		242.24
				Total :	**484.48**
82367	2/2/2021	005771 AMAZON CAPITAL SERVICES	DESKTOP BATTERY BACKUPS		
			DESKTOP BATTERY BACKUPS		
			042.9510.4208		1,497.50
				Total :	**1,497.50**
82368	2/2/2021	005823 THE ECOHERO SHOW LLC	LIVESTREAM: ST ADELAIDE ACADEMY		
			LIVESTREAM: ST ADELAIDE ACADEMY		
			001.4200.4202		850.00
			CRV GRANT: EDUCATIONAL SHOWS		
			CRV GRANT: EDUCATIONAL SHOWS		
			001.4200.4202		550.00
				Total :	**1,400.00**
82369	2/2/2021	005825 ALL STAR CONCRETE CUTTING AND	YMCA: HVAC UNIT ACCESS		
			YMCA: HVAC UNIT ACCESS		
			001.6000.4070		1,910.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82369	2/2/2021	005825 005825 ALL STAR CONCRETE CUTTING ANI (Continued)		Total :	1,910.00
82370	2/2/2021	005863 ALARCON, HECTOR ORLANDO	STR18001 R/W IVDA ALARCON		
			STR18001 R/W IVDA ALARCON		
			027.8490.6550		289.95
			STR18001 R/W RDA07 ALARCON		
			STR18001 R/W RDA07 ALARCON		
			010.3830.6550		290.10
			STR18001 R/W SMBMI ALARCON		
			STR18001 R/W SMBMI ALARCON		
			027.8490.6550		289.95
			STR18001 R/W EDA ALARCON		
			STR18001 R/W EDA ALARCON		
			030.8495.6550		630.00
				Total :	1,500.00
1001776069	2/2/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS RETIREMENT-FEB		
			PERS RETIREMENT-FEB		
			001.1450.3560		291.69
				Total :	291.69
1001776074	2/2/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH-FEB		
			PERS HEALTH-FEB		
			001.1150		9,661.46
			PERS HEALTH-FEB		
			004.1150		1,140.10
			PERS HEALTH-FEB		
			006.1150		468.58
			PERS HEALTH-FEB		
			010.1150		732.94
			PERS HEALTH-FEB		
			012.1150		180.22
			PERS HEALTH-FEB		
			016.1150		180.22
			PERS HEALTH-FEB		
			041.1150		369.37
			PERS HEALTH-FEB		
			070.1150		310.56

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1001776074	2/2/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS HEALTH-FEB	
			001.1450.3511	45.99
			PERS HEALTH-FEB	
			041.9500.3515	2,400.00
			Total :	**15,489.44**
1001776076	2/2/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS RETIREMENT-FEB	
			PERS RETIREMENT-FEB	
			001.1450.3560	3,103.29
			PERS RETIREMENT-FEB	
			001.1600.3560	226.33
			PERS RETIREMENT-FEB	
			001.1700.3560	4,073.97
			PERS RETIREMENT-FEB	
			001.3200.3560	1,222.19
			PERS RETIREMENT-FEB	
			001.4100.3560	4,571.90
			PERS RETIREMENT-FEB	
			001.4200.3560	2,715.98
			PERS RETIREMENT-FEB	
			001.4500.3560	1,855.92
			PERS RETIREMENT-FEB	
			001.4600.3560	2,625.45
			PERS RETIREMENT-FEB	
			001.6000.3560	1,041.13
			PERS RETIREMENT-FEB	
			001.6010.3560	905.33
			PERS RETIREMENT-FEB	
			001.6020.3560	679.00
			PERS RETIREMENT-FEB	
			042.9510.3560	769.53
			PERS RETIREMENT-FEB	
			001.1200.3560	1,765.37
			PERS RETIREMENT-FEB	
			041.9500.3560	316.86
			PERS RETIREMENT-FEB	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1001776076	2/2/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			023.3890.3560 PERS RETIREMENT-FEB	226.33
			024.8470.3560 PERS RETIREMENT-FEB	45.27
			004.8310.3560 PERS RETIREMENT-FEB	3,938.17
			070.7000.3560 PERS RETIREMENT-FEB	633.73
			006.8400.3560 PERS RETIREMENT-FEB	1,267.46
			012.8500.3560 PERS RETIREMENT-FEB	543.20
			010.3830.3560 PERS RETIREMENT-FEB	1,041.13
			016.8540.3560	543.20
			Total :	**34,110.74**

56 Vouchers for bank code : wfb **Bank total : 1,270,945.78**

56 Vouchers in this report **Total vouchers : 1,270,945.78**

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 9, 2021

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager JR

SUBJECT: Notice of Completion – Bid No. 2020-02, "Fire Station #2 Roof Top Coat Over Existing Poly Foam Roof System" (Project No. 2020-02)

RECOMMENDATION: It is recommended that the City Council:

1. Accept Project No. 2020-02 "Fire Station #2 Roof Top Coat Over Existing Poly Foam Roof System" 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 contact amount with Bell Roof Company was $ 39,659.00. The final contract amount is $39,659.00. The project is funded by 50% Paramedic Department-Fund Balance and 50% Fire Department-Fund Balance.

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: Project No. 2020-02 consisted of Roof System Top Coating and protective Parapet Flashing.

All constructed work has been completed by the contractor, Bell Roof Company, and the project is ready for Council acceptance.

Approved _____	Motion _____	Second _____	Agenda Item No. 4
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

RECORDING REQUESTED BY &
WHEN RECORDED MAIL TO:

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

No APN 1210-141-11-0000

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 January 29, 2021.
5. The work of improvement completed is described as follows: Project No. 2020-02, "Fire Station #2 Roof Top Coat Over Existing Poly Foam Roof System" (Bid No. 2020-02).
6. The name of the original contractor for such work of improvement is Bell Roof Company.
7. The property on which said work of improvement is located at 29507 Base Line, in the City of Highland.

DATE:_____

_____
Penny Lilburn
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

_____
Penny Lilburn
Mayor, City of Highland

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 9, 2021

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director

PREPARED BY: Kim Stater, Assistant Community Development Director

SUBJECT: Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2021-2022.

RECOMMENDATION: The City Council prioritize funding of FY 2021-2022 Community Development Block Grant Applications.

FISCAL IMPACT: Highland's Community Development Block Grant (CDBG) allocation is estimated to be **$427,078**. A maximum of 15% of the funding may be used for Public Service Projects; $64,061. A minimum of 85% must be allocated to Construction Improvement Projects; $363,017.

PUBLIC NOTICE: A Public Hearing Notice was posted in three places as set forth in the Highland Municipal Code and on the City's Website. A Notice was also mailed directly to all CDBG Applicants.

PREVIOUS ACTION: On November 24, 2020, the City Council reviewed and recommended certain City Applications for FY 2021-22.

1. Enhanced Code Enforcement to support portions of the salary and benefits of a Code Compliance Officer, an Administrative Assistant, and the Community Development Director, a total of $159,271; and

2. Construction of pavement improvements and ancillary work on Cunningham Street from 9th Street to Base Line totaling $200,000.

Approved _____	Motion _____	Second _____	Agenda Item No. 5
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

Enhanced Code Enforcement is a continuing City Program. Pavement Rehabilitation is a new Program. Both are categorized by HUD as "Construction Improvement Projects."

CDBG funds from the Enhanced Code Enforcement Program are anticipated to pay for a percentage of Community Development Staff time. If the City Council does not fund all or a portion of this Project, then the costs would be borne by the City's General Fund or other source as approved by the Council.

BACKGROUND: The County of San Bernardino received seven (7) CDBG Applications for Highland, and six (6) were deemed eligible. These are now presented to the City Council for consideration. The total amount requested is $421,771. Two (2) applications are categorized as Construction Improvement Projects, totaling $359,271. The remaining four (4) Applications are categorized as Public Service projects, totaling $62,500.

In years past the City Council allocated funds to various organizations. Attached is a summary of all CDBG recipients from the past ten (10) years (see Attachment 2).

To assist the Council in its deliberations, Staff summarized this year's requests in two (2) tables separately identifying Construction and Public Service projects (see Attachment 3). Individual Applications are also attached (see Attachment 4).

Attachments: 1. Correspondence from County of San Bernardino
2. Summary of Past CDBG Recipients
3. Summary of Current CDBG Project Proposals
4. CDBG Applications

G:\CITY COUNCIL\REPORTS\CDBG 21-22

ATTACHMENT 1

Correspondence from the County of San Bernardino

Kim Stater

From: Ramirez, Tom <Tom.Ramirez@cdh.sbcounty.gov>
Sent: Tuesday, January 5, 2021 1:04 PM
To: Kim Stater
Subject: 2021-22 CDBG PROJECT PRIORITIZATION PUBLIC HEARING

Follow Up Flag: Follow up
Flag Status: Flagged

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Kim,

Just wanted to make sure you received the email below. Thanks, Tom

From: CDBG, Info <CDBG.Info@cdh.sbcounty.gov>
Sent: Tuesday, January 05, 2021 12:50 PM
To: kstater@cityofhighland.org
Cc: Ramirez, Tom <Tom.Ramirez@cdh.sbcounty.gov>; Anderson, Bryan <Bryan.Anderson@cdh.sbcounty.gov>
Subject: 2021-22 CDBG PROJECT PRIORITIZATION PUBLIC HEARING

Good Afternoon:

Each year, the County of San Bernardino (County) must prepare and submit to the U.S. Department of Housing and Urban Development (HUD) an Annual Action Plan that identifies the amount of funding it expects to receive from HUD and outlines the specific activities it anticipates to fund in pursuit of its Countywide housing and community development goals and objectives.

For the 2021-2022 Program Year (PY), the County anticipates receiving $7.4 million to support the activities to be listed in its 2021-2022 Annual Action Plan.

To ensure the timely submittal of the County's Annual Action Plan, an ***estimate*** has been used. It is important to note that it is possible that this ***estimate*** may change (+/-) between now and when the U.S. Congress approves the 2021-2022 federal budget. However, once the final federal allocation is released, adjustments to the distribution of County funds may be necessary. For PY 2021-2022 your City's estimated annual allocation is **$427,078.**

This amount is based on Census poverty and overcrowded housing counts and population estimates, which means that your City's allocation could have a decrease or an increase greater / lesser than the 5% reduction. ***Please note that the allocation amounts are estimates and are subject to change based on HUD's actual allocation to the CDBG Program.***

The County has received a number of proposals in response to its PY 2021-2022 Notice of Funding Availability and has evaluated each proposal for its conformance to the federal requirements. To involve your City in the decision-making process, please provide us with a prioritized list of those eligible proposals that best meet your City's goals and objectives

To assist you in this effort, please use the Dropbox link to access the following documents:

1. List of Eligible Project Proposals
2. Copies of Eligible Project Proposals
3. List of Ineligible Project Proposals (informational only)
4. Cooperating City Recommended Projects Form

As a Cooperative City participating in the County's CDBG program, it is imperative that you complete your public hearing for your CDBG funding recommendations and submit the action made by your City Council on the attached Cooperating City Recommended Projects Form and a copy of your City Council minutes to our office by or before **Monday, March 1, 2021. After this date we may be unable to include your City Council recommendations in the list of projects for the County Board of Supervisor's consideration.**

Grant Process and Funding Thresholds

The 15% Public Service Cap applies for cities that receive $150,000 or more in CDBG allocation. The total allowable number of newly funded projects is based on the percentage of each city's formula share of the CDBG allocation and the maximum number allowed for newly funded construction projects is based on the City's CDBG Administrative Cap. The cities of Big Bear Lake, Grand Terrace, Loma Linda, Needles, Twentynine Palms and the Town of Yucca Valley, which are receiving less than $150,000, may only fund four (4) projects. The remaining cities have the following funding opportunities:

City	Total Allowable Projects	Maximum Number of Construction Projects	Estimated 15% Public Service Cap
Adelanto	**9**	**2**	$56,271
Barstow	**5**	**2**	$39,712
Colton	**11**	**5**	$62,653
Highland	**10**	**5**	$64,062
Montclair	**9**	**2**	$45,062
Redlands	**9**	**2**	$61,011
Yucaipa	**7**	**2**	$41,326

Thank you for your past and continuing support in the CDBG program. We appreciate your assistance in returning your funding recommendations no later than **March 1, 2021**. Should you have any questions or need additional assistance, please feel free to contact your ECD Analyst.

Analyst	Phone Number	Email Address
Diane Cotto	(909) 387-4352	Diane.Cotto@cdh.sbcounty.gov
Kelly Graham	(909) 387-4360	Kelly.Graham@cdh.sbcounty.gov
Tom Ramirez	(909) 387-4324	Tom.Ramirez@cdh.sbcounty.gov

Your City Council-approved funding recommendations will be included in the County 2021-2022 Annual Action Plan and is anticipated to be approved by the County Board of Supervision in early April.

Sincerely,

Community Development and Housing Division
Community Development Block Grant
Community Development and Housing Agency

Phone: 909-387-4352
Fax: 909-387-4415
385 North Arrowhead Ave., 3rd Floor
San Bernardino, CA 92415-0043

Effective immediately the San Bernardino County Government Center has implemented a building-wide security system requiring all visitors to enter through the West/Arrowhead Avenue entrance and check in at the Information and Security Desk to obtain a badge (photo ID required) in order to gain access to any offices within the building. Please plan to arrive a few minutes early to allow time for this new procedure. Thank you.

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.

SAN BERNARDINO COUNTY

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.

San Bernardino County
Department of Community Development and Housing
2020-2021 CDBG Proposals

City	Applicant	Application Number	Project Title	Request Amount	Comments	Eligible: Yes / No
Highland	City of Highland Lawrence A. Mainez, Community Dev Director (909) 864-8732 ext. 215 27215 Baseline Highland, CA 92346	HIGH21CN-002	Highland: Pavement Rehab Project	$ 200,000.00	Eligible Construction Project - This project is a street improvement project and will benefit residents within primarily low income residential neighborhoods. The general rule is that the primarily residential area must have at least 51% L/M income residents. Below are the neighborhood streets that are eligible and also listed below are the ineligible streets listed in the application that do not qualify and must be excluded from the proposed project. Eligible Location includes Cunningham Street between 9th and Base Line. Davis Bacon and Labor Standards apply. All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of CDBG regulations	Yes
Highland	City of Highland Lawrence A. Mainez, Community Dev Director (909) 864-8732 ext. 215 27215 Baseline Highland, CA 92346	HIGH21CN-003	Highland: Neighborhood Revitalization - Code Enforcement	$ 159,271.00	Continuing Eligible Code Enforcement - Contingent upon the City officially defining, via a City Council Action or using the State of California definition of deteriorated or deteriorating; and the City demonstrating that the area(s) where CDBG funds will be reimbursing for enhanced code enforcement activities meet the City's definition of deteriorated or deteriorating; and the City will ensure there are other programs (public activities, and/or private investments) coordinated in a effort with enhanced code enforcement that may be expected to arrest the decline of the deteriorated or deteriorating areas. If the City is does not adhere to the items listed above, the City may not get reimbursed for monies spent on Code Enforcement and/or the City will have to pay back the County, using non-CDBG funds, such as City general fund dollars, any and all monies the County has reimbursed the City. 24,815 residents of which 19,125 are low-to moderate-income, will benefit from increased code enforcement activities therefore eliminating or preventing targeted areas from blighting influences.	Yes
Highland	San Bernardino County Library Michael Jimenez, County Librarian (909) 387-2258 777 E. Rialto Avenue San Bernardino CA 92415-0770	HIGH21PS-009	Highland: Literacy Program	$ 10,000.00	Expanding Eligible Public Service. Services are limited to low- and moderate-income clients and requires documentation of at least 51% of the clients are low- to moderate-income. Client eligibility (for all clients including illiterate adults) must be evidenced by documentation and data concerning beneficiary family size and income. This activity was funded in previous fiscal years and is a continuing activity. Therefore a quantifiable increase in the level of service is required. CDBG funds will be used to pay for personnel services. Services are provided by San Bernardino County Library Department staff and volunteers. Service Location: 7863 Central Avenue, Highland, CA 92346	Yes
Highland	Highland Family YMCA Darwin Barnett, CEO (909) 798-9622 500 E. Citrus Redlands, CA 92374 dbarnett@ymcaeastvalley.org	HIGH21PS-027	Highland: Highland Family YMCA Scholarships	$ 12,500.00	Expanding Eligible Public Service - Highland YMCA, under contract with the City of Highland, will provide scholarships for recreation and community service related programs to approximately 4,232 unduplicated persons from low-and moderate-income families in Highland and the surrounding area. Public Services are limited to low-and moderate-income persons and require monthly documentation that at least 51% of the persons served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes
Highland	Highland Senior Center John Henry, Board President (909) 862-8104 3102 E. Highland Ave Patton, CA 92346	HIGH21PS-036	Highland - Highland Senior Center-Services and Programs	$ 25,000.00	Expanded Public Service- This program provides nutrition and support services to low to moderate income seniors. The City of Highland will contract with Highland Senior Council who will provide these services. Public Services are limited to low-and moderate-income households and require monthly documentation that at least 51% of the households served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes
Highland	Central Little League Michelle Williamson, President (909) 362-0538 7717 Church Ave, 100 Highland, CA 92346	HIGH21PS-049	Highland: Youth Recreation Services – Central Little League	$ 15,000.00	The purchase of equipment is NOT eligible under the CDBG program. Central Little League is requesting $15,000 from the City of Highland which included $5,000 for equipment. CDBG funds can be used to pay for the registration fees for players who are from low to moderate income households. Expanding Eligible Public Service - Central Little League, under contract with the City of Highland, will provide recreational activities for approximately 251 youth in the City of Highland and the surrounding area. Public Services are limited to low-and moderate-income households and require monthly documentation that at least 51% of the households served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes

San Bernardino County
Department of Community Development and Housing
2020-2021 CDBG Proposals

City	Applicant	Application Number	Project Title	Request Amount	Comments	Eligible: Yes / No
Highland	Avector Community Group David Neal 465 N Central Ave 951 203 1659 Rancho Cucamonga / CA / 91729 avectorbus@aol.com/951 203 1659	HIGH21CN-017	Highland: Capital Improvement for Special Needs Facility to increase bed capacity for homeless /mentally	$ 45,000.00	Project is not Eligible because it is permanent housing for persons with disabiliites which is ineligible under the CDBG program.	No

ATTACHMENT 2

Summary of Past CDBG Recipients

CDBG
PUBLIC SERVICE PROJECTS (15% Max.)

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Central Little League	15,000	10,000	10,000	11,500	11,000	11,000	11,000	11,000	14,334	14,678
Highland Senior Center	23,000	23,000	23,000	25,000	24,000	24,000	24,000	24,000	23,890	24,234
Highland YMCA	15,095	11,143	11,143	12,443	11.632	11.632	11,289	11,289	10,787	11,131
Highlanders Boxing Club		5,000	5,000	7,000	7,000	7,000				
San Bernardino County Library Highland Branch	10,000	10,000	10,000	10,000	9,500	9,500	9,000	8,069	9,556	9,900
Total Public Service Allocation	**63,095**	**59,143**	**59,143**	**65,943**	**63,132**	**63,132**	**55,289**	**$54,358**	**$58,567**	**$59,943**

CDBG
CONSTRUCTION / NON-PUBLIC SERVICE PROJECTS (85% Min.)

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
City of Highland Public Works	180,672	211,147	223,025	239,000	206,000	233,752	189,308	148,760	172,613	220,805
City of Highland SW Highland Revitalization Enhanced Code Enforcement	123,997	123,997	123,997	123,997	123,997	123,997	123,997	159,271	159,271	159,271
GRID Alternatives					12,000					
San Bernardino County Senior Home Repair Program	52,869									
Total Construction Allocation	**357,538**	**335,144**	**347,022**	**364,356**	**357,749**	**357,749**	**313,305**	**308,031**	**331,884**	**380,076**

ATTACHMENT 3

Summary of Current CDBG Project Proposals

CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENT PROJECTS - FISCAL YEAR 2021-2022			
LOG NUMBER	**APPLICANT**	**FUNDING REQUESTED BY APPLICANT**	**CITY COUNCIL ALLOCATION**
HIGH21CN-002	**City of Highland** Street improvements on Cunningham Street between 9th Street and Base Line	$200,000	
HIGH21CN-003	**City of Highland** Enhanced Code Enforcement within the low and moderate income target areas that the City has designated as meeting the definition of deteriorated.	$159,271	
	Total Requested	***$359,271***	
	Total Available	***$363,017***	

PUBLIC SERVICE PROJECTS/PROGRAMS - FISCAL YEAR 2021-2022			
LOG NUMBER	**APPLICANT**	**FUNDING REQUESTED BY APPLICANT**	**CITY COUNCIL ALLOCATION**
HIGH21PS-019	**San Bernardino County Library** The Highland Literacy Program	$10,000	
HIGH21PS-027	**Highland Family YMCA** Improve accessibility, resources for health, youth development, and social responsibility programs.	$15,000	
HIGH21PS-036	**Highland Senior Center** Senior programs, activities and services to improve quality of life, physical fitness, social programs, daily interaction and nutrition.	$25,000	
HIGH21PS-049	**Central Little League** Scholarships for youth baseball and softball.	$15,000	
	Total Requested	***$65,000***	
	Total Available	***$64,061***	

ATTACHMENT 4

CDBG Applications

HIGH21CN-002

Log Number
(Office Use Only)

SAN BERNARDINO COUNTY

San Bernardino County
Fiscal Year 2021 - 2022
Construction Improvement Application

The following documents must be submitted in the order listed, please be sure to submit all attachments to your application.

☑	Exhibit 1: Organization Information
☑	Exhibit 2: Project Information
☑	Exhibit 3: Project Characteristics
☑	Exhibit 4: Priority Needs:
☑	Exhibit 5: Project Budget & Sources
☑	Exhibit 6: Proposed Goals and Milestones
☑	Exhibit 7: Agency Capacity Narrative
☑	Exhibit 8: Civil Rights Laws Compliance And HUD Good Standing
☑	Exhibit 9: Signatures And Assurances
☑	Maintenance And Operations Agreement
☑	Application Checklist

Exhibit 1: Organization Information

Organization Name:
City of Highland

Organization Address:
27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: 909-864-8732

Fax: 909-862-3180

Email: czamano@cityofhighland.org

Applicant Type: City

Authorized Person Name: Carlos Zamano

Authorized Person's Title: Public works Director/City Engineer

Address: 27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: 909-864-8732

Fax: 909-862-3180

Email: czamano@cityofhighland.org

Application Contact Person's Name: Carlos Zamano

Application Contact Person's Title: Public works Director/City Engineer

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

1) Mission: Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and staff of the City 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; 2) Purpose To develop a vibrant economy for the benefit of our citizens and businesses; 3) Population served: 54,000; 4) Number of years serving population: 32; 5) Supportive Services: Transportation; Funding sources: Local and state funds; Start Date: 7/1/2021; End Date: 6/30/2022.

Exhibit 2: Project Information

Project Title:

2021/2022 Pavement Rehabilitation

Address:

27215 Base Line

City /State/Zip:

Highland / CA / 92346

County Supervisorial District where project will be located:

☐ 1st District ☒ 2nd District ☒ 3rd District: ☐ 4th District ☐ 5th District

Is this a new construction project, or a request for additional funding to an existing CDBG Project?

New Construction Project

If requesting additional funds for an existing CDBG project, provide prior CDBG project number?

Project Type (Description):

Construct pavement rehabilitation and ancillary work on Cunningham from 9th Street to Base Line within CDBG Low-Mod Income Eligible Block area boundaries within the City of Highland.

Eligible Block Group

Indicate eligible Block Group to be benefited by CDBG Funds requested.
Provide a map identifying the eligible census block as indicated in the Eligible Census Blocks.

The project benefits Block Group 76.02 1. See attached Highland CDBG Target Area Map.

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below which countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	Yes
Create, Maintain and Grow Jobs and Economic Value in the County.	No
Improve County Government Operations.	No
Operate in a Fiscally-Responsible and Business-Like Manner.	No
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	Yes
Maintain Public Safety.	Yes
Provide for the Health and Social Services Needs of County Residents.	No
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	No

Provide a brief narrative of how your project meets the Countywide Vision:

Exhibit 3: Project Characteristics

Street address and nearest cross streets of the site where the program will be carried out:

Legal property owner:

City of Highland

What is the current zoning?

Public Right-of-Way

Is this use permitted in this zoning?

Yes

Is a conditional use permit required? Yes/No

No

Complete applicable items for all construction projects:

- Assessor's parcel number:
  N/A
- Square footage of proposed building or building addition:
  N/A
- Square footage of construction site parcel:
  N/A
- Length of improvements if street, water or sewer project:
  1,975 LF
- Service capacity of existing facility:
  N/A
- Improved service capacity of the facility:
  N/A
- Age of structure:
  N/A
- Is the structure registered as a historic landmark under state, federal or local Law?
  N/A

Describe the geographic boundaries of the neighborhood, community, or region to be served by this project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map):

Cunningham street is located between 9th Street and Base Line in the City of Highland (see attached Location Map)

Exhibit 4: Priority Needs:

Complete the table below by answering "Yes" or "NO".

Public Facility's Needs:	Yes/ No:
Senior Center Improvements	No
Community Center Improvements	No
Child Care Center Improvements	No
Youth Center Improvements	No
Park & Recreation Improvements	No
Social Care Facility Improvements	No
Code Enforcement Needs	No
Code Enforcement	No
Demolition and Clearance	No
Blight Abatement	
Infrastructure Needs	Yes
Water and Sewer Improvements	No
Drainage Improvements	No
Street Improvements	Yes
Sidewalk Improvements	No
Commercial/ Industrial Infrastructure Development	No
Accessibility Needs	No
Removal of Architectural Barriers	No
Historic Preservation Needs:	No
Historic Preservation Improvements	No
Other:	No

Exhibit 4: Priority Needs (continued)

HUD Demographics: (Please indicate Yes/No)

- Does this project help prevent homelessness?
  No
- Does this project help the homeless?
  No
- Does this project help those with HIV or AIDS?
  No
- Does this project primarily help persons with disabilities?
  No

Why this project is considered a priority?

The project is a priority for the City because it will rehabilitate the street from poor condition to new condition and extend its service life for another 20 years.

Why this project is needed, Site the evidence to substantiate the need?

Current street conditions are deteriorating and, without rehabilitation as proposed herein, would continue to deteriorate and then present hazards for the motoring public. See attached Existing Site Photos.

Why must this proposed project be funded now versus receiving funding in future years?

If not funded and repaired now, Cunningham Street will continue to deteriorate to a point that would be hazardous to the motoring public, and that would require a much more expensive repair method than currently needed.

What are the ramifications if this project is not recommended for funding in this fiscal year?

Street hazards and much higher repair costs in the future as the street continues to deteriorate.

What is the project's population to be served?

54,000

What is the projects accomplishment level?

The project will rehabilitate street pavement to new condition and help to improve the quality of life and the property values within the low-income neighborhood surrounding the project.

Summarize the Scope of Work; include in your summary the number of units or activities the project will complete with CDBG funds.

The project will include design and construction of 1,975 lineal feet of street rehabilitation.

Describe how the project preserves a low and moderate-income neighborhood, or provides other community benefits.

The proposed street rehabilitation will extend the service life of Cunningham Street for another 20 years. The project will help to improve the quality of life and the property values within the low-income neighborhood surrounding the project.

Exhibit 5: Project Budget & Sources

Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other: (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over $2,000.

Project Budget		
	SB County Share ($):	**Other Source ($):**
Architectural and engineering services	$0.00	$20,000.00
Site acquisition		
Local Review application		
Construction	$200,000.00	
Other:		
Total	$200,000.00	$20,000.00
Overall Total Project Cost: *(CDBG Share + Other Source)*		$220,000.00

Exhibit 5A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested ($) (This amount should match the grand total requested from CDBG Share)
Highland	$200,000.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount ($):	Date Available: *(11/22/2016)*
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:	Local	$20,000.00	07/01/2021
	Total Leveraging Funds	$20,000.00	

Exhibit 6: Proposed Goals and Milestones

Explain how the project will meet contract goals and milestones. *For example, project expenditures and performance/accomplishment goals of 40% by September 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

Design: 7/1/21 thru 11/30/21
Bid Package Approval by CDH: 12/31/21
Contractor Selection: 3/12/22
Construction: 4/8/22 thru 6/28/22

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount ($):
07/01/2021	$200,000.00
Total Reimbursement:	$200,000.00

EXHIBIT 7: Agency Capacity Narrative (Non-Profit Organizations Only)

- Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

N/A

- Describe your agency's experience in administering government and/or public funds.

N/A

- Describe your method to sustain project viability over the multi-year process if funding decreases.

N/A

INSTRUCTIONS: Complete the table below by marking "YES" or "NO to the questions listed below.

Question:	Yes/ No
Example: Have you received federal funds in the past five years?	***Yes***
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	No
Has your organization been sued in the last five years?	No
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	No
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	No
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	No

Exhibit 8: Civil Rights Laws Compliance And HUD Good Standing

Answer the following questions:

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

No

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program?

No

If you answered "Yes", please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103:400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.

SAN BERNARDINO COUNTY

E- Signature Authorization
San Bernardino County
Community Development and Housing Agency
Community Development Block Grant
2021 - 2022 Application

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Applicantion Title: Construction Application 2021
Applicant Name: David Kinzle

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County, Community Development and Housing Agency (CDHA) in order for the applicant to electronically sign the Community Development Block Grant (CDGG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (with proof of authorization) of the applicant submitting this form and must contain an original signature to be submitted to the CDHA.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDHA may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDHA to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDHA's Community Development Block Grant 2021 - 2022 Funding Application. I understand that CDHA may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDHA immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDHA and will remain in effect until the end of the 2021 - 2022 CDBG funding cycle or I choose to cancel this request via written notification to the CDHA. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination:

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

Accountability:

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion:
This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/ herself an advantage over any other proposer.

Applicant Information	
Applicant Name: David Kinzle	
Application Title: Construction Application 2021	
Agency Name: City of Highland	Federal Tax ID No.: 33-0270638
Mailing Address: 27215 Base Line, Highland, CA 92346	Phone No.: (909) 864-8732
Email Address: czamano@cityofhighland.org	Fax No: (909) 862-3180
Authorized Signature	
Print Name: Carlos Zamano	Print Title: Public Works Director/City Engineer
Signature: Public Work Director/City Engin	Date: 11/05/2020

Please send the signed copy of this agreement to:
Community Development and Housing Agency,
Community Development and Housing, 385 North Arrowhead Ave. 3rd Floor,
San Bernardino, CA 94215-0043
Attn: Community Development Block Grant Application

Maintenance and Operations Agreement

Please keep in mind the Maintenance and Operations cost is ineligible for CDBG funds.

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

1) MAINTENANCE AND OPERATION COMMITMENT: The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract shall be written and signed before any funds can be released. NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project:
2021-2022 Pavement Rehabilitation

Legal/ Incorporated Name of Prospective M&O Entity:
City of Highland

Address:
27215 Base Line

Federal I.D. Number of M&O Entity:
33-0270638

Signature: _____ Title: Public Works Director/City Eng

Print Name: Carlos Zamano Date: 11/05/2020

Maintenance and Operations Expenses

Utilities	Amount ($):
Electric	
Water	
Gas	
Telephone	
Disposal Service	
Other:	
Sub-Total	$0.00
Materials	
Janitorial Supplies	
Office Supplies	
Recreational Supplies	
Ground Supplies	
Other:	
Sub-Total	$0.00
Maintenance – Capital Improvements	
Building Repair	
Maintenance of Equipment	
Improvements to Property	
Other: Street Pavement Maintenance over 20-year service life	$20,000.00
Sub-Total	$20,000.00
Insurance	
Liability	
Fire	
Other:	
Sub-Total	$0.00

Personnel	
Maintenance	
Secretary	
Administrator	
Program Staff	
Other:	
Sub-Total	$0.00
M& O Annual Expense Total	$20,000.00

List out all sources and liabilities such as budget sources, membership, user fees, etc.

Revenue Sources:	Amount ($):
Local Funds	$20,000.
Budgeted Revenue Total	$20,000.
Assets/ Liabilities	**Amount ($):**
Budgeted Revenue minus M&O Expense	$0.00

CDBG Application Checklist
(Non-Profit Agency Only)

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 387-4705 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting
- Non- Profit agency's must be Registered in the System of Award Management (SAM) website https://www.sam.gov/portal/public/SAM/ . Agency cannot be funded if they have been debarred in the past.
- Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

CE

HIGH21CN-003
Log Number
(Office Use Only)

SAN BERNARDINO COUNTY

San Bernardino County
Fiscal Year 2021 - 2022
Construction Improvement Application

The following documents must be submitted in the order listed, please be sure to submit all attachments to your application.

☑	Exhibit 1: Organization Information
☑	Exhibit 2: Project Information
☑	Exhibit 3: Project Characteristics
☑	Exhibit 4: Priority Needs:
☑	Exhibit 5: Project Budget & Sources
☑	Exhibit 6: Proposed Goals and Milestones
☑	Exhibit 7: Agency Capacity Narrative
☑	Exhibit 8: Civil Rights Laws Compliance And HUD Good Standing
☑	Exhibit 9: Signatures And Assurances
☑	Maintenance And Operations Agreement
☑	Application Checklist

Exhibit 1: Organization Information

Organization Name:
City of Highland

Organization Address:
27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: (909) 864-8732

Fax: (909) 862-3180

Email: kstater@cityofhighland.org

Applicant Type: Local Government Agency

Authorized Person Name: Lawrence A. Mainez

Authorized Person's Title: Community Development Director

Address: 27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: (909) 864-8732

Fax: (909) 862-3180

Email: lmainez@cityofhighland.org

Application Contact Person's Name: Kim Stater

Application Contact Person's Title: Assistant Community Development Director

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

1) Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff 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. The mission is established to reflect the following beliefs which represent the predominant beliefs of the community. They express what matters most in the conduct of public affairs affecting the citizenry of Highland; responsibility, services, accountability, creativity, neighborhood sustainability, vision and family. 2) The City's purpose is to develop a vibrant economy for the benefit of our citizens and businesses. 3) Highland has a diverse population of approximately 55,000 persons. 4) The City of Highland incorporated in 1987,serving the community 33 years. 5) N/A

Exhibit 2: Project Information

Project Title:

Enhanced Code Enforcement

Address:

Within CDBG Target Area

City /State/Zip:

Highland / CA / 92346

County Supervisorial District where project will be located:

☐ 1st District ☐ 2nd District ☒ 3rd District: ☐ 4th District ☐ 5th District

Is this a new construction project, or a request for additional funding to an existing CDBG Project?

Request for additional funding to an existing CDBG project

If requesting additional funds for an existing CDBG project, provide prior CDBG project number?

HIGH-19-1-15Z/1355

Project Type (Description):

The project proposes to revitalize neighborhoods, improve public health and safety and increase property maintenance. This will be accomplished by enhancing the City's Code Compliance efforts. The program would partially fund three City staff. Staff would inspect residential and commercial property, identify deficiencies, address homelessness, and take action to abate violations. The staff will abate violations by educating property owners and making available resources known.

Eligible Block Group

Indicate eligible Block Group to be benefited by CDBG Funds requested.
Provide a map identifying the eligible census block as indicated in the Eligible Census Blocks.

060710063022 060710064021, 060710064022, 060710065001 060710074082, 060710074072, 060710074101 060710076011, 060710076012, 060710076013, 060710076014 060710076031, 060710076032, 060710076033, 060710076042

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below which countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	Yes
Create, Maintain and Grow Jobs and Economic Value in the County.	No
Improve County Government Operations.	No
Operate in a Fiscally-Responsible and Business-Like Manner.	Yes
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	Yes
Maintain Public Safety.	Yes
Provide for the Health and Social Services Needs of County Residents.	Yes
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	Yes

Provide a brief narrative of how your project meets the Countywide Vision:

Highland shares the County's vision for a vibrant economy, quality community health, public safety and housing. Providing quality housing to all economic segments of the community and ensuring all residents have a neighborhood in which individuals and families can thrive and be proud of is a key component to the community's success. To achieve these goals, the City must stop neighborhood decline. The City seeks to enhance its Code Enforcement efforts. The project will allow the City to address trash and debris, substandard housing, abandoned vehicles, overgrown vegetation and zoning violations at properties that would not otherwise be addressed. The project would partially fund a Code Compliance Officer who would conduct inspections and abate violations within the Target Area. It would fund a portion of an Administrative Assistant to assist the Officer with administrative duties related to the new cases and free the Officer's time to be spent in the field. It would fund a smaller portion of the Community Development Director to supervise and oversee the more severe violations.

Exhibit 3: Project Characteristics

Street address and nearest cross streets of the site where the program will be carried out:

Legal property owner:

City of Higland

What is the current zoning?

N/A

Is this use permitted in this zoning?

N/A

Is a conditional use permit required? Yes/No

No

Complete applicable items for all construction projects:

- Assessor's parcel number:
- Square footage of proposed building or building addition:
- Square footage of construction site parcel:
- Length of improvements if street, water or sewer project:
- Service capacity of existing facility:
- Improved service capacity of the facility:
- Age of structure:
- Is the structure registered as a historic landmark under state, federal or local Law?

Describe the geographic boundaries of the neighborhood, community, or region to be served by this project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map):

Within the City's CDBG Target Area generally located south of Highland Avenue and west of the 210 Freeway.

Exhibit 4: Priority Needs:

Complete the table below by answering "Yes" or "NO".

Public Facility's Needs:	Yes/ No:
Senior Center Improvements	No
Community Center Improvements	No
Child Care Center Improvements	No
Youth Center Improvements	No
Park & Recreation Improvements	No
Social Care Facility Improvements	No
Code Enforcement Needs	Yes
Code Enforcement	Yes
Demolition and Clearance	Yes
Blight Abatement	
Infrastructure Needs	No
Water and Sewer Improvements	No
Drainage Improvements	No
Street Improvements	No
Sidewalk Improvements	No
Commercial/ Industrial Infrastructure Development	No
Accessibility Needs	No
Removal of Architectural Barriers	No
Historic Preservation Needs:	Yes
Historic Preservation Improvements	Yes
Other:	

Exhibit 4: Priority Needs (continued)

HUD Demographics: (Please indicate Yes/No)

- Does this project help prevent homelessness?
  No
- Does this project help the homeless?
  Yes
- Does this project help those with HIV or AIDS?
  No
- Does this project primarily help persons with disabilities?
  No

Why this project is considered a priority?

The project is considered a priority because the City must protect the health and economic vitality of its residents and businesses by ensuring Code violations are corrected. The City must not allow its housing stock to deteriorate and health and safety violations go unresolved.

Why this project is needed, Site the evidence to substantiate the need?

The project is needed to improve property conditions in the City, encourage affordable housing and improve living conditions. The Target Area suffers from blighted conditions such as a lack of property maintenance, substandard living conditions, illegal and unsafe structures, etc

Why must this proposed project be funded now versus receiving funding in future years?

Code enforcement and economic development must be addressed with the assistance of local government best suited to monitor and respond to issues. If concerted efforts are not made, decline could occur at an accelerated rate. Earlier intervention will keep decline to a minimum.

What are the ramifications if this project is not recommended for funding in this fiscal year?

The City's Code Enforcement efforts would be reduced. Violations may go unanswered and further the decline of properties in the CDBG Target Area. Housing neighborhood stabilization efforts would suffer and recovery in the City's economically disadvantaged neighborhoods would be impaired.

What is the project's population to be served?

Enhanced Code Enforcement will be conducted within the City's CDBG Target Area and will assist the economically disadvantaged. It will serve families of low, very-low and extremely low income. It will serve areas that contain the oldest housing stock in the City with the least amount of infrastructure.

What is the projects accomplishment level?

The project will reduce the number of property violations such as substandard conditions, trash and debris, overgrown vegetation, illegal construction, inoperative vehicles, etc. Efforts will make a visible and quantifiable improvement within the CDBG Target area. While correcting violations, Staff will assist in the development and administration of housing and economic development programs, assisting disadvantaged families.

Summarize the Scope of Work; include in your summary the number of units or activities the project will complete with CDBG funds.

The Officer will conduct daily inspections and issue warnings and violations as necessary. They will provide residents with referrals to housing advocates legal aide and other social services. The Officer will coordinate with San Bernardino County Animal Control, Weed Abatement, Vector Control, HOPE Team and Sheriff's Office. Approximately 100 inspections can be expected each month at 70 properties resulting in 20 violations. The Administrative Assistant will manage the related document filing to maximize the Officer's time in the field.

Describe how the project preserves a low and moderate-income neighborhood, or provides other community benefits.

The project will halt and improve substandard property conditions. Considerable decline is visible in lack of maintenance, illegal additions, abandoned vehicles and parking on unimproved surfaces, overgrown vegetation, etc. The identification and rectification of these items will improve individual properties their surrounding neighborhood and City as a whole. Business attraction and retention within the Target Area is key to revitalization of vacant and substandard commercial and industrial properties. Staff will focus on the proposed 3rd and 5th Street Corridor Master Plan in coordination with the IVDA, SBIAA and surrounding jurisdictions.

Exhibit 5: Project Budget & Sources

Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other: (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over $2,000.

Project Budget		
	SB County Share ($):	**Other Source ($):**
Architectural and engineering services		
Site acquisition		
Local Review application		
Construction		
Other:	$159,271.00	$212,479.00
Total	$159,271.00	$212,479.00
Overall Total Project Cost: *(CDBG Share + Other Source)*		$371,750.00

Exhibit 5A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested ($) (This amount should match the grand total requested from CDBG Share)
Highland	$159,271.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount ($):	Date Available: *(11/22/2016)*
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:	City of Highland General Fund	$212,479.00	07/01/2021
	Total Leveraging Funds	$212,479.00	

Exhibit 6: Proposed Goals and Milestones

Explain how the project will meet contract goals and milestones. *For example, project expenditures and performance/accomplishment goals of 40% by September 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

Project goals will be measured monthly and achieved on a 1/12th percentage; 100% by June 30th.

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount ($):
08/15/2021	$13,272.00
09/15/2021	$13,272.00
10/15/2021	$13,272.00
11/15/2021	$13,272.00
12/15/2021	$13,272.00
01/15/2022	$13,272.00
02/15/2022	$13,272.00
03/15/2022	$13,272.00
04/15/2022	$13,272.00
05/15/2022	$13,272.00
06/15/2022	$13,272.00
07/15/2022	$13,279.00
Total Reimbursement:	$159,271.00

EXHIBIT 7: Agency Capacity Narrative (Non-Profit Organizations Only)

- Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

N/A

- Describe your agency's experience in administering government and/or public funds.

N/A

- Describe your method to sustain project viability over the multi-year process if funding decreases.

N/A

INSTRUCTIONS: Complete the table below by marking "YES" or "NO to the questions listed below.

Question:	Yes/ No
Example: Have you received federal funds in the past five years?	***Yes***
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	
Has your organization been sued in the last five years?	
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	

Exhibit 8: Civil Rights Laws Compliance And HUD Good Standing

Answer the following questions:

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

No

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program?

No

If you answered "Yes", please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103:400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



E- Signature Authorization
San Bernardino County
Community Development and Housing Agency
Community Development Block Grant
2021 - 2022 Application

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Applicantion Title: Highland Code Enforcement 2021-2022
Applicant Name: Kim Stater

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County, Community Development and Housing Agency (CDHA) in order for the applicant to electronically sign the Community Development Block Grant (CDGG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (with proof of authorization) of the applicant submitting this form and must contain an original signature to be submitted to the CDHA.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDHA may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDHA to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDHA's Community Development Block Grant 2021 - 2022 Funding Application. I understand that CDHA may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDHA immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDHA and will remain in effect until the end of the 2021 - 2022 CDBG funding cycle or I choose to cancel this request via written notification to the CDHA. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination:

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

Accountability:

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion:
This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/ herself an advantage over any other proposer.

Applicant Information	
Applicant Name: Kim Stater	
Application Title: Highland Code Enforcement 2021-2022	
Agency Name: City of Highland	Federal Tax ID No.: 33-0270638
Mailing Address: 27215 Base Line	Phone No.: (909) 864-8732
Email Address: kstater@cityofhighland.org	Fax No: (909) 862-3180
Authorized Signature	
Print Name: Lawrence Mainez	Print Title: Community Development Director
Signature:	Date: 11/25/2020

Please send the signed copy of this agreement to:
Community Development and Housing Agency,
Community Development and Housing, 385 North Arrowhead Ave. 3rd Floor,
San Bernardino, CA 94215-0043
Attn: Community Development Block Grant Application

Maintenance and Operations Agreement

Please keep in mind the Maintenance and Operations cost is ineligible for CDBG funds.

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

1) MAINTENANCE AND OPERATION COMMITMENT: The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract shall be written and signed before any funds can be released. NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project:

Enhanced Code Enforcement

Legal/ Incorporated Name of Prospective M&O Entity:

City of Highland

Address:

27215 Base Line, Highland, CA 92346

Federal I.D. Number of M&O Entity:

33-0270638

Signature: Lawrence Mainez Title: Community Development Direc

Print Name: Lawrence Mainez Date: 11/25/2020

Maintenance and Operations Expenses

Utilities	Amount ($):
Electric	
Water	
Gas	
Telephone	
Disposal Service	
Other:	
Sub-Total	$0.00
Materials	
Janitorial Supplies	
Office Supplies	
Recreational Supplies	
Ground Supplies	
Other:	
Sub-Total	$0.00
Maintenance – Capital Improvements	
Building Repair	
Maintenance of Equipment	
Improvements to Property	
Other:	
Sub-Total	$0.00
Insurance	
Liability	
Fire	
Other:	
Sub-Total	$0.00

Personnel	
Maintenance	
Secretary	
Administrator	
Program Staff	
Other:	
Sub-Total	$0.00
M& O Annual Expense Total	$0.00

List out all sources and liabilities such as budget sources, membership, user fees, etc.

Revenue Sources:	Amount ($):
Budgeted Revenue Total	$0.00
Assets/ Liabilities	**Amount ($):**
Budgeted Revenue minus M&O Expense	$0.00

CDBG Application Checklist
(Non-Profit Agency Only)

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 387-4705 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting
- Non- Profit agency's must be Registered in the System of Award Management (SAM) website https://www.sam.gov/portal/public/SAM/ . Agency cannot be funded if they have been debarred in the past.
- Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

HIGH21PS-009

Log Number
(Office Use Only)

SAN BERNARDINO COUNTY

San Bernardino County
Fiscal Year 2021 - 2022
Public Services Program Application

The following documents must be submitted in the order listed, please be sure to submit all attachments with your application.

☐	Exhibit 1: Organization Information
☐	Exhibit 2: Project Information
☐	Exhibit 3: Community Needs and Target Population
☐	Exhibit 4: Project Budget & Sources
☐	Exhibit 5: Performance & Outcomes
☐	Exhibit 6: Agency Capacity Narrative
☐	Exhibit 7: Civil Rights Laws Compliance and HUD Good Standing
☐	Exhibit 8: Signature and Assurances
☐	Application Checklist

Exhibit 1: Organization Information

Organization Name:

San Bernardino County Library

Organization Address:

777 East Rialto Avenue

City/State/Zip: San Bernardino / CA / 92415

Phone: 909-387-2220

Fax: 909-387-2288

Email: Michael.Jimenez@lib.sbcounty.gov

Applicant Type: CDBG Funding

Authorized Person Name: Michale Jimenez

Authorized Person's Title: County Librarian

Address: 777 East Rialto Avenue

City/State/Zip: San Bernardino / CA / 92415

Phone: 909-387-2220

Fax: 909-387-2288

Email: Michael.Jimenez@lib.sbcounty.gov

Application Contact Person's Name: Liz Smith

Application Contact Person's Title: Library Events Coordinator

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

The San Bernardino County Library System is a network of branch libraries that serve a diverse population over a vast geographic area. We strive to provide equal access to information, technology, programs, and services for all the people who call San Bernardino County home. Our Adult Literacy Program has been in place over 30 years, allowing us to help those struggling with illiteracy in our communities. We are supported with funds from the State and the County through this current Fiscal Year from July 2020-June 2021.

Exhibit 2: Project Information

Project Title:

San Bernardino County Highland Sam J. Racadio & Environmental Learning Center Branch Lib

Project Address:

7863 Central Avenue, Highland, CA 92346

County Supervisorial District where project will be located:

☐ 1st District ☐ 2nd District ☒ 3rd District ☐ 4th District ☐ 5th District

Is this a New Public Service Project, or request to expand services to an existing CDBG project?

Expansions of Service to an Existing Project

If this is an Expansion of Service to previously funded CDBG project, please explain how this is an expansion of service?. (i.e For 2015 we proposed 60 units of service, this year the agency is planning to serve 100 units of service)

We are expanding our goal of how many individuals will be serviced through our Adult Literacy Program. In the previous Fiscal Year of 19-20, we set the goal to serve 42 adult learners. In this current Fiscal Year, we have raised that goal to 43. Moving forward we hope to continually increase the number of learners that the Highland Branch is able to provide services to.

If you are requesting funds for an existing CDBG project, provide prior CDBG project number.

HIGH-16-1-05Z/1533

Will this project provide an opportunity to hire minority-owned and women owned businesses?

No

If YES, describe what actions will be completed to implement such subcontracting plans to monitor this component of the proposed project. If NO, discuss why and what actions are being taken to encourage minority-women businesses to apply for this project.

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below if any of these countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	Yes
Create, Maintain and Grow Jobs and Economic Value in the County.	Yes
Improve County Government Operations.	No
Operate in a Fiscally-Responsible and Business-Like Manner.	No
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	No
Maintain Public Safety.	No
Provide for the Health and Social Services Needs of County Residents.	Yes
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	No

Provide a brief narrative of how your project meets the Countywide Vision:

By tutoring illiterate adults and providing them the tools to learn to read and write, we help them build self-confidence to accomplish many goals such as applying for jobs, being able to vote and much more. This results in them becoming more socially prepared to participate in all the County has to offer. Additionally the Adult Literacy program supports the county's Cradle to Career road map to achieve the Countywide vision. When we teach illiterate adults to read, we are not only helping them but are also helping their children, as parents who read are able to support the literacy support a child needs to succeed.

Exhibit 3: Community Needs and Target Population

Community Needs		Target Population	
Public Service Needs:	**Yes/No**	**Proposed Community:**	**Yes/No**
Senior Services	Yes	Low and Moderate Persons	Yes
Handicapped Services	No	Low and Moderate Households	No
Youth Services	No	Abused Children	No
Child Care Services	No	Handicapped Persons	No
Transportation Services	No	Illiterate Persons	Yes
Substance Abuse Services	No	Homeless Persons	No
Employment Training	No	Migrant Farm Workers	No
Health Services	No	Elderly People	
Lead Hazard Screening	No		
Crime Awareness	No		

City/Target Area of Project Beneficiaries

Participating Cities: *(i.e Redlands, Colton, Yucaipa)*

Highland

Exhibit 3: Community Needs and Target Population (continued)

Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

Highland

HUD Demographics: *(Yes/No)*

- Does this project help prevent homelessness?
  No
- Does this project help the homeless?
  Yes
- Does this project help those with HIV or AIDS?
  No
- Does this project primarily help persons with disabilities?
  No

Summarize the description of your project to include 1) priority, 2) sub-activity, 3) population(s) to be served, and 4) accomplishment level, and 5) services to be provided.

The San Bernardino County Library (SBCL), Highland Branch Adult Literacy Services Program will provide programming and instruction for low-to-moderate income illiterate adults and senior residents of Highland. Individualized tutoring and one-on-one Literacy instruction (reading, spelling, and basic computer skills) will be provided to a minimum of 44 qualifying adult participants during Fiscal Year 21-22. Library Adult Literacy Services are provided free of charge to all learners participation in the program. Direct services and assistance are provided by Library staff as well as a team of trained Literacy Tutors. Dedicated tutoring space and special Adult Literacy Program materials (leveled student readers, workbooks, dictionaries, GED Test Prep packets) are provided to participating learners at no charge. Learners are strongly encouraged to attend free Basic Computer Skills Classes taught in the library. Those with young children are encouraged to attend Early Learning and Preschool Storytime Activities to foster a love of reading and ensure school-age readiness. The Highland Branch is dedicated in improving the literacy rates in the Highland Community.

Describe how this project meets the priority population and activities selected.

The Adult Literacy Services Program assesses illiterate and presumed low income adults and senior residents of Highland, and provides those that qualify with programming, tutoring, and instruction to aid them in meeting their literacy goals.

Explain why this project is needed and what evidence can you substantiate the need.

The most recent U.S. National Assessment of Adult Literacy, one in seven adults have difficulty reading anything more challenging than a child's picture book. It is estimated that 3.4 million Californians fall at the "Below Basic" Literacy Level. In the County of San Bernardino along, it is estimated that at least 500,000 adults cannot read at all. This service provides assistance to adults who fall into this category.

Describe what gaps of service in the county this project fills.

This program focuses on adult individuals who are illiterate or who have low literacy skills. The County Library Adult Literacy Program provides a no cost alternative for adults to gain these skills.

What are the critical factors for the success of your project (include both financial and human resources)? For instance, is this the only funding for this project? What happens if funding decreases? Does this project rely on only one source of leveraging? Is there adequate staff involved with the project if there is project turnover? Please address any factor that is critical to project success.

The program is funded primarily through the Library Budget. Additional State and County funding helps the Library to expand the program, and reach a larger audience than would be possible through internal funding alone. The Literacy Program is a multi-branch program, with branch staff interacting with learners and tutors while reporting is overseen by administrative staff. We have taken steps to ensure that any staff turnover will not impede the Literacy Program and that services would continue to be offered through the cross training of staff.

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: ($)	**Other Source: ($)**
Personnel	$10,000.00	$45,000.00
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent		
Insurance		
Consumable Supplies		
Other		
Total Costs	$10,000.00	$45,000.00
Total Project Budget Cost: *(CDBG Share + Other Source)*		$55,000.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested ($): (This amount should match the grand total requested from CDBG Share)
Highland	$10,000.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount ($):	Date Available: *(11/22/2016)*
Federal Funding			
State Funding	California State Library Literacy Servic	$5,000.00	08/01/2021
County Funding	County	$40,000.00	07/01/2021
Private Funding			
Other:			
	Total Leveraging Funds	$45,000.00	

Exhibit 5: Performance and Outcomes

Definitions:

Unduplicated Clients: The number clients/persons projected to be served during the program year (e.g. 25 clients, 50 seniors):

Duplicated Clients: The estimated yearly units of service (duplicated, e.g. 25 clients x 10 visits=250 units of service):

Complete the chart below with the number of Duplicated and Unduplicated Clients to be served.

- In column 1 identify activities that will be completed (e.g. intervention, counseling, and case management).
- In column 2 indicate the number of Unduplicated Clients to be served.
- In column 3 identify the number of Duplicated Clients to be served.

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Literacy Tutoring	44	440

Performance and Outcomes, answer the following narrative questions using minimum funds request.

Indicate a timeline of services provided to client(s) in order to meet project outcome(s).

Learners are assessed by branch staff and matched with a tutor. They are scheduled for weekly tutoring sessions in order to meet individual goals set by the learner and plan new goals as the learner progresses.

Describe how your agency determines client(s) success.

Learners set individual goals that they want to meet and tutors help learners meet those goals. Regular assessments of the learner's progress are used to track improvement.

Describe your methodology to evaluate project outcomes.

We track the number of goals met in correlation to the numbers of goals set by the individual learners.

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2021 – June 30, 2022). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

As mandated by the California State Library Literacy Services (CLLS), individual adult learners are required to list one or more personal Literacy goals via the Roles & Goals Intake Form. 75% of total Highland Adult Literacy Program learners are anticipated to achieve one or more of their personal goals set duringprogram year 20-21. Our plan is to meet 25% of our goal each quarter; 25% by October 1st, 50% by January 1st, 75% by April 1st, and 100% by June 30th.

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount ($):
10/01/2021	$2,500.00
01/01/2022	$2,500.00
04/01/2022	$2,500.00
06/30/2022	$2,500.00
Total Reimbursement: ($)	$10,000.00

Exhibit 6: Agency Capacity Narrative (Non-Profit Organizations Only)

Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

Library Events Coordinator, Admin Librarian I, Branch Managers, Library Assistants, Volunteer Tutors. See Attachment for detailed answer.

Describe your agency's experience in administering government and/or public funds.

We have been funded for, and administrating, CDBG grants and funds for over ten years.

Describe your method to sustain project viability over the multi-year process if funding decreases.

This is a multi-branch program with a network of branch and administrative staff and a portion of the overall library budget set aside to improve and continue this program.

Instructions: Complete the table below by marking "YES" or "NO" to the questions listed below.

Question:	**YES/ NO**
Example: Have you received federal funds in the past five years?	***Yes***
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	No
Has your organization been sued in the last five years?	No
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	No
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	No
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	No

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

No

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program? https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/

No

If you answered "Yes", please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103:400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



E- Signature Authorization
San Bernardino County
Community Development and Housing Agency
Community Development Block Grant
2021 - 2022 Application

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Applicantion Title: HGL APP
Applicant Name: Jennifer Jacobsmeyer

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County, Community Development and Housing Agency (CDHA) in order for the applicant to electronically sign the Community Development Block Grant (CDGG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (with proof of authorization) of the applicant submitting this form and must contain an original signature to be submitted to the CDHA.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDHA may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDHA to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDHA's Community Development Block Grant 2021 - 2022 Funding Application. I understand that CDHA may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDHA immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDHA and will remain in effect until the end of the 2021 - 2022 CDBG funding cycle or I choose to cancel this request via written notification to the CDHA. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination:

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

Accountability:

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion:
This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/ herself an advantage over any other proposer.

Applicant Information	
Applicant Name: Jennifer Jacobsmeyer	
Application Title: HGL APP	
Agency Name:	Federal Tax ID No.: 95-6002748
Mailing Address: 777 East Rialto Ave.	Phone No.: (909) 387-2220
Email Address: Liz.Smith@lib.sbcounty.gov	Fax No: (909) 387-2288
Authorized Signature	
Print Name: Michael Jimenez	Print Title: County Librarian
Signature: Michael Jimenez County Librarian	Date: 11/18/2020

Please send the signed copy of this agreement to:
Community Development and Housing Agency,
Community Development and Housing, 385 North Arrowhead Ave. 3rd Floor,
San Bernardino, CA 94215-0043
Attn: Community Development Block Grant Application

CDBG Application Checklist
(Non-Profit Organizations Only)

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 387-4705 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting
- Non- Profit agencies must be Registered in the System of Award Management (SAM) website.
  Agency cannot be funded if they have been debarred in the past.
- Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

YMCA

HIGH21PS-027

Log Number
(Office Use Only)

SAN BERNARDINO COUNTY

San Bernardino County
Fiscal Year 2021 - 2022
Public Services Program Application

The following documents must be submitted in the order listed, please be sure to submit all attachments with your application.

☑	Exhibit 1: Organization Information
☑	Exhibit 2: Project Information
☑	Exhibit 3: Community Needs and Target Population
☑	Exhibit 4: Project Budget & Sources
☑	Exhibit 5: Performance & Outcomes
☑	Exhibit 6: Agency Capacity Narrative
☑	Exhibit 7: Civil Rights Laws Compliance and HUD Good Standing
☑	Exhibit 8: Signature and Assurances
☑	Application Checklist

Exhibit 1: Organization Information

Organization Name:

Highland Family YMCA

Organization Address:

7793 Central Ave

City/State/Zip: Highland / Ca / 92346

Phone: 909-425-9622

Fax:

Email: dthorne@ymcaeastvalley.org

Applicant Type: Public Service

Authorized Person Name: Darwin Barnett

Authorized Person's Title: Chief Executive Officer

Address: 500 E. Citrus

City/State/Zip: Redlands / Ca / 92374

Phone: 909-798-9622

Fax:

Email: dbarnett@ymcaeastvalley.org

Application Contact Person's Name: Doug Thorne

Application Contact Person's Title: Chief Financial Officer

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

1)The Highland Family YMCA of the East Valley is an Association of members of all ages, ethnic groups, and religious affiliations founded on Christian principles and dedicated to building stronger children, families and communities through programs focused on the spirit, mind and body. 2) To enhance and establish value centered health and wellness programs, activities and events for low to moderate socioeconomic status families. 3) Community members within the City of Highland and it's surrounding areas. 4) The YMCA of the East Valley was founded on May 2, 1887 and incorporated as a non-profit in January 4, 1984.However, Highland Family YMCA was founded in April of 2007. 5) The city of Highland City Reimbursement, July 1-June 30 ; Annual Campaign Fundraiser, October-February; Highland Run Fundraiser, January; Operating Income, monthly as expended.

Exhibit 2: Project Information

Project Title:

2021-2022 Scholarship Fund

Project Address:

7793 Central Ave

County Supervisorial District where project will be located:

☐ 1st District ☐ 2nd District ☒ 3rd District ☐ 4th District ☐ 5th District

Is this a New Public Service Project, or request to expand services to an existing CDBG project?

Expansions of Service to an Existing Project

If this is an Expansion of Service to previously funded CDBG project, please explain how this is an expansion of service?. (i.e For 2015 we proposed 60 units of service, this year the agency is planning to serve 100 units of service)

Highland Family YMCA'S goal is to extend the opportunity to all in the community to achieve goals for a healthier lifestyle with aims to eliminate the financial barriers prohibiting families and individuals from engaging in wellness programs. In 2019-2020 the Highland Family YMCA served over 5,000 members and awarded $75,000 in scholarship funds to families and is consistently striving to grow our impact among the community.

If you are requesting funds for an existing CDBG project, provide prior CDBG project number.

HIGH-17-2-05Z/2443

Will this project provide an opportunity to hire minority-owned and women owned businesses?

No

If YES, describe what actions will be completed to implement such subcontracting plans to monitor this component of the proposed project. If NO, discuss why and what actions are being taken to encourage minority-women businesses to apply for this project.

Not applicable. For 2021-22 Scholarship project's purpose is to improve accessibility, resources for health, youth development, and social responsibility programs. The ultimate goal is to build a healthier generation by creating opportunity for all to participate in life-changing programs via our Financial Assistance Program.

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below if any of these countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	No
Create, Maintain and Grow Jobs and Economic Value in the County.	No
Improve County Government Operations.	No
Operate in a Fiscally-Responsible and Business-Like Manner.	Yes
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	No
Maintain Public Safety.	No
Provide for the Health and Social Services Needs of County Residents.	Yes
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	Yes

Provide a brief narrative of how your project meets the Countywide Vision:

The 2021-2022 Scholarship project's purpose is to improve accessibility to health and wellness resources. One in four resident in the East Valley area live below the poverty line and our financial assistance program aims at reducing this gap among the residents of Highland. The ultimate goal is to build healthy communities together by creating access to wellness programs and connections to healthy resources. Although our gym facility has remained mostly closed since March, we continue to serve families, individuals, and seniors. We have pivoted programming to include many outdoor fitness classes and activities. We anticipate the need for our programs and services to be much higher when our doors fully reopen. Many families have lost their jobs or have been relying on savings to survive during this unprecedented time.

Exhibit 3: Community Needs and Target Population

Community Needs		Target Population	
Public Service Needs:	**Yes/No**	**Proposed Community:**	**Yes/No**
Senior Services	Yes	Low and Moderate Persons	Yes
Handicapped Services	Yes	Low and Moderate Households	Yes
Youth Services	Yes	Abused Children	Yes
Child Care Services	Yes	Handicapped Persons	Yes
Transportation Services	No	Illiterate Persons	Yes
Substance Abuse Services	No	Homeless Persons	No
Employment Training	No	Migrant Farm Workers	No
Health Services	Yes	Elderly People	
Lead Hazard Screening	No		
Crime Awareness	No		

City/Target Area of Project Beneficiaries

Participating Cities: *(i.e Redlands, Colton, Yucaipa)*

Highland

Exhibit 3: Community Needs and Target Population (continued)

Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

Members served reside within all neighborhoods/communities of Highland, California and it's surrounding areas.

HUD Demographics: *(Yes/No)*

- Does this project help prevent homelessness?

  No

- Does this project help the homeless?

  No

- Does this project help those with HIV or AIDS?

  No

- Does this project primarily help persons with disabilities?

  No

Summarize the description of your project to include 1) priority, 2) sub-activity,
3) population(s) to be served, and 4) accomplishment level, and 5) services to be provided.

The Highland Family YMCA extends an opportunity for all families and community members to improve their health and well-being. It aims to instill healthy habits that last a lifetime. The Y aims to close the gaps and eliminate the barriers that stand in the way of healthy living. Through preventative and enriching programming we are able to serve the community of Highland and it's surrounding cities. The Highland Family YMCA works with 7 after school sites within Highland and has served 630 youth basketball participants, 50 volleyball participants, and over 500 dance/gymnastic participants in the year of 2019-2020.For 2019-2020 our Adventure Day Camp served over 700 students of San Bernardino, Highland, and Redlands where we provide a safe, encouraging environment for our youth to thrive while on break. Through all our dedicated efforts and financial resources the Y is able to push our cause forward to strengthen community.

Describe how this project meets the priority population and activities selected.

The Highland Family YMCA acts a community center for the City of Highland and provides health and wellness resources for the community members and to all the surrounding cities. Our scholarship program provides opportunity for youth, adults, families, and active older adults within our communities to access health and wellness resources.

Explain why this project is needed and what evidence can you substantiate the need.

According to City Health Dashboard and the County of San Bernardino Health Statistics the city of San Bernardino, 31% of the community live in poverty and in the City of Highland nearly 20% of the community live below the poverty line. Nearly one in four residents in the East Valley live below the poverty line.

Describe what gaps of service in the county this project fills.

At the YMCA, 25 percent of our members rely on financial assistance to participate in our health and wellness programs. Whether it is providing quality child care services, youth recreational programs or simply access to group exercise classes and fitness equipment. Within our childcare programs, we serve balanced, nutritious meals to each child enrolled. No individual is turned away due to an inability to pay.

What are the critical factors for the success of your project (include both financial and human resources)? For instance, is this the only funding for this project? What happens if funding decreases? Does this project rely on only one source of leveraging? Is there adequate staff involved with the project if there is project turnover? Please address any factor that is critical to project success.

Critical factors for success include our Annual Campaign, Annual Highland Run, and the general operating funds along with community volunteers and YMCA personnel. The project relies on multiple resources to ensure the success of the projects purpose and goals. If funding should ever decrease this is not the sole funding source available to ensure the project success and effectiveness such as our campaign, fundraising, city reimbursements and operating funds. The YMCA is under the direction and support of a board of directors, executive level personnel and management team.

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: ($)	**Other Source: ($)**
Personnel		
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent		
Insurance		
Consumable Supplies		
Other Scholarships/Financial Assista	$12,500.00	$0.00
Total Costs	$12,500.00	$0.00
Total Project Budget Cost: *(CDBG Share + Other Source)*		$12,500.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested ($): (This amount should match the grand total requested from CDBG Share)
Highland	$12,500.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount ($):	Date Available: *(11/22/2016)*
Federal Funding			
State Funding			
County Funding	2021-2022	$12,500.00	07/01/2021
Private Funding			
Other:	Operating Fund- Scholarships	$75,000.00	07/01/2021
	Total Leveraging Funds	$87,500.00	

Exhibit 5: Performance and Outcomes

Definitions:

Unduplicated Clients: The number clients/persons projected to be served during the program year (e.g. 25 clients, 50 seniors):

Duplicated Clients: The estimated yearly units of service (duplicated, e.g. 25 clients x 10 visits=250 units of service):

Complete the chart below with the number of Duplicated and Unduplicated Clients to be served.

- In column 1 identify activities that will be completed (e.g. intervention, counseling, and case management).
- In column 2 indicate the number of Unduplicated Clients to be served.
- In column 3 identify the number of Duplicated Clients to be served.

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
2021-2022 Scholarships Awarded	3262	15567

Performance and Outcomes, answer the following narrative questions using minimum funds request.

Indicate a timeline of services provided to client(s) in order to meet project outcome(s).

Our programs are broken down seasonally into Fall (September-November), Winter (December -April), Summer (May-August) and all other programs such as group exercise programs run year round.

Describe how your agency determines client(s) success.

Member success is determined through membership retention reports, program enrollment, and awarded scholarship reports

Describe your methodology to evaluate project outcomes.

The methodology for project outcomes relies on program enrollment reports, membership retention reports, and scholarship summary reports

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2021 – June 30, 2022). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

45% of scholarships will be awarded by November 30, 2021, 65% by February 28, 2022, 91% by May 30, 2022 and 100% by June 30th 2022.

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount ($):
08/08/2021	$1,100.00
09/08/2021	$1,100.00
10/08/2021	$1,100.00
11/08/2021	$1,000.00
12/08/2021	$900.00
01/08/2022	$900.00
02/08/2022	$1,100.00
03/08/2022	$1,000.00
04/08/2022	$1,000.00
05/08/2022	$1,100.00
06/08/2022	$1,100.00
07/08/2022	$1,100.00
Total Reimbursement: ($)	$12,500.00

Exhibit 6: Agency Capacity Narrative (Non-Profit Organizations Only)

Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

All administrators are responsible for the management and implementation of YMCA policies, operations, and quality assurance per department.

Describe your agency's experience in administering government and/or public funds.

The Highland Family Y has successfully administrated government/public funds since 2007 and have continuously applied for government funding

Describe your method to sustain project viability over the multi-year process if funding decreases.

The Highland Family Y operates with the support of multiple financial sources along with staff and community donor support.

Instructions: Complete the table below by marking "YES" or "NO" to the questions listed below.

Question:	**YES/ NO**
Example: Have you received federal funds in the past five years?	***Yes***
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	No
Has your organization been sued in the last five years?	Yes
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	No
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	No
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	No

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

No

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program? https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/

No

If you answered "Yes", please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103:400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



E- Signature Authorization
San Bernardino County
Community Development and Housing Agency
Community Development Block Grant
2021 - 2022 Application

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Applicantion Title: CDBG 2021
Applicant Name: Lindsey Cobaugh

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County, Community Development and Housing Agency (CDHA) in order for the applicant to electronically sign the Community Development Block Grant (CDGG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (with proof of authorization) of the applicant submitting this form and must contain an original signature to be submitted to the CDHA.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDHA may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDHA to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDHA's Community Development Block Grant 2021 - 2022 Funding Application. I understand that CDHA may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDHA immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDHA and will remain in effect until the end of the 2021 - 2022 CDBG funding cycle or I choose to cancel this request via written notification to the CDHA. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination:

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

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We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion:
This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/ herself an advantage over any other proposer.

Applicant Information	
Applicant Name: Lindsey Cobaugh	
Application Title: CDBG 2021	
Agency Name:	Federal Tax ID No.: 95-1684787
Mailing Address: 7793 Central Ave Highland, CA 92346	Phone No.: (909) 425-9622
Email Address: dthorne@ymcaeastvalley.org	Fax No:
Authorized Signature	
Print Name: Darwin Barnett	Print Title: CEO
Signature: Darwin Barnett CEO	Date: 11/30/2020

Please send the signed copy of this agreement to:
Community Development and Housing Agency,
Community Development and Housing, 385 North Arrowhead Ave. 3rd Floor,
San Bernardino, CA 94215-0043
Attn: Community Development Block Grant Application

CDBG Application Checklist
(Non-Profit Organizations Only)

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 387-4705 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting
- Non- Profit agencies must be Registered in the System of Award Management (SAM) website.
  Agency cannot be funded if they have been debarred in the past.
- Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

HIGH21PS-036

Log Number
(Office Use Only)

San Bernardino County
Fiscal Year 2021 - 2022
Public Services Program Application

The following documents must be submitted in the order listed, please be sure to submit all attachments with your application.

☑	Exhibit 1: Organization Information
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☑	Exhibit 7: Civil Rights Laws Compliance and HUD Good Standing
☑	Exhibit 8: Signature and Assurances
☑	Application Checklist

Exhibit 1: Organization Information

Organization Name:

Highland District Council On Aging, Inc dba: Highland Senior Center

Organization Address:

3102 E. Highland Ave.

City/State/Zip: Patton / California / 92346

Phone: 909-862-8104

Fax: 909-862-8196

Email: HighSenCtr@aol.com

Applicant Type: Senior programs, activities & services provided

Authorized Person Name: Penny Lilburn

Authorized Person's Title: Executive Director

Address: 3102 E. Highland Ave.,

City/State/Zip: Patton / California / 92369

Phone: 909-862-8104

Fax: 909-862-8196

Email: Plilburn@aol.com

Application Contact Person's Name: Penny Lilburn

Application Contact Person's Title: Executive Director

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

The mission of the Highland Senior Center historically has been to "enrich, maintain and protect the quality of Life for Senior Adults". 2) Our purpose is to provide quality programs, activities and services to enrich their quality of living focusing on physical fitness, social interaction, nutritional, education and assisted transportation as well as a "free shuttle" service to and from the senior center. 3) Seniors served monthly had an average range from 6000 to 8500 during the 2019-2020 year while experiencing a COVID19 Pandemic. 4) The Highland Senior Center is in its 41st year of success 5) Our funding sources come from CDBG grant, special events, fundraisers, memberships, program fees, annual sustaining campaign drive, newsletter advertising, thrift store sales, community grants, individual donations, nightly/weekly smaller event fundraisers at the center.

Exhibit 2: Project Information

Project Title:

Senior programs, activities and services

Project Address:

3102 E. Highland Ave., Patton, CA 92369

County Supervisorial District where project will be located:

☐ 1st District ☐ 2nd District ☒ 3rd District ☐ 4th District ☐ 5th District

Is this a New Public Service Project, or request to expand services to an existing CDBG project?

Expansions of Service to an Existing Project

If this is an Expansion of Service to previously funded CDBG project, please explain how this is an expansion of service?. (i.e For 2015 we proposed 60 units of service, this year the agency is planning to serve 100 units of service)

Our Center continues to expand its services. However, with the pandemic this past year, we had to revamp some programs, provide for outdoor activities and expand our home meal delivery program for several seniors in the communities. Our home meal delivery program expanded by 300 %. This service will resume on a regular basis. Other services we had to provide was counseling and resources to seniors experiencing loneliness and depression

If you are requesting funds for an existing CDBG project, provide prior CDBG project number.

Will this project provide an opportunity to hire minority-owned and women owned businesses?

No

If YES, describe what actions will be completed to implement such subcontracting plans to monitor this component of the proposed project. If NO, discuss why and what actions are being taken to encourage minority-women businesses to apply for this project.

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below if any of these countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	Yes
Create, Maintain and Grow Jobs and Economic Value in the County.	Yes
Improve County Government Operations.	Yes
Operate in a Fiscally-Responsible and Business-Like Manner.	Yes
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	Yes
Maintain Public Safety.	Yes
Provide for the Health and Social Services Needs of County Residents.	Yes
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	Yes

Provide a brief narrative of how your project meets the Countywide Vision:

The Highland Senior Center continues to meet the County wide vision by continuing to provide its quality programs, activities and services specifically designed to meet the needs of the senior community by improving their quality of life, with physical fitness, social programs, daily interaction and many services provided in order to help eliminate depression and loneliness with seniors. The center continues to provide for a daily hot nutritional meal, free food give a way program 3 days a week, free transportation to home bound seniors with our shuttle service and many other social programs, as well as resources needed for seniors. Our staff and volunteers have also gone through an extensive program to counsel seniors with depression and other issues that they are experiencing during the Pandemic.

Exhibit 3: Community Needs and Target Population

Community Needs		Target Population	
Public Service Needs:	**Yes/No**	**Proposed Community:**	**Yes/No**
Senior Services	Yes	Low and Moderate Persons	Yes
Handicapped Services	Yes	Low and Moderate Households	Yes
Youth Services	No	Abused Children	No
Child Care Services	No	Handicapped Persons	Yes
Transportation Services	Yes	Illiterate Persons	Yes
Substance Abuse Services	No	Homeless Persons	Yes
Employment Training	Yes	Migrant Farm Workers	No
Health Services	Yes	Elderly People	
Lead Hazard Screening	No		
Crime Awareness	Yes		

City/Target Area of Project Beneficiaries

Participating Cities: *(i.e Redlands, Colton, Yucaipa)*

Because the Highland Senior Center borders the cities of Highland and San Bernardino, those are the primary cities served. Due to the volume of participation with our main activities, programs and services offered, we see a large volume of senior participation from surrounding cities as well. Our Transportation Assistance Program as well as our Free Shuttle Service is limited to the cities of Highland and San Bernardino due to funding purposes.

Exhibit 3: Community Needs and Target Population (continued)

Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

The Center will not decline services / event participation to any senior regardless where they live, however, the majority of our senior participants reside in the cities of Highland and San Bernardino. Seniors DO NOT have to be a member of the center in order to receive services

HUD Demographics: *(Yes/No)*

- Does this project help prevent homelessness?

  No
- Does this project help the homeless?

  Yes
- Does this project help those with HIV or AIDS?

  Yes
- Does this project primarily help persons with disabilities?

  Yes

Summarize the description of your project to include 1) priority, 2) sub-activity, 3) population(s) to be served, and 4) accomplishment level, and 5) services to be provided.

In an effort to summarize the center's priority programs and services, the center's priority is to maintain and preserve the integrity of life for senior adults. Allowing seniors to maintain their health and physical fitness, while enjoying and engaging in social interaction with programs and activities, having a daily hot nutritional lunch meal, providing for a free food give away program, educational classes, weekly resource events, transportation assistance, participating in our free "Shuttle Service" to and from the center and enjoying many other vital programs that provide relief of loneliness, isolation and depression for senior adults. We have seen growth within our new "shuttle service" which has allowed more seniors to continue getting out and becoming more active which has allowed them to live healthier lifestyles with socialization, physical fitness as well as their daily nutritional needs met. The past year the center continues to partner with Sexual Assault Services as a senior advocate for VOV (Victims of Violence) and will continue working throughout the San Bernardino County to help with the high volume of senior abuse as well as victims of crime. Our newest Shuttle Service has allowed us to provide meal delivery to seniors in isolation during this COVID19 Pandemic time.

Describe how this project meets the priority population and activities selected.

The center continues operating with the approval from County Guidelines to remain open to provide essential services to the seniors. Because we offer such a variety of services, activities and resources, we stepped out of our normal box the way services have been provided and now provide for more social distancing as well as safety for services we continue to offer.

Explain why this project is needed and what evidence can you substantiate the need.

Our ongoing needs assessment continue to identify the most significant problems seniors face such as depression, loneliness, aniety and lack of social interaction. The center and its programs, activities and services offered help to alleviate such problems and with COVID19, we remain diligent with daily phone calls, delivery service and transportation while safety and sanitizing is our main focus.

Describe what gaps of service in the county this project fills.

As we keep the COVID19 practices in tact even after the pandemic, we believe the need for seniors to remain independent will play such a vital role. We will continue to focus on providing the services in a facility that allows for a centrally located facility for seniors of all communities to come together and participate in resource seminars to meet the needs of home-bound as well as those needing socialization, in and a safe environment.

What are the critical factors for the success of your project (include both financial and human resources)? For instance, is this the only funding for this project? What happens if funding decreases? Does this project rely on only one source of leveraging? Is there adequate staff involved with the project if there is project turnover? Please address any factor that is critical to project success.

Because of the current pandemic, a good portion of our funding has been lacking due to no large gatherings which has not allowed for our budgeted fundraisers. The center continues to operate to provide a large level of services, however, we have closed the facility to volunteers for their safety. We have maintained our level of service with a small staff of 5 and zero volunteers. We remain committed to make sure services that are needed to those home-bound seniors are provided for. We feel confident we shall get back to some kind of normalcy to allow for indoor events.

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: ($)	**Other Source: ($)**
Personnel	$15,000.00	$196,000.00
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)	$4,000.00	$10,000.00
Space Rent	$2,000.00	$8,000.00
Insurance	$4,000.00	$20,000.00
Consumable Supplies	$0.00	$0.00
Other		
Total Costs	$25,000.00	$234,000.00
Total Project Budget Cost: *(CDBG Share + Other Source)*		$259,000.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested ($): (This amount should match the grand total requested from CDBG Share)
Highland	$25,000.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount ($):	Date Available: *(11/22/2016)*
Federal Funding	Measure I	$32,000.00	07/01/2021
State Funding	Department of Againg	$29,000.00	07/01/2021
County Funding	CDBG - Highland	$25,000.00	07/01/2021
Private Funding	San Manuel	$30,000.00	07/15/2020
Other:	Membership, fundraisers, activity	$118,000.00	10/15/2021
	Total Leveraging Funds	$234,000.00	

Exhibit 5: Performance and Outcomes

Definitions:

Unduplicated Clients: The number clients/persons projected to be served during the program year (e.g. 25 clients, 50 seniors):

Duplicated Clients: The estimated yearly units of service (duplicated, e.g. 25 clients x 10 visits=250 units of service):

Complete the chart below with the number of Duplicated and Unduplicated Clients to be served.

- In column 1 identify activities that will be completed (e.g. intervention, counseling, and case management).
- In column 2 indicate the number of Unduplicated Clients to be served.
- In column 3 identify the number of Duplicated Clients to be served.

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Daily recreation & Social	900	32000
Commodities / Lunch program	500	3200
Assisted Transporation Services	325	3800

Performance and Outcomes, answer the following narrative questions using minimum funds request.

Indicate a timeline of services provided to client(s) in order to meet project outcome(s).

Each day is outlined in our monthly newsletter and on our web-site with an activity calendar detailing events, lunch menu, seminars offered as well as information from the community focused on senior needs.

Describe how your agency determines client(s) success.

Growth and participation is a continued sign of success. Programs are monitored monthly, evaluated and planned accordingly. The Pandemic has made is it more difficult to anticipate projections of participation

Describe your methodology to evaluate project outcomes.

Projections are based on actually numbers of participation. Each day, for each activity, there must be a sign-in sheet for participant.

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2021 – June 30, 2022). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

Each month our goals our met and generally exceeded due to the large amount of activity and programs. At the end of each month, we compile a monthly report that shows the amount of participation the center had as well as the activities and programs provided. The center operates daily and also allows for night time activity for special event fundraisers, dinner shows and outside meetings for community groups. During COVID19, the center still served despite its disrupted normal activities and programs between 4200 and 6500 monthly with essential needs.

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount ($):
07/01/2021	$2,083.00
08/01/2021	$2,083.00
09/01/2021	$2,083.00
10/01/2021	$2,083.00
11/01/2021	$2,083.00
12/01/2021	$2,083.00
01/01/2022	$2,083.00
02/01/2022	$2,083.00
03/01/2022	$2,083.00
04/01/2022	$2,083.00
05/01/2022	$2,083.00
06/01/2022	$2,087.00
Total Reimbursement: ($)	$25,000.00

Exhibit 6: Agency Capacity Narrative (Non-Profit Organizations Only)

Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

Staff of 6, Exe. Direct.; Outreach Director, Membership/Adm; bookkeeper, Receptionist; maintenance. Large volunteer core group of 125 plus

Describe your agency's experience in administering government and/or public funds.

Our agency continues to have an excellent annual audit as to how the center operates and manages its finances and operations.

Describe your method to sustain project viability over the multi-year process if funding decreases.

As long as the center can continue to provide the programs/services offered without going into a deficit, we will continue providing, improving programs, advocating for seniors, while others have closed down.

Instructions: Complete the table below by marking "YES" or "NO" to the questions listed below.

Question:	**YES/ NO**
Example: Have you received federal funds in the past five years?	***Yes***
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	No
Has your organization been sued in the last five years?	No
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	No
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	No
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	No

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

No

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program? https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/

No

If you answered "Yes", please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103:400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



E- Signature Authorization
San Bernardino County
Community Development and Housing Agency
Community Development Block Grant
2021 - 2022 Application

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Applicantion Title: Highland Senior Center programs and services
Applicant Name: Penny Lilburn

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County, Community Development and Housing Agency (CDHA) in order for the applicant to electronically sign the Community Development Block Grant (CDGG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (with proof of authorization) of the applicant submitting this form and must contain an original signature to be submitted to the CDHA.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDHA may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDHA to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDHA's Community Development Block Grant 2021 - 2022 Funding Application. I understand that CDHA may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDHA immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDHA and will remain in effect until the end of the 2021 - 2022 CDBG funding cycle or I choose to cancel this request via written notification to the CDHA. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination:

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

Accountability:

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion:
This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/ herself an advantage over any other proposer.

Applicant Information	
Applicant Name: Penny Lilburn	
Application Title: Highland Senior Center programs and services	
Agency Name:	Federal Tax ID No.: 95-3374790
Mailing Address: P.O. Box 948	Phone No.: (909) 862-8104
Email Address: Highsenctr@aol.com	Fax No: (909) 862-8196
Authorized Signature	
Print Name: Diane Harvey	Print Title: Board President
Signature: Signature Page emailed in separate document	Date: 11/30/2020

Please send the signed copy of this agreement to:
Community Development and Housing Agency,
Community Development and Housing, 385 North Arrowhead Ave. 3rd Floor,
San Bernardino, CA 94215-0043
Attn: Community Development Block Grant Application

CDBG Application Checklist
(Non-Profit Organizations Only)

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 387-4705 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting
- Non- Profit agencies must be Registered in the System of Award Management (SAM) website.
  Agency cannot be funded if they have been debarred in the past.
- Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

HIGH21PS-049

Log Number
(Office Use Only)

San Bernardino County
Fiscal Year 2021 - 2022
Public Services Program Application

The following documents must be submitted in the order listed, please be sure to submit all attachments with your application.

☐	Exhibit 1: Organization Information
☐	Exhibit 2: Project Information
☐	Exhibit 3: Community Needs and Target Population
☐	Exhibit 4: Project Budget & Sources
☐	Exhibit 5: Performance & Outcomes
☐	Exhibit 6: Agency Capacity Narrative
☐	Exhibit 7: Civil Rights Laws Compliance and HUD Good Standing
☐	Exhibit 8: Signature and Assurances
☐	Application Checklist

Exhibit 1: Organization Information

Organization Name:

CENTRAL LITTLE LEAGUE

Organization Address:

7717 CHURCH AVE #100

City/State/Zip: HIGHLAND / CA / 92346

Phone: 909-362-0538

Fax:

Email: SOCIALBUGSHELL@YAHOO.COM

Applicant Type: NON PROFIT ORGINAZATION

Authorized Person Name: MICHELLE WILLIAMSON

Authorized Person's Title: PRESIDENT

Address: 7717 CHURCH AVE #100

City/State/Zip: HIGHLAND / CA / 92346

Phone: 909-362-0538

Fax:

Email: SOCIALBUGSHELL@YAHOO.COM

Application Contact Person's Name: MICHELLE WILLIAMSON

Application Contact Person's Title: PRESIDENT

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

OUR MISSION IS TO TEACH AND EDUCATE CHILDREN LIFE SKILLS, CONFIDENCE BUILDINGAND EXERCISE THRU LITTLE LEAGUE SPORTS. WITH GRANT WE CAN OFFER FREE REGISTRATION TO OUR FAMILIES THAT ARE LOW INCOME OR STRUGGELING FROM FINANCIALY DUE TO COVID-19 RESTRICTIONS SO THIER CHILD(REN) CAN PLAY BASEBALL/SOFTBALL. MANY IN OUR COMMUNITY WILL BENEFIT FROM THIS.WE HAVE SERVICED THE AREA FOR 76 YEARS. WE START IN MARCG UNTIL JUNE/JULY

Exhibit 2: Project Information

Project Title:

Project Address:

County Supervisorial District where project will be located:

☐ 1st District ☐ 2nd District ☐ 3rd District ☐ 4th District ☐ 5th District

Is this a New Public Service Project, or request to expand services to an existing CDBG project?

If this is an Expansion of Service to previously funded CDBG project, please explain how this is an expansion of service?. (i.e For 2015 we proposed 60 units of service, this year the agency is planning to serve 100 units of service)

If you are requesting funds for an existing CDBG project, provide prior CDBG project number.

Will this project provide an opportunity to hire minority-owned and women owned businesses?

No

If YES, describe what actions will be completed to implement such subcontracting plans to monitor this component of the proposed project. If NO, discuss why and what actions are being taken to encourage minority-women businesses to apply for this project.

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below if any of these countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	
Create, Maintain and Grow Jobs and Economic Value in the County.	
Improve County Government Operations.	
Operate in a Fiscally-Responsible and Business-Like Manner.	
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	
Maintain Public Safety.	
Provide for the Health and Social Services Needs of County Residents.	
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	

Provide a brief narrative of how your project meets the Countywide Vision:

Exhibit 3: Community Needs and Target Population

Community Needs		Target Population	
Public Service Needs:	**Yes/No**	**Proposed Community:**	**Yes/No**
Senior Services		Low and Moderate Persons	
Handicapped Services		Low and Moderate Households	
Youth Services	Yes	Abused Children	
Child Care Services		Handicapped Persons	
Transportation Services		Illiterate Persons	
Substance Abuse Services		Homeless Persons	
Employment Training		Migrant Farm Workers	
Health Services		Elderly People	
Lead Hazard Screening			
Crime Awareness			

City/Target Area of Project Beneficiaries

Participating Cities: *(i.e Redlands, Colton, Yucaipa)*

HIGHLAND

Exhibit 3: Community Needs and Target Population (continued)

Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

VICTORIA EAST IN EAST HIGHALND, PACIFIC AVE SOUTH TO 5TH ST

HUD Demographics: *(Yes/No)*

- Does this project help prevent homelessness?
  No
- Does this project help the homeless?
  No
- Does this project help those with HIV or AIDS?
  No
- Does this project primarily help persons with disabilities?
  No

Summarize the description of your project to include 1) priority, 2) sub-activity, 3) population(s) to be served, and 4) accomplishment level, and 5) services to be provided.

CENTRAL LITTLE LEAGUE WILL USE THE MUCH NEEDED FUNDS TO PAY FOR INSURANCE, CHARTER FEES, UNIFORMS AND ASSIST IN FIELD MAINTNACE AND REPAIRS. OUR AREA OF THE COMMUNITY CONSISTS OF VERY MANY SINGLE PARENTS, LOW INCOME,UNEMPLOYED AND FOSTERED CHILDREN WHO WOULD BENEFIT FROMPLAYING BASE/ SOFTBALL AND BEING PART OF OUR ORGANIZATION, LEARNING THE BE A TEAM MEMBER, RESPECT, PATIENCE AND LOYALTY. POPULATION TO SEVE IS APPROX 250 CHILDREN

Describe how this project meets the priority population and activities selected.

IT HELPS WITH ALL THIER FINANCIAL FEES TO PLAY SPORT ACTIVITIES MINUS GLOVE ,SHOES AND PANTS

Explain why this project is needed and what evidence can you substantiate the need.

THIS PROJECT IS DESPERATLY NEEDED THIS YEAR DUE TO CORONAVIRUS AND ITS IMPACT ON FAMILIES

Describe what gaps of service in the county this project fills.

NOT SURE WHAT YOU MEAN BUY THIS QUESTION.

What are the critical factors for the success of your project (include both financial and human resources)? For instance, is this the only funding for this project? What happens if funding decreases? Does this project rely on only one source of leveraging? Is there adequate staff involved with the project if there is project turnover? Please address any factor that is critical to project success.

THIS IS THE ONLY FINANCIAL WE HAVE THE HELP THESE FAMILIES, WITHOUT THIS ABOUT 50-60% OF OUR CHILDREN WOULD NOT BE ABLE TO PARTIIPATE

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: ($)	**Other Source: ($)**
Personnel		
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent		
Insurance		
Consumable Supplies		
Other REGISTRATION FEES	$15,000.00	
Total Costs	$15,000.00	$0.00
Total Project Budget Cost: *(CDBG Share + Other Source)*		$15,000.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested ($): (This amount should match the grand total requested from CDBG Share)
Highland	$15,000.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount ($):	Date Available: *(11/22/2016)*
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:			
	Total Leveraging Funds	$0.00	

Exhibit 5: Performance and Outcomes

Definitions:

Unduplicated Clients: The number clients/persons projected to be served during the program year (e.g. 25 clients, 50 seniors):

Duplicated Clients: The estimated yearly units of service (duplicated, e.g. 25 clients x 10 visits=250 units of service):

Complete the chart below with the number of Duplicated and Unduplicated Clients to be served.

- In column 1 identify activities that will be completed (e.g. intervention, counseling, and case management).
- In column 2 indicate the number of Unduplicated Clients to be served.
- In column 3 identify the number of Duplicated Clients to be served.

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
RECREATION SCHOLARSHIPS	197	

Performance and Outcomes, answer the following narrative questions using minimum funds request.

Indicate a timeline of services provided to client(s) in order to meet project outcome(s).

JULY 1 2021 - JUNE 2022

Describe how your agency determines client(s) success.

PATICIPATION IN BASEBALL SEASON

Describe your methodology to evaluate project outcomes.

TRACKING THROUGH LITTLE LEAGUE SEASON

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2021 – June 30, 2022). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

SIGN UPS AND EXPENDITURES WILL BE MADE BY MARCH 15TH

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount ($):
12/01/2020	$2,000.00
01/01/2021	$5,000.00
02/01/2021	$4,000.00
Total Reimbursement: ($)	$11,000.00

Exhibit 6: Agency Capacity Narrative (Non-Profit Organizations Only)

Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

WE ARE ALL VOLUNTEERS AND WILL IMPLEMENT THROUGH SCREENING AT REGISTRATION

Describe your agency's experience in administering government and/or public funds.

OUR EXPERIENCE HAS BEEN WORKING WITH THE CITY OF HIGHLAND AND COMPLETING PROPER PAPER WORK FOR THE LAST 10 YEARS

Describe your method to sustain project viability over the multi-year process if funding decreases.

WE WILL HAVE TO LOOK AT VIABLE WAYS TO WORK WITH THE PARENTS IF THERE IS A DECREASE

Instructions: Complete the table below by marking "YES" or "NO" to the questions listed below.

Question:	**YES/ NO**
Example: Have you received federal funds in the past five years?	***Yes***
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	No
Has your organization been sued in the last five years?	No
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	No
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	No
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	No

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

No

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program? https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/

No

If you answered "Yes", please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103:400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



E- Signature Authorization
San Bernardino County
Community Development and Housing Agency
Community Development Block Grant
2021 - 2022 Application

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Applicantion Title: public service application 2021
Applicant Name: MICHELLE WILLIAMSON

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County, Community Development and Housing Agency (CDHA) in order for the applicant to electronically sign the Community Development Block Grant (CDGG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (with proof of authorization) of the applicant submitting this form and must contain an original signature to be submitted to the CDHA.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDHA may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDHA to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDHA's Community Development Block Grant 2021 - 2022 Funding Application. I understand that CDHA may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDHA immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDHA and will remain in effect until the end of the 2021 - 2022 CDBG funding cycle or I choose to cancel this request via written notification to the CDHA. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination:

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

Accountability:

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion:
This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/ herself an advantage over any other proposer.

Applicant Information	
Applicant Name: MICHELLE WILLIAMSON	
Application Title: public service application 2021	
Agency Name:	Federal Tax ID No.: 52-1234775
Mailing Address: 7717 CHURCH AVE #100 HIGHLAND CA 92346	Phone No.: (909) 362-0538
Email Address: SOCIALBUGSHELL@YAHOO.COM	Fax No:
Authorized Signature	
Print Name: MICHELLE WILLIAMSON	Print Title: PRESIDENT
Signature:	Date: 12/01/2020

Please send the signed copy of this agreement to:
Community Development and Housing Agency,
Community Development and Housing, 385 North Arrowhead Ave. 3rd Floor,
San Bernardino, CA 94215-0043
Attn: Community Development Block Grant Application

CDBG Application Checklist
(Non-Profit Organizations Only)

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 387-4705 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting
- Non- Profit agencies must be Registered in the System of Award Management (SAM) website.
  Agency cannot be funded if they have been debarred in the past.
- Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 9, 2021

FROM: Joseph Hughes, City Manager

SUBJECT: 2021/2022 Work Program

RECOMMENDATION: That the City Council Adopt the 2021/2022 Work Program

FISCAL IMPACT: Varied depending upon which programs are ultimately implemented.

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

BACKGROUND:

Since shortly after incorporation, the City Council has been very consistent in providing clear policy direction to the staff and volunteers of the community. That policy direction has been provided through the regular adoption of the Work Program.

The first Work Program was approved in April 1988 and covered a period of six months. In January 1989, the City Council adopted its first one-year Work Program. One-year Work Programs were adopted annually until the City Council in February 1993 adopted a Work Program that covered a time period of two years. Since that time the Work Program has been adopted under a two-year time format to coincide with the City Council elections and the two-year budget.

The Work Program directs staff and volunteers to focus their efforts on the issues that are most important as determined by the City Council. The process takes a tremendous amount of effort, but the result is invaluable. Once adopted, it becomes the road map for all City operations. It sets the two-year agenda for the City Council, Commissions, Boards, staff and volunteers.

This year 39 Work Items are being considered for adoption by the City Council. Of the 39 Work Items, 31 (79%) were considered Urgent or High Priority by the City Council and were given specific time frames to be completed. The remaining Work Items will be completed if and when time permits or to meet legal requirements.

Approved _____	Motion _____	Second _____	Agenda Item No. 6
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hugh
City Clerk

City Manager

This process is quite possibly the most important undertaking the City Council participates in. The document that is created from this process will direct the efforts of the City for the next two-years. It will drive the budget and will determine when projects will be brought to the Council via the agenda.

Attachments:

- Rating Legend
- Goals and Objectives Ranking
- Goals and Objectives Time Table (Urgent and High Priority Items)
- 2021/2022 Proposed Work Items
- Hours for On-Going Activities

WORK PROGRAM
2021/2022

RATING SYSTEM

URGENT PRIORITY (8 Points) -	Critically important that this item be completed during the two-year period. (So important that it would be all right if it were the only item accomplished - although there maybe more than one)
HIGH PRIORITY (6 Points) -	Very important that this item be completed during the two-year period.
PRIORITY (4 Points) -	This item maybe accomplished during the two-year period if urgent and high priorities are completed.
LOW PRIORITY (2 Points) -	If the urgent, high and priority items are accomplished or time permits then this item should be accomplished.
DELETE (0 Points) -	This item should be removed from the Work Program.

Ranges

7.8 - 8.0	UP
7.1 - 7.7	UP-
6.4 - 7.0	HP+
5.7 - 6.3	HP
5.0 - 5.6	HP-
4.3 - 4.9	P+
3.6 - 4.2	P
2.9 - 3.5	P-
2.2 - 2.8	LP+
1.5 - 2.1	LP
0.8 - 1.4	LP-
0.0 - 0.7	D

CITY OF HIGHLAND
2021/2022
GOALS AND OBJECTIVES RANKING

LEGEND	
UP	Urgent Priority
HP	High Priority
P	Priority
LP	Low Priority
D	Delete

ADMINISTRATION - CITY CLERK/PERSONNEL/CITY ATTORNEY

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Review City Council Districts after 2020 Census	UP	LP	HP	P	HP	HP-
Explore Opportunity to Serve as a Passport Acceptance Facility	HP	LP	HP	HP	HP	HP-
Update Personnel Resolution	UP	P	HP	UP	HP	HP+

PUBLIC SAFETY - FIRE/POLICE

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Purchase of a Type III Wildland Fire Engine	UP	LP	HP	HP	HP	HP-
Explore Options for a Cal Fire Wildland Contract in the High Fire Severity Zone for the East Highland Area	HP	P	HP	UP	P	HP-
Purchase of an Exhaust Removal System for Fire Station #1, Fire Station #2, Fire Station #3	UP	P	P	UP	P	HP-
Purchase of Backup Power Supply Industrial Generators for Fire Station #1 and Fire Station #2	HP	HP	P	P	HP	HP-
Purchase of Cal Fire's Automatic Vehicle Location/Mobile Data Terminal AVL/MDT	HP	HP	P	P	HP	HP-
Purchase of a Security Gate / Harden Perimeter Wall	P	HP	P	P	HP	P+
Video Surveillance System installed at Police Station and Fire Department Stations	HP	UP	HP	P	UP	HP+
Automated License Plate Reader (ALPR) camera installation to replace failing ALPR's on marked Police units and Citizens on Patrol (COP) units	HP	HP	UP	UP	UP	UP-

PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES						
GOAL/OBJECTIVE	**JC**	**PL**	**LM**	**AS**	**JT**	**AVERAGE**
Implement second 5-Year City Wide Pavement Management Program	HP	HP	UP	UP	UP	UP-
Initiate Development of the Highland/San Bernardino Bi-City Transformative Bikeway/Walkway Corridor Project	UP	P	P	P	HP	HP-
Complete design and construction of a joint pavement project for pavement rehabiliation of Tippecanoe Avenue	UP	P	UP	LP	HP	HP-
Complete construction of the 3rd Street and 5th Street Corridors Improvement Project	HP	HP	UP	P	UP	HP+
Complete Enviromental, Design and Right of Way of the "Highland/Redlands Regional Connector" Project	HP	P	HP	P	HP	HP-
Complete Enviromental, Design and Right of Way of the City Creek/Alabama Street Bikeway Project	HP	P	P	LP	HP	P+
Complete Right of Way and Obligate Federal Funds for Construction of Base Line Bridge over City Creek	HP	HP	UP	LP	UP	HP
Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow	HP	HP	UP	P	UP	HP+
Complete Construction of Base Line Interchange Improvements	HP	UP	UP	P	UP	HP+
San Manuel Band of Mission Indians to begin Project Approval & Environmental Documents Phase of the Victoria Avenue Interchange Project	HP	HP	HP	HP	HP	HP
Initiate Project Approval & Environmental Documents Phase of the 5th Street Interchange Project	HP	HP	UP	HP	HP	HP+
Implement Strategies to Balance Landscape Maintenance District Budget	HP	HP	HP	P	HP	HP-
Evaluate Installation of Additional Public-Access Electric Vehicle Charging Stations	HP	LP	P	P	P	P

PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES Continued…

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Replace Community Park pedestrian walkway lighted bollards with LED pole lights	UP	P	HP	HP	HP	HP
Construct trash enclosure at Aurantia Park to accommodate recycling	HP	HP	P	LP	P	P+
Work with San Bernardino Unified School District for a Joint Use Park Agreement at Warm Springs and Lankershim Elementary Schools	UP	P	HP	P	P	HP-

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Airport Gateway Specific Plan	HP	HP	HP	HP	HP	HP
Checklist for Building Permit Applications	HP	UP	P	P	HP	HP-
Community Development Block Grant Funding for COVID-19 (CDBG-CV) Programs	D	P	HP	P	HP	P
Host the Annual Citrus Harvest Festival	P	HP	P	(21)D (22)P	D	(21)D (22)P
Community Trail Signage (Trail Identification and Way Finding Signage)	UP	LP	LP	LP	HP	P
Demolition of a Single Family Residence at 7433 Central Avenue	P	HP	P	P	HP	P+
Disposition of City Property at the Northwest corner of 6th Street & Victoria Avenue	P	HP	P	UP	HP	HP-
Homeless Outreach to Businesses and Vacant Property Owners	UP	HP	P	P	HP	HP-
Update the Housing and Public Health & Safety Elements of the General Plan including a new analysis of Environmental Justice	UP	P	HP	HP	HP	HP
Local Early Action Program (LEAP) Grant Implementation	UP	HP	HP	UP	HP	HP+
Neighborhood Improvement Outreach and Enforcement (target areas)	P	UP	P	UP	HP	HP
Development Code Update (focus on ambiguities and inconsistencies)	HP	UP	P	HP	HP	HP

CITY OF HIGHLAND
2021/2022
GOALS AND OBJECTIVES
TIME TABLE

ADMINISTRATION - CITY CLERK/PERSONNEL/CITY ATTORNEY

GOAL/OBJECTIVE	2021				2022			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Review City Council Districts after 2020 Census					X			
Explore Opportunity to Serve as a Passport Acceptance Facility		X						
Update Personnel Resolution	X							

PUBLIC SAFETY - FIRE/POLICE

GOAL/OBJECTIVE	2021				2022			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Purchase of a Type III Wildland Fire Engine				X				
Explore Options for a Cal Fire Wildland Contract in the High Fire Severity Zone for the East Highland Area						X		
Purchase of an Exhaust Removal System for Fire Station #1, Fire Station #2, Fire Station #3				X				
Purchase of Backup Power Supply Industrial Generators for Fire Station #1 and Fire Station #2	X							
Purchase of Cal Fire's Automatic Vehicle Location/Mobile Data Terminal (AVL/MDT)	X							
Video Surveillance System installed at Police Station and Fire Department Stations			X					
Automated License Plate Reader (ALPR) camera installation to replace failing ALPR's on marked Police units and Citizens on Patrol (COP) units		X						

PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES

GOAL/OBJECTIVE	2021				2022			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Implement second 5-Year City Wide Pavement Management Program			X					X
Initiate Development of the Highland/San Bernardino Bi-City Transformative Bikeway/Walkway Corridor Project				X				
Complete design and construction of a joint pavement project for pavement rehabilitation of Tippecanoe Avenue								X
Complete construction of the 3rd Street and 5th Street Corridors Improvement Project						X		
Complete Environmental, Design and Right of Way of the "Highland/Redlands Regional Connector" Project					X			
Complete Right of Way and Obligate Federal Funds for Construction of Base Line Bridge over City Creek						X		
Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow						X		
Complete construction of Base Line Interchange Improvements					X			
San Manuel Band of Mission Indians to begin Project Approval & Environmental Documents Phase of the Victoria Avenue Interchange Project			X					
Initiate Project Approval & Environmental Documents Phase of the 5th Street Interchange Project				X				
Implement Strategies to Balance Landscape Maintenance District Budget						X		

PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES Continued…

GOAL/OBJECTIVE	2021				2022			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Replace Community Park pedestrian walkway lighted bollards with LED pole lights				X				
Work with San Bernardino Unified School District for a Joint Use Park Agreement at Warm Springs and Lankershim Elementary Schools								X

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT

GOAL/OBJECTIVE	2021				2022			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Airport Gateway Specific Plan	X							
Checklist for Building Permit Applications				X				
Disposition of City Property at the Northwest corner of 6th Street & Victoria Avenue		X						
Homeless Outreach to Businesses and Vacant Property Owners		X						
Update the Housing and Public Health & Safety Elements of the General Plan including a new analysis of Environmental Justice			X					
Local Early Action Program (LEAP) Grant Implementation		X						
Neighborhood Improvement Outreach and Enforcement (target areas)		X						
Development Code Update (focus on ambiguities and inconsistencies)			X					

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Review City Council Districts after 2020 Census

DEPARTMENTS RESPONSIBLE: City Clerk and Planning Division

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

   Determine if the existing Council Districts need to be reconfigured due to the 2020 Census. Additionally, assessments will need to be made to determine if a demographer needs to be retained for this process or if it can be done in-house.

   Funding Source: General Fund

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   Pursuant to Elections Code § 21620 which states "After the initial establishment of the districts, the districts shall continue to be as nearly equal in population as may be according to the latest federal decennial census, if authorized by the charter of the city, according to the federal mid-decade census."

   The boundaries of the Council districts shall be adopted by the City Council no earlier than August 1, 2021, and August 1 in each year ending in the number one thereafter, but not later than 151 days before the city's next regular election occurring after March 1, 2022, and after March 1 in each year ending in the number two thereafter.

3. **ORIGIN OF ISSUE:**

COUNCIL ____	**STAFF _X_**
GEN. PLAN____	**BOARD/COMMISSION____**
OUTSIDE REQUEST___	**LEGAL OBLIGATION_X_**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 20

5. **ARE CONTRACT SERVICES REQUIRED? IF SO, WHAT TYPE?** Depending on current law, a Demographer may be retained for accuracy of data.

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** No

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Betty Hughes
City Clerk

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Explore Opportunity to Serve as a Passport Acceptance Facility

DEPARTMENTS RESPONSIBLE: City Clerk

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

A passport acceptance facility is authorized by the U.S. Department of State to accept and verify the documents, applicant signature and identity for passport applications.

- Staff training
- Establish days/hours for passport services

Funding Source: General Fund
The City will receive a $35 execution fee for each passport application.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

U.S. citizens traveling internationally need a passport book or passport card. The vast majority of customers who apply for a passport prefer to do so in-person at a passport acceptance facility near where they live or work. This will make it convenient for citizens.

3. ORIGIN OF ISSUE:

COUNCIL____	**STAFF __X__**
GEN. PLAN____	**BOARD/COMMISSION__**
OUTSIDE REQUEST____	**LEGAL OBLIGATION__**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 40

5. ARE CONTRACT SERVICES REQUIRED? IF SO, WHAT TYPE? No

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? Yes

REVIEWED BY:

City Manager

1/25/21
Date

PROPOSED BY:

Betty Hughes
City Clerk

1/25/2021
Date

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Update Personnel Resolution

DEPARTMENTS RESPONSIBLE: Personnel/City Attorney.

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**
Update the Personnel Resolution to include all amendments since it was adopted in 2006. The FMLA (Family Medical Leave Act)/CFLA (California Family Rights Act) sections also need to be updated as federal & state laws have been amended.

Funding Source: General Fund.

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

For legal reasons, the FMLA/CFLA portions of the Personnel Resolution need to be updated. Also, the Personnel Resolution has been amended many times since 2006. Updating it at this time would be the most efficient time to do so. The draft policy has now been completed and now needs to be reviewed by staff and the Finance/Personnel Subcommittee.

3. **ORIGIN OF ISSUE:**

COUNCIL ___	**STAFF X**
GEN.PLAN ___	**BOARD/COMMISSION ___**
OUTSIDE REQUEST ___	**LEGAL OBLIGATION X**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 20-30.

5. **ARE CONTRACT SERVICES REQUIRED?** Yes. **IF SO, WHAT TYPE?** The City Attorney's office would be the primary department working on this.

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** Yes.

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Chuck Dantuono, Dir. of Admin Services

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Purchase of a Type III Wildland Fire Engine

DEPARTMENTS RESPONSIBLE:

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Solicit proposals and obtain Council approval for purchase of a Type III Wildland Fire Engine.

Funding Source:

1. Fire Department equipment reserve account.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The Highland Fire Department requests consideration for funding of actual costs, not to exceed $500,000, to purchase one type III fire engine and associated equipment. The new vehicle would be in addition to the City of Highland's current fleet.

The Type III fire engine would be assigned to the East Highland Fire Station #2. The City would assume responsibility for all recurring costs and maintenance with the fire engine. The addition of this specialized fire engine enhances the operation of the department allowing us to more easily meet our mission and provide for better public safety within the City of Highland.

With the constant threat of deadly and destructive wildland fires in California, especially evident by the recent large fires that have impacted the City as well as the surrounding areas, a type III wildland fire engine is an invaluable asset. The City has large areas of wildlands as well as structures located in the wildland-urban interface. A type III wildland engine is greatly more effective than the City's current engines at suppressing wildfires due to its high clearance, short wheel base and four-wheel drive capability. The City does not currently have any wildland engines and utilize its larger municipal type I fire engines that have very limited capability in wildland incidents. The addition of a wildland engine will aid the City in being more consistent with industry standards such as NFPA regulations as well as providing a greater capability for a wildfire within the City.

3. **ORIGIN OF ISSUE:**

COUNCIL___	**STAFF X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:**
10

5. **ARE CONTRACT SERVICES REQUIRED? IF SO, WHAT TYPE?**
We will "piggy-back" off the State contract.

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?**
Yes.

REVIEWED BY:

City Manager

1/26/21
DATE

PROPOSED BY:

Sean Landavazo – Fire Chief

January 6, 2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Explore Options for a CAL FIRE Wildland Contract in the High Fire Severity Zone for the East Highland Area.

DEPARTMENTS RESPONSIBLE:

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Obtain Council approval to move forward with a CAL FIRE Wildland Contract for wildland fire protection for the open space areas within the foothills of East Highland.

Funding Source:
#1. Fire Department contract services.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

With the constant threat of deadly and destructive wildland fires in California, especially evident by the recent large fires that have impacted the City as well as the surrounding areas in California, CAL FIRE would like to propose a "Wildland Fire Contract" for specially chosen open space areas (acres) within the foothill areas of East Highland. The City has large areas of wildlands as well as structures located in the wildland-urban interface.

Within the last two years the City has had multiple wildland fires, the "Bridge Fire" on Greenspot near the old iron bridge, the "King Fire" on Base Line just east of Fire Station #2, and the "Mentone Fire" on Greenspot / Newport. These three fires were within Highland City (LRA), which makes the City Responsible for all fire suppression costs. The cost of suppressing a wildland fire with aircraft, hand-crews, and dozers can become extremely costly very quick.

If the City contracts with CAL FIRE for a "Wildland Fire Contract" and there is a fire within or adjacent to the chosen open space areas, CAL FIRE will send a full wildland fire response including aircraft, hand-crews, and dozers. CAL FIRE will protect those lands as if they were a State Responsibility Area. All suppression cost for a fire within or adjacent to that chosen area will be covered under the Wildland Fire Contact. The cost for the Wildland Fire Contact is based off a set rate per number of acres and has associated admin fee.

Staff would like to explore options and look at the High Fire Severity Zones located in the East Highland area to see if this type of contract would be beneficial for the City.

3. **ORIGIN OF ISSUE:**

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:**
(100)

5. **ARE CONTRACT SERVICES REQUIRED? IF SO, WHAT TYPE?**
(Yes) One year Wildland Protection Agreement Contract with CAL FIRE.

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?**
(Yes)

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Sean Landavazo – Fire Chief

December 4, 2020
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Purchase of an Exhaust Removal System for Fire Station 1, Fire Station 2, Fire Station 3

DEPARTMENTS RESPONSIBLE:

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Solicit proposals and obtain Council approval for purchase of an Exhaust Removal System for each Fire Station.

Funding Source:
#1. Fire Department equipment reserve account.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Hazardous vehicle exhaust emissions in a fire station are a firefighter's most significant cancer health risk and could be a serious legal liability for the fire department.

As the emphasis on cleaner engines continues, clear improvements are visible. The reduction of particulate matter and of NoX are a few examples of this, however the dangerous effects of exhaust gases remain as several hazardous elements are still present.

Chemical	Health effect*
Benzene	Group 1A, human carcinogen
Polynuclear aromatic hydrocarbon	Group 2A, suspected human carcinogen
Benzene "alpha" pyrene	Group 2A, suspected human carcinogen
Formaldehyde	Group 2A, suspected human carcinogen
Benzofuran	Group 2B, possibly human carcinogen
Carbon monoxide	Life-threatening to humans
Nitric oxides	Life-threatening to humans

Currently the City of Highland's fire stations apparatus bays are attached to the living quarters of the fire house which is standard. With multiple fire engine starts a day and no exhaust system in place the above chemicals linger and can transfer into the fire house through void spaces. Retrofitting all three fire stations with an exhaust system in the apparatus bays of the fire stations (which is the industry standard for all new built fire stations) will extract the chemicals from the inside to the outside of the fire apparatus bays. End results will be cleaner air and healthier work conditions for fire personnel.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:**
(250)

5. **ARE CONTRACT SERVICES REQUIRED? IF SO, WHAT TYPE?**
(Yes) General Construction Contract.

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?**
(No)

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Sean Landavazo – Fire Chief

December 4, 2020
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Purchase of Backup Power Supply Industrial Generators for Fire Station Nos. 1 & 2

DEPARTMENTS RESPONSIBLE:

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Solicit proposals and obtain Council approval for purchase of two Industrial Generators for Fire Station 1 & Fire Station 2.

Funding Source:
#1. Fire Department equipment reserve account.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Critical Facilities are essential for community protection and welfare. They are often higher-security in comparison to most other buildings and include hospitals, police/fire stations, emergency dispatch centers, and even prisons. While it is very important for people to have backup power for their homes and businesses during an outage, critical facilities are actually legally required to be equipped with back up power systems so that they are never, under any circumstances, without power.

Fire Stations are another example of a critical facility that must always stay connected to a power supply. Like police stations, fire stations depend on power to keep the building and its operations running. Standard building appliances include heating, ventilation, and refrigeration; necessary building appliances include lighting for the offices, engine bay areas, bay door control, and accessibility to the engine bay areas. Moreover, power is needed for the radios and other means of dispatcher correspondence. Without a backup power system like an industrial standby generator, medical emergencies, fires, and other emergencies may hamper and delay communications with the station firefighters, thereby leaving civilians in danger.

Currently generators at Fire Station 1 and Fire Station 2 are not Backup Power Supply Systems / Industrial Generators that can support normal fire station operations. Both fire stations have been utilizing large portable generators one would use to power a travel trailer for recreational camping. Fire Station 1 and Fire Station 2 generators can only generate enough power to sustain a refrigerator and a smaller A/C unit, leaving each fire Station's personnel with no other option but having to resort to monitoring hand-held radios to receive critical dispatch information. Apparatus bay doors are left in an unlocked position to pull fire engines in and out of the apparatus bays. This also delays response to 911 emergencies because personnel must manually close bay doors. Manual operated bay doors leave the fire station unsecured during power outages due to wind

events and other power loss events.
With the purchase of two new industrial generators, both Fire Stations will be able to continue normal operations responding to emergencies and safeguarding civilians when power is lost to a fire station due to a wind event or grid failure.

3. **ORIGIN OF ISSUE:**

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:**
(1000) 500 Station 1 / 500 Station 2

5. **ARE CONTRACT SERVICES REQUIRED? IF SO, WHAT TYPE?**
(Yes) General Construction Contractor / Electrical Contractor

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?**
(No)

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Sean Landavazo – Fire Chief

December 5, 2020
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Purchase of CAL FIRE's Automatic Vehicle Location/ Mobile Data Terminal AVL/MDT.

DEPARTMENTS RESPONSIBLE:

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Solicit proposals and obtain Council approval for purchase of CAL FIRE's AVL/MDT for front line fire engines and Battalion Chief vehicle.

Funding Source:
#1. Fire Department equipment reserve account.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

About AVL/MDT

CAL FIRE has deployed Automatic Vehicle Location (AVL) and Mobile Data Terminal (MDT) technology to roughly 1200 of its 'Front line' vehicles that are routinely dispatched to initial attack incidents to communities within California. This technology provides connectivity over LTE/4G, satellite, and CAL FIRE's private mobile radio system. As a CAL FIRE vehicle drives through an area, the system automatically finds a connection with 4G; when 4G is not available, the system intelligently connects through a VHF radio system or via satellite as a last option to always maintain data connectivity to the command center (dispatch center).

AVL is used to provide dynamic dispatching and dynamic routing of closest, most appropriate resources and to enhance firefighter safety and accountability. MDT's are used to supplement, reduce radio traffic and provide a redundant mode of communication between responding resources and the Emergency Command Centers (ECC) of CAL FIRE. AVL provides CAL FIRE's Computer Aided Dispatch (CAD) system with the information needed to perform dynamic dispatching functionality. This allows the dispatch of the closest, most appropriate resource to an incident. The integration between the AVL/MDT and CAD system provides CAL FIRE resources with dynamic routing navigation instructions to an incident. With the AVL/MDT system utilizing the latest statewide map, fire response personnel have access to critical decision-making data that includes, updated road maps, other resources locations, jurisdictional boundaries, power line locations, topography, aerial photography, and fire hydrant locations.

AVL improves equipment response time and aids in reducing the potential of incidents becoming significant by providing the CAD system with the current location of CAL FIRE response resources ensuring the dispatcher can dispatch the closest most appropriate

resources to any emergency. The AVL device regularly provides the equipment's location by providing a continuously updated latitude and longitude in the CAD system. In the event where firefighting personnel may experience an emergency, the device has allowed dispatchers to accurately locate the resource. AVL devices in CAL FIRE emergency response vehicles have enhanced personnel safety by providing situational awareness of each of their resources throughout the State. With AVL, incident command staff can accurately know the location of the vehicle with the fire perimeter and, in time, warning the vehicle crew and initiating a rescue operation, if needed.

With CAL FIRE's AVL/MDT system, this improved fire suppression effectiveness and emergency response of first responders will further the protection of life, property, and the environment while increasing the safety of their personnel and the communities they protect. The CAL FIRE AVL Project Team strives to improve the AVL/MDT system and in the continued support to all of its users.

3. **ORIGIN OF ISSUE:**

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:**
(100)

5. **ARE CONTRACT SERVICES REQUIRED? IF SO, WHAT TYPE?**
(One time set up fee, with a minimal monthly subscription fee)

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?**
(NO)

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Sean Landavazo – Fire Chief

December 6, 2020
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Purchase of a Security Gate / Harden Perimeter Wall.

DEPARTMENTS RESPONSIBLE:

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Solicit proposals and obtain Council approval for purchase of security gate / rod-iron extensions for perimeter block wall to better secure the back of Fire Station 1.

Funding Source:
#1. Fire Department equipment reserve account.

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

With the constant foot traffic in the downtown area and around Fire Station 1, the ease of access to the back side of the fire station and to fire department personnel's vehicles has become an issue.

Within the last year Fire Station 1 has had multiple incidents. Law enforcement intervention and reports have been filed due to property loss and or violation to personal vehicles.

These issues have been widespread in multiple Fire Departments across San Bernardino and Riverside County. In some cases, fire stations were actively cased and broken into while the fire engine was out on a call only to return to personal items missing.

Placing a security gate and hardening the existing block wall will assist in deterring the act of a break-in, property loss, or property damage.

3. **ORIGIN OF ISSUE:**

COUNCIL___	**STAFF X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:**
(200)

5. **ARE CONTRACT SERVICES REQUIRED? IF SO, WHAT TYPE?**
(Yes) General Construction Contract.

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?**
(No)

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Sean Landavazo – Fire Chief

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Video Surveillance System installed at Police Station and Fire Department Stations

DEPARTMENTS RESPONSIBLE: Police and Fire.

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

   This is a complete system upgrade of the surveillance system that was initially installed at the police station. Since that initial installation, the cameras have begun to fail and there is a need for additional locations.

   The Fire Department does not currently have a surveillance system. Recently with vandalism to personal vehicles, the need has arisen.

   Funding Source: General Fund and Fire Department fund

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   For Police, there has always been a need to monitor the outside of the station as well as the interview rooms and now, additional rooms.

   Purchase four 55" viewing stations (flat panel T.V.'s) to replace current 15" monitors used to view the surveillance system. The large viewing stations in the following locations. Watch Commander's Office, so the sergeants can monitor actions around the station at all hours. Detective Division, so they can live monitor interviews in progress. Conference Room, so we can view video during staff meetings. EOC, so we can view all angles and views of the station during any emergency.

   8 Dell computers to replace the existing computers that were installed back in 2008. Most of the existing computers are starting to fail and are too old to upgrade.

   9 additional cameras. I would like to expand the system in the following areas. 1 camera at the West entry gate, 1 camera at the Northeast corner of the building, 1 camera at the front entry of building (exterior), 2 cameras in vehicle garage, 2 cameras in gun cleaning room, 1 camera in the inmate worker room and 1 camera in the evidence garage.

   For the Fire department, this is a new issue of break ins to personal vehicles and the sheds behind Station Nos. 1 & 3. We would need the contractor to come out and advise the City of the number and locations of cameras.

   The footage for all facilities would be stored at the Police Station.

3. **ORIGIN OF ISSUE:**

COUNCIL X	**STAFF X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 20**

5. **ARE CONTRACT SERVICES REQUIRED? IF SO, WHAT TYPE?**
Yes. Our current vendor could handle this.

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20? No.**

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Jon Billings/Sean Landavazo
Police Chief/Fire Chief

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Implement second 5-year City-Wide Pavement Management Program

DEPARTMENTS RESPONSIBLE: Engineering

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**
   - Update the City's PMP data base and forecast the needs for pavement improvement within the City's roadway network utilizing a cost-benefit analysis of the various strategies, including crack seal, slurry seal, scrub seal, crack repairs, overlay, and reconstruction that will need to be performed.
   - Create a list of potential projects for consideration by the Public Works Subcommittee to incorporate in the City's second 5-year PMP and the next 5-year Capital Improvement Program.

   Funding Source: Gasoline Tax (SB-1), Measure I Local Street Program Pass-Thru funds, CDBG funds, General Capital Financing (MOE) and CalRecycle RAC Grant funds, and City of San Bernardino

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**
   The City-wide PMP has been an effective tool to quantitatively analyze and evaluate pavement conditions, and to develop the best strategies to maintain pavement of the City's 152 centerline miles of streets. Continued implementation of this program is essential for the City to keep its arterial, collector and local streets in good conditions for an extended period of time.

3. **ORIGIN OF ISSUE:**

COUNCIL	**STAFF X**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 100

5. **ARE CONTRACT SERVICES REQUIRED?** Yes **IF SO, WHAT TYPE?**
   Pavement Engineering Consulting Services

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Initiate Development of the Highland/San Bernardino Bi-City Transformative Bikeway/Walkway Corridor Project

DEPARTMENTS RESPONSIBLE: Engineering

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**
   - Construction of new bikeways, sidewalks, curb ramps, in-roadway warning lights and road diet across three jurisdictions and along a 15-mile corridor.
   - Utilize the completed alignment concept plan to construct a roundabout to be located at the Palm Avenue/Pacific Street intersection.
   - Evaluate the condition of existing under-sidewalk drains and the need to construct a new storm drain system in Palm Avenue.
   - Estimate cost to design, acquire right-of-way and construct street/drainage improvements and streetscape/landscape enhancements on Palm Avenue
   - Estimate maintenance cost for potential landscaping to be planted in the roundabout and in curb planters along both sides of Palm Avenue.
   - Seek City Council direction and community input on establishment of an assessment district to provide funding for landscaping maintenance on Palm Avenue
   - Negotiate with adjacent property owners (including SBCTA) for dedication of right-of-way needed to construct the roundabout.
   - Apply federal grant funds for planning, environmental, design and construction of the proposed public improvements.

   Funding Source: City RDA bond proceeds, and Development Impact Fee, ATP Federal Grant, City of San Bernardino and County of San Bernardino

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   This project was partially funded through ATP Cycle 4 Grant cycle. However, federal funds were not accepted by the City. The expanded project will compete very well. City staff is confident the entire project will be funded with ATP Cycle 5 Grant cycle. This project provides regional connections to major destinations and increases safety for pedestrians and bicyclists.

3. **ORIGIN OF ISSUE:**

COUNCIL	**STAFF X**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 120

5. **ARE CONTRACT SERVICES REQUIRED?** Yes **IF SO, WHAT TYPE?**
   Planning and Engineering Services

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? Yes

REVIEWED BY:

City Manager

1/25/21

DATE

PROPOSED BY:

Public Works Director

1/25/2021

DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Complete design and construction of a joint pavement project for pavement rehabilitation of Tippecanoe Avenue

DEPARTMENTS RESPONSIBLE: Engineering

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

   - Pavement rehabilitation of Tippecanoe Avenue between Vine Street and 3rd Street with the City of Highland as the lead agency.
   - Four roadway segments entirely within the County's jurisdiction due to proximately to Tippecanoe Avenue and economy of scale benefits.
   - This project will be folded into the second 5-Year City-Wide Pavement Management Program in Sector A (area west of Lankershim Avenue).

   Funding Source: Gasoline Tax (SB-1), Measure I Local Street Program Pass-Thru funds, CalRecycle RAC Grant funds and County of San Bernardino.

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   The pavement condition for Tippecanoe Avenue is in very poor condition. The proposed joint pavement rehabilitation project will provide a good and safe roadway surface to support traffic circulation and emergency services. A cooperative agreement was executed in May of 2020 between the City and County to deliver this project.

3. **ORIGIN OF ISSUE:**

COUNCIL	**STAFF X**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 80

5. **ARE CONTRACT SERVICES REQUIRED?** Yes **IF SO, WHAT TYPE?** Engineering

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Complete Construction of the 3rd Street and 5th Street Corridors Improvement Project

DEPARTMENTS RESPONSIBLE: Engineering

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**
   - Acquire rights-of-way for the proposed improvements.
   - Complete construction of street, storm drain and traffic signal improvements.

   Funding Source: Federal EDA grant, State SB1 State Local Partnership Program grant, City RDA bond proceeds, IVDA, and San Manuel Band of Mission Indians

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   The proposed improvements will complete street and drainage improvements along 5th Street and 3rd Street, extend 3rd Street to connect to 5th Street, and realign the Palm Avenue/3rd Street intersection thereby improving traffic circulation to access the SR 210/5th Street interchange from areas west of Palm Avenue.

3. **ORIGIN OF ISSUE:**

COUNCIL	**STAFF X**
GEN.PLAN X	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 80

5. **ARE CONTRACT SERVICES REQUIRED?** Yes **IF SO, WHAT TYPE?**

   Right-of-Way, Construction Management and Inspection Services

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Complete Environmental, Design and Right of Way of the "Highland/Redlands Regional Connector" Project

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- As lead agency, prepare environmental studies and obtain environmental clearance from various resource agencies.
- Complete design of proposed improvements.
- Obtain environmental and construction permits from various resource agencies.
- Acquire rights of way for the proposed improvements.
- Secure authorization from FHWA to start expenditure of federal funds on project construction.

Funding Source: Federal ATP grant, SBCTA TDA Article 3 grant, and City of Redlands

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The proposed widening and improvement of Boulder Avenue/Orange Street will provide an adequate and safer link of travel between the Cities of Highland and Redlands.

3. ORIGIN OF ISSUE:

COUNCIL	**STAFF X**
GEN.PLAN X	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 100

5. ARE CONTRACT SERVICES REQUIRED? Yes **IF SO, WHAT TYPE?**
Engineering, Environmental and Right of Way Services

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Complete Environmental, Design and Right of Way of the City Creek/Alabama Street Bikeway Project

DEPARTMENTS RESPONSIBLE: Engineering

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**
   - Develop and obtain concurrence from County Flood Control District the alignment and design concept of the proposed bikeway/walkway on the west City Creek levee.
   - Prepare environmental studies, and obtain environmental clearance from various resource agencies.
   - Complete design and right of way of the proposed improvements.
   - Obtain environmental and construction permits from various resource agencies.
   - Secure authorization from FHWA to start expenditure of federal funds on project construction.

   Funding Source: Federal ATP grant and SBCTA TDA Article 3 grant, City RDA bond proceeds, and City of San Bernardino

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   The proposed widening and improvement of Alabama Street and the proposed bikeway/walkway on the City Creek levee will improve traffic safety on Alabama Street and promote active transportation in the City.

3. **ORIGIN OF ISSUE:**

COUNCIL	**STAFFX**
GEN.PLANX	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 100

5. **ARE CONTRACT SERVICES REQUIRED?** Yes **IF SO, WHAT TYPE?**
   Engineering, Environmental and Right of Way Services

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Complete Right of Way and Obligate Federal Funds for Construction of Base Line Bridge over City Creek

DEPARTMENTS RESPONSIBLE: Engineering

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

   - Secure FHWA approval for additional Federal funds needed for project right of way and construction.
   - Complete right of way for the proposed bridge, roadway and channel improvements.
   - Secure FHWA commitment of Federal Highway Bridge Program funds for construction of the proposed Base Line Bridge as a high cost project that is expected to exceed $20 million in construction cost.

   Funding Source: Federal Highway Bridge Program grant, and City RDA bond proceeds

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   Replacing the low water crossing with a new 600'- long bridge on Base Line across City Creek will alleviate the periodic flooding and traffic circulation problems at this location during heavy storms.

3. **ORIGIN OF ISSUE:**

COUNCIL X	**STAFF**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 120

5. **ARE CONTRACT SERVICES REQUIRED?** Yes **IF SO, WHAT TYPE?**

   Engineering and Right of Way Services

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow

DEPARTMENTS RESPONSIBLE: Engineering

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

   - Obtain concurrence from FHWA to expand project scope and cost to include a raised bridge and roadway profile.
   - Complete environmental studies and obtain clearance from all resource agencies.
   - Initiate final project design.

   Funding Source: Federal Highway Bridge Program Grant, and City Development Impact Fee

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   Replacing the existing 2-lane bridge over Plunge Creek Overflow with a 4-lane bridge along with a raised roadway profile will accommodate future increased traffic volumes and reduce potential of flooding at this location during heavy storms.

3. **ORIGIN OF ISSUE:**

COUNCIL	**STAFF X**
GEN.PLAN X	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 100

5. **ARE CONTRACT SERVICES REQUIRED?** Yes **IF SO, WHAT TYPE?** Environmental and engineering services

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Complete Construction of Base Line Interchange Improvements

DEPARTMENTS RESPONSIBLE: Engineering

2. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- Continue to monitor and provide input on construction of ultimate improvements of the SR-210/Base Line interchange, which includes widening of Base Line between Buckeye Street and Seine Avenue (including the freeway bridge), and widening of the southbound on-ramp, and the northbound on and off-ramps.
- Coordinate additional Base Line widening improvements between Buckeye Street and eastbound SR-210 off-ramp with SBCTA.
- Provide local requirements regarding construction traffic management to minimize impact on local streets during construction of project by SBCTA.

Funding Source: City Measure I Arterial Funds, City Development Impact Fees, and SBCTA Freeway Interchange Program Funds

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Ultimate widening of the freeway ramps and Base Line across SR-210 will fully accommodate the City future growth to General plan build-out.

3. ORIGIN OF ISSUE:

COUNCIL	**STAFF**
GEN.PLAN X	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION X**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 120

5. ARE CONTRACT SERVICES REQUIRED? Yes **IF SO, WHAT TYPE?**
Engineering and Construction Management Services

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: San Manuel Band of Mission Indians to begin Project Approval & Environmental Documents Phase of the Victoria Avenue Interchange Project

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- As lead agency, San Manuel Band of Mission Indians (San Manuel) to initiate Project Approval & Environmental Documents (PAED) for the proposed Victoria Avenue Interchange.
- City of Highland will review and approve CEQA.
- San Manuel to prepare Request for Proposal, and select consultant for the PAED work.
- Begin PAED work.

Funding Source: Indian Gaming Special Distribution Grant, San Manuel Community and Credit Fund and San Manuel Band of Mission Indians

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Construction of a new interchange at SR-210/Victoria Avenue will relieve traffic congestions at the existing interchange at SR-210/Highland/Arden and along Highland Avenue east of the existing interchange. The new interchange at Highland Avenue will provide direct, safe and efficient freeway access from SR-210 to major activity centers such as San Manuel Indian Casino and San Bernardino International Airport.

3. ORIGIN OF ISSUE:

COUNCIL X	**STAFF__**
GEN.PLAN X	**BOARD/COMMISSION__**
OUTSIDE REQUEST X	**LEGAL OBLIGATION X**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? Yes **IF SO, WHAT TYPE?**
Engineering and Planning Services

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Initiate Project Approval & Environmental Documents Phase of the 5th Street Interchange Project

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- The Project Approval & Environmental (PAED) for the proposed 5th Street Interchange project includes eastbound on and off ramp additional lanes and widening of 5th Street at SR-210 to ultimate width.
- Negotiate funding contributions from CEMEX/Robertson's Ready Mix
- Prepare Request for Proposal, select consultants for the PAED work.
- Begin PAED work.

Funding Source: City Measure I Arterial Funds, City Development Impact Fees, and SBCTA Freeway Interchange Program Funds,

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Construction of these interchange improvements at SR-210/5th Street will provide direct, safe and efficient freeway access for vehicular and truck traffic.

3. ORIGIN OF ISSUE:

COUNCIL X	**STAFF__**
GEN.PLAN	**BOARD/COMMISSION__**
OUTSIDE REQUEST	**LEGAL OBLIGATION__**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 160

5. ARE CONTRACT SERVICES REQUIRED? Yes **IF SO, WHAT TYPE?** Engineering Services

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? No

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Implement Strategies to Balance Landscape Maintenance District Budget

DEPARTMENTS RESPONSIBLE: Public Works/Public Services

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- Develop viable strategies to balance the district's annual budget.
- Conduct public outreach to gain understanding and support from affected residents and businesses.

Funding Source: General Fund and Assessment District

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

With continued increases of maintenance charges various zones in the Landscape Maintenance District are operating with a deficit. Due to legal restrictions the annual assessments of these zones cannot be increased without re-balloting all affected property owners. An increase in revenue is required in order for the District to maintain its current level of service.

3. ORIGIN OF ISSUE:

COUNCIL	**STAFF X**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? Yes **IF SO, WHAT TYPE?**
Assessment Engineering Services and Legal Services

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Evaluate Installation of Additional Public-Access Electric Vehicle Charging Stations

DEPARTMENTS RESPONSIBLE: Public Works

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

   - Review usage of three fast charging stations installed at City Hall.
   - Evaluate additional charging infrastructure needs at City Hall, YMCA and Library.

   Funding Source: AQMD MSRC grant, and City SB2766 Subvention funds.

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   Installation of public-access electric vehicle charging stations promotes the use of electric vehicles within the community, which in turn reduces fossil fuels consumption on local transportation and improves air quality.

3. **ORIGIN OF ISSUE:**

COUNCIL	**STAFF X**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 50

5. **ARE CONTRACT SERVICES REQUIRED?** Yes **IF SO, WHAT TYPE?**

   Construction contract to install electrical, concrete, pavement marking, and electric charging stations; Service contract to maintain and operate charging equipment.

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Replace Community Park pedestrian walkway lighted bollards with LED pole lights

DEPARTMENTS RESPONSIBLE: Public Works

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

   - Evaluate options to remove existing bollards and cap-off electrical in ground boxes at Community Park.

   Funding Source: General Fund and General Capital Financing

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   There are 42 existing light bollards that generally follow the walkway paths around the Community Park which have been a constant target for vandalism and are currently in need of substantial work. When they are fully operational, the lighting is not adequate and park users have also expressed safety concerns. LED technology has made advancements that would allow greater spacing, provide increased lighting output and reduce energy costs. In additional, pole mounted LED fixtures would be less susceptible to vandalism.

3. **ORIGIN OF ISSUE:**

COUNCIL	**STAFF X**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION X**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 60

5. **ARE CONTRACT SERVICES REQUIRED?** Yes **IF SO, WHAT TYPE?** Electrical Services

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** No

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Construct trash enclosure at Aurantia Park to accommodate recycling

DEPARTMENTS RESPONSIBLE: Public Works/Public Services

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

   - Construction of new trash enclosure per City standards that includes concrete, masonry, steel works and asphalt paving.

   Funding Source: General Fund and General Capital Financing

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   There are currently no recycling or trash dumpsters available at Aurantia Park. The addition of this amenity would support on-going trash and recycling operations. There would be no additional cost to the City by Burrtec because this service is already being provided at Aurantia Park.

3. **ORIGIN OF ISSUE:**

COUNCIL	**STAFF X**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 80

5. **ARE CONTRACT SERVICES REQUIRED? Yes** **IF SO, WHAT TYPE?**
   Engineering and Inspection Services

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** No

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Public Works Director

1/25/2021
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Work with San Bernardino Unified School District for a Joint Use Park Agreement at Warm Springs and Lankershim Elementary Schools

DEPARTMENTS RESPONSIBLE:

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Creating public programs, activities for youth, city beautification and creating a sense of community.

Look into enhancing existing public facilities for more recreational use.

Funding Source: State Grant

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

This work item should be considered for the city council for many reasons. It provides a venue to keep children off streets and provides to those who don't have lawns, a place of enjoyment and interaction. It improves the overall beauty of the city. It will also give more of an incentive for residents to go if a park was closer, which enables residents to be more physically active within the community.

City staff has researched possible funding opportunities for potential upgrades to existing school facilities for public use during non-school hours as a city park. Having discussed with the Grant Officer of the State Department of Parks and Recreation, City staff will pursue a State grant if it becomes available in 2021. City staff will contact San Bernardino City Unified School District officials in 2021 to determine on-going interest in becoming a partner in development of a joint-use park.

3. ORIGIN OF ISSUE:

COUNCIL_X_	**STAFF**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:

5. ARE CONTRACT SERVICES REQUIRED? IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Anaeli Solano
Councilmember

DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: "Airport Gateway Specific Plan"

DEPARTMENTS RESPONSIBLE: Community Development and Public Works

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Coordinate with SBIA, IVDA, City of San Bernardino, County of San Bernardino, EVWD and the San Manuel Band of Mission Indians to draft and adopt a Specific Plan for the corridor. Identify goals, vision and administrative procedures that will ensure the success north of the San Bernardino International Airport. During this process, the City will evaluate its existing Business Park and Industrial Zoning District permitted uses, and standards. The City will review the boundaries of the Business Park and Industrial Zoning District and explore ways to facilitate employment generating uses.

Funding Source: SBIAA/IVDA Funded (nominal General Fund – Planning Division to conduct public meetings)

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

It is in the City's best interest to have input into the regional plan and work collaboratively with all other agencies affected. The City's Business Park and Industrial Zoning Districts are strategically located close to the San Bernardino International Airport with exceptional access to SR210. The Districts also provide some of the best opportunity areas for local employment for the City. A detailed evaluation of the City's existing Business Park and Industrial Zoning District uses and standards are necessary to ensure the districts are permitting the appropriate mix of uses consistent with the General Plan goals inclusive of the Economic Development Element.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 100

5. ARE CONTRACT SERVICES REQUIRED? No. **IF SO, WHAT TYPE?**

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? Yes.

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Community Development Director

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Checklist for Building Permit Applications

DEPARTMENTS RESPONSIBLE: Building & Safety, Fire Marshal

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Create checklists for each type of building permit application to assist the public with requirements needed for permit approval(s). The checklist will be attached to applications posted on the City's webpage as well as available at the Building & Safety/Fire Marshal public counter.

Funding Source: General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

As the need increases to remotely access permit information on-line, the Building Official and Fire Marshal have determined a detailed checklist would also be helpful to streamline the plan check review process. Creating a detailed check list will also help eliminate delays in processing construction permits – for both minor and major construction projects. The first checklists to be created will focus on the most popular permit application types, which included but not limited to, patio covers, accessory dwelling unit, custom single-family units, tenant improvements, solar, electric charging stations, retaining walls/block walls, and trash enclosures.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF __X__**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? No **IF SO, WHAT TYPE?**

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? No

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Community Development Director

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Community Development Block Grant Funding for COVID-19 (CDBG-CV) Programs

DEPARTMENTS RESPONSIBLE: Community Development and Public Services

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

   Expend the City's CDBG-CV funds in compliance with state and federal law. These funds were allocated in 2020 and may be expended through mid-2022. Three programs were approved by the County on behalf of HUD; Senior Pre-Packaged Meals through the Highland Senior Center, and a Senior Grocery Program and Anti-body Testing through the City.

   Funding Source: CDBG Funding

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   To assist seniors and low/moderate-income residents in safely acquiring prepackaged meals and groceries with minimal public contact. Also, to offer antibody testing for the COVID-19 virus to determine prior exposure.

3. **ORIGIN OF ISSUE:**

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 160

5. **ARE CONTRACT SERVICES REQUIRED?** Yes **IF SO, WHAT TYPE?** CDBG Subrecipients including the Highland Senior Center

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** No

REVIEWED BY:

City Manager

1/25/21

DATE

PROPOSED BY:

Community Development Director

1/25/21

DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Host the Annual Citrus Harvest Festival

DEPARTMENTS RESPONSIBLE: Planning, Public Works, Public Services, Finance

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Coordinate the 2021 and 2022 Citrus Harvest Festivals (24th and 25th Annual). Manage the vendors, historic home tour, car show, entertainment, marketing, and other aspects of the event.

Funding Source: Prior year's proceeds and General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

To foster public awareness of the City's citrus heritage, Historic District, and cultural resources.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 300+

5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? No.

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Community Development Director

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Community Trail Signage (Trail Identification and Way Finding Signage)

DEPARTMENTS RESPONSIBLE: Community Development / Planning / Public Works

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Identify appropriate locations in need of community trail signage. The proposed trail signage will help identify the name of the city trail and/or help users get to the trail head. These signs could also include helpful information, such as, but not limited to, length and interesting features/facts/history along the trail. The program will include the promotion of the City's existing Adopt a Trail and Mile Markers programs, and a portion of the State's Recreational Trails Program grant will be used to off-set the cost of manufacturing and installation of the new identification and wayfinding signs directing the public to the City's Natural Parkland facility.

Funding Source: State Recreational Trails Grant and General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The City currently has approximately 12 miles of constructed community trails with established names identified on an official trails map. The trails map showing the constructed trails is available on the City's Webpage. Some of the trails constructed have obvious identifying features such as white picket fencing, but most are hidden or not identified for the general public's convenience, therefore signage would be helpful to guide them in the right direction.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF**
GEN.PLAN___	**BOARD/COMMISSION CTC**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? Yes

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Community Development Director

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Demolition of a Single-Family Residence at 7433 Central Avenue

DEPARTMENTS RESPONSIBLE: Housing Authority/Community Development /Planning

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Demolish a single-family home and accessory structures at 7433 Central Avenue in preparation for a senior housing project south of Jeffrey Court. The City is actively seeking development proposals for this property in conjunction with Housing Authority goals. Demolition of existing vacant structures will make the property more marketable and will reduce trespassing issues.

Funding Source: General Fund, Housing Authority and Planning

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

To further the effect to provide affordable housing to the City's senior community and to utilize the Housing Authority's property and funds collected for said purpose.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 200

5. ARE CONTRACT SERVICES REQUIRED? Yes. IF SO, WHAT TYPE? Staff will prepare a bid document for circulation then enter into an agreement with a qualified contractor for demolition.

6. IS THIS A CARRY-OVER ITEM FROM 2019-2020? No.

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Community Development Director

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Disposition of City Property at the Northwest corner of 6th Street & Victoria Ave

DEPARTMENTS RESPONSIBLE: Community Development and City Attorney

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Dispose of 1.31 acre surplus parcel owned by the City at the northwest corner of 6th Street and Victoria Avenue. The property will be declared surplus, advertised to local agencies, then potentially sold at market value consistent with state law.

Funding Source: General Fund.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The property was originally purchased as a potential site for Highland Fire Station No. 3. The Fire Station was ultimately located on Sterling Avenue. This property no longer holds a municipal purpose. It may be sold, and proceeds returned to the General Fund.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? No. **IF SO, WHAT TYPE?**

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? No.

REVIEWED BY:

City Manager

1/25/21

DATE

PROPOSED BY:

Community Development Director

1/25/21

DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Homeless Outreach to Businesses and Vacant Property Owners

DEPARTMENTS RESPONSIBLE: Code Enforcement Division and Police Department

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

To expand the Quality of Life Initiative approved by City Council in December 2017 by increasing services which includes a homeless and loitering outreach to local businesses and vacant property owners. The Code Enforcement Team and the Police Department/POP Officers will create a detailed outreach program to address the homelessness and loitering issues.

Funding Source: General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

To help increase safety and homeless awareness for our local businesses and vacant property owners.

Due to increased homelessness in the region the expansion of the quality of life program will address these issues while providing outreach and education materials to local businesses and vacant property owners. By recruiting and developing a partnership with local businesses ("buy-in") a program will be designed to significantly reduce loitering and trespassing around retail centers and discourage the establishment of homeless encampments on vacant properties in Highland.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF: _X_**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 320

5. ARE CONTRACT SERVICES REQUIRED? No **IF SO, WHAT TYPE?**

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? No

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Community Development Director

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Update the Housing and Public Health & Safety Elements of the General Plan including a new analysis of Environmental Justice

DEPARTMENTS RESPONSIBLE: Planning, Engineering/Public Works, Police, Fire

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Update of the City's General Plan Housing Element compliant with the State of California's 6th Cycle Housing Element Update and Regional Housing Needs Allocation concurrent with an update of the Public Health and Safety Element inclusive of Environmental Justice.

Funding Source: California Senate Bill 2 grant ($160,000 grant) and General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The State of California mandates timely updates of each city's and county's Housing, Public Safety and Environmental Justice Elements.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF**
GEN.PLAN_X_	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION_X**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 120

5. ARE CONTRACT SERVICES REQUIRED? Yes. IF SO, WHAT TYPE? The professional services of Dudek.

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? No.

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Community Development Director

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Local Early Action Program (LEAP) Grant Implementation

DEPARTMENTS RESPONSIBLE: Community Development & Administration

1. **WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

   In accordance with the California LEAP program, purchase a web-based permit management software with a multi-department integrateable platform to help streamline and accelerate the building permit and land use entitlement process. Develop specific objectives for streamlining residential permits.

   Funding Source: State of California LEAP Grant ($150,000 grant) and General Fund

2. **WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

   In effort to increase the availability of affordable homes statewide which is critical to bettering the quality of life of all Californians and to ending homelessness, the State of California provided LEAP program to assist cities and counties with developing planning documents for housing production. LEAP provides one-time grant funding to cities and counties to update their planning documents and implement process improvements that will facilitate the acceleration of housing production and help local governments prepare for their 6th cycle RHNA much like the SB2 Planning Grant which awarded the City $160.000.00.

3. **ORIGIN OF ISSUE:**

COUNCIL___	**STAFF__X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. **ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 80

5. **ARE CONTRACT SERVICES REQUIRED?** No. **IF SO, WHAT TYPE?**

6. **IS THIS A CARRY-OVER ITEM FROM 2019-20?** No.

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Community Development Director

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Neighborhood Improvement Outreach and Enforcement (target areas)

DEPARTMENTS RESPONSIBLE: Code Enforcement Division

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

To target extremely blighted residential neighborhoods citywide to improve property maintenance. This program will consist of a two (2) pronged approach which includes an Outreach Campaign (to property owners and tenants) followed by Code Enforcement actions if needed to improve property maintenance in the targeted neighborhood(s).

Funding Source: General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Historically the efforts of code enforcement have been reactionary, except for their participation on the Quality of Life Taskforce whose major focus is on homeless outreach and encampment mitigation. This program will increase code enforcement efforts in targeted residential neighborhoods that are experiencing significant property maintenance issues (but not reported to the City's Code Enforcement Division). Engaging proactively with property owners and tenants on municipal code requirements related to property maintenance issues will help achieve code compliance and improve the resident's quality of life and improve surrounding property values.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF: _X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 320

5. ARE CONTRACT SERVICES REQUIRED? No **IF SO, WHAT TYPE?**

6. IS THIS A CARRY-OVER ITEM FROM 2019-20? No

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Lawrence Mansion
Community Development Director

1/25/21
DATE

2021 AND 2022
PROPOSED NEW WORK ITEM

ITEM: Development Code Update (focus on ambiguities and inconsistencies)

DEPARTMENTS RESPONSIBLE: Community Development / Planning

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Update title 16 Land Use and Development of the Highland Municipal Code. During the last Work Program Cycle staff identified a number of ambiguities and inconsistencies that should be modified and updated. The areas of concern are related to the City's land use policy and implementation of adopted standards in the following chapters: Administration, Definitions, Permits and Approvals, Residential Districts, Commercial Districts, Mixed Use Districts, Employment Districts, Open Space Districts, General Development Standards, Specific Use Standards, Wireless Telecommunications Facilities, and Parking Regulations.

Funding Source: General Fund – Planning

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

To ensure that the City is implementing land use and development codes consistent with the City's General Plan (General Plan Consistency), and its current development codes (Chapter 16, Land Use and Development Code) are clear of ambiguity. This Item was only partially completed during the last Work Program Cycle when a handful of amendments were approved.

3. ORIGIN OF ISSUE:

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**LEGAL OBLIGATION**

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 160

5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2019-2020 Yes.

REVIEWED BY:

City Manager

1/25/21
DATE

PROPOSED BY:

Community Development Director

1/25/21
DATE

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITES
2021/2022

CITY CLERK DEPARTMENT

STAFF MEMBERS:

Betty Hughes, City Clerk
Lisa Del Rio, Administrative Assistant II
Lissette Nock, Administrative Assistant I
Elena Rodrigues, Administrative Assistant III

ACTIVITY	BH	LD	LN	ER	Total Hours	Legal Req.
Advertising	70	-	-	-	70	yes
Agenda	110	160	-	35	305	yes
Bids	20	-	-	-	20	yes
Bond Releases	20	-	-	-	20	yes
Budget Process	20	-	-	-	20	yes
Claims Processing	80	-	-	-	80	yes
Clerical (Council/City Manager/Admin)	100	40	30	795	965	
Council Mail	70	-	-	-	70	
Council/Subcommittee Mtgs. (During the Day)	30	15	-	15	60	
FPPC Filings (campaign/ethics)	120	-	-	-	120	yes
General Elections (even-numbered years)	80	15	-	-	95	yes
General Government Special Projects	-	-	-	75	75	
Goals & Objectives Process	20	-	-	-	20	
Internal/External Requests	170	70	-	-	240	
Lien Releases/Record	85	-	-	-	85	yes
Logging Funds	-	-	100	-	100	
Mail Sorting	-	-	150	-	150	
Management & Staff Meetings	35	-	-	-	35	
Minutes Preparation	50	50		175	275	yes
Notary Services (Internal/External)	100	40	-	-	140	yes
Public Records Requests	275	225	20	40	560	yes
Receptionist Duties	-	25	945	200	1,170	
Records Management/Maintenance	180	250	105	155	690	
Scanning/Archiving Permanent Records	50	835	375	235	1,495	
Staff Reports	40	-	-	-	40	
Total On-Going Activities	1,725	1,725	1,725	1,725	6,900	
Staff Time Available	1,725	1,725	1,725	1,725	6,900	
Time Available for Goals Per Year	-	-	-		-	
Total Hrs. Available for 2-Year Work Prog.	-	-	-		-	

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITIES
2021/2022

FINANCE DEPARTMENT

STAFF MEMBERS: Chuck Dantuono, Director of Administrative Services
Leticia Nava-Cruz, Senior Accountant
Michelle Gomez, Accountant
Lia Dominguez, Accounting Assistant II
Sophia Meza, Accounting Assistant II

ACTIVITY	CD	LN-C	MG	LD	SM	TOTAL HRS.	LEGAL REQ.
Daily							
General Clerical	180	180	60	50		470	
Deposits & Deposits Review	88	125	60	208		481	
Dog Licensing (New)			10	312	10	332	yes
Cash Register		10	10	312	10	342	
Cash Log		20				20	
Postage/Mail		5	150		10	165	
Administration	80	30				110	
Petty Cash			20			20	
Weekly							
Accounts Payable/Warrants	0	26	13	288	700	1027	yes
Accounts Receivable	3	5	110			118	
Purchase Orders	20	5		104		129	yes
Purchasing	2			153		155	
Business Licenses (New)					276	276	yes
Parking Cite Administration			40			40	yes
Project Accounting	65	75	761			901	

ACTIVITY	CD	LN-C	MG	LD	SM	TOTAL HRS.	LEGAL REQ.
Bi-Weekly							
Payroll	13	52	52	104		221	yes
Training	24	24	24	24	24	120	yes
Warrant Registers	6	25				31	yes
Treasurer's Report	12					12	yes
Finance Subcommittee	30					30	
Department Staff Meetings	52	52	52	52	52	260	
Management Staff Meetings	44					44	
Monthly							
Month-End Journal Entries	12	125				137	
Bank Statement Reconciliation	6	6	24			36	
Dog License (Renewals)				36		36	yes
Business License (Renewals)					600	600	yes
Grants		65	100			165	yes
Inventory Distribution				48		48	
Expenditure/Revenue Account Audits & Reports	12					12	
Assessment District Admin.	6	52	30			88	yes
Developer in lieu Fees	6	6				12	yes
Mello-Roos (CFD) & SA Spreadsheets	25					25	
Stop Payments/Returned Checks/Void Checks	3	5	30			38	
Quarterly							
Grants	10	150	50			210	yes
Payroll Tax Reports	1	20	20			41	yes

ACTIVITY	CD	LN-C	MG	LD	SM	TOTAL HRS.	LEGAL REQ.
Interest Distribution	3	12				15	yes
Diesel Fuel Reports					10	10	yes
SMIP/BSASR/SB 1186 Reports					11	11	yes
Annually							
Year-End Journal Entries	50	15				65	
City Audit	150	100	5			255	yes
Special Purpose Audits	30	5				35	yes
Budget	250	150	5			405	yes
Fee Study	20	80				100	yes
Grants	10	65	62			137	yes
W-2's and 1099's	2	5		30		37	yes
Award Applications	2					2	
State Controller's Reports	8					8	yes
AB 1600 DIF/Dev Fees annual reports	2					2	yes
AB 2766 AQMD annual report						0	
ROPS & SA Debt	5					5	yes
Work Program	5					5	
Fixed Asset Inventory	3	15				18	yes
Annual Payroll Tax Reports	1	6				7	yes
Investment Policy/Reports	5					5	yes
CFD Tax Levy/Admin	130					130	yes
Miscellaneous							
Personnel	75	15				90	yes

ACTIVITY	CD	LN-C	MG	LD	SM	TOTAL HRS.	LEGAL REQ.
Benefits	26	25				51	yes
Staff Reports/Ordinances/ Resolutions	35	12				47	
Worker's Compensation Claims	10	6				16	yes
Seminars/Conferences/ Meetings	15	30		4	22	71	
Personnel/Benefits Requests	15	26				41	
Investments/Wires	10	10				20	
Financial Software Maintenance	7	20				27	
General Ledger Maintenance	12	15				27	
Refuse Liens	10	50	37			97	yes
Risk Management	134					134	yes
TOTAL ON GOING ACTIVITIES	1725	1725	1725	1725	1725	8625	
STAFF TIME AVAILABLE	1725	1725	1725	1725	1725	8625	
TIME AVAILABLE FOR GOALS PER YEAR	0	0	0	0	0	0	
TOTAL HOURS AVAILABLE FOR TWO YEAR WORK PROGRAM	0	0	0	0	0	0	

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITIES
2021/2022

PUBLIC WORKS DEPARTMENT

STAFF MEMBERS:

Carlos Zamano, Public Works Director/City Engineer
Matt Bennett, Assistant Public Works Director
Melissa Morgan, Public Services Manager
Jim Richardson, Public Works Manager
Carlos Florez, Public Works Coordinator
Denise Moreno, Volunteer Services Coordinator
Salli Wilson, Code Compliance Officer
Angel Halloway, Senior Maintenance Worker
Brandon Coleman, Maintenance Worker II
Gerald Peck, Maintenance Worker I
Jack Avon, Maintenance Worker I
Kevin Layne, Maintenance Worker II
Ryan Ramos, Maintenance Worker I
Jay Tuttle, Assistant Engineer
Alondra Muñoz, Administrative Assistant III

ACTIVITY	CZ	MB	MM	JR	CF	DM	SW	GP	AH	BC	RR	JA	KL	JT	AM	Total Hours	Legal Req.
Development Projects:																	
Planning Process	60	320												104		484	
Engineering Process	40	240		10										800		1,090	
Non-Fee Generated Development	10	160												671	10	851	
Capital Projects:																	
Feasibility Study/CIP	120	20														140	
Grant Related Work	200	20		5											18	243	
Design	160	20													8	188	
Right-of-Way	20	20													30	70	
Construction	300	40		20											40	400	
Agency Coordination	80	40		5											5	130	
Chamber Quarterly Construction Updates	10	-														10	
Maintenance Assessment Districts:																	
Engineer's Reports	6	60	70													136	
General Administration	4	10	40	60												114	
Maintenance Activities:																	
Landscape	5	16		35				700		700			30			1,486	
Signal	10	30		20									25			85	
Street	10	30		200					150		650	520	300			1,860	
Storm Drain	10	20	10	80	40				40		150	100	70			520	
Signing/Striping	5	10		80					40		120		235			490	
Traffic Operations	20	30		20									15			85	
Clean-up/Weed Control		10		40				50		50	350		350			850	
Fleet Maintenance		4		30				50	50	50	50	60	50			344	
Graffiti Abatement		4		20					910		40		20		30	1,024	
Parks	2	4		80				650	320	650		300	20			2,026	
Trails	2	4		30					20				190			246	
Tree Trimming	2	4		80				100		100	20		20			326	
Street Lights	10	24		60												94	
Building & Grounds Maintenance:																	
City Hall	2	4		30				30		30	10	230	50			386	
Police Station	2	4		30				10		10		100				156	
Fire Stations	2	4		30								100				136	
Community Center	2	4		30				30		30		80	50			226	
Library	2	4		30				30		30		120				216	
Public Services:																	
Crossing Guard		10	10													20	
Citizen Complaints	10	80	50	150	150		150	40	160	40	300	80	265	52	345	1,872	
Public Inquiry	40	10	25	45	50									52	40	262	
Street Lights	2	8		20											20	50	
Street Sweeping		4	10		30		500									544	
Athletic Field Administration		4	40													44	
Grant Related Work		4			10											14	
Volunteer Services:																	
Safe Routes to School Programs		4				600										604	
Highland Improvement Team Activities		4				310										314	
Blood Drive Activities						100										100	
Special Events		2				375								6		383	
General Volunteer Administration		2				125										127	
Public Inquiries	10					200	125									335	

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITIES
2021/2022

PUBLIC WORKS DEPARTMENT

STAFF MEMBERS:

Carlos Zamano, Public Works Director/City Engineer
Matt Bennett, Assistant Public Works Director
Melissa Morgan, Public Services Manager
Jim Richardson, Public Works Manager
Carlos Florez, Public Works Coordinator
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Gerald Peck, Maintenance Worker I
Jack Avon, Maintenance Worker I
Kevin Layne, Maintenance Worker II
Ryan Ramos, Maintenance Worker I
Jay Tuttle, Assistant Engineer
Alondra Muñoz, Administrative Assistant III

ACTIVITY	CZ	MB	MM	JR	CF	DM	SW	GP	AH	BC	RR	JA	KL	JT	AM	Total Hours	Legal Req.
Administration:																	
Management Staff Meetings	40	40	40	40												160	
Department Meetings	24	35	35	55	15			35	35	35	35	35	35	20	35	429	
General Supervision/Coordination	100	100	150	150	75	15										590	
Goals/Budget Preparation	50	50	50	60	15										15	240	
City Stds./Dept. Policies/Staff Reports	80	60	40	20										15	35	250	
City Council Subcommittees	60	30	30	30												150	
SANBAG/Flood Control Meetings	60	4														64	
Administrative Support					100									5	1,042	1,147	
Weekly Newsletter/Construction Project Updates	40	10	10	5	40										52	157	
Energy Leadership Meetings				5													
Mandated Programs:																	
Solid Waste		4	375		300		950									1,629	YES
NPDES	10	20	650		900											1,580	YES
															-	-	
Total On-Going Activities	1,622	1,645	1,635	1,605	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	25,482	
Staff Time Available	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	25,875	
Time Available for Goals Per Year	103	80	90	120												393	
Total Hrs. Available for 2-Year Work Prog.	206	160	180	240												786	

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITES
2021 / 2022

COMMUNITY DEVELOPMENT DEPARTMENT

STAFF MEMBERS:

Lawrence Mainez, Community Development Director (LM)
Matt Wirz, Building Official (MW)
Kim Stater, Assistant Community Development Director (KS)
Ashiq Sted, Associate Planner (AS)
Sal Qantinilla, Associate Planner (SQ)
Angela Tafolla, Planning Technician II (AT)
Camille Goritz, Admin. Assistant III (CG)
Judith Jaurique, Housing Specialist (J)
Justin Ramirez, Code Compliance Officer (JR)
Barrie Owens, Code Compliance Officer (BO)
Shannon Wisnizski, Administrative Assistant II (SW)
Gary Chambers, Code Compliance Officer (GC)
Cecilia Hernandez, Permit Technician (CH)
Craig Sanchez, Fire Marshal (CS)
Scott Rice, Landscape Arch (SR)

ACTIVITY	LM	KS	MW	AS	AT	CG	SQ	SR	BO	SW	JR	GC	J	CH	CS	Total Hours	Legal Req.
Entitlements	60	200	50	400	75	-	400	110	-	-		-	-	-	-	1,295	Yes
Ministerial Permits	10	50	10	80	540	25	80		-	-		-		-	-	795	Yes
Planning Permits	40	50	50	50	300	50	50	-	-	-		-		-	-	590	Yes
Env. Process	50	100	-	50	-	-	50		-	-		-		-	-	250	Yes
SMARA Process	20	-	-	-	-	5	-		-	-		-		-	-	25	Yes
AB 939 (HHW & CRV)	-	-	-	-	20	-	-		-	-		-		-	-	20	Yes
Residentail Rental Applications	15	-	-	-	-	-	-		40	15	40	20		-	-	130	Yes
Planning Mgmt.	140	410	-	-	-	-	-		-	-		-		-	-	550	Yes
Building Permits / Plan Ck.	-	10	200	30	40	-	30		-	40		-		700	100	1,150	Yes
Bldg. Inspections	10	20	225	60	5	-	60		-	-		-		-	300	680	Yes
NPDES	10	15	50	10	-	-	10	15	-	-		-		-	-	110	Yes
Build. Safety Mgmt.	80	-	445	-	-	-	-		-	-		-		-	-	525	Yes
Building Code Enf.	25	20	100	20	20	-	20		160	-	95	115		-	-	575	Yes
Build Safety Records	-	-	25	-	-	20	-		30	150	30	30		200	-	485	Yes
Building Code Appeals Brd (PC)	5		5			15								-		25	Yes
CASp AB1379 (DSA)(CWDG)	5		40					100								145	Yes
Grading Permits	5	10	20	10	5	-	10		-	-		-		50	-	110	Yes
Grading Inspections	5	10	20	10	5	-	10		-	-		-		-	-	60	Yes
Bus. Licenses	10	5	10	10	50	-	10		75		75	40		75	-	360	Yes
Code Enf. Insp./Quality of Life	15	-	100	-	-	-	-		860	-	860	860		-	-	2,695	No
Code Enf.Mgmt.	255	-	-	-	-	-	-		-	-		-		-	-	255	No
Code Enf. Records	-	-	30	-	-	20	-		300	420	300	300		-	-	1,370	Yes
Appeals Brd (PC)	30		25			10			75	130	75	70		-		415	yes
Com Trails Committee	20	-	-	10	-	110	120		-	-		-		-	-	260	Yes
Hist. Cult. Pres. Brd	15	90	10	150	-	140	-		-	-		-		-	-	405	Yes
Planning Commission	150	125	20	140	20	250	140	20	-	-		-		-	-	865	Yes
City Council	150	45	25	60	-	50	60		10	-	10	10		-	-	420	Yes
COPS (Com Oriented Problem Solving)	100			-		100										200	No
Fire Marshal Mgmt.	75	-	100	-	-	-	-		-	-		-		-	-	175	Yes
Fire Case Management	-	-	-	-	-	-	-		-	-		-	-	-	155	155	Yes
Street Naming (PC)	5	-				15	-							-		20	Yes
Park/Trail Planning (CWDG)	10	10	-	-	-	-	100	20	-	-		-		-	-	140	Yes
Emergency Planning	15	16	25	-	-	10	-		-	-		-		-	-	66	Yes
Weekly Rept	10	5	10	7	10	80	7		-	10		-		-	-	139	No
CDBG / Econ Dev	75	150	-	-	-	20	-		-	-	65	-		-	-	310	Yes
Single Family Rehab	20	-	20	-	-	-	-		-	-		-	240	20	-	300	Yes
Grants	50	-	-	20	-	20	120	20	-	-		-		-	-	230	No
Econ Dev..	40	20	-	10	-	40	10		-	-		-		-	-	120	No
Housing Auth /Suc Ag. /Housing.	75	110	-	-	-	-	-		-	-		-		-	-	185	Yes
Wash / HCP	24	4	-	5	-	-	13		-	-		-		-	-	46	Yes
Citrus Harvest Fest.	10	120	-	240	10	10	10		-	-		-	300	-	-	700	No
Discover Highland Night	1			8	8					8				8		33	No
Trails Day	5	10	-	5	5	5	75		-	-		-		-	-	105	No
Notary Public						-								-		-	Yes
Gen. Clerical	20	20	10	80	60	650	80		-	610		100		120	90	1,840	Yes
Public Counter	40	40	100	180	552	80	180		175	342	175	180		552	60	2,656	Yes
General Plan Implementation	25	60	-	80	-	-	80		-	-		-		-	-	245	Yes

Total On-Going Activities	1,725	1,725	1,725	1,725	1,725	1,725	1,725	285	1,725	1,725	1,725	1,725	540	1,725	705	22,230	
Staff Time Available	1,725	1,725	1,725	1,725	1,725	1,725	1,725	285	1,725	1,725	1,725	1,725	540	1,725	705	22,230	
Time Available for Goals Per Year	-	-	-	-	-	-	-		-	-		-	-		-	-	
													-				
Total Hrs. Avail. for 2-Year Prog.	-	-	-	-	-	-	-		-	-		-			-	-	

STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: February 9, 2021

FROM: Joseph Hughes, City Manager

PREPARED BY: Matt Bennett, Assistant Public Works Director MB

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

SUBJECT: Public Improvement Reimbursement Agreement between City of Highland and Lumar Devco IV, LLC for roadway improvements at northeast corner of Base Line and Buckeye Street

RECOMMENDATION: It is recommended that the City Council:

1) Approve the Public Improvement Reimbursement Agreement between City of Highland and Lumar Devco IV, LLC (Lumar) for roadway improvements at the northeast corner of Base Line and Buckeye Street,

2) Authorize the Mayor to sign the Agreement

FISCAL IMPACT: The total project cost for design, right of way, environmental, construction and construction engineering is estimated to be $100,000 for the roadway and sidewalk realignment work at the northeast corner of Base Line and Buckeye Street will be funded entirely by Lumar as per the terms of the Reimbursement Agreement.

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: Lumar the owner of the parcels APN 1200-421-02 and 1200-421-03 ("Subject Property") located between Buckeye Street and the SR 210 Eastbound off-ramp along the north side of Base Line, intends to construct restaurants on the property. If approved, this development project may be conditioned to construct a dedicated right turn pocket for the future access to the developer improvements. The SR 210/ Base Line Interchange Project (Interchange Project) is currently under construction and has plans to widen the north side of Base Line along this property's frontage, but the Interchange Project's improvements do not include a dedicated right turn pocket.

Approved _____	Motion _____	Second _____	Agenda Item No. 7
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes

City Clerk

City Manager

Lumar desires to have the City contract with SBCTA's Interchange Project contractor to construct these specific roadway improvements along the north side of Base Line while the Interchange Project's contractor is constructing other Base Line road improvements in the later part of 2021. By doing so, the development project at the northeast corner of Base Line and Buckeye Street can have those improvements constructed now by SBCTA's contractor without impacting the Interchange Project construction schedule. The current Interchange Project improvement plans would be redesigned to realign the curbs, gutters, sidewalk, decorative lights, and roadway widening to include the future dedicated right turn lane into the Interchange Project improvements (Exhibit "A" within Reimbursement Agreement).

The City and SBCTA must approve an amendment to the Base Line Interchange Project Cooperative Agreement C13027 (00-1000791) to include this additional work not included in the original contract. This City Betterment Agreement Staff Report will be brought to City Council at a later date. Should the City and SBCTA fail to enter into such an agreement, this Reimbursement Agreement will automatically terminate.

The Public Improvement Reimbursement Agreement has been reviewed and approved by the Attorney of both parties. Lumar has signed the Reimbursement Agreement and submitted the required $100,000.00 deposit to the City.

Attachments:
1. Reimbursement Agreement
2. Vicinity Map

REIMBURSEMENT AGREEMENT BETWEEN THE CITY OF HIGHLAND AND LUMAR DEVCO IV, LLC REGARDING CITY BETTERMENT PROJECT

THIS AGREEMENT ("Agreement") is made as of January __, 2021, by and between the City of Highland, a California Municipal Corporation ("City") and Lumar Devco IV, LLC, a Limited Liability Company ("Developer"). The City and Developer are collectively referred to herein as "the Parties".

RECITALS

A. Developer intends to apply for land use entitlements to improve certain real property located at the northeast corner of Buckeye and Base Line, also identified as San Bernardino County Assessor's Parcel Numbers 1200-421-02 and 1200-421-03 ("Subject Property"). The Subject Property is owned by Lumar Devco IV, LLC.. Developer intends to construct restaurants on the Subject Property ("Future Project"). If approved, the Future Project may be conditioned to construct a dedicated right turn pocket the future access to the Future Project ("Developer Improvements"). However, Developer has not submitted an application with the City to construct the Future Project, and it is not known at this time, what conditions would be imposed on the Future Project.

B. The San Bernardino County Transportation Authority ("SBCTA"), in cooperation with the California Department of Transportation District 8 ("Caltrans"), will be constructing the State Route 210 & Base Line Interchange Project ("Project"). The Project will widen Base Line from Buckeye Street to Seine Avenue and widen three of the four existing SR-210 interchange ramps. For purposes of CEQA/NEPA, Caltrans is the lead agency for the Project. In November 2016, Caltrans adopted a Mitigated Negative Declaration for the Project.

C. The City contacted SBCTA about constructing some additional City-betterment improvements in the City as part of the Project. These improvements include certain roadway improvements along Base Line, between Buckeye Street to the Eastbound SR210 off ramp.

D. Developer has requested the City to contract with SBCTA to have the SBCTA construct the Developer Improvements on behalf of Developer and have Developer reimburse the City for the Developer Improvements. The Developer Improvements are generally described and shown on Exhibit "A".

E. SBCTA has estimated that the cost for the design, construction, staff oversight time, and environmental review associated with the Developer Improvements will be approximately One Hundred Thousand Dollars ($100,000.00) comprised of design costs in the amount of Forty Thousand Dollars ($40,000.00), construction costs in the amount of Forty Thousand Dollars ($40,000.00), and a Twenty Thousand ($20,000.00) contingency payment for environmental review, staff time, and any other costs related to the construction of the Developer Improvements.

F. In order to have the Developer Improvements constructed as part of the Project, the City will need to execute a change order with SBCTA in the amount of One Hundred Thousand Dollars ($100,000.00). The City has agreed to submit this change order if Developer agrees to pay for the full cost of the Developer Improvements.

G. This Agreement is entered into between the Parties to provide for Developer to reimburse the City for costs and expenses incurred by the City for the work that SBCTA will perform to construct the Developer Improvements.

NOW, THEREFORE, in consideration of such recitals, and the mutual promises, obligations and covenants herein contained, the Parties hereto agree as follows:

1. The City and Developer accept the above recitals as true and correct and incorporate them herein as if they were fully restated in this Agreement.

2. As more particularly described in Section 3 of this Agreement, Developer shall reimburse the City in full for all documented costs and expenses incurred by SBCTA: (a) in conducting further environmental review including any NEPA/CEQA revalidation and any subsequent MND or addendum to the MND, or any other environmental review required, (b) to incorporate the Developer Improvements into the design of the Project, (c) for construction management and inspection services; and (d) to construct the Developer Improvements. Collectively, such costs, fees, charges and expenses shall be referred to herein as "Reimbursable Costs."

3. Developer shall pay the City according to the following schedule:

(a) Within thirty days of the execution of this Agreement, Developer shall deposit with the City the sum of One Hundred Thousand Dollars ($100,000.00) (the "Deposit") in an account with the City ("Deposit Account").

(b) The City shall deduct from the Deposit Account the documented Reimbursable Costs, in accordance with this Section.

(c) On or before the 30th day of any month, the City shall submit to Developer a statement of expenses for the preceding month's Reimbursable Costs ("Statement"). The Statement shall itemize and describe with reasonable particularity the Reimbursable Costs that have been incurred during the period covered by the invoice. The City may carry over to the next month's Statement any charges not billed in a particular month.

(d) If the Deposit Account falls below Five Thousand Dollars ($5,000.00), Developer shall deposit with the City funds sufficient to replenish the Deposit Account to Ten Thousand Dollars ($10,000.00), within 20 Business Days after written demand by the City's Engineer/Public Works Director.

(e) This Agreement shall expire upon acceptance of the Developer Improvements by the City, and the City shall remit to Developer within 30 days any balance remaining in the Deposit Account that was deposited to cover Reimbursable Costs.

(f) Notwithstanding the foregoing, Developer and its representatives shall have the right, upon reasonable notice to the City, to audit and copy the City's records regarding any matter for which the City requests reimbursement or payment from Developer.

4. Developer expressly acknowledges that by entering into this agreement, the City is in no way representing that it will approve the Future Project. Developer is paying for the cost of the Developer Improvements at its own risk with the understanding that the City is not committing to the approval of any entitlements for the Future Project. Nothing in this Agreement shall be construed to waive the right of the City to either deny or to approve the Future Project and impose conditions thereon. Developer expressly acknowledges that if the City, in its discretion, approves the Future Project the City may impose conditions on the Future Project in excess or different from the requirement to construct the Developer Improvements. Developer further acknowledges that the dedicated right turn pocket will be blocked off until future onsite improvements are approved and completed.

5. This Agreement is contingent upon the City entering into a separate agreement with SBCTA for SBCTA to construct the Developer Improvements. Should the City and SBCTA fail to enter into such an agreement, this Agreement will automatically terminate.

6. This Agreement is deemed to have been prepared by all of the parties hereto, and any uncertainty or ambiguity herein shall not be interpreted against the drafter, but rather, if such ambiguity or uncertainty exists, shall be interpreted according to applicable rules of interpretation of contracts under the laws of the State of California.

7. This Agreement shall not be assignable by Developer in whole or in part without the prior written consent of the City, which written consent shall not be unreasonably withheld. Developer shall provide to the City 30 days' advanced notice of any such assignment.

8. Notices. Any notices, demands or communications under this Agreement shall be given as follows:

To Developer: J. Scott Fawcett and Michael Lundin, Managing Members of
Lumar Devco IV, LLC
3835 Birch Street
Newport Beach, California 92660
scott@marinita.com and Michael@canaanpacific.com

To City: Carlos Zamano, Director of Public Works/City Engineer
City of Highland
27251 Base Line
Highland, California 92346
czamano@cityofhighland.org

Written notices, demands and communications between the City and Developer shall be sufficiently given by personal service or dispatched by first class mail, postage prepaid, to the addresses set forth above. Such written notices, demands and communications may be sent in the same manner to such other addresses as either party may from time to time designate by mail as

provided in this Section. Notwithstanding anything to the contrary contained herein, notice personally served shall be presumed to have been received as of the date of such service, and notices sent via mail as provided herein shall be presumed to have been received on the second business day after deposit of same in the mail.

9. This Agreement represents the entire integrated agreement between the City and Developer regarding the subject matter hereof, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both the City and Developer.

10. Should any dispute under this Agreement lead to litigation, the prevailing party shall be entitled to recover from the other party actual attorneys' fees and costs for the prosecution of the action.

11. This Agreement shall be governed by, and interpreted according to the laws of the State of California.

12. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

13. The persons signing this Agreement warrant that each of them has the authority to execute this Agreement on behalf of the party on whose behalf that person is purporting to execute this Agreement, and that this Agreement is a binding obligation of that party.

EXECUTED in the day and year first above written.

CITY OF HIGHLAND,
a California Municipal Corporation

By: _____
Penny Lilburn, Mayor

ATTEST:

_____
Betty Clerk, City Clerk

Lumar Devco IV, LLC, a California Corporation

By: _____

Name: _____

Title: _____

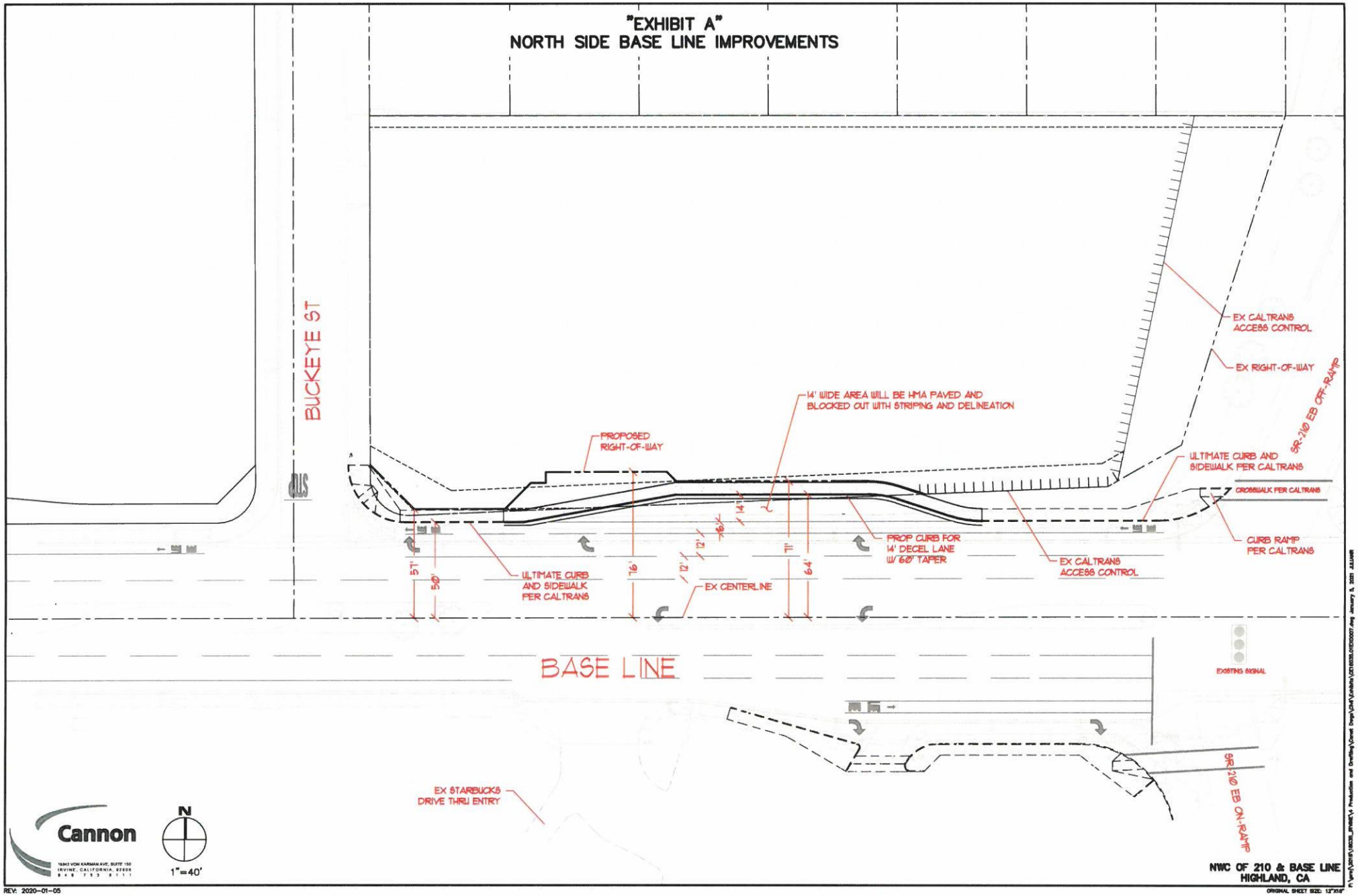
By: _____

Name: _____

Title: _____

EXHIBIT A

Description and Depiction of Developer Improvements


"EXHIBIT A"
NORTH SIDE BASE LINE IMPROVEMENTS
BUCKEYE ST
BASE LINE
PROPOSED RIGHT-OF-WAY
14' WIDE AREA WILL BE HMA PAVED AND BLOCKED OUT WITH STRIPING AND DELINEATION
EX CALTRANS ACCESS CONTROL
EX RIGHT-OF-WAY
SR-210 EB OFF-RAMP
ULTIMATE CURB AND SIDEWALK PER CALTRANS
CROSSWALK PER CALTRANS
CURB RAMP PER CALTRANS
PROP CURB FOR 14' DECEL LANE W/ 60' TAPER
ULTIMATE CURB AND SIDEWALK PER CALTRANS
EX CENTERLINE
EXISTING SIGNAL
EX STARBUCKS DRIVE THRU ENTRY
SR-210 EB ON-RAMP
5'
50'
76'
12'
12'
14'
11'
64'
Cannon
N
1"=40'
NWC OF 210 & BASE LINE
HIGHLAND, CA
REV: 2020-01-05
ORIGINAL SHEET SIZE: 12"X18"



VICINITY MAP

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 9, 2021

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. 8
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 9, 2021

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. 9
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager